



CABINET

Subject Heading:

**2024/25 Budget and 2024-2028
Medium Term Financial Strategy**

Cabinet Member:

**Councillor Christopher Wilkins
Cabinet member for Finance**

SLT Lead:

Kathy Freeman
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Policy context:

This report sets out the Council's revenue budget requirement for 2024/25 and MTFS for the following three years. It makes proposals regarding the level of Council Tax required to meet the budget requirement. The report also provides an update on the outcome of the 2024/25 local government financial settlement.

Financial summary:

This report includes:

- The approach to setting the Council's 2024/25 budget and MTFS for the following three years
- The outcome of the local government finance settlement
- The recommended Council Tax level for 2024/25.
- The proposal to set a balanced budget.

Is this a Key Decision?

Yes:

Expenditure or saving (including anticipated income) of more than £500,000.

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

People - Things that matter for residents	(X)
Place - A great place to live, work and enjoy	(X)
Resources - A well run Council that delivers for People and Place.	(X)

EXECUTIVE SUMMARY

This report consists of the following sections:

- Introduction (Section 1)
- Background and Strategic Context (Section 2)
- The budget process and Medium Term Financial Strategy update (Section 3)
 - Update on the Medium Term Financial Strategy
 - Savings process and budget consultation
 - Fees and charges
 - Review of Corporate and Service pressures assumptions
 - Local Government Provisional Finance update
 - Council Tax Requirement
- Proposal for balancing the budget (Section 4)
- Balances, Reserves and Contingencies (Section 5)
- Dedicated Schools Budget (Section 6)
- Housing Revenue Account and 30-year business plan (Section 7)
- Five-year Capital Programme and Flexible use of receipts (Section 8)
- Robustness of the Council's Budget (Section 9)
- Council Tax policies (Section 10)
- The Council's Commitment to Climate Change (Section 11)
- Implications (Section 12 onwards)

RECOMMENDATIONS

Cabinet is asked to:

1. Note the requirements of Section 106 of the LGA 1992 Act as set out in Section 1 of this report
2. Note the Medium Term Financial Position and the Budget setting process of the Council as set out in Section 3 of this report
3. Note the key assumptions and risks to the 2024/25 budget as set out in **Appendix A** of this report
4. Note the outcomes from the Public Consultation response as set out in **Appendix B** and **agree** the savings proposals as set out in Sections 3.7 to 3.11 and **Appendix C** of this report and of this report.
5. Agree the proposed Fees and Charges schedule as set out in paragraph and **Appendix D** and for officers to proceed with implementation of the proposed fees and charges, subject to consultation where required.
6. Agree the proposed 2.99% increase in core Council Tax for 2024/25 as set out in paragraph 3.18;
7. Agree the proposed additional 2% Council tax increase for the Adult Social Care Precept as set out in paragraph 3.18;
8. Agree the proposed Council Band D basic amount of Council Tax for 2024/25 of £1736.52 being the amount calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its council tax excluding the GLA precept for the year (as set out in section 3.18 to 3.20 of this report
9. Agree the proposed Council Tax requirement for 2024/25 to be set at £158.023m as set out **Appendix E** of the report
10. Agree the budgets proposed in this report and as set out in **Appendix F**
11. Agree the Delegated Schools' draft budget set out in **Appendix G** of this report;
12. Note the S25 Statement of Robustness as set out in **Appendix H** of this report.
13. Agree the Council Tax Support Scheme for 2024/25 as set out in **Appendix I** to this report (unchanged from 2023/24).

14. Agree Council Tax discounts for early payment to be given at a rate of 1.5% as set out in **Appendix J** of this report.
15. To direct officers to disregard War Pension income in the assessment of Housing Benefit as detailed in see Section 11 and **Appendix J** and authorises the Chief Executive to approve any policy required to effect the same.
16. Note the Equalities Impact Assessment in respect of the Council Tax Support Scheme as set out in **Appendix K** to this report
17. Note that in the event the Capitalisation Direction is not awarded to the value requested before the emergency Full Council meeting on the 6th March, the Strategic Director of Resources (S151 Officer) will be required to issue a S114 report.

Cabinet is asked to make the following recommendation to Full Council

- That Full Council approves the proposals at 4 - 15 above
- That Full Council notes the proposals at 1 -3 and 16- 17 above
- That full Council resolves to authorise officers to proceed with the implementation of the fees and charges proposal once agreed by Full Council, subject to consultation where required.
- Adopt the Council Tax Support Scheme for 2024/25 as set out in **Appendix I** of this report (unchanged from 2023/24);
- Agree Council Tax discounts for early payment to be given at a rate of 1.5% as set out in **Appendix J** of this report.
- To direct officers to disregard War Pension income in the assessment of Housing Benefit as detailed in see Section 11 and **Appendix J** and authorises the Chief Executive to approve any policy required to effect the same.
- Agree to direct officers to consult on additional Council Tax charges for second homes in order to allow a decision to be made for the 2025/26 budget

Cabinet is asked to delegate the following decisions:

- Delegate to the Chief Financial Officer the power to accept on behalf of the Council all grant funding allocated to the Council by external bodies, including central government (but provided that any new application for

grant funding shall be in accordance with the Council's scheme of delegations).

- Delegate to the Strategic Director of Resources (S151 Officer) in consultation with Service Directors the authority to make any necessary changes to service and the associated budgets relating to any subsequent specific grant funding announcements up to the value of £500k, to administer funding where delays may otherwise adversely impact on service delivery and/or budgetary control, subject to consultation with Cabinet Members as appropriate.
- Delegate authority to the Cabinet Member for Adult Social Services and Health and the Leader to approve an annual expenditure plan for the Public Health grant, in consultation with the Strategic Director of Resources and the Director of Public Health.
- Delegate to the Strategic Director of People and the Director of Starting Well authority to agree uplift / inflation increases with relevant social care providers for 2024/2025.

REPORT DETAIL

1. Introduction

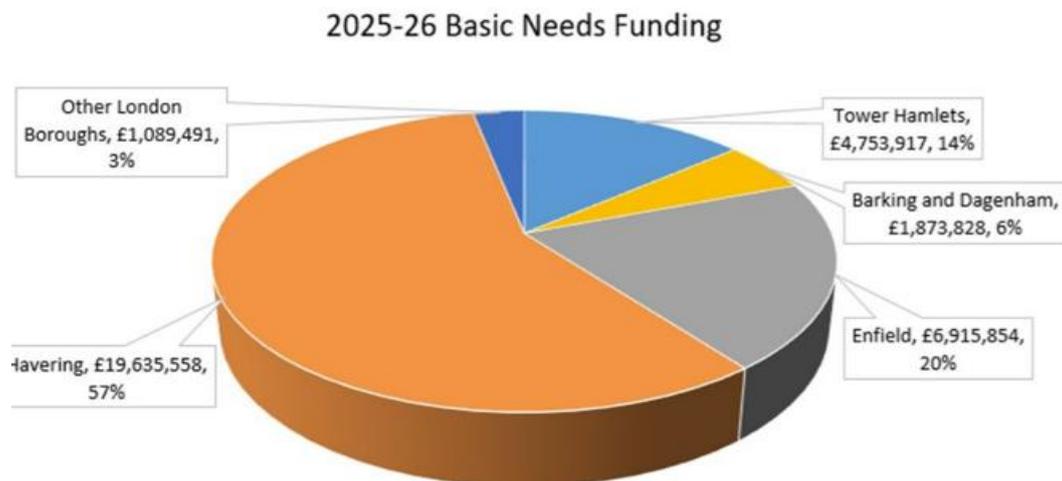
- 1.1 This report presents the proposed 2024/25 budget and also an update of the Medium Term Financial Strategy (MTFS) between 2024/25 and 2027/28 that will support the delivery of the Council's objectives and priorities. The report includes a recommendation to increase the Havering element of Council Tax by 4.99% (including the Adult Social Care precept) in order to meet the new budget requirement whilst maintaining tight financial control and ensuring prudent levels of reserves and balances are maintained.
- 1.2 Councillors are reminded that Section 106 of the Local Government Finance Act 1992 requires any Member who is two months or more in arrears on their Council Tax to declare their position and not to vote on any issue that could affect the calculation of the budget or the Council Tax. Any Member affected by Section 106 who fails to declare could be subject to prosecution.

2. Background and Strategic Context

- 2.1 The 2024/25 budget process has been one of the most difficult to date. For years Havering has made representation to the Government about its persistent underfunding position and yet the funding formula remains unchanged. This report sets out the steps that have been taken to develop and balance the 2024/25 budget.

2.2 The Council has experienced large increases in demand for its social care services in recent years driven by a rapidly increasing young population and the 2nd highest number of older people in London. The increases in the cost of living coupled with a reduction in available Housing has also led to a significant increase in temporary accommodation costs. These pressures are being experienced by many boroughs but the changes in Havering’s demographic profile is proportionally higher than most other London Boroughs. The Government froze the grant distribution formula over 10 years ago, resulting in demographic changes not being matched to the funding the Council receives. This growth is most notably seen with 25/26 Basic needs funding for school place provision, where Havering is receiving 57% of the funding for the whole of London, whilst the Council’s core funding for Children’s Services has not increased and remains allocated on the 2013 formula.

Chart 1: 2025/26 Basic Needs Funding London

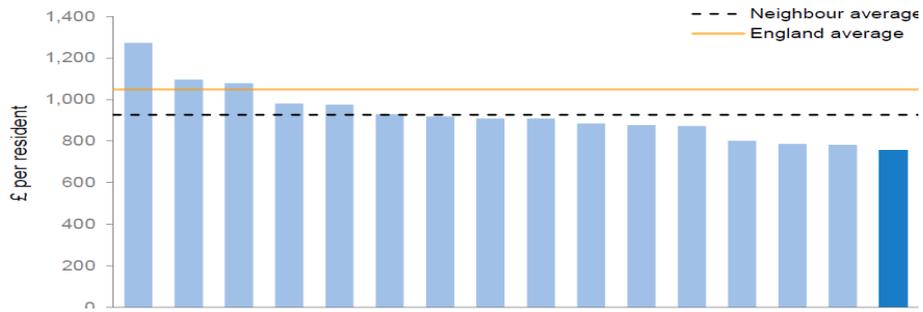


2.3 The accumulation of these pressures together with inadequate grant funding from central Government has resulted in overspends for the last three years on the revenue budget and significant budget pressures for 2024/25.

2.4 This report presents the budget process undertaken to balance the 2024/25 budget, includes £16.5m of savings proposals and recommends a 4.99% increase in Council Tax for 2024/25. The budget position will be balanced by requesting a Capitalisation Direction from the Government and the report explains why the Council has no alternative to setting a legally balanced budget.

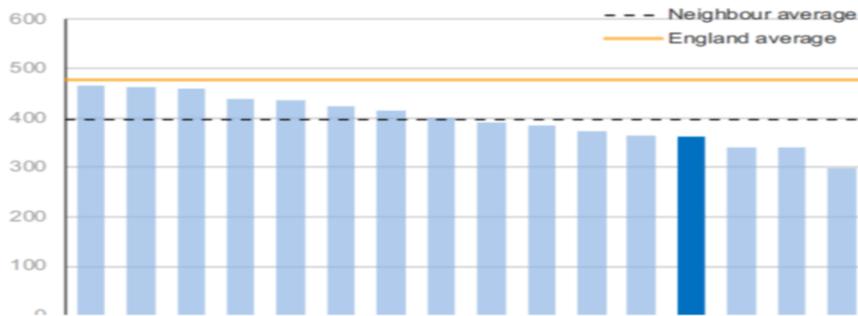
2.5 Havering faces significant financial challenges despite being an efficient Council with low unit costs. The graphs below have been independently produced by LG Futures, show Havering’s estimated spend per resident for 2023/24 compared to our near neighbours. It shows we have the lowest service costs amongst our near neighbours and are well below the national average spend.

Graph 1: 2023/24 estimated spend per resident compared to neighbour councils



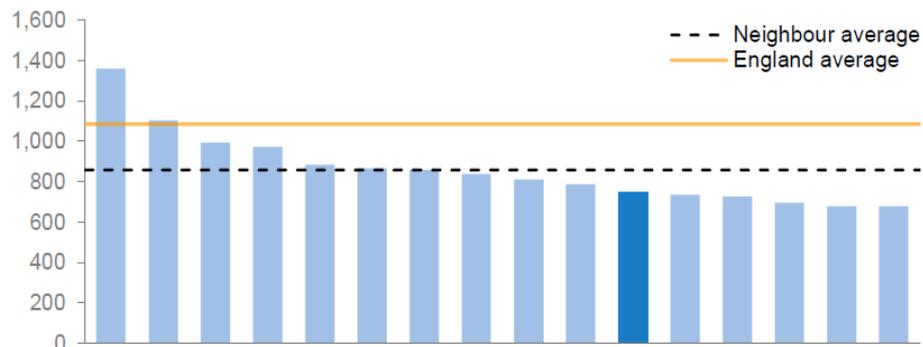
2.6 Havering’s estimated spend per adult resident on social care was also amongst the lowest of our neighbours and significantly lower than the national average as shown in the graph below. This demonstrates that the Council has managed its limited resources well and its unit costs are low.

Graph 2: Estimated 23/24 Adult Social Care costs per resident compared to neighbour councils expenditure of Adults 18+



2.7 There is a similar pattern with regard to Children’s social care. Havering’s budgeted spend for 23/24 is 12.9% below the near neighbour average and 31.2% below the national average per child as set out in the graph below

Graph 3: Estimated 23/24 Childrens Social Care costs per resident (0-17) compared to near neighbours



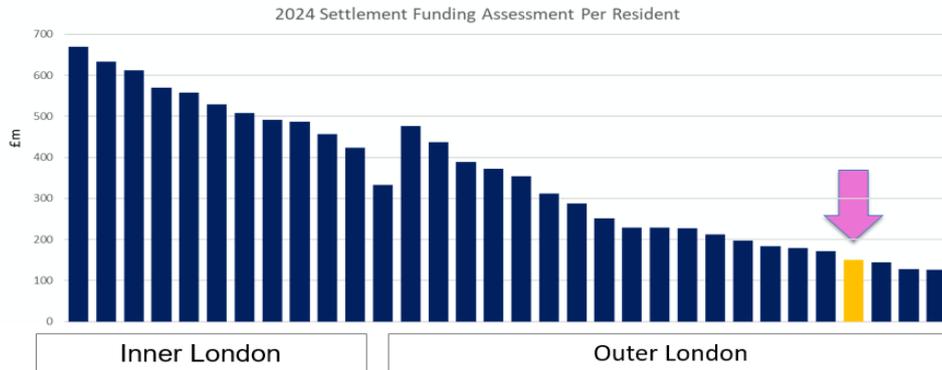
- 2.8 These comparisons show that Havering is an efficient borough which has managed its finances well and kept cost down despite rapidly rising demand. The recent 2021 census showed that Havering has the 2nd oldest population in London and it is estimated to grow. The census also showed Havering's population has the 10th fastest growth in the UK and our children's population has grown by over 20%, the 4th fastest growth in the UK.
- 2.9 The rapid increase in population has a direct correlation with demand on Council services. In 2022/23 the number of Children in residential placements increased from 16 to 29 placements and is now over 30. These placements on average cost over £6,000 per week and that cost is rising. The number of Children requiring a health care plan has increased by 13% a year which has resulted in a sharp increase in the numbers needing home to school transport support.
- 2.10 The increase in Cost of Living has directly impacted on the cost of Housing provision across London. Demand has increased and the Council has had no choice but to use high cost temporary accommodation on an increasing basis. The number of Private Sector Landlord (PSL) properties available has also decreased over the last couple of years again increasing the use of hotels and Bed and Breakfast. The table below shows the increase in of days purchased of temporary accommodation over the first 6 months of 2023/24

Table 1: Numbers in temporary accommodation April - Sept 2023

		Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
FAMILIES	Days of TA purchased	2606	2941	3384	3515	3966	4160
	Total cost in month (m)	0.210	0.237	0.288	0.311	0.360	0.371
SINGLES	Days of TA purchased	1399	1531	1617	1698	1583	1543
	Total cost in month (m)	0.092	0.104	0.112	0.119	0.113	0.107

- 2.11 Havering has managed its finances well over many years despite significant cuts in Government Funding. The Council has made savings and efficiencies of over £160m over the last ten years in order to balance its budget each year. This is despite the Council being disadvantaged through the Government's failure to update its funding distribution over the same period.
- 2.12 Havering has historically received and continues to receive the lowest levels of grant funding in London. The graph below shows that Havering receives the third lowest level of Settlement Funding support (Revenue Support Grant and Business Rates top up grant) in London. This has forced the Council to rely on Council Tax to fund service demand and other inflationary pressures.

Graph 4: Breakdown of Core Grant per Resident across London
 2024/25 Settlement Funding Assessment per Resident



2.13 The Government has also frozen the basis on which they allocate grant since 2013. This has had a significant impact on Havering as fundamentally, the Governments formula does not reflect the rapid population growth set out in paragraph 2.8. As an example, Havering will receive £29.5m of Social Care grants in 24/25 through the Governments formula. If updated demographic relative need data produced by the DHSC for social care had been used Havering would receive an additional £10m in social care grant per year.

2.14 The Government has also cut local Government Funding significantly since 2010. In 2010/11 Havering received nearly £100m in central grant. This was reduced over a decade of austerity to £39m for 2024/25. Whilst the actual reduction to grant took place between 2010 and 2017 Havering has now such a low grant base that the Governments latest inflationary increase to central grant only increases our grant by £1.7m. It should also be noted that the Government assume Councils will increase Council Tax each year by the maximum permissible as part of their funding strategy. This results in an ever increasing reliance on Council Tax as the main funding stream rather than Government grant.

2.15 The rapid rise in demand for services coupled with inadequate Government funding has left the Council facing significant pressures which even the savings and Council tax increase proposed in this report will not close. This report sets out the process the Council has taken to set the budget in 2024/25 and presents the medium term gap over the next four years which the Council will need to close.

3. The Budget Process and Medium Term Financial Strategy update

3.1 The process to set the budget and medium term financial strategy is an ongoing one and in effect starts at the beginning of the financial year. The process is robust and developing the budget gap takes account of the following factors:

- The ongoing impact of the 2023/24 overspend

- Inflation Rates
- Demographic Assumptions
- Interest Rates and the cost of borrowing
- Current in-year pressures
- Implications of the future Capital programme
- The need to establish prudent levels of balances and reserves
- Government Funding

3.2 When the 2023/24 budget was set in February 2023 the report included a high level future year forecast gap of £10m in 2024/25 rising to £31m by 2026/27. It became apparent at a very early stage that both the budget for 23/24 and the ongoing assumptions into 2024/25 were significantly understated to meet the unprecedented demand the Council was facing.

3.3 The 23/24 revenue budget is overspent for three main reasons being the rising costs of Adult and Childrens Social Care and the rapidly increasing numbers and cost of temporary accommodation. These pressures were identified at an early point in the year and by Period 4 a service overspend of £26.1m was forecasted.

3.4 The forecasts were updated in a report to October cabinet which provided Councillors with a clearer position to inform decision making.

3.5 The report to cabinet in October set out a £31.2m gap for 2024/25 rising to £77m over the 4 years to 2027/28. This report included the projected ongoing impact of the 2023/24 overspend and estimated the future cost of Social Care and Temporary Accommodation after an exercise considering best/worst and most likely outcomes. The table below sets out the position presented to October cabinet.

Table 2: Budget and Medium Term Strategy Position presented to October Cabinet

	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	4 Year Plan £m
Corporate Pressures	12.9	14.8	12.1	7.7	47.5
Demographic and Service Pressures	34.9	9.3	8.4	5.5	58.0
Assumed Savings previously built into the strategy	-6.8	-9.1	-8.2	-1.6	-25.6
Additional Government Funding	-9.8	1.0	6.0	0.0	-2.8
Budget Gap	31.2	16.0	18.3	11.6	77.1

3.6 Significant work was undertaken to develop the assumptions in the budget. The Council adopted a best, worse and most likely basis to develop each assumption. The detail behind these assumptions and an assessment of the risks can be found at **Appendix A** of this report but the key drivers of costs are summarised in the table below.

Table 3: Key Assumptions built into the budget process

Pressure	Best £m	Likely £m	Worst £m
Adults Ongoing Pressure	12.0	14.3	17.8
Childrens Ongoing pressure	10.0	11.0	13.5
Homelessness ongoing pressure	3.0	3.9	6.5
24/25 Pay Award Assumption	1.0	3.0	5.0

Savings Process and Budget Consultation

3.7 In order to help close the budget gap the Council identified and consulted on a series of savings and efficiency measures. These were presented as initial proposals in a report to November cabinet and then were reviewed to ensure that the savings values were robust and better profiled in line with what is achievable during 2024/25.

3.8 The budget consultation process asked the public, business rate payers and key stakeholders a series of questions relating to these proposals. The findings of the consultation process are set out in detail in **Appendix B** of this report. The main highlights of the consultation process were:

- 3,723 people took part in the Consultation of which 3,607 were Havering Residents
- Responses came from people of all age groups with the 65-74 recording the highest level of replies (676)
- Just over half (53.6%) of the respondents were female
- The main areas respondents were concerned about was the cost of living, crime and community safety and Health care needs
- The main savings respondents were most concerned about were Parking increases, Council Tax increases and alternate weekly refuse collection

Savings proposals amended following Public Consultation

3.9 The Council reviewed carefully the outcomes of the budget consultation and the concerns residents raised. The savings proposals were reviewed following the consultation and the following changes have been made

- The proposed increase to charges for football pitches has been reduced from a 50% increase to an inflationary increase of 6.1%
- The proposed charges for parking in parks have been reviewed and will now be limited to a phased increase on weekdays with a £1.50 flat fee at weekends (both free for first 30 minutes)

- A further review and consultation on waste collection and waste minimisation options for the future.

3.10 After this exercise and taking into account the outcomes of the budget consultation it is proposed the savings (set out in detail in **Appendices C1**) are approved as part of the budget process. This Appendix sets out each saving on detailed pro-formas, profiled together with any cost implications of delivery.

These savings are summarised in the table below:

Table 4: Summary of New Savings Proposals

Saving Area	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	TOTAL £m
Place	-3.330	-0.559	-0.027	0.000	-3.916
People	-1.639	-0.206	-0.355	0.000	-2.200
Resources and O/S	-1.119	0.011	0.430	0.000	-0.678
Corporate	-4.136	3.352	-0.045	0.000	-0.829
TOTAL	-10.224	2.598	0.003	0.000	-7.623

3.11 It should be noted that the Council has a further £6.3m of previously agreed savings to deliver in 24/25. These savings are partly the continuation of proposals commenced in 23/24 and partly other initiatives put forward in the previous budget round. These savings are listed in the table below and are set out in more detail as part of **Appendix C2**

Table 5: Summary of Existing Savings Proposals

Saving Area	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	TOTAL £m
Place	-0.493	0.000	0.000	0.000	-0.493
People	-4.562	-7.196	-6.320	0.000	-18.078
Resources and O/S	-0.130	0.000	0.000	0.000	-0.130
Corporate	-1.100	-1.100	-1.100	-1.100	-4.400
TOTAL	-6.285	-8.296	-7.420	-1.100	-23.101

Table 6: Total Proposed Combined Savings 2024-2028

Saving Area	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	TOTAL £m
Place	-3.823	-0.559	-0.027	0.000	-4.409
People	-6.201	-7.402	-6.675	0.000	-20.278
Resources and O/S	-1.249	0.011	0.430	0.000	-0.808
Corporate	-5.236	2.252	-1.145	-1.100	-5.229
TOTAL	-16.509	-5.698	-7.417	-1.100	-30.724

Fees and Charges

3.12 The Council annually reviews its fees and charges to customers. **Appendix D** sets out the proposed fees and charges for 2024/25. It should be noted that some fees are set nationally and the Council has not control over those rates. In setting the fees and charges the Council takes account of:

- Full cost recovery where appropriate
- Statutory fees rates
- Inflation
- Benchmarking and other market comparators
- Delivery costs for social care providers.
- Current market conditions for any increase

3.13 Given the Council's current financial position it is imperative that the Council takes a prudent view of the pressures it faces in 2024/25 so the budget is a robust one and there are no further overspends when the new year starts. The autumn months since that report was written have shown that numbers and unit costs have continued to rise resulting in a need to take a more prudent review of likely demand and move the assumptions towards the higher end. However, assumptions are made at a point in time and despite using the best information available to officers at the time of writing this report, there will be a number of factors that will vary from what has been incorporated into the budget. Therefore, it is important the Council has capacity to manage financial risks that may arise during the next financial year.

Review of Corporate and Service Pressure assumptions

3.14 The following changes have been made to the assumptions since the October cabinet report.

- Increase in Temporary Accommodation costs - The service overspend in 2023/24 has risen in period 8 to over £5m as additional numbers presenting outstrip even the estimates previously forecasted. The MTFs assumption has been increased by **£2.6m** to reflect the ongoing costs into 2024/25
- Adult Social Care Costs - The Council has now reconsidered the assumptions on Adult Social Care in line with the higher/worse case scenario. This adds a further **£3.5m** to the expected pressure on Adult Social Care.
- Childrens Social Care - The number of Looked After Children has risen by over 30 in the last nine months and continues to rise beyond previous estimates. Placements will also be impacted by the inflationary factors described above. The assumption has moved towards the higher case scenario and added **£2.5m** to the expected pressure.

3.15 The Council has also reviewed its Corporate assumptions to ensure the Council has sufficient provision to cover known and emerging pressures in 2024/25. The updates to the plan are listed below:

- The current assumption for the pay award is £3m (3%). This has proved insufficient in the last two years and whilst inflation is falling it is still prudent to increase the provision by **2.0m** to £5m (5%)
- The Council has a total of £16.4m of savings to find in 2024/25 including the full year effect of previous proposals. These savings will be difficult to achieve and some delivery may experience delays. A savings provision (**£3.0m**) has been introduced into the MTFS to account for this although the aim will remain at 100% delivery
- Audit Fees – The cost of external audit fees is set to rise by **£0.2m**
- The expected costs of Licences are due exceed current budgets by **£0.5m**
- Insurance Premiums – It has become clear that the cost of insurance is rising significantly and an expected additional **£1.0m** pressure has been built into the MTFS as a result
- Waste Disposal Levy - The Waste Authority (ELWA) have reviewed their reserves and as a result have released reserves back to constituent boroughs in the form of reduction to the 2024/25 levy (**£0.7m**)

Table 7: Best, Worst, Most likely Assumptions 24/25 budget

24/25 Pressure	Best £m	Mid £m	Worst £m
Adult Social Care	12.0	14.3	17.8
Childrens Social Care	10.0	11.0	13.5
Temporary Accommodation	3.0	3.9	6.5
24/25 Pay Award	1.0	3.0	5.0
New Pressures and Capitalisation Direction Cost	0.0	0.0	7.7
Government Finance Settlement	-6.1	-6.1	-5.6
Savings Proposals	-18.2	-18.2	-16.5
Other Pressures, and Council tax (no change to November)	4.1	4.1	4.1
Budget Gap 2024/25	5.8	12.0	32.5

Local Government Provisional Finance Settlement update

- 3.16 On 18th December 2023 the Government published the 2024/25 Provisional Local Government Finance Settlement. The announcement broadly confirmed the grant position which had been already announced by Government earlier in the year and then as part of a Government Policy Statement in early December.
- 3.17 The announcement was very disappointing news with no new funding in addition to already announced increases to Social Care Funding. The settlement once again failed to introduce any new methodology to re distribute grant based on current demographics and in effect rolled forward grant funding from 23/24. The total support was £0.5m lower than had been projected in the October cabinet report. Further details of the settlement and the Schools settlement can be found in section 6 of this report and in Appendix G of this report.

Proposed Council Tax levels and Council Tax Requirement

- 3.18 The Government settlement assumes the Council will increase Council Tax by the maximum permitted being 2% for the ASC Precept and a further 2.99% for a general Council tax increase. Given the financial situation set out in this report the Council has little alternative but to recommend the maximum 4.99% increase in Council Tax. The table below sets out the implications of this rise for taxpayers

Table 8: Proposed Council Tax Levels

	Havering Base Council Tax (2.99% Inc)	ASC Precept (2% inc)	Total Havering Council Tax (4.99% inc)	GLA Precept (8.58 inc)	Total Council Tax (5.73% inc)
BAND A	987.47	170.21	1157.68	314.27	1471.95
BAND B	1152.05	198.58	1350.63	366.64	1717.27
BAND C	1316.63	226.94	1543.57	419.02	1962.59
BAND D	1481.21	255.31	1736.52	471.40	2207.92
BAND E	1810.37	312.04	2122.41	576.16	2698.57
BAND F	2139.53	368.78	2508.31	680.91	3189.22
BAND G	2468.68	425.52	2894.20	785.67	3679.87
BAND H	2962.42	510.62	3473.04	942.80	4415.84

Summary Medium Term Strategy Position (assuming worst -case scenario)

- 3.19 The changes set out in paragraphs 3.9 - 3.14 have been built in to the medium term financial strategy and the table below shows the revised budget position

Table 9: Updated 2024-2028 Medium Term Financial Strategy

Medium Term Financial Strategy	24/25 £m	25/26 £m	26/27 £m	27/28 £m	TOTAL £m
Corporate Pressures	22.2	18.0	12.7	7.2	60.1
Adult Social Care Pressures	17.8	3.5	4.4	3.5	29.2
Childrens Social Care Pressures	13.5	2.0	2.0	2.0	19.5
Homelessness	6.5	0.5	0.0	0.0	7.0
Other Service Pressures (Public Realm IT, Property)	5.6	3.3	2.0	0.0	10.9
TOTAL PRESSURES	65.6	27.3	21.1	12.7	126.7
Savings Proposals	-16.5	-5.7	-7.4	-1.1	-30.7
External Grant support	-9.3	-0.4	5.1	-2.2	-6.8
Council Tax Increase	-7.3	0.0	0.0	0.0	-7.3
REMAINING BUDGET GAP	32.5	21.2	18.8	9.4	81.9

3.20 The Council is required to set out its statutory budget calculations as required by Sections 30 to 36 of the Local Government Finance Act 1992 (“the Act”). The proposed Council Tax requirement is calculated, as set out below: £649.915m being the aggregate of the expenditure, allowances, reserves and amounts which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act; (b) £491.892m being the aggregate of the income and amounts which the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act; (c) £158.023m being the amount by which the aggregate at 2.6(a) above exceeds the aggregate at 2.6(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year. This is set out in further detail in Appendix E of this report.

4. Proposal to balance the Budget

- 4.1 The Council is still facing a £32.5m budget gap as set out in section 3 of this report even after all the proposed savings have been taken and a 4.99% Council Tax increase has been applied. The Council has been fully aware of the budget situation throughout the year and has met DLUHC officials and ministers on a number of occasions to discuss our position.
- 4.2 At the meetings with DLUHC, Havering clearly set out the difficulty it was having in setting a balanced budget for 2024/25. It was made clear that Havering was an efficient low cost authority and the current budget position was as a result of underfunding over several years rather than anything the Council has done wrong.
- 4.3 It was therefore very disappointing that no additional funding was forthcoming in the Local Government Finance Settlement leaving Havering with a significant budget gap even after new savings and Council Tax had been applied. The

Government's only solution was to suggest to Havering that they apply for a Capitalisation Direction to close the budget gap, effectively allowing the Council to "borrow" to fund an on-going budget deficit.

- 4.4 The Council has taken King's Counsel advice around the process for setting local authority budgets, the prioritisation of statutory duties and the procedures of issuing of a S114 notice. This is in order to ensure that both the Council and the Government have fully complied with any legislation in place. Counsel advised as to possible action against the Government by way of judicial review, which may need to be considered going forward.
- 4.5 A Capitalisation Direction must be requested from central Government which allows the Council to fund a proportion of revenue spend as capital. The Direction effectively allows the Council to "borrow" to fund its annual revenue expenditure. If it is necessary to borrow to fund the Capitalisation Direction, then the borrowing must be undertaken from the PWLB and a rate 1% higher than normal borrowing. The Council must also allow for the repayment of this borrowing (otherwise known as the Minimum Revenue Provision MRP) on a 20 -year life span. The terms are punitive and it is disappointing Havering is being forced to borrow to fund an unsustainable budget position that has arisen solely due to an inadequate, out of date government funding formula that continually disadvantages the Borough's residents.
- 4.6 As this is the only solution the Government has put on the table Havering has applied for a Capitalisation Direction. This will allow the budget gap for 2024/25 to be closed and for the 23/24 projected overspend to be covered. By covering the projected overspend Havering will be able to keep General Balances and Earmarked Reserves at a level which allows a degree of financial resilience for next year.
- 4.7 Capitalising revenue spend in a year does not resolve the underlying structural funding deficit the Council faces but it will enable the Council to set a legally balanced budget for 2024/25. The Council will continue to lobby central Government for the funding reforms needed to adequately fund Social Care and manage temporary accommodation. This is a national problem and whilst Havering has been forced to act through its low reserves position other authorities will be faced with the same decisions in the coming months and years.
- 4.8 The revised budget position allows for a revenue cost of borrowing for the Capitalisation Direction. The Council will however review its existing capital receipts and their planned application in order that the most cost effective mechanism is used to finance the Capitalisation Direction
- 4.9 There are a number of financial risks and uncertainties which could potentially impact on the 2024/25 budget and also medium term forecasting. These risks have been incorporated into the gap set out in paragraph 3.19 and **Appendix A** sets out these risks in more detail.

- 4.10 Children's Social Care continues to be a high risk area where the growing younger population could potentially result in increased demand and additional costs. The 2021-22 budget for children's social care was £33.6m, rising to £38.3m in 2022-23 and £43.1m in 2023-24. This reflects the increased costs both through rising client numbers linked to demography and more significantly through additional inflationary cost of placements, which is a challenge shared by local authorities nationally.
- 4.11 The analysis of demographic pressures moving into 2024/25 has been robust, using metrics measuring both unit costs and client numbers and taking into account the sharp increases in the cost of living and inflation rates.
- 4.12 The Council undertook an internal self-evaluation of children's social care services in mid- 2023, ahead of the latest Ofsted inspection which took place later in the year. The council anticipates that Ofsted will share the local authority's assessment that services will need to significantly improve throughout 2023-24 and beyond, and this will add cost pressures. It is expected that the subsequent service improvement plan, based on the resulting Ofsted inspection report, will indicate potential further additional costs required to cover the recommendations made for improvement. If this is the case the Department for Education will be requested to provide additional support through the Sector Led Improvement Programme (SLIP) programme. These potential additional costs however represent a significant risk to future Council budgets.
- 4.13 Adopting the recommendations in this section of this report together with the Capitalisation Direction will enable a balanced budget for 2024/25 to be set. The Council will still be faced with a budget gap of £49.1m for the remaining three years of the strategy. The Council will also need to work with the Government on a fairer funding system in future to reduce or eliminate the need for a further capitalisation request in 2025/26
- 4.14 The Councils balanced budget for 2024/25 is set out in **Appendix F** of this report. This Appendix shows the revised 23/24 budget for each Service together with the growth, savings and the impact of the local government grant settlement.

5 Balances, Reserves and Contingencies

- 5.1 Havering recognises the need to have adequate reserves and balances and maintains a £1m corporate contingency for unforeseen in year pressures. Havering's general balances and earmarked reserves have been depleted in recent years through the pressures on services and are now amongst the lowest in London as shown in the graph below:

6 Schools budget and DSG

- 6.1 The Dedicated Schools Grant (DSG) is a ring-fenced grant that is allocated to local authorities to meet their responsibilities for early years' education, the funding of schools and for provision and support for pupils with special educational needs and disabilities and for pupils requiring alternative provision.
- 6.2 There has been a large increase in the overall DSG for 2024/25 of £22.6m. The overall DSG budget will be £315.7m compared to £293m. This is in part the result of the rolling in of a previously separate grant and the new responsibility for wider entitlement to Early Years Education and Childcare. The table below sets out the increase in comparison to 2023/24

Table 10: Havering Dedicated Schools Grant 2024/25

Financial Year	Pupil Numbers	Schools Block allocation - pupil led	Premises factors including NDR and Growth	Mainstream School additional Grant	Total Schools Block	Central Services to schools block	High Needs Block	Early Years	Early Years New Funding	Total DSG
		£m	£m	£m	£m	£m	£m	£m	£m	£m
2024/25	39654	233.444	4.172	0.000	237.616	1.747	42.959	23.777	9.593	315.692
2023/24	38898	217.322	4.476	7.479	229.277	1.696	40.630	21.439	0.000	293.042
Difference	756	16.122	-0.304	-7.479	8.339	0.051	2.329	2.338	9.593	22.650

- 6.3 Further details of the Dedicated Schools grant can be found as part of Appendix G to this report.

7 The HRA Budget and 30-year Business Plan

- 7.1 The Council has a separate report on this agenda to agree the HRA Budget for 2024/25 and the update of the 30 year HRA Business Plan. This report proposes a rent increase of 7.7% with effect from April 2024. This will mean the average weekly rent for general needs properties will be £133.45 and £113.72 for the sheltered housing.
- 7.2 The report also sets out the 30 year business plan and financial assumptions which have been updated to reflect the current national and global outlook. The plan projects a significant deficit in the debt position in the next 10 years gradually smoothing over the 30 year period. This will be continually monitored to ensure the plan remains viable.

8 The five-year Capital Programme and flexible use of capital receipts

- 8.1 The Capital Strategy and Programme is presented in a separate report on this agenda. The Medium Term Financial Strategy takes full account of the interest and borrowing cost of the proposed programme. This includes the revenue implications of a number of new bids which are included for approval by Council.
- 8.2 The proposed Capital programme will spend £1.4bn of which £0.5bn is for the General Fund and £0.9bn is HRA Capital Spend. The majority (0.37bn) of the

general fund spend relates to the Councils regeneration schemes which will deliver new homes and help greatly with the current Housing shortage.

- 8.3 The Capital programme will be funded by a number of sources including receipts (£0.2bn), grants (£0.3bn), contributions from revenue and reserves (£0.05bn) and borrowing (£0.85bn). The affordability of the Capital programme is assessed using a series of prudential indicators which measure items such as the ratio of financing costs to net revenue stream and the Councils capacity to deliver the programme. Further details of the prudential indicators can be found in the Capital Strategy report elsewhere on this agenda.
- 8.4 In December 2023, the Government announced the continuation until 2030 of the flexible use of capital receipts directive which allows Authorities to use capital receipts to finance revenue transformation expenditure for any project that is designed to generate ongoing revenue savings. Authorities are required to list each project and the savings that are being generated as a result of the project.
- 8.5 Further to the flexible use of receipts directive the Government have also just issued consultation on proposals to potentially extend the directive further to improve sector stability and efficiency. Implications on the consultation are being assessed however the increased flexibility is more beneficial for those with excess capital receipts available. As Havering has traditionally used capital receipts to keep borrowing down initial thoughts are that the additional flexibility has limited benefits.
- 8.6 Flexible use of receipts is currently being reviewed and once implications of the new consultation have been established further updates will be made. Havering is reviewing eligible transformational work and a request for use of the flexible arrangements will be made when that plan is developed together with any associated savings

9 Executive Director of Resources (\$151 Officer) statement regarding the robustness of the budget and MTFS

- 9.1 Section 25 of the Local Government Act 2003 requires Chief Financial Officers to report to their authorities about the robustness of estimates and the adequacy of reserves when determining their budget and level of Council Tax. Authorities are required to consider their Chief Financial Officer's report when setting the level of council tax. This statement is set out in **Appendix H** of this report.

10 Council Tax Policies and Proposals

- 10.1 The Council has a number of proposed policies regarding Council Tax which require formal approval. These proposed policies are listed below with further detail set out in **Appendices I & J** to this report.
- Proposed discount of 1.5% for Council Tax payers who pay their 2024/25 Council Tax in full before 1st April 2024
 - The proposed Council Tax Support scheme for 2024/25

- Proposed Policy regarding war pension income in relation to Housing Benefit Assessment

10.2 The Equalities Impact Assessment of the Council Tax Support scheme is attached as Appendix K to this report.

11 The Council's commitment to Climate Change

11.1 Havering Council is fully committed to tackling climate change across the borough and has set a target of being carbon neutral by 2040. Many projects are already underway to help towards achieving this goal, including:

- The new waste contract with Urbaser came into effect at the end of October 2023. The new service enables residents to recycle more items such as plastic pots, tubs and trays, and glass can now be collected for the first time.
- The Home Upgrade Grant Phase 2 (HUG2) award has been received and a number of homes have been identified for energy efficiency upgrades and clean heating systems in low-income households. This grant will allow the Council to tackle fuel poverty in 30 homes. It is anticipated that further government grants will be made available to improve the thermal efficiency of homes and the on-going data analysis will enable the Council to secure further grants for residents.
- As part of the UK Share Prosperity Fund (UKSPF) initiative a zero-carbon demonstration centre in Raphael's Park Lodge will be developed to inform colleges, schools, businesses and residents of the benefits and opportunities of undertaking energy improvement measures.
- The Council has secured funding from the UKSPF initiative to provide business advice, guidance, mentoring and training to 160 businesses across the borough with the objective of the businesses adopting greener processes within their ways of working. The Council will also commission a directory of sustainable services, providing businesses with a resource they can access to support their own efforts to tackle climate change.
- A Social Housing Decarbonisation Fund (SHDF) grant of £1.27m has been received from Wave 1 for social housing properties currently below Energy Performance Certificate (EPC) C rating to be upgraded, helping to cut fuel bills for social housing tenants as well as delivering warm homes and reducing carbon emissions. The Council has delivered fabric retrofit to 106 properties as part of this programme and will be delivering similar improvements to approximately 300 properties over the next two years.
- Building of the new Family Welcome Centre in Harold Hill is due to start on site early in 2024 and will have a heat pump as its primary source of heating and hot water, as will two new supported accommodation schemes for Social Services which are due to start on site in February 2024.

- Working with the Havering Volunteer Centre Climate Change Champions and the Green Forum with grant applications to raise community awareness about the role everyone has to play in tackling climate change.
- The Data Centre is an important opportunity for Havering Council to not only realise inward investment but also to allow the Council to be at the forefront of innovative technology. Senior Members of the Cabinet have been actively investigating the possibility of developing heat networks in the operation of the data centre.
- Further funding from the UKSPF initiative has been secured for tree planting to the Romford Ring Road scheme and for 'greening central Romford'.
- To demonstrate the Council's commitment and to emphasise both the seriousness and urgency of our work, the Council declared a climate and ecological emergency for Havering on 22 March 2023. The current Havering Climate Change Action Plan is being reviewed and an updated version will be in place in the new financial year.

11.2 For the coming year, the Council will, through the continued implementation of the Havering Climate Change Action Plan, embed the journey to carbon neutrality into the delivery of everyday services and model performance to ensure that it aligns to the Council's ambitions. It is particularly important for Havering residents that the Council co-ordinates climate mitigation which addresses flood and fire prevention and the impacts of extreme weather. This will require a robust programme of information for residents which will enable them to boost borough wide resilience. Delivery will be in concert with other stakeholders where the Council will demonstrate its leadership in this field and will realise benefits for residents through addressing not only the causes of climate change but mitigating the impacts of climate change on local communities.

REASONS AND OPTIONS

Reasons for the decision:

The Council is required to set a balanced budget in advance of the beginning of each financial year. This report sets out the process to reach a balanced budget for 2024/25 and sets out the Council's future plans for balancing the budget in the medium term from 2024/25 to 2027/28.

Other options considered:

The report outlines all the options identified for balancing the 2024/25 budget. Officers will continue to seek further options for balancing the budgets in future years.

The only alternative to the Capitalisation Direction would be for the S151 to issue a S114 Report, declaring the Council unable to set a legally balanced budget for 2024/25.

IMPLICATIONS AND RISKS

12 Financial Implications and Risks

- 12.1 The financial implications of the Council's Medium Term Financial Strategy are fully set out in this report and are therefore implicit in the body of this report.
- 12.2 The Council is proposing a 4.99% Council Tax increase and will be using a Capitalisation order to balance the budget. This will enable the Council to charge revenue expenditure to capital in 2024/25. The Council will need to either reduce its net expenditure or receive additional grant funding to prevent a similar scenario in the setting of the 2025/26 budget.
- 12.3 The report contains prudent assumptions on future pressures and £16.7m of savings to be delivered in 2024/25. If the Council is to stay within budget demand will need to be contained within these assumptions and the savings will need to be delivered

13 Legal Implications and Risks

- 13.1 The Council is required under Part 1, Chapter III of the Local Government and Finance Act 1992 (the 1992 Act) to set its council tax for the forthcoming year. In accordance with section 30(6) and 31A of the 1992 Act this must be set before 11 March of the preceding year, but is not invalid merely because it is set on or after that date.
- 13.2 The Council's calculation of its "council tax requirement" in accordance with sections 31A and 31 B of the 1992 Act is reflected in the body of this report. A delay in setting council tax can have serious financial consequences and may be challenged by way of an application for judicial review under section 66 of the Act.
- 13.3 Under section 25 of the Local Government Act 2003, the Chief Finance Officer is required to report to the Authority on the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves. Cabinet is required to consider these estimates when determining whether the proposals should be submitted to Council for approval.

- 13.4 The process for preparing the budget proposals for each municipal year, including any consultation requirements, is set out in the Budget and Policy Framework Procedure Rules within the Council's Constitution. The setting of the budget is a function reserved to Council following consideration of the initial proposals submitted by the Executive.
- 13.5 The Council's duty is to set a balanced budget, taking into account a range of factors, including consultation feedback and decision makers must also have regard to the Council's public sector equality duties under the Equality Act 2010. Each Member has a duty to ensure that the Council complies with its legal obligations by agreeing a balanced budget.
- 13.6 The budget consultation and approval process is separate from individual decisions which may need to be taken for example in relation to service delivery; these may require a separate consultation process and equality impact assessment before a final decision is taken.
- 13.7 Where consultation is undertaken it must comply with the "Gunning" principles; namely it must be undertaken at a formative stage, sufficient information should be provided to enable feedback, adequate time should be given for consideration of responses and the feedback should be taken into account in any decision taken.
- 13.8 Local Authorities owe a fiduciary duty to council taxpayers, which means the Council must consider the prudent use of resources, including control of expenditure, financial prudence in the short and long term, the need to strike a fair balance between the interests of council taxpayers and ratepayers and the community's interest in adequate and efficient services and the need to act in good faith in relation to compliance with statutory duties and exercising statutory powers.
- 13.9 The Council has an ongoing duty to maintain a balanced budget throughout the year and, accordingly, members are required to monitor the Council's financial position regularly in accordance with section 28 of the Local Government Act 2003 and take appropriate action if there is any significant deterioration in its financial position.
- 13.10 Where it appears that the expenditure the Authority proposes to incur in a financial year is likely to exceed the resources available to meet that expenditure, the Chief Finance Officer is under an obligation to prepare a report to Council under section 114 of the Local Government Finance Act 1988.

14 Human Resource Implications and Risks

- 14.1 The Council continues to work closely with its staff and with Trades Unions to ensure that the effects on staff of the savings required have been managed in an efficient and compassionate manner. The specific workforce impact has yet to be assessed at the present time. However, all savings proposals or changes to the funding regime that impact on staff numbers or job roles, will be managed in accordance with both statutory requirements and the Council's

Organisational Change policy and associated procedures.

15 Equalities and Social Inclusion Implications and Risks

- 15.1 Havering has a diverse community made up of many different groups and individuals. The Council values diversity and believes it essential to understand and include the different contributions, perspectives and experience that people from different backgrounds bring.
- 15.2 The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the council, when exercising its functions, to have due regard to:
- (i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
 - (ii) the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
 - (iii) foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are: age, gender, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

- 15.3 The Council demonstrates its commitment to the Equality Act in its decision-making processes, the provision, procurement and commissioning of its services, and employment practices concerning its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing of all Havering residents in respect of socio-economics and health determinants.
- 15.4 Any decisions which need to be taken in furtherance of the budget proposals will be undertaken in accordance with the duty set out in Section 149 of the Equality Act 2010 and where appropriate full Equality Assessments will be undertaken and form part of the decision making process.

16. Health and Wellbeing Implications and Risks

- 16.1 The Council considers health and wellbeing implications in all the decisions it takes. The impact on general health and wellbeing is fully considered in developing the savings proposals in this report and in setting the Council's budget each year

17 Climate Change Implications and Risks

17.1 The establishment of the Havering Climate Action Plan signals a commitment by the Council to tackle climate change and will affect all Council policies and decisions. This budget and financial strategy has been developed with this Climate Action Plan at its forefront with good financial stewardship and procurement contributing to the Council's aim of achieving net-zero annual carbon emissions by 2040. In addition, all projects included in the programme will follow the principles set out in the action plan and adhere to its key values.

BACKGROUND PAPERS

List of appendices

APPENDIX A1	-	Budget Assumptions and Risks
APPENDIX A2	-	Key Cost Drivers
APPENDIX B	-	Budget Consultation Outcomes
APPENDIX C,C1	-	Summary schedule and Updated/Amended Savings Proposals
APPENDIX C2	-	Savings Proposals brought forward from 2023/24
APPENDIX D	-	Fees and Charges schedule
APPENDIX E	-	Council Tax Requirement and Resolution
APPENDIX F	-	2024/25 Council Budget
APPENDIX G	-	Dedicated Schools Budget
APPENDIX H	-	Statement of Robustness on the budget
APPENDIX I	-	Summary of the Council Tax Support scheme
APPENDIX J	-	Council Tax policies
APPENDIX K	-	EQIA for the Council Tax Support scheme

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of the Local Government Act 1972.

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APPENDIX B



Haverling

LONDON BOROUGH

BUDGET CONSULTATION OUTCOMES

Name	The London Borough of Havering, Budget Consultation Analysis
Version number	V2
Status	Final
Author	Louise Warner, Insight Manager
Date	10th January 2024

Budget 2024 Consultation

Webpage Address: <https://consultation.havering.gov.uk/corporate/budget24>

Open Date: 9 November 2023

Close Date: 18 December 2023

Responses

Online	3580
Paper	143
Total	3723

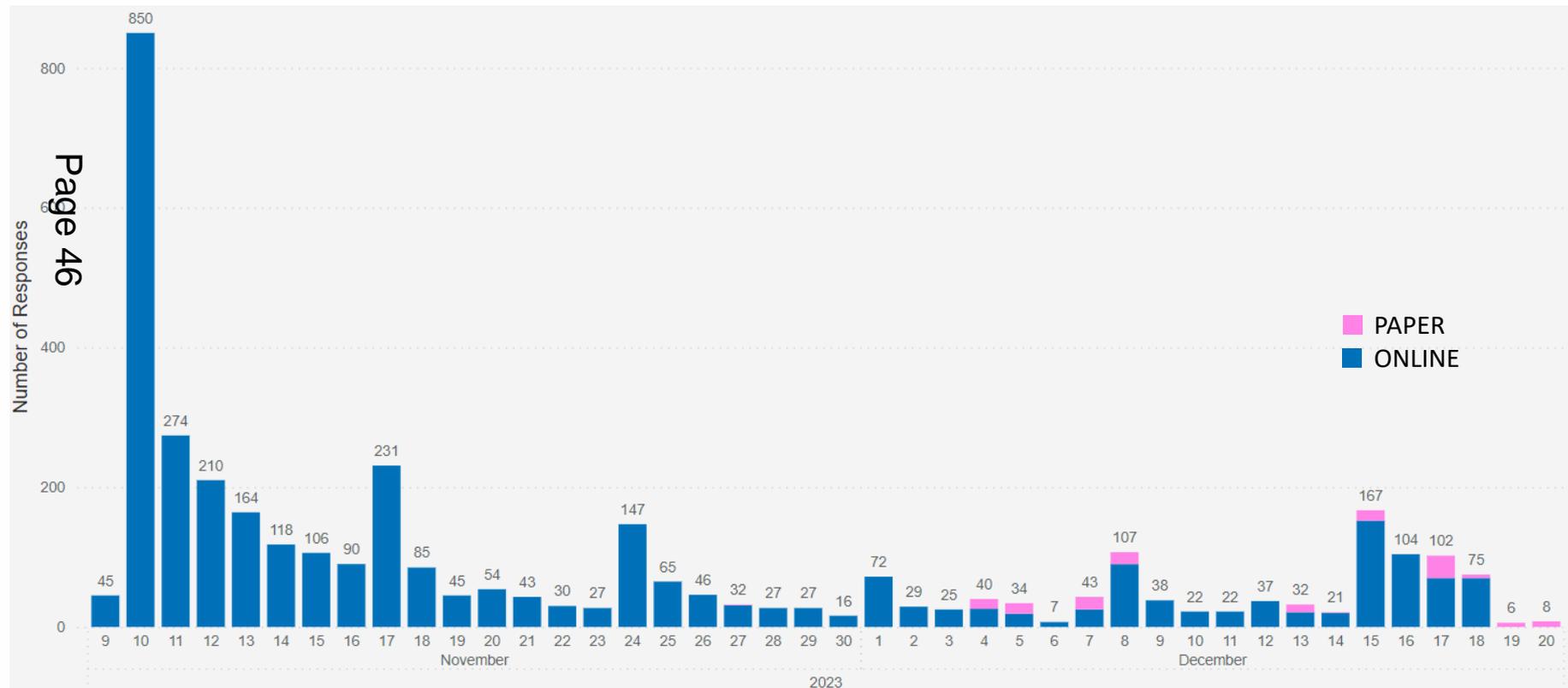
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Budget events	Date	Start Time	Attendance
Town Hall, Romford	16 November	7.30pm	41
Online Consultation Event	30 November	7.30pm	31
Langtons House, Hornchurch	4 December	2pm	52
Royals Youth Centre, Rainham	12 December	7.30pm	3
Most Holy Redeemer Church, Harold Hill	14 December	7.30pm	1

Response breakdown

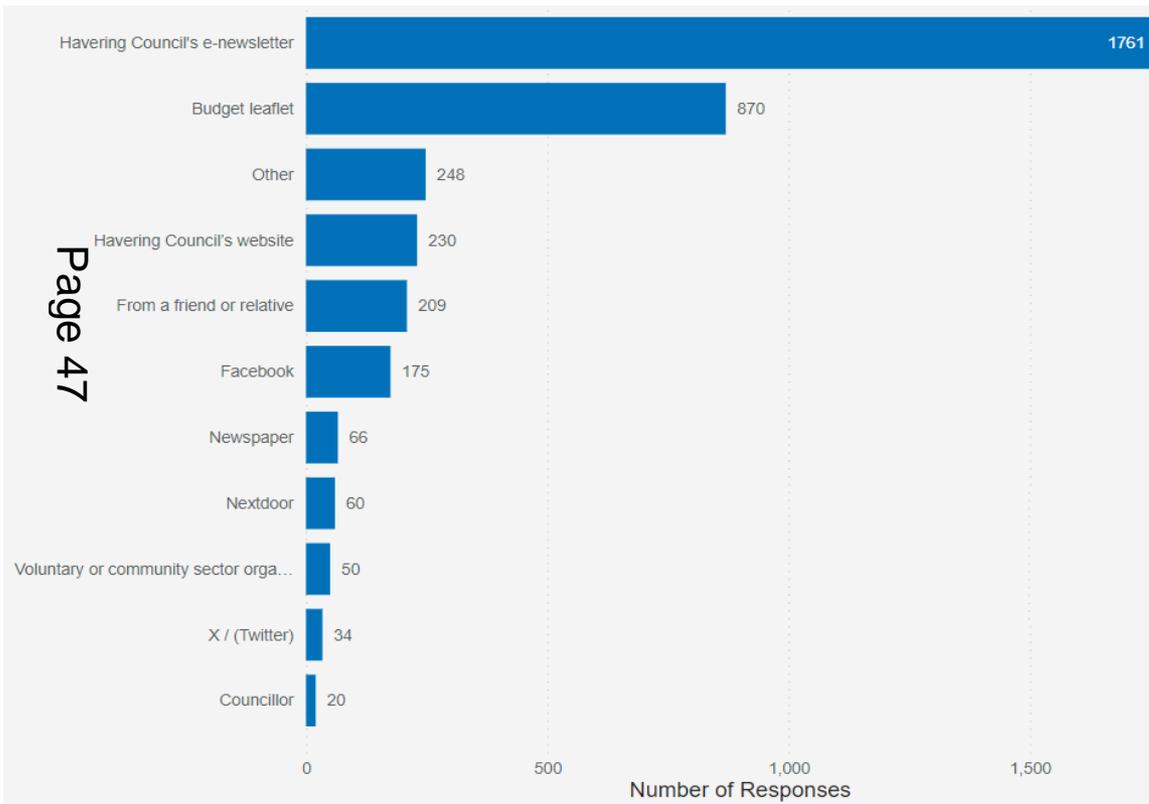
Response dates

Almost a quarter of responses (23%) were submitted on Friday 10th November, the day after the consultation opened. There was an increase in responses every Friday throughout the consultation which is the day the Living in Havering e-newsletter is distributed.



How did you find out about this consultation?

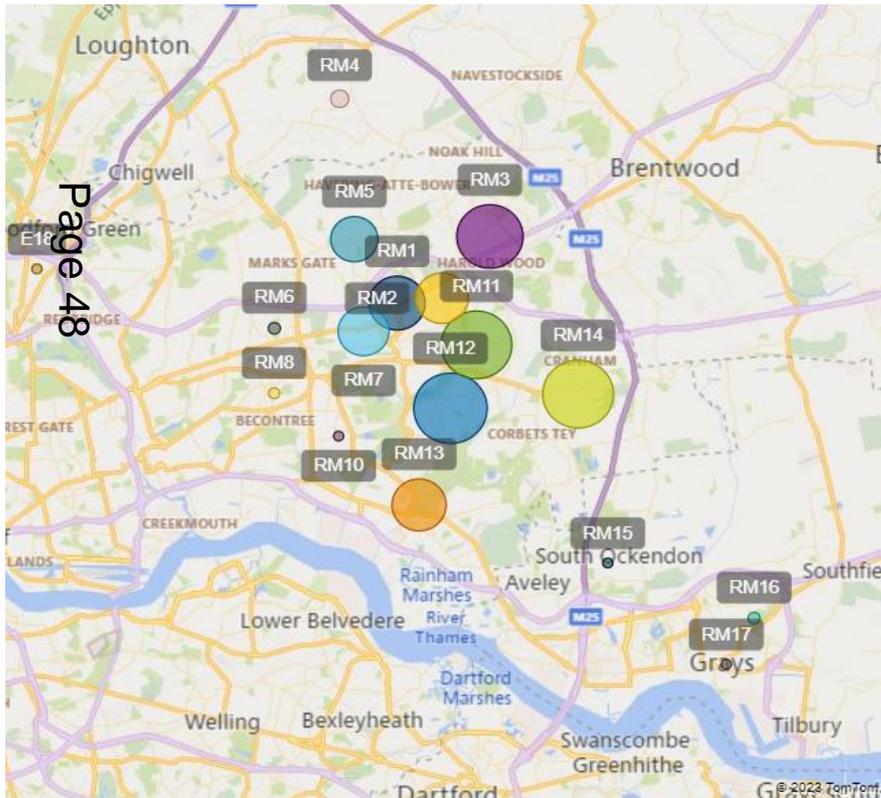
Almost half the respondents (47%) found out about the consultation from the Council's e-newsletter and almost a quarter (23%) from the budget leaflet. 43 out of the 143 respondents (30%) who submitted a paper copy found out from the library.



Response breakdown

Response postcode

3667 out of 3723 responses provided a valid, partial postcode. 99% of these were from Havering. The highest number of responses were from the RM12, RM14 and RM11 postcode areas.

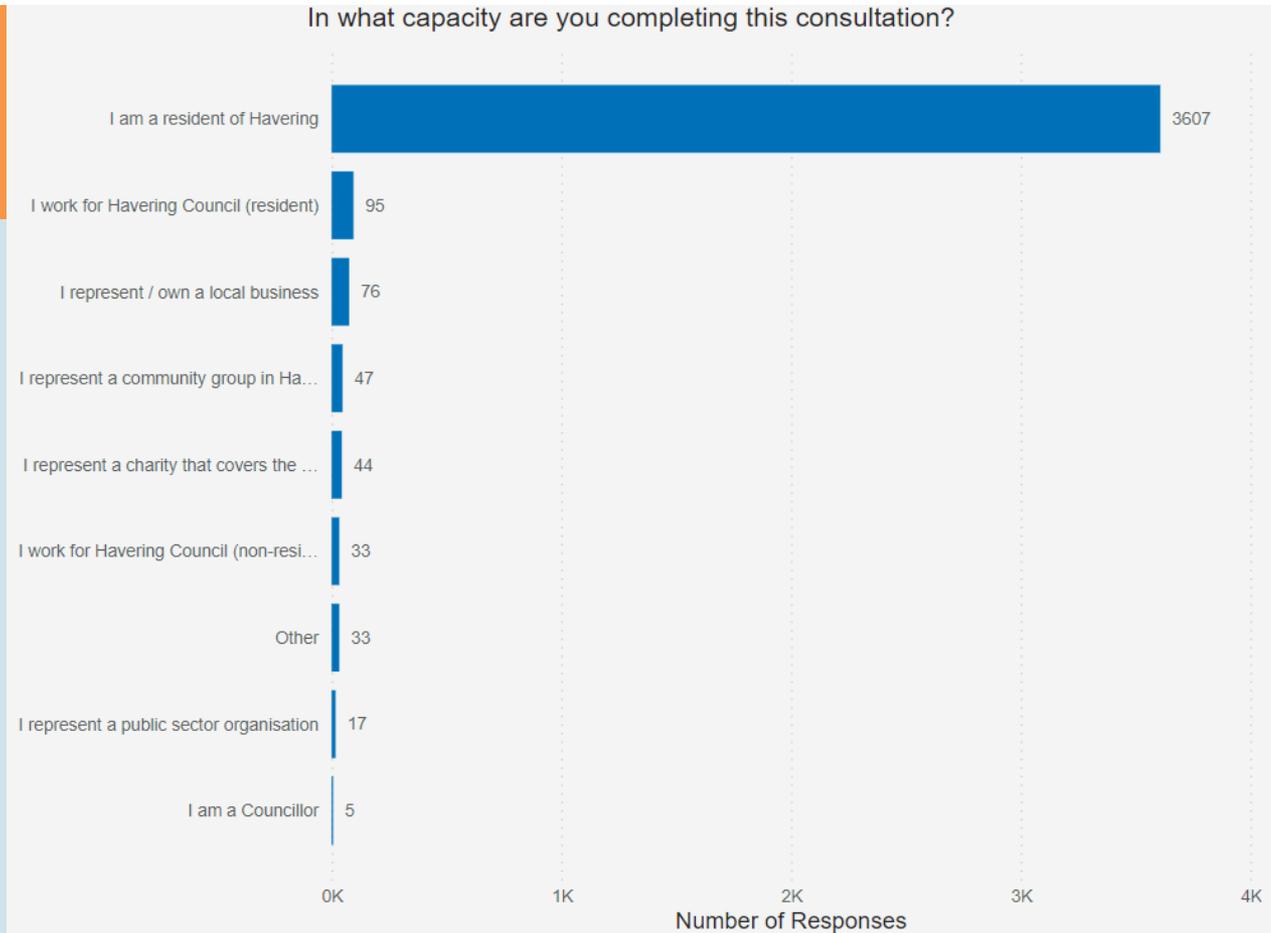


Postcode	Number of responses
RM12	608
RM14	560
RM11	559
RM3	483
RM1	332
RM13	304
RM2	286
RM7	264
RM5	221
RM4	16
Other RM postcodes	13
Non RM postcodes	21

In what capacity are you completing this consultation?

3607 of the 3723 completed consultations (97%) were from Havering residents.

N.B. Respondents were able to select more than one option if applicable.



Response breakdown

Employment Status

There were 2691 responses to this question, and 1032 not answered.

Of those who provided a response, (2691) the majority were employed (1327) or retired (1143).

Comparison with employment data suggests almost twice as many retired residents responded (43%) than the Havering average (22%). This is also reflected in the age profile of respondents.

Employment status	Consultation responses		Havering average (aged 18 and over only)*	
	Number	Percent	Number	Percent
Employed (permanent, self-employed, or fixed-term)	1327	49.3%	124294	61%
Unemployed (looking and not looking for work)	64	2.4%	7211	3.5%
Retired	1143	42.5%	43978	22%
Other (including student and prefer not to say)	157	5.8%	2801	14%
Total	2691	100%	203500	100%
<i>Not answered</i>	<i>1032</i>	-	-	-

*Averages for Havering population aged 18 and over, taken from ONS 2021 Census builder. N.B. These figures have been calculated to allow a comparison with the budget respondent cohort (aged 18 plus) only, and do not reflect official employment / unemployment statistics which are based on population aged 16-64 and therefore exclude the significant number of retired Havering residents. Actual numbers from Census 2021 included for clarity.

Response breakdown

Gender

There were 2690 responses to this question, and 1033 not answered.

Of those who provided a response, 53.6% were female and 43.5% male. This is almost identical to the borough average from the Census 2021. (Comparison data for non-binary residents is not available).

Gender	Consultation responses		Havering average (aged 18 and over only)*
	Number	Percent	Percent
Female	1442	53.6%	52.6%
Male	1171	43.5%	47.4%
Another description (including non-binary and prefer not to say)	77	2.9%	Not available
Total	2690	100%	100%
<i>Not answered</i>	<i>1033</i>	<i>-</i>	<i>-</i>

* Census 2021: <https://www.ons.gov.uk/datasets/create>

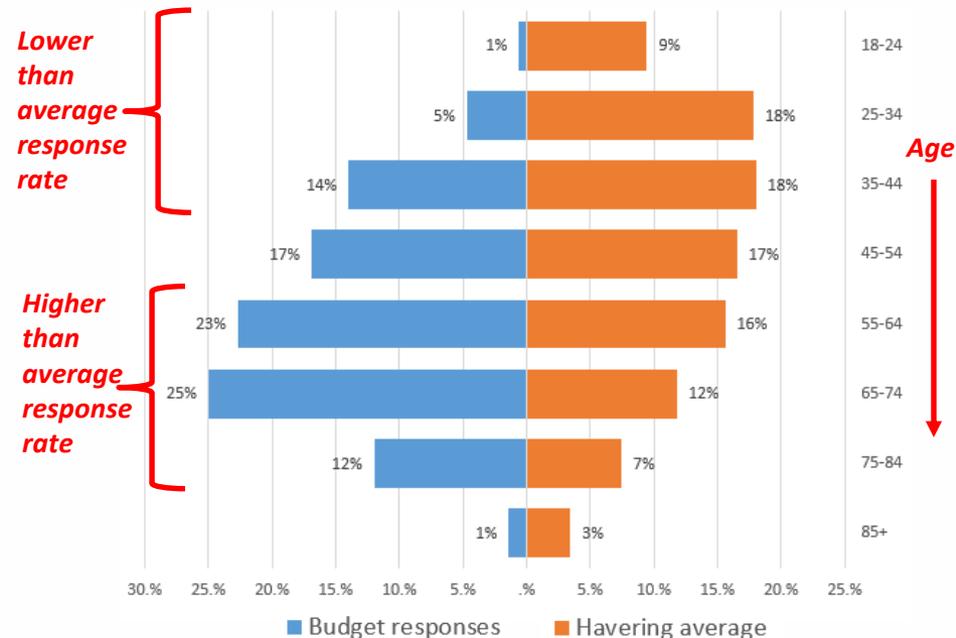
Response breakdown

Age

There were 2700 responses to this question, and 1023 not answered. There was a significantly lower proportion of responses from younger age groups (18-24 and 25-34), and a significantly higher proportion of responses from older age groups (55-64, 65-74 and 75-84) than the borough average.

Age	Consultation responses		Havering average (aged 18 and over only)*
	Number	Percent	Percent
Under 18	1	<0.1%	-
18-24	17	0.6%	9.5%
25-34	128	4.7%	17.8%
35-44	379	14.0%	18.0%
45-54	457	16.9%	16.5%
55-64	612	22.7%	15.6%
65-74	676	25.0%	11.8%
75-84	324	12.0%	7.4%
85+	38	1.4%	3.4%
Prefer not to say	68	2.5%	-
Total	2700	100%	100%
<i>Not answered</i>	<i>1023</i>	-	-

NOTE: A separate budget survey for children and young people under 18, and up to 25 with SEND*, was undertaken by Mind of My Own. Results available as a separate appendix.



*Census 2021: <https://www.ons.gov.uk/datasets/create>

*Special Educational Needs and Disability

Response breakdown

Faith, religion, belief

There were 2620 responses to this question, and 1103 not answered.

Of those who provided a response, 55% were Christian, which is the same as the borough average. 32% had no religion, compared to the borough average of 29%. There were fewer responses from non-Christian religions (i.e. Buddhist, Hindu, Jewish, Muslim and Sikh) than the borough average.

Religion	Consultation responses		Havering average (aged 18 and over only)*
	Number	Percent	Percent
Buddhist	8	<1%	<1%
Christian	1451	55%	55%
Hindu	21	<1%	2%
Jewish	21	<1%	1%
Muslim	39	1.5%	5%
Sikh	6	<1%	2%
No religion	846	32%	29%
Other	37	1.5%	<1%
Prefer not to say	191	7%	5%
Total	2620	100%	100%
<i>Not answered</i>	<i>1103</i>	-	

* Census 2021: <https://www.ons.gov.uk/datasets/create>

Ethnic origin

There were 2714 responses to this question, and 1009 not answered.

Of those who provided a response, 89% were 'White or White British', which is greater than the borough average of 79%.

There were significantly fewer responses from respondents from other ethnic origins than the borough average.

Ethnic origin	Consultation responses		Havering average (aged 18 and over only)*
	Number	Percent	Percent
Asian or Asian British	74	3%	10%
Black or Black British	58	2%	7%
Mixed or multiple ethnic group	63	2%	2%
Other ethnic group	26	1%	2%
White or White British	2418	89%	79%
Prefer not to say	75	3%	-
Total	2714	100%	100%
<i>Not answered</i>	<i>1009</i>	<i>-</i>	

* Census 2021: <https://www.ons.gov.uk/datasets/create>

Sexual orientation

There were 2664 responses to this question, and 1059 not answered.

Of those who provided a response, 91% were heterosexual.

There is no suitable data available for a comparison with the borough average.

Sexual orientation	Consultation responses	
	Number	Percent
Straight or heterosexual	2426	91%
Gay or lesbian	45	2%
Bisexual	43	2%
Another description	11	<1%
Prefer not to say	139	5%
Total	2664	100%
<i>Not answered</i>	<i>1059</i>	<i>-</i>

Marital status

There were 2670 responses to this question, and 1053 not answered.

Of those who provided a response, the majority were married (63%). This is higher than the borough average.

Marital status	Consultation responses		Havering average (aged 18 and over only)*
	Number	Percent	Percent
Married or civil-partnership	1702	64%	48%
Single	434	16%	33%
Co-habiting	220	8%	12%
Widowed	163	6%	6%
Another description	46	2%	1%
Prefer not to say	105	4%	-
Total	2670	100%	100%
<i>Not answered</i>	<i>1053</i>	<i>-</i>	<i>-</i>

* Census 2021: <https://www.ons.gov.uk/datasets/create>

Disability

There were 2667 responses to this question, and 1056 not answered. Of those who provided a response, 25% considered themselves to have a disability, impairment or health-condition. This has been compared to data from the Census 2021 for Havering residents aged 18 and over only. A higher proportion of respondents who consider themselves to have a disability responded to the consultation than the borough average.

Of the 665 respondents declaring a disability, the most common disability was long-term illness, followed by sensory e.g. hearing or sight impairment.

Do you consider yourself to have a disability, impairment or health-condition?	Consultation responses		Havering average (aged 18 and over only) ⁴
	Number	Percent	Percent
Yes	665	25%	17.3%
No	1906	71%	82.7%
Prefer not to say	96	4%	-
Total	2667	100%	100%
<i>Not answered</i>	<i>1056</i>	<i>-</i>	

Description of disability*

*respondents were able to select more than one description

Description of disability*	Number of respondents	
	Number	Percent
Sensory	183	28%
Physical	112	17%
Mental illness	103	15%
Developmental or Educational	46	7%
Learning disability / condition	3	<1%
Long-term illness	313	47%
Other	106	16%

4 Census 2021: <https://www.ons.gov.uk/datasets/create>

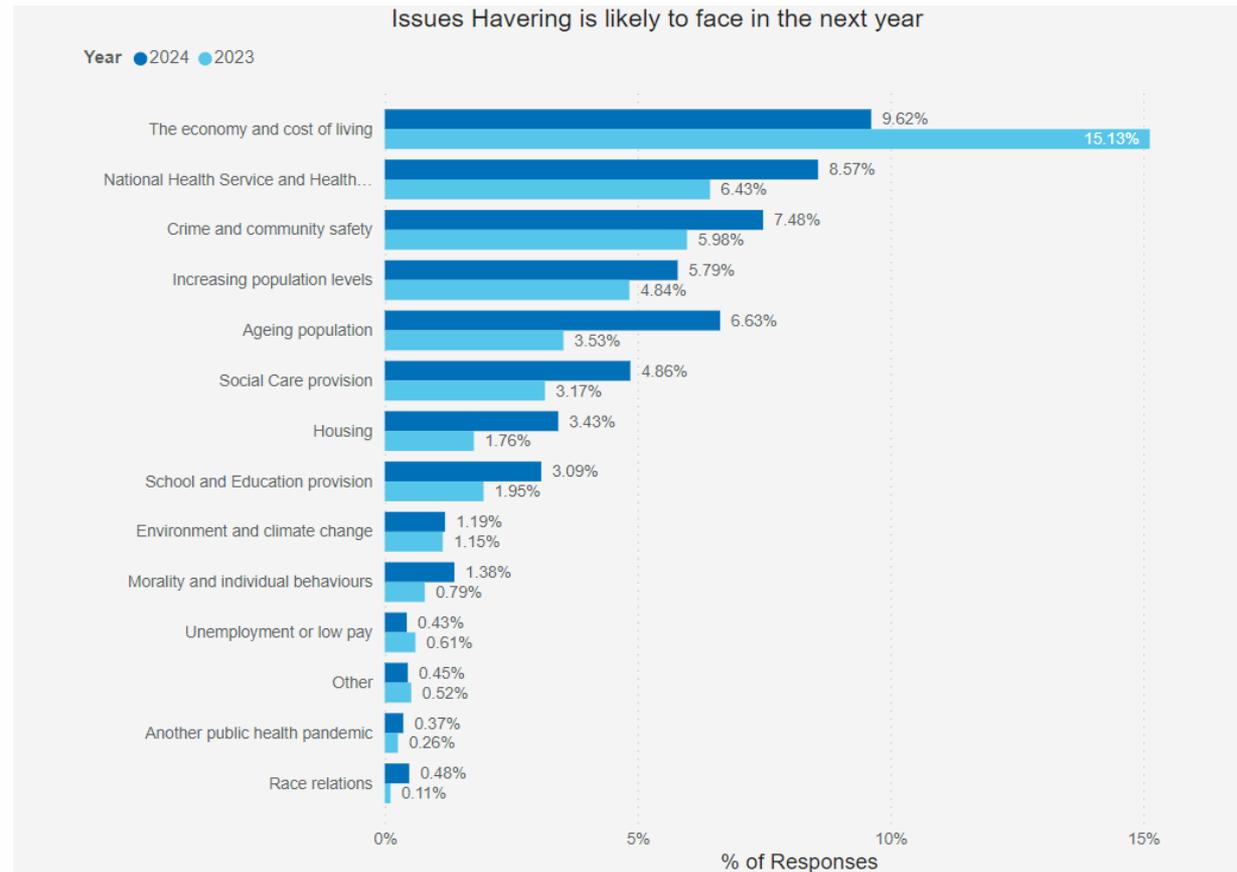
Issues affecting Havering What would you say are the three most important issues Havering is likely to face in the next year?

The top 3 issues reported were:

- The economy and cost of living
- National Health Service and Healthcare needs
- Crime and community safety

These are the same top 3 issues as reported in the 2023 budget consultation.

There have been large increases in concern over the ageing population, housing provision and race relations.



The following categories from the 2023 budget consultation have been combined into one option for 2024:

‘Cost of living crisis’, ‘Economy / economic situation’, ‘Inflation / prices’ and ‘Personal finances’ combined into ‘The economy and cost of living’.

‘Immigration’ and ‘Population levels/over-population’ combined into ‘Increasing population levels’.

‘EU/Brexit’ and ‘Other’ combined into ‘Other’

‘Low pay/wages’ and ‘Unemployment’ combined into ‘Unemployment or low pay’

This needs to be considered when comparing the response rates for each category between the two years.

Issues affecting Havering

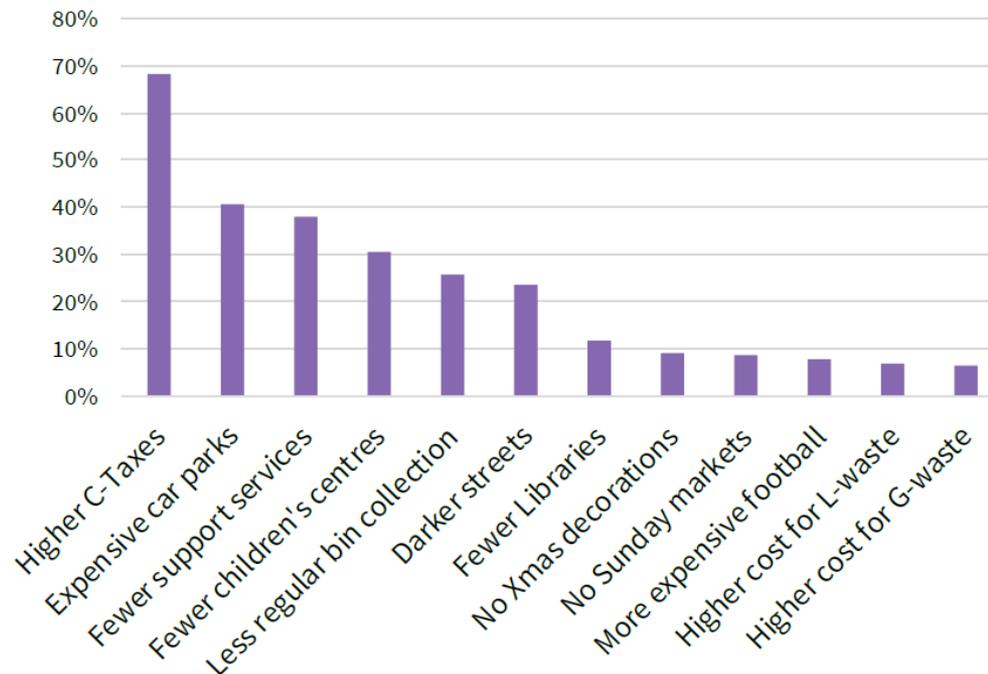
What would you say are the three most important issues Havering is likely to face in the next year?

The top 3 issues reported were:

- Council tax
- Carp park
- Fewer support services

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Which of the following do you think will have the worst impact on the community?



Issues affecting you personally

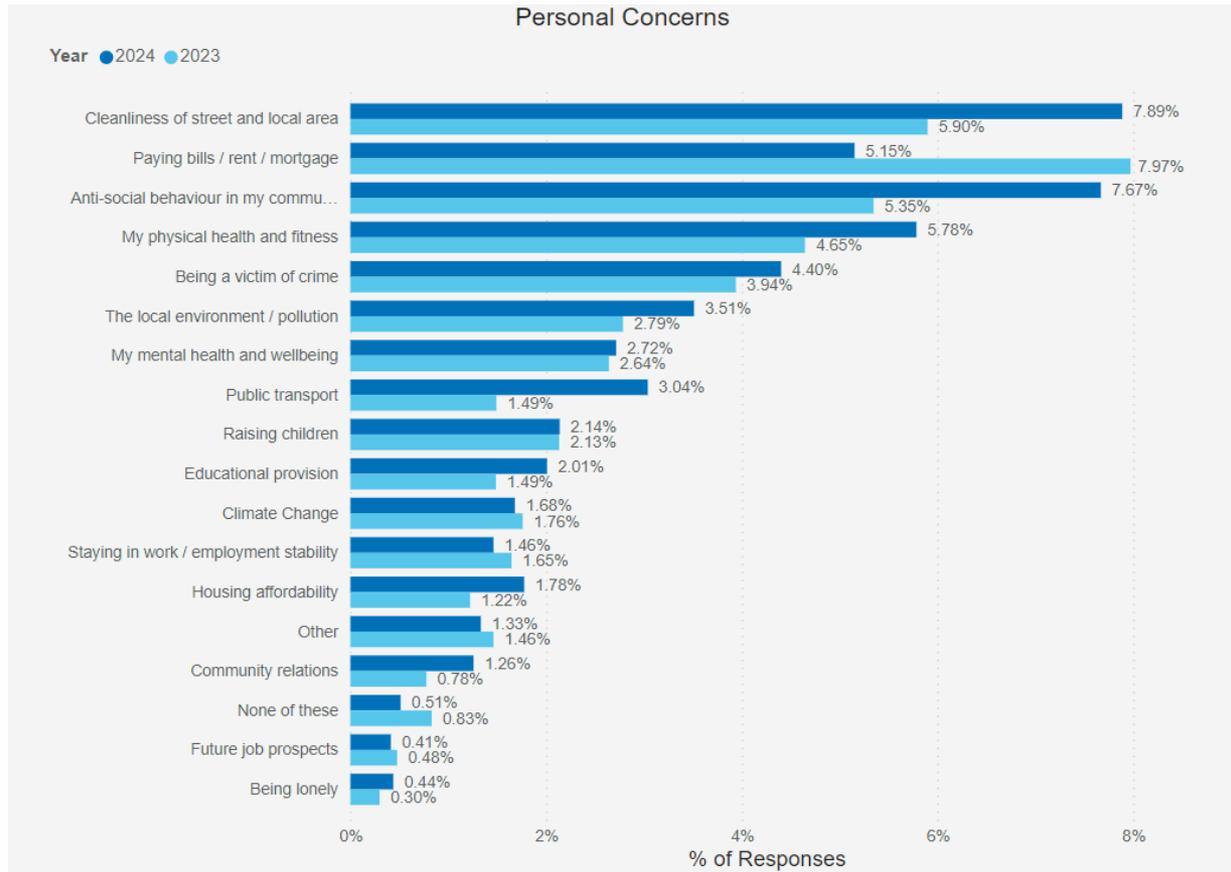
Which three things are you personally most concerned about at the moment?

The top 3 issues reported were:

- Cleanliness of street and local area
- Anti-social behaviour in my community
- My physical health and fitness

Page 59

There has been a large increase in concern over public transport, and a decrease in concern over paying bills/ rent/ mortgage.



The following categories from the 2023 budget consultation have been combined into one option for 2024: 'Paying bills' and 'Keeping a roof over my head' have been combined into 'Paying bills/rent/mortgage' This needs to be considered when comparing the response rates for each category between the two years.

Issues affecting you personally

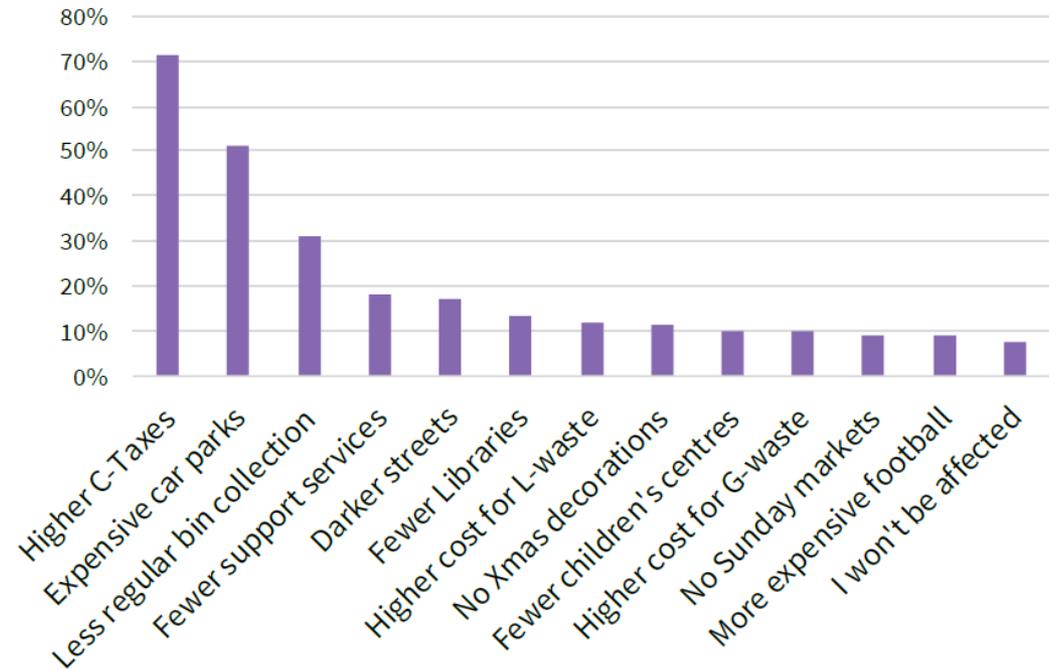
Which three things are you personally most concerned about at the moment?

The top 3 issues reported were:

- Council tax
- Car parks costs
- Less regular bin collections

Page 60

Which of the following will have the worst impact on you and your family?

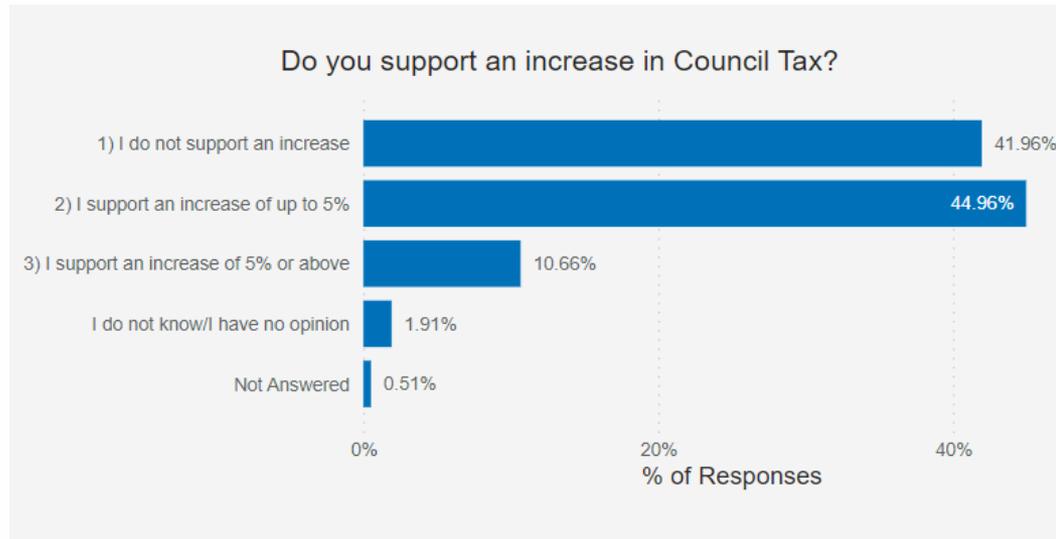


Do you support an increase in Council Tax?

There were 3704 responses to this question, and 19 not answered.

Overall, 56% of respondents support an increase in Council Tax (45% support an increase of up to 5%, and 11% support an increase of 5% or above).

42% of respondents do not support an increase.

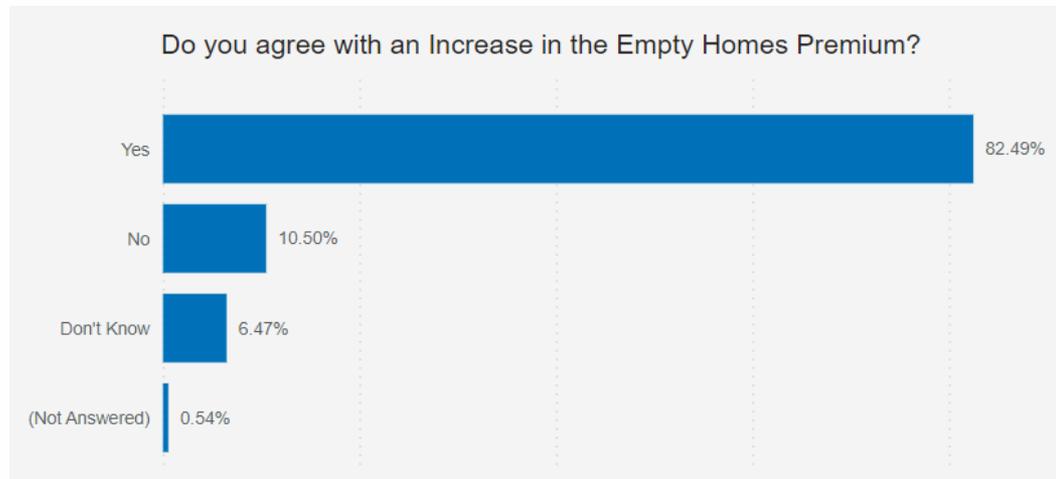


Do you agree with an increase in the Empty Homes premium?

There were 3703 responses to this question, and 20 not answered.

82.5% of respondents support an increase in the Empty Homes Premium.

10.5% of respondents do not support an increase.



Traffic Schemes

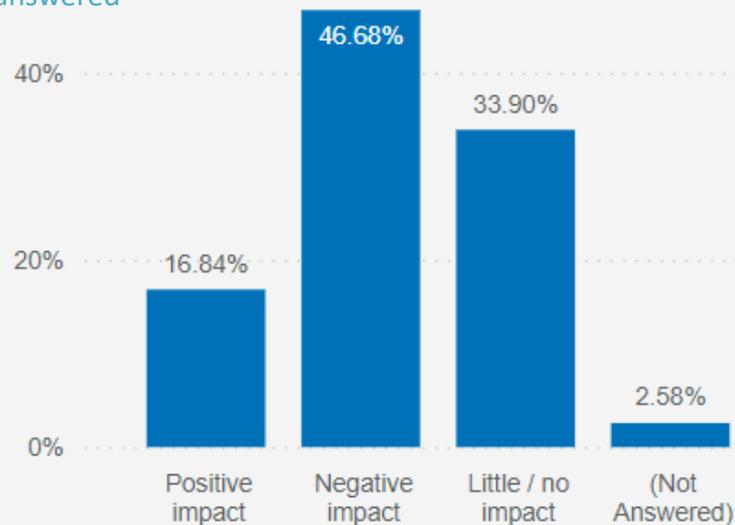
The majority of respondents felt the traffic schemes proposals would have little or no impact on them personally (53%), and a negative impact on the community (47%).

Overall, there were more responses indicating a neutral (little/no impact) or positive impact than a negative impact, on both the community and on individuals.

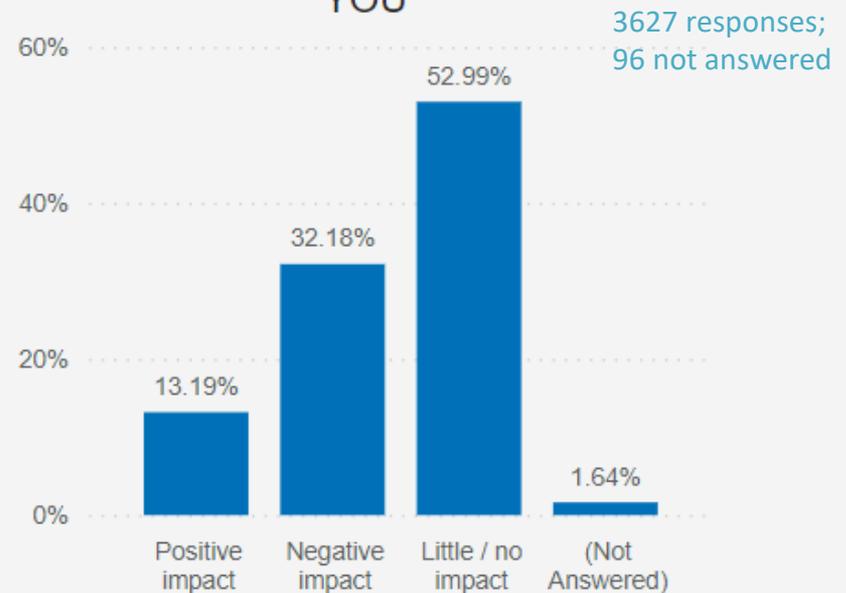
3662 responses;
67 not answered

Page 63

Traffic Schemes Proposal - Impact on COMMUNITY



Traffic Schemes Proposal - Impact on YOU



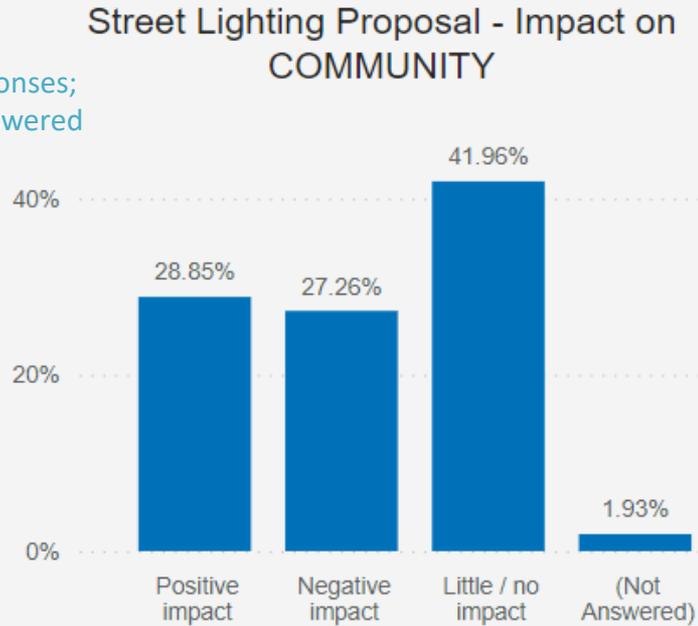
Street lighting

The majority of respondents felt the street lighting proposals would have little or no impact on either them personally (59%) or the community (42%).

More respondents felt the proposals would have a positive impact on themselves (24%) and on the community (29%) than a negative impact.

Page 64

351 responses;
not answered



3682 responses;
41 not answered

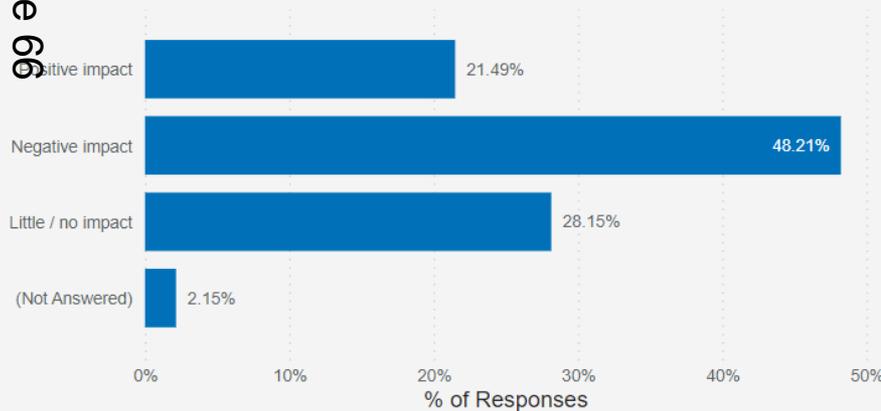
Penalty Charge Notices

The majority of respondents felt the removal of the early payment discount for unsuccessful challenges would have little or no impact on them personally (54%), but a negative impact on the community (48%).

More respondents felt the proposals would have a minimal or positive impact on themselves (65%), and on the community (50%), than a negative impact.

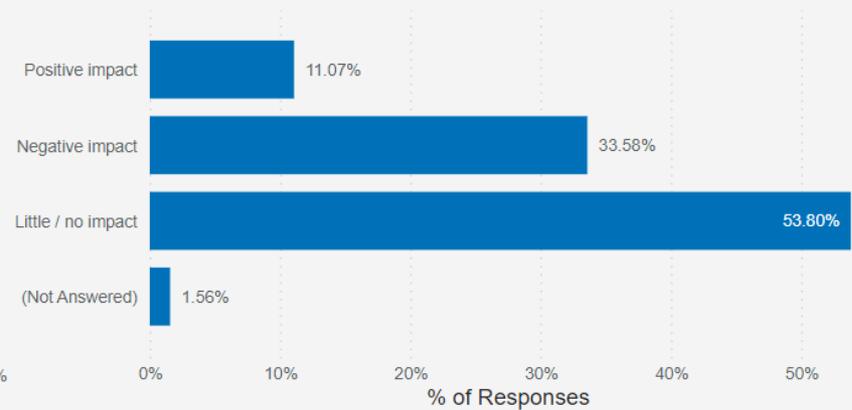
Page 66

Penalty Charge Notice (PCN) Proposal - Impact on COMMUNITY



3643 responses;
80 not answered

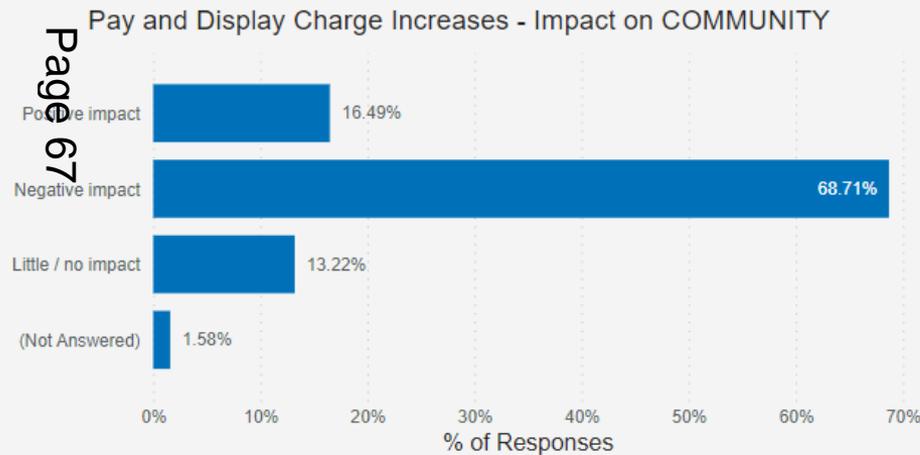
Penalty Charge Notice (PCN) Proposal - Impact on YOU



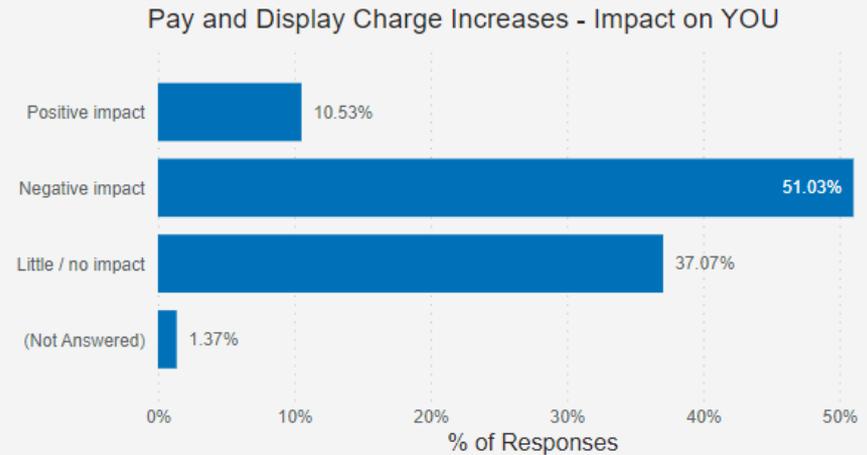
3665 responses;
58 not answered

Pay and Display charges

The majority of respondents felt the proposed increase to pay and display charges would have a negative impact on them personally (51%) and a negative impact on the community (69%).



3664 responses;
59 not answered



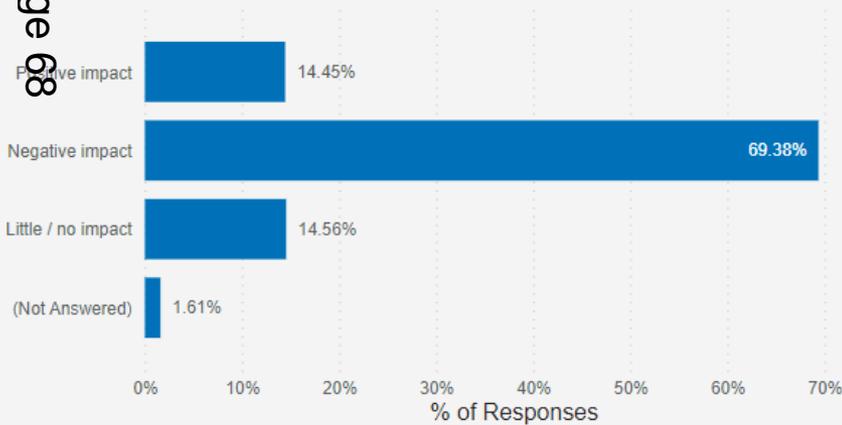
3672 responses;
51 not answered

Sunday Parking

The majority of respondents felt the proposal to introduce Sunday parking charges would have a negative impact on them personally (49%) and a negative impact on the community (69%).

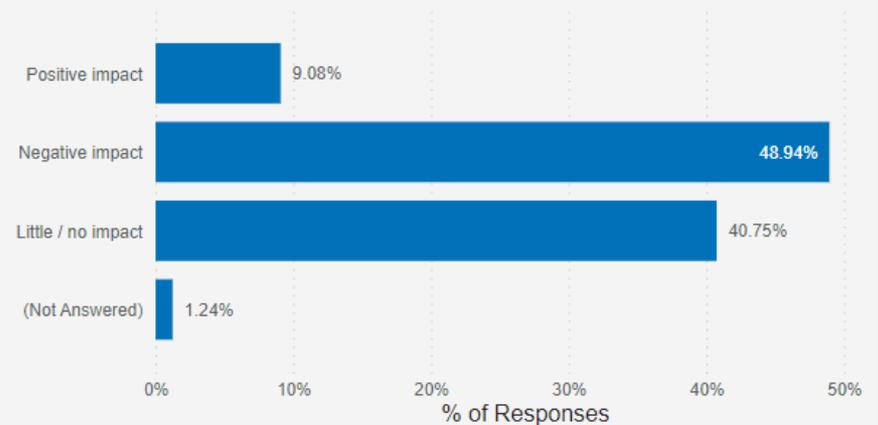
Page 68

Sunday Parking Changes - Impact on COMMUNITY



3663 responses;
60 not answered

Sunday Parking Changes - Impact on YOU



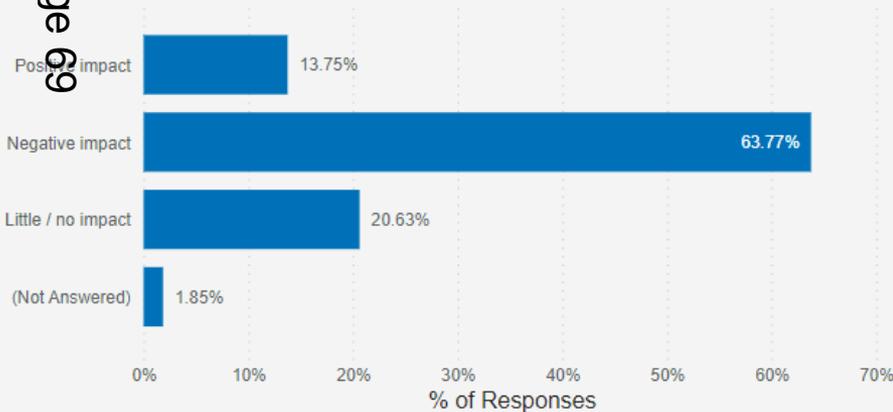
3677 responses;
46 not answered

Parking Permits

The majority of respondents felt the proposal to increase the price of parking permits and season tickets would have little or no impact on them personally (61%) and a negative impact on the community (64%).

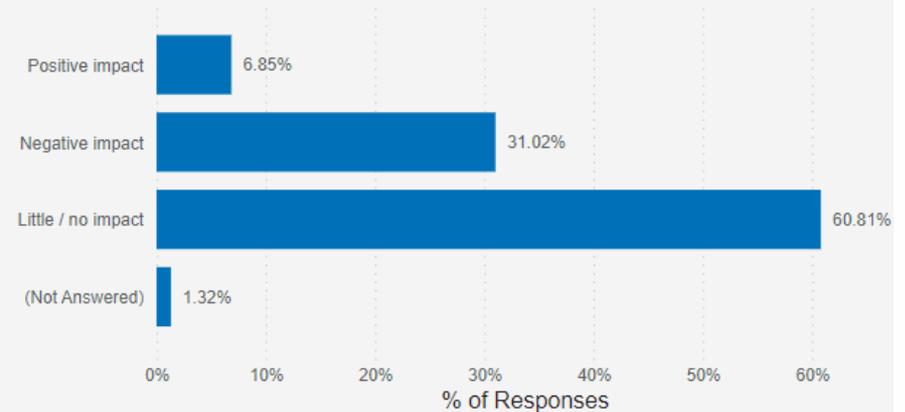
Page 69

Parking Permits Changes - Impact on COMMUNITY



3654 responses;
69 not answered

Parking Permits Changes - Impact on YOU

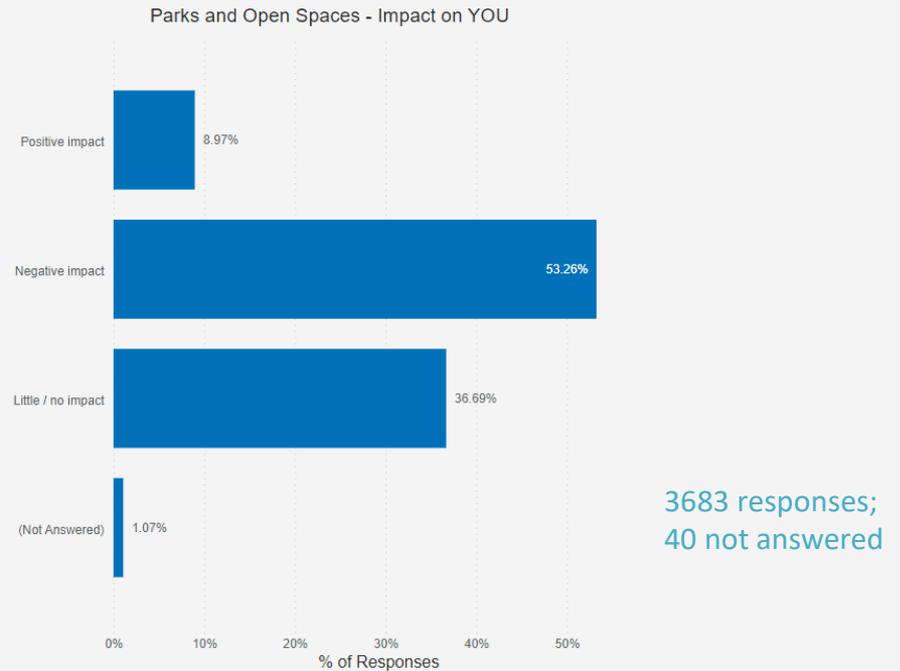
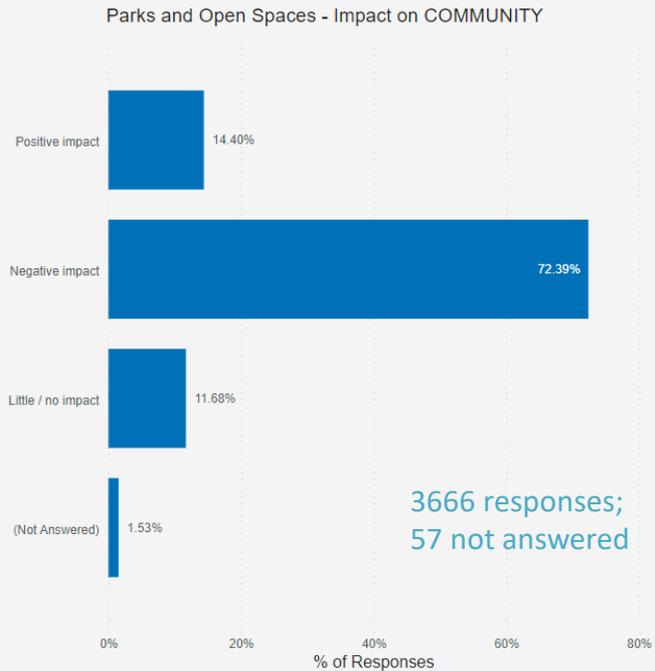


3674 responses;
49 not answered

Parks and open spaces

The majority of respondents felt the proposal to introduce parking charges in parks and open spaces would have a negative impact on them personally (53%) and a negative impact on the community (72%).

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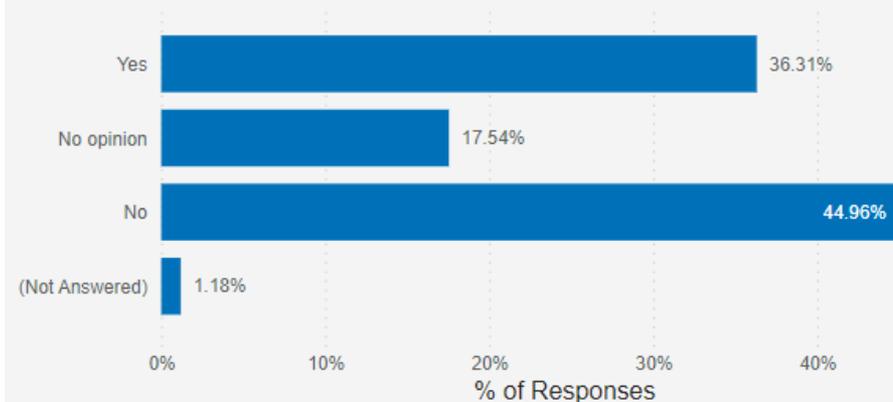


Expansion of Controlled Parking Zones

There were 3679 responses to this question, and 44 not answered.

45% of respondents do not agree with the proposal to conduct a CPZ review.
54% of respondents either agreed to the proposal, or had no opinion.

Expansion of Controlled Parking Zones - Do you agree with the proposal to conduct a CPZ review?

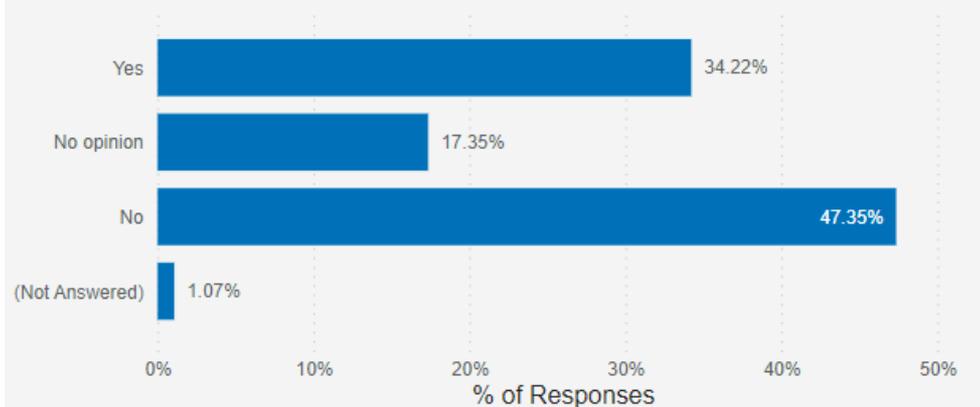


Paid for Parking review

There were 3683 responses to this question, and 40 not answered.

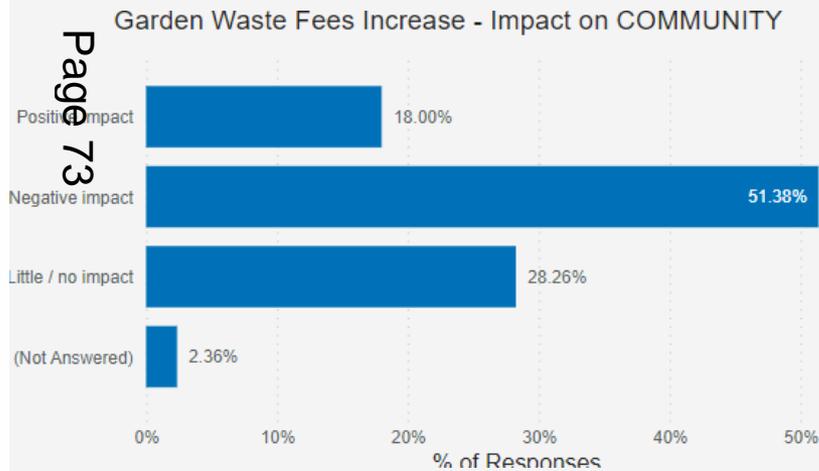
47% of respondents do not agree with the proposal to conduct a paid for parking review.
52% of respondents either agreed to the proposal, or had no opinion.

Additional Parking Provision - Do you agree with the proposal to conduct a paid for parking review?

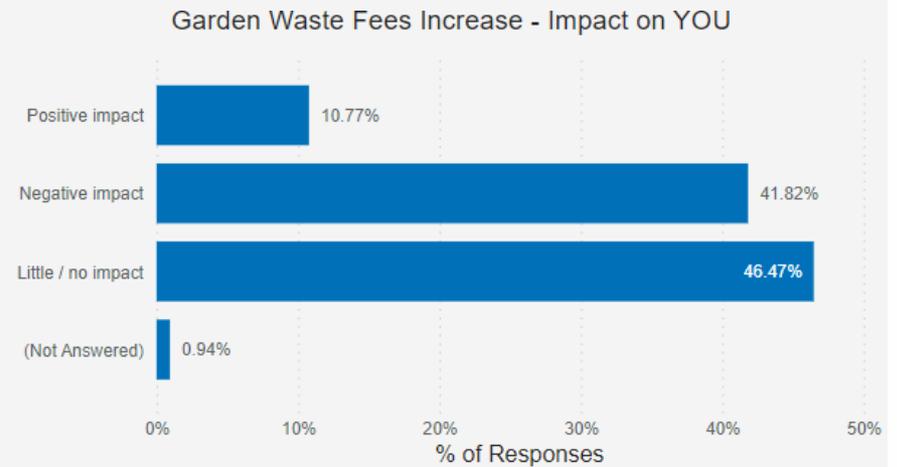


Garden Waste Fees

The majority of respondents felt the proposal to increase Garden Waste fees would have little or no impact on them personally (46%), and a negative impact on the community (51%).



3635 responses;
88 not answered



3688 responses;
35 not answered

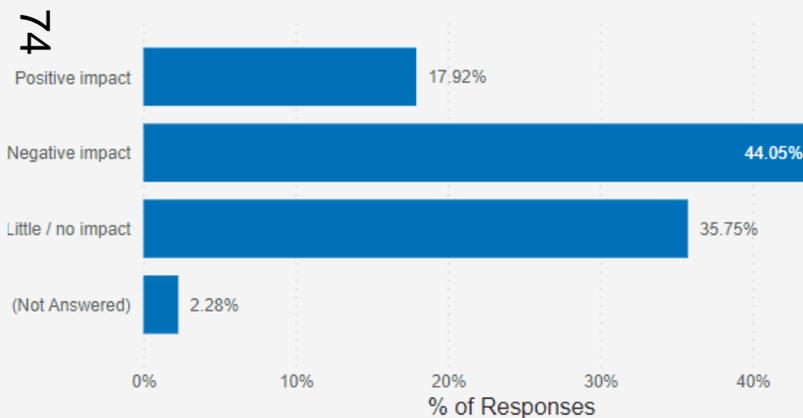
Bulky Waste Fees

The majority of respondents felt the proposal to increase Bulky Waste fees would have little or no impact on them personally (68%), and a negative impact on the community (44%).

More respondents felt the proposals would have a minimal or positive impact on themselves (77%) and on the community (54%) than a negative impact.

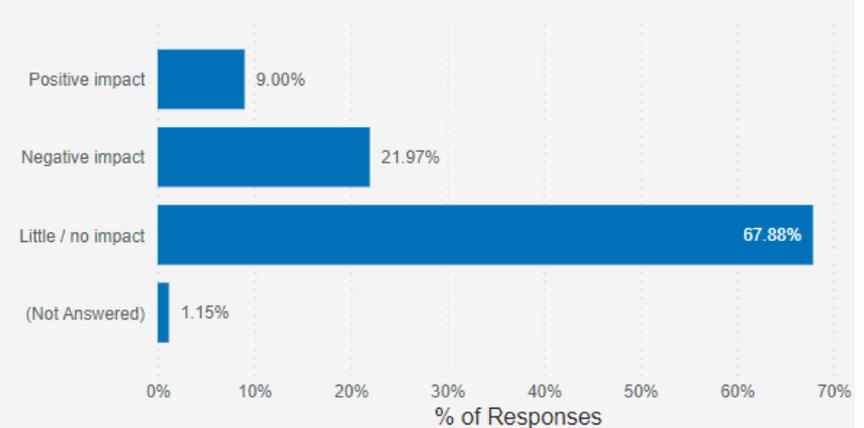
Page 74

Bulky Waste Fees Increase - Impact on COMMUNITY



3638 responses;
85 not answered

Bulky Waste Fees Increase - Impact on YOU



3680 responses;
43 not answered

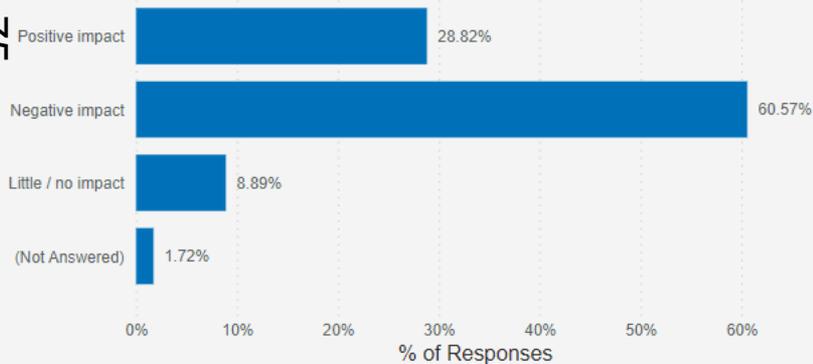
Alternate Weekly Collection

The majority of respondents felt the proposal to introduce an alternate weekly bin collection would have a negative impact on them personally (56%), and a negative impact on the community (61%).

Just over a quarter of respondents welcomed the proposal and felt it would have a positive impact on them personally (25%) and on the community (29%).

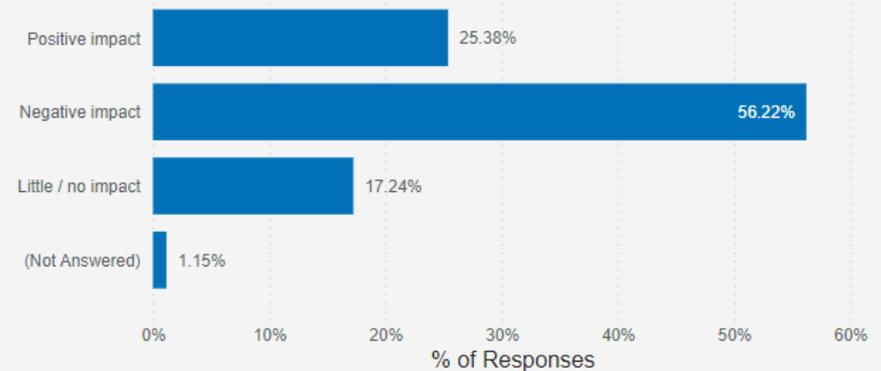
Page 75

Alternate Weekly Bin Collection - Impact on COMMUNITY



3659 responses;
64 not answered

Alternate Weekly Bin Collection - Impact on YOU



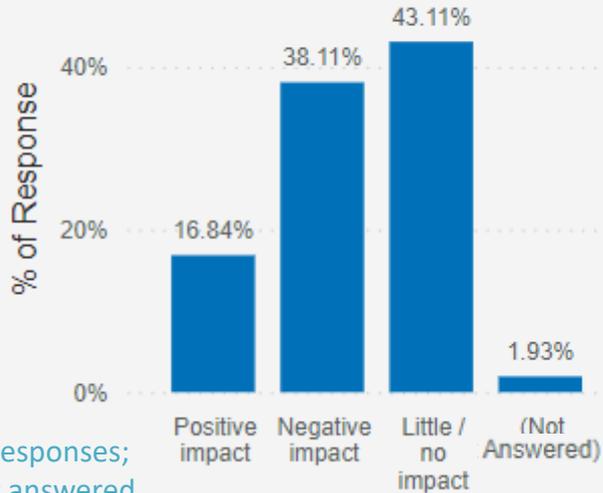
3680 responses;
43 not answered

Sunday Trading

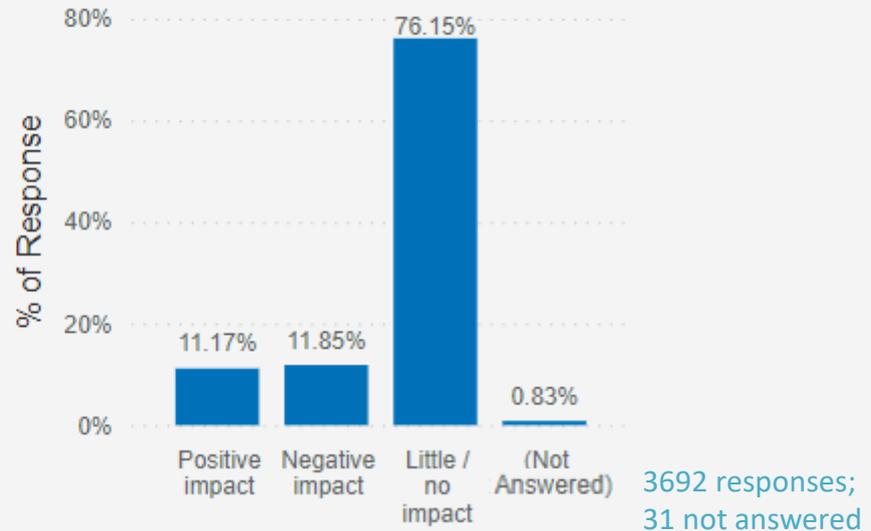
The majority of respondents felt the proposal to stop opening Romford Market on a Sunday would have little or no impact on them personally (76%), or on the community (43%).

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Sunday Trading Changes - Impact on COMMUNITY



Sunday Trading Changes - Impact on YOU



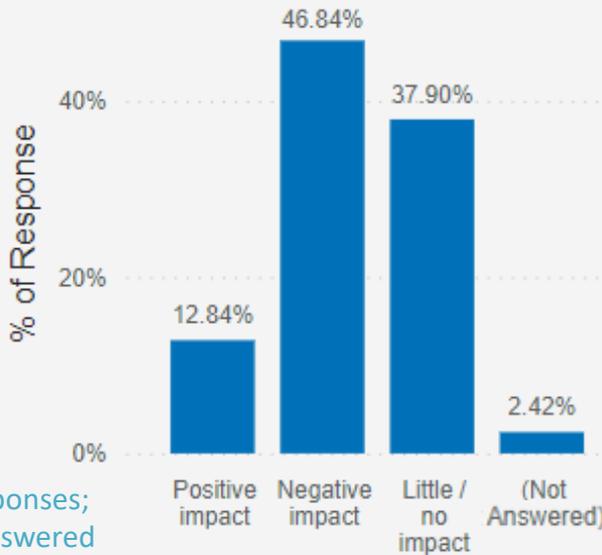
Market fees

The majority of respondents felt the proposal to increase market pitch fees by 10% annually would have little or no impact on them personally (78%), and a negative impact on the community (47%).

More respondents felt the proposals would have a minimal or positive impact on the community (51%) than a negative impact.

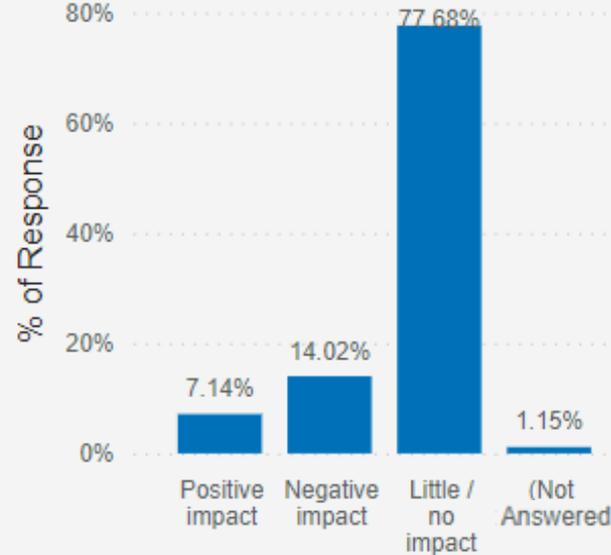
Page 78

Market Fees Increase - Impact on COMMUNITY



3633 responses;
90 not answered

Market Fees Increase - Impact on YOU



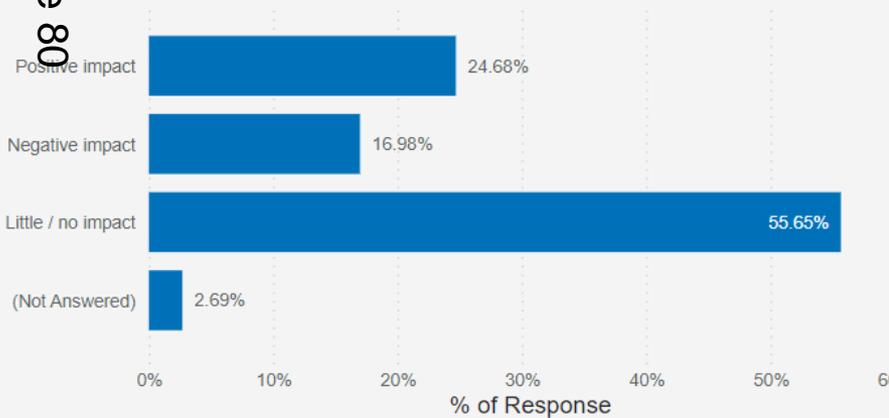
3680 responses;
43 not answered

Increase in fees for non-statutory ceremonies

The majority of respondents felt the proposal to increase fees on a range of non-statutory ceremonies would have little or no impact on them personally (85%), or on the community (56%).

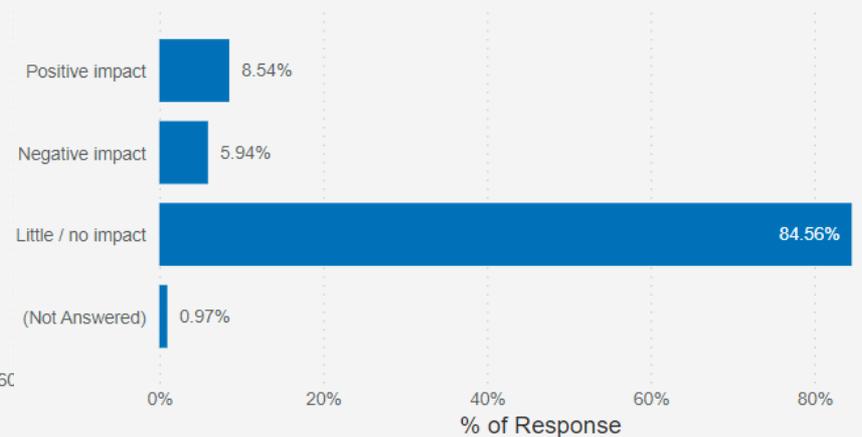
Page 80

Weddings & Other Ceremonies - Impact on COMMUNITY



3623 responses;
100 not answered

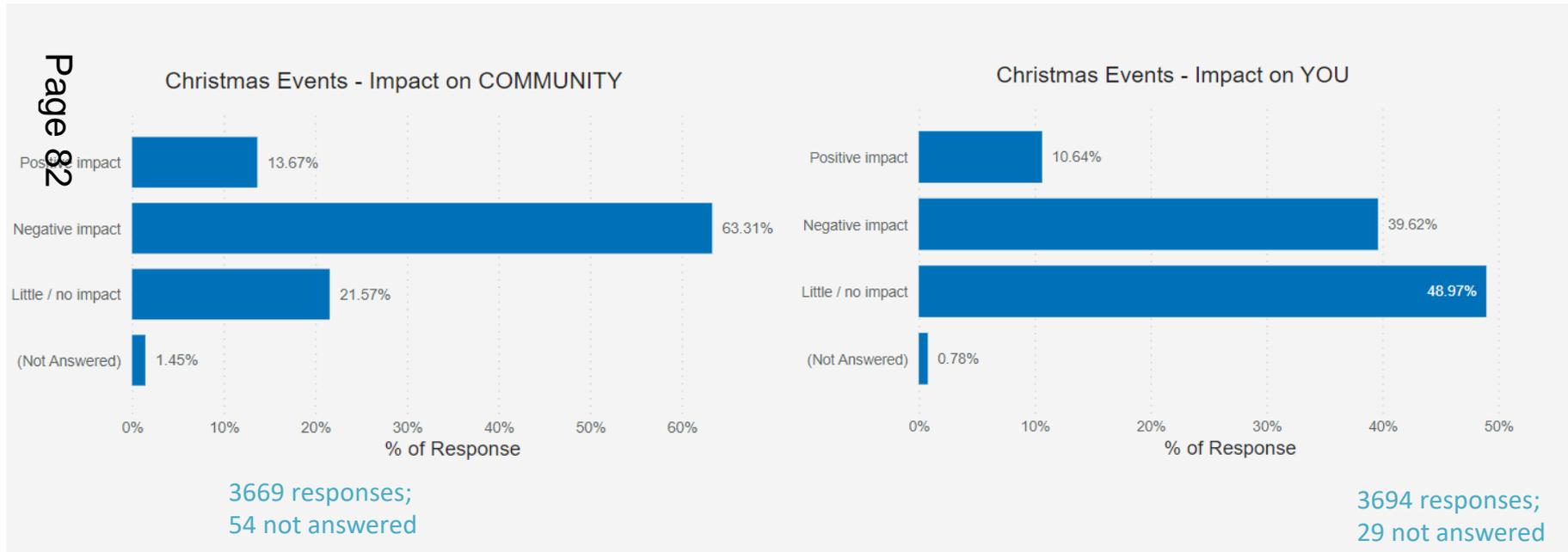
Weddings & Other Ceremonies - Impact on YOU



3687 responses;
36 not answered

Stop Council expenditure relating to Christmas events in the borough.

The majority of respondents felt the proposal to stop Council expenditure relating to Christmas events in the borough would have little or no impact on them personally (49%), and a negative impact on the community (63%).

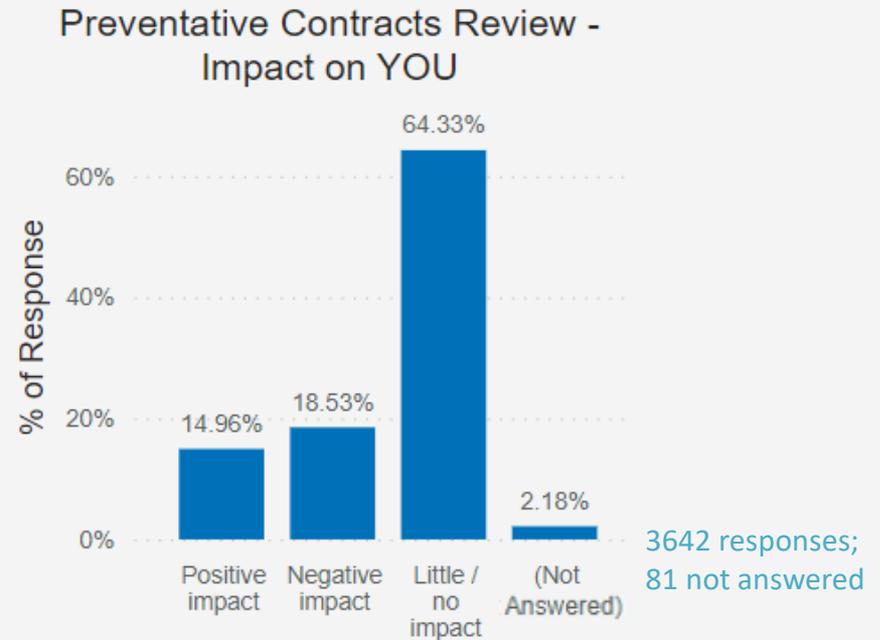
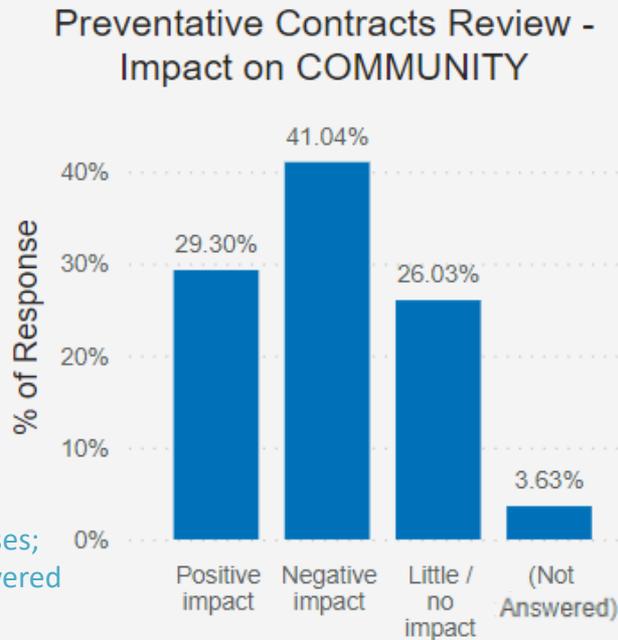


Preventative contracts review

The majority of respondents felt the proposal to conduct a preventative contracts review would have little or no impact on them personally (64%), and a negative impact on the community (41%).

More respondents felt the proposals would have a minimal or positive impact on the community (55%) than a negative impact.

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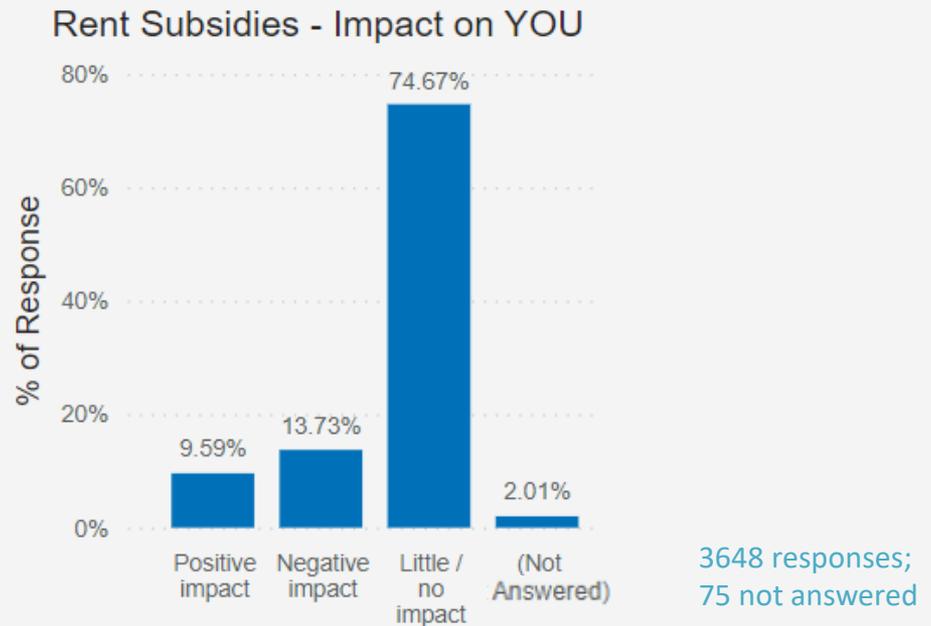
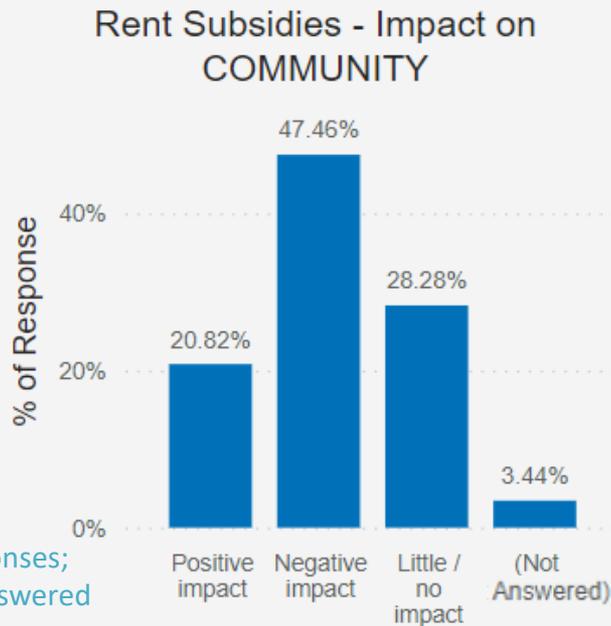


Rent subsidies

The majority of respondents felt the proposal to amend rent subsidies would have little or no impact on them personally (75%), and a negative impact on the community (47%).

Slightly more respondents felt the proposals would have a minimal or positive impact on the community (49%) than a negative impact.

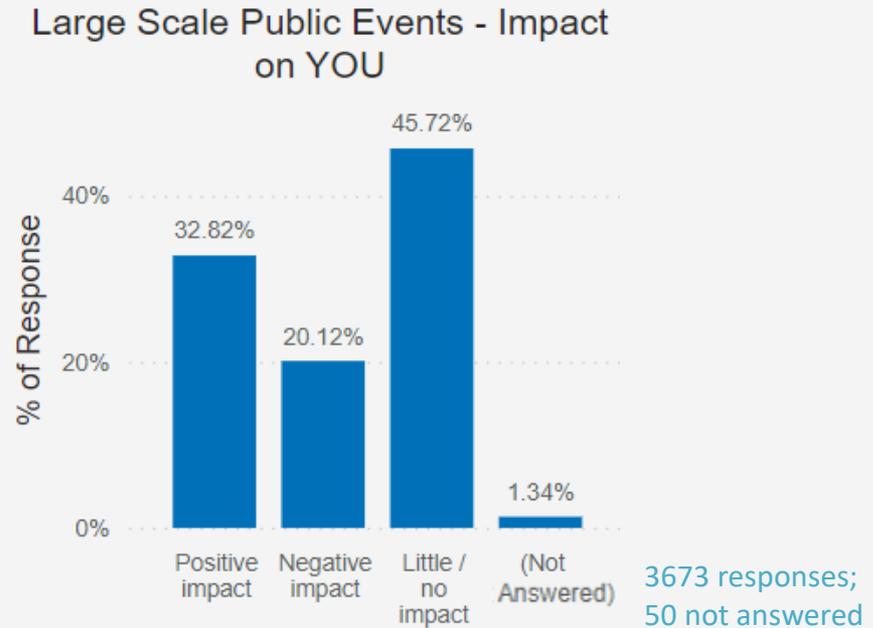
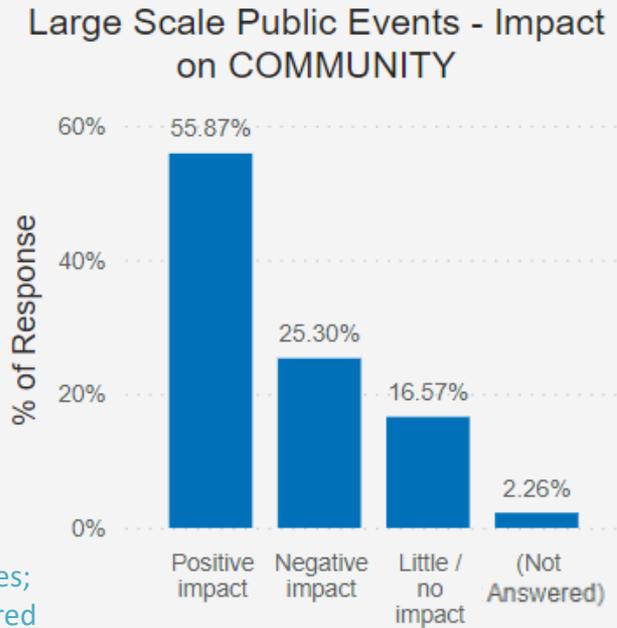
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Large scale public events

The majority of respondents felt the proposal to host large scale public events in Havering parks would have little or no impact on them personally (46%), and a positive impact on the community (56%).

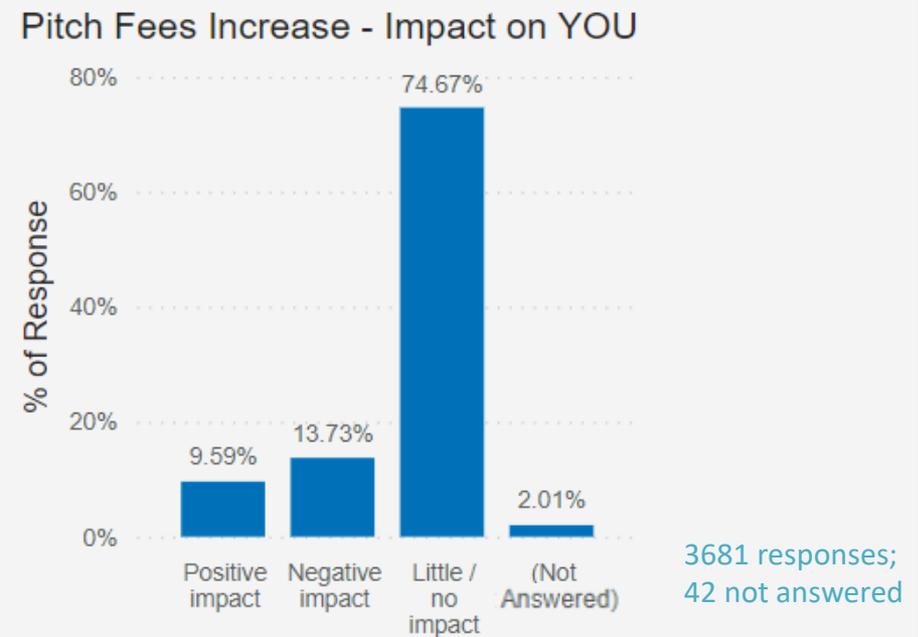
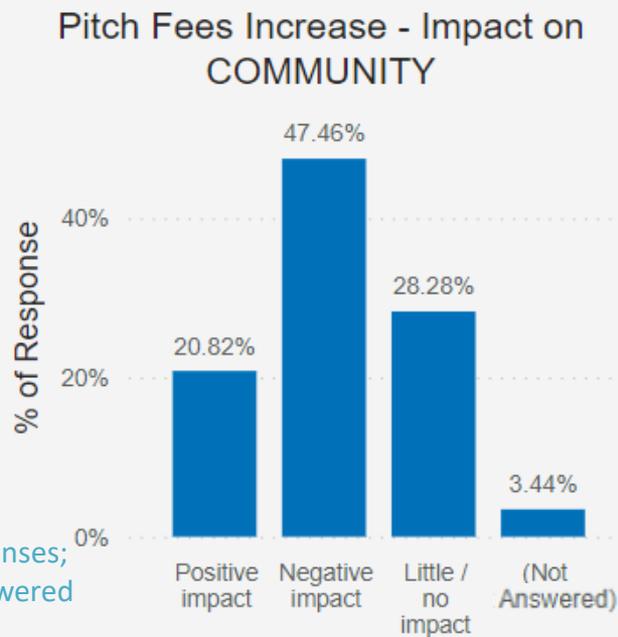
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Pitch fees

A large majority of respondents felt the proposal to increase the fees for pitch hire would have little or no impact on them personally (75%), and a negative impact on the community (47%). Slightly more respondents felt the proposals would have a minimal or positive impact on the community (49%) than a negative impact (47%).

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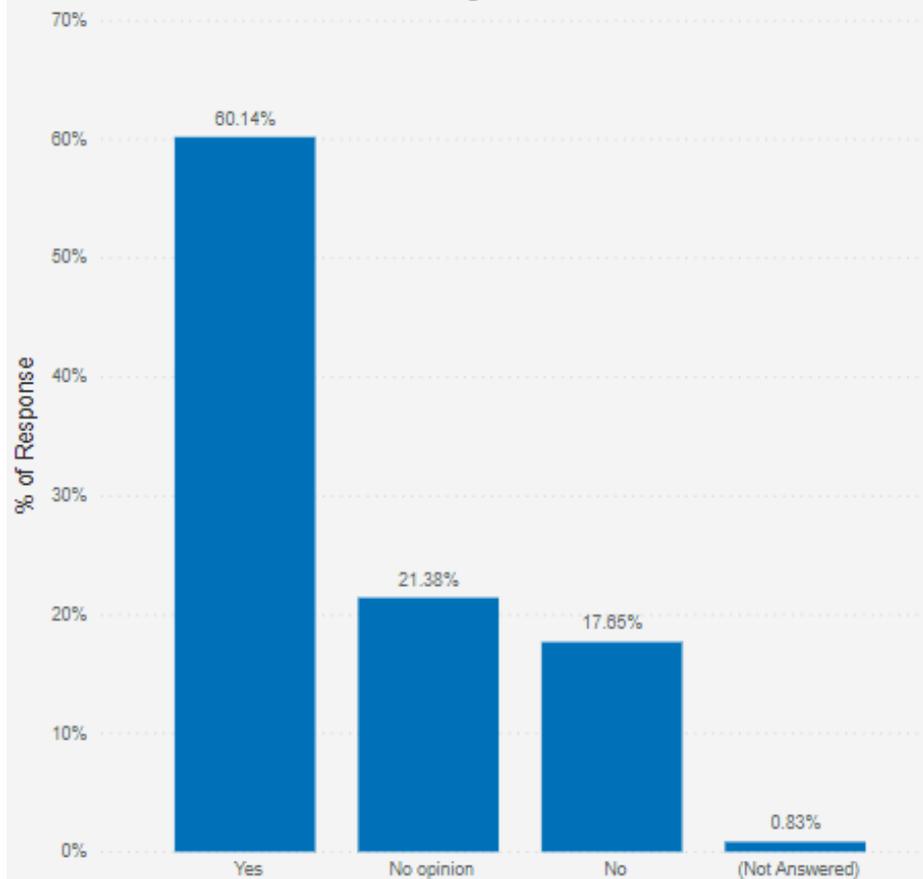
Do you agree with the proposal to conduct a full review of Children's Centres and Early Help provision?

There were 3962 responses to this question, and 31 not answered.

81% of respondents either agreed to the proposal, or had no opinion.

18% of respondents did not agree with the proposal to conduct a review.

Reviewing Children's Centre & Early Help Provision - Do you agree with a full strategic review?



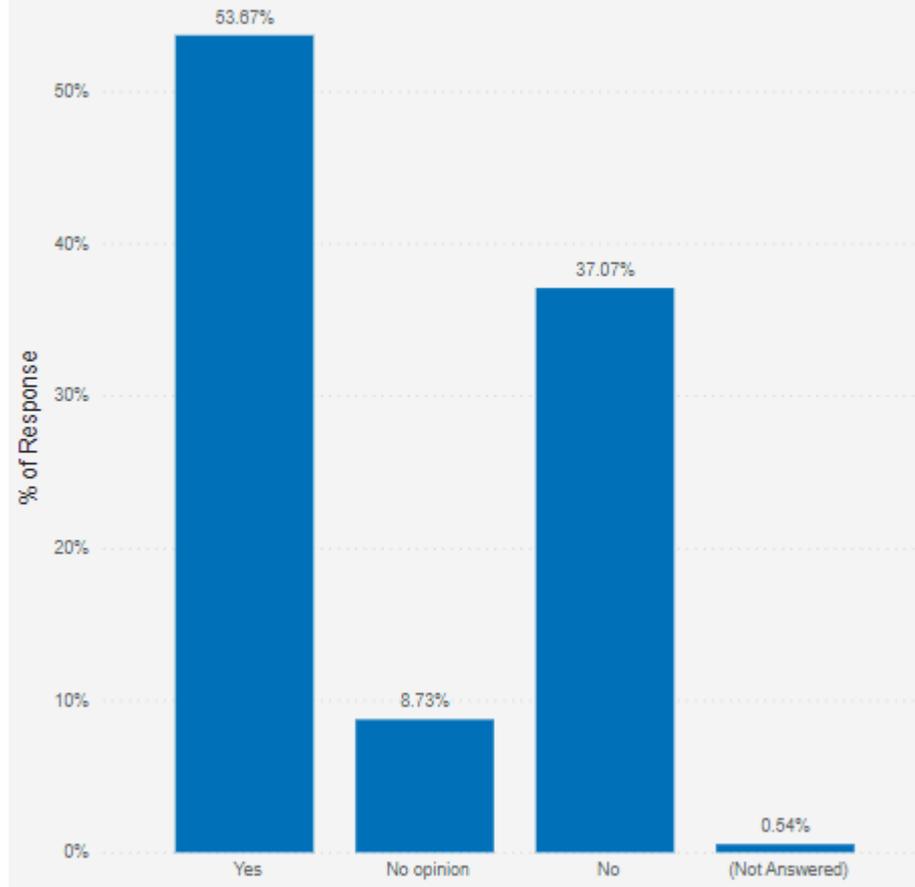
Do you agree with the proposal to conduct a full libraries review?

There were 3703 responses to this question, and 20 not answered.

62% of respondents either agreed to the proposal, or had no opinion.

37% of respondents did not agree with the proposal to conduct a full libraries review.

Reshaping the Library Estate - Do you agree with a full strategic review?



- Good spread of responses from across the borough
- Most responders are employed or retired
- More female than male
- Page 93 Most aged above 45 with 65+ being highest group
- In young person's survey most where from 7-11 age group, followed by 16+ and under 7

Top three issues affecting Havering adults vs young people

Adults	Young people
The economy and cost of living	Higher Council Tax
National Health Service and Healthcare needs	Car park costs
Crime and community safety	Fewer support services

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Top three issues affecting adults vs young people in Havering

Adults	Young people
Cleanliness of street and local area	Higher Council Tax
Anti-social behaviour in my community	Car park costs
My physical health and fitness	Less regular bin collections

Conclusions

Question	Adults	Young people	Comments
Council tax increase	Yes	No	Young people concerned about cost of living
Traffic Schemes	Yes	N/A	
Street lights	Yes	Yes	
Pay and Display	No	No	
Page 95 Sunday parking	No	No	
Parking permits	Yes and no	No	Yes for individual but no for wider community
Parking in Parks	No	No	
CPZs	Yes	No	For individual, but wider community no
Paid for Parking rev	Yes	No	But wider community no
Green waste fees	Yes	Yes	But no to wider community

Conclusions

Question	Adults	Young people	Comments
Bulky waste	Yes		
Bin collections	No	No	Very close and recommend further consultation
Market fees	Yes	Yes	
Green fees	Yes	N/A	
Christmas	Yes	Yes	
Preventative contracts	Yes	N/A	
Vol sector	Yes	N/A	
Public events	Yes	Yes	
Pitch fees	Yes/No	Yes	Individually little impact, but impact to community. However, received representation at public events plus a petition against has been launched

Question	Adults	Young people	Comments
Market Sunday trading and fees	Yes		
Children's Centres	Yes		
Libraries	Yes	Yes	

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SUMMARY OF NEW SAVINGS PROPOSALS

APPENDIX Ci

NEW SAVINGS	DESCRIPTION	24/25 £m	25/26 £m	26/27 £m
CORP 1	Redirect agency levy for 24/25 to assist General Fund Budget	1.500	-1.500	0.000
CORP 2	Business rates Pool with Thurrock, Havering & Barking & Dagenham	1.000	-1.000	0.000
CORP 3	Temporarily stop payments to the Zurich Insurance imprest account	0.900	-0.900	0.000
CORP 4	Review of charges to Capital and the HRA	0.300	0.000	0.000
CORP 5	Alternative funding source for Section 92 Police Team	0.300	0.000	0.000
CORP 6	Empty Homes – increase in council tax premium	0.116	0.048	0.045
CORP 7	Market large scale events in Parks	0.020	0.000	0.000
PEOPLE 1	Pay to stay – paying families to keep people in their homes	0.055	0.055	0.055
PEOPLE 4	Voluntary Sector preventative contracts review	0.188	-0.042	0.000
PEOPLE 7	Reablement and Ward based enablement pilots	0.785	0.000	0.000
PEOPLE 8	Acquisition of land and buildings from Notting Hill JV (decision on acquisition already agreed at Cabinet)	0.131	0.073	0.000
PEOPLE 9	Capitalisation of Telecare equipment	0.180	-0.180	0.000
PLACE 1	Reduce Capital Spend on roads and pavements by £1.5m per year (full year)	0.038	0.097	0.000
PLACE 2	Introduce Parks Parking in all areas at a stepped rate for Mon to Fri and a flat rate of £1.50 for weekends (free 30 mins for both proposals)	0.210	0.340	0.000
PLACE 3	Remove 50% discount if PCN appeals unsuccessful	0.300	0.000	0.000
PLACE 4	Increase Highway Licence Fees	0.050	0.000	0.000
PLACE 5	Expansion of Controlled Parking Zones and Pay and Display Areas, subject to resident engagement and consultation	0.100	0.000	0.000
PLACE 6	Traffic Schemes Reductions, only essential Health and Safety to be completed	0.025	0.075	0.000
PLACE 7	Reduce street lighting on main roads by 30%, after midnight to 5am (invest in automation)	0.030	0.020	0.000

NEW SAVINGS	DESCRIPTION	24/25 £m	25/26 £m	26/27 £m
PLACE 8	P & D increase to approximately 40% (£3.00, £5.00, £7.00 :1, 2,3 hours). Retaining 30 mins free where currently available	1.250	0.000	0.000
PLACE 8	Introduce charging on Sunday in line with proposed fees	0.350	0.000	0.000
PLACE 9	Increase parking permits between 12 AND 16% impact on Residents permits : £40 - £45 , £80 -£90, £120 -£140	0.200	0.000	0.000
PLACE 10	Voluntary and Community Sector to pay a higher proportion of their rental costs, subject to a case by case basis	0.027	0.027	0.027
PLACE 12	Acquisition of property jointly to relieve Temporary Accommodation Pressures	0.300	0.300	0.300
PLACE 13	Cease trading at Romford Market on Sundays	0.125	0.000	0.000
PLACE 13	Increase Romford market trading fees by an average 10%	0.030	0.000	0.000
PLACE 14	Increase Garden waste fees by 20% to £84	0.397	0.000	0.000
PLACE 14	Increase bulky waste fees by 20%	0.023	0.000	0.000
PLACE 15	Gully Cleansing, re-profiling of the programme based on need. Reactive works will still be maintained	0.075	0.000	0.000
PLACE 17	Highways reactive maintenance based on essential Health and Safety works	0.100	0.000	0.000
RES 1	Reduce or cancel buying new/replacement book stock for all our libraries. One year only	0.161	-0.131	0.000
RES 1	Consult on principle of reducing the number of public libraries in the Borough – based on review of public need and change in usage	0.150	0.150	0.000
RES 2	Additional income generated via weddings/ceremonies	0.050	0.000	0.000
RES 3	Review of utilisation of the eligible Public Health Grant expenditure and Reserve	0.500	0.000	-0.500
RES 4	Pause recruitment of Assistant Director of Innovation post	0.100	-0.100	0.000
RES 5	Review income from advertising opportunities – boards/fleet	0.050	0.070	0.070
RES 6	Remove Christmas festivities budget	0.108	0.000	0.000
	TOTAL	10.224	-2.598	-0.003

SUMMARY OF SAVINGS WITHDRAWN DURING BUDGET PROCESS

	SAVINGS TAKEN OUT	24/25 £m	25/26 £m	26/27 £m
PEOPLE 2	Close children's centres	0.000	0.000	0.000
PEOPLE 3	Recovery of former tenant debt	0.169	0.000	0.000
PEOPLE 5	Review of accommodation requirements for Education Services	0.070	0.000	0.000
PEOPLE 6	Review of accommodation requirements for Adult College	0.100	0.000	0.000
PEOPLE 10	Charge MASH Worker to the HRA	0.050	0.000	0.000
PLACE 11	Increase sports/pitches fees by 50%	0.037	0.000	0.000
PLACE 16	Alternate Weekly Collection (Future year)	0.000	0.000	0.000
	TOTAL	0.426	0.000	0.000

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2024-25 SAVINGS TEMPLATE

Council Ward(s)

All

Directorate	Description of Directorate
Library service, Resources Director Lead	The Customer Services Directorate is responsible for delivering customer services to residents and businesses across the borough. It operates the contact centre, manages the appointment centre, run the library service, and covers all our statutory Registration services as well as our Bereavement services. We are also responsible for business support and other internal business services to the council.
Paul Fisher, Director of Customer Services	

Current Forecast Position

Original Budget £ 2,530,000; Forecast £2,610,000 Variance £80,000

- Variance due to extra costs due to hosting of community hubs and reliance on agency roles to cover service-critical functions pending restructure.

Staffing: *Number of FTE in area*

38.4 FTE

Main Savings Item Description

Savings to the library budget that would result in:

- 1) A reduction in the number of libraries in Havering, consulting on the principle that some may be required to close as part of the Council's budget savings programme and to focus the service on areas with the greatest need in the Borough, amongst other factors..
- 2) 61% one-off reduction to the service stock budget, the maximum deliverable as the balance is tied up in contractual obligations. This would result in the service purchasing no hard copy stock during 24/25. This would deliver a saving of £0.161m in 24/25. It is proposed that the stock budget is reduced by £0.030m in 25/26 and 26/27.

0.0

Savings Proposals

Savings Details	Value of Saving and Year(s)								
<p><i>Gross savings</i></p> <p>A review of the library provision will be part of a wider review of the most efficient provision of services using our asset estate. High level modelling indicates that a full year saving net of any costs would be expected to yield in excess of £300k.</p> <p>It is recognised that any developed proposal will need to be fully consulted on over 12 weeks so a prudent savings figure is included in the budget of £150k for 24/25 rising to £300k full year effect in 25/26</p> <p>The options regarding the estate are still being considered and developed. The proposals may involve the closure of one or more library but this will be clarified in the option paper to be consulted on</p> <p>The second element of the savings proposal relates to the book fund where it is proposed to stop purchase of new stock for 24/25 and reduce the budget by 30k thereafter</p> <p>Gross saving of book stock reduction = 0.161m in 24/25 and 0.030m in years 25/6 and 26/7</p>	<p>TOTAL: £m's</p> <p><i>Incremental value</i></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0.311</td> <td>0.019</td> <td>0.000</td> <td>0.330</td> </tr> </tbody> </table>	24/25	25/26	26/27	Total	0.311	0.019	0.000	0.330
24/25	25/26	26/27	Total						
0.311	0.019	0.000	0.330						

Associated Costs

Costing Details	Value of Costs and Year(s)								
<p><i>Description of related costs e.g. Re-provisioning Costs (if stopping a service)</i></p> <p>If libraries were to close there would be costs through release of staff and potentially security on any buildings vacated. These costs cannot be quantified until more formal proposals are developed</p>	<p>TOTAL: £m's</p> <p><i>Incremental value</i></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>TBC</td> <td>0.0</td> <td>0.0</td> <td>TBC</td> </tr> </tbody> </table>	24/25	25/26	26/27	Total	TBC	0.0	0.0	TBC
24/25	25/26	26/27	Total						
TBC	0.0	0.0	TBC						

Savings Net Value

Add savings and costs together for each year. Value to be added to MTFS if approved	Net Value and Year(s)								
	<p>TOTAL: £m's</p> <p><i>Incremental value</i></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0.311</td> <td>0.019</td> <td>0.0</td> <td>0.330</td> </tr> </tbody> </table>	24/25	25/26	26/27	Total	0.311	0.019	0.0	0.330
24/25	25/26	26/27	Total						
0.311	0.019	0.0	0.330						

Proposed Benefits

The proposal to not replenish the book stock is achievable in the short term and can be reviewed each year. Reviewing library provision will be part of a wider strategy rebasing the Councils provision whilst delivering efficiencies to assist the budget position

Identified Risks and Dependencies

Consultation on principle that some libraries should close will be followed by separate and specific public consultation meeting the Gunning principles. Proposals would be likely to be subject to potential local public opposition so a clear communications strategy will need to be adopted

A full library needs assessment is being developed and will be based on both the Borough's new JSNA published in November 2023 and on library membership, usage and demographic data.

Analysis/Commentary

Decisions on closure should be informed by a library strategy which would be consulted on.

Recommendation

That members consult on the principle that in order to help overcome the Council's financial challenge consultation should commence on the principle that some libraries in the borough should close and provision should be focused on those areas with highest need, amongst other factors.

That members agree that the number and nature of the libraries that should close should be based on a needs assessment and criteria including library usage, library estate condition and affordability. Such decisions should be subject to full public consultation once a decision on principle has been taken.

Submitted by		
Signature	Print Name	Date
GD Nicholson	GARETH NICHOLSON	25/10/2023

2024-25 SAVINGS TEMPLATE

Council Ward(s)
N/A

Directorate	Resources
Director Lead	Bereavement & Registration.
Paul Fisher, Director of Customer Services	

Current Forecast Position
<p><i>Current Forecast position as reported to EMT for period 5. Include the cost centre(s) original and revised budget and forecast variance.</i></p> <p>Minor underspend reported £10k</p>

Staffing: 13fte	
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Main Savings Item Description

<p><i>E.g. 15 agency staff across Strategic Directorate</i></p> <p>This saving relates to <u>additional income</u> for Ceremonies for 24/25 onwards.</p> <p>The Registration Service plan to achieve this via a re-branding/re-launch of weddings and ceremonies in Havering planned for Spring 2024; more promotion via social media; increase in marketing activities e.g: wedding fairs/open evenings and via a fee increase on a range of non-statutory ceremonies effective from 1 April 2024.</p> <p>It is anticipated all these measures will help to raise the profile of weddings at Langtons House and generate an increase in bookings of 10%.</p> <p>To provide some background, the range of Ceremonies that the Service offers is extensive and varies in price according to day of the week and whether it is High or Low Season. Fees start from £350 for a basic ceremony in Low Season to £3,300 for an exclusive package in High season. To meet the saving/additional income, the target number of ceremonies for 24/25 will be £776 and a fee increase applied to each of the ceremonies, fair and proportionate to the fee and based on demand and popularity.</p> <p>It is expected that the combination of increased booking coupled with the increases in fees will deliver the proposed saving of £50k per year.</p>
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Anticipated reduction in FTE as a result of proposals	None
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Savings Proposals					
Savings Details		Value of Saving and Year(s)			
<i>Gross savings</i>					
As above. Additional income generated via weddings/ceremonies		24/25	25/26	26/27	Total
		0.050	0.0	0.0	0.050

Associated Costs					
Costing Details		Value of Costs and Year(s)			
<i>Description of related costs e.g. Re-provisioning Costs (if stopping a service)</i>		TOTAL: £m's			
None.		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.0	0.0	0.0	0.0

Savings Net Value					
		Net Value and Year(s)			
<i>Add savings and costs together for each year. Value to be added to MTFS if approved</i>		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.050	0.0	0.0	0.050

Proposed Benefits
It is anticipated that a re-launch of the ceremony offering at Langtons House will re-invigorate the business and generate more business following a turbulent period following the Covid pandemic. A fee increase will also assist towards meeting the proposed additional income.

Identified Risks and Dependencies
There is a risk that the service does not meet its target for sales following the fee increase. There are no dependencies.

Analysis/Commentary

Recommendation

Submitted by

Signature	Print Name	Date
	Louise Roast	26.10.23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Public Health
Director Lead		Public Health
Mark Ansell		

Current Forecast Position

The Public Health reserve was accumulated during the pandemic when spend on activity based services dropped and some staff costs were charged to the COMF. The reserve was £2.8m at start of 2023/24.

Prior to the request for savings proposals the plan has been to use the PH reserve to

- delay the impact on the MTFS of a previous decision to invest £867K more in the 0 -19 HCP
- meet any increase cost of existing commissioned services due to demographic and / or cost of living pressures
- invest more to fill gaps in the local health improvement offer identified with NHS partners through the borough partnership (smoking cessation and obesity services)

The current year is expected to draw down circa £300k in 23/24 reducing reserve to £2.5m at year end.

Current forecasts show there is an estimated draw down from reserves of a further £500K in 24/25 and similar amount in 25/26 reducing remaining reserve to £1.5m.

Staffing:	0.0
Main Savings Item Description	
<p>The proposal is that an additional £500K be charged against the reserve in 24/25 and 25/26 to prevent the closure of services that otherwise would have to be cut and that are eligible for funding from the PHG.</p> <p>Next steps: -</p> <ol style="list-style-type: none"> Thus far two bids have been received that appear to be eligible for charging against the PH reserve <ul style="list-style-type: none"> community hubs (£84K pa) – not a statutory function; hosts food banks that contribute to reducing obesity which is a priority in the joint health and wellbeing strategy and supports Council's aspiration to mitigate cost of living crisis. the Farringdon Road hostel (£350K pa) – serves to reduce street homelessness which is not a statutory duty but is a priority in the joint health and wellbeing strategy as street homeless have amongst the worst health outcomes of any group. <p>It is proposed to agree the health and wellbeing outcomes to be delivered by each service and mechanism to give reassurance regarding delivery of health outcomes.</p> Check on eligibility of existing services charged to the grant in light of recent guidance from ADPH; agree outcomes and oversight mechanism. . <p>The Council is reviewing further services to establish whether the remaining £66k can be utilised from the reserves to support General Fund Health initiatives</p>	
Anticipated reduction in FTE as a result of proposals	0.0

Savings Proposals				
Savings Details	Value of Saving and Year(s)			
	TOTAL: £m's			
	24/25	25/26	26/27	Total
	0.500	0.00	(0.500)	0.000

Associated Costs				
Costing Details	Value of Costs and Year(s)			
Savings Net Value				
	Net Value and Year(s)			
	TOTAL: £m's			
	24/25	25/26	26/27	Total
There are no further costs associated with this proposal	0.000	0.000	0.000	0.000

Proposed Benefits

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Identified Risks and Dependencies

There is future uncertainty of the level of the Public Health Grant in future years. Clearly if the allocation were to reduce then decisions would need to be taken as to which aims could be fully delivered. In this event the Council would either need to cease services or identify alternative funding for these services

There is a risk that Councils will be instructed by Secretary of State to pay increases to NHS providers. This may impact on the level of grant available to support other Council led health aims

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Analysis/Commentary

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Recommendation

The recommendation is to proceed with the savings proposal based on assessment of costs and risks

Submitted by

Signature

Print Name

Date

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Resources
Director Lead		Corporate
Kathy Freeman – Strategic Director of Resources		

Current Forecast Position	
<ul style="list-style-type: none"> This is a vacant post which will now not be recruited to pending further review of structures 	
Staffing: <i>Number of FTE in area</i>	0.0
Main Savings Item Description	
<p>Pause to the recruitment of the Assistant Director of Innovation.</p> <p>The responsibilities of this position will be allocated as follows:</p> <ul style="list-style-type: none"> Procurement will report into the Director of Finance All-age brokerage will remain within the Integrated Commissioning Team. The Director of Place will determine which post this team will report into. <p>The Corporate PMO function will transfer out of the Insights team into the AD for IT & Digital. The Systems Team will also move across to the IT & Digital Team.</p>	
Anticipated reduction in FTE as a result of proposals	None

Savings Proposals				
Savings Details	Value of Saving and Year(s)			
<i>Gross savings</i> Post value is £100k	24/25	25/26	26/27	Total
	0.100	(0.100)	0.0	0.00

Costing Details	Value of Costs and Year(s)			
<i>Description of related costs e.g. Re-provisioning Costs (if stopping a service)</i>	TOTAL: £m's <i>Incremental value</i>			
There are no costs associated with this proposal	24/25	25/26	26/27	Total
	0.0	0.0	0.0	0.0

Savings Net Value				
	Net Value and Year(s)			
Saving is currently assumed as one off in 24/25. This will be reviewed over the next 6 months before a final decision is taken as on this post	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.100	(0.100)	0.0	0.0

Proposed Benefits
This is a funded post in the new structure which can be held vacant during 2024/25 pending a further review

Identified Risks and Dependencies
This will be subject to further review in due course but is a position which can be paused at least for 24/25

Analysis/Commentary

Recommendation		
Submitted by		
Signature	Print Name	Date
	Richard Tyler	19.10.23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Resources	
		Resources	Communications
Director Lead			
Marcus Chrysostomou			

Current Forecast Position	
<i>Current Forecast position as reported to EMT for period 5. Include the cost centre(s) original and revised budget and forecast variance.</i>	
On budget for P5	
Staffing:	
Main Savings Item Description	
Anticipated reduction in FTE as a result of proposals	0

Savings Proposals				
Savings Details	Value of Saving and Year(s)			
<p>Look at making the most of our assets for advertising. This includes a new contract for wide format boards, roundabouts and lamp post advertising. It also includes looking at car parks, railings, rubbish trucks and other Havering owned vehicles.</p> <p>This will be a rolling plan to build income.</p>	TOTAL: £m's			
	<i>Incremental value</i>			
	24/25	25/26	26/27	Total
0.050	0.070	0.070	0.190	

Associated Costs	
Costing Details	Value of Costs and Year(s)
	TOTAL: £m's
	<i>Incremental value</i>

A commercial and marketing role has been created following a restructure to support delivery of this and other commercial and income related activity. This is a fixed two year contract. The post will be expected to raise income and sponsorship for assets, events and other opportunities. This post was created using funds from other posts which were deleted and so there are no further costs associated with this project

24/25	25/26	26/27	Total
0.0	0.0	0.000	0.000

Savings Net Value

Net Value and Year(s)

TOTAL: £m's

Incremental value

24/25	25/26	26/27	Total
£0.050	£0.070	£0.070	£0.190

Proposed Benefits

This proposal would generate new income for the borough and services.

Identified Risks and Dependencies

There is a risk that the value of income is not achieved as expected. There will be interdependencies on other services such as planning, procurement and legal support to enable this work to take place. Any delays may impact on when new contracts are delivered and therefore when income is realised.

Analysis/Commentary

This income is based on the work needed to take place by a new post. The assumptions made in this are conservative. In other work we have realised more income than expected and therefore as the post beds in and looks at new advertising contracts, promoting our assets, and creating advertising revenue we accept it to lead to additional income etc.

Recommendation

The recommendation is to proceed with the savings proposal based on assessment of costs and risks

Submitted by

Signature	Print Name	Date
Marcus Chrysostomou	Marcus Chrysostomou	19/10/23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Resources
Director Lead		Communications
Marcus Chrysostomou		

Current Forecast Position	
<i>Current Forecast position as reported to EMT for period 5. Include the cost centre(s) original and revised budget and forecast variance.</i>	
Current budgeted spend on Christmas events is £108k	
Staffing:	
Main Savings Item Description	
Anticipated reduction in FTE as a result of proposals	0

Savings Proposals				
Savings Details	Value of Saving and Year(s)			
<p><u>Romford</u></p> <p>Christmas Trees x 2 (Town Hall and Town Centre) = £7,620</p> <p>Festive Lights x 61 columns = £6,690</p> <p>Havering Christmas Lights switch-on event (this event is for the whole borough and only takes place in Romford as it is the only suitable location) = £31,000.</p> <p><u>Total spend = £45,310</u></p>	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.108	0.000	0.000	0.108

Collier Row

Christmas Tree x 1 = £3387

Festive Lights x 28 columns = £1945

Grant towards Christmas event = £3400

Total spend = £8,732

Elm Park

Christmas Tree x 1 = £3387

Festive Light columns x 39 = £2605

Grant towards Christmas event = £3400

Total Spend = £9,392

Harold Hill

Christmas Tree x 1 = £3387

Festive Light columns x 21 = £1830

Grant towards Christmas event = £3400

Total spend = £8,617

Hornchurch

Christmas Tree x 1 = £3387

Festive Lights columns x 49 columns = £3540

Grant towards Christmas event = £3400

Total spend = 10,327

Harold Wood

No Christmas tree

Festive Light columns x 12 = £1170

Grant towards Christmas event £3400 (they chose not to have an event)

Total spend - £4,570

Upminster

Christmas Tree x 1 = £3387

Festive lighting x 38 columns = £4550

Grant towards Christmas event = £3400

Total spend = £11,337

Rainham

Christmas tree x 1 = £3387

Festive Lighting x 38 columns = £2565

Grant towards Christmas event = £3400

Total spend = £9352

Rush Green

No tree

No Christmas Event

Festive lighting x 5 columns = £390

Total spend £390

Associated Costs

Costing Details

There are no costs associated with this proposal

Value of Costs and Year(s)

TOTAL: £m's

Incremental value

24/25	25/26	26/27	Total
0.000	0.000	0.000	0.000

Savings Net Value

Net Value and Year(s)

Page 118

TOTAL: £m's

	<i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.108	0.000	0.000	0.108

Proposed Benefits

This is a reduction in costs which will assist the Councils overall budget position

Identified Risks and Dependencies

Residents could potentially react in a negative way.
 This will make our town centres less attractive and therefore could impact trade as well during the Christmas season.

Analysis/Commentary

The Council could mitigate by seeking that our communities and businesses fund next year. This year we received £12,600 in sponsorship. However, there is no guarantee enough sponsorship can be brought in to cover all costs of the Christmas spending and events

Recommendation

Although this is a hard saving to make, by confirming the saving in February there will be time to work with communities and businesses to look at some form of mitigations.

Submitted by		
Signature	Print Name	Date
Marcus Chrysostomou	Marcus Chrysostomou	13/10/23



2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate
Resources	Corporate
Director Lead	
Kathy Freeman – Strategic Director of Resources	

Current Forecast Position	
<p><i>Current Forecast position as reported to EMT for period 5. Include the cost centre(s) original and revised budget and forecast variance.</i></p> <p>The Council currently has about £20m of agency staff. The overhead is applied on agency costs. Clearly if the agency costs for the Council reduced significantly this would impact on the overhead payable. Whilst this would reduce the benefit in the centre this would be far outweighed by the service benefit of reduction in agency costs through either projects ending or success in recruiting permanent staff</p>	
<p>Staffing: No direct staffing implications which would affect FTE's</p>	0.0

Main Savings Item Description	
<p>Havering currently has around £20m of Agency costs. Some years ago an overhead was agreed on service budgets for two reasons</p> <ol style="list-style-type: none"> To encourage service managers to try and recruit to permanent roles rather than holding expensive agency staff To compensate the pension fund for the reduced contributions caused by having agency staff instead of permanent staff <p>The actuary when calculates our cashflow is based on payroll and the expected contributions as set out in the valuation and therefore the 8% surcharge is not factored into their cashflow projections.</p> <p>The Council does its own internal cash projections but given our current cash flow position (£21.8m as at Aug 23) then there is scope for the 8% payments to be ceased for 2024/25. The pension cash flow position will change over time as cash is used to fund investments or capital drawdowns so this position would need to be reviewed annually based on the cash position of the pension fund</p>	
<p>Anticipated reduction in FTE as a result of proposals</p>	None

Savings Proposals

Savings Details	Value of Saving and Year(s)			
<p><i>Gross savings</i></p> <p>As above. This is a one off saving which would be subject to renewal each year based on the cash position of the pension fund. At present approximately £1.7m is collected each year so £1.5m represents a prudent estimate and also allows for an expected reduction in agency staff through efficiencies</p>	24/25	25/26	26/27	Total
	1.500	(1.500)	0.000	0.000

Associated Costs

Costing Details	Value of Costs and Year(s)			
<p>There are no anticipated Costs for this proposal</p>	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.000	0.000	0.000	0.000

Savings Net Value

Savings Details	Net Value and Year(s)			
<p>Assumed yield is based on an assumed agency level of £18.8m – This has been exceeded for the last three years but as stated above a lower figure is actually financially beneficial to the authority – Note this will need to be reviewed annually so is assumed as one off initially</p>	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	1.500	(1.500)	0.000	0.000

Proposed Benefits

<p>Services already include the overhead in their budget forecasts so retaining the levy centrally will generate a saving of approximately £1.5m</p>
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Identified Risks and Dependencies

<p>There are no risks. The consequence of a shortfall in the saving would be a greater saving across the authority through reduced agency levels.</p>

Analysis/Commentary

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Recommendation

It is recommended that the 8% is retained in the general fund for 24/25 and is reviewed annually. It should be noted that there is also an element of the agency levy relational to the HRA. It is proposed for the HRA to retain their element for the period for which the levy is not charged to the pension fund

Submitted by

Signature	Print Name	Date
	Richard Tyler	12.10.23

2024-25 SAVINGS TEMPLATE

Council Ward(s)	
All	

Current Forecast Position	
<p><i>Current Forecast position as reported to EMT for period 5. Include the cost centre(s) original and revised budget and forecast variance.</i></p> <p>The Business Rate budget is forecasted to be on budget for 23/24</p>	
Staffing: <i>Number of FTE in area</i>	0.0

Main Savings Item Description	
<p><i>E.g. 15 agency staff across Strategic Directorate</i></p> <p>The proposal is to join a business rate pool with Thurrock and Barking and Dagenham – The expected annual benefit would be £1m based on the 2023/24 NNDR1 Returns</p> <p>The main aim of the pool is to maximise the retention of locally generated business rates and to ensure that it further supports the economic regeneration of the pooling area.</p> <p>Tariff authorities are required to pay a levy to the Government each year. Pooling allows the 3 authorities to combine their top up and tariff values and if this is a net top up then no levy is payable by the pool</p> <p>Thurrock’s tariff of £25.9m would be completely offset by the top ups of Havering and Barking & Dagenham This would mean a 0% levy and therefore all of Thurrock's levy due would be retained by the pooling partners. This would be split on a 50/25/25 ratio between the three boroughs with Thurrock as the tariff authority gaining most benefit.</p> <p>The only risk would be if the three authorities fell below the safety net at which point a payment would need to be made. All three boroughs are currently well above their respective safety nets with further growth forecasted</p> <p>Havering was previously in a Londonwide Pool. Westminster as the main tariff authority are still currently below their safety net and so the pool is not reforming for 2024/25. This may change in future years.</p> <p>The agreement is for one year only and would need to be renewed each year. Havering therefore has the option of exiting the pool or continuing on an annual basis.</p>	
Anticipated reduction in FTE as a result of proposals	None

Savings Proposals				
Savings Details		Value of Saving and Year(s)		
<i>Gross savings</i>				
As above. Additional retained income from Business Rates of £1m – This is a one off saving which would be subject to renewal each year		24/25	25/26	26/27
		1.000	(1.000)	0.000
				Total
				0.000

Associated Costs				
Costing Details		Value of Costs and Year(s)		
<i>Description of related costs e.g. Re-provisioning Costs (if stopping a service)</i>		TOTAL: £m's		
There are no additional costs in delivering this proposal		<i>Incremental value</i>		
		24/25	25/26	26/27
		0.000	0.000	0.000
				Total
				0.000

Savings Net Value				
		Net Value and Year(s)		
Assumed saving based on the initial pooling papers and the levy payable by Thurrock – The Local Government Finance Settlement 24/25 has confirmed that Thurrock remain a tariff authority and that the Government have approved the establishment of the pool.		TOTAL: £m's		
The benefit is renewable each year and so for prudent planning purposes has been included for 24/25 only. This allows the authority to consider future options each year.		<i>Incremental value</i>		
		24/25	25/26	26/27
		1.000	(1.000)	0.0
				Total
				0.0

Proposed Benefits	
The benefit is that Thurrock will no longer pay a levy over to the Government and the benefit (estimated at £4m) will be shared between the three boroughs with Havering standing to gain £1m	

Identified Risks and Dependencies	
The only real risk is that if borough's yield falls below the safety net then the pool (3 boroughs) would have to meet the deficit	

Analysis/Commentary	

Recommendation

The Government have formally approved the setting up of the pool. It is proposed that Havering join the pool with Thurrock and LBBD and share the benefits as set out in this report.

Submitted by

Signature	Print Name	Date
	Richard Tyler	12.10.23

2024-25 SAVINGS TEMPLATE

Council Ward(s)	
All	

Current Forecast Position	
<p><i>Current Forecast position as reported to EMT for period 5. Include the cost centre(s) original and revised budget and forecast variance.</i></p> <p>The Council has a centrally held budget of £900k to make contributions into an Imprest account to enable Zurich to settle insurance claims on behalf of the Council. It is proposed to stop contributions until April 2025. This would save £900k for 24/25 although the base budget would need to be retained in the medium term</p>	
Staffing: <i>Number of FTE in area</i>	0.0

Main Savings Item Description	
<p>The Council has a centrally held budget of £900k to make contributions into an Imprest account to enable Zurich to settle insurance claims on behalf of the Council. Zurich hold the funds and re-imburse the Council for any interest earned on the account.</p> <p>As at 30th September 2023 there is around £2m in the Imprest fund. The Council has paid out less than £1m every year for the last 5 years and so based on that expectation the Council can take a holiday from making further contributions to the fund.</p> <p>This will be closely monitored and if the fund falls significantly then a decision would need to be made about a top up. Based on the current payment levels and associated risk this is very unlikely before April 2025. It is proposed to review the imprest level next year to take a decision on when contributions would need to be resumed</p> <p>As such the saving is initially for one year only</p>	
Anticipated reduction in FTE as a result of proposals	None

Savings Proposals				
Savings Details	Value of Saving and Year(s)			
<i>Gross savings</i>				
As above. Saving through not contributing to the Imprest account in 24/25. This saving is initially for one year only	24/25	25/26	26/27	Total
	0.900	(0.900)	0.0	0.0

Associated Costs					
Costing Details		Value of Costs and Year(s)			
There are no costs associated with this proposal		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.0	0.0	0.0	0.0

Savings Net Value					
		Net Value and Year(s)			
Saving based on current imprest bank balance level but will need to be closely monitored through 24/25		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.900	(0.900)	0.0	0.0

Proposed Benefits				

Identified Risks and Dependencies				
This is low risk. It is important to retain the base budget for future contributions. In the event of a large number of payments in 24/25 it is possible a top up will be needed to the fund but this is very unlikely based on the profile of payments made in settlements over the last 5 years.				

Analysis/Commentary				

Recommendation				
It is recommended that the £900k budget centrally for payments to the imprest account is retained but a one off saving is applied to 24/25 through a planned holiday on contributions to the Zurich account.				
Submitted by				
Signature	Print Name		Date	
	Richard Tyler		12.10.23	

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Current Forecast Position

Current Forecast position as reported to EMT for period 5. Include the cost centre(s) original and revised budget and forecast variance.

The Council already recharges values to the HRA Pension Fund and Capital. This is largely based on historical formulae developed as part of the central support process. There is an opportunity for a review of these charges to more accurately reflect appropriate charges to these different funds.

Staffing: <i>Number of FTE in area</i>	0.0
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Main Savings Item Description

It is recognised that there are opportunities to review IT expenditure in particular to increase the proportion of costs chargeable to the pension fund and capital. The pension fund element is correctly reflecting systems and licencing costs which relate to the fund rather than the general fund.

There is also an opportunity to review all posts within the organisation (not just support posts) that have an element that supports Housing

Anticipated reduction in FTE as a result of proposals	None
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Savings Proposals

Savings Details	Value of Saving and Year(s)			
<i>Gross savings</i> It is expected that the reviews described above will generate increased recharges to other funds of £300k	24/25	25/26	26/27	Total
	0.300	0.0	0.0	0.300

Associated Costs

Costing Details	Value of Costs and Year(s)
<i>Description of related costs e.g. Re-provisioning Costs (if stopping a service)</i>	TOTAL: £m's <i>Incremental value</i>

There are no costs associated with this proposal

24/25	25/26	26/27	Total
0.0	0.0	0.0	0.0

Savings Net Value

Net Value and Year(s)

TOTAL: £m's
Incremental value

24/25	25/26	26/27	Total
0.300	0.0	0.0	0.300

Proposed Benefits

Estimated benefit to the general fund of £300k

Identified Risks and Dependencies

No risks as long as the charges can be transparently identified

Analysis/Commentary

Recommendation

Submitted by

Signature	Print Name	Date
	Richard Tyler	19.10.23

2024-25 SAVINGS TEMPLATE

Council Ward(s)	
All Wards	

Current Forecast Position

Not applicable. Current full year cost of Section 92 Officers is £0.296m. In 2023-24, this has been met from the Corporate Risk Budget. Cost for 24/25 expected to be £0.300m

Staffing:	0.0
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Main Savings Item Description

Identification of alternative funding source for Section 92 Police Officers

Anticipated reduction in FTE as a result of proposals	0.0
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Savings Proposals

Savings Details	Value of Saving and Year(s)			
These officers will now be funded from the newly set up Neighbourhood CIL fund	TOTAL: £m's			
	24/25	25/26	26/27	Total
	£0.300			£0.300

Associated Costs

Costing Details	Value of Costs and Year(s)			
There are no additional costs associated with this proposal	TOTAL: £m's			
	24/25	25/26	26/27	Total
	0.0	0.0	0.0	0.0

Savings Net Value

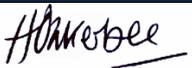
Net Value and Year(s)				
TOTAL: £m's				
	24/25	25/26	26/27	Total
	£0.300			£0.300

Proposed Benefits
Corporate Business Risk Reserve budget used to fund the officers is released as a saving

Identified Risks and Dependencies
There are no risks with this approach in 24/25. This would however need to be reviewed on an annual basis thereafter

Analysis/Commentary

Recommendation

Submitted by		
Signature	Print Name	Date
	Helen Oakerbee	20 October 2023

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Current Forecast Position

Income from council tax empty homes premium is currently forecast as follows:

2024/25 (000,s)	2025/26 (000's)	2026/27 (000,s)
184	273	349

Staffing: NA	0.0
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Main Savings Item Description

There is an option to increase the empty homes premium for council tax which is currently at 100%. This rate was implemented in April 2019.

Our policy aligns with the latest permissible national policy except for two areas.

1. 200% premium for empty properties between 5-10 years empty; and
2. 300% for properties empty for 10 or more years.

Currently there is circa 80 empty properties that have been empty for more than 5 years and 28 properties that have been empty for more than 10 years.

It is proposed to introduce these charges commencing 1st April 2024

These changes are part of the budget consultation process in Nov-Dec 2023 and have been presented as options at the Overview Budget Scrutiny session

Anticipated reduction in FTE as a result of proposals	Additional resources may be required to monitor the scheme
--	--

Savings Proposals

Savings Details	Value of Saving and Year(s)								
<p><i>Gross savings</i></p> <p>The total additional income for 24/25 if all properties remained vacant would be £232k. It is anticipated that the introduction of the fee will change behaviour resulting in higher occupancy and a reduction in the total premium collectable. As such it is estimated that 50% of the premium would actually be collected with the remainder of the properties changing status to become occupied</p>	<p>TOTAL: £m's</p> <p><i>Incremental value</i></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="background-color: #1a3d4d; color: white;">24/25</th> <th style="background-color: #1a3d4d; color: white;">25/26</th> <th style="background-color: #1a3d4d; color: white;">26/27</th> <th style="background-color: #1a3d4d; color: white;">Total</th> </tr> </thead> <tbody> <tr> <td>0.116</td> <td>0.048</td> <td>0.045</td> <td>0.209</td> </tr> </tbody> </table>	24/25	25/26	26/27	Total	0.116	0.048	0.045	0.209
24/25	25/26	26/27	Total						
0.116	0.048	0.045	0.209						

Associated Costs				
Costing Details		Value of Costs and Year(s)		
<i>Description of related costs e.g. Re-provisioning Costs (if stopping a service)</i>		TOTAL: £m's		
n/a		<i>Incremental value</i>		
		24/25	25/26	26/27
		0.0	0.0	0.0
		Total		
		0.0		

Savings Net Value				
		Net Value and Year(s)		
<i>Add savings and costs together for each year. Value to be added to MTFS if approved</i>		TOTAL: £m's		
n/a		<i>Incremental value</i>		
		24/25	25/26	26/27
		0.116	0.048	0.045
		Total		
		0.209		

Identified Risks and Dependencies
<p>The increase in council tax income is estimated in the table below. However, a proportion of the estimated income is unlikely to be realised as taxpayers will endeavour to occupy, sell or demolish these properties to not pay the premium. If empty properties are brought back into use this whilst the premium would not be payable this would potentially benefit the overall Housing situation in the borough by increasing the number of usable properties in the borough</p> <p>As a control measure, every empty property that would become occupied after 2 years (and so avoid a premium) will be inspected to ensure there is actual occupation. It is anticipated this can be covered from within existing resources.</p>

Estimate of income from empty Property Premiums

	No. of Properties	2024/5 Year 1 (000,s) 300.00%	2025/6 Year 2 (000,s)	2026/7 Year 3 (000,s)	2027/8 Year 4 (000,s)
2013 Extra Income	28	145	145	145	145
		97	97	97	97
2014 Extra Income	5	17	25	25	25
		8	17	17	17
2015 Extra Income	8	27	27	40	40
		13	13	27	27
2016 Extra Income	36	113	113	113	169
		56	56	56	113
2017 Extra Income	16	62	62	62	62
		31	31	31	31
2018 Extra Income	15	53	53	53	53
		26	26	26	26
2019 Extra Income	49	0	177	177	177
			89	89	8
2020 Extra Income	43	0	0	154	154
				77	77
2021 Extra Income	121	0	0	0	533
					266
2022 Extra Income	292	0	0	0	0
2023 Extra Income	596	0	0	0	0
Totals Max Extra Income		416,	602	769	1358
Est Saving		232	329	419	742
		116	164	209	371

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Recommendation

Implementing the additional premiums will encourage these empty properties to be put back into use or sold which will help with the housing shortage.

Submitted by

Signature	Print Name	Date
<i>Chris Henry</i>	Chris Henry	17.10.23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Current Forecast Position	
<p><i>Current Forecast position as reported to EMT for period 5. Include the cost centre(s) original and revised budget and forecast variance.</i></p> <p>This would be a new income target based on a series of planned events</p>	
Staffing:	
Main Savings Item Description	
Anticipated reduction in FTE as a result of proposals	0

Savings Proposals				
Savings Details	Value of Saving and Year(s)			
<p>Managing events in parks is moving to the communications team. Current income is approx. £30,000 a year. The proposal is to increase this year on year. This work will be picked up by the events team.</p> <p>Initially a £20k target has been introduced but this can be revisited in future budget rounds</p>	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.020	0.000	0.000	0.020

Associated Costs				
Costing Details	Value of Costs and Year(s)			
	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.000	0.000	0.000	0.000

Savings Net Value
Page 136
Net Value and Year(s)

This is an income target	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.020	0.000	0.000	0.020

Proposed Benefits

Additional income to the Council

Identified Risks and Dependencies

This is dependant on attracting more events to our parks. We will also look at creating our own new events which should generate income.

Finally, it also depends on the views of residents and members where issues arise from parking, road closures etc due to running the events.

Analysis/Commentary

The new marketing and commercial manager post would compliment this work as they will help market our parks and other venues.

Recommendation

We proceed with plans, however, resource will need to be considered as part of this.

Submitted by		
Signature	Print Name	Date
Marcus Chrysostomou	Marcus Chrysostomou	20/10/23

2024-25 SAVINGS TEMPLATE

Council Ward(s)

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Directorate	Description of Directorate
People	Living Well
Director Lead	
Patrick Odling-Smee	

Current Forecast Position

The projected position for Housing Demand is a £4.419m overspend.

The driver for this position is a combination of increased demand, particularly in single individuals presenting, and the lack of properties for placements resulting in the need for hotel or nightly charged accommodation.

Staffing:	0.0
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Main Savings Item Description

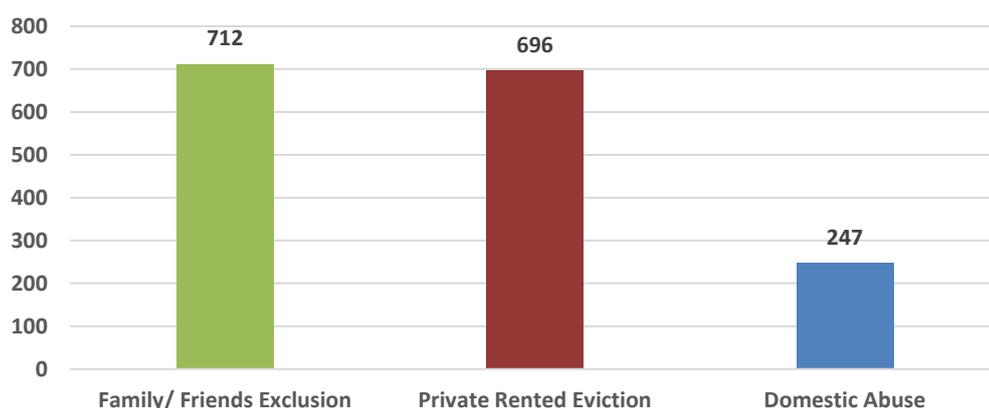
Pay to Stay incentive Proposal

The Council has an ambition to reduce the number of clients in bed and breakfast accommodation. This was set out in the Homelessness Prevention and Rough Sleeping Strategy 2020-25.

Bed and breakfast accommodation is only suitable for a client as a last resort in emergency cases. However an increased number of people are struggling to pay their rents or mortgages after paying for food, energy bills etc. therefore face evictions and repossessions. This has resulted in an increase in homelessness approaches and subsequent emergency placements into high cost chain hotels. Which is costing the Council over £2m a year.

The 3 main reasons for homeless approaches are family and friend exclusions, private rented evictions and domestic abuse.

Top 3 Reasons for Homelessness Approaches 2022/23



Friend and family exclusions

The proposal recognises that friends and family exclusions represent 43% of the number of approaches into the service. Due to the nature of the exclusion i.e. breakdown in family relationships it has been very difficult for the local authority to ask for upto 56 days' notice to leave in comparison with the private rented sector where a section 21 notice, possession order and bailiff warrant can provide the local authority with as much as 6 months relief before making a placement.

We also are unable to rely on the wider family network as this has already been exhausted and we find that homeless families are generally homeless on the day resulting in placement into Bed and Breakfast hotels as an emergency. The purpose of the proposal therefore is to offer relief to those hosting families who may already be facing financial hardship.

We are offering a Pay to Stay incentive to the host to allow their family members to remain in the home for at least 6 months or until such time as they find alternative property in the private rented sector. This would enable us to avoid the use of B&B hotels.

Families and friends would be asked to sign an agreement and be paid incentives of up to £1000 a month to help with their household bills, debts etc.

Anticipated reduction in FTE as a result of proposals

0.0

Savings Proposals

Savings Details

Savings are anticipated through reduction in temporary accommodation costs based on 11 families take up per year

Value of Saving and Year(s)

TOTAL: £m's

Incremental value

24/25	25/26	26/27	Total
0.092	0.092	0.092	0.276

Associated Costs					
Costing Details		Value of Costs and Year(s)			
Costs anticipated for the value of the incentives paid at £1k per month. The costs would be for a maximum of 6 months but are anticipated to be less as solutions are developed		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.037	0.037	0.037	0.111

Savings Net Value					
		Net Value and Year(s)			
Total net savings per year for all = £55k.		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.055	0.055	0.055	0.165

Proposed Benefits	
<ul style="list-style-type: none"> Negotiating with families to allow applicants to remain in the existing accommodation to offset more expensive temporary accommodation provision Reduce B&B costs 	

Identified Risks and Dependencies	
<ul style="list-style-type: none"> Depends on successful negotiations and mediation with families. Families receiving payments however subsequently evicting the applicants. It is very unlikely that families will take up this offer and this is therefore reflected in the lower percentage 	

Analysis/Commentary	

Recommendation	
To proceed with the savings proposal based on assessment of costs and risks	

Submitted by		
Signature	Print Name	Date
	Darren Alexander / Alfreda Boateng	19/10/2023

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Resources
Director Lead		JCU
Barbara Nicholls		

Current Forecast Position

The voluntary sector contracts reviewed forecast position for 23/24 is £1.742m

Staffing:	0.0
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Main Savings Item Description

Review of all voluntary sector / preventative contracts to establish value for money and potential decommissioning where contractual arrangements allow.

There is further opportunity to identify efficiencies as the Joint Commissioning Unit integrates with the ICB team – we are in the process of reviewing all contracts collectively with the aim of reducing duplication and rationalising where possible.

Anticipated reduction in FTE as a result of proposals	N/A
--	-----

Savings Proposals

Savings Details	Value of Saving and Year(s)											
<p><i>Gross savings</i></p> <p>The following contracts have been identified for potential decommissioning / reduction:</p> <p>24/25</p> <ul style="list-style-type: none"> Floating Support - £365k (8 months as contract end date is 31/7 and based on budget not actual contract spend) 	<p>TOTAL: £m's</p> <p><i>Incremental value</i></p> <table border="1"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0.410</td> <td>0.081</td> <td>0.0</td> <td>0.491</td> </tr> </tbody> </table>				24/25	25/26	26/27	Total	0.410	0.081	0.0	0.491
24/25	25/26	26/27	Total									
0.410	0.081	0.0	0.491									

<ul style="list-style-type: none"> - Safe at Home – £45k saving based on the current extension until Sept 24 and a continuation of a DV element of the service for the remaining 6 months <p>The savings for 24/25 are estimated at £410k</p> <p>25/26 - FYE Floating Support - £423k Safe at Home - £68k</p>	
--	--

Associated Costs									
Costing Details	Value of Costs and Year(s)								
<p><i>Description of related costs e.g. Re-provisioning Costs (if stopping a service)</i></p> <p>Re provision costs for Floating Support:</p> <p>It is expected there will be a £200k cost for the recommissioning of a remodelled service for the remaining 8 months of 24/25 following end date of the contract in July. This is just under half of the current contract value and is based on the assumption the service will be remodelled to ensure on duplication across other advice and guidance contracts is removed and efficiencies are realised through a different model of delivery.</p> <p>Contract cost for 25/26 is assumed at £300k</p> <p>Safe At Home:</p> <p>The contract has been extended for 9 months (until Sept 24) whilst a full review and re-commissioning takes place. The contract cost for the remaining 6 months in 24/25 will be £22k which includes a recommissioned service at approx. half of the current contract value.</p> <p>Contract cost for 25/26 is assumed at £45k</p>	<p>TOTAL: £m's <i>Incremental value</i></p> <table border="1"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0.222</td> <td>0.123</td> <td>0.0</td> <td>0.345</td> </tr> </tbody> </table>	24/25	25/26	26/27	Total	0.222	0.123	0.0	0.345
24/25	25/26	26/27	Total						
0.222	0.123	0.0	0.345						

Savings Net Value									
	Net Value and Year(s)								
<p><i>Add savings and costs together for each year. Value to be added to MTFS if approved</i></p>	<p>TOTAL: £m's <i>Incremental value</i></p> <table border="1"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0.188</td> <td>-0.042</td> <td>0.0</td> <td>0.146</td> </tr> </tbody> </table>	24/25	25/26	26/27	Total	0.188	-0.042	0.0	0.146
24/25	25/26	26/27	Total						
0.188	-0.042	0.0	0.146						

Identified Risks and Dependencies

- Reduced advocacy support for people in the community
- Carers breakdown (mental health, physical health)
- Increased need for stat services when people are unable to access community care and support
- Increase in social isolation / loneliness
- Decrease in independence
- Reduced community links
- Very limited prevention offer
- HSSS is commissioned (by us) on behalf of BHR partners so would be complex to unravel commissioning arrangements in a short timeframe. It is also a key partnership service within the BCF
- Impact on discharges and re admissions to hospital – greater demand for other services when the lower level 'softer; support is not available upon discharge
- Re provision would include some service users being supported by the LAC service which would very quickly have a demand issue

Analysis/Commentary

A brief review has been undertaken of all voluntary sector contracts and due to contractual dates and T&Cs the only ones that we can decommission for a saving in 24/25 are Floating support and the Havering Safe at Home.

The Floating Support service is being reviewed in more detail and the plan is to remodel the service removing duplication across other provisions and achieve efficiencies through a different model of delivery. The savings have assumed a **£200k** cost for the recommissioning of a remodelled service for the remaining 8 months of 24/25 following end date of the contract in July. This is just under half of the current contract value. The expected contract cost for the service in 25/26 is £300k

The Havering Safe at Home contract has been extended for 9 months (until Sept 24) whilst a full review and re-commissioning takes place. The contract cost for this for the remaining 6 months in 24/25 will be **£22k** which includes a recommissioned service at half of the current contract value. The expected cost of the contract in 25/26 in £45k

There are further opportunities in 25/26 as most of the contracts require 12 months notice – this will include the care Navigation service which is currently being reviewed.

Work is underway with the ICB to look at the rationalisation of the mental health contracts

Recommendation

Continue contract review to identify further savings opportunities for 24/25 and clarifying risks around re-provision

Submitted by

Signature	Print Name	Date

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Resources
Director Lead		
Barbara Nicholls		

Current Forecast Position	
Staffing:	0.0
Main Savings Item Description	
<p>4 key pilots are underway:</p> <p>Ward Led Enablement (WLE) – expected to reduce hospital acquired decline and therefore the amount of care required upon discharge</p> <p>Discharge to Assess Residential – aligning therapy support to block booked beds to improve outcomes and increase the likelihood of people returning home at the end of the assessment period</p> <p>Discharge to assess enhanced homecare – supporting people to return home with an enhanced package of care, also supported by therapists with the aim of gradually reducing the package of care and the person remaining independent in their own home, avoiding a residential admission</p> <p>Community Reablement – trialling a direct access route from primary care into reablement to prevent admission. Also making reablement the default pathway for new service users contacting the ASC front door to reduce the number of people converting into an assessment which results in a long term package of care</p>	
Anticipated reduction in FTE as a result of proposals	N/A

Savings Proposals																
Savings Details		Value of Saving and Year(s)														
<p><i>Gross savings</i></p> <p>D2A residential –The estimated saving for 24/25 is £200k based on a based on 2 referrals a month. It has been modelled on 40% people being discharged from the beds with an average package size of 4 calls per day.</p> <p>D2A Enhanced Homecare- The estimated saving for 24/25 is £546k which is based on a 1 referral per week, a combination of 6x calls per day (80% single and 20% double) with 2 per month requiring overnight care. This is expected to reduce to 4 calls per day at week 5 and continues at that level of care. It is assumed that 15% will move into residential care following the 6 week assessment period.</p> <p>Ward Led Enablement is currently unknown as all of the patients involved so far have been discharged into Reablement – the level of care required at the end of the reablement period is not yet known. The discharges from the ward into pathways 2 and 3 will be monitored – it is expected that there will be a shift from 2 and 3 to pathway 1. It is difficult to put a value against it at this time</p> <p>Community Reablement</p> <p>24/25 – Total £351k based on a max 6-months savings per person at £101.12pw for original pilot clients and 3 new clients per week for 52 weeks less 20% for self-funders.</p>		<p>TOTAL: £m's <i>Incremental value</i></p> <table border="1"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1.097</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>0.0</td> <td>0.0</td> <td>1.097</td> </tr> </tbody> </table>			24/25	25/26	26/27	Total	1.097					0.0	0.0	1.097
24/25	25/26	26/27	Total													
1.097																
	0.0	0.0	1.097													

Associated Costs												
Costing Details		Value of Costs and Year(s)										
<p><i>Description of related costs e.g. Re-provisioning Costs (if stopping a service)</i></p> <p>D2A Residential and enhanced homecare social worker and care assessor - £112k</p> <p>Community reablement pilot - £200k</p>		<p>TOTAL: £m's <i>Incremental value</i></p> <table border="1"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0.312</td> <td>0.0</td> <td>0.0</td> <td>0.312</td> </tr> </tbody> </table>			24/25	25/26	26/27	Total	0.312	0.0	0.0	0.312
24/25	25/26	26/27	Total									
0.312	0.0	0.0	0.312									

Savings Net Value						
			Net Value and Year(s)			
<i>Add savings and costs together for each year. Value to be added to MTFS if approved</i>			TOTAL: £m's			
			<i>Incremental value</i>			
			24/25	25/26	26/27	Total
			0.785	0.0	0.0	0.785

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Identified Risks and Dependencies
<p>There is a risk that some of the patients that are discharged home with an enhanced package of care remain with a high level package of care which is unable to be reduced as planned. As long as there is no long term overnight care this would still remain lower cost than a residential placement due to current market rates</p> <p>There is an increased risk of re-admission for the people discharged home with enhanced care which could ultimately result in them being discharged into Residential care or requiring a more high cost package upon discharge. This is being mitigated by linking with community services such as the Community Treatment Team and the virtual ward teams to ensure medical support is available.</p> <p>There is a risk around the WLE expected outcomes – we already see excellent outcomes in terms of no of people requiring care at the end of reablement so the real benefit is a release of capacity within the service due to people requiring less care at the point of discharge. The real financial benefit would come from a shift from pathway 2 and 3 discharges due to people not deteriorating so much whilst in hospital.</p>

Analysis/Commentary
<p>The Residential D2A pilot went live early Nov and the Enhanced homecare in Dec, both are small scale due to the number of beds that were available to block contract. The processes and pathways will be reviewed continually during the pilot periods and there are weekly review points for the service users to ensure everything is being done to reduce the packages where possible and the right services are being linked in to achieve the planned outcomes. There is scope for increasing the bed base if initial analysis demonstrates success.</p> <p>Ward Led enablement is live and analysis is currently underway regarding savings for LBH and wider system. It is expected that this will contribute to more people being discharged via pathway 1 as opposed to pathway 2 and 3.</p> <p>Community reablement is also live and is being fully utilised by both the GPs and the HAT – the initial evaluation is being undertaken to determine if we are seeing the expected outcomes and the shift away from people going directly into long term care at the first point of contact.</p>

Recommendation

Recommendation is to continue with all pilots as planned with weekly review points to inform any further savings opportunities for 24/25

Submitted by

Signature	Print Name	Date

2024-25 SAVINGS TEMPLATE

Council Ward(s)
Rainham & Beam Park

Directorate	Description of Directorate	People	
Director Lead			People – Living Well
Patrick Odling-Smee			

Current Forecast Position	
Based on the assumption of hotel-type accommodation in place of the proposed additional affordable housing units, the estimated annual cost would be £204k.	
Staffing:	0.0
Main Savings Item Description	
<p>The Council has an ambition to end long term rough sleeping. This was set out in the Homelessness and Rough Sleeping Strategy 2020-25. Whilst this ambition was supported by MHCLG, it has created a costly reliance on temporary housing stock including hotels, hostels, PSL and the like. These general fund costs can be mitigated through allocations to affordable housing properties, which are managed through the Housing Revenue Account.</p> <p>The savings proposal takes advantage of properties being made available by the Council's acquisition of Notting Hill Genesis' member interest in the Rainham & Beam Park joint venture. The acquisition will see the Council acquire land and buildings from the joint venture vehicle, including nine housing units which can be utilised as affordable housing.</p> <p>Whilst there may be a small saving created in the 2023/24 budget, the main savings are achieved from 2024/25 onwards. An initial three-year savings proposal is recommended, as the area is earmarked for future regeneration once the issues of Beam Park Station and high-inflation are resolved.</p>	
Anticipated reduction in FTE as a result of proposals	0.0

Savings Proposals

Savings Details	Value of Saving and Year(s)			
The savings relate to cost-avoidance in the homelessness budget based on the availability of an addition seven one-bed properties and two two-bed properties	TOTAL: £m's			
	24/25	25/26	26/27	Total
	0.204	0.0	0.0	0.204

Associated Costs

Costing Details	Value of Costs and Year(s)																		
<p>Annual property costs of £62k are covered by the Housing Revenue Account and therefore do not impact the proposed saving through reduced general fund homelessness costs.</p> <p>However, there are upfront costs for roofing works which will be covered by the general fund and they are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Roofing works</th> <th></th> </tr> </thead> <tbody> <tr> <td>£</td> <td style="text-align: right;">14,144.49</td> </tr> <tr> <td>£</td> <td style="text-align: right;">19,133.57</td> </tr> <tr> <td>£</td> <td style="text-align: right;">19,233.57</td> </tr> <tr> <td>£</td> <td style="text-align: right;">6,626.44</td> </tr> <tr> <td>£</td> <td style="text-align: right;">14,260.53</td> </tr> <tr> <td>£</td> <td style="text-align: right;">73,398.60</td> </tr> </tbody> </table>	Roofing works		£	14,144.49	£	19,133.57	£	19,233.57	£	6,626.44	£	14,260.53	£	73,398.60	TOTAL: £m's				
	Roofing works																		
	£	14,144.49																	
£	19,133.57																		
£	19,233.57																		
£	6,626.44																		
£	14,260.53																		
£	73,398.60																		
23/24	24/25	25/26	26/27	Total															
	0.073	(0.073)	0.0	0.00															

Savings Net Value

Savings Net Value	Net Value and Year(s)			
As above	TOTAL: £m's			
	24/25	25/26	26/27	Total
	0.131	0.073	0.0	0.204

Proposed Benefits

Use of suitable affordable housing to offset more expensive temporary accommodation provision Makes best use of new council assets

Identified Risks and Dependencies

Depends on successful transfer of Notting Hill member interests to the Council, Cabinet have agreed to the action but due diligence is ongoing

Analysis/Commentary

Recommendation

The recommendation is to proceed with the savings proposal based on assessment of costs and risks

Submitted by

Signature	Print Name	Date
	Darren Alexander	12/10/2023

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	People
Director Lead		People
Barbara Nicholls		

Current Forecast Position

Staffing:	0.0
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Main Savings Item Description

Following unit costing work undertaken by Housing (who manage the Assistive Technology Service), elements of the weekly unit cost of £6.05 per week (more where there are multiple items supplied/monitored) can be capitalised, including the purchase of equipment and installation. This would reduce the revenue costs to Adult Social Care (Ageing Well and Living Well).

Anticipated reduction in FTE as a result of proposals	0
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Savings Proposals

Savings Details	Value of Saving and Year(s)			
At present the saving is only assumed for 2024/25 but this will be reviewed during the year to test if it can be expended to future years	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.180	(0.180)	0	0

Associated Costs				
Costing Details		Value of Costs and Year(s)		
<i>Description of related costs e.g. Re-provisioning Costs (if stopping a service)</i>		TOTAL: £m's <i>Incremental value</i>		
This will be funded from existing DFG grant so no additional costs		24/25	25/26	26/27
				Total
		0.000	0.000	0.0
				0.000

Savings Net Value				
		Net Value and Year(s)		
		TOTAL: £m's <i>Incremental value</i>		
		24/25	25/26	26/27
				Total
		0.180	(0.180)	0.0
				(0.000)

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Identified Risks and Dependencies				
Ongoing availability of government grant capital funding (DFG). Will need to be reviewed year on year to ensure availability of capital funding and the value that can be appropriately capitalised				

Analysis/Commentary				
Assistive Technology can be provided to people who may be at risk of an acute medical event (such as a fall), enabling access to a response service by phone and/or in person. Equipment is purchased on an ongoing basis, both to supply residents with the most up to date technology and to replace any equipment that reaches the end of its life or that is broken. The amount that can be capitalised will need reviewing at the end of each financial year.				

Recommendation				
Submitted by				
Signature	Print Name			Date
	Katri Wilson			13.10.2023

PLACE 01

2024-25 SAVINGS TEMPLATE

Council Ward(s)

All

Directorate

Place - Environment

Director Lead

Imran Kazalbash

Description of Directorate

Highways Services, Environment Service

Reduce the Capital Highways Investment Programme by £1.5m per year.

Current Forecast Position

C41000 Highways (Roads and Pavements) and C41010 Street Lighting

Budget £34.608m (over 5 years includes 2023/24)

Forecast Spend £34.608m

Staffing:

NA

Main Savings Item Description

The Council has a capital highways programme of just under £7m per year for five years.

This is approximately split annually by:

£4m roads

£2m pavements

£1m street lighting

Roads and lamp columns deteriorate, and this deterioration can be modelled. Recent surveys and analysis of has been carried out to model the deterioration. This has indicated that the 'backlog' of deteriorated roads is approximately 400 streets. In real terms this means that between £5-£6m of annual investment is required to keep the condition of the roads pavements and street lighting at a 'steady state' and for the network in overall terms not to deteriorate any further. Similar analysis has been carried out for street lighting stock indicating a £1m investment per annum is required.

Vehicle action and adverse weather mean deteriorated roads quickly exhibit potholes and the rate of deterioration increases over time. A programme to renew surfaces is required to prevent a very large backlog from building up. If a programme did not exist there would be significantly increased demand on reactive maintenance (and increased claims)

Street light columns have a finite life. They corrode in the ground and from the inside and metal fatigue causes weaknesses. A programme of replacement is required to prevent catastrophic failure.

Footways deteriorate differently and are less predictable. Many of the footway renewals at present are to replace slab paved areas with tarmac surfaces. If the work was not completed the defects would remain but would not increase significantly over time. The risk is managed through the councils regime of inspections.

Whilst it is desirable and sensible to continue with footway renewals this work could be paused with limited risk. The programme could be reduced by £1.5m in 2024/25 to only target high amenity sites, shop parades, approaches to town centres etc.

Officers will continue to press TfL for a greater share of capital funding for our A classified roads (of which we currently receive no funding). There will be a further review annually to review the capital requirements to ensure statutory functions can be met.

Anticipated reduction in FTE as a result of proposals	0.0
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Savings Proposals				
Savings Details			Value of Saving and Year(s)	
Saving achieved through reduced borrowing and repayment costs			TOTAL: £m's <i>Incremental value</i>	
	24/25	FYE	24/25	25/26
Interest Cost	0.038	0.075		
Repayment cost	0.000	0.060		
Costs Avoided	0.038	0.135	0.038	0.097
			0.0	0.135

Associated Costs				
Costing Details			Value of Costs and Year(s)	
There are no Costs associated with this proposal. The risks below should be noted but it is considered that for 24/25 existing Highways capital could be redirected if it was identified that a particular footway was in need of urgent attention			TOTAL: £m's <i>Incremental value</i>	
	24/25	25/26	26/27	Total
	0.0	0.0	0.0	0.0

Savings Net Value				
Savings Details			Net Value and Year(s)	
			TOTAL: £m's <i>Incremental value</i>	
	24/25	25/26	26/27	Total
	0.038	0.097	0.0	0.135

Proposed Benefits	
Reduced Capital expenditure this would result in a reduced level on borrowing and interest for the general fund budget	

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Identified Risks and Dependencies

Potential Public complaints. Possible increased insurance claims and financial risk associated with this. Simply pushes problem down the road and requires higher investment at some point in the future, but helps the financial position in short to mid-term.

Analysis/Commentary

As above

Recommendation

As set out above.

Submitted by

Signature	Print Name	Date
Mark Hodgson	Mark Hodgson	12.10.23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Place - Environment
Director Lead		Parking Services, Parks, Environment service
Imran Kazalbash		Introduce paid for parking in ALL council run parks car parks.

Current Forecast Position

These proposals result in additional income and help the Council meet budget.

This is a new source of income, no income is currently received / budgeted.

Staffing:	NA
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Main Savings Item Description

Currently all parks, small and large, have free parking where car parks are provided. The proposal is to introduce pay and display charges in all parks.

Smaller parks will be pay by phone / app only. Larger parks can be considered for a parking payment machine.

		Duration and Charge				
	0-30mins	0-1 Hrs	1-2* Hrs	2-3 Hrs	3-6 Hrs	
Mon to Fri	Free 30 Mins	£1.50	£2.50	£3.50	£5.00	

Charges would apply Monday to Friday 7am-7pm (or shorter when the park is closed / gates locked) It is also proposed to add a flat £1.50 charge at weekends which would generate an additional net £250k in a full year (first 30mins remains free)

The lead in to deliver this in order to design arrangements, review car parks and implement legal orders would be around 6 months from approval.

Anticipated reduction in FTE as a result of proposals	0.0

Savings Proposals					
Savings Details		Value of Saving and Year(s)			
Figures are based on estimates This model includes 20% VAT charge.		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.260	0.390	0.0	0.650

Associated Costs					
Costing Details		Value of Costs and Year(s)			
There are one off costs associated with implementation The cost of 15 new ticket machines would need to be factored in (£40k) Officer time – one full time officer for 2 months (£10k) Maintenance and making good of surfaces and lining (£50k) Total £100k in total of one off implementation costs – met from existing capital resources Additional ongoing enforcement and maintenance cost of £0.100m per year (part year effect in 2024/25)		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.050	0.050	0.0	0.100

Savings Net Value					
		Net Value and Year(s)			
		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.210	0.340	0.0	0.550

Proposed Benefits	
Help support behaviour change, modal shift, active travel Allow customer trends to be understood. Might lead to other opportunities. A proportion of current car customers would use public transport / walk / cycle or avoid the journey entirely. This helps air quality, climate change and traffic / congestion / road safety. Higher level of income	

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Identified Risks and Dependencies

Lack of reliable data means estimated forecast could be inaccurate
Displacement impact – would need to monitor and use income to fund measures to mitigate displacement.

Analysis/Commentary

As above

Recommendation

As set out above. Rates can be reviewed in year and amended within 6-8 weeks.

Submitted by

Signature	Print Name	Date
M Hodgson	M Hodgson	12/10/23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Place - Environment
Director Lead		Parking Services, Environment Service
Imran Kazalbash		Remove the 50% discount on informal challenge

Current Forecast Position

These proposals result in additional income and help the Council meet budget.

A24670 PCN Income
 Income Budget: £10.056m
 Current Forecast: £9.455m

Staffing:	NA
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Main Savings Item Description

Rules that apply pan-London require a 50% discount if a PCN is paid within 14 days of issue.

In Havering we also allow the 50% discount to remain if the appellant informally challenges the PCN within 14 days and is unsuccessful in the process. This is a discretionary policy set locally by the Council.

This leads to a very high number of speculative informal challenges as appellants.

In 2023/24 we are expecting 30,000 informal challenges (about 15% of all PCNs). Over 70% will be unsuccessful.

Removing the discount will result in more PCNs being paid at the full rate and would also significantly reduce the administration costs in the parking back office.

It is estimated a net £0.300m would be generated if this approach was adopted. This is estimated as follows:

The Council is likely to receive 30,000 challenges this year. 20,000 will be unsuccessful. Around 10,000 will be paid at reduced rate (ie no change to income but better cash flow), 4,000 will continue to be contested, 6,000 will be paid at higher rate. The average additional paid rate would be £40. Therefore (6,000 x £40=) £240k additional payment would be expected.

It is estimated 10,000 fewer challenges would be received. This would save £70k staff costs.

Total additional would be approximately £0.300m

Anticipated reduction in FTE as a result of proposals

tbc

Savings Proposals

Savings Details	Value of Saving and Year(s)			
As set out above the saving would be partly additional income from those who choose to challenge and are unsuccessful and partly from a staffing saving through reduced appeals	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.300	0.0	0.0	0.300

Associated Costs

Costing Details	Value of Costs and Year(s)			
There would be no additional costs related to this proposal	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.0	0.0	0.0	0.0

Savings Net Value

	Net Value and Year(s)			
	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.300	0.0	0.0	0.300

Proposed Benefits

Reduced overhead from assessing speculative informal challenges. Allows staff to focus on genuine challenges and appeals.
 Deterrent – the full value of the PCN should act as the deterrent and encourage compliance
 Higher level of Income

Identified Risks and Dependencies

Resident dissatisfaction. Complaints.

Analysis/Commentary

As above

Recommendation

As set out above.

Submitted by

Signature	Print Name	Date
Mark Hodgson	Mark Hodgson	12.10.23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Place - Environment
Director Lead		Highways – Fees and Charges, Environment service
Imran Kazalbash		Increase highway fees and charges (licences etc)

Current Forecast Position	
Current Budget -£0.707m Current Forecast -£0.667m	
Staffing:	NA

Main Savings Item Description				
<p>This proposal increases income through the setting of fees and charges.</p> <p>The current highways fees and charges have been reviewed, costs of providing the service assessed and benchmarked against other nearby authorities.</p> <p>In all cases the current fees and charges cover the cost of providing the service.</p> <p>In order to determine whether there is scope to increase the fees and charges a benchmarking exercise has been carried out with neighbouring authorities to determine the relationship against the fees / charges levied in Havering.</p> <p>A summary of changes is shown in the table below:</p>				
Item	Current Charge	Revised Fee / Charge	% Increase	Potential increased income
Skip licence on highway	£90 for up to 14 days	£150 for 14 days	66%	£9000
Additional skip licence	£80 per 7 days	Additional £100 per 7 days	25%	£3000
Scaffolding licence on highway	£790 per month	£870 per month	10%	£3000

Crane licence on highway	£378 / £685 per crane	£415 Non TSS / £755 TSS	10% / 9%	£1000
Hoarding licence on highway	£790 per month	£870 per month	10%	£3000
Building material licence on highway	£105 per 14 days	£115 per 14 days	9.5%	£1000
Welfare Unit or other container	£283 per 7 days	£700 per 7 days	147%	£10,000
Section 50 licence	Minor - £1055 Standard - £1214 Major - £1426	Minor - £1161 Standard- £1335 Major - £1569	10% 10% 10%	£7000
Temporary Traffic Regulation Order (TTRO)	Event - £1200 Works activity - £2500	Event - £1320 Works activity - £2750	10% 10%	£13,000
TOTAL				£50,000

A total of £0.050m additional income could be achieved through increased fees and charges. There is a strong caveat that an increase in fees and charges may result in a lower uptake and therefore reduced licence applications and also that these licence applications do vary year on year. There is no guarantee from one year to the next that numbers would remain consistent.

Anticipated reduction in FTE as a result of proposals	0.0
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Savings Proposals

Savings Details	Value of Saving and Year(s)			
	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.050	0.0	0.0	0.050

Associated Costs

Costing Details	Value of Costs and Year(s)			
	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.0	0.0	0.0	0.0

Savings Net Value

	Net Value and Year(s)			
	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.050	0.0	0.0	0.050

Proposed Benefits

Income

Identified Risks and Dependencies

Potential Reduced volume of permits/licenses.

Analysis/Commentary

As above

Recommendation

As set out above.

Submitted by

Signature	Print Name	Date
M. Hodgson	M. Hodgson	11.10.23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Place - Environment Parking and Traffic Services, Environment service
Director Lead		Support residents and businesses through increased extent and numbers of Controlled Parking Zones
Imran Kazalbash		Additional paid for parking locations, converting many resident permit zones to shared use – paid for parking and permit holders

Current Forecast Position	
A24670 – Permit Income Budget -£0.826m (includes season tickets) Forecast -£0.748m	
Staffing:	NA

Main Savings Item Description
<p>Permits and CPZs</p> <p>A Controlled Parking Zone (CPZ) is an area where on-street parking is restricted during specified times of the day to non-permit holders. Introducing a CPZ is a way of dealing with parking problems and making an area safer if existing parking issues are causing safety concerns – ie parking at the mouth of a junction impeding on visibility. The parking places are marked by bays and single yellow lines.</p> <p>The main aim of a CPZ is to prioritise local parking and protect residents and businesses from commuter parking, shoppers and the impact of developments. It can also be used to help drivers use local car parks, rather than on street parking, and encourage mode shift.</p> <p>CPZs are patrolled by the councils parking staff and PCNs are issued to vehicles parked in contravention. Usually only local residents are permitted to buy a permit.</p> <p>The sales price of the permit helps the council administer the scheme and covers the overhead. Enforcement income is budgeted by the council although these schemes are not designed to be revenue generating.</p>

The council only has around 5,000 resident permit holders as most of the borough is not within a CPZ. This is a small number in comparison to the size of the borough. We often receive requests for new controls and the expansion (either the extent of an area or the hours of operation) of existing zones.

There is no current specific budget or resource to undertake area wide and routine reviews of CPZs apart from s106 contributions and some limited LIP funding.

This proposal would be to re-allocate existing resource to progress a review. Engagement with all ward members and a prioritisation process would be completed. Resident engagement would follow. The project would take around one year.

Paid for Parking

An exercise to determine streets that might be converted to combined paid for parking and permit holders only would be completed.

A further exercise to determine where additional parking provision is needed would be completed. This would generate income.

Financial case

The below is an in principle potential income and is subject to feasibility, local ward member support and more detailed assessment. There is a strong caveat in that any new parking controls on the highway require a traffic management order that would need to be legally advertised. This process invites residents and businesses to be able to object to proposals. Whilst formal objections would not stop any parking restrictions from being implemented it does mean that an Executive Decision would be required to then implement the restrictions.

Item	Income	Notes
1,000 extra permit holders @ £56.00 (assumes increase)	(£0.056m)	About 20% increase. Less annual cost of administration
Additional parking spaces	(£0.050m)	5% increase in volume / income v current on street provision
Additional enforcement	(£0.044m)	Assumed
Administration costs	£0.050m	
Total Net	£0.100m	

It is assumed a net £0.100m could be generated subject to scheme approvals. Suggest budget is not adjusted until we know there would be local support for this.

It should be noted that any new schemes will only be implemented to protect residents from the impact of commuter and other such parking, where there is a known problem and resident support. This savings template anticipates an assumed financial benefit based on preliminary calculations and a high level estimate of demand areas where it is know there are potential hot spots. The Council will only implement any scheme following full (statutory) consultation with affected parties.

Anticipated reduction in FTE as a result of proposals	0.0
--	-----

Savings Proposals

The saving would have a lead in period through consultation and stator notices so a part year effect is assumed for 2024/25	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.075	0.075	0.000	0.150

Associated Costs				
Costing Details		Value of Costs and Year(s)		
Staff and administration time to prepare and activate the schemes	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.050	0.0	0.0	0.050

Savings Net Value				
		Net Value and Year(s)		
	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.025	0.075	0.000	0.100

Proposed Benefits	
Help support behaviour change Support residents Customer focused service Income	

Identified Risks and Dependencies	

Analysis/Commentary	

Recommendation	

Submitted by		
Signature	Print Name	Date
M. Hodgson	M. Hodgson	12.10.23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Place - Environment
Director Lead		Traffic and Parking, Environment service
Imran Kazalbash		Reduce budget for minor traffic and parking amendments

Current Forecast Position	
<p>A26910 Schemes Budget £0.140m (combined) Forecast £0.140m (combined)</p>	
Staffing:	NA

Main Savings Item Description
<p>Minor traffic and parking amendments like adjustment to bays, extension of double yellow lines and local upgrades are completed by the traffic team.</p> <p>These amendments are usually at the request of residents, supported by ward members, but do not rely on data. They create incremental improvements, but it is not essential work.</p> <p>Local safety work would continue to be delivered. Funding for Disabled Parking Bay implementation also comes from this budget. It is envisaged that this work would continue and be contained within the remaining budget.</p> <p>Sites with a pattern of injury accidents are prioritised for funding via external funding using collision data, and speed surveys as the main source of data to justify the intervention. This work would continue. Similarly, new CPZ's, CPZ reviews and expansions would continue to be funded from s106/CIL and LIP.</p> <p>Ceasing this work could save £0.075m. Requests would need to be refused that could not be funded from the remaining budget.</p>

Anticipated reduction in FTE as a result of proposals	0.0

Savings Proposals					
Savings Details		Value of Saving and Year(s)			
Saving is a reduction in budget through a reduction in the quantity of services delivered		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.075	0.0	0.0	0.075

Associated Costs					
Costing Details		Value of Costs and Year(s)			
No costs associated with this proposal		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.0	0.0	0.0	0.0

Savings Net Value					
		Net Value and Year(s)			
		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.075	0.0	0.0	0.075

Proposed Benefits	
Reduced expenditure	

Identified Risks and Dependencies	
Safety risks would need to be assessed and managed	

Analysis/Commentary

As above, continue to explore external funding

Recommendation

As set out above.

Submitted by

Signature	Print Name	Date
M Hodgson	M Hodgson	12/10/23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Place - Environment
Director Lead		Highways / Street Lighting, Environment Service
Imran Kazalbash		Review of technology to enable power consumption reductions (main roads only)

Current Forecast Position	
<p>A27700 / 621280 Street Lighting / Energy</p> <p>Budget £0.992m Forecast £0.606m</p>	
Staffing:	NA

Main Savings Item Description
<p>This proposal is to reduce power input by approximately 30% to street lights on main roads between 12am and 5am using technology to control consumption and light output</p> <p>The cost reduction is achieved through lower electricity bills.</p> <p>Reducing power on residential roads would not recover the initial investment, and hence not viable, due to the existing very low levels of power those lights consume.</p> <p>There is no statutory duty to light the highway (but where street lighting is provided duties are attached).</p> <p>Currently all street lights in the borough burn at full power all night. They have sensors to turn on in the evening and off in the morning according to ambient light levels.</p> <p>The Council broadly adopts the British Standard for street lighting. The British Standard for lighting uses environmental factors to determine the level of light required in a street. The light levels can reduce for quieter streets. The standards are there for Officer guidance, not requirements / duties.</p> <p>It is also legal to turn street lights off.</p>

Each column would be visited and technology installed to adjust power consumption.

The capital cost to install the technology would be c.£0.300m. This would be met from the existing highways and lighting capital resources.

At current electricity rates the annual cost reduction would be £0.070m. However, there would be an annual management and licence cost. This is subject to tender but best estimate is £0.020m. The net annual cost reduction would be approximately £0.050m.

Anticipated reduction in FTE as a result of proposals	0.0
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Savings Proposals						
Savings Details			Value of Saving and Year(s)			
If this were to be implemented it is anticipated that there would be a 2-3 month lead in time for the project			TOTAL: £m's			
			<i>Incremental value</i>			
			24/25	25/26	26/27	Total
			0.050	0.020	0.0	0.070

Associated Costs						
Costing Details			Value of Costs and Year(s)			
Borrowing cost	0.015	0.027	TOTAL: £m's			
Licencing costs of £0.020m per annum			<i>Incremental value</i>			
			24/25	25/26	26/27	Total
			0.020		0.0	0.020

Savings Net Value						
			Net Value and Year(s)			
			TOTAL: £m's			
			<i>Incremental value</i>			
			24/25	25/26	26/27	Total
			0.030	0.020	0.0	0.050

Proposed Benefits				
Reduce power consumption				
Reduce impact on environment and climate change				
Limited appreciable impact				
Automated performance reporting on units				

Identified Risks and Dependencies

none

Analysis/Commentary

As above

Recommendation

As set out above

Submitted by

Signature	Print Name	Date
M Hodgson	M Hodgson	12/10/23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Place - Environment
Director Lead		Parking Services, Environment
Imran Kazalbash		Increase Pay and Display Charges by an average of 40% Start charging for parking on a Sunday

Current Forecast Position

On and off street pay and display income is forecast to be £2.7m in 23/24. New machines and cash/app payments will help ensure all sessions are captured and paid for and is factored in the below.

A24670 and A24600 (pay and display income)
Budget -£2.616m
Forecast -£2.591m

Staffing:	NA
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Main Savings Item Description

Charges help manage demand, drive behaviour change and increase parking space turnover
Increasing charges means customers may find alternatives.

The new rates would be

Time Period	Current	Increase to (rounded)
0 to 30 mins*	0	0
Up to 1 hr	£2.10	£3.00
Up to 2 hr	£3.60	£5.00
Up to 3 hr*	£5.10	£7.00
Up to 4 hr	£6.60	£9.00
Up to 5 hr	£8.10	£11.00
Up to 6 hr	£9.60	£13.00

Up to 7 hr	£11.50	£14.00 **
Up to 8 hr	£13.00	£15.00 **
All day	£14.50	£15.00 **
overnight	£1.50	£2.10

*where offered, ** increase is less than 40% to align with a max charge of £15 per day

It is estimated the above changes would result in £1.250m of additional income. Attrition (ie reduction of customers due to higher charges) is factored into the calculations.

Start charging for parking on a Sunday

Currently, all council on street and car park pay and display locations offer free parking on a Sunday. Introducing Sunday charging would generate an estimated £0.350m annually.

Anticipated reduction in FTE as a result of proposals	0.0
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Savings Proposals				
Savings Details	Value of Saving and Year(s)			
Combining the above results in	TOTAL: £m's <i>Incremental value</i>			
These figures all are based on estimates. Reviews would need to be undertaken after implementation to understand changes in customer behaviour as a result of these charges. The estimate takes into account an assumed reduction in usage	24/25	25/26	26/27	Total
	1.600	0.0	0.0	1.600

Associated Costs				
Costing Details	Value of Costs and Year(s)			
	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.0	0.0	0.0	0.0

Savings Net Value				
	Net Value and Year(s)			
40% increase = £1.250m Sunday yield = £0.350m	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	1.600	0.0	0.0	1.600

Proposed Benefits

Help support behaviour change

Modelling results in a few hundred thousand fewer customers per year. A proportion of these customers would use public transport / walk / cycle or avoid the journey entirely. This helps air quality, climate change and traffic / congestion / road safety.

Income

Identified Risks and Dependencies

Attrition could be higher than modelled meaning much less income than forecast (as a result of fewer customers). Local private car parks tended to be cheaper than the new rates.

Significant risk of displaced parking into local streets on a Sunday.

Analysis/Commentary

There is rounding in the charging so not all prices are 40% and higher attrition rates for longer hours

Recommendation

As set out above.

Submitted by

Signature	Print Name	Date
M Hodgson	M Hodgson	24/10/23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Place Environment
Director Lead		Parking Services, Environment service
Imran Kazalbash		Increase resident permit for 1, 2 and 3 plus vehicles by 12.5-16% and other resident visitor, business permit, visitor permits and season tickets by approximately 40%

Current Forecast Position	
<p>The parking service is forecasting a £1.5m overspend. Savings cannot be made until we can meet budget. These proposals result in additional income and help the Council meet budget.</p> <p>A24670 (Permit Parking) Budget -£0.826m Forecast -£0.748m</p>	
Staffing:	NA

Main Savings Item Description		
<p>The Council provides the below parking permits / products.</p> <p>Increasing the charges increases the income and supresses demand. Lower demand, as a result of fewer customers, helps improve traffic, environmental and public health outcomes.</p> <p>Benchmarking with other boroughs has been completed.</p> <p>The changes will generate additional income helping the service meet budget.</p>		
Product	Current Fee	New Fee after Increase*
Business Visitors Permits	£3.20	£4.50
Business Permits	£300	£420
Residents Visitors Permits - 1 session OR	£2.00	£2.80
Residents Visitors Permits - all day	£5.00	£7.00

NEW VISITOR PERMIT – pay per hour.	Discuss this principle with members. It is more customer friendly. We can model impact of charging 50p, 75p, £1 etc per hour.	
Residents 1st vehicle permit	£40.00	£45.00**
Residents 2nd vehicle permit	£80.00	£90.00**
Residents 3rd + vehicle permit	£120.00	£140.00**
Health & Homecare Permits (NHS, Social Carers etc.)	£80.00	£80.00
Season Ticket Romford and Balgores - Monthly	£120.00	£168.00
Season Ticket Romford and Balgores - Quarterly	£336.00	£470.00
Season Ticket Romford and Balgores - Annual	£1344.00	£1,882.00
Season Ticket - other - Monthly	£104.00	£146.00
Season Ticket - other - Quarterly	£291.00	£408.00
Season Ticket - other - Annual	£1165.00	£1,631.00
Voucher Permit - On Street (Commuter Bays Romford) - Annual	£952.00	£1,400.00
Domestic Permits	£40.00	£40.00

*not all charges increased by full 40% due to fact they are already high and attrition with further increases

** these rates are still below many other London Boroughs

If the charges increased as stated an additional income of £0.200m could be expected.

Benchmarking

Benchmarking with other boroughs has been completed. Havering is about mid table in terms of not currently the lowest or highest chargers. Accordingly, increasing charges could be defended (and the narrative of supporting behaviour change, reduce car use can be used)

Product	Redbridge	Barking & Dagenham	Newham	Tower Hamlets	Thurrock
Business Visitors Permits		£3.00 / £5.00			
Business Permits	£520.00	£470.00	£330 - £990	£109 - £856	£400.00
Residents Visitors Permits - 1 session or 1 hour	N/A	£0.75	£1.38	N/A	£0.45
Residents Visitors Permits - all day	£1.10	£1.38	£5.56	£3.30	£0.75
Residents 1st vehicle permit	£22.50	£45.00	£33.00	£93.00	£15.00
Residents 2nd vehicle permit	£123.50	45.00	£220.00	£191.50	£15.00
Residents 3rd + vehicle permit	£223.00	£56.25	£330.00	£333.00	£15.00
Season Ticket - Monthly	£88/£99		£130 / £152		
Season Ticket - Quarterly	£240 / £265		£298 / £350		
Season Ticket - Annual	£915 / £955	£882 / £907	£1014 / £1188		£750.00

Anticipated reduction in FTE as a result of proposals

0.0

Savings Proposals					
Savings Details		Value of Saving and Year(s)			
		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.200	0.0	0.0	0.200

Associated Costs					
0.Costing Details		Value of Costs and Year(s)			
There are no additional costs due to this proposal.		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.0	0.0	0.0	0.0

Savings Net Value					
		Net Value and Year(s)			
		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.200	0.0	0.0	0.200

Proposed Benefits	
Help support behaviour change Higher level of Income	

Identified Risks and Dependencies	
Resident dissatisfaction. Attrition could be higher than modelled meaning less income than forecast (as a result of fewer customers).	

Analysis/Commentary	
As above	

Recommendation

Increase rates as set out above. Rates can be reviewed in year and amended within 4-8 weeks. Changes in rates need political approval

Submitted by

Signature	Print Name	Date
M Hodgson	M Hodgson	12/10/23
N Stubbings	N Stubbings	31/10/23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Place
Director Lead		Housing, Property & Assets
Paul Walker		

Current Forecast Position

Current Forecast position as reported to EMT for period 5. Include the cost centre(s) original and revised budget and forecast variance.

Review of rent subsidies for VCS (multiple cost centres)

The Council has, since 2004, applied an Equitable Rents policy to specific lettings, typically community associations whereby the rent applied is reduced to 1/3 of market value

The following table confirms the assets where Equitable Rents are currently applied.

Community Centre	Community Association	Current (Equitable) Rent p.a.
Ardleigh House Community Centre	Trustees of Ardleigh House	15700
Harold Wood Neighbourhood Centre - Gubbins Lane	Trustees of Harold Wood Neighbourhood Centre	12450
Cranham Social Centre, Front Lane	Front Lane Community Association	3205
South Hornchurch Social Hall	Trustees of South Hornchurch and Airfield Community Association	3366
Cranham Community Centre, Marlborough Road	Trustees of Cranham Community Association	15000
Forest Lodge Community Centre	Forest Row Community Association	24000
Harold Wood Social Hall and Car Park	Trustees of the New Ingrebourne Trust	3490
Rush Green Community Association	Rush Green Community Association	4999
North Romford Community Centre	North Romford Community Association	24052
Betty Strathern Centre, Myrtle Road	Briar Community Association	6714
New Windmill Hall	Trustees of New Windmill Hall Community Association	6150

Tweed Way Hall with Car Parking	Trustees of Tweed Way Hall Community Association, Holding	4925
Tweed Way Hall (Shed only)	Trustees of Tweed Way Hall Community Association, Holding	75
Mardyke Social Hall	Trustees of Mardyke Youth & Community Association,	4385
Kilmartin Way Tenants Hall (HASWA)	Trustees of Havering Asian Social Welfare Association	3800
Emerson Park Social Centre	Trustees for the Emerson Park Community Association	3869
Elm Park Assembly Hall	Trustees of Elm Park Community Association	6370
Rainham Social Hall (Brenda Blakemore Community Centre)	Trustees of Rainham & Wennington Community Association	3283
Harold Hill Community Association - Gooshays Drive	Trustees of Harold Hill Community Association	17701
	Total	163,534

Main Savings Item Description	
Anticipated reduction in FTE as a result of proposals	0.0

Savings Proposals

Savings Details	Value of Saving and Year(s)											
<p>Discussions have already been held with Cabinet Members concerning the possibility of withdrawing/reducing the rent subsidy represented by the Equitable Rent approach.</p> <p>Financial accounts are current being examined for each of the community associations as their commercial activities and financial positions vary.</p> <p>It may not be practical to immediately amend the level of subsidy due to the provisions within existing leases, so a phased implementation is more likely. For illustrative purposes: Varying existing equitable rent policy applied to community associations from 1/3 market rent to 50% market rent would generate an additional £81k p.a. Varying existing equitable rent policy applied to community associations from 1/3 market rent to 2/3rds (66%) market rent would generate an additional £163k p.a. Ceasing Equitable Rents in their entirety would theoretically generate an additional £326k p.a., but it is assumed that a significant number of community associations would surrender their leases if no subsidy were applied</p> <p>The saving's table to the right assumes that the equitable rent policy is amended to 50% subsidy over a three year period.</p>	TOTAL: £m's <i>Incremental value</i>											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #1a3d4d; color: white;">24/25</th> <th style="background-color: #1a3d4d; color: white;">25/26</th> <th style="background-color: #1a3d4d; color: white;">26/27</th> <th style="background-color: #1a3d4d; color: white;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0.027</td> <td style="text-align: center;">0.027</td> <td style="text-align: center;">0.027</td> <td style="text-align: center;">0.081</td> </tr> </tbody> </table>	24/25	25/26	26/27	Total	0.027	0.027	0.027	0.081			
24/25	25/26	26/27	Total									
0.027	0.027	0.027	0.081									

Associated Costs					
Costing Details		Value of Costs and Year(s)			
The are no extraordinary costs associated with this measure as the amendment would be applied as BAU within lease renewal negotiations		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.000	0.000	0.000	0.000

Savings Net Value					
		Net Value and Year(s)			
		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.027	0.027	0.027	0.081

Proposed Benefits	
<p>Reduced level of ongoing rental subsidy Resultant level of subsidy is more proportionate to financial need</p>	

Identified Risks and Dependencies	
<p>Withdrawal/reduction of rent subsidy may impact upon the level of community benefit/support to local communities Delay in implementation due to lease renewal dates</p>	

Analysis/Commentary	

Recommendation	

Submitted by		
Signature	Print Name	Date
	Mark Butler	11/10/2023

2024-25 SAVINGS TEMPLATE

Council Ward(s)
TBC

Directorate	Description of Directorate	Place
Director Lead		Regeneration Service
Paul Walker		

Current Forecast Position	
<p>This proposal is at concept stage and an outline business case needs to be developed to test the concept and to establish all of the potential costs and benefits. Critically, this depends on whether the market can supply enough suitable properties to purchase.</p>	
Staffing: No direct Council employees	0.0

Main Savings Item Description	
<p>The proposed idea is to acquire blocks / packages of new homes at a discount from property developers using the Housing Revenue Account (capital).</p> <p>It is intended to prioritise the re-housing of those households in Bed & Breakfast and other third party accommodate into the newly acquired Affordable Homes. This would have the impact of reducing pressure on existing homeless budgets. It is estimated that a household placed in Bed & Breakfast costs £5,000 to £9,000 annually, as Housing Benefit subsidy does not cover the full cost of accommodation.</p> <p>Initial modelling suggests that re-housing 50 such households into HRA accommodation could save £438k per annum in irrecoverable costs.</p> <p>A wholly HRA scheme would deliver a better return to the General Fund as opposed to a mixed PRS / Affordable option.</p> <p>Capital Funding would be required for the HRA capital programme (Approximately £13m for every 50 homes) to acquire the affordable housing. This is underpinned by an assumption that HRA investment could be repaid within a reasonable period (30 to 40 years).</p> <p>It may be possible to obtain GLA grant funding through the CHAP programme of between 30-40% to offset the purchase costs.</p>	
Anticipated reduction in FTE as a result of proposals	0

Savings Proposals

Savings Details	Value of Saving and Year(s)								
<p>The savings need to be considered through further work/development of an outline business case, but the concept will require investment.</p> <p>At this stage, preliminary concept work indicates that based on the assumption of 50 homes being acquired per annum. Savings would be directly proportionate to the number of homes acquired. This does depend on there being sufficient properties being on the market to purchase.</p>	<p>TOTAL: £m's <i>Incremental value</i></p> <table border="1"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0.300</td> <td>0.300</td> <td>0.300</td> <td>0.900</td> </tr> </tbody> </table>	24/25	25/26	26/27	Total	0.300	0.300	0.300	0.900
24/25	25/26	26/27	Total						
0.300	0.300	0.300	0.900						

Associated Costs

Costing Details	Value of Costs and Year(s)								
<p>This proposal is at concept stage and an outline business case needs to be developed to help establish costs and benefits.</p> <p>The savings above are reported net of cost.</p>	<p>TOTAL: £m's <i>Incremental value</i></p> <table border="1"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> </tbody> </table>	24/25	25/26	26/27	Total	0.0	0.0	0.0	0.0
24/25	25/26	26/27	Total						
0.0	0.0	0.0	0.0						

Savings Net Value

Savings Net Value	Net Value and Year(s)								
<p>This proposal is at a concept stage and an outline business case needs to be developed to help establish costs and benefits.</p>	<p>TOTAL: £m's <i>Incremental value</i></p> <table border="1"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0.300</td> <td>0.300</td> <td>0.300</td> <td>0.900</td> </tr> </tbody> </table>	24/25	25/26	26/27	Total	0.300	0.300	0.300	0.900
24/25	25/26	26/27	Total						
0.300	0.300	0.300	0.900						

Proposed Benefits

<p>Reduction of pressure on existing homelessness budgets.</p> <p>Increasing Council controlled housing supply, reduced reliance on third party accommodation, in particular Bed & Breakfast.</p> <p>Flexibility to levy a more sustainable level of rent via HRA to TA households.</p> <p>Support developers complete housing developments, which are in danger of being mothballed / delayed.</p> <p>Avoiding the mothballing of sites, would increase depth of Council Tax revenue base.</p>

Identified Risks and Dependencies

<p>Risks are:</p> <p>Sufficient suitable properties are not available to purchase</p>

Development/purchase costs make the scheme financially unviable
Council borrowing not available when required
Costs of property management
Proposal cannot be delivered within the required timescales due to time taken for negotiations and completion of sale/purchase

Analysis/Commentary

Recommendation

It is suggested that the concept be taken forward with each proposal being assessed on its financial merits

Submitted by

Signature	Print Name	Date
	Mark Butler	12/10/23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
Romford Town

Directorate	Description of Directorate	Place
		Housing, Property & Assets
Director Lead		
Paul Walker		

Current Forecast Position

Current Forecast position as reported to EMT for period 5. Include the cost centre(s) original and revised budget and forecast variance.

Cost Centre: A46550

Romford Market

Table below shows the 22/23 outturn both for a) all 4 trading days and b) Sunday trading in isolation

Sunday trading commenced in July 2020 as a 6 month pilot and was agreed for adoption in January 2021

Annual income/expenditure summary 2022/23

	All trading days	Sunday	Comments
Income (£ p.a)	375,169	42,878.00	
Staffing (Management)	237,281	68,014	
Staffing (Cleaving)	119,996	45,128	
Waste Removal (Biffa/Serco?)	54,360	13,208	Pro rata'd to determine Sunday costs
Utility costs	16,179	3,934	Pro rata'd to determine Sunday costs
Other costs	160,997	39,121	Includes business rates of £136,203 – Market Place is used as a public car park for 3 days a week, but rates liability is wholly absorbed within the Market cost centre. Liability would not diminish if Market activity ceased/diminished
Total expenditure	588,813	169,405	
Net annual surplus/deficit	213,644 Deficit	126,527 deficit	

Staffing: Staff work 36 hours (12hours shifts) over the three original trading days (Weds, Fri, Sat) and Sundays are currently worked as overtime.	3FTE – Market management 3FTE – Cleansing (now Urbaser)
Main Savings Item Description	
Anticipated reduction in FTE as a result of proposals	0.0

Savings Proposals				
Savings Details	Value of Saving and Year(s)			
<p>Savings options are as follows:</p> <p>Option A : Cease Sunday trading - the above table highlights that whilst Sunday trading was originally generating a small net surplus, it now generates an annual deficit in the region of £125k. This would also free up more parking capacity in the Market Place, albeit Sunday parking is currently free.</p> <p>Option B: Review of fees and charges – pitch fees were increased in April 2023 by 3%, having been frozen since the Covid pandemic in 2020 to assist recovery. A saving averaging 10% annual increase would generate c £30k p.a., once discounting Sunday trading in a) above and allowing for an element of potential fall-off in trader numbers</p>	TOTAL: £m's <i>Incremental value</i>			
	24/25	25/26	26/27	Total
	0.125	0.000	0.000	0.125
0.030	0.000	0.000	0.030	

Associated Costs					
Costing Details		Value of Costs and Year(s)			
There are no costs associated with implementing options a) and b) above.		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.000	0.000	0.000	0.000
(No Costs for options A and B)					

Savings Net Value					
		Net Value and Year(s)			
Savings shown to the right assume options a) and b) are implemented by April 2024		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
Note there 'savings' are essentially measures to reduce the current trading deficit, rather than generate additional revenue against the base budget		0.155	0.000	0.000	0.155

Proposed Benefits
<p>Ceasing of Sunday market trading will eliminate over 50% of the current operating deficit.</p> <p>Traders on the original trading days have expressed concern that the decision to extend trading to Sundays has in some cases led to no additional income for them, only increased hours/costs, so the move may be supported by those traders.</p> <p>Additional parking capacity will be available in the Market Place on Sundays to support local retailers</p>

Identified Risks and Dependencies

Counsel has advised against making any changes to trading days (Option a) pending conclusion of the parliamentary process relating the City of London (Markets) Bill

Increasing pitch fees (Option b) may potentially result in the loss of some existing traders to deter potential new traders from signing up.

Analysis/Commentary

Recommendation

Submitted by

Signature	Print Name	Date
	Mark Butler	11/10/2023

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Place - Environment
Director Lead		Household Waste services within Public Realm, Environment Service
Imran Kazalbash		

Current Forecast Position	
<p>A27535 516460: -£1.970m – Gross Income budget for green waste A27540 515460: -£0.138m – Gross income budget for Bulky waste</p>	
Staffing:	N/A
Main Savings Item Description	
<p>Increase charges for garden waste and bulky waste collections by 20%. Under the Controlled Waste Regulations (2012), Local Authorities are permitted to charge for collection of these items (but not disposal, which would fall under the ELWA Levy).</p>	
Anticipated reduction in FTE as a result of proposals	N/A

Savings Proposals												
Savings Details			Value of Saving and Year(s)									
<p><i>Gross savings</i></p> <p>Increasing garden waste subscription charges by 20% would increase the overall income by £0.393m. For the individual customer, this represents a price increase from £70 to £84 per year, either for collection of a green bin or compostable sacks on a fortnightly basis (25 collections per year).</p> <p>Increasing bulky waste collection charges by 20% would increase overall income by £0.027m, assuming the number of collection requests remains stable. For the individual customer, this represents a price increase from £55 to £66 for 1 to 3 items, and from £14 to £17 (round up from £16.80) for each additional item.</p>			<p>TOTAL: £m's</p> <p><i>Incremental value</i></p> <table border="1"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0.420</td> <td>0.0</td> <td>0.0</td> <td>0.420</td> </tr> </tbody> </table>		24/25	25/26	26/27	Total	0.420	0.0	0.0	0.420
24/25	25/26	26/27	Total									
0.420	0.0	0.0	0.420									

Associated Costs												
Costing Details			Value of Costs and Year(s)									
<p><i>Description of related costs e.g. Re-provisioning Costs (if stopping a service)</i></p> <p>The Council will continue to market the services to improve customer participation, Any marketing costs will be contained from existing resources</p>			<p>TOTAL: £m's</p> <p><i>Incremental value</i></p> <table border="1"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> </tbody> </table>		24/25	25/26	26/27	Total	0.0	0.0	0.0	0.0
24/25	25/26	26/27	Total									
0.0	0.0	0.0	0.0									

Savings Net Value												
			Net Value and Year(s)									
<p>The expected additional income would be an increase of £0.420m.</p>			<p>TOTAL: £m's</p> <p><i>Incremental value</i></p> <table border="1"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0.420</td> <td>0.0</td> <td>0.0</td> <td>0.420</td> </tr> </tbody> </table>		24/25	25/26	26/27	Total	0.420	0.0	0.0	0.420
24/25	25/26	26/27	Total									
0.420	0.0	0.0	0.420									

Proposed Benefits				
<p>An increase in income for Havering of £0.420m, comprising £0.393m for garden waste and £0.027m for bulky waste.</p>				

Identified Risks and Dependencies

The increased bulky waste charges would average at £20 per item for 5 items which is towards the upper end when compared to other Authorities, however it is likely that other authorities will increase their prices. The current average Garden Waste fees across London for those who charge is approximately £70, again this is likely to increase as other Authorities may increase charges for next year.

Analysis/Commentary

This is an opt-in service for residents, free disposal of garden waste and bulky waste is available at recycling centres.

Recommendation

To increase the subscription price for garden waste collections to £84 and increase the cost of bulky waste collections to £66 for 1 to 3 items, and £17 for each item thereafter.

Submitted by

Signature	Print Name	Date
J Ager	J Ager	12/10/23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Place - Environment
Director Lead		Highways – Gully Cleaning, Environment Service. Reduction in frequency of gully cleaning
Imran Kazalbash		

Current Forecast Position	
Cost centre A27020 Current Budget £0.324 Current Forecast £0.324	
Staffing:	NA
Main Savings Item Description	
<p>The council aims to clean each gully once per year on average. Hot spots are cleaned more frequency and reports / ad hoc cleans also completed when needed.</p> <p>In recent years, the asset data set has improved significantly, and more knowledge of the asset gained.</p> <p>Reducing the cleaning cycle to 15 monthly, rather than annually, would save c£0.075m. Hot spots and reports would still be attended to.</p> <p>There would be limited appreciable reduction in level of service generally, although the risk of some gully's becoming blocked between cleans increases. This can be managed through ad hoc visits</p>	
Anticipated reduction in FTE as a result of proposals	0.0

Savings Proposals					
Savings Details		Value of Saving and Year(s)			
		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.075	0.0	0.0	0.075

Associated Costs					
Costing Details		Value of Costs and Year(s)			
There are no additional costs associated with this proposal		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.0	0.0	0.0	0.0

Savings Net Value					
		Net Value and Year(s)			
		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.075	0.0	0.0	0.075

Proposed Benefits	
Reduction in expenditure	

Identified Risks and Dependencies	
Slight increase in risk of standing water in highway.	

Analysis/Commentary	
As above	

Recommendation

As set out above. Reduce cleaning cycle to 15 monthly but do not change approach to hot spots and ad hoc call outs.

Submitted by

Signature	Print Name	Date
Mark Hodgson	Mark Hodgson	12.10.23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Place – Environment
Director Lead		Household Waste Collection services, Environment service
Imran Kazalbash		

Current Forecast Position	
£0.080m overspend for waste and street cleansing under new integrated contract for 23/24. The budget has been uplifted to recognise the new contractual arrangements for 2024/25	
Staffing:	N/A
Main Savings Item Description	
Introduce alternate weekly collections for residual waste and recycling, along with the government-mandated separate food waste collection.	
Anticipated reduction in FTE as a result of proposals	N/A

Savings Proposals

Savings Details	Value of Saving and Year(s)								
<p>Of 41 Essex and London boroughs surveyed, 23 collect residual waste on a fortnightly basis, all of them offering a weekly collection of food waste alongside this. Nationally, 257 local authorities in England collect residual waste on a fortnightly basis, with just 59 collecting it weekly, and 8 collecting 30 weekly.</p> <p>Authorities with the highest recycling rates are generally those collecting residual and recycling waste on alternate weeks (AWC)</p> <p>A reduction in collection frequency for residual waste, along with a comprehensive recycling and separate food waste collection service, has been proven to reduce overall household waste. In Bexley, considered a “nearest neighbour” to Havering based on demographics, rurality and housing make-up, the reduction was 8%.</p> <p>Applied to Havering, even with a more conservative estimated reduction of 5%, this has the potential to generate overall waste disposal savings of up to £0.500m. This does not take into account the cost of food waste collections, which may be funded centrally through New Burdens due to legislative requirements.</p> <p>The financial impacts assume the provision of wheelie bins for residual waste and recycling, with associated costs for fitting bin lifts to vehicles. Capital costs could be reduced by £5m if the alternate weekly collections were introduced without the provision of wheelie bins, however there are risks around the lack of containment for waste, both in terms of increased spillages from animal attack, as well as the unchecked presentation of waste, therefore potentially defeating one of the objectives of waste reduction. This may result in demand for increases to the collection resource, negating any potential benefit.</p> <p>It should be noted that further savings are likely to be achieved through a reduction in overall waste tonnages, leading to lower disposal costs through the ELWA Levy. This may reach in the region of £0.500m, however is impacted by various factors, including inflation, services provided by other ELWA boroughs, population changes, etc.</p>	<p>TOTAL: £m's <i>Incremental value</i></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0.0</td> <td>0.0</td> <td>TBC</td> <td>TBC</td> </tr> </tbody> </table>	24/25	25/26	26/27	Total	0.0	0.0	TBC	TBC
24/25	25/26	26/27	Total						
0.0	0.0	TBC	TBC						

Associated Costs

Costing Details	Value of Costs and Year(s)								
<p>£5m Upfront Capital outlay for bin lifts for vehicles of £0.387m, plus £4.670m to purchase bins, etc., assuming the UEL of 5 years and a midyear purchase MRP borrowing costs estimated to be £1.302 per annum.</p> <p>It should be noted that reductions in tonnages will impact on the LEVY which is held corporately.</p>	<p>TOTAL: £m's <i>Incremental value</i></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>24/25</th> <th>25/26</th> <th>26/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0.0</td> <td>TBC</td> <td>TBC</td> <td>0.0</td> </tr> </tbody> </table>	24/25	25/26	26/27	Total	0.0	TBC	TBC	0.0
24/25	25/26	26/27	Total						
0.0	TBC	TBC	0.0						

Savings Net Value					
				Net Value and Year(s)	
				TOTAL: £m's <i>Incremental value</i>	
		24/25	25/26	26/27	Total
		0.0	TBC	TBC	TBC

Proposed Benefits
There would be cost benefits through anticipated reduced tonnages both in terms of collection and disposal as set out above.
It is anticipated that AWC would change customer behaviour improving and enhancing waste minimisation.

Identified Risks and Dependencies
Further modelling is required to ascertain any changes in market rates and consumer behaviour. Proposal based on pricing schedule provided by Urbaser at the time of bid, however, does not reflect inflationary costs, and assumes the cost of the food waste - scheme capital and revenue is funded by Central Government. If this funding does not come forward, this would represent an additional pressure of £2.2m capital and £2m annual operational revenue costs.
There is a lead in time for this proposal of 12 months. Anticipated savings will follow in future years when the project is underway

Analysis/Commentary

Recommendation		
Introduce alternate weekly collections of residual waste and recycling, including the introduction of separate food waste collections, in line with the Environment Act 2021.		
Submitted by		
Signature	Print Name	Date
J Ager	J Ager	12/10/23

2024-25 SAVINGS TEMPLATE

Council Ward(s)
All

Directorate	Description of Directorate	Place - Environment Highways, Environment service.
Director Lead		Reduce expenditure in
Imran Kazalbash		Highways General / Reactive Maintenance

Current Forecast Position

Highways General / Reactive Maintenance A27002 Budget £3.572mm Forecast £3.602m
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Staffing:	NA
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Main Savings Item Description

By exercising a strict regime of only doing essential and statutory work, and declining requests that are in addition to this, small savings in each of the below areas could be made.

Highways General / Reactive Maintenance
 By adopting an approach to only carry out essential work would generate a saving of £100k per annum. No requests for damaged items like benches would be accommodated. Bent but safe posts would remain. Non-mandatory advisory signs would not be replaced. Decorative fencing would be removed and not replaced if damaged. Bollards, except where their presence prevents future damage would not be replaced. Small defects/ trips in the footways would remain until they meet safety intervention levels. All flag paving defects would be replaced with poured materials – concrete or tarmac. Higher specification natural stone areas would **not** be maintained like for like. More expensive street furniture would be replaced with lower specification products when damaged.

Anticipated reduction in FTE as a result of proposals	0.0
--	-----

Savings Proposals					
Savings Details		Value of Saving and Year(s)			
Saving through reduction in service to only essential items		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.100	0.0	0.0	0.100

Associated Costs					
Costing Details		Value of Costs and Year(s)			
		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.0	0.0	0.0	0.0

Savings Net Value					
		Net Value and Year(s)			
		TOTAL: £m's			
		<i>Incremental value</i>			
		24/25	25/26	26/27	Total
		0.100	0.0	0.0	0.100

Proposed Benefits	
Reduced expenditure	

Identified Risks and Dependencies	
Risks around insurance and safety would need to be managed	

Analysis/Commentary	
As above	

Recommendation

As set out above.

Submitted by

Signature	Print Name	Date
M. Hodgson	M. Hodgson	11.10.23

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EXISTING SAVINGS PROPOSALS – AS AGREED BY CABINET IN 2022/23

APPENDIX C2

Savings Proposals	Department	Detail	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	4 Year Plan £m
Review of single person discounts and increase in Tax base	Corporate	Annual review of single person discounts and uplift in the Tax base through net new builds from regeneration	(1.100)	(1.100)	(1.100)	(1.100)	(4.400)
Full review of Early Help Provision	People	A restructure of the Children’s Social care department is being undertaken. It is expected that this reorganisation of roles will enable the service to permanently recruit to roles that have been hard to fill, with the development of a corporate parenting service and rationalisation of posts.	(0.520)				(0.520)
Education Administrative Savings	People	Restructures across Education Services are expected to deliver savings and also increase income from trading activities	(0.041)				(0.041)
Assistive Technology - review ASC subsidy (funded by BCF)	People	At present adult social care subsidises free assistive technology (such as care line) for around 1,700 residents. However only 700 of them are eligible for services. It is proposed that the subsidy be removed for anyone not eligible for services.	(0.100)				(0.100)
Merge welfare rights function into oneSource	People	This proposal is to merge the welfare rights function in adults with a similar service in oneSource. There will be a small reduction in service to residents	(0.015)				(0.015)

Savings Proposals	Department	Detail	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	4 Year Plan £m
Review of Home to School Transport	People	The savings proposed in this business case will result in changes to the entitlement to transport for families. The business proposal will update our policy so some children and young people will have changes in their current model of transport assistance. The saving is subject to a cabinet decision in March 2024, following the public consultation on our Home to School Transport Policy in late 2023. The Policy changes and saving proposals seek to look at efficiencies and giving families more choice and control over arrangements for their child with personal transport budgets.	(0.200)	(0.500)	(0.600)		(1.300)
Better Living	People	Better Living is a strength based approach to working with residents, both with and without identified social care needs. Frontline staff work with individuals to divert people away from statutory services by connecting them to family and community and voluntary networks to meet some, or all, of their needs.	(1.000)	(1.000)	(1.000)		(3.000)
Targeted Reviews - Adult Services	People	There has been a programme of work in the Service to review high cost packages of care. This includes packages with 121 support or more, and packages with multiple services to support their needs. The savings will be achieved by reducing package costs in these areas	(1.100)	(1.100)	(1.100)		(3.300)

Savings Proposals	Department	Detail	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	4 Year Plan £m
Grow Shared Lives	People	Shared Lives is a service that supports people, usually with someone with a learning disability, by working with residents who are able to have the vulnerable person live with them, meaning they are living with a family rather than in expensive residential care. We want to expand this scheme, to move people currently in residential care to living with families	(0.020)	(0.020)	(0.020)		(0.060)
Full review of Early Help Provision	People	We propose to undertake a reorganisation of Children's Services in order to drive efficiencies and improve workflows and pathways for children and families requiring preventative and statutory services. We also plan to permanently close Chippenham Road, Elm Park and Hilldene Children's Centres and instead deliver services that happened at those centres from other locations. The wider reorganisation of children's services will seek to address any shortfall in services and management capacity in this area by ensuring some targeted resources to continue to deliver on the Early Help strategy.	(0.422)	(0.212)			(0.634)
Reprovision of Youth Services	People	Review and rationalise youth service provision within the borough and maximise the commercial potential of the MyPlace building to create long term sustainability	(0.054)				(0.054)

Savings Proposals	Department	Detail	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	4 Year Plan £m
Shared Supported Housing Saving	People	Proposal to hand back some shared supported Housing properties to Landlords. To mitigate the reduction the Council is actively looking for better quality, self-contained accommodation from Housing associations and CICs, where we transfer the management and support to external providers. It should be noted that shared housing in HMOs is problematic, difficult to manage and unpopular, with some external Landlords not investing in their properties to keep them in good condition.	(0.090)				(0.090)
Increase internal fostering placements	People	Advertising marketing and promotion of internal fostering opportunities in order to reduce other more expensive care options		(0.120)	(0.120)		(0.240)
Review of Commissioned Placements	People	Joint work between Housing Childrens and Adults to identify new commissioned solutions to reduce future package costs and make savings		(1.980)	(1.980)		(3.960)
Review of existing sites for placements	People	Identification of new sites at Mawney close and Mowbray close and the family resource centre to provide facilities for more efficiency costs of social care		(0.764)			(0.764)

Savings Proposals	Department	Detail	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	4 Year Plan £m
Review of social care provider services (Adults)	People	Exploration of buying or building care home facilities for older adults and commissioning a provider (such as a not for profit organisation) to run the service at a more cost effective unit cost for the council.	(0.500)	(1.000)	(1.000)		(2.500)
Review of transition cases (Adults)	People	Review of packages for young adults following transfer from childrens services . Careful review of user needs can identify the best solutions for these adults and also generate efficiencies for the Council	(0.500)	(0.500)	(0.500)		(1.500)
Restructure planning applications team and improve processes including the deletion of vacant posts	Place	Restructure to save costs and improve efficiency	(0.043)				(0.043)
FYE of Waste, Highways and Parking savings originally proposed in 23/24	Place	Full year effect of efficiencies including the implementation of new parking meters and procurement exercises in highways and waste services	(0.450)				(0.450)
Review of funding to CAB and HVC	Resources	Review of future funding arrangements with the CAB and HVC. The Council will continue to work closely with both organisations to identify future funding options. This saving is a reduction in direct financial support	(0.130)				(0.130)
TOTAL			(6.285)	(8.296)	(7.420)	(1.100)	(23.101)

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Process/Parameters

The Council annually reviews its fees and charges to customers in line with the Corporate Charging Policy (see link below).

https://www.havering.gov.uk/download/downloads/id/373/corporate_charging_policy.pdf

In setting the fees and charges the Council takes account of:

- Statutory and Nationally set fee rates
- Non-Statutory fee rates
- Current Inflation levels
- Full cost recovery where appropriate
- Current market conditions for an increase

Appendix D sets out the proposed fees and charges for 2024/2025 and the fees are denoted by the following basis of increases. In principle, the Council has applied changes to Fees & Charges with a view of recovering the cost of delivery the service.

Denoted by	Basis of Increase
(A)	Statutory/Nationally
(B)	To be agreed by Cabinet and/or subject to corporate savings plan
(C)	Inflationary and rounding increases
(D)	A local charging policy that deviates from the Corporate Charging Policy

Officers have applied the corporate charging policy of 6.1% where possible

Below is a summary of deviations from the recommended increase, including the increases in over and above the agreed RPI of 6.1%.

People	<ul style="list-style-type: none"> • Music School have increased fees by 3.5% to remain competitive in the market • Traded services in Education and Catering have recommended a 3.5% increase to maintain competitive fees.
Place	<ul style="list-style-type: none"> • Some fees have a maximum value set by central government. Where applicable, Havering charges the maximum chargeable amount • Trading standards have frozen some fees on the basis of the service fully recovering costs • Where the proposals are subject to a separate savings process

Resources	<ul style="list-style-type: none">• Registrars have increased charges in excess of inflation based on comparable rates elsewhere.• Bereavement services have fixed rates at 23/24 prices in line with other service providers in the local area.• Libraries fees have largely been frozen following benchmarking across London.
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**Fees and Charges
Schedule
2024/25**

People Childrens Services

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
MY PLACE: (All charges are for 1hr unless stated otherwise)				
Off Peak (Mon - Fri 9am - 6pm)				
Performance Hall	27.00	28.70	01/04/24	C
Performance Hall with sound and lighting:	35.00	37.10	01/04/24	C
Performance Hall with staging			01/04/24	
4 hrs (if stage erected by myplace staff)	158.00	167.70	01/04/24	C
Music Studio			01/04/24	
1 hr	14.00	14.90	01/04/24	C
Technician	27.00	28.70	01/04/24	C
Games Room	22.00	23.40	01/04/24	C
Art Room	12.00	12.80	01/04/24	C
Health Room	11.00	11.70	01/04/24	C
IAG Room	10.00	10.60	01/04/24	C
Counselling Room	10.00	10.60	01/04/24	C
Large Meeting Room	18.00	19.10	01/04/24	C
 N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**People
Childrens Services**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Off Peak (Mon - Fri 9am - 6pm)				
Small Meeting Room	12.00	12.80	01/04/24	C
Youth Wing	16.50	17.50	01/04/24	C
IT Hub - reservation fee per computer	No charge	no charge		N/A
Bike Shed	13.50	14.30	01/04/24	C
Peak (Mon - Fri after 6pm)				
Performance Hall	33.00	35.00	01/04/24	C
Performance Hall with sound and lighting:	48.00	50.90	01/04/24	C
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	221.00	234.50	01/04/24	C
Music Studio 1 hr	18.00	19.10	01/04/24	C
Technician	27.00	28.70	01/04/24	C
Games Room	28.50	30.30	01/04/24	C
Art Room	16.50	17.50	01/04/24	C
Health Room	14.00	14.90	01/04/24	C
IAG Room	13.50	14.30	01/04/24	C
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**People
Childrens Services**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Peak (Mon - Fri after 6pm)				
Counselling Room	13.50	14.30	01/04/24	C
Large Meeting Room	21.00	22.30	01/04/24	C
Small Meeting Room	15.00	16.00	01/04/24	C
Youth Wing	20.00	21.20	01/04/24	C
IT Hub - reservation fee per computer	No charge	no charge		N/A
Bike Shed	15.50	16.50	01/04/24	C
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

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Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**People
Childrens Services**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Saturday and Sunday				
Performance Hall	85.00	90.20	01/04/24	C
Performance Hall with sound and lighting:	110.00	116.70	01/04/24	C
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	490.00	520.00	01/04/24	C
Music Studio 1 hr	55.00	58.40	01/04/24	C
Technician	33.00	35.00	01/04/24	C
Games Room	83.00	88.00	01/04/24	C
Art Room	61.00	64.70	01/04/24	C
Health Room	57.00	60.50	01/04/24	C
IAG Room	55.00	58.40	01/04/24	C
Counselling Room	57.00	58.40	01/04/24	D
Large Meeting Room	70.00	74.30	01/04/24	C
Small Meeting Room	59.00	62.60	01/04/24	C
Youth Wing	67.00	71.10	01/04/24	C
IT Hub - reservation fee per computer	No charge	no charge		N/A
Bike Shed	64.00	68.00	01/04/24	C
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**People
Childrens Services**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Weekly Charges Storage Charge for Hirers (per week)	6.25	6.60	01/04/24	C
One off Event Charges Stall Hire for Events	£10 Per Hour	10.60	01/04/24	C
Hirer indemnity insurance for 1 off bookings/parties etc where they would not have their own public liability insurance New charge on top of room fee per hour		1.50	01/04/24	NEW

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Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

People Catering

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
1 Schools Meals				
1a Primary School Meal**	2.45	TBC	01/04/23	N/A
1b Secondary School Meal	2.70	2.79	01/04/24	D
1c Special Infant	2.45	TBC	01/04/23	N/A
Special Junior	2.45	TBC	01/04/23	N/A
1d Adult	3.63	3.85	01/04/24	C
<p>** Key Stage 1 and 2 school meals are fully grant funded until August 2024. Charges will be reviewed with effect from 01/09/2024</p>				

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Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

People Education

(A) Statutory and Nationally Agreed Charges

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
<p>1 Non Attendance and Holiday Fines</p> <p>1a Penalty Notices</p> <p style="padding-left: 20px;">Penalty Notice paid within 21 days</p> <p style="padding-left: 20px;">Penalty Notice paid after 21 days</p> <p style="padding-left: 20px;">Charges are per child, per parent</p> <p style="padding-left: 20px;">Fines must be paid within 28 days to avoid prosecution</p>				
	60.00	60.00	01.09.12	A
	120.00	120.00	01.09.12	A

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Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

People Adult Services

(A) Statutory and Nationally Agreed Charges

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
1 Respite Care Weekly charges* Age over Pension Credit age Age 25 up to Pension Credit age Age 18 to 24 Annual increase subject to DWP minimum income allowance Net of personal expense allowance set by DOH * These charges will change in Jan/Feb 2024 when the new benefit, pension, and personal expense allowance rates are announced.	158.75 92.50 76.10	TBC TBC TBC	01/04/22 01/04/22 01/04/22	N/A N/A N/A

Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**People
Adult Services**

(A) Statutory and Nationally Agreed Charges

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
2 Court of Protection				
Annual charges - Fixed Costs as directed by Court of Protection*				
1 Work up to and including the date upon which the court makes an order appointing a deputy for property and affairs	745.00	745.00	01/04/17	A
Annual management fee where the court appoints a local authority deputy for property and affairs, payable on the anniversary of the court				
2a for the first year:	775.00	775.00	01/04/17	A
2b for the second and subsequent years:	650.00	650.00	01/04/17	A
Where the net assets are below £16,000, an annual management fee not exceeding 3.5% of net assets on the anniversary of the court order appointing the local authority as deputy				
3 Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc or the ongoing maintenance of property including management and letting of a rental property	300.00	300.00	01/04/17	A

Basis of Increase:

A - Statutory/National

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C - Inflationary and rounding increases

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

**People
Adult Services**

(A) Statutory and Nationally Agreed Charges

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
2 Court of Protection (cont)				
4 Preparation of Annual Report for the Public Guardian	216.00	216.00	01/04/17	A
5 Preparing basic HMRC tax return	70.00	70.00	01/04/17	A
6 Preparing complex HMRC tax return	140.00	140.00	01/04/17	A
7 Travel time £40 per hour in units of £10/15 mins	40/hour	40/hour	01/04/17	A
8 Recoup of Application fee paid from HMRC Account	365.00	365.00	24/07/18	A
9 Court of protection Filing Fee	371.00	371.00	21/09/21	A
Increase subject to Court of Protection/Direction and the 2017 Rate is the 1st increase since 2011				

Basis of Increase:

A - Statutory/National

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C - Inflationary and rounding increases

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

**People
Adult Services**

(A) Statutory and Nationally Agreed Charges

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Burials & Cremations (Public Health Act 1984 Section 46)				
1 Administration of arrangements to Bury/Cremate -Liaison with Hospital Bereavement Team -Investigation to trace next of kin -Liaison with various friends of the deceased, regarding funeral arrangements -Death Registration and purchase of certificates -Liaison with Funeral Directors and Travel -Liaison with the Local Authority Housing Department, regarding termination of tenancy and property clearance -Referral to Treasury Solicitor -Investigation of assets and liaison with financial institutions by post and in person	745.00	745.00	01/04/17	A
2 Forensic searches of property with 2 staff	300.00	300.00	01/04/17	A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

People Adult Services

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
1. Personal care and Support				
Provision of homecare delivery to Service Users Homecare rate - hourly charge; per minute of actual care <i>The individual contribution is subject to the individual means test assessment</i> Homecare rates are currently subject to review and may change following the publishing of these fees and charges	21.84	TBC	01/04/23	N/A
2. Care home				
Provision of care home delivery to Service Users Care home rate based on authority's 'usual costs' -weekly charge				
Residential Standard Rate	700.60	TBC	01/04/23	N/A
Residential Enhanced Rate	771.45	TBC	01/04/23	N/A
Nursing Standard Rate	714.16	TBC	01/04/23	N/A
Nursing Enhanced Rate	752.58	TBC	01/04/23	N/A
Care home rates are currently subject to review and may change following the publishing of these fees and charges				
3. Day Centre - Avelon Road & Yew Tree				
Day care delivery to Service Users				
Day Centre daily rate	55.00	TBC	01/04/23	N/A
Transport to Day Centre (inclusive of return journey)	20.00	TBC	01/04/23	N/A

Basis of Increase:

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B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**People
Adult Services**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
<u>4. Day Centre - HOPWA & Paines Brook</u>				
Day care delivery to Service Users				
Day Centre daily rate	61.00	TBC	01/04/23	N/A
Transport to Day Centre (inclusive of return journey)	22.00	TBC	01/04/23	N/A
<u>5. Extra Care Housing</u>				
Dreywood Court - hourly rate	16.36	TBC	01/12/23	N/A
St Ethelburga Court - hourly rate	16.36	TBC	01/12/23	N/A
Paines Brook Court - hourly rate	16.36	TBC	01/12/23	N/A
<u>6. Deferred Payment Admin fees</u>				
Initial set-up fee	658.00	TBC	11/04/16	N/A
Annual review charge	89.00	TBC	11/04/16	N/A
<u>8. Brokerage Fee</u>				
Charge for Care Packages brokered by the Council	210.98	TBC	26/06/23	N/A

Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**People
Culture and Heritage**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
FAIRKYTES				
Off Peak: Mon-Fri up to 6pm (per hour unless otherwise stated)				
Main Room	23.00	24.50	01/04/24	C
Three hour hire discounted rate	47.50	50.50	01/04/24	C
Room 12	17.50	18.50	01/04/24	C
Three hour hire discounted rate	37.00	39.00	01/04/24	C
Room 13	14.00	15.00	01/04/24	C
Three hour hire discounted rate	29.50	31.50	01/04/24	C
Room 9	14.00	15.00	01/04/24	C
Three hour hire discounted rate	29.50	31.50	01/04/24	C
Art Room	17.50	18.50	01/04/24	C
Three hour hire discounted rate	37.00	39.00	01/04/24	C
Sculpture (includes access to Kiln Room when available)	14.00	15.00	01/04/24	C
Three hour hire discounted rate	29.50	31.50	01/04/24	C
Studio 1	32.00	34.00	01/04/24	C
Three hour hire discounted rate	68.00	72.00	01/04/24	C
Studio 2	22.00	23.50	01/04/24	C
Three hour hire discounted rate	46.00	49.00	01/04/24	C

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**People
Culture and Heritage**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Off Peak: Mon-Fri up to 6pm (continued) (per hour unless otherwise stated)				
Studio 3	14.00	15.00	01/04/24	C
<i>Three hour hire discounted rate</i>	29.50	31.50	01/04/24	C
Billet Studio 1	22.00	23.50	01/04/24	C
<i>Three hour hire discounted rate</i>	46.00	49.00	01/04/24	C
Billet Studio 2	15.00	16.00	01/04/24	C
<i>Three hour hire discounted rate</i>	31.00	33.00	01/04/24	C
Gallery Studio	20.00	21.00	01/04/24	C
<i>Three hour hire discounted rate</i>	41.50	44.00	01/04/24	C
Peak rate: Mon-Fri 6pm to close; All day Sat, Sun & public holidays (per hour unless otherwise stated)				
Main Room	27.00	28.50	01/04/24	C
<i>Three hour hire discounted rate</i>	55.50	58.50	01/04/24	C
Room 12	22.00	23.50	01/04/24	C
<i>Three hour hire discounted rate</i>	46.00	48.50	01/04/24	C
Room 13	17.00	18.00	01/04/24	C
<i>Three hour hire discounted rate</i>	36.50	38.50	01/04/24	C
Room 9	17.00	18.00	01/04/24	C
<i>Three hour hire discounted rate</i>	36.50	38.50	01/04/24	C

Basis of Increase:

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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**People
Culture and Heritage**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Peak rate: Mon-Fri 6pm to close; All day Sat, Sun & public holidays (per hour unless otherwise stated)				
Art Room	22.00	23.50	01/04/24	C
<i>Three hour hire discounted rate</i>	46.00	48.50	01/04/24	C
Sculpture (includes access to Kiln Room when available)	15.50	16.50	01/04/24	C
<i>Three hour hire discounted rate</i>	32.00	34.00	01/04/24	C
Studio 1 ****	41.50	44.00	01/04/24	C
<i>Three hour hire discounted rate</i>	87.00	92.00	01/04/24	C
Studio 2	25.00	26.50	01/04/24	C
<i>Three hour hire discounted rate</i>	53.00	56.00	01/04/24	C
Studio 3	16.00	17.00	01/04/24	C
<i>Three hour hire discounted rate</i>	34.00	36.00	01/04/24	C
Billet Studio 1	25.00	26.50	01/04/24	C
<i>Three hour hire discounted rate</i>	53.00	56.00	01/04/24	C
Billet Studio 2	18.00	19.00	01/04/24	C
<i>Three hour hire discounted rate</i>	37.00	39.50	01/04/24	C
Gallery Studio	24.00	25.50	01/04/24	C
<i>Three hour hire discounted rate</i>	51.00	54.00	01/04/24	C

Basis of Increase:

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People Culture and Heritage

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Peak rate: Mon-Fri 6pm to close; All day Sat, Sun & public holidays (per hour unless otherwise stated) Private Studio/Workshop/Office (flat rate per calendar month) Private Studio/Workshop/Office larger space (flat rate pcm)	235.00	250.00 315.00	01/04/24 01/04/24	C NEW
Private/Commercial Function Rates in Studio 1 (Main Hall) (The below charged at a flat rate per hire including staffing charge)				
Saturday 6.00pm - 11pm †	330.00	350.00	01/04/24	C
Sunday & Public Holidays 6.00pm - 10.30pm †	300.00	320.00	01/04/24	C
Friday 6.00-10.30pm †	240.00	255.00	01/04/24	C

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Basis of Increase:

- A - Statutory/National
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- D - A local charging policy that deviates from the Corporate Charging Policy

People Culture and Heritage

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
HORNCHURCH STADIUM				
Weekday Use by Athletics Clubs (excluding training session)*				
Half Day*	97.60	103.55	01/04/24	C
Full Day*	184.65	195.90	01/04/24	C
Saturday Use by Athletics Clubs (excluding training session)*				
Half Day*	123.00	130.50	01/04/24	C
Full Day*	227.10	240.95	01/04/24	C
Sunday Use by Athletics Clubs (excluding training session)*				
Half Day*	161.20	171.00	01/04/24	C
Full Day*	308.00	326.80	01/04/24	C
Use by Schools (excluding training session)**				
Half Day**	116.90	124.00	01/04/24	C
Full Day**	241.00	255.70	01/04/24	C
Schools Training Sessions (per hour Inc. equipment)**	43.50	46.15	01/04/24	C
Occasional use - Football - without lights Seniors (3 hours)**	227.10	240.95	01/04/24	C
Occasional use - Football - without lights Juniors (2.5 hours)**	125.15	132.80	01/04/24	C
Occasional use - Football - with lights Seniors (3 hours)**	356.40	378.15	01/04/24	C
Occasional use - Football - with lights Juniors (2.5 hours)**	158.10	167.75	01/04/24	C
* VATable unless block (10 or more) booking				
** VATable unless block (10 or more) booking or Havering schools				

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Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

People Culture and Heritage

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Marketing Advertising in Fairkytes and other culture publications				
Full page (A4)	290.50	308.20	01/04/24	C
Full page (A5) or Half page (A4)	145.20	154.00	01/04/24	C
Half page (A5) or Quarter page (A4)	74.70	79.25	01/04/24	C
Quarter page (A5) or Eighth page (A4)	40.70	43.20	01/04/24	C
Online ticket sales 10% of ticket price to be added to the charge for Culture Events when sold on-line	10% of ticket price	10% of ticket price	01/04/16	C

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Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

People Education

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
MUSIC SCHOOL:				
Peripatetic tuition in schools and colleges (per hour pro rata)				
Academies and non-LA				
Basic	48.41	50.10	01/04/24	D
Whole class instrumental	41.20	42.65	01/04/24	D
LA schools in Havering				
Basic	48.41	50.10	01/04/24	D
Over 15 hours per week	No charge	No charge	01/04/22	N/A
Over 25 hours per week	No charge	No charge	01/04/22	N/A
Whole class instrumental	41.20	42.65	01/04/24	D
NCC A-Level Tuition				
Basic	47.90	49.60	01/04/24	D

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

People Education

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
MUSIC SCHOOL:				
Direct Debit (weekly cost, charged monthly over 52.14 weeks)				
Bronze (36 shared 20mn lessons, Musicianship & 30mn Ensemble)				
First instrument	7.75	8.05	01/04/24	D
Second instrument	6.20	6.40	01/04/24	D
Third instrument	6.20	6.40	01/04/24	D
Silver (36 shared 15min lessons, including Musicianship & Ensemble & Summer School)				
First instrument	12.90	13.35	01/04/24	D
Second instrument	9.80	10.15	01/04/24	D
Third instrument	7.75	8.05	01/04/24	D
Adult Second instrument	9.80	10.15	01/04/24	D
Gold (36 shared 30min lessons, including Musicianship & Ensemble & Summer School)				
First instrument	20.60	21.35	01/04/24	D
Second instrument	16.50	17.10	01/04/24	D
Third instrument	13.90	14.40	01/04/24	D
Adult Second instrument	16.50	17.10	01/04/24	D
Summer School (individual purchase)	190.50	197.50	01/04/24	D

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

People Education

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
<u>MUSIC SCHOOL:</u>				
Direct Debit (continued)				
Kindergarten	No charge	No charge	01/04/22	N/A
Reception Pupils - Saturdays per month per pupil	16.50	17.10	01/04/24	D
One Ensemble only	No charge	No charge	01/04/22	N/A
One Ensemble only - per month per pupil	16.50	17.10	01/04/24	D
Unlimited Ensembles only	No charge	No charge	01/04/22	N/A
Unlimited Ensembles - per month per pupil	30.40	31.50	01/04/24	D
Note: DDs are charged monthly and the weekly DD amounts are set to make the monthly figures rational.				

Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

People Education

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
<u>MUSIC SCHOOL</u>				
Remissions Scheme charges (reduced fees)				
Pupil Premium students:				
Bronze first instrument	No charge	No charge	01/04/22	N/A
Silver first instrument	No charge	No charge	01/04/22	N/A
Gold first instrument	No charge	No charge	01/04/22	N/A
Kindergarten	No charge	No charge	01/04/22	N/A
One Ensemble only	No charge	No charge	01/04/22	N/A
Unlimited Ensembles only	No charge	No charge	01/04/22	N/A
Instrument Hire (annual charge)	No charge	No charge	01/04/22	N/A
Looked After Children (all services in scope of Remissions Scheme)	No charge	No charge	01/04/22	N/A
Eligibility for reduced fees for children aged 5-18:				
Students school receive pupil premium for child or child is LAC				
Current Free School Meals eligibility or similar				
One package fee remitted but Music School Manager retains discretion, e.g. where existing multi-instrumentalist becomes eligible for remission.				

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

People Education

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
<u>MUSIC SCHOOL:</u>				
Associate Ensemble Membership (termly charge) Associate Member (Adult)	No charge	No charge	01/04/22	N/A
Sounds Company Choir/Adult Music Groups - per term	54.50	56.45	01/04/24	D
Hire of Instruments (annual charge)	43.80	45.50	01/04/24	D
Administration fees				
Examination entries	2.60	2.70	01/04/24	D
Assisted Instrument Purchase Scheme	7.20	7.45	01/04/24	D
Timetable changes	21.60	22.50	01/04/24	D
Exam fees				
Including piano accompaniment as required (most instruments except piano/guitar/percussion) collected on a cost recovery basis	No charge	No charge	01/04/17	N/A

Basis of Increase:

- A - Statutory/National
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- D - A local charging policy that deviates from the Corporate Charging Policy

**oneSource
Legal & Governance**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Electoral Registration				
Sale of Electoral Registers				
Data format	20.00	20.00	01/02/01	A
Additional charge per 1000 entries	1.50	1.50	01/02/01	A
Paper format	10.00	10.00	01/02/01	A
Additional charge per 1000 entries	5.00	5.00	01/02/01	A

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Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**oneSource
Legal & Governance**

(A) Statutory and Nationally Agreed Charges

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Electoral Registration				
Registration Certificate	No charge	No charge	01/04/19	A
Charge for each additional year checked	No charge	No charge	01/04/18	A
Ward Map	4.20	4.20	01/04/20	A
Photocopying:				
First page	2.40	2.40	01/04/20	A
Cost per	0.36	0.36	01/04/20	A

Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

oneSource
Legal & Governance

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Legal & Democratic Services				
Licences to Assign (Seal)	929.00	987.00	01/04/24	C
Licence to Alter	929.00	987.00	01/04/24	C
Sale of Council Houses - Mortgage Fees	172.00	182.00	01/04/24	C
Mortgage Redemption Fees:				
Early redemption	155.00	164.00	01/04/24	C
Complete term	184.00	195.00	01/04/24	C
Deeds of release for pre-emption discount repayment	182.00	193.00	01/04/24	C
Release from Mortgage Covenant	121.00	128.00	01/04/24	C
Second Charge Questionnaire	123.00	131.00	01/04/24	C
Enquiries re: Discount repayment from Commercial sources	88.00	93.00	01/04/24	C
Administration fee re:enquiries from commercial sources on 2nd charges	66.00	70.00	01/04/24	C

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**oneSource
Legal & Governance**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Reserve/Access Licences:				
Single payment	70.00	74.00	01/04/24	C
Annual payment	23.00	24.00	01/04/24	C
Lease of shops/offices:				
Town centre	1,804.00	1,914.00	01/04/24	C
Other	1,202.00	1,275.00	01/04/24	C
Complex Commercial Leases				
(fees dependent on complexity, urgency and time)				
Sale of surplus land/property				
N.B. All other conveyancing costs where Council can charge when terms so provide are by agreement in terms of solicitors Remuneration Order 1972.				

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Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

oneSource
Legal & Governance

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Planning Agreements (Section 106 Town & Country Planning act 1990)	£173-£284ph	£200 - £350ph	01/04/24	D
Unilateral Undertaking	£173-£284ph	£200 - £350ph	01/04/24	D
Legal Charges				
S38 Highways Act 1980 Supervision	£173-£284ph	£5,500 fixed fee	01/04/24	D
Section 278 Highways Act 1980	£173-£284ph	£5,500 fixed fee	01/04/24	D
Highway Agreements (Minimum Fee)	602.00	5,500.00	01/04/24	D

Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**oneSource
Legal & Governance**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Use of Council Chamber and Committee Rooms – Town Hall				
Council Chamber				
Monday to Friday - per whole day	402.00	402.00	01/04/22	D
Monday to Friday - per half day	202.00	202.00	01/04/22	D
Weekends - per whole day	556.00	556.00	01/04/22	D
Weekends - per half day	280.00	280.00	01/04/22	D
Evenings - after 6pm (Fridays and weekends only)	243.00	243.00	01/04/22	D
Committee Room 3				
Monday to Friday - per whole day	250.00	250.00	01/04/22	D
Monday to Friday - per half day	125.00	125.00	01/04/22	D
Monday to Friday - per 2 hour session	96.00	96.00	01/04/22	D
Evening - after 6pm (Fridays and weekends only)	125.00	125.00	01/04/22	D
Other Committee Rooms - per hour (daytime & evening)				
Room 1	38.00	38.00	01/04/22	D
Room 2	38.00	38.00	01/04/22	D
Room 4	38.00	38.00	01/04/22	D
Lettings to Charities and Voluntary Organisations				
Lettings to charities and voluntary organisations will usually attract a 50% discount.				

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**oneSource
Legal & Governance**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Land and Property Services Various charges for services to private sector				
Democratic Services Copies of the Constitution	34.00	34.00	01/04/22	D
All Departments Local Government (Access to Information) Act 1985 Inspection of papers in background paper list				
Copying				
Supply of photocopies of background papers				
First page	2.06	2.06	01/04/22	D
Cost per additional page	0.21	0.21	01/04/22	D

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Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**oneSource
Legal & Governance**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Applications to correct the Registers of Common Land and Town and				
Declaration of entitlement to exercise a right of common	41.00	44.00	01/04/24	C
Creation of a right of common resulting in the registration of new common land	No charge	No charge		N/A
Creation of a right of common over existing common land	160.00	170.00	01/04/24	C
Variation of a right of a common	160.00	170.00	01/04/24	C
Apportionment of a right of common	160.00	170.00	01/04/24	C
Attachment of a right of common	No charge	No charge		N/A
Re-allocation of attached rights	160.00	170.00	01/04/24	C
Transfer of a right in gross	66.00	70.00	01/04/24	C

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Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

oneSource
Exchequer and Transactional Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Legal Fees				
Recovery of Rates/Community Charge/Council tax				
Summons Council Tax (inc £3 paid to the court)	105.00	105.00	01/04/11	A
Liability Order	10.00	10.00	01/04/10	A
Summons NNDR (inc £3 paid to the court)	180.00	180.00	01/04/11	A
Liability Order NNDR	47.00	47.00	01/04/11	A
Means Enquiry Summonses Council Tax (£245.00 paid to the court)	305.00	305.00	22/04/14	A
Arrest Warrants with Bail Council Tax (inc. £75 paid to the court)	145.00	145.00	22/04/14	A
Arrest Warrants without Bail Council Tax (inc. £75 paid to the court)	130.00	130.00	22/04/14	A

Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**Place
Asset Management**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Licenced Trader Market Charges				
Monthly Charges (Includes Weds, Fri, Sat & Sun Markets)				
Market - All Locations				
Ground space/6ft frontage	176.00	194.00	01/04/24	B
Electricity Charge per Ground Space/6ft frontage <i>(Electricity Charges will be applied to all licences other than to</i>	12.00	13.00	01/04/24	B
Extra Land (Daily Charge)	6.00	6.50	01/04/24	B
Other one-off charges				
Nomination of Licence	263.00	289.00	01/04/24	B
Nomination of Licence to member of Family	191.00	210.00	01/04/24	B
Other alterations to Licences	44.00	48.00	01/04/24	B
Casual Trader Market Charges				
Daily Charges				
Saturday and Sunday Market – Ground Space/6ft frontage including electricity	28.00	31.00	01/04/24	B
Wed or Friday Market – Ground Space/6ft frontage including electricity	20.00	22.00	01/04/24	B
Extra Land (Daily Charge)	6.00	6.50	01/04/24	B

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Asset Management**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Extra Market Days – At Christmas/Banks Holidays				
Daily Charges				
Market - All Locations				
Licenced Traders - Ground space/6ft frontage including electricity (Must have held a Licence for at least 2 mths to qualify for this rate)	19.00	21.00	01/04/24	B
Casual Traders - Ground space/6ft frontage including electricity	25.00	27.50	01/04/24	B
Extra Land (Daily Charge)	6.00	6.50	01/04/24	B

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Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

Resources Library

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
LIBRARY SERVICES:				
Fines (per item, per day)				
Adults	0.42	0.42	01/04/23	D
Children	No charge	No charge	01/04/14	N/A
Spoken Words	0.42	0.42	01/04/23	D
Lost Tickets	4.60	4.60	01/04/23	D
Lost Items - Replacement Cost (Minimum charge £10 + fines)	Cost + fines	Cost + fines	01/04/14	D
Pre Overdue by email - no longer applicable.	No charge	No charge	01/04/14	N/A
Overdue notifications				
1st Overdue (E-Mail)	No charge	No charge	01/04/14	N/A
1st Overdue (Text/Telephone)	No charge	No charge	01/04/19	N/A
Reservations- internal				
Adult (E-mail)	No charge	No charge	01/04/19	N/A
Adult (Text/Telephone)	No charge	No charge	01/04/19	N/A
Children	No charge	No charge	01/04/14	N/A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

Resources Library

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Items not held within borough				
Adult - Items within the London Library Consortium (LLC)	No charge	No charge	01/04/23	N/A
British Library Loans (plus postage)	Quoted	Quoted	01/04/20	D
Children	No charge	No charge	01/04/14	N/A
CDs N/A We no longer have CD's for hire.				
Per week:				
Singles	As before	As before	01/04/21	D
Sets	As before	As before	01/04/21	D
Per 3 weeks:				
Spoken Word	No charge	No charge	01/04/19	N/A
Music Scores (3 Months)				
Cost to be agreed with customer before progressing order	Quoted	Quoted	01/04/15	D
Computer Use				
IT Hub - reservation fee per computer, per hour	No charge	No charge	01/04/15	N/A

Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

Resources Library

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Photo Copies				
B/W A4	0.38	0.38	01/04/23	D
B/W A3	0.47	0.47	01/04/23	D
Colour A3	2.43	2.43	01/04/23	D
Colour A4	0.50	0.50	01/04/23	D
Photocopying single sided	0.38	0.38	01/04/23	D
Photocopying double sided	0.57	0.57	01/04/23	D
People's Network - Printing				
B/W A4 (Printout per page)	0.38	0.38	01/04/23	D
Colour A4 (Printout per page)	0.50	0.50	01/04/22	D
Library Space				
2 hours for sole & guaranteed use of specific space, to include use of a desk/table & chair(s) to organisations for activities that benefit their members or participants, or where "drop in" services are being offered	18.00	18.00	01/04/23	D
Office Space in libraries	18.00	18.00	01/04/23	D

Basis of Increase:

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

Resources Library

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Community Group Room Hire	20% Discount	20% Discount	01/04/17	D
Elm Park Library Elm Park Meeting Room per hour (Equiv. Hornchurch CR2)	21.00	22.00	01/04/24	D
Harold Hill Library Harold Hill Meeting Room per hour	26.00	27.00	01/04/24	D
Harold Hill Office Space per hour	19.00	20.00	01/04/24	D
Hornchurch Library Hornchurch Large meeting room - First Hour	31.00	32.00	01/04/24	D
Hornchurch Large meeting room - Additional Hours	25.00	26.00	01/04/24	D
Hornchurch - After 10pm, locking up fees	No charge	No charge	01/04/23	N/A
Hornchurch Class Room One, per hour	26.00	27.00	01/04/24	D
Hornchurch Class Room Two, per hour	21.00	22.00	01/04/24	D
Hornchurch Office Space per hour	17.00	18.00	01/04/24	D

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

Resources Library

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Rainham Library				
Rainham Library Meeting Room 1 (large room) First Hour	31.00	32.00	01/04/24	D
Rainham Library Meeting Room 1 (large room) Additional Hours	26.00	27.00	01/04/24	D
Rainham Library Meeting Room 2 per hour	26.00	27.00	01/04/24	D
Rainham Library Meeting Room 3 per hour	26.00	27.00	01/04/24	D
Rainham Library Meeting Room 4 per hour	21.00	22.00	01/04/24	D
Rainham Library Meeting Room 5 per hour	21.00	22.00	01/04/24	D
Rainham - After closing time, locking up fees	41.00	43.00	01/04/24	D
Nursery Room	26.00	27.00	01/04/24	D
South Hornchurch Library				
South Hornchurch Library Room 1 per hour	17.00	18.00	01/04/24	D
South Hornchurch Library Room 2 per hour	17.00	18.00	01/04/24	D
South Hornchurch Library Room 3 per hour	21.00	22.00	01/04/24	D
Harold Wood Library				
Harold Wood Library Meeting Room per hour	20.00	21.00	01/04/24	D

Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

Resources Library

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Room Hire Cancellation				
Notice of cancellation of room hire under 24 hours	75% of room hire fee	75% of room hire fee	01/04/14	D
Notice of cancellation of room hire 1-3 days	50% of room hire fee	50% of room hire fee	01/04/15	D
Notice of cancellation of room hire 3-7 days	25% of room hire fee	25% of room hire fee	01/04/15	D

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Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

Resources Library

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Exhibitions (per week)				
Upminster at exhibitors liability for one week	No charge	No charge	01/04/12	N/A
Hornchurch at exhibitors liability for one week	No charge	No charge	01/04/12	N/A
Cost of Digital images				
Image on disc (including disc)	4.70	5.00	01/04/24	C
Image on USB (excluding USB)	4.70	4.80	01/04/24	D
Image on Paper price on application plus postage	No charge	No charge	01/04/20	N/A
Commercial Reproduction price on application	No charge	No charge	01/04/20	N/A
Hourly rate for project work +	30.00	32.00	01/04/24	C

Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

Resources Bereavement Services

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
BEREAVEMENT SERVICES:				
Interments - Cemeteries (fees doubled for non-residents of LBH)				
Over 16 years	1,462.00	1,462.00	01/04/23	D
2 simultaneous full body interments aged over 16 years	2,183.00	2,183.00	01/04/23	D
Cremated remains	276.00	276.00	01/04/23	D
2 simultaneous cremated remains burials	497.00	497.00	01/04/23	D
2 simultaneous cremated remains burials (one of which is non resident)	745.00	745.00	01/04/23	D
Surcharge for cremated remains in full coffin	254.00	254.00	01/04/23	D
Non resident child cremated remains not over 16 years in any grave type	121.00	121.00	01/04/23	D
Extra depth (each interment over two) or casket/walled grave per depth	267.00	267.00	01/04/23	D
Surcharge for casket in walled grave	267.00	267.00	01/04/23	D
Resident child not over 16 Years	No charge	No charge	01/04/20	N/A
Non resident stillborn to 1 month in child's grave or public grave	267.00	267.00	01/04/23	D
2 simultaneous non resident stillborn/to 1 month in child's or public grave	400.00	400.00	01/04/23	D
Non resident child not over 10 years in child's grave or public grave	414.00	414.00	01/04/23	D
Non resident child not over 16 years in child's grave	2,806.00	2,806.00	01/04/23	D
Use of chapel without organist	175.00	175.00	01/04/23	D
Hospital contract NVB (Non Viable baby) burials	270.00	270.00	01/04/23	D

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

Resources Bereavement Services

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Exclusive Right of Burial (50 years with option of further 10 years)				
Lawn section Grave	2,266.00	2,266.00	01/04/23	D
Traditional Grave	3,522.00	3,522.00	01/04/23	D
Walled Grave for two	7,578.00	7,578.00	01/04/23	D
Memorial Headstone for Lawn Grave	1,300.00	1,300.00	01/04/23	D
Children's section (under 10)	482.00	482.00	01/04/23	D
Children's section (under 16)	966.00	966.00	01/04/23	D
Surcharges				
Child (under 16) Week-end full burial surcharge	731.00	731.00	01/04/23	D
Child (under 16) Week-end cremated remains burial surcharge	275.00	275.00	01/04/23	D
Adult Week-end full burial surcharge	1,097.00	1,097.00	01/04/23	D
Adult Week-end cremated remains surcharge	276.00	276.00	01/04/23	D
Adult Week-end cremated remains surcharge for 2 simultaneous	497.00	497.00	01/04/23	D
Adult Week-end cremated remains surcharge for 2 simultaneous where one is non resident	745.00	745.00	01/04/23	D
Funeral after published time or 48 hours of booking	350.00	350.00	01/04/23	D
Booking cancelled after 48 hours of booking	350.00	350.00	01/04/23	D
Booking cancelled within 48 hours of burial	350.00	350.00	01/04/23	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Extension of Right of Burial for 10 years				
Lawn section Grave	560.00 *	560.00 *	01/04/23	D
Traditional Grave	720.00 *	720.00 *	01/04/23	D
Children's section (under 10)	127.00 *	127.00 *	01/04/23	D
Children's section (under 16)	261.00 *	261.00 *	01/04/23	D
Walled graves	1,377.00 *	1,377.00 *	01/04/23	D
Other Charges				
Transfer of Exclusive Rights by Will, Letters of administration or assignment	57.00	57.00	01/04/23	D
Transfer of Exclusive Rights by statutory declaration/combination of methods	104.00	104.00	01/04/23	D
Certified extract from Burial Register	67.00 *	67.00 *	01/04/23	D
Exhumation of cremated remains resident	276.00	276.00	01/04/23	D
Exhumation of cremated remains non-resident	552.00	552.00	01/04/23	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Permit Charge				
Clean and renovate/National Association of Memorial Massons(NAMM) fixing Lawn (standard) headstone & small garden kerb / additional memorial (heart or book if fixed) and up to 3ft wide	No charge 175.00	No charge 175.00	01/04/20 01/04/23	N/A D
Lawn (standard) headstone & small garden kerb over 3ft wide and up to 7ft 6"	263.00	263.00	01/04/23	D
Lawn (standard) headstone & small garden kerb over 7ft 6" and up to 12ft	350.00	350.00	01/04/23	D
Additional inscription on headstone or permit for a vase only / Lawn kerb/ heart or book if not fixed	92.00	92.00	01/04/23	D
Full kerb traditional grave up to 3ft wide	347.00	347.00	01/04/20	D
Full kerb traditional grave over 3ft wide and up to 7ft 6"	520.00	520.00	01/04/23	D
Full kerb traditional grave over 7ft wide and up to 12ft.	694.00	694.00	01/04/23	D
Child Grave Memorial	175.00	175.00	01/04/23	D
Lawn memorial on a traditional grave	175.00	175.00	01/04/23	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Grave Maintenance Fees				
Biannual Spring and Summer planting service	293.00 *	293.00 *	01/04/23	D
Annual maintenance clean and tidy service	183.00 *	183.00 *	01/04/23	D
Turfing (winter months only after grave has settled)	118.00	118.00	01/04/23	D
Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	668.00	668.00	01/04/23	D
Extension of exclusive rights of burial for 10 years flat stone cremated remains plot	398.00	398.00	01/04/23	D
Tablet with first inscription	508.00	508.00	01/04/23	D
Additional / subsequent inscriptions	189.00	199.00	01/04/24	D
First inscription on a pre-purchased tablet	259.00	259.00	01/04/23	D
Reguild/repaint per letter	2.20 *	2.25 *	01/04/24	D
Admin fee for reguild/repaint	25.00	30.00	01/04/24	D
Blank stone	389.00	389.00	01/04/23	D
Photograph fixed to memorial	327.00	327.00	01/04/23	D
Granite memorial vases for use with cremated remains tablets	103.00	103.00	01/04/23	D
Additional letter on granite vase	3.90	3.99	01/04/24	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
South Essex Crematorium				
Cremation includes organ/organist/polytainer or biodegradable casket:				
1 Hospital Contract Non-viable foetus cremation	85.00	90.00	01/04/24	D
2 Resident child not exceeding 16 years	No charge	No charge	01/04/20	N/A
3 Non resident up to 6 years	123.00	129.00	01/04/24	D
4 Non resident from 6 years but not exceeding 16 years	242.00	254.00	01/04/24	D
5 Unattended Cremation (adult)	580.00	580.00	01/04/21	D
6 Early morning adult cremation 15 minute service	780.00	780.00	01/04/21	D
7 Over 16 years in the East Chapel 40 min slot	1,060.00	1,060.00	01/12/23	D
8 Week-end cremation (Subject to availability) in South Chapel 1 hour slot	1,855.00	1,855.00	01/04/23	D
9 Two adult cremations in the East Chapel using same 40 min slot	1,575.00	1,671.00	01/04/24	C
10 Over 16 years in the South Chapel one hour slot	1,115.00	1,115.00	01/12/23	D
11 Two adult cremations in the South Chapel using same one hour slot	1,640.00	1,740.00	01/04/24	C
12 Non-resident unattended non-viable baby up to 23 weeks and 6 days	73.00	76.00	01/04/24	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Additional Services and Surcharges				
Bookings cancelled after 10am one working day before reserved time	292.00	307.00	01/04/24	D
Surcharge for services over-running	292.00	307.00	01/04/24	D
Surcharge for cremation after 4pm	292.00	307.00	01/04/24	D
Surcharge for unattended cremation and use of either chapel at a different time	144.00	151.00	01/04/24	D
Use of East chapel for private memorial service or extra time	285.00	302.00	01/04/24	D
Use of South Chapel for private memorial service or extra time	530.00	575.00	01/04/24	D
Use of East chapel for private memorial service for cremated remains from away	293.00	310.00	01/04/24	D
Strewing (burial) of cremated remains from elsewhere	122.00	128.00	01/04/24	D
Witness committal	60.00	63.00	01/04/24	D
Week-end witness committal	119.00	125.00	01/04/24	D
Witness committal week-end child resident	60.00	63.00	01/04/24	D
Witness committal weekday child non-resident	60.00	63.00	01/04/24	D
Witness committal week-end child non-resident	119.00	125.00	01/04/24	D
2 Simultaneous week-end witness committals	206.00	216.00	01/04/24	D
2 Simultaneous weekday witness committals	103.00	108.00	01/04/24	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Additional Services and Surcharges				
Live webcast (price provided upon request)	RRP *	RRP *	01/04/24	D
Live webcast plus watch again & downloadable link (price provided upon request)	RRP *	RRP *	01/04/24	D
Keepsake copy of service including pro-tribute if ordered (price provided upon request)	RRP *	RRP *	01/04/24	D
Visual tribute (VT) slideshow (price provided upon request)	RRP *	RRP *	01/04/24	D
Pro-tribute (price provided upon request)	RRP *	RRP *	01/04/24	D
Family made VT with Video (price provided upon request)	RRP *	RRP *	01/04/24	D
Keepsake copy of tribute (price provided upon request)	RRP *	RRP *	01/04/24	D
Downloadable copy of VT (price provided upon request)	RRP *	RRP *	01/04/24	D
Additional keepsake copies (price provided upon request)	RRP *	RRP *	01/04/24	D
Extra 25 photos (price provided upon request)	RRP *	RRP *	01/04/24	D
Extra work (price provided upon request)	RRP *	RRP *	01/04/24	D
Webcast surcharge to include watch again and downloadable link (price provided upon request)	RRP *	RRP *	01/04/24	D
Storage of cremated remains after one month per quarter	62.00	65.00	01/04/24	D
Storage of cremated remains after one month per year	144.00	151.00	01/04/24	D
Genealogy searches per search not through deceased online	30.00 *	31.00 *	01/04/24	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Containers				
Bronzed metal urns	82.00 *	86.00 *	01/04/24	D
Standard wooden or metal casket	95.00 *	95.00 *	01/04/23	D
Juvenile caskets	38.00 *	38.00 *	01/04/23	D
Various decorative urns/caskets (price provided upon request)	RRP *	RRP* *	01/04/24	D
Dedicated hymn book	93.00 *	93.00 *	01/04/23	D
Various keepsake memorials made from or to contain cremated remains including diamonds, paperweights, jewellery (price provided upon request)	RRP *	RRP* *	01/04/24	D
Memorials				
Kerb Plaques				
Perspex plaque only	133.00 *	133.00 *	01/04/23	D
Bronze plaque only	264.00 *	324.00 *	01/04/24	D
Rights to second dedication (plus cost of plaque)	127.00	129.00	01/04/24	D
Kerb plaque - Rights or Renewal	262.00	265.00	01/04/24	D
Single motif on a perspex or bronze plaque	32.00 *	33.00 *	01/04/24	D
Two motifs on a perspex or bronze plaque	60.00 *	62.00 *	01/04/24	D
Bronze Wall Plaque				
Bronze wall plaque only	264.00 *	324.00 *	01/04/24	D
Bronze wall plaque renewal	262.00	265.00	01/04/24	D
Supplier refurbishment of a Bronze plaque	77.00 *	79.00 *	01/04/24	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Large Wall Plaques				
Single Slate or Large Bronze Wall Plaques				
Single plaque only	354.00 *	368.00 *	01/04/24	D
Single plaque - Rights for ten years	262.00	265.00	01/04/24	D
Single plaque - Renewal for ten years	262.00	265.00	01/04/24	D
Double Slate Wall Plaque single inscription	531.00 *	552.00 *	01/04/24	D
Double Slate Wall Plaque double inscription	859.00 *	893.00 *	01/04/24	D
Double Slate Wall Plaque second inscription within 1 year of original dedication	190.00 *	192.00 *	01/04/24	D
Double Plaque - Rights for 10 years	525.00	530.00	01/04/24	D
Double Plaque - 10 year renewal	525.00	530.00	01/04/24	D
Wall Niche for 10 years				
Purchase of Single Niche for 10 years	905.00	914.00	01/04/24	D
Renewal of Single Niche for 10 years	905.00	914.00	01/04/24	D
Renewal for Single Niche for 5 years	552.00	557.00	01/04/24	D
Replacement single plaque	607.00 *	625.00 *	01/04/24	D
Purchase for Double Niche for 10 years	1,833.00	1,851.00	01/04/24	D
Renewal of Double Niche for 10 years	1,833.00	1,851.00	01/04/24	D
Renewal for Double Niche for 5 years	1,010.00	1,020.00	01/04/24	D
Replacement double plaque	939.00 *	967.00 *	01/04/24	D
Wall Niche rights for second inscription	155.00	157.00	01/04/24	D

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Resources Bereavement Services

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Wall Niche Additional Items:				
Motif (optional)	100.00 *	101.00 *	01/04/24	D
2 simultaneous Wall Niche interments	324.00 *	337.00 *	01/04/24	D
Additional bud vase	35.00 *	36.00 *	01/04/24	D
Additional inscription	296.00 *	302.00 *	01/04/24	D
Casket including nameplate	100.00 *	101.00 *	01/04/24	D
Photograph	327.00 *	330.00 *	01/04/24	D
Sanctum ii Vaults for 10 years				
Second interment	180.00	187.00	01/04/24	D
2 simultaneous Sanctum interments	309.00	321.00	01/04/24	D
Sanctum second inscription	607.00 *	734.00 *	01/04/24	D
Sanctum plaque	484.00 *	593.00 *	01/04/24	D
10 year Rights	1,198.00	1,209.00	01/04/24	D
10 year Renewal	1,198.00	1,209.00	01/04/24	D
5 year Rights	697.00	704.00	01/04/24	D
5 year Renewal	697.00	704.00	01/04/24	D
Regilding (Inc. postage)	129.00 *	134.00 *	01/04/24	D
Replacement vase	22.00 *	23.50 *	01/04/24	D

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Resources Bereavement Services

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Vase Blocks and Tablets (includes Scented Garden Memorials)				
Vaseblock tablet	288.00 *	345.00 *	01/04/24	D
Vaseblock Rights for 10 years	608.00	614.00	01/04/24	D
Vaseblock Renewal for 10 years	608.00	614.00	01/04/24	D
Memorials				
Summer House Memorial				
Floris plaque only	180.00 *	182.00 *	01/04/24	D
Floris plaque Rights for 10 years	265.00	268.00	01/04/24	D
Floris plaque Renewal for 10 years	265.00	268.00	01/04/24	D
Posy holder rights for 10 years	165.00	165.00	01/04/23	D
Posy holder Renewal for 10 years	165.00	165.00	01/04/23	D
Posy holder memorial	23.00 *	23.00 *	01/04/23	D

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Shrub, Rose or Tree with 10 Year dedication				
Shrub or Rose (including Bronze stem plaque)	265.00 *	324.00 *	01/04/24	D
Shrub 10 year Rights (also applies to vase block with rose)	705.00	712.00	01/04/24	D
Shrub 10 year Renewal (also applies to vase block with rose)	705.00	712.00	01/04/24	D
Shrub 5 year Renewal (also applies to vase block with rose)	456.00	461.00	01/04/24	D
Tree (including bronze stem or Strap plaque)	265.00 *	281.00 *	01/04/24	D
Tree 10 year Rights	860.00	869.00	01/04/24	D
Tree 10 year Renewal	860.00	869.00	01/04/24	D
Tree 5 year Renewal	530.00	535.00	01/04/24	D
Benches and Chairs - 10 Year dedications				
Bench / Replacement bench	1,315.00 *	1,367.00 *	01/04/24	D
Chair / Replacement chair	768.00 *	799.00 *	01/04/24	D
Bench 10 year Rights	1,194.00	1,206.00	01/04/24	D
Bench 10 year Renewal	1,194.00	1,206.00	01/04/24	D
Chair 10 year Rights	1,060.00	1,071.00	01/04/24	D
Chair 10 year Renewal	1,060.00	1,071.00	01/04/24	D

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Benches and Chairs - 10 year dedications (continued)				
Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001)	55.00 *	58.00 *	01/04/24	D
Renovation of bench	237.00 *	250.00 *	01/04/24	D
Renovation of chair	150.00 *	158.00 *	01/04/24	D
Replacement summerhouse chair	775.00 *	818.00 *	01/04/24	D
Summerhouse chair - Renewal Rights	517.00	522.00	01/04/24	D
Bench, Tree & Shrub additional dedications				
Rights to second dedication within 1 year of original (plus cost of plaque)	128.00	130.00	01/04/24	D
Rights to second dedication after 1 year of original or renewal per remaining year of lease (plus cost of plaque)	25.00	26.00	01/04/24	D
Rights to second dedication life time of item (plus cost of plaque)	519.00	524.00	01/04/24	D
Replacement bronze plaque	265.00 *	324.00 *	01/04/24	D
Replacement perspex plaque	134.00 *	133.00 *	01/04/24	D

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Resources Bereavement Services

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Miscellaneous Memorials				
Mallard bridge	366.00 *	381.00 *	01/04/24	D
Administration fee for private purchase of plaque (plus cost of plaque)	53.00 *	75.00 *	01/04/24	D
Replacement metal vase	22.00 *	23.50 *	01/04/24	D
Floral arrangements stand - plus cost of flowers	36.00 *	36.00 *	01/04/23	D
Hanging baskets (per year)	146.00 *	148.00 *	01/04/24	D
Sculpture garden memorial	264.00 *	264.00 *	01/04/23	D
Sculpture garden rights	608.00	614.00	01/04/24	D
Sculpture Renewal	608.00	614.00	01/04/24	D
Birdbath rights	608.00	614.00	01/04/24	D
Birdbath Renewal	608.00	614.00	01/04/24	D
Books of Remembrance				
2 line entry	80.00 *	80.00 *	01/04/23	D
3 - 5 lines	172.00 *	174.00 *	01/04/24	D
6 - 8 lines	249.00 *	251.00 *	01/04/24	D
Additional line	27.00 *	30.00 *	01/04/24	D
Cards of Remembrance & additional entries in existing miniature books				
2 line entry	43.00 *	44.00 *	01/04/24	D
3 - 5 lines	74.00 *	75.00 *	01/04/24	D
6 - 8 lines	115.00 *	116.00 *	01/04/24	D

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Miniature Triptych of Remembrance/Book of Remembrance				
2 line entry	85.00 *	86.00 *	01/04/24	D
3 - 5 lines	120.00 *	121.00 *	01/04/24	D
6 - 8 lines	157.00 *	159.00 *	01/04/24	D
Book of Remembrance Sundries				
Motif	90.00 *	95.00 *	01/04/24	D
Triptych photograph	90.00 *	95.00 *	01/04/24	D
Mini Headstone Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	1,166.00	1,166.00	01/04/23	D
Extension of exclusive rights of burial for 10 years mini headstone cremated remains plot	490.00	490.00	01/04/23	D
Memorial and installation with first 60 characters	1,240.00	1,240.00	01/04/23	D
Additional inscription rate per letter	3.90	3.99	01/04/24	D
Reguild/repaint per letter	2.20	2.25	01/04/24	D
Admin fee for reguild/repaint	25.00	40.00	01/04/24	D
Blank headstone only	314.00	314.00	01/04/23	D
Photograph fixed to memorial	327.00	327.00	01/04/23	D
Replacement Granite memorial vase only for Mini headstone	103.00	103.00	01/04/23	D
Inscription first 60 characters on a pre purchased memorial	278.00	340.00	01/04/24	D
Blank memorial headstone only	900.00	900.00	01/04/23	D

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Mini Headstone Cremated Remains Burial Plots (continued)				
Stone chippings per bag	64.00	65.00	01/04/24	D
Flower holder	23.00	23.00	01/04/23	D
Book of Remembrance Memorial Tree				
Memorial Tree leaf 10 year Rights	165.00	167.00	01/04/24	D
Memorial Tree leaf 10 year Renewal	165.00	167.00	01/04/24	D
Memorial Tree leaf plaque	90.00 *	91.00 *	01/04/24	D
Rights for second inscription - Rights remain the same (plus cost of plaque)	127.00	128.00	01/04/24	D
Advertising Fees - Pre Funeral Brochure				
Display Advertisement quarter A4 page	680.00 *	680.00 *	01/04/23	D
Display and Directory entry quarter A4 page	880.00 *	880.00 *	01/04/23	D
Display Advertisement half A4 page	902.00 *	902.00 *	01/04/23	D
Display and Directory entry half A4 page	1,070.00 *	1,070.00 *	01/04/23	D
Display Advertisement full A4 page	1,104.00 *	1,104.00 *	01/04/23	D
Display and Directory entry full A4 page	1,268.00 *	1,268.00 *	01/04/23	D
Display Advertisement full inside back A4 page	1,355.00 *	1,355.00 *	01/04/23	D
Display and Directory entry full inside back A4 page	1,519.00 *	1,519.00 *	01/04/23	D
Copy design simple half page	56.00 *	56.00 *	01/04/23	D

Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

Resources Bereavement Services

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Advertising Fees - Pre Funeral Brochure (continued)				
Copy design complex full page All fees discounted by 10% for repeat customers	82.00 *	82.00 *	01/04/23	D
Arboria Plaques				
Arboria Plaque with text only	195.00 *	195.00 *	01/04/23	D
Arboria Plaque with text and engraved motif	227.00 *	227.00 *	01/04/23	D
Arboria Plaque with text; engraved and painted motif	260.00 *	260.00 *	01/04/23	D
Arboria Plaque with text and ceramic photo	313.00 *	313.00 *	01/04/23	D
Arboria Plaque Rights for 10 years	263.00	263.00	01/04/23	D
Arboria Plaque Renewal for 10 years	263.00	263.00	01/04/23	D

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Resources Registrars

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Registrar of Births, Deaths and Marriages and Civil Partnerships:				
Places of Worship Registration Act 1855 Section 5				
Certification of place of meeting for religious worship	29.00	29.00	01/09/14	A
Marriage Act 1949:				
Section 27 (6) Entering a notice of marriage in a marriage notice book				
(A) Where both parties to the proposed marriage are exempt persons within the meaning of section 49 Immigration act 2014	35.00	35.00	01/04/12	A
(B) In any other cases from 2nd March 2014	47.00	47.00	02/03/15	A
Section 41 (6) Registration of building for solemnization of marriages				
Section 51 Fee of registrar for attending marriage/civil partnership:				
(i) At a register office	46.00	46.00	01/04/12	A
(ii) At a registered building or at a place where the house hold or detained person usually resides	86.00	86.00	01/09/14	A
(iii) Fee of Superintendent Registrar for attending marriage/civil partnership at the place where:				
a) Housebound or	84.00	84.00	01/09/14	A
b) Detained person usually resides	94.00	94.00	01/09/14	A

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C - Inflationary and rounding increases

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

Resources Registrars

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Immigration Act 2016 :				
Consideration by a Superintendent Registrar of a divorce/civil partnership dissolution obtained outside of the British Isles (from 01/11/17)	50.00	50.00	01/04/18	A
Consideration by the Registrar General of a divorce/civil partnership dissolution obtained outside of the British Isles (from 01/11/17)	75.00	75.00	01/04/18	A
Consideration of a reduction in the 28 day notice to marry or form a civil partnership (from 01/11/17)	60.00	60.00	01/04/18	A
Marriage Act 1949 (continued):				
Section 64(1)				
Certified copy of entry issued under the subsection:				
(i) When application is made at the time of registering	11.00	11.00	16/02/19	A
(ii) After the time of registration	11.00	11.00	16/02/19	A
Certified copy of entry for Civil Partnerships:				
(i) At the time of registration	11.00	11.00	16/02/19	A
(ii) After the time of registration	11.00	11.00	16/02/19	A

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Resources Registrars

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Marriage Act 1949 (continued):				
Section 64(2) General search of indexes of register of books kept by superintendent registrars	18.00	18.00	01/04/04	A
Certified copy of entry issued under that sub-section	11.00	11.00	16/02/19	A
Section 65(2) Certified copy of entry, following search of indexes kept at General Register Office	11.00	11.00	16/02/19	A
Births, Deaths Registration Act 1953:				
At the time of registration	11.00	11.00	16/02/19	A
After the time of registration	11.00	11.00	16/02/19	A
Section 30(2) certified copy of entry following search of indexes kept at General Register Office	11.00	11.00	16/02/19	A

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Resources Registrars

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Immigration Act 2016 :				
Fees for corrections to Initial Registration				
Forename added within 12 months of birth registration	40.00	40.00	01/11/17	A
Consideration by Registrar/Superintendent Registrar of a correction application (from 01/11/17)	75.00	75.00	01/11/17	A
Consideration by Registrar General of a correction application	90.00	90.00	01/11/17	A
Priority Certificate Fee 24 hr service	35.00	35.00	16/02/19	A
Fees for conversion of a Civil Partnership into Marriage				
Conversion of a civil partnership into marriage at the register office	45.00	45.00	01/11/17	A
Two stage procedure on other premises				
Completing the declaration	27.00	27.00	01/11/17	A
Signing the declaration in a religious building registered for the marriage of same sex couples	91.00	91.00	01/11/17	A

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Resources Registrars

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Registrar of births, deaths, marriages and civil partnerships:				
Off site attendance to officiate at an approved premise wedding/civil partnership:				
Monday to Friday	675.00	700.00	01/04/24	D
Saturday	795.00	830.00	01/04/24	D
Sunday/ Bank Holiday	810.00	860.00	01/04/24	C
On site attendance to officiate at a CEREMONY held in Langtons Hall & Orangery - HIGH SEASON				
Monday to Thursday	670.00	700.00	01/04/24	D
Friday (Inc. red carpet)	800.00	900.00	01/04/24	D
Saturday (Inc. red carpet)	930.00	1,100.00	01/04/24	D
Sunday/ Bank Holiday (Inc. red carpet)	1,200.00	1,400.00	01/04/24	D
On site attendance to officiate at a CEREMONY held in Langtons Hall - LOW SEASON				
Monday to Thursday	565.00	580.00	01/04/24	D
Friday	700.00	730.00	01/04/24	D
Saturday	825.00	850.00	01/04/24	D
Sunday/ Bank Holiday	930.00	960.00	01/04/24	D

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Resources Registrars

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
On site attendance to officiate at a CEREMONY held at Langtons House - HIGH SEASON				
Monday to Thursday	425.00	450.00	01/04/24	D
Friday	620.00	650.00	01/04/24	D
Saturday	775.00	825.00	01/04/24	C
Sunday	945.00	980.00	01/04/24	D
On site attendance to officiate at a CEREMONY held at Langtons House - LOW SEASON				
Monday to Thursday	350.00	380.00	01/04/24	D
Friday	515.00	550.00	01/04/24	C
Saturday	645.00	675.00	01/04/24	D
Sunday	790.00	820.00	01/04/24	D
(An additional amount is charged if any ceremony falls on the following three days: Valentine's Day, Christmas Eve or New Year's Eve and the whole of December)	125.00	150.00	01/04/24	D

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Resources Registrars

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
On Site attendance to officiate at a small ceremony held in the East or West room				
LOW season	200.00	250.00	01/04/24	D
HIGH season		300.00	01/04/24	NEW
Individual Citizenship Ceremony	195.00	200.00	01/04/24	D
Wedding Rehearsal fee (per half hour)	60.00	65.00	01/04/24	C
Wedding Packages				
Friday Silver Package (exc. linen) - LOW SEASON	1,800.00	2,000.00	01/04/24	D
Friday Silver Package (exc. linen) - HIGH SEASON	2,315.00	2,500.00	01/04/24	C
Sunday Gold Package (exc. linen) - LOW SEASON	2,575.00	2,700.00	01/04/24	C
Sunday Gold Package (exc. Linen) - HIGH SEASON	3,300.00	3,500.00	01/04/24	C
Non Refundable deposit payable for packages	500.00	500.00	01/04/20	D
Surcharge Evening Wedding (after 5pm) ALL YEAR 1 Mar - 31 Oct	225.00	225.00	01/04/24	D
Surcharge Evening Twilight Wedding (5pm) 1 Nov - 28 Feb	260.00	300.00	01/04/24	D

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Resources Registrars

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Payment in advance of a non-refundable booking fee for Register Office Weddings only - consists of statutory fee of £46 for ceremony and statutory fee of £11 for marriage cert. (in line with statutory fee for Register Office wedding)	57.00	57.00	01/04/20	D
Change of ceremony appointment fee	60.00	65.00	01/04/24	C
PRIORITY Appointment Service (additional casual registrars used to cover up to one hour)	30.00	35.00	01/04/24	D
ENHANCED FEE Ceremony choices & use of the Hall for 2 hours		85.00	01/04/24	NEW
Late payment fee - Ceremonies if payment not received within 3 months of Ceremony		50.00	01/04/24	NEW
24 hr Copy Certificate requests	25.00	25.00	01/04/23	D
Non-Refundable appointment fee	35.00	35.00	01/04/20	D

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Resources Registrars

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Langtons Hall Hire (Hourly)				
Monday - Friday 9.00-17.00	45.00	50.00	01/04/24	C
Monday - Thursday 17.00-24.00	60.00	65.00	01/04/24	C
Friday 9.00 - 17.00	95.00	100.00	01/04/24	C
Friday Evening, Saturday and Sunday	95.00	100.00	01/04/24	C
Damage deposit for Langton's Hall function bookings	500.00	500.00	01/04/24	D
Change of Name Fee (includes one certificate)	60.00	65.00	01/04/24	C
Additional copies purchased on same day of appointment	11.00	11.00	01/04/22	D
Additional copies purchased after the day of appointment	20.00	20.00	01/04/23	D
Certificate of Existence	30.00	35.00	01/04/24	D
Sale of birth wallets to other Local Authorities (sale per wallet)	1.55	1.55	01/12/22	D

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Resources Registrars

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Langtons Room Hire (Hourly Minimum 2 hours)				
Room Hire Monday - Sunday 09.00 - 21.00	45.00	50.00	01/04/24	C
Charity Room Hire Monday - Thursday 09.00 - 21.00 (A discount of 40% applies for Charity/Community groups by application)	27.00	30.00	01/04/24	C
Langtons Meeting Room Hire (Top Floor)				
Room hire Monday - Friday 09.00 - 21.00	25.00	30.00	01/04/24	D
Sponsorship for Langtons Ceremony Brochure				
Index entry	100.00	100.00	01/04/20	D
Whole Page landscape	650.00	650.00	01/04/23	D
Half Page Portrait	400.00	400.00	01/04/23	D
Index Listing	100.00	100.00	01/04/23	D
Website Only advertising	100.00	100.00	01/04/23	D
Postage Costs:				
Copy certificates by 1st class recorded delivery	5.00	5.00	01/04/20	D
Special guaranteed next day delivery	8.00	8.00	01/04/22	D
Wedding Fair Exhibitor Space in Langtons House	260.00	200.00	01/04/24	D

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Borough Roads:				
Note: Unlicensed Skips/Materials will be on the spot fined & removed	745.00	745.00	01/04/23	D
(i) Each Skip / Builders materials on public highway				
Up to first 14 days	90.00	150.00	01/04/24	B
Each additional period of up to 7 days	80.00	100.00	01/04/24	B
(ii) Structures / Hoardings / Scaffolds				
Bond				
£164.50 per linear metre - Minimum 6 Metres	987.00	987.00	01/04/23	D
Licence				
Per 6m. Minimum charge length 6 metres & combined inspection	790.00	870.00	01/04/24	B
(iii) Vehicle Crossovers (per square metre)	270.00	286.50	01/04/24	C
Non refundable charge for assessing applications	230.00	244.00	01/04/24	C
Waste disposal surcharge	30.00	31.80	01/04/24	C
(iv) Road Closures (per road) for Utility companies	2,500.00 *	2,750.00 *	01/04/24	D
(v) Clearance of Blocked Drains (VAT will be added unless working under Statutory power)	175.00	185.70	01/04/24	C

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
(vi) Crane license				
Minimum	378.00	415.00	01/04/24	B
Maximum	685.00	755.00	01/04/24	B
(vii) Section 50 Licence (private individual to place/maintain apparatus in highway)				
Major works permit	1,426.00	1569.00	01/04/24	B
Standard works permit	1,214.00	1335.00	01/04/24	B
Minor works permit	1,055.00	1161.00	01/04/24	B
(viii) Building materials licenses				
Up to first 14 days	105.00	115.00	01/04/24	B
Each additional period of up to 7 days (renewal)	91.00	100.00	01/04/23	B
(ix) Compound / welfare unit				
Up to first 14 days	283.00	700.00	01/04/24	B
Each additional period up to 7 days (renewal)	76.00	350.00	01/04/24	B
(x) Over sail license (temporary)				
Base fee	436.00	462.60	01/04/24	C
Fee per month	97.00	103.00	01/04/24	C

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Refuse Collection:				
(i) Bulky Household Refuse				
1 to 3 items	55.00	66.00	01/04/24	B
Each additional item	14.00	17.00	01/04/24	B
(ii) Compostable garden refuse sacks (Year's supply of 5 rolls of 10 sacks per roll)				
Standard	70.00	84.00	01/04/24	B
Top up roll (10 sacks)	13.00	14.00	01/04/24	C
Top up roll delivery	5.00	6.00	01/04/24	B
(iii) Green Waste Collection Service (per annum) (Wheeled bin hire included)				
Full year	70.00	84.00	01/04/24	B
Late payment charge	6.00	6.50	01/04/24	C
Late payment charge after bin collection	12.00	13.00	01/04/24	C
Replacement bin charge	31.00	40.00	01/04/24	B

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
(iv) Trade Refuse Collection Service				
These charges will only apply if a business within the borough exercises its legal right to require the Council to undertake the collection rather than a private contractor.				
Trade refuse sacks (pack of 26)	178.00	189.00	01/04/24	C
Trade refuse sacks (pack of 26) for Charity shops	140.00	149.00	01/04/24	C
Cardboard Collection	7.00	7.50	01/04/24	C
Container emptying and disposal:				
1100 / Palladin / 660 litre bin -1st bin per visit	39.00	41.00	01/04/24	C
2nd & subsequent bins	38.00	40.00	01/04/24	C
360 litre wheeled bin	32.00	34.00	01/04/24	C
Charity shops	32.00	34.00	01/04/24	C
LBH Schools	32.00	34.00	01/04/24	C
2nd collection from residential blocks per bin	11.00	12.00	01/04/24	C

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
(iv) Trade Refuse Collection Service (continued)				
Container hire (per annum):				
Eurobins:				
1100 litres	263.00	279.00	01/04/24	C
660 litres	196.00	208.00	01/04/24	C
Chamberlains:				
940 litres	196.00	208.00	01/04/24	C
Palladin:				
940 litres	196.00	208.00	01/04/24	C
Container Sale				
360 litres recycling	93.00	99.00	01/04/24	C
(v) Clinical Waste				
Contracted collection service	15.00	16.00	01/04/24	C
Ad hoc collections	21.00	22.00	01/04/24	C
(vi) Special clearances of rubbish:				
Up to 30 minutes on site	123.00	131.00	01/04/24	C
Up to 1 hour on site	245.00	260.00	01/04/24	C
Each 15 minute thereafter	62.00	66.00	01/04/24	C

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
FOOTBALL AT PARKS WITH CRICKET (28 WEEKS)				
Adult				
Pavilion with washing facilities				
Each Saturday or Sunday during Season**	2,348.00	2,491.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	1,174.00	1,246.00	01/04/24	C
No Pavilion Facilities				
Each Saturday or Sunday during Season**	1,832.00	1,944.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	916.00	972.00	01/04/24	C
Junior (under 18) 7v7 & 9v9				
Each Saturday or Sunday during Season**	851.00	903.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	425.00	451.00	01/04/24	C
Junior (under 18) 11v11				
Each Saturday or Sunday during Season**	909.00	964.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	454.00	482.00	01/04/24	C
**Bookings of less than 10, will attract a VAT charge.				

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C - Inflationary and rounding increases

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

Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
FOOTBALL AT PARKS WITH CRICKET (32 WEEKS)				
Adult				
Pavilion with washing facilities				
Each Saturday or Sunday during Season**	2,684.00	2,848.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	1,342.00	1,424.00	01/04/24	C
No Pavilion Facilities				
Each Saturday or Sunday during Season**	2,094.00	2,222.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	1,047.00	1,111.00	01/04/24	C
Junior (under 18) 7v7 & 9v9				
Each Saturday or Sunday during Season**	973.00	1,032.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	486.00	516.00	01/04/24	C
Junior (under 18) 11v11				
Each Saturday or Sunday during Season**	1,039.00	1,102.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	519.00	551.00	01/04/24	C
**Bookings of less than 10, will attract a VAT charge.				

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C - Inflationary and rounding increases

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

Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
FOOTBALL AT WESTLANDS FIELD				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	3,084.00	3,272.00	01/04/24	C
Each alternate Saturday or Sunday during Season**	1,542.00	1,636.00	01/04/24	C
MINI SOCCER				
1 Hour Slots (during season)				
Each Saturday or Sunday**	426.00	452.00	01/04/24	C
Alternate Saturday or Sunday**	213.00	226.00	01/04/24	C
CRICKET				
No Pavilion Facilities				
Adults Each Saturday or Sunday during Season**	1,771.00	1,879.00	01/04/24	C
Pitches with Pavilions				
Adults Each Saturday or Sunday during Season**	3,179.00	3,373.00	01/04/24	C
**Bookings of less than 10, will attract a VAT charge.				

Basis of Increase:

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
BOOT CAMPS, PERSONAL TRAINING, SPORTS & FITNESS GROUPS at a separate charge) Up to 20 clients (details to be agreed with service)	515.00	550.00	01/04/24	C
ALLOTMENTS Land charge per acre	227.00	340.50	01/04/24	D
WEDDING PHOTOGRAPHY Exclusive use of area of a park for wedding photography (except Langtons Gardens)	62.50	66.50	01/04/24	C
FUNFAIRS & CIRCUSES Ground rent per day of operation (up to 7 rides, adult & juvenile / 500 seating capacity)	601.00	640.00	01/04/24	C
Ground rent per day of operation (more than 7 rides, adult & juvenile /500 seating capacity)	1,218.00	1292.30	01/04/24	C
Returnable deposit per visit. Up to 7 rides, adult & juvenile / 500 seating capacity	180.00	192.00	01/04/24	C
More than 7 rides, adult & juvenile / 500 seating capacity	365.00	390.00	01/04/24	C

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
COMMUNITY/CHARITY EVENTS				
<i>London Borough of Havering charities - a 20% discount can be applied (only if the charity is raising funds/providing entertainment/information which directly benefits the residents of Havering). The charity must be located in Havering and benefit all the community. Private/Religious Schools are exempt from this discount. The London Borough of Havering objective for charging large commercial events is to cover the cost of impact on residents and services</i>				
Small event (free entry/non-profit) max capacity - 300	155.00	164.50	01/04/24	C
Community/charity fundraising event (income generating)				
max capacity - 1000	515.00	546.50	01/04/24	C
max capacity - 2000	1,030.00	1093.00	01/04/24	C
max capacity - 6000	3,090.00	3278.50	01/04/24	C
max capacity - 8000	4,120.00	4371.30	01/04/24	C
Non-operational day	155.00	164.50	01/04/24	C
COMMERCIAL EVENTS				
The fees will be negotiated on application, taking into account size, impact on the site and site operators, impact on the borough and surrounding environs. Minimum charge at least double the rate charged for charities/community hires				

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(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
INFLATABLE FUNDAYS (per item)				
Busier sites (based on footfall)	26.00	27.60	01/04/24	C
Quieter sites (based on footfall)	10.50	11.15	01/04/24	C
Memorial Tree				
<i>Supply and planting of tree</i>	361.00	660.00	01/04/24	D
<i>Plaque</i>	103.00	109.30	01/04/24	C
Memorial Bench				
Supply and installation of bench	1,608.00	1,889.00	01/04/24	D
Plaque	103.00	109.30	01/04/24	C
PARKS (all events and activities are subject to appropriate licence fees at a separate charge)				
MISCELLANEOUS CHARGES				
Mobile catering unit (per month)	290.00	307.70	01/04/24	C
Raphael Park Meeting Room (charge per hour)	24.00	25.50	01/04/24	C
Tennis courts (fee per hour peak)		6.00	01/04/24	NEW
Tennis courts (fee per hour off-peak)		3.00	01/04/24	NEW

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(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of	Basis of Increase
CHARGES FOR NON SCHEDULED WORKS				
Week day rates				
18 tonne grab lorry and driver per hour	178.00 *	190.00 *	01/04/24	C
2 staff & a van (includes tools & machinery) per hour	86.00 *	91.25 *	01/04/24	C
1 staff & a van (includes tools & machinery) per hour	49.50 *	52.50 *	01/04/24	C
Tractor & implement, or trailer with operator per hour	55.50 *	58.90 *	01/04/24	C
Ride on mower & operator per hour	49.50 *	52.50 *	01/04/24	C
Member of staff per hour (standard hours)	36.00 *	38.20 *	01/04/24	C
Charge hand per hour (standard hours)	45.50 *	48.30 *	01/04/24	C
Shrub bed mulching (using composted whole tree mulch) per m2	4.50 *	Withdrawn *	01/04/24	D
Saturday rates				
1 staff & a van (includes tools & machinery) per hour	70.00 *	74.30 *	01/04/24	C
2 staff & a van (includes tools & machinery) per hour	126.00 *	133.70 *	01/04/24	C
Member of staff per hour (standard hours)	57.00 *	60.50 *	01/04/24	C
Charge hand per hour (standard hours)	68.50 *	72.70 *	01/04/24	C

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Place Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
TRAFFIC & PARKING CONTROL:				
Parking Facilities				
Penalty Charge Notices				
(Levels set by London Councils and agreed by the Mayor of London and endorsed by the Secretary of State)				
Less Serious Contravention Band A	80.00	80.00	01/04/11	A
Less Serious Contravention Band A if paid within 14 days	40.00	40.00	01/04/11	A
Serious Contravention Band A	130.00	130.00	15/04/11	A
Serious Contravention Band A paid within 14 days	65.00	65.00	15/04/11	A
Less Serious Band B	60.00	60.00	01/04/11	A
Less Serious paid within 14 days	30.00	30.00	01/04/11	A
Serious Band B	110.00	110.00	15/04/11	A
Serious Band B if paid within 14 days	55.00	55.00	15/04/11	A
Vehicle Clamping and Removal				
Vehicle Immobilisation release fee	70.00	70.00	01/04/11	A
Vehicle Pound release fee (if clamped)	200.00	200.00	01/04/11	A
Disposal Fee	70.00	70.00	01/04/11	A
Vehicle Pound storage fee (per day)	40.00	40.00	01/04/11	A

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
<i>For all paid for and free half hour parking sessions/charges on the following pages, optional reminder and extension text messages will be charged directly to the customer by the cashless parking application provider. Customers may opt in or out of this additional service. The associated charge per message is not levied by the Council. Where indicated free 30 minute parking sessions are limited to one per vehicle per day.</i>				
TRAFFIC & PARKING CONTROL:				
PARKING FACILITIES				
Romford Area Car Parks - Mixed Tariff				
Monday to Sunday (Period Hours)				
0 - 1	2.10 *	3.00 *	01/04/24	B
1 - 2	3.60 *	5.00 *	01/04/24	B
2 - 3	5.10 *	7.00 *	01/04/24	B
3 - 4	6.60 *	9.00 *	01/04/24	B
4 - 5	8.10 *	11.00 *	01/04/24	B
5 - 6	9.60 *	13.00 *	01/04/24	B
6 - 7	11.50 *	14.00 *	01/04/24	B
7 - 8	13.00 *	15.00 *	01/04/24	B
over 8	14.50 *	15.00 *	01/04/24	B
Lost Ticket	14.50 *	Withdrawn *	01/04/24	B
Solo Motorcycle	2.10 *	3.00 *	01/04/24	B
Overnight (applies to hours as advertised on site)	1.50 *	2.10 *	01/04/24	B

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Market Place (Non-market days)				
0 - 1	2.10 *	3.00 *	01/04/24	B
1 - 2	3.60 *	5.00 *	01/04/24	B
Overnight (Non-market days & applies to hours as advertised on site)	1.50 *	2.10 *	01/04/24	B
Solo Motorcycle	2.10 *	3.00 *	01/04/24	B

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
All Car Parks Excluding Romford (Hornchurch, Upminster, Collier Row, Cranham, Elm Park, Gidea Park & Rainham Area Car parks)				
Monday to Sunday (Period Hours)				
0 - 30 mins (1 boroughwide session per day)	No Charge *	No Charge *	01/04/21	B
0 - 1	2.10 *	3.00 *	01/04/24	B
1 - 2	3.60 *	5.00 *	01/04/24	B
2 - 3	5.10 *	7.00 *	01/04/24	B
3 - 4	6.60 *	9.00 *	01/04/24	B
4 - 5	8.10 *	11.00 *	01/04/24	B
5 - 6	9.60 *	13.00 *	01/04/24	B
6 - 7	11.50 *	14.00 *	01/04/24	B
7 - 8	13.00 *	15.00 *	01/04/24	B
Over 8	14.50 *	15.00 *	01/04/24	B
Solo Motorcycles	2.10 *	3.00 *	01/04/24	B
Overnight (applies to hours as advertised on site)	1.50 *	2.10 *	01/04/24	B

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Place Environment

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Season Tickets				
Romford Central Area				
All car parks:				
Annual	1,344.00 *	1,880.00 *	01/04/24	B
Per quarter	336.00 *	470.00 *	01/04/24	B
Per month	120.00 *	168.00 *	01/04/24	B
Outside Romford Central Area				
5 Day season – Balgores Square:				
Annual	1,344.00 *	1,880.00 *	01/04/24	B
per quarter	336.00 *	470.00 *	01/04/24	B
per month	120.00 *	168.00 *	01/04/24	B
All other car parks:				
Annual	1,165.00 *	1,631.00 *	01/04/24	B
per quarter	291.00 *	408.00 *	01/04/24	B
per month	104.00 *	146.00 *	01/04/24	B

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Place Environment

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
On Street Pay and Display				
Upminster Road South Monday to Sunday (Maximum Stay 1 hour)				
0 - 30 mins (1 boroughwide session per day)	No Charge	No Charge	06/04/15	N/A
0 - 1 hour	2.10	3.00	01/04/24	B
Solo Motorcycle	2.10	3.00	01/04/24	B
Romford				
Monday to Sunday (Maximum Stay 3 hours)				
0 mins - 1 hour	2.10	3.00	01/04/24	B
1 - 2	3.60	5.00	01/04/24	B
2 - 3	5.10	7.00	01/04/24	B
Solo Motorcycle	2.10	3.00	01/04/24	B

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Place Environment

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
On Street Pay and Display (continued)				
Ardleigh Green, Collier Row, Cranham, Elm Park, Gidea Park, Harold Hill, Harold Wood & Rainham, Honchurch & Upminster Town Centres				
Monday to Sunday (Maximum Stay 3 Hours)				
0 - 30 mins (1 borough wide session per day)	No Charge	No Charge	01/04/19	N/A
0 -1 hour	2.10	3.00	01/04/24	B
1 - 2 hours	3.60	5.00	01/04/24	B
2 - 3 hours	5.10	7.00	01/04/24	B
Solo Motorcycle	2.10	3.00	01/04/24	B

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Place Environment

(B) Charges determined by Cabinet

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Controlled Parking Zones				
Resident's parking permit (per annum)				
1st Permit per household	40.00	45.00	01/04/24	B
2nd Permit per household	80.00	90.00	01/04/24	B
3rd Permit per household	120.00	140.00	01/04/24	B
Resident's visitor permits (book of 10)	20.00	28.00	01/04/24	B
Resident's All Day visitor permits (book of 10)	50.00	70.00	01/04/24	B
Domestic Carer Permit (per annum)	40.00	40.00	01/04/21	B
Business Parking				
Business parking permits (per annum)	300.00	420.00	01/04/24	B
Business visitor permits (book of 10)	32.00	45.00	01/04/24	B
Commuter Bays (per annum)	952.00	1,400.00	01/04/24	B
Other Miscellaneous Charges				
CPZ Trade person waiver	20.00	21.25	01/04/24	C
Health and Homecare Permit (per annum)	80.00	80.00	01/04/23	D
Resident Season Ticket Car Parks (per annum)	200.00 *	212.00 *	01/04/24	C

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Disabled Blue Badge (per 3 years)	10.00	10.00	01/01/12	A
Car Parking in Parks and Open Spaces				
Monday to Friday				
0 - 30 mins (1 boroughwide session per day)	No Charge	No Charge	01/04/24	B
0 min -1 hour	No Charge	1.50 *	01/04/24	B
1 - 2 hours	No Charge	2.50 *	01/04/24	B
2 - 3 hours	No Charge	3.50 *	01/04/24	B
3hours + (maximum stay varies)	No Charge	5.00 *	01/04/24	B
Blue Badge holders (for up to maximum stay)	No Charge	No Charge	01/04/21	B
Saturday and Sunday				
0 - 30 mins (1 boroughwide session per day)		No charge	01/04/24	B
0 min to maximum stay (maximum stay varies)		1.50 *	01/04/24	B
Blue Badge holders (up to maximum stay)		No Charge	01/04/24	B
VEHICLE PARKING - WITHIN PARKS AND OPEN SPACES ONLY				
Release of vehicles that have been locked in a car park	80.00	120.00	01/04/24	D
Fee for vehicle left in car park overnight	107.00	Withdrawn	01/04/24	D

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Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Events Charging For Traffic Management and Parking				
Traffic Management per road closure if no diversion required An additional charge to be applied to the above charge for complex Traffic Management, costed on application.	384.00 *	407.42 *	01/04/24	C
Special Event Road closure	1,200.00 *	1,320.00 *	01/04/24	B
(i) Parking Bay suspensions				
Price per parking space per day (1 - 7 days)	60.00	64.00	01/04/24	C
Price per parking space per day (8 - 14 days)	115.00	122.00	01/04/24	C
Price per parking space per day (15 days +)	170.00	181.00	01/04/24	C

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
ENVIRONMENTAL HEALTH:				
Defra				
Stray Dog Service - Environmental Protection (Stray Dogs) Regulation 1992				
Impounding fee per dog	25.00	25.00	01/04/92	A
Gambling Act 2005				
Bingo club - Gambling Act 2005 Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A
Betting shop - Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A
Betting premises tracks - Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Family entertainment centres - Dept. of Culture and Media and Sport				
Application to vary	1,000.00	1,000.00	01/10/06	A
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A
Adult gaming centres - Dept. of Culture and Media and Sport				
Application to vary	1,000.00	1,000.00	01/10/06	A
Copy licence	25.00	25.00	01/10/06	A
Notification of change	50.00	50.00	01/10/06	A
Lottery - Dept. of Culture and Media and Sport				
New registration	40.00	40.00	01/10/06	A
Annual re registration	20.00	20.00	01/10/06	A
Permit fees - Dept. of Culture and Media and Sport				
Notification of right of licensed premises to have 2 gaming machines	50.00	50.00	01/10/06	A
Family entertainment centre - Dept. of Culture and Media and Sport				
New application	2,000.00	2,000.00	01/04/23	A
Change of name	25.00	25.00	01/10/06	A
Copy of permit	15.00	15.00	01/10/06	A

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Prize Gaming permit (S 16) Dept. of Culture and Media and Sport				
New application	300.00	300.00	31/03/05	A
Change of name	25.00	25.00	31/03/05	A
Copy of permit	15.00	15.00	31/03/05	A
Licensed premises gaming machine permit - Dept. of Culture Media and Sport				
New application (new operator)	150.00	150.00	31/03/05	A
New application (existing operator)	100.00	100.00	31/03/05	A
Vary a permit	100.00	100.00	31/03/05	A
Transfer application	25.00	25.00	31/03/05	A
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	A
Change of name	25.00	25.00	31/03/05	A
Copy of permit	15.00	15.00	31/03/05	A

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Club gaming machine permit - Dept. of Culture and Media and Sport				
New application	200.00	200.00	31/03/05	A
Renewal	100.00	100.00	31/03/05	A
New application (existing operator)	100.00	100.00	31/03/05	A
Vary a permit	100.00	100.00	31/03/05	A
Copy of permit	15.00	15.00	31/03/05	A
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	A
Environment Protection Act (Defra)				
Application Fee				
Standard Process	1,650.00	1,650.00	01/04/18	A
Additional fee for operating without a permit	1,188.00	1,188.00	01/04/18	A
Reduced fee activities (except VRs)	155.00	155.00	01/04/19	A
Vehicle refinisher	362.00	362.00	01/04/18	A
Service station PVR I & II combined	257.00	257.00	01/04/18	A
Reduced fee activities: Additional fee for operating without a permit.	71.00	71.00	01/04/19	A

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Environment Protection Act (Defra) (continued)				
Mobile screening and crushing plant	1,650.00	1,650.00	01/04/18	A
For the third to seventh applications	985.00	985.00	01/04/18	A
For the eight and subsequent applications	498.00	498.00	01/04/18	A
Note: Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts				
Annual subsistence charge				
Standard process Low (+£103)	772.00	772.00	01/04/18	A
Standard process Medium (+£156)	1,161.00	1,161.00	01/04/18	A
Standard process High (+£207)	1,747.00	1,747.00	01/04/18	A
<i>(+) to be added when the above standard process is for combined part B and waste site</i>				
Service stations PVR l/dry cleaner/ waste oil burner <0.4MW				
Low	79.00	79.00	01/04/18	A
Medium	158.00	158.00	01/04/18	A
High	237.00	237.00	01/04/18	A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Environment Protection Act (Defra) (continued)				
Vehicle refinisher				
Low	228.00	228.00	01/04/18	A
Medium	365.00	365.00	01/04/18	A
High	548.00	548.00	01/04/18	A
Service station PVRI and II combined				
Low	113.00	113.00	01/04/18	A
Medium	226.00	226.00	01/04/18	A
High	341.00	341.00	01/04/18	A
Odourising of natural gas				
Low	79.00	79.00	01/04/19	A
Medium	158.00	158.00	01/04/19	A
High	237.00	237.00	01/04/19	A
Mobile screening and crushing plant For the first and second plants				
Low	626.00	626.00	01/04/19	A
Medium	1,034.00	1,034.00	01/04/18	A
High	1,551.00	1,551.00	01/04/19	A

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Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Environment Protection Act (Defra) (continued)				
For the third to seventh applications				
Low	385.00	385.00	01/04/18	A
Medium	617.00	617.00	01/04/18	A
High	924.00	924.00	01/04/18	A
For the eighth and subsequent applications				
Low	198.00	198.00	01/04/18	A
Medium	316.00	316.00	01/04/19	A
High	473.00	473.00	01/04/18	A
Transfer and Surrender of a permit				
Standard process transfer	169.00	169.00	01/04/18	A
Standard process partial transfer	497.00	497.00	01/04/18	A
New operator at low risk reduced fee activity	78.00	78.00	01/04/18	A
Surrender: all Part B activities	No charge	No charge	01/05/12	A
Transfer : Service Stations and Waste Oil burners <0.4MW	No charge	No charge	01/05/12	A
Reduced fee activities: Transfer	No charge	No charge	01/05/12	A
Reduced fee activities: partial transfer	47.00	47.00	01/04/18	A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Transfer and Surrender of a permit (continued)				
Temporary				
First transfer	53.00	53.00	01/04/19	A
Transfer for mobiles				
Repeat transfer	11.00	11.00	01/04/19	A
Repeat following enforcement or warning	53.00	53.00	01/04/19	A
Substantial changes to s10 and s11				
One off annual payment				
Standard process	1,050.00	1,050.00	01/04/18	A
Standard process where the substantial change results in a new PPC activity	1,650.00	1,650.00	01/04/18	A
Reduced fee activities	102.00	102.00	01/04/18	A
Note: Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil burners under 0.4MW				

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Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Environmental Protection Act (DEFRA): LAPPC mobile plant charges				
Number of Permits				
1 Low	646.00	646.00	01/04/19	A
1 Medium	1,034.00	1,034.00	01/04/19	A
1 High	1,506.00	1,506.00	01/04/19	A
2 Low	646.00	646.00	01/04/19	A
2 Medium	1,034.00	1,034.00	01/04/19	A
2 High	1,506.00	1,506.00	01/04/19	A
3 Low	385.00	385.00	01/04/19	A
3 Medium	617.00	617.00	01/04/19	A
3 High	924.00	924.00	01/04/19	A
4 Low	385.00	385.00	01/04/19	A
4 Medium	617.00	617.00	01/04/19	A
4 High	924.00	924.00	01/04/19	A
5 Low	385.00	385.00	01/04/19	A
5 Medium	617.00	617.00	01/04/19	A
5 High	924.00	924.00	01/04/19	A
6 Low	385.00	385.00	01/04/19	A
6 Medium	617.00	617.00	01/04/19	A
6 High	924.00	924.00	01/04/19	A

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Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Environmental Protection Act (DEFRA): LAPPC mobile plant charges (continued)				
7 Low	385.00	385.00	01/04/19	A
7 Medium	617.00	617.00	01/04/19	A
7 High	924.00	924.00	01/04/19	A
8 and over Low	198.00	198.00	01/04/19	A
8 and over Medium	316.00	316.00	01/04/19	A
8 and over High	473.00	473.00	01/04/19	A
<p>Note: Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.</p>				

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Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Licensing Act 2003 fees set by Home Office				
Application for the grant or renewal of a personal licence	37.00	37.00	01/11/05	A
Temporary event notice	21.00	21.00	01/11/05	A
Theft, loss, etc. of premises licence or summary	21.00	21.00	01/11/05	A
Application for a provisional statement where premises being built etc.	10.50	10.50	01/11/05	A
Notification of change of name or address	10.50	10.50	01/11/05	A
Application to vary licence to specify individual as premises supervisor	23.00	23.00	01/11/05	A
Application for transfer of premises licence	23.00	23.00	01/11/05	A
Interim authority notice following death etc. of licence holder	10.50	10.50	01/11/05	A
Theft, loss etc. of certificate or summary	23.00	23.00	01/11/05	A
Notification of change of name or alteration of rules of club	23.00	23.00	01/11/05	A
Change of relevant registered address of club	23.00	23.00	01/11/05	A
Theft, loss etc. of temporary event notice	10.50	10.50	01/11/05	A
Theft, loss etc. of personal licence	10.50	10.50	01/11/05	A
Duty to notify change of name or address	10.50	10.50	01/11/05	A
Right of freeholder etc. to be notified of licensing matters	10.50	10.50	01/11/05	A

Basis of Increase:

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C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Main Fee Levels				
Based on non domestic rateable value:				
Band A £0 - £4,300				
Band B £4,301 - £33,000				
Band C £33,001 - £87,000				
Band D £87,001 - £125,000				
Band E £125,001 and over				
Premises Licences				
New Applications and variation				
Band A	100.00	100.00	01/11/05	A
Band B	190.00	190.00	01/11/05	A
Band C	315.00	315.00	01/11/05	A
Band D	450.00	450.00	01/11/05	A
Band E	635.00	635.00	01/11/05	A
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	900.00	900.00	01/11/05	A
Band E x 3	1,905.00	1,905.00	01/11/05	A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Premises Licences (continued)				
Annual maintenance fee to keep premises licence current.				
Band A	70.00	70.00	01/11/05	A
Band B	180.00	180.00	01/11/05	A
Band C	295.00	295.00	01/11/05	A
Band D	320.00	320.00	01/11/05	A
Band E	350.00	350.00	01/11/05	A
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	640.00	640.00	01/11/05	A
Band E x 3	1,050.00	1,050.00	01/11/05	A
Additional Fees				
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.				

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Additional Premises licence fee				
Numbers in attendance at any one time				
5,000 - 9,999	1,000.00	1,000.00	01/11/05	A
10,000 - 14,999	2,000.00	2,000.00	01/11/05	A
15,000 - 19,999	4,000.00	4,000.00	01/11/05	A
20,000 - 29,999	8,000.00	8,000.00	01/11/05	A
30,000 - 39,999	16,000.00	16,000.00	01/11/05	A
40,000 - 49,999	24,000.00	24,000.00	01/11/05	A
50,000 - 59,999	32,000.00	32,000.00	01/11/05	A
60,000 - 69,999	40,000.00	40,000.00	01/11/05	A
70,000 - 79,999	48,000.00	48,000.00	01/11/05	A
80,000 - 89,999	56,000.00	56,000.00	01/11/05	A
90,000 and over	64,000.00	64,000.00	01/11/05	A

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Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Additional annual maintenance fee payable (if applicable)				
Numbers in attendance at any one time				
5,000 - 9,999	500.00	500.00	01/11/05	A
10,000 - 14,999	1,000.00	1,000.00	01/11/05	A
15,000 - 19,999	2,000.00	2,000.00	01/11/05	A
20,000 - 29,999	4,000.00	4,000.00	01/11/05	A
30,000 - 39,999	8,000.00	8,000.00	01/11/05	A
40,000 - 49,999	12,000.00	12,000.00	01/11/05	A
50,000 - 59,999	16,000.00	16,000.00	01/11/05	A
60,000 - 69,999	20,000.00	20,000.00	01/11/05	A
70,000 - 79,999	24,000.00	24,000.00	01/11/05	A
80,000 - 89,999	28,000.00	28,000.00	01/11/05	A
90,000 and over	32,000.00	32,000.00	01/11/05	A

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Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Club premises certificates				
New application variation				
Band A	100.00	100.00	01/11/05	A
Band B	190.00	190.00	01/11/05	A
Band C	315.00	315.00	01/11/05	A
Band D	450.00	450.00	01/11/05	A
Band E	635.00	635.00	01/11/05	A
Annual maintenance fee				
Band A	70.00	70.00	01/11/05	A
Band B	180.00	180.00	01/11/05	A
Band C	295.00	295.00	01/11/05	A
Band D	320.00	320.00	01/11/05	A
Band E	350.00	350.00	01/11/05	A

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Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Explosives Regulations 2014 (set by HSE) Registration (Unlimited) initial application	500.00	500.00	01/04/17	A
Fireworks Explosives Regulations Health & Safety and Nuclear (Fees) Regulations 2016 Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, no minimum separation distance or a 0 metres separation distance is prescribed: (Storage of up to 250kg NEQ)				
New				
New application 1 year	111.00	113.00	01/04/24	A
New application 2 years	144.00	147.00	01/04/24	A
New application 3 years	177.00	181.00	01/04/24	A
New application 4 years	211.00	215.00	01/04/24	A
New application 5 years	243.00	248.00	01/04/24	A
Renewals				
Renewal 1 year	55.00	56.00	01/04/24	A
Renewal 2 years	88.00	90.00	01/04/24	A
Renewal 3 years	123.00	125.00	01/04/24	A
Renewal 4 years	155.00	158.00	01/04/24	A
Renewal 5 years	189.00	193.00	01/04/24	A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Explosives Regulations 2014 (set by HSE) continued				
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is required: (Storage between 250kg and 2,000kg NEQ)				
New				
New application 1 year	189.00	193.00	01/04/24	A
New application 2 years	248.00	253.00	01/04/24	A
New application 3 years	311.00	317.00	01/04/24	A
New application 4 years	382.00	390.00	01/04/24	A
New application 5 years	432.00	441.00	01/04/24	A
Renewals				
Renewal 1 year	88.00	90.00	01/04/24	A
Renewal 2 years	150.00	153.00	01/04/24	A
Renewal 3 years	211.00	215.00	01/04/24	A
Renewal 4 years	272.00	277.00	01/04/24	A
Renewal 5 years	333.00	340.00	01/04/24	A
Varying a licence (For any other variation-the reasonable cost to the licensing authority of having the work carried out)				
Varying the name of licensee or address of site	37.00	38.00	01/04/24	A
Transfer of licence	37.00	38.00	01/04/24	A
Replacement of licence if lost	37.00	38.00	01/04/24	A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
ENVIRONMENTAL HEALTH:				
Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976)				
New application Part A	384.00	407.00	01/04/24	C
New application Part B	116.00	124.00	01/04/24	C
Note: total fee for new application £531				
Renewal Part A	384.00	407.00	01/04/24	C
Renewal Part B	116.00	124.00	01/04/24	C
Note: total fee for renewal £531				
Replacement or Copy of Keeping of dangerous wild animals Application/Renewal	50.00	53.00	01/04/24	C

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Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
ENVIRONMENTAL HEALTH:				
Animal Welfare Licences (The Animal Welfare (Licensing of Activities Involving Animals) England) Regulations 2018				
Providing and arranging boarding for cat/dog kennels, home boarding for dogs				
New Application Part B (Issue Fee)	394.00	418.00	01/04/24	C
New Application Part B (Issue Fee)	197.00	209.00	01/04/24	C
Note: total fee for new application £627				
Renewal Part A (Application Fee)	361.00	383.00	01/04/24	C
Renewal Part B (Issue Fee)	132.00	140.00	01/04/24	C
Note: total fee for renewal application £523				
Dog Daycare				
Dog Daycare Part A (Application Fee)	394.00	418.00	01/04/24	C
Dog Daycare Part 3 (Issue Fee)	197.00	209.00	01/04/24	C
Note: total fee for new application £627				
Renewal Part A (Application Fee)	361.00	383.00	01/04/24	C
Renewal Part B (Issue Fee)	132.00	140.00	01/04/24	C
Note: total fee for renewal application £523				

Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Animal Welfare Licences (continued)				
Dog Breeding				
Dog Breeding Part A (Application Fee) (plus vet visit fee)	427.00	453.00	01/04/24	C
Dog Breeding Part B (Issue Fee)	197.00	209.00	01/04/24	C
Note: total fee for new application £662				
Renewal Part A (Application Fee)(plus vet fee visit fee)	394.00	418.00	01/04/24	C
Renewal Part B (Issue Fee)	132.00	140.00	01/04/24	C
Note: total fee for renewal application £558				
Pet Shop Operation				
Pet Shop Operation Part A (Application Fee)	394.00	418.00	01/04/24	C
Pet Shop Operation Part B (Issue Fee)	197.00	209.00	01/04/24	C
Note: total fee for Pet Shop Operation £627				
Renewal Part A (Application Fee)	361.00	383.00	01/04/24	C
Renewal Part B (Issue Fee)	132.00	140.00	01/04/24	C
Note: total fee for renewal application £523				

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Basis of Increase:

- A - Statutory/National
- B - To be agreed by Cabinet and/or subject to corporate savings plan
- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Animal Welfare Licences (continued)				
Hiring of Horses				
Hiring of Horses (riding and/or instruction) Part A (Application Fee) (plus vet visit fee)	427.00	453.00	01/04/24	C
Hiring of Horses (riding and/or instruction) Part B (Issue Fee)	197.00	209.00	01/04/24	C
Note: total fee for Hiring of Horses £662				
Renewal Part A (Application Fee)(plus vet fee visit fee)	394.00	418.00	01/04/24	C
Renewal Part B (Issue Fee)	132.00	140.00	01/04/24	C
Note: total fee for renewal application £558				
Keeping or Training of Animals for Exhibitions				
Keeping or training of animals for exhibition Part A (Application Fee)	394.00	418.00	01/04/24	C
Keeping or training of animals for exhibition Part B (Issue Fee)	197.00	209.00	01/04/24	C
Note: total fee for Keeping or training of animals for exhibition £627				
Renewal Part A (Application Fee)	361.00	383.00	01/04/24	C
Renewal Part B (Issue Fee)	132.00	140.00	01/04/24	C
Note: total fee for renewal application £523				
Variation of Licence	328.00	348.00	01/04/24	C
Re-rating of Premises	295.00	313.00	01/04/24	C
Amendment Fee/Replacement Licence for a lost or defaced Licence	50.00	53.00	01/04/24	C
Transfer Fee	197.00	209.00	01/04/24	C

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Special treatment establishments (London Local Authority Act 1991)				
High risk single treatment New Part A	592.00	628.00	01/04/24	C
High risk single treatment New Part B	176.00	187.00	01/04/24	C
Note: total fee for new application £815				
High risk Multiple treatment New Part A	731.00	776.00	01/04/24	C
High risk Multiple treatment New Part B	176.00	187.00	01/04/24	C
Note: total fee for new application £963				
High risk renewal single treatment Part A	176.00	187.00	01/04/24	C
High risk renewal single treatment Part B	176.00	187.00	01/04/24	C
Note: total fee for renewal £374				
High risk Renewal multiple treatment Part A	244.00	259.00	01/04/24	C
High risk Renewal multiple treatment Part B	176.00	187.00	01/04/24	C
Note: total fee for renewal £446				
Variation (additional treatment High risk)	349.00	370.00	01/04/24	C

Basis of Increase:

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C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Special treatment establishments (Cont.)				
<p>**surcharge to be paid for renewal applications that are received within 30 days from the date the licence lapsed. Any renewal applications received after that period will not be accepted and a new application and associated fee will be required.</p>				
low risk single treatment New Part A	384.00	407.00	01/04/24	C
low risk single treatment New Part B	176.00	187.00	01/04/24	C
Note: total fee for new application £594				
low risk multiple treatment New Part A	523.00	555.00	01/04/24	C
low risk multiple treatment New Part B	176.00	187.00	01/04/24	C
Note: total fee for new application £742				

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Basis of Increase:

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Special treatment establishments (Cont.)				
Low risk renewal single treatment Part A	116.00	124.00	01/04/24	C
Low risk renewal single treatment Part B	176.00	187.00	01/04/24	C
Note: total fee for renewal £311				
Low risk renewal multiple treatment Part A	176.00	187.00	01/04/24	C
Low risk renewal multiple treatment Part B	176.00	187.00	01/04/24	C
Note: total fee for renewal £374				
Variation (additional treatment low risk)~	176.00	187.00	01/04/24	C
Change of details/transfer	116.00	124.00	01/04/24	C
Late renewal surcharge	46.00	49.00	01/04/24	C
Change of Therapist	33.00	35.00	01/04/24	C
Duplicate Special treatment establishments licence	50.00	53.00	01/04/24	C
~ if the additional treatment is high risk the higher fee must be paid.				

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Basis of Increase:

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C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Zoo Licensing (Zoo Licensing Act 1981)				
New Application Part A (Part B no charge) (plus vet visit fee)	731.00	776.00	01/04/24	C
Renewal (no change) Part A fee plus vet inspection fee	523.00	555.00	01/04/24	C
Alteration Part A plus vet inspection fee	639.00	678.00	01/04/24	C
Sex Establishment Licensing (Local Govt. Miscellaneous Provisions Act 1982)				
New application Part A (Part B no charge)	2,365.00	2,509.00	01/04/24	C
Renewal Part A fee	349.00	370.00	01/04/24	C
Renewal Part B fee	116.00	124.00	01/04/24	C
Note: total fee for renewal £494				
Hypnotism consent (Hypnotism Act 1952)				
New application Part A	349.00	370.00	01/04/24	C

Basis of Increase:

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

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Street Trading Licences (London Local Authorities Act 1990)				
Subject to review and a separate consultation for proposed street trading protocol				
Trading between 05:00 - 20:00				
Seven days per week	2,437.00	2,586.00	01/04/24	C
Six days per week	2,089.00	2,216.00	01/04/24	C
Five days per week	1,746.00	1,853.00	01/04/24	C
Four days per week	1,393.00	1,478.00	01/04/24	C
Three days per week	1,049.00	1,113.00	01/04/24	C
Two days per week	698.00	741.00	01/04/24	C
One day per week	351.00	372.00	01/04/24	C
Trading between 20:00 - 02:00				
Seven days per week	3,016.00	3,200.00	01/04/24	C
Six days per week	2,587.00	2,745.00	01/04/24	C
Five days per week	2,155.00	2,286.00	01/04/24	C
Four days per week	1,726.00	1,831.00	01/04/24	C
Three days per week	1,292.00	1,371.00	01/04/24	C
Two days per week	855.00	907.00	01/04/24	C
One day per week	429.00	455.00	01/04/24	C
These can be paid annually in advance				

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Temporary Street Trading Licences (up to 6 months)				
Trading between 05:00 and 20:00				
Seven days per week	1,222.00	1,297.00	01/04/24	C
Six days per week	1,048.00	1,112.00	01/04/24	C
Five days per week	858.00	910.00	01/04/24	C
Four days per week	698.00	741.00	01/04/24	C
Three days per week	525.00	557.00	01/04/24	C
Two days per week	350.00	371.00	01/04/24	C
One day per week	178.00	189.00	01/04/24	C
Temporary Street Trading Licences (up to 6 months) (continued)				
Trading between 20:00 and 02:00				
Seven days per week	1,509.00	1,602.00	01/04/24	C
Six days per week	1,298.00	1,377.00	01/04/24	C
Five days per week	1,081.00	1,147.00	01/04/24	C
Four days per week	863.00	916.00	01/04/24	C
Three days per week	647.00	686.00	01/04/24	C
Two days per week	433.00	459.00	01/04/24	C
One day per week	225.00	239.00	01/04/24	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Daily Temporary Licence for special events	50.00	53.00	01/04/23	C
Duplicate Licence	54.00	57.00	01/04/23	C
Variations to existing Licences	115.00	122.00	01/04/23	C
Pavement Licence (Business and Planning Act 2020)	100.00	100.00	01/03/23	D

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Land Quality Reports				
Written report that takes less than 2 hours to complete:				
a) 5 working day response (where available and on request)	610.00 *	648.00 *	01/04/24	C
b) 20 working day response	337.00 *	358.00 *	01/04/24	C
For every hour over 2 hours	100.00 *	107.00 *	01/04/24	C
To respond to specific questions on land quality hourly rate	100.00 *	107.00 *	01/04/24	C
Mandatory HMO Licensing (Housing Act 2004)				
Licences usually valid for 5 years				
Up to 5 lettings	1,219.00	1,294.00	01/04/24	C
6 - 9 lettings	1,404.00	1,490.00	01/04/24	C
10 - 14 lettings	1,610.00	1,709.00	01/04/24	C
15 - 19 lettings	1,781.00	1,890.00	01/04/24	C
20 lettings and above	1,954.00	2,074.00	01/04/24	C
Additional fee for processing paper applications	107.00	114.00	01/04/24	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Additional HMO Licence (usually valid for 5 years)				
Additional licence fees are split into two payments				
Part A (application fee)	550.00	550.00	01/04/20	D
Part B (licensing fee)	350.00	350.00	01/04/20	D
Selective Licensing for Privately Rented Homes (usually valid for 5 years)				
Selective licence fees are split into two payments				
Part A (application fee)	450.00	450.00	01/04/20	D
Part B (licensing fee)	450.00	450.00	01/04/20	D
Additional fee for processing paper applications	107.00	107.00	01/04/23	D
Charge for assisted applications	107.00	107.00	01/04/23	D
Discounts available*				
Landlord accreditation scheme:				
A £35 discount on the Part B fee only is available to accredited landlords				
Multi property discount:				
*A discount of £100 per dwelling in the same building, after the first licence, providing each of the dwellings have common ownership and management control				
**Discounts will not be applicable where the LA has served a warning letter for failure to licence the property.				

Basis of Increase:

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Caravan site licence (Caravan Sites and Control of Development Act 1960)	438.00	465.00	01/04/23	C
Miscellaneous housing-related fees				
Fee for each type of statutory Notice served under Housing Act 2004 with the ability to add the cost of any report required from external experts such as Gas, Electricity or Structural Surveyors	558.00	593.00	01/04/23	C
Gambling Act 2005 Bingo Club premises				
Fees set by LA (subject to maxima set by Govt.)				
New premises application	3,500.00	3,500.00	01/04/20	D
Annual fee	782.00	830.00	01/04/24	C
Application to vary	1,300.00	1,380.00	01/04/24	C
Application to transfer	659.00	699.00	01/04/24	C
Application for reinstatement	1,019.00	1,082.00	01/04/24	C
Application for a provisional statement	1,359.00	1,442.00	01/04/24	C
License application (provisional statement holders)	1,019.00	1,082.00	01/04/24	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Betting shop				
New premises application	1,335.00	1,416.00	01/04/24	C
Annual fee	600.00	600.00	01/04/20	D
Application to vary	999.00	1,060.00	01/04/24	C
Application to transfer	659.00	700.00	01/04/24	C
Application for reinstatement	1,020.00	1,082.00	01/04/24	C
Application for a provisional statement	1,360.00	1,443.00	01/04/24	C
License application (provisional statement holders)	1,020.00	1,082.00	01/04/24	C
Betting premises tracks				
New premises application	2,500.00	2,500.00	01/04/20	D
Annual fee	999.00	1,000.00	01/04/22	D
Application to vary	1,250.00	1,250.00	01/04/22	D
Application to transfer	658.00	698.00	01/04/23	C
Application for reinstatement	950.00	950.00	01/04/22	D
Application for a provisional statement	2,500.00	2,500.00	01/04/20	D
License application (provisional statement holders)	950.00	950.00	01/04/22	D

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Family Entertainment centres				
New premises application	1,788.00	1,897.00	01/04/24	C
Annual fee	750.00	750.00	01/04/22	D
Application to vary	1,000.00	1,000.00	01/04/20	D
Application to transfer	659.00	699.00	01/04/23	C
Application for reinstatement	950.00	950.00	01/04/22	D
Application for a provisional statement	1,827.00	1,938.00	01/04/23	C
License application (provisional statement holders)	950.00	950.00	01/04/21	D
Adult gaming centres				
New premises application	1,812.00	1,923.00	01/04/23	C
Annual fee	784.00	832.00	01/04/23	C
Application to vary	1,000.00	1,000.00	01/04/20	D
Application to transfer	659.00	699.00	01/04/23	C
Application for reinstatement	986.00	986.00	01/04/23	D
Application for a provisional statement	1,809.00	1,919.00	01/04/23	C
License application (provisional statement holders)	986.00	1,046.00	01/04/23	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Scrap Metal Dealers Act 2013				
Application for a new scrap metal site licence	992.00	1,053.00	01/04/24	C
Application for a new scrap metal collectors licence	321.00	341.00	01/04/24	C
Application for a variation of an existing site licence to a collectors licence	161.00	171.00	01/04/24	C
Application for a variation of an existing collectors licence to a site licence	838.00	889.00	01/04/24	C
Application for a variation of an existing licence not listed above	222.00	236.00	01/04/24	C
Renewal application for a site licence under Scrap Metal Dealers Act 2013	992.00	1,053.00	01/04/24	C
Renewal application for a collectors licence under Scrap Metal Dealers Act 2013	299.00	317.00	01/04/24	C
Lost licence replacement	30.00	32.00	01/04/24	C
Marriage Act 1949				
Wedding Registration				
New application Part A fee	782.00	830.00	01/04/24	C
New Application Part B fee	210.00	223.00	01/04/24	C
Note: Total fee parts A and B £1053				
Renewal of Premises Licensing				
Renewal Part A fee	226.00	240.00	01/04/24	C
Renewal Part B fee	210.00	223.00	01/04/24	C
Note: Total fee parts A and B £463				

Basis of Increase:

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Primary Authority				
Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act)	1,433.00	1,521.00	01/04/24	C
Hourly rate, agreed in advance for work beyond 20 hours.	73.00	78.00	01/04/24	C
Food				
Health Export Certificates (these are issued on request to food businesses who wish to export foodstuff outside the EU. They are provided to assist local exporters in meeting the food safety requirements. Only the local authority can provide them).	62.00	66.00	01/04/24	C
Food Hygiene Rating Requested rerating inspection, New charge for 2017. Can only be supplied by the local authority by the Enterprise Act. No Vat applicable	275.00	292.00	01/04/24	C

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**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
ENVIRONMENTAL ENFORCEMENT				
Environmental offences				
Fixed penalty notices				
Levels are set by legislation and London Councils Transport and Environment Committee Guidelines.				
Fly Tipping	400.00	400.00	01/04/20	A
Householder Duty of Care	400.00	400.00	01/04/22	A
Fail to produce Waste Transfer Notes	300.00	300.00	01/04/20	A
Litter	150.00	150.00	01/04/20	A
Fail to comply requirement or condition in Abatement Notice	110.00	110.00	01/04/20	A
Fail to comply Community Protection Notice	100.00	100.00	01/04/20	A
Fail to comply Public Space Protection Order	100.00	100.00	01/04/20	A
Fail to produce authority to carry waste	300.00	300.00	01/04/20	A
Fail to comply with receptacles notice (Commercial)	110.00	110.00	01/04/20	A
Unlicensed Street Trading	150.00	150.00	01/04/20	A
Fail to comply conditions Street Trading License / temp License	100.00	100.00	01/04/20	A
Fail to produce a Street Trading Licence / Temp Licence on demand	100.00	100.00	01/04/20	A
Making a false statement to obtain a Street Trading Licence	125.00	125.00	01/04/20	A
Resisting or obstructing an authorised officer	250.00	250.00	01/04/20	A

Basis of Increase:

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C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Fixed penalty notices (Continue)				
Nuisance Vehicles exposed for sale Unlicensed Trade	150.00	150.00	01/04/20	A
Abandoned Vehicles	200.00	200.00	01/04/20	A
Unauthorised distribution of printed matter	75.00	75.00	01/04/20	A
Fly Posting	150.00	150.00	01/04/20	A
Display advertisement in contravention of regulations	75.00	75.00	01/04/20	A
Graffiti	150.00	150.00	01/04/20	A
Marks / picture/ sign on highway or highway furniture	100.00	100.00	01/04/20	A
Wilful obstruction	100.00	100.00	01/04/20	A
Erect building / fence / hedge on highway	100.00	100.00	01/04/20	A
Deposit skip on highway without authority	100.00	100.00	01/04/20	A
Deposit skip on highway failure to light or sign	100.00	100.00	01/04/20	A
Deposit skip on highway failure to display name and address	100.00	100.00	01/04/20	A
Deposit skip on highway fail to remove	100.00	100.00	01/04/20	A
Deposit skip on highway fail to comply conditions / permit	100.00	100.00	01/04/20	A
Deposit skip on highway fail to remove / reposition	100.00	100.00	01/04/20	A
Deposit material on made up carriageway	100.00	100.00	01/04/20	A
Deposit material within 15 feet of centre carriageway	100.00	100.00	01/04/20	A
Deposit material on highway to interruption of user	100.00	100.00	01/04/20	A

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Fixed penalty notices (Continue)				
Pitching booths / stalls / stands / camp on highway	100.00	100.00	01/04/20	A
Fail to prevent soil / mud / refuse escape to sewer / road	100.00	100.00	01/04/20	A
Fail to remove projection	100.00	100.00	01/04/20	A
Fail to prevent door etc, opening onto street	100.00	100.00	01/04/20	A
Deposit things on highway which cause injury or danger	100.00	100.00	01/04/20	A
Erect scaffold or structure on highway without licence (fail to comply condition)	100.00	100.00	01/04/20	A
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p><i>The above fines are subject to early repayment discounts in line with issued Terms and Conditions.</i></p> </div>				

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Basis of Increase:

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

**Place
Planning & Public Protection**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Letting Agency and Tenant Fees Enforcement Work (Fixed Penalty Notices)				
Requirement breach to belong to a Redress Scheme for Letting Agency/Property Management Work.		Up to £5,000	01/04/24	NEW
Failure to publish/display : (a) Letting agency /property management fees. (b) Statement of client money protection membership. (c) Statement of property Redress Scheme Membership.		Up to £5,000	01/04/24	NEW
Failure to meet/breach of the Tenant's Fees Act 2019 requirements		Up to £30,000	01/04/24	NEW
Breach of requirement to belong to a client money protection Scheme		Up to £30,000	01/04/24	NEW
Failure to display/publish Client Money Protection Membership Certificate or give a copy of certificate free of charge		Up to £5,000	01/04/24	NEW
Maximum Penalty can be applied for each of the above breach/offence				

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Trading Standards**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
TRADING STANDARDS:				
<p style="text-align: center;">Trading Standards NE London Metrology Partnership Income Income is credited to the joint trading account</p> <p style="text-align: center;">Section 11 (4) of the Weights and Measures Act 1985</p>				
Measuring Instruments:				
(a) Linear (with or without divisions/sub divisions)				
First Tape	26.12 *	27.70 *	01/04/24	C
(b) Capacity (without divisions, not exceeding 1 litre) - each measure				
	25.74 *	27.30 *	01/04/24	C
(c) Cubic ballast				
Other than brim (each measure)	247.00 *	262.10 *	01/04/24	C
Brim/bucket type (each measure)	247.00 *	262.10 *	01/04/24	C
1. Liquid capacity measures for making and checking average quantity purchases each measure	50.00 *	53.10 *	01/04/24	C

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Trading Standards**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Measuring Instruments (continued):				
2. Templates (per scale)				
First item	87.90 *	93.30 *	01/04/24	C
Second and subsequent items	42.80 *	45.10 *	01/04/24	C
(d) Liquid fuel, Lubricants etc. (each instrument)				
1. Container type (not sub-divided)	150.00 *	159.20 *	01/04/24	C
2. Other types (multi-outlets)				
1 meter tested	207.28 *	219.90 *	01/04/24	C
Each additional meter tested	122.35 *	129.80 *	01/04/24	C
3. Test of peripheral equipment on separate visit (per hour)	146.40 *	155.30 *	01/04/24	C
4. Test of credit card acceptor (per hour)	146.40 *	155.30 *	01/04/24	C
5. MID verification				
1 meter tested	248.84 *	264.00 *	01/04/24	C
Each additional meter	151.20 *	160.40 *	01/04/24	C

Basis of Increase:

A - Statutory/National

B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

**Place
Trading Standards**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Measuring Instruments (continued):				
(e) Intoxicating liquor (each instrument)				
Not exceeding 150ml (individual submissions)	31.20 *	33.10 *	01/04/24	C
Other	34.80 *	36.90 *	01/04/24	C
(f) Each weight (stamping)				
1. Weights exceeding 5kg or not exceeding 500mg, 2cm	19.26 *	20.40 *	01/04/24	C
2. Other weights	14.45 *	15.30 *	01/04/24	C
3. Other weights (more than one submitted)	13.00 *	13.80 *	01/04/24	C
4. Adjusting weights (per hour)	152.40 *	161.70 *	01/04/24	C
(g) Verification - Weighing Machines / Weighing Equipment				
1. Calibrated to weigh only metric:				
Not exceeding 15kg	149.10 *	158.20 *	01/04/24	C
Exceeding 15kg to 100kg	155.10 *	164.60 *	01/04/24	C
Exceeding 100kg to 250kg	177.78 *	188.60 *	01/04/24	C
Exceeding 250kg to 1 tonne	186.58 *	198.00 *	01/04/24	C
Exceeding 1 tonne to 10 tonne	229.00 *	243.00 *	01/04/24	C
Exceeding 10 tonnes to 30 tonnes	482.00 *	511.40 *	01/04/24	C
Exceeding 30 tonnes to 60 tonnes	717.00 *	760.70 *	01/04/24	C

Basis of Increase:

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B - To be agreed by Cabinet and/or subject to corporate savings plan

C - Inflationary and rounding increases

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

Place Trading Standards

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Measuring Instruments (continued):				
2. When testing instruments incorporate peripherals such as remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged at the standard hourly rate:	150.68 *	159.90 *	01/04/24	C
3. Medical weighing scales (per hour)				
Not exceeding 15kg	134.80 *	143.00 *	01/04/24	C
Exceeding 15kg to 100kg	134.80 *	143.00 *	01/04/24	C
Exceeding 100kg to 250kg	149.20 *	158.30 *	01/04/24	C
Exceeding 250kg to 1 tonne	149.20 *	158.30 *	01/04/24	C
Certificate of errors				
For supplying a certificate containing results of errors found on testing (certificate supplied upon request of the submitter, fee applies when no other fee is payable)	69.60 *	73.90 *	01/04/24	C
Measuring Instrument Directive				
Measuring Instruments for liquid fuel and lubricants (No VAT will be charged for initial verification, re-verification will attract VAT) (surcharge over fee listed above)	20% Surcharge *	20% Surcharge *	01/04/24	C

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Place Trading Standards

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Measuring Instruments (continued):				
Other Weighing or Measuring Equipment				
Brake tester/spring balance type	88.97 *	94.40 *	01/04/24	C
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)	134.80 *	143.00 *	01/04/24	C
Standards Services provided to Other Local Authorities				
Testing and Associated Services (per hour)	125.57	133.20	01/04/24	C
Collection Delivery charge (price shown is per mile) return trip + congestion charge where applicable	1.00	1.00	01/04/20	D
Inspections during standard office hours, including travelling time	125.57	133.20	01/04/24	C
Block Booked and Pre-paid Inspections totalling more than £5,000 (per hour)	87.90	93.30	01/04/24	C

Basis of Increase:

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

Place Trading Standards

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Section 76 of the 1985 Act				
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)	125.57	133.20	01/04/24	C
GLC (General Powers) Act 1985				
Competitive Bidding - Licence Registration fee	412.00	437.00	01/04/23	C
Financial Investigation by Accredited Financial Investigator (LA)				
Where no individual agreement exists, per hour spent by AFI	79.00	81.00	01/04/24	D
'PASS' Alcohol awareness retailer training fee (per delegate - Inc. VAT)	77.00 *	Withdrawn *	01/04/23	N/A

Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
S106 Monitoring Fees				
Key non-financial obligations (per obligation)	1,030.00	1,093.00	01/04/24	C
Fixed Financial Obligations				
5% of the value of the total contributions				
minimum fee	1,030.00	1,093.00	01/04/24	C
maximum fee	41,200.00	43,720.00	01/04/24	C
Financial Obligations with future calculation				
Per Obligation	1,030.00	1,093.00	01/04/24	C
Additional 5% of value of total contribution with a:				
minimum fee	1,030.00	1,093.00	01/04/24	C
maximum fee	41,200.00	43,720.00	01/04/24	C

Basis of Increase:

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

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Other S106 Fees				
Confirmation as to whether S106 obligations have been discharged	155.00	165.00	01/04/24	C
Fee for Request to vary S106 obligations less than 5 years old (does not include monitoring fee if S106 DoV approved)	520.00	552.00	01/04/24	C
Invalid Planning Applications				
Fee for submission of invalid planning application - Full	120.00	128.00	01/04/24	C
Fee for submission of invalid planning application - Householder	60.00	64.00	01/04/24	C

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Basis of Increase:

- A - Statutory/National
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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

**Place
Planning & Building**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
PLANNING AND BUILDING CONTROL:				
Photocopying per A4 and A3 sheet (minimum charge £2)	0.35	* service withdrawn *	01/04/24	N/A
Photocopying of plans (per sheet)	24.00	* service withdrawn *	01/04/24	N/A
Other Planning requests - per hour (minimum 1/2 hour)	85.50	91.00	01/04/24	C
Other Building Control requests - per hour (minimum 1/2 hour)	85.50	91.00	01/04/24	C
[The Building (Local Authority Charges) Regulations 2010] Committee reports (available from website for free)				
Scanning/Printing Cost per A4 and A3 sheet (minimum charge £2.50)		0.40	01/04/24	NEW
Scanning/Printing of plans (per sheet)		25.50	01/04/24	NEW
Demolition Notices (Per Site) (larger sites will be assessed separately, customers are invited to contact Building control for a bespoke price)	300.00	319.00	01/04/24	C
Building Control - Dangerous Structure charge				
8am - 5pm - per hour	100.00	107.00	01/04/24	C
5pm - 8am - per hour	120.00	128.00	01/04/24	C
(Travelling costs will also be charged as appropriate as well as Dangerous Structures Consortium Contractors Costs)				

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

**Place
Planning & Building**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Pre-Application advice				
Pre-Application advice				
Householder/Small Business - Face to Face	120.00 *	128.00 *	01/04/24	C
Householder/Small Business - Written Response	200.00 *	213.00 *	01/04/24	C
Change of Business Premises up to 99 sq.m	360.00 *	382.00 *	01/04/24	C
Pre-Application advice - Residential units/Commercial or Industrial Floor space				
1 residential unit	360.00 *	382.00 *	01/04/24	C
1 residential unit - Follow up advice	180.00 *	191.00 *	01/04/24	C
2-3 residential/100-499sq m floor space	700.00 *	743.00 *	01/04/24	C
2-3 residential/100-499sq m floor space - Follow up advice	250.00 *	266.00 *	01/04/24	C
4-9 residential/500-999 sq. m floor space	1,800.00 *	1,910.00 *	01/04/24	C
4-9 residential/500-999 sq. m floor space - Follow up advice	600.00 *	637.00 *	01/04/24	C
10-24 residential/1000-1999 sq.m floor space/telecoms	4,000.00 *	4,244.00 *	01/04/24	C
10-24 residential/1000-1999 sq.m floor space/telecoms - Follow up advice	1,000.00 *	1,061.00 *	01/04/24	C

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Basis of Increase:

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- C - Inflationary and rounding increases
- D - A local charging policy that deviates from the Corporate Charging Policy

Place Planning & Building

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Planning Performance Agreements (PPA)				
Initiation Fee	5,700.00	6,048.00	01/04/24	C
Premium Initiation	6,900.00	7,321.00	01/04/24	C
Residential 25-49 Dwellings, Non-residential Up to 3000 sq m	22,500.00	23,900.00	01/04/24	C
Residential 50-100 dwellings, Non-residential Up to 3001 - 5000 sq m, Mineral extraction up to 10 hectares	33,800.00	35,900.00	01/04/24	C
Residential 101-150 dwellings, Non-residential 5001-10000 sq m, Mineral extraction 10.1- 20 hectares	45,000.00	47,800.00	01/04/24	C
Residential 151-300 dwellings, Non-residential Up to 20,000 sq m, Mineral extraction 20.1 – 30 hectares	56,300.00	59,800.00	01/04/24	C
Residential 301-600 dwellings, Mineral extraction more than 30 hectares	78,800.00	83,600.00	01/04/24	C
Residential 601-900 dwellings	101,400.00	107,600.00	01/04/24	C
Residential 901+ dwellings	112,300.00	119,200.00	01/04/24	C
Research, retrieval and copy of one document for domestic properties	47.80	50.70	01/04/24	C
Research, retrieval and copy of one document for non-domestic properties	72.10	76.50	01/04/24	C
For each additional document	23.10	24.50	01/04/24	C
Planning Condition History Search (30 minutes)	43.25	46.00	01/04/24	C
Additional research time (per 15 minutes)	21.65	23.00	01/04/24	C

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C - Inflationary and rounding increases

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

**Place
Planning & Building**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Supply of letter detailing inspections (where no completion certificate exists) per hour	135.00	144.00	01/04/24	C
Request for written confirmation that an Enforcement Notice has been complied with or is no longer of effect	167.00	178.00	01/04/24	C
Request to withdraw Enforcement Notice where the notice is no longer of effect	955.00	1,013.00	01/04/24	C
High Hedge Complaint	980.00	1,200.00	01/04/24	D

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

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
LOCAL LAND CHARGES:				
Certain fees are laid down in regulations made under the Local Land Charges Act 1975.				
Fees for Official Local Land Charge Certificates				
Registration of a charge in Part II of the registers	103.00	110.00	01/04/24	C
Official search (including issue of official certificate of search)				
a) in only part of the register (one parcel)	10.60	11.30	01/04/24	C
b) in only part of register (each additional parcel thereafter)	3.30	3.50	01/04/24	C
c) in the whole of the register - post or fax (one parcel)	25.40	27.00	01/04/24	C
d) in the whole of the register - post or fax (each additional parcel thereafter)	6.60	7.00	01/04/24	C
e) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (one parcel)	25.40	27.00	01/04/24	C
f) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (each additional parcel thereafter)	6.60	7.00	01/04/24	C
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)	2.20	2.35	01/04/24	C

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

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Office copy of any plan or other document filed pursuant to these rules:				
Extract of register in place of personal search				
First Page	3.30	3.50	01/04/24	C
Subsequent pages	1.05	1.15	01/04/24	C
CON29(R) Enquiries				
One parcel of land	121.50	129.00	01/04/24	C
Several parcels of land				
Each additional (fees that exceed 100 to be fixed by arrangement)	52.00	55.50	01/04/24	C
Part 2 Enquiries				
Each printed enquiry	25.50	27.50	01/04/24	C
With exception to Question 4	39.10	41.50	01/04/24	C
With exception of surrounding area enquiries	43.30	46.00	01/04/24	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
Copying Charges - Legal Documents				
Certified Copy of Land Search - Paper Copy	18.00	19.10	01/04/24	C
First Page	3.30	3.50	01/04/24	C
Subsequent pages	0.65	0.70	01/04/24	C
Certified copy of extract of Highways Register (letter and extract)	36.00	38.50	01/04/24	C
Certified copy of extract of Highways Register (extract only and collection only)	18.00	19.10	01/04/24	C
New Residential Addresses - (building names included) in an existing road				
1 dwelling	77.00	82.00	01/04/24	C
2 - 5 dwellings	96.00	102.00	01/04/24	C
6 - 25 dwellings	113.00	120.00	01/04/24	C
26 - 45 dwellings	233.00	247.00	01/04/24	C
46 - 100 dwellings	496.00	526.00	01/04/24	C
100+ plots	836.00	887.00	01/04/24	C
Plus an extra fee for each additional 10 dwellings (or part thereof)	113.00	120.00	01/04/24	C

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

**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
New Residential Addresses (building names included) plus single road name				
1 - 5 dwellings	162.00	172.00	01/04/24	C
6 - 25 dwellings	185.00	197.00	01/04/24	C
26 - 45 dwellings	298.00	316.00	01/04/24	C
46 - 100 dwellings	561.00	595.00	01/04/24	C
100+ plots	902.00	957.00	01/04/24	C
Plus an extra fee for each additional 10 dwellings (or part thereof)	185.00	197.00	01/04/24	C
For each additional road name	77.00	82.00	01/04/24	C
New Commercial/Industrial Addresses (building name included) in an existing road				
1 unit	77.00	82.00	01/04/24	C
2 - 5 units	96.00	102.00	01/04/24	C
6 - 10 units	113.00	120.00	01/04/24	C
11+ units	161.00	171.00	01/04/24	C

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**Place
Planning & Public Protection**

(B) Charges determined by Cabinet

*VAT inclusive

Income Source	Charges 2023/24 (from April 2023) £	Charges 2024/25 (from April 2024) £	Operative Date of Latest Notified Charge	Basis of Increase
New Commercial/Industrial Addresses (building name included) plus a single road name				
1 unit	96.00	102.00	01/04/24	C
2 - 5 units	113.00	120.00	01/04/24	C
6 - 10 units	137.00	146.00	01/04/24	C
11+ units	185.00	197.00	01/04/24	C
For each additional road name	77.00	82.00	01/04/24	C
New street name without any new dwellings or units	77.00	82.00	01/04/24	C
Naming of land parcel	77.00	82.00	01/04/24	C
Renaming of existing road or building (residential, commercial or industrial)	77.00	82.00	01/04/24	C
(plus an extra fee of £25.00 for each additional dwelling or building affected)	25.00	27.00	01/04/24	C
Research time: flat fee for 2 hour research into possible building/street names Non-refundable in the event that the suggested name(s) are not selected. One set of research to be undertaken on each application site only.	148.00	157.00	01/04/24	C

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THE COUNCIL TAX RESOLUTION

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

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

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

Cabinet recommends the Council to adopt the following resolutions as set out below.

The effect of adopting these resolutions would be to set the Council Tax for a Band D property at £2,207.92

RECOMMENDATIONS

1. That it be noted that under delegated powers the Chief Finance Officer has calculated the amount of 91,000 (called T in the Act and Regulations) as its Council Tax base for the year 2024/25 in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) made under Section 31B of the Local Government Finance Act 1992 as amended.
2. That the amount of £158023,000 be now calculated as the Council Tax requirement for the Council's own purposes for 2024/25, with £23,233,000 of that amount being ringfenced for Adult Social Care.
6. That the following amounts be now calculated by the Council for the year 2024/25 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

(a)	£649,915,000	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	(£491,892,000)	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£158 023 000	being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
(d)	£1736.52	being the amount at (c) above divided by the taxbase, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

7. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown in the table below as the amounts of Council Tax for 2024/25 for each of the categories of dwellings.

Valuation Bands London Borough of Havering			
	Havering	Adult Social Care	Total
	£ p	£ p	£ p
A	987.47	170.21	1157.68
B	1152.05	198.58	1350.63
C	1316.63	226.94	1543.57
D	1481.21	255.31	1736.52
E	1810.37	312.04	2122.41
F	2139.53	368.78	2508.31
G	2468.68	425.52	2894.20
H	2962.42	510.62	3473.04

8. That it be noted for the year 2024/25 the major precepting authority (the GLA) has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below as proposed by the Mayor.

Valuation Bands Greater London Authority	
	£ p
A	314.27
B	366.64
C	419.02
D	471.40
E	576.16
F	680.91
G	785.67
H	942.80

9. That, having calculated the aggregate in each case of the amounts at 7 and 8 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2024/25 for each of the categories of dwellings shown below:

Valuation Bands	£ p
A	1471.95
B	1717.27
C	1962.59
D	2207.92
E	2698.57
F	3189.22
G	3679.87
H	4415.84

10. That Council having considered the principles approved under the Local Government Finance Act 1992 by the Secretary of State for Communities and Local Government concludes that the Council's basic relevant amount of Council Tax for 2024/25 is not excessive.

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APPENDIX F

The Council's Revenue Budget 2024/25

Budget Area	Revised 23/24 Budget (m)	Grant and CT increase (m)	Growth (m)	Savings (m)	Opening 24/25 budget (m)
Starting Well	54.210		15.630	-1.240	68.600
Living Well	3.000		6.700	-0.580	9.120
Ageing Well	73.760	-2.140	18.550	-4.370	85.800
TOTAL PEOPLE BUDGET	130.970	-2.140	40.880	-6.190	163.520
Environment	7.230		3.430	-3.580	7.080
Planning and Public Protection	2.580		1.470	-0.040	4.010
Housing and Property	-3.200		0.900	-0.160	-2.460
TOTAL PLACE BUDGET	6.610	0.000	5.800	-3.780	8.630
TOTAL RESOURCES BUDGET	7.860	0.000	1.110	-0.660	8.310
TOTAL ONE SOURCE SHARED	10.110		2.480		12.590
TOTAL ONE SOURCE NON SHARED	6.200		0.330	-0.030	6.500
Concessionary Fares	4.870		1.630		6.500
Treasury Management	9.150		6.170	-0.040	15.280
Levies	18.530		0.890		19.420
Contingency	1.000				1.000
CSP Grants (excluding SFA)	-32.240	-5.380			-37.620
Corporate Budgets	11.680	0.550	6.280	-3.200	15.310
Contribution to Pension Fund	12.080			-1.500	10.580
Capitalisation Directive	0.000	-32.500			-32.500
TOTAL CORPORATE BUDGETS	25.070	-37.330	14.970	-4.740	-2.030
BUDGET REQUIREMENT	186.820	-39.470	65.570	-15.400	197.520
Settlement Funding Assessment	-37.750	-1.750			-39.500
Council Tax	-149.070	-7.850		-1.100	-158.020
FUNDING	-186.820	-9.600	0.000	-1.100	-197.520

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The Local Government Financial Settlement **APPENDIX G**

(Note these are provisional figures awaiting the final settlement in early February)

This Appendix provides more detail on the Local Government Finance settlement the Schools funding settlement and the Public Health Grant

1. Core Spending Power

- 1.1 Core Spending Power (CSP) is the Government's measure of the change in funding an authority receives from year to year. The national average increase in CSP for 2024/25 was 6.5% with Havering receiving a 6.2% increase.

Core Spending Power for Havering for 2024/25

	23/24 Core Spending Power (£M)	24/25 Core Spending Power (£M)	Increase (£M)	Proportion of increase
Settlement Funding Assessment	37.750	39.501	1.751	0.79%
Compensation for under-indexing the business rates multiplier	6.107	7.177	1.070	0.49%
Services Grant	1.398	0.220	-1.178	-0.53%
New Homes Bonus	0.352	0.724	0.372	0.17%
Core Spending Power (Corporate Element)	45.607	47.622	2.015	0.91%
Improved Better Care Fund	6.825	6.825	0.000	0.00%
Social Care Grant	14.246	16.677	2.431	1.10%
ASC Market Sustainability and Improvement Fund	2.355	4.400	2.045	0.93%
ASC Discharge Fund	0.957	1.595	0.638	0.29%
Adjusted rolled in grants*	1.529	0.000	-1.529	-0.69%
Core Spending Power (Social Care element)	25.912	29.497	3.585	1.63%
Council Tax Requirement **	149.070	157.178	8.108	3.68%
	220.589	234.297	13.708	6.21%

* Rolled in grant relates to 2023/24 Market sustainability funding

** Government Council Tax assumption is 4.99% + Tax base growth

- 1.2 For authorities like Havering much of Core Spending Power relates to our ability to generate income through Council Tax and as such just under 60% of our CSP increase relates to assumed additional Council Tax yield.

2. Settlement Funding Assessment (SFA) (Retained Business Rates and Revenue Support Grant)

- 2.1 Havering's Settlement Funding Assessment has increased by £1.751m. This is reflective largely of increased assumed Business Rate Yield. The final actual increase will be confirmed once the DLUHC considers the Council's NNDR1 2023/24 Business Rate Estimate.

Settlement Funding Assessment Havering

Settlement Funding Assessment	2023/24 (£M)	2024/25 (£M)	Increase (£M)
Revenue Support Grant	1.899	2.025	0.126
Assumed Business Rates (including top up element)	35.851	37.476	1.625
TOTAL	37.750	39.501	1.751

3. Social Care Funding in Core Spending Power

- 3.1 All the main social care grants will be continue to be distributed based on the 2013/14 Adult Relative Needs Formula. £160m nationally of the Adult Social Care precept will be equalised as part of the grant distribution. The settlement announcement as expected provided an additional £1.1bn of funding in 2024/25 but crucially the Government failed to change the apportionment method. This is particularly disappointing for Havering who had made a strong case for using updated formulae to distribute the Social Care Grants rather than the chosen data which is now 10 years old.

Social Care Grant Funding for Havering 2024/25

Social Care Grants in Core Spending Power	23/24 Core Spending Power (£M)	24/25 Core Spending Power (£M)	Increase (£M)	Havering's Share of the National Pot
Improved Better Care Fund (£2.140bn Nationally)	6.825	6.825	0.000	0.32%
Roll over of Social Care Grant (£3.852bn)	14.246	14.246	0.000	0.37%
Additional Grant allocated through ASC Precept equalisation (£160m)		0.202	0.202	0.13%
Additional Social Care Grant (£532m Nationally)		2.229	2.229	0.42%
ASC Market Sustainability and Improvement Fund (1.050bn)	3.884	4.400	0.516	0.42%
ASC Discharge Fund (500m)	0.957	1.595	0.638	0.32%
Core Spending Power (Social Care element)	25.912	29.497	3.585	0.36%

- 3.2 The table shows that Havering has received on average 0.36% of the National Funding pot for Social Care. 2022 DHSC Government exemplifications on a potential updated formula reflecting actual need of local residents would have increased Havering's share of the national pot to 0.48% and had this been applied to Havering's Social Care allocations Havering would have been over £10m better off. We have lobbied the Government on this point in the past and have done so again in our response to the settlement.
- 3.3 The Council does recognise that extra funding has been put into the Social Care system, however it is far short of the amount needed for the council to be able to deliver against the objectives set by government. It is of note that despite representations made to Government repeatedly over the course of the last two years to ensure a fairer settlement for adults and children's social care costs in future local government settlements, the allocation of funding has again been via the ASC RNF or the IBCF distribution formula, meaning that Havering gets a lower proportion of funding compared to our neighbours as shown in the table below, as set out in the table below:

North East London borough allocations of social care monies 2024/25

2024/25 CORE SPENDING POWER	ASC Discharge Fund iBCF direct to councils (£M)	Adult Social Care Market Sustainability and Improvement Funding (£M)	Social care grant (CSC & ASC) (£M)	TOTAL 2024/25 (£M)	POPULATION 65+ (2021 Census)
Newham	4.017	6.424	33.642	44.083	25,100
Tower Hamlets	3.928	6.409	30.960	41.297	17,300
Hackney	3.887	6.147	31.929	41.963	20,500
Redbridge	2.356	4.882	20.489	27.727	37,900
Waltham Forest	2.217	4.763	21.223	28.203	28,400
Havering	1.595	4.400	16.677	22.672	46,200
Barking And Dagenham	2.502	3.995	19.823	26.320	19,000

- 3.4 The council considers the allocations received unfair, given for example, the older people's population in Havering is the highest in North East London (a larger driver of hospital admissions and discharge cost pressure), and the borough has the most care home beds in the footprint and yet receives the lowest allocation of funding.

3.5 Social Care Grant

The Social Care grant increased as expected by the values set out by the Government in December 2022. Havering received an additional 2.2m which was the value we had anticipated in the MTFS. It was disappointing that once again the Government distributed £160m of this funding nationally using precept equalisation. As Havering receives a high yield from the ASC precept we get a much lower share of grant funding through this method. This is unfair as the taxpayers of Havering are in effect paying for services which are grant funded in other boroughs with a lower tax yield

3.6 Discharge Funding

The Government has increased the level of discharge funding to £1bn nationally which is split between the ICB and local councils £0.5bn each. The funding will be used to support hospital discharge, freeing up hospital beds for those who most need them. Havering's share of this funding is adversely affected by the distribution formulae on the direct element of this grant. The allocation from the ICB fund is subject to local negotiation

3.7 Adult Social Care Market Sustainability and Improvement Funding

Last year the Council calculated that moving to the assessed median cost care would result in a cost pressure of £9m as set out in the table below:

Estimated Cost Pressures

Cost Of Care *	2023/24	2024/25	2025/26	2026/27
Residential	2,813	2,842	2,877	2,915
Nursing	2,840	2,840	2,840	2,840
Home Care	3,221	3,255	3,295	3,338
Total Fair Cost of Care at 2022/23 prices	8,874	8,936	9,011	9,092

*assumes uplifting to cost of care median from April 2023 for illustrative purposes

It can be seen therefore that the allocation of £4.4m to ensure market sustainability is woefully insufficient to address low fee rates, let alone the other government objectives set out above.

3.8 Other Grant Announcements:

There has been a further round of New Homes Bonus as had been widely expected. Havering was just above the threshold and has received £723k in NHB. The Business Rate Multiplier has been frozen again at 49.9p. The Government provide a compensatory grant for the loss of Business Rates which now totals £7.7m for Havering.

The Services Grant has been reduced nationally from £483m to £77m. Havering's grant has reduced from £1.398m to £0.220m. The Council had anticipated a 50% reduction in services grant in its medium term planning but the provisional decrease exceeded that level. The grant reduction has been used to fund other aspects of Core Spending Power including the Precept equalisation grant and the 3% Funding Guarantee. DLUHC have indicated that a small amount of grant has also been held back to cover any late adjustments to settlement figures nationally

3.9 Public Health Grant

The Public health grant is outside Core Spending Power and is announced separately from the settlement itself. The Government have provisionally announced that the Public Health grant will increase from £12.001m to £12.160m.

This represents a 1.3% increase which is significantly below inflation and therefore a cut in real terms

4 Dedicated Schools Grant and Schools Funding

4.1 The Dedicated Schools Grant (DSG) is a ring-fenced grant that is allocated to local authorities to meet their responsibilities for early years' education, the funding of schools and for provision and support for pupils with special educational needs and disabilities and for pupils requiring alternative provision. The grant is allocated in four "blocks" and the Havering's allocation for financial year 2024-25 is shown in table 1 below.

4.2 There has been a large apparent increase in the overall DSG this year – however this is in part the result of the rolling in of a previously separate grant and the new responsibility for wider entitlement to Early Years Education and Childcare.

4.3 Previously, as part of the Autumn Spending Review 2021, the Government announced that the total core school budget is increasing to £56.8 billion by 2024-25, a £7 billion cash increase compared with 2021-22. 2024-25 will be the final year of the three-year funding settlement. In Autumn 2022, central Government announced that the overall core schools funding (including funding for mainstream schools and high needs) is increasing by a further £2 billion in 2023-24 compared to the previous year, on top of the previously announced increases. This was provided in the form of an Additional grant in the 23-24 financial year but will be rolled into the main DSG for 2024-25. For Havering this was £7.479m and is shown separately in the tables below for comparison purposes.

4.4 In the 2023 budget the government announced the extension of Early Year's funding. From April 2024 working parents will be able to access 15 hours of funded childcare for two year olds. This will be extended in September to all children over nine months. This is in addition to the existing provision for disadvantaged two year olds and three and four year olds. The indicative funding for this for Havering is £9.592m and is shown in the table below.

4.5 Each local authority will, as usual, receive funding in four blocks, all of which have now been confirmed for 2024-25. (Note that these figures are pre Recoupment ie they include funding for Academies and Free Schools which will be adjusted for based on Census data.)

Financial year	Pupil Numbers	Schools Block allocation - pupil led	Premises Factors inc NNDR and Growth	Mainstream School Additional Grant	Total Schools Block	Allocation per pupil (exc growth, premises, NNDR)	Central Services to Schools Block	High Needs Block	Early Years	Early Years New Funding	TOTAL DSG
		£	£	£	£	£	£	£	£	£	£
2024-25	39,654.00	233,444,021	4,171,950	0	237,615,971	5,940	1,746,589	42,958,919	23,777,354	9,592,561	315,691,394
2023-24	38,898.00	217,322,297	4,475,617	7,479,093	229,277,007	5,842	1,695,829	40,629,829	21,438,665		293,041,330
Difference	756.00	16,121,724.00	-303,667.00	-7,479,093.00	8,338,964.00	98.00	50,760.00	2,329,090.00	2,338,689.00	9,592,561.00	22,650,064
	1.94%				3.64%	1.68%	2.99%	5.73%	10.91%		7.73%

4.6 Schools Block

4.6.1 Funding through the mainstream schools national funding formula is increasing by 1.9% per pupil in 2024-25. Combined with the rolling in of the Mainstream Schools Additional Grant this provides an overall average funding rate of £5,170.75 for each primary pupil and £6,980.96 for each secondary pupil.

4.6.2 Due to pressures on the High Needs Block Havering Schools Forum have agreed to transfer 0.5% (£1.18m) of the Schools Block Funding to the High Needs Block. They have also agreed to use £0.146m to increase the growth fund to the level required for additional school places. This leaves £234,215,673 to be distributed to schools through the formula.

4.6.3 In setting its Local Formula Havering has followed the national funding formula in full and provided a minimum 0.5% per pupil increase for all mainstream schools and academies. In order to remain within the funding available an affordability cap of 2.5% for schools has been used. This impacts 30 primary schools and 8 secondary schools.

4.6.4 Although this provides an increase in funding for all schools in Havering, this is below the general level of inflation and many schools will continue to struggle to set balanced budgets as a result of past and continuing financial pressure in having to fund national pay awards for teachers and support staff, and inflationary increases on goods and services. School governors and head teachers are therefore continuing to implement efficiencies in the costs of running of their schools in an attempt to avoid falling into deficit.

4.7 Early Years Block

4.7.1 During 2023-24 additional funding was allocated to Early Years Providers to meet rising costs including increases in pay. This funding has now been incorporated into the 2024-25 rates as shown below.

Early Years	EYNFF Funding 2023-24	TOTAL FUNDING 2023-24 £/hr	FUNDING 2024-25 £/hr	Change £/hr	Change %
Under 2	n/a	n/a	12.11		
2 Year Olds	6.52	8.64	8.90	0.26	0.03
3/4 Year Olds	5.65	5.98	6.16	0.18	0.03

4.7.2 The 2023-24 funding rate for 3&4 year olds is £8.64 which incorporates the Early Years supplementary grant of 19p and the Teachers Pay and Pensions Grant of 14p. The funding rate for 2024-25 is £6.16 – an increase of 3%.

4.7.3 The 2023-24 funding rate for 2 year olds is £8.64 which incorporates the Early Years supplementary grant of £2.12. The funding rate for 2024-25 is £8.90 – an increase of 3%. The new rate for under 2s (from September) is £12.11.

4.7.4 These rates are the overall funding for Local Authorities including an allocation for central costs, commissioning, advice, support and quality assurance and administration. The pass-through rate to providers is a minimum of 95%, including contingencies and an inclusion fund to support access for children with special educational needs and disabilities.

Consultation with early years' providers is currently underway to confirm Havering's funding arrangements for 2023-24.

4.8 High Needs Block

4.8.1 As with schools' funding, the distribution of funding from central to local government is through a national formula which includes a number of factors including historic funding, pupil population, deprivation and the number of pupils attending special schools and post 16 provision.

4.8.2 Havering has received an additional £2.125m (5%) in the High Needs Block, bringing the total in High Needs Block to £42.959m.

4.8.3 However the rate of increase of funding is lower than the rate of increase in demand and in common with many other local authorities, Havering is projecting a deficit on the High Needs Block in 2023-24 and all following years. This is due to increasing numbers of Education, Health and Care plans and increasing complexity of need and rising costs of provision.

4.8.4 Havering is participating in the DfE Delivering Best Value (DBV) programme. This aims to support LAs in delivering high quality provision within the allocation of funding

4.9 Central School Services Block

4.9.1 This block is made up of two elements. £1.652m funds the statutory education functions of local authorities such as school admissions, the funding of national copyright licences, servicing the Schools Forum and other statutory duties previously funded from an Education Services Grant. In addition, there is £0.094m funding for historic commitments previously funded within the Schools Block. This second element is being phased out over time.

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Section 25 Statement of Robustness on the budget Appendix H

1 Introduction and Background

- 1.1 Section 25 of the Local Government Act 2003 requires Chief Financial Officers to report to their authorities about the robustness of estimates and the adequacy of reserves when determining their budget and level of Council Tax. Authorities are required to consider their Chief Financial Officer's report when setting the level of Council Tax.
- 1.2 As I write Havering's S25 Statement of Robustness, the Council is facing significant financial pressure and is applying to the Department of Levelling Up, Communities and Housing (DLUHC) for Exceptional Financial Support.
- 1.3 The Council's in-year General Fund overspend is forecast at over £22m, against un-earmarked reserves of £8m. The Service overspend element is now £27m, much of which has been incorporated as growth in the 2024/25 budget.
- 1.4 Without approval of Havering's Exceptional Financial Support submission, the Council will be unable to set a legally balanced budget for 2024/25. The net base gap budget gap is £14m but this excludes a number of risks that may occur during next year. In order to ensure the Council's budget is robust, the Medium Term Financial Plan builds in an additional element of "risk" to increase financial resilience in next year's budget in the event of unexpected costs or costs exceeding our assumptions.
- 1.5 This statement contains the following sections:
- The Council's financial challenge
 - Level of savings, implementation and delivery
 - Key assumptions, inflationary and new legislative risks
 - Delivery of Corporate Plan and key organisational priorities
 - Processes on spend controls, recruitment panels, recovery boards
 - Adequacy of reserves and financial resilience
 - Process of Capitalisation Direction

2 Havering's Financial Challenge

- 2.1 For many years the Council has been underfunded. The current funding formula remains unchanged since 2013 and uses census data that is over a decade old. During the last ten years, Havering has seen the fourth fastest growing children's numbers as a proportion to its overall population. The growth in demand for Children's Services is coupled with the Council maintaining support to the Borough's elderly population, with Havering being home to the second highest proportion of elderly people across London.
- 2.2 Despite our rapidly changing demographic profile, the funding allocated has simply not kept pace with the changing needs and demands for services.

Nationally, Core Spending Power (CSP) increased by 6.5% yet Havering's CSP increase was lower than average at 6.2%. Notwithstanding this marginal variation, c70% of Havering's CSP is generated through Council Tax compared to 60% in outer London boroughs which means Havering receives proportionally less grant than other London boroughs. For 2024/25, the Council is forecasting pressures of c£66m against new grant funding of £5.6m.

3 Level of Savings, Implementation and Delivery

- 3.1 The base case net budget gap for 2024/25 stands at £14m, which the Council is unable to find additional savings to offset the residual deficit by. Since 2010, the Council has delivered c£160m of savings resulting in the Council's costs being lower than its neighbours and the national average. Havering is low-cost and top quartile for income collection, making it extremely difficult for the Council to identify further savings to reduce the £14m deficit.
- 3.2 The net budget gap is after taking into account the Council being able to fully implement £16.5m of savings with effect from 1st April. There are underlying risks relating to non-delivery of in-year savings of c£2m that must be delivered by 1st April 2024 to prevent an overspend occurring next financial year. Officers understand the scale of the challenge and there is a Council-wide endeavour to deliver the planned proposals.

4 Robustness of 2024/25 Budget, Key Assumptions, Inflationary and Legislative Risks

- 4.1 The Budget setting process considers best, mid and worst case scenarios. Even assuming the worst case scenario, it is extremely difficult to accurately estimate the multitude of factors that are outside the control of officers.
- 4.2 For planning purposes, the Council has built in additional risks as part of the request for exceptional financial support. However, with assumptions, they are taken at a point in time and there must be an appreciation that the position will vary. Changes to interest rates, inflation, market and supplier demands, additional service demands, unfunded new burdens and other factors will impact on the Council to spend during 2024/25.

5 Housing Revenue Account Risks and Dedicated Schools Risks

- 5.1 The HRA budget for 2024/25 is robust and incorporates risks on additional expenditure on both the Revenue and Capital budgets.
- 5.2 Over the 30-year Business Plan, the level of reserves does not dip below the recommended level of reserves, set at 10% of income from rents, service charges and leaseholders.

- 5.3 The Dedicated Schools Grant is currently forecasting a cumulative deficit position of c£8m and is estimated to increase by millions over the next four years. If the Statutory Override (the ability to leave the deficit on the balance sheet) is not extended beyond 25/26 this will trigger an automatic S114.

6 Delivery of Corporate Plan and Organisational Priorities

- 6.1 It will be difficult to balance delivery of the Council's Corporate Plan and longer term strategic objectives against the backdrop of the financial challenges we face. The Corporate Plan has been refreshed through the lens of our residents and communities as well as taking into account what is affordable and can be delivered within the confines of the financial envelope.
- 6.2 Longer term plans are under review, capital expenditure has been paused but the Council is still committed to delivering projects through to completion where it is more cost effective to continue and where the projects contribute to the longer term strategic aims of the Borough.

7 Essential Spend, Recruitment Panel and Finance Recovery Board

- 7.1 Controlling, monitoring and understanding the cost drivers and expenditure profiles will be extremely important next year. Early risks and financial pressures must be identified early so mitigation plans to reduce expenditure can be put in place in good time, where possible.
- 7.2 The Finance Recovery Board will continue to monitor overspending services and discussions will focus on mitigations to reduce the overspend and cost prevention measures.
- 7.3 The Recruitment Panel will continue throughout next year and consideration will be given as to whether vacancies can be held, recruitment can be delayed or if the post can be covered by the existing workforce. This position can only be sustained on a short term basis to prevent team members from feeling burn out.

8 Adequacy of Reserves and Financial Resilience

- 8.1 Havering's reserves are the third lowest in London. General Fund balances are £8m, with £39m of reserves earmarked for specific projects, many of which are contractually committed to. £8m of un-earmarked reserves is equivalent to c4% of the Council's projected 2024/25 net budget of £19.75m. This is far below the recommended minimum level of reserves and is significantly lower than the average level of un-ring-fenced reserves across London.
- 8.2 As a minimum, the Council is looking to maintain its un-earmarked balances at £8m and, in order for the Council to build an element of financial capacity, the

Council is actively assessing ways to build up its financial resilience through increasing its reserves.

- 8.3 It is crucial that the Council does not use its reserves to fund the in-year overspend as the reserves must be maintained to withstand unexpected financial risks/pressures that may arise in 2024/25.

9 Process for Capitalisation Direction

- 9.1 A Capitalisation Direction has been submitted to fund the in-year overspend and to fund the residual, estimated worst case budget gap. However, this position still makes a number of assumptions on varying factors such as interest rates, market inflation, demand for Council services and implementation of the £16.5m savings.
- 9.2 It has been made clear to DLUHC that the Council's budget deficit has arisen due to years of structural underfunding and Havering will request exceptional financial support through a Capitalisation Direction year-on-year until the Government resolves the inadequacies of the outdated funding system. The Capitalisation Direction will add further debt and will increase the budget deficit in future years.

10 Summary and Conclusion

- 10.1 Although I am recommending approval of a robust budget for 2024/25, it is recognised that Havering's financial situation is not sustainable in the long term due to the underlying budget deficit, resulting from years of systemic underfunding.
- 10.2 The budget has been built on a thorough review of factors known to Officers at this moment in time and incorporates inherent risks and pressures. The budget presented is as robust as it can be, based on the information available at present. However, it should be accepted that there are significant financial risks ahead and issues outside of the Council's control that may arise. As such, the Council is looking to maintain its un-earmarked reserves to deal with these pressures until it is able to take longer term action if required.
- 10.3 Discussions will continue on the level of financial support Havering requires until the Government changes its funding formula and Havering will only be able to set a balanced budget in future years if the borrowing options remain open to us.

Kathy Freeman, Strategic Director of Resources

12th January 2024

Council Tax Support Scheme 2024/25

Introduction

Each local authority is required by Section 9 of the Local Government Finance Act 2012 (the Act) to produce its own Council Tax Support scheme to reduce the liability of working age applicants whom it considers to be in financial need.

This document summarises the proposed Council Tax Support Scheme (2024 scheme) from April 2024 which the Council has produced in accordance with of Schedule 4 of the Act.

The Council adopted its own local scheme which has due regard to the Department for Levelling Up, Housing and Communities' policy intentions and unequivocally protects pensioners.

Havering's Council Tax Support scheme has been interpreted and applied in accordance with the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 which set out what must be included in the scheme.

Summary of Council Tax Support Scheme from April 2024

The 2024/25 scheme will adopt the existing Council Tax Support scheme in place at 31 March 2024 including the following amendments in place since 1 April 2019:

1. The maximum Council Tax Support is 75% of the Council Tax due for working age claimants who are not considered disabled. This means that every working age household that is not considered disabled will continue to pay a minimum charge of 25% towards their Council Tax bill.
2. The maximum Council Tax Support is 80% of the Council Tax due for working age claimants who are considered disabled. This means that every working age household that is considered disabled continues to pay a minimum charge of 20% towards their Council Tax Bill

Disabled claimants for the purposes of the scheme are defined as people who have a disability income that entitles them to one of the following premiums: disability, severe disability, enhanced disability, disabled child and/or carer when calculating their benefit.

Havering's Local Council Tax Support Scheme

In this document 'the current scheme' means Havering's existing Council Tax Support scheme which was adopted in January 2013 and then amended with effect from April 2014, 2015 and again with effect from April 2019.

Unless expressly stated otherwise, the provisions outlined below relate solely to working age applicants under the current scheme.

This document summarises the Council's proposed Scheme for eligible working age Council Tax payers to receive Council Tax support.

The scheme applicable to pensioners is defined in The Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012, Part 3, and Schedules 1 to 6, which is adopted within this scheme.

The procedure for the application and calculation of the 2024 scheme is summarised below and is made in accordance with Schedules 7 and 8 of the Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012.

The principles embodying the Local Council Tax Support Scheme include:

- Local authorities will be expected to manage significant reductions in subsidised expenditure.
- Regulations have been set to protect claimants of state pension credit age.
- Local authorities will consult on their schemes with precepting authorities and the public.
- The Council will adopt the final scheme before 31 March 2024 or the default scheme will apply.
- Local authorities should aim to protect vulnerable groups.
- In developing schemes, local authorities should consider incentivising claimants into work.

The Local Council Tax Support Scheme includes the following:

- Introduction and definitions
- Prescribed of persons
- Provisions relating to entitlement under the scheme
- Applicable amounts
- Maximum Council Tax Reduction
- Amount of reduction under the scheme
- Assessment of Income and Capital under the scheme
- Students
- Applications
- Extended reductions
- Period of entitlement and changes of circumstances
- Schedules

The Council proposes to maintain the current CTS Scheme for 2024 putting forward no significant amendment to that scheme in 2024. A copy of the 2024 Council Tax Support Scheme can be found at https://www.havering.gov.uk/downloads/download/367/havering_local_council_tax_support_scheme

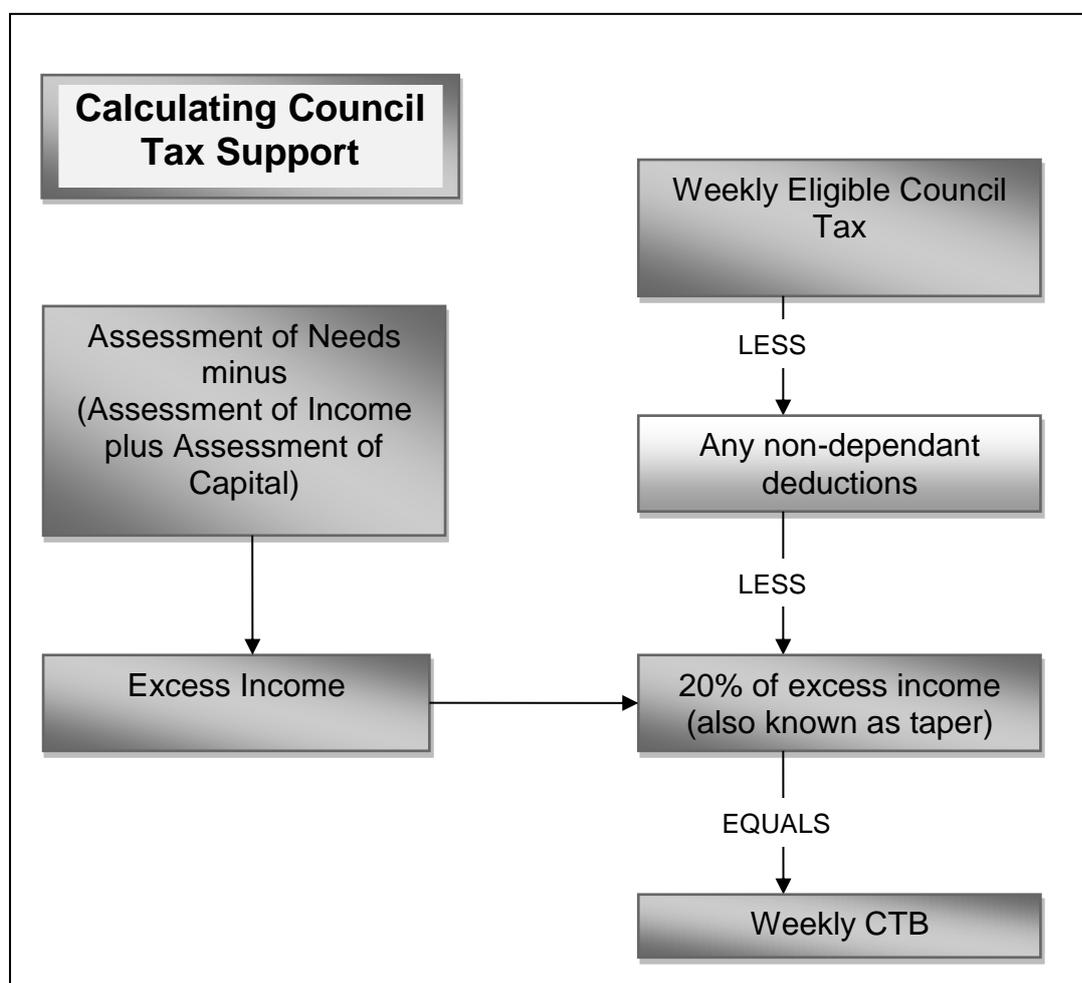
The Council Tax Support Calculation

The starting point for all calculations of Council Tax Support is the claimant's 'maximum benefit'. This is the claimant's weekly eligible Council Tax less any non-dependant deductions that apply.

Income and capital are compared to the claimant's applicable amount. Any income over the applicable amount is known as the Excess Income.

The claimant qualifies for maximum support less 20% of any excess income figure. The 20% reduction to the maximum benefit is known as a taper.

Claimants in receipt of Job Seeker's Allowance, Income Support or Universal Credit have already been assessed by the Department for Work and Pensions (DWP) as having income lower than their applicable amount and so will receive maximum Council Tax support less any non-dependant deductions.



Non-dependant deductions

A non-dependant deduction is an amount of Council Tax that is due from the CTS claimant because there is another adult (non-dependant), who is not the claimant's partner, living in the household who receives an income. This reduces the amount of CTS a claimant will receive which is described in paragraph 30A of the 2024 scheme as follows:

- (1) Subject to the following provisions of this regulation, the non-dependant deductions in respect of a day referred to in regulation 29A (maximum Council Tax benefit) shall be—
 - (a) in respect of a non-dependant aged 18 or over in remunerative work, $\text{£}20.00 \times \frac{1}{7}$;
 - (b) in respect of a non-dependant aged 18 or over to whom sub-paragraph (a) does not apply, $\text{£}6.00 \times \frac{1}{7}$.
- (2) In the case of a non-dependant aged 18 or over to whom paragraph (1)(a) applies, where it is shown to the appropriate authority that his normal gross weekly income is—
 - (a) Less than $\text{£}224.00$, the deduction to be made under this regulation shall be that specified in paragraph (1) (b);
 - (b) Not less than $\text{£}224.00$ but less than $\text{£}389.00$, the deduction to be made under this regulation shall be $\text{£}9.00$;
 - (c) Not less than $\text{£}389.00$ but less than $\text{£}484.00$, the deduction to be made under this regulation shall be $\text{£}15.00$.

From April 2014 onwards, the eligible weekly Council Tax used to calculate Council Tax support shall be no higher than the weekly Council Tax Band D value for a property in Havering.

Paragraph 29A (1) of the CTS scheme 2024/25 provides that:

- (1) Subject to paragraphs (2) to (5), the amount of a person's maximum Council Tax benefit in respect of a day for which he is liable to pay Council Tax, shall be 85 per cent of the amount A/B where—
 - (a) A is the amount set by the appropriate authority as the Council Tax for the relevant financial year in respect of the dwelling in which he is a resident and for which he is liable, subject to any discount which may be appropriate to that dwelling under the 1992 Act; and
 - (b) B is the number of days in that financial year, less any deductions in respect of non-dependants which fall to be made under regulation 58 (non-dependant deductions).
- (2) In calculating a person's maximum Council Tax benefit any reduction in the amount that person is liable to pay in respect of Council Tax, which is made in consequence of any enactment in, or made under, the 1992 Act, shall be taken into account.
- (3) The level of any Council Tax Support awarded shall be restricted to the level of band D
- (4) Subject to paragraph (5), where a claimant is jointly and severally liable for Council Tax in respect of a dwelling in which he is resident with one or more other persons but excepting any person so residing with the claimant who is a student to whom regulation 45(2) (students who are excluded from entitlement to Council Tax benefit) applies, in determining the maximum Council Tax benefit in his case in accordance with paragraph (1), the amount A shall be divided by the number of persons who are jointly and severally liable for that tax.
- (5) Where a claimant is jointly and severally liable for Council Tax in respect of a dwelling with only his partner, paragraph (4) shall not apply in his case.

From April 2019 onwards, Maximum Council Tax Support for working age claimants is 25% (previously 15%). The exception is working age claimants classified as disabled for the purposes of the CTS scheme where maximum Council Tax support is reduced by 20% (previously 15%).

This means that working age households (not disabled) continue to pay a minimum charge of 25% of their Council Tax Bill and working age disabled households continue to pay a minimum charge of 20% of their Council Tax bill.

Paragraph 29A of the CTS scheme 2024/25 provides that:

(1) Subject to sub-paragraphs (2) to (5), for persons in classes D to E in this scheme a person's maximum Council Tax reduction amount in respect of a day is 75 per cent for working age (not disabled) & 80% for working age (disabled) of the amount A/B where—

(a) A is the amount set by the authority as the Council Tax for the relevant financial year in respect of the dwelling in which he is a resident and for which he is liable, subject to any discount which may be appropriate to that dwelling under the 1992 Act; and

(b) B is the number of days in that financial year, less any deductions in respect of non-dependants which fall to be made under paragraph 30A (non-dependant deductions: persons who are not pensioners) and any award restricted to the level of Band D

From April 2015 onwards, the amount of savings and investments people are allowed to have and still be entitled to claim CTS was reduced from £16,000 to £6,000.

The CTS scheme 2013/14 and 2014/15 did not accept claims from applicants who have savings and investments of more than £16,000. These individual were not entitled to any CTS.

From April 2015, applicants who have more than £6,000 in savings or investments are not eligible to claim and therefore have no entitlement to CTS.

Paragraph 23 of the CTS scheme 2024/25 states that:

(1) The class of person described in this paragraph consists of -

(a) Persons in class A and B whose capital exceeds £16,000

(b) Persons in class D and E whose capital exceeds £6,000.

From April 2015 onwards, Second Adult Rebate was abolished.

Second Adult Rebate supported working age Council Tax payers whose income was too high in their own right for Council Tax Support but who had other adults living in the household whose income was low.

Applications for Council Tax Support

This part applies to both pension-age and working-age applicants

The following procedure has been set in accordance with the Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012, referred to as 'the Regulations' below.

Entitlement to CTS is dependent on an application being made in the following way:

An application may be made:

- (a) In writing
- (b) By means of an electronic communication or
- (c) By telephone following publication by the Council of a number for this purpose.

The form provided by the Council for this purpose must be properly completed, and the Council may require the applicant to complete the form in the proper manner, and may further require that further information and evidence is provided by the applicant.

An application will be made defective if the applicant does not provide all of the information the Council requires.

Applications made by telephone will only be accepted if the applicant provides a written statement of their circumstances in the format required by the Council.

The Council will allow a certain length of time for applicants to correct any defects in their application.

The Regulations provide for which classes of people are eligible to make application for Council Tax Support.

Evidence and information

Any person who makes an application or any person to whom a reduction under the CTS scheme 2024/25 has been awarded shall furnish such certificates, documents, information and evidence in connection with the application or award, or question arising out of it as may reasonably be required by the Council in order to determine the person's entitlement. Where the Council requests information it shall inform the applicant or person of their duty to notify the Council of any change of circumstances and shall indicate the kind of changes of circumstances which are to be notified.

Matters related to the electronic communication of information, proof of delivery and content of information will be determined in accordance with Part 4 of Schedule 7 of the Regulations.

Where the person is a pensioner paragraph 7(4) (5) (6) and (7) of Schedule 8 of the Regulations apply which specify matters relevant to evidence and information related to pensioners.

Amendment and withdrawal of applications

Any person who has made an application may amend it at any time before a decision had been made by serving a notice in writing to the Council in accordance with paragraph 8 of Schedule 8 of the Regulations.

Decisions by the Council

The Council will make a decision in respect of any application for a reduction under this scheme in accordance with the criteria set out within the CTS scheme 2024 rules.

The decision will be made within 14 days or as soon as reasonably practicable of the Council receiving at its designated office the properly completed application or the information requested to complete it or the evidence required. The date upon which the Council is deemed to have received the properly completed application shall be determined in accordance with paragraphs 6 of Schedule 1, paragraph 7 and Part 1 of Schedule 7 of the Regulations being satisfied, or as soon as reasonably practicable thereafter.

The Council will notify the applicant or any person affected by its decision under the scheme in writing forthwith, or as soon as reasonably practicable.

Any person affected to whom the Council sends or delivers a notification of a decision to may, within one month of the notification of the decision, request in writing from the Council a statement setting out the reasons for its decision on any matter set out in the notice.

Following receipt of a request for a written statement the Council will provide this within 14 days or as soon as reasonably practicable thereafter.

Where an award or payment of reduction is made the time and manner of granting the reduction under the scheme will be in accordance with Part 5 of Schedule 8 of the Regulations.

Change of circumstances

For persons who are not pensioners the date on which changes of circumstances are to take effect will be determined in accordance with paragraph 4 of Part 2 of Schedule 8 of the Regulations.

Procedure for making an appeal

Any applicant who is not in agreement with the decision of the Council taken under this scheme may service a notice in writing on the Council setting out their reasons and grounds upon which they believe the Council has made the wrong decision.

Following receipt of an appeal in writing the Council will:

- (1) Consider the appeal
- (2) Notify the applicant in writing of the following:
 - (i) Any decision not to uphold the appeal and the reasons for that; or

- (ii) That steps are being taken to proceed with the appeal and set out what steps.

Where an applicant remains dissatisfied following receipt of any written notice sent by the Council in response to their appeal, they may within two months of the service of that notice, appeal to the valuation tribunal.

Applications for further discretionary reductions

Under Section 13A(1)(c) of the Local Government Finance Act 1992 and The Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012, the Authority will consider applications for a further reduction in Council Tax.

There will be financial implications in that the cost of any reduction will be a direct cost to the Council. The cost of any discretionary reduction will, therefore, have to be met by the rest of the Council Taxpayers.

Applications must be made in writing or by prescribed electronic communications.

The Council will, in making decisions for further discretionary reductions, have due regard to its duties under The Child Poverty Act 2010, The Housing Act 1996, and The Equality Act 2010.

The Council will review all relevant matters when deciding whether to award a reduction including, but not limited to:

- The circumstances of any other person with whom the applicant is jointly and severally liable for Council Tax.
- The overall financial situation of the applicant and the applicant's family.
- The effect the council believes making an award will have on the applicant and any members of the applicant's family.
- Protecting the public purse and maintaining financial budgets.

A person who applies for a discretionary reduction may request that the Council review its decision. Any such request must be made in writing and be received within one month of the date the notification of the decision.

If practicable, another more senior officer, will reconsider the decision in light of all available evidence and, if appropriate amend it. Any change may lead to either a reduction or an increase in any award.

A further right of review will be available against the decision as reviewed which will be considered by a manager but only against the legality of the decision and not the actual outcome.

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1 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%. Cabinet should note that a similar discount is not permitted under business rate regulations. Any revenue foregone by offering a 1.5% discount is offset by the notional interest earned on the advance payment of Council Tax.

Resolution

“Any Council Tax payer who is liable to pay an amount of Council Tax to the authority in respect to the year ending on 31 March 2025, who is served with a demand notice under Article 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 and who makes payment to the authority of the full balance of the estimated amount shown on that demand by 1 April 2024, 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”.

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

2. Policy regarding war pension income in relation to Housing Benefit Assessment

The Housing Benefit regulations 2006 make provision for the disregard of the first £10 of War Pension income in the assessment of Housing Benefit entitlement. The Social Security Contributions and Benefits Act 1992 makes further provision that Local Authorities may modify the Housing Benefit scheme by disregarding a further amount or all War Pension Income as part of a local policy.

Since the London Borough of Havering was first established, the custom of disregarding this income in full has been carried out by staff assessing Housing Benefit entitlement.

It has been noted on the council's annual Housing Benefit Assurance Process (HBAP) audit report for benefit paid out in respect of 2021/22, that the council was unable to evidence the decision to adopt a local policy to disregard War Pension income, and so it is necessary for the council to formally record its local policy of disregarding this income in full in the assessment of Housing Benefit. There is already a corresponding disregard of this income in the council's Local Council Tax Support scheme rules.

The legislation which covers these arrangements is as follows:

- The Housing Benefit Regulations 2006 paragraph 40(2) and schedule 5
- Housing Benefit (Persons who have attained the age qualifying for the State Pension Credit) Regulations 2006 paragraph 33(9) and schedule 5
- Sections 134 and 139 of the Social Security Administration Act 1992 provide the Council with the discretion to modify the Housing Benefit scheme by disregarding a further amount, or all, of specified war disablement pensions and payments.
- The Housing Benefit and Council Tax Benefit (War Pension Disregards) Regulations 2007 (as amended) prescribe which pensions and payments are in scope for the local policy.

Equality & Health Impact Assessment (EqHIA)

Document control

Title of activity:	Council Tax Support Scheme 2024
Lead officer:	Chris Henry, Head of Council Tax & Benefits, Exchequer & Transactional Services, oneSource
Approved by:	Sarah Bryant, Director of Exchequer & Transactional Services
Date completed:	October 2023
Scheduled date for review:	November 2024

Did you seek advice from the Corporate Policy & Diversity team?	Yes
Did you seek advice from the Public Health team?	No
Does the EqHIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?	No

1. Equality & Health Impact Assessment Checklist

Please complete the following checklist to determine whether or not you will need to complete an EqHIA and ensure you keep this section for your audit trail. If you have any questions, please contact EqHIA@havering.gov.uk for advice from either the Corporate Diversity or Public Health teams. Please refer to the Guidance in Appendix 1 on how to complete this form.

About your activity

1	Title of activity	Council Tax Support Scheme 2024		
2	Type of activity	This is a scheme which provides assistance to people on low incomes to help them pay their Council Tax.		
3	Scope of activity	<p>The Council Tax Support (CTS) Scheme helps many working age people on low incomes pay their Council Tax bills.</p> <p>While Government funding is insignificant, the Council is committed to maintaining the current 2023 CTS scheme in 2024.</p> <p>The proposed scheme will continue to protect pensioners by law who will get the same level of council tax support as they do now which be up to 100%.</p> <p>Disabled working age applicants can have up to 80% off their Council Tax Bill. Working age applicants can have up to 75% off their Council Tax bill.</p> <p>It is proposed the CTS 2024/25 Scheme remains unchanged for working age and pension age claimants in 2024/25.</p>		
4a	Are you changing, introducing a new, or removing a service, policy, strategy or function?	No	If the answer to <u>any</u> of these questions is 'YES', please continue to question 5.	If the answer to <u>all</u> of the questions (4a, 4b & 4c) is 'NO', please go to question 6.
4b	Does this activity have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?	Yes		
4c	Does the activity have the potential to impact (either positively or negatively) upon any factors which determine	No		

	people's health and wellbeing?			
5	If you answered YES:	Please complete the EqHIA in Section 2 of this document. Please see Appendix 1 for Guidance.		

Completed by:	Chris Henry, Head of Council Tax & Benefits
Date:	December 2023

2. The EqHIA – How will the strategy, policy, plan, procedure and/or service impact on people?

Background/context:
<p>The Council has a statutory obligation to provide a local Council Tax Support Scheme under the Local Government Act 2012.</p> <p>The Council proposes to maintain the Council Tax Support (CTS) Scheme in place since April 2022/23 for 2024/25. The scheme provides assistance to people on low incomes to help them pay their Council Tax.</p>

Who will be affected by the activity?
<p>The 2024 scheme will continue to protect pensioners who will get the same level of Council Tax Support as they do now. This can provide up to 100% off their Council Tax bill.</p> <p>Disabled working age applicants can have up to 80% off their Council Tax Bill. Working age applicants can have up to 75% off their Council Tax bill.</p> <p>At 30 September 2023, 8,647 working-age claimants and 5,010 pensionable age claimants were in receipt of Council Tax Support.</p> <p>Support remains in place through the Council Tax Discretionary policy for those who suffer hardship. Support workers and advisors continue to direct customers where appropriate to the online application which is available on the Havering website.</p> <p>In terms of the number of Council Tax Support Claimants and their household and personal status, the overall total, compared to last year, has decreased from 13,832 to 13,657 (Sept 23), recognising fewer applications due to the end of the pandemic and the opening up of the economy.</p>

Council Tax Support Case Group Descriptions**Count**

Elderly - Non-Passported - Carer	120
Elderly - Non-Passported - Child Under 5	0
Elderly - Non-Passported - Enhanced Disability	0
Elderly - Non-Passported - Family Premium	2
Elderly - Non-Passported - Family Premium - 1 Child	4
Elderly - Non-Passported - Family Premium - 2 Child	0
Elderly - Non-Passported - Family Premium - 3 Child	0
Elderly - Non-Passported - Non Dependant	293
Elderly - Non-Passported - Other	1333
Elderly - Non-Passported - Severe Disability	417
Elderly - Non-Passported - War Pensioners	8
Elderly - Non-Passported - Working	65
Elderly - Passported - Carer	130
Elderly - Passported - Child Under 5	1
Elderly - Passported - Enhanced Disability	0
Elderly - Passported - Family Premium	5
Elderly - Passported - Family Premium - 1 Child	1
Elderly - Passported - Family Premium - 2 Child	1
Elderly - Passported - Family Premium - 3 Child	0
Elderly - Passported - Family Premium - 4 Child	0
Elderly - Passported - Non Dependant	371
Elderly - Passported - Other	1340
Elderly - Passported - Severe Disability	899
Elderly - Passported - Working	20
TOTAL (Elderly) =5010 (37%)	
Working Age - Non-Passported - Carer	648
Working Age-Non-Passported - Care Leavers	71
Working Age - Non-Passported - Child Under 5	170
Working Age - Non-Passported - Disability	430
Working Age - Non-Passported - Disabled Child Premium	67
Working Age - Non-Passported - Enhanced Disability	432
Working Age - Non-Passported - Family Premium	174
Working Age - Non-Passported - Family Premium - 1 Child	761
Working Age - Non-Passported - Family Premium - 2 Child	488
Working Age - Non-Passported - Family Premium - 3 Child	166
Working Age - Non-Passported - Family Premium - 4 Child	45
Working Age - Non-Passported - Family Premium - 5 and above	8
Working Age - Non-Passported - Lone Parent Child Under 5	756
Working Age - Non-Passported - Non Dependant	174
Working Age - Non-Passported - Other	824
Working Age - Non-Passported - Severe Disability	990
Working Age - Non-Passported - War Pensioners	3
Working Age - Non-Passported - Working	247

Working Age - Passported - Carer	225
Working Age- Passported- Care Leavers	0
Working Age - Passported - Child Under 5	1
Working Age - Passported - Disability	57
Working Age - Passported - Disabled Child Premium	8
Working Age - Passported - Enhanced Disability	710
Working Age - Passported - Family Premium	19
Working Age - Passported - Family Premium - 1 Child	44
Working Age - Passported - Family Premium - 2 Child	19
Working Age - Passported - Family Premium - 3 Child	3
Working Age - Passported - Family Premium - 4 Child	0
Working Age - Passported - Family Premium - 5 and Above	0
Working Age - Passported - Lone Parent Child Under 5	37
Working Age - Passported - Non Dependant	69
Working Age - Passported - Other	182
Working Age - Passported - Severe Disability	816
Working Age - Passported - Working	3
TOTAL (Working Age) = 8,647 (63%)	
Grand Total Working Age & Elderly	13,657

Protected Characteristic - Age: Consider the full range of age groups	
<i>Please tick (✓) the relevant box:</i>	<p>Overall impact: There are no changes proposed to the CTS 2024/25 Scheme.</p>
Positive	<p>The impact of this scheme, as compared to the current scheme will remain the same as in the Equality Impact Analysis prepared in Oct 2021. Equality & Health Impact Assessment (EqHIA)</p> <p>London Borough of Havering has the oldest population in London with a median age of approximately 40 years old, as recorded in the 2011 census. Legislation means that the 2024/25 scheme will continue to protect pensioners by law. Consequently, the pension age scheme and the working age scheme have become more disparate overtime.</p> <p>From 2011 to 2016, Havering experienced the largest net inflow of children across all London boroughs. 4,580 children settled in the borough from another part of the United Kingdom during this six year period.</p> <p>Within the scope of the 2024 scheme, there continues to be a Council Tax Discretionary policy to enable the Council to consider cases of hardship which will help mitigate any negative impacts.</p>
Neutral	
Negative	

Evidence:

At present approximately 63% of Council Tax Support claimants are working age and 37% are pension age.

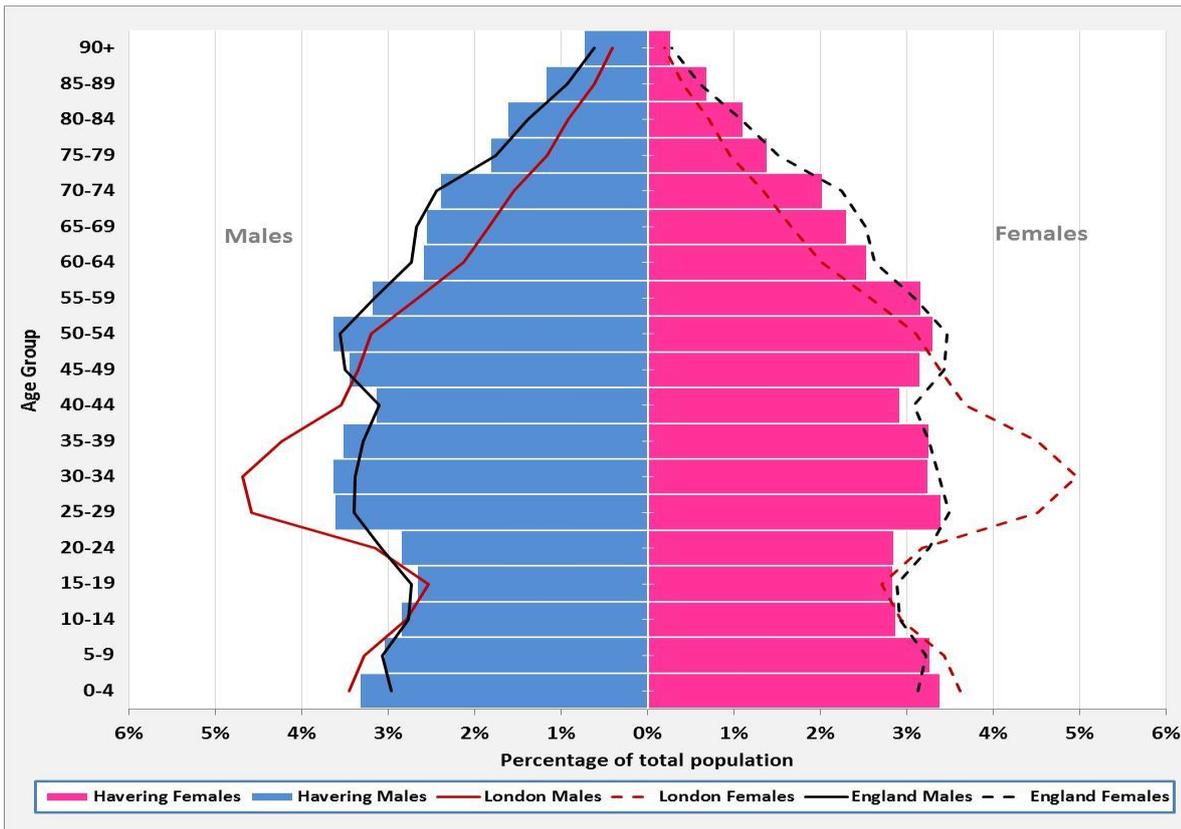
For comparison, the working age population (18-64 years) in Havering is 76% and the pension age population is 24%.

A full range of online services are available including a Text relay service: 18001 01708 434343. Customers can contact the council online or by telephone to the dedicated Call Centre. Customer Services staff are able to give advice and assist. Outside organisations such as Peabody, CAB and Age UK are widely promoted to provide assistance to the elderly population.

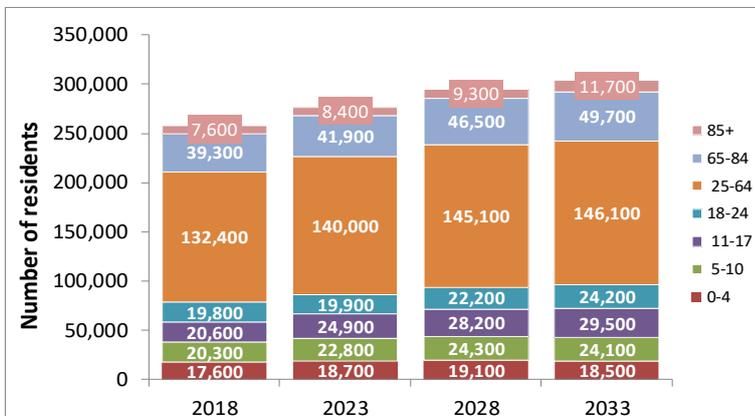
The table below shows the breakdown of current (mid-2017) population by gender and five-year age bands.

AGE BAND (YEARS)	MALE	FEMALE	PERSONS
00-04	8,671	8,553	17,224
05-09	8,371	7,820	16,191
10-14	7,359	7,306	14,665
15-19	7,277	6,833	14,110
20-24	7,316	7,308	14,624
25-29	8,688	9,295	17,983
30-34	8,325	9,355	17,680
35-39	8,344	9,038	17,382
40-44	7,491	8,078	15,569
45-49	8,064	8,879	16,943
50-54	8,463	9,333	17,796
55-59	8,103	8,183	16,286
60-64	6,504	6,664	13,168
65-69	5,903	6,577	12,480
70-74	5,191	6,158	11,349
75-79	3,539	4,672	8,211
80-84	2,836	4,157	6,993
85-89	1,756	3,032	4,788
90+	706	1,891	2,597
All Ages	122,907	133,132	256,039

The population pyramid compares the population figures for Havering with London and England by five-year age bands. The pyramid shows a much older age structure for the population of Havering compared to London but similar to England.



Projected Population Increases by Age Group



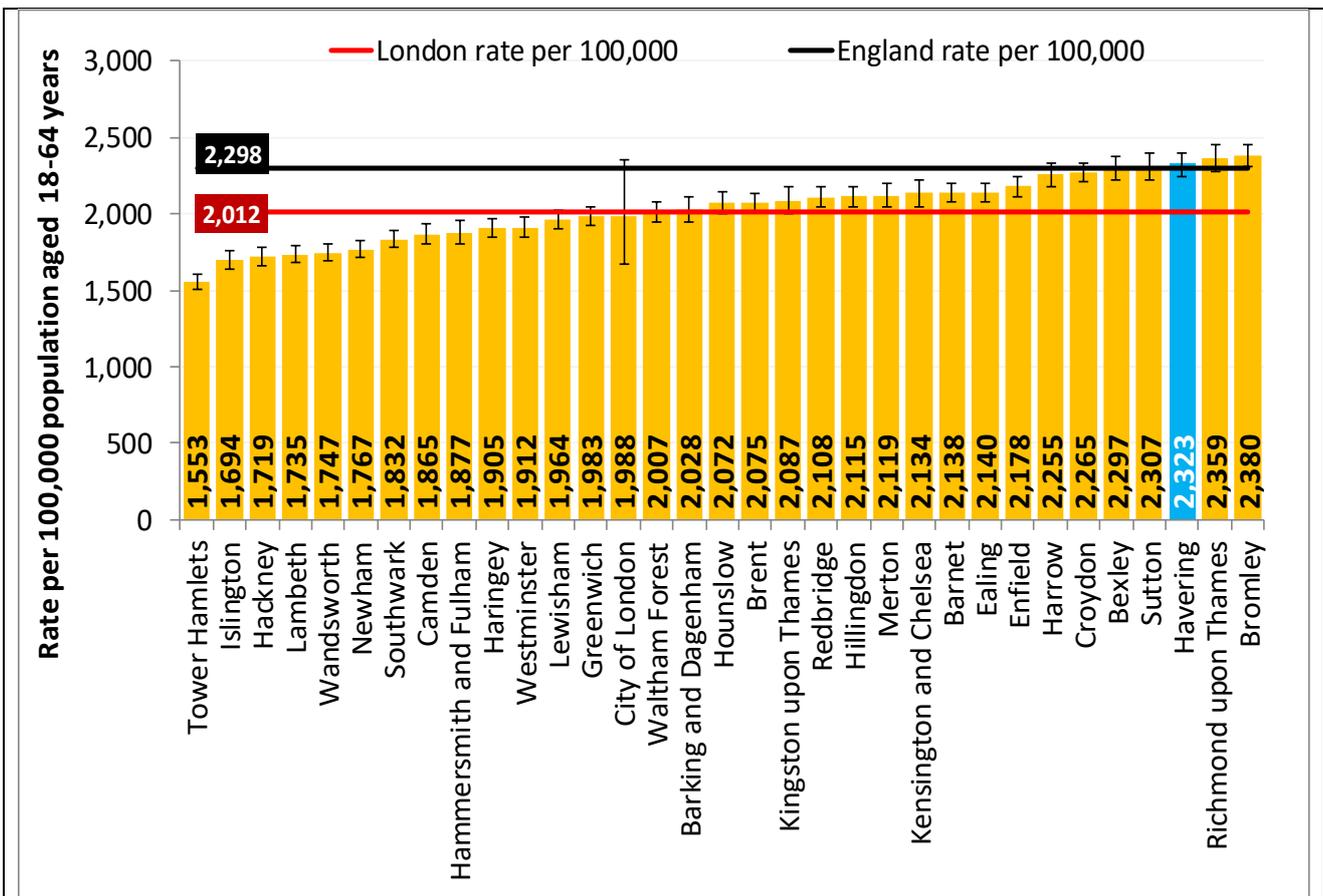
Age Group	Percentage change from 2018 to		
	2023	2028	2033
0-4	6%	9%	5%
5-10	12%	20%	19%
11-17	21%	37%	43%
18-24	1%	12%	22%
25-64	6%	10%	10%
65-84	7%	18%	26%
85+	11%	22%	54%

<p>Sources used:</p> <ul style="list-style-type: none"> • Council Tax Support caseload data Sep 23 • This is Havering 2018 version 4.1 (August 2018) <i>produced by public health intelligence</i> • Mid-year population estimates 2017; Office for National Statistics (ONS) • GLA 2016 based Demographic Projections – Local Authority population projections Housing Led Model
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Protected Characteristic - Disability: Consider the full range of disabilities; including physical mental, sensory and progressive conditions

Please tick (✓) the relevant box:		<p>Overall impact:</p> <p>There are no changes proposed to the CTS 2024/25 Scheme.</p> <p>The impact of this scheme, as compared to the scheme available in 2023/24, will remain the same as in the Equality Impact Analysis prepared in October 2021. Equality & Health Impact Assessment (EqHIA)</p> <p>Within the scope of the 2024 scheme, there continues to be a Council Tax Discretionary policy to enable the Council to consider cases of hardship which will help mitigate any negative impacts.</p> <p>The Recovery Policy also sensitively considers vulnerable persons under whom disabled CTS applicants are categorized, in the collection of Council Tax.</p>
Positive		
Neutral	✓	
Negative		

Evidence:
 In 2017, 3,506 adults (aged 18-64 years) were estimated to be living with serious physical disabilities in Havering. The estimated rate of serious physical disabilities in Havering (2,323 per 100,000 population aged 18-64 years) is similar to England but significantly higher than London average and one of the highest rates of London local authorities. The rationale for this is likely due to the relatively older population in Havering compared to other London boroughs.



In terms of Council Tax Support, disabled claimants are defined as people who have a disability income that entitles them to one of the following premiums: disability, severe disability, enhanced disability, disabled child and/or carer when calculating their benefit. Approximately 43% of working age Council Tax Support claimants meet the above definition, much higher than the overall population average.

Disabled people are historically disadvantaged and face greater barriers when accessing (information about) services and therefore disabled households are considered to be more vulnerable than other households. Disabled people who are unable to work receive higher levels of state benefits and while based on the proposals they will be subject to the 20% liability reduction, disabled working age claimants are likely to have a higher income than other unemployed, working age claimants whose council tax support will also be reduced.

A full range of online services are available and a Text relay service exists: 18001 01708 434343. Customers can contact the council online or by telephone to the dedicated service Call Centre. Details of AccessAble are available on the council's website. Customer Services staff are able to advise and assist, as can Havering's Community Learning Disability Team (CLDT) which assists adults with a learning disability and their carers. Proofing and editing of translated documents;

- Reproduction of print material in large print;
- Reproduction of print material in Braille;
- Audio and transcription services;
- Subtitling;
- Reproduction of information in "Easy Read" (simplifying information using pictures and plain English);

Certification and authenticity checks of documents
 Other outside organisations such as Peabody, CAB and Age UK are widely promoted to provide assistance customers with disabilities

Sources used:

Council Tax Support caseload data Sep 2023
 This is Havering 2018 version 4.1 (August 2018) *produced by public health intelligence*
 Peabody
 CAB
 Age UK
 The Corporate Translation & Interpreting Policy
 The Language Shop

Protected Characteristic - Sex/gender: Consider both men and women	
Please tick (✓) the relevant box:	
Positive	<input type="checkbox"/>
Neutral	<input checked="" type="checkbox"/>
Negative	<input type="checkbox"/>
<p>Overall impact:</p> <p>There are no changes proposed to the CTS 2024/25 Scheme.</p> <p>The impact of this scheme, as compared to the scheme available in 2023/24 will remain the same as in the Equality Impact Analysis prepared in October 2021. Equality & Health Impact Assessment (EqHIA)</p> <p>Due to the fact that only one claim is submitted per household, it is difficult to fully consider the implications the proposals will have on this protected characteristic.</p> <p>However, equalities monitoring indicates that the majority of claims (68%) are made by females (married and single titles) compared with males. We also know that lone parents, part-time workers and carers are more likely to be women.</p> <p>The proposals are therefore considered to have a disproportionate impact on women.</p> <p>Within the scope of the 2024 scheme, there continues to be a Council Tax Discretionary policy to enable the Council to consider cases of hardship which will help mitigate any negative impacts The Council has considered the indirect discrimination and the legitimate aim of balancing the budget in the context of significant savings required. We also consider it is proportionate because the Council's budget situation is such that there are no feasible alternatives. Since 2013, Government grant for Council Tax Support was withdrawn and the scheme has been funded by the Council from</p>	

its own resources.

Evidence:

Breakdown of Council Tax Support Applicants by Gender

Female	9,822	68%
Male	4,706	32%

Breakdown of Havering population by gender

MALE		FEMALE		TOTAL
122,907	48.0%	133,132	52.0%	256,039

The table below shows the breakdown of current (mid-2017) population by gender and five-year age bands.

AGE BAND (YEARS)	MALE	FEMALE	PERSONS
00-04	8,671	8,553	17,224
05-09	8,371	7,820	16,191
10-14	7,359	7,306	14,665
15-19	7,277	6,833	14,110
20-24	7,316	7,308	14,624
25-29	8,688	9,295	17,983
30-34	8,325	9,355	17,680
35-39	8,344	9,038	17,382
40-44	7,491	8,078	15,569
45-49	8,064	8,879	16,943
50-54	8,463	9,333	17,796
55-59	8,103	8,183	16,286
60-64	6,504	6,664	13,168
65-69	5,903	6,577	12,480
70-74	5,191	6,158	11,349
75-79	3,539	4,672	8,211
80-84	2,836	4,157	6,993
85-89	1,756	3,032	4,788
90+	706	1,891	2,597
All Ages	122,907	133,132	256,039

Sources used:

Council Tax Support caseload data Sep 2023
 This is Havering 2018 version 4.1 (August 2018) *produced by public health intelligence*
 Havering Data Intelligence Hub
 Office of National Statistics (ONS)

Protected Characteristic - Ethnicity/race: Consider the impact on different ethnic groups and nationalities

<i>Please tick (✓) the relevant box:</i>		Overall impact: There are no changes proposed to the CTS 2024/25 Scheme. The impact of this scheme, as compared to the scheme available in 2023/24, will remain the same as in the Equality Impact Analysis prepared in October 2021. Equality & Health Impact Assessment (EqHIA) Our data shows that BME claimants are slightly over-represented amongst working age claimants receiving Council Tax Support. There could be a negative impact of the proposals on people from Black and Minority Ethnic (BME) groups. This could imply that BME groups experience more difficulty in finding employment. Support is in place through the Council Tax Discretionary policy for those who suffer hardship as a result of these proposals in order to mitigate any negative impacts. Providing comprehensive translation and interpretation services is becoming increasingly important in light of the significant demographic changes occurring across the Borough. Havering's non-English speaking population has grown steadily. It is estimated that the percentage of adults is greater than 10% (last Census only recording if English as main language in a household) Interpretation, translation or alternative formats can be obtained from The Language Shop which includes: Face to face interpreting (Spoken Language Interpreting, this can be simultaneous or consecutive); Telephone interpreting (connecting to a spoken language interpreter over the telephone); Multilingual telephone information service; Translation (to have written documents translated from the source language to the target language):
Positive	<input type="checkbox"/>	
Neutral	<input checked="" type="checkbox"/>	
Negative	<input type="checkbox"/>	

Evidence:

The tables below show the projected figures for the breakdown of Havering by ethnicity/race and for Benefits claimants where they have supplied this information. The data is difficult to compare due to the different classifications of ethnicity used.

2017 (Havering general population projection)	Number	Percentage of population (%)
All ethnicities	253,478	100.00
White	211,814	83.6
Black Caribbean	3,696	1.5
Black African	10,405	4.1
Black Other	1,510	0.6
Indian	7,405	2.9
Pakistani	2,400	0.9
Bangladeshi	1,883	0.7
Chinese	1,567	0.6
Other Asian	3,652	1.4
Mixed	7,498	3.0
Other	1,648	0.7
<i>BAME¹ Total</i>	<i>41,664</i>	<i>16.4</i>

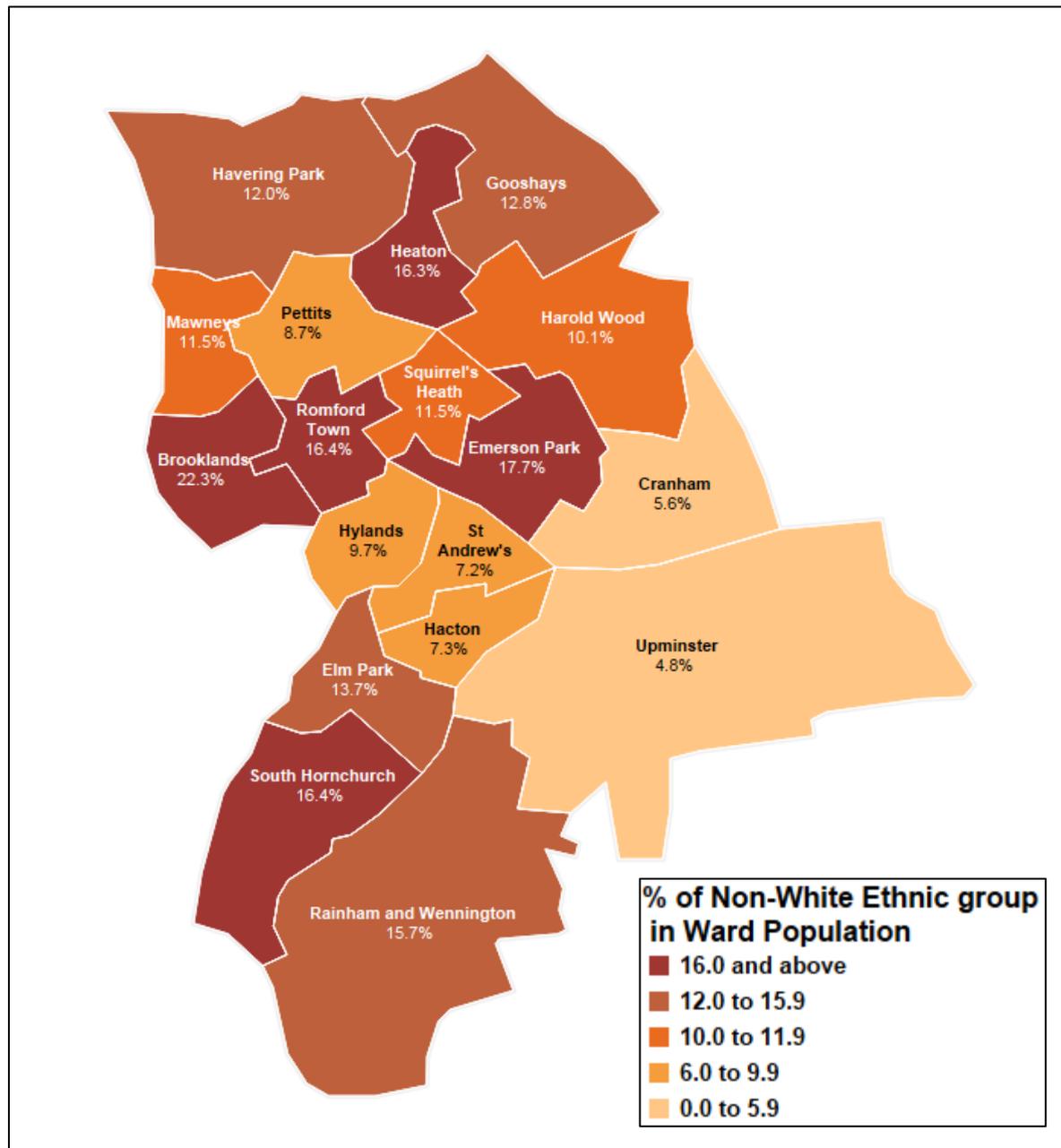
Council Tax Support & Housing Benefit Claimants where Equalities information provided Oct 2023

Claimant Population	Number	Percentage of claimants who provided information
Any Other	387	1.8%
Arab	105	0.5%
Asian/Asian British Any Other	270	1.3%
Asian/Asian British Bangladeshi	503	2.3%
Asian/Asian British Indian	377	1.8%
Asian/Asian British Pakistani	592	2.8%
Asian/Other	13	0.1%
Black/Black British African	1,972	9.2%
Black/Black British Any Other	246	1.1%
Black/Black British Caribbean	732	3.4%
Black/Black British Other	7	0.0%
Chinese	48	0.2%
Claimant Declined	63	0.3%
Gypsy/Traveller	34	0.2%
Mixed Any Other	176	0.8%
Mixed White & Black African	150	0.7%
Mixed White & Black Caribbean	307	1.4%
Mixed White and Asian	85	0.4%
Mixed/Other	4	0.0%
Other Ethnic Group	13	0.1%

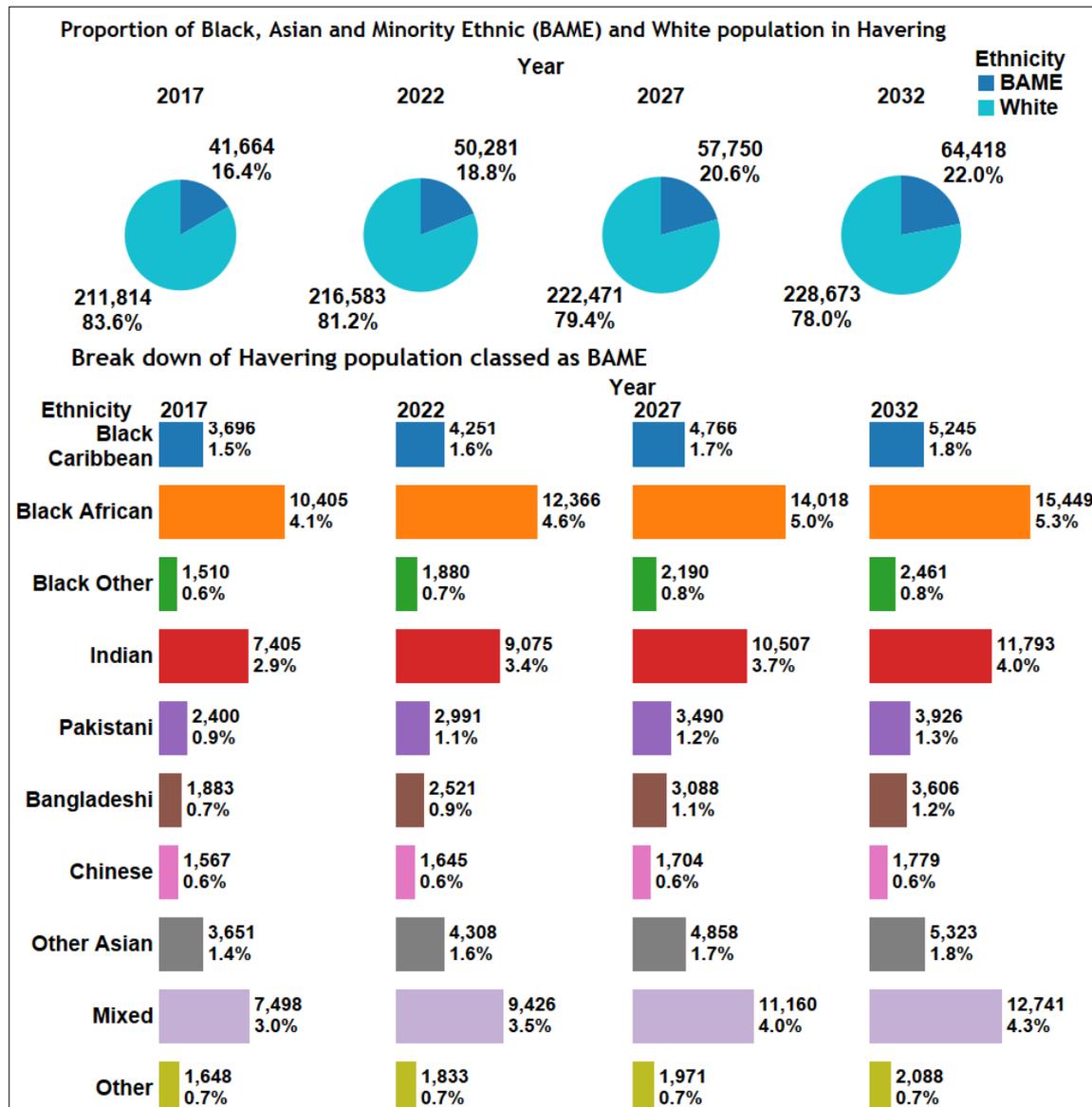
¹ The GLA define BAME differently to the ONS. The GLA does not include a 'White Other' Group. Instead they have one category 'White' that includes 'White British' and 'White Other'.

White & Asian	1	0.0%
White & Black African	8	0.0%
White & Black Caribbean	16	0.1%
White Any Other	1,989	9.2%
White British	13,173	61.2%
White Irish	249	1.2%
Total	21,520	100.0%

From the data provided above, it would appear that there is a disproportionate impact on BME claimants. 83.6% of Havering's population are defined as White, compared to 74.2% of benefit claimants who define themselves as White (including 'White: Other').



Ethnicity population projections 2017 - 2032



Sources used:

Demographic, Diversity and Socio-economic Profile of Havering's Population March 2018
This is Havering 2018 version 4.1 (August 2018)

The Corporate Translation and Interpreting Policy

The Language Shop

Council Tax Support caseload data hb6860 Sep 2023

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Protected Characteristic - Religion/faith: Consider people from different religions or beliefs including those with no religion or belief

<i>Please tick (✓) the relevant box:</i>		Overall impact:
Positive	<input type="checkbox"/>	There are no changes proposed to the CTS 2024/25 Scheme. The impact of this scheme, as compared to the scheme available in 2023/24 will remain the same as in the Equality Impact Analysis prepared in October 2021. Equality & Health Impact Assessment (EqHIA)
Neutral	<input checked="" type="checkbox"/>	
Negative	<input type="checkbox"/>	

Evidence:

Religion and Belief 2011 Census

Faith	Number	%
Christian	155,597	65.6%
Buddhist	760	0.3%
Hindu	2,963	1.2%
Jewish	1,159	0.5%
Muslim	4,829	2.0%
Sikh	1,928	0.8%
Other Religion	648	0.3%
No Religion	53,549	22.6%
No Response	15,799	6.7%
Totals	237,232	100.0%

Sources used:
2011 Census

Protected Characteristic - Sexual orientation: Consider people who are heterosexual, lesbian, gay or bisexual

<i>Please tick (✓) the relevant box:</i>		Overall impact:
Positive	<input type="checkbox"/>	There are no changes proposed to the CTS 2024/25 Scheme.

Neutral	<input checked="" type="checkbox"/>	<p>The impact of this scheme, as compared to the scheme available in 2023/24, will remain the same as in the Equality Impact Analysis prepared in Oct 2021. Equality & Health Impact Assessment (EqHIA)</p> <p>There is no information available to make an assessment on the impact of the current scheme on this protected characteristic.</p>
Negative	<input type="checkbox"/>	
Evidence:		
Sources used:		

Protected Characteristic - Gender reassignment: Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth		
<i>Please tick (✓) the relevant box:</i>		Overall impact:
Positive	<input type="checkbox"/>	There are no changes proposed to the CTS 2024/25 Scheme.
Neutral	<input checked="" type="checkbox"/>	The impact of this scheme, as compared to the scheme available in 2023/24, will remain the same as in the Equality Impact Analysis prepared in Oct 2021 Equality & Health Impact Assessment (EqHIA)
Negative	<input type="checkbox"/>	There is no information available to make an assessment on the impact of the proposals on this protected characteristic Name changes actioned through uk deed poll office
Evidence:		
Sources used: ONS		

Protected Characteristic - Marriage/civil partnership: Consider people in a marriage or civil partnership		
<i>Please tick (✓) the relevant box:</i>		Overall impact:
Positive	<input type="checkbox"/>	There are no changes proposed to the CTS 2024/25 Scheme.
Neutral	<input checked="" type="checkbox"/>	The impact of this scheme, as compared to the scheme available in 2023/24, will remain the same as in the Equality Impact Analysis prepared in Oct 2021 Equality & Health Impact Assessment (EqHIA)
Negative	<input type="checkbox"/>	Same sex couples and civil partnerships are recognised within the scheme however there is insufficient information available to make an assessment on the impact of the proposals on this protected

		characteristic
Evidence:		
Sources used:		

Protected Characteristic - Pregnancy, maternity and paternity: Consider those who are pregnant and those who are undertaking maternity or paternity leave		
<i>Please tick (✓) the relevant box:</i>		Overall impact: There are no changes proposed to the CTS 2024/25 Scheme.
Positive		<p>The impact of this scheme, as compared to the scheme available in 2023/24, will remain the same as in the Equality Impact Analysis prepared in Oct 21. Equality & Health Impact Assessment (EqHIA)</p> <p>There is insufficient information available to make an assessment on the impact of the proposals on this protected characteristic. However, working mothers on maternity leave and women with caring responsibilities tend to have less income and/or reduced access to the labour market.</p> <p>It is perceived that there may also be equality implications for parents with young children and babies, particularly lone parents who may experience a negative impact. Support is in place through the Council Tax Discretionary policy for those who suffer hardship as a result of these proposals in order to mitigate any negative impacts.</p>
Neutral	✓	
Negative		
Evidence:		
Sources used:		
ONS		

Socio-economic status: Consider those who are from low income or financially excluded backgrounds		
<i>Please tick (✓) the relevant box:</i>		Overall impact: There are no changes proposed to the CTS 2024/25 Scheme.
Positive	✓	<p>The impact of this scheme, as compared to the scheme available in 2023/24, will remain the same as in the Equality Impact Analysis prepared in Oct 2021 Equality & Health Impact Assessment (EqHIA)</p> <p>Council Tax Support is a means tested scheme available to</p>
Neutral		
Negative		

households on low incomes. Therefore, all recipients would be considered to be at a socio-economic disadvantage, particularly lone parents (most likely to be women), part-time workers (most likely to be women), working-age couples on low income, large households (more likely to be from BME backgrounds) and carers (most likely to be women).

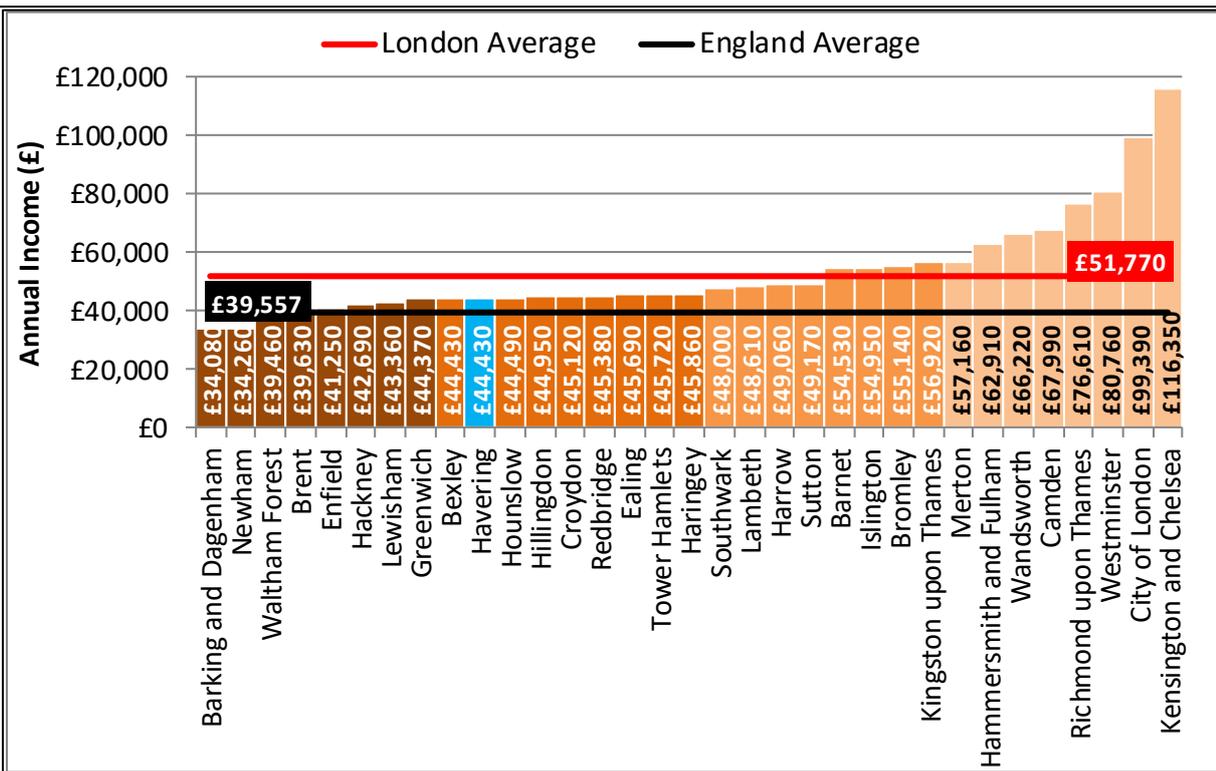
Support is in place through the Council Tax Discretionary policy for those who suffer hardship as a result of these proposals in order to mitigate any negative impacts.

Pension age Council Tax Support claimants will not be affected and will continue to receive similar levels of support with their council tax bills as they do at present.

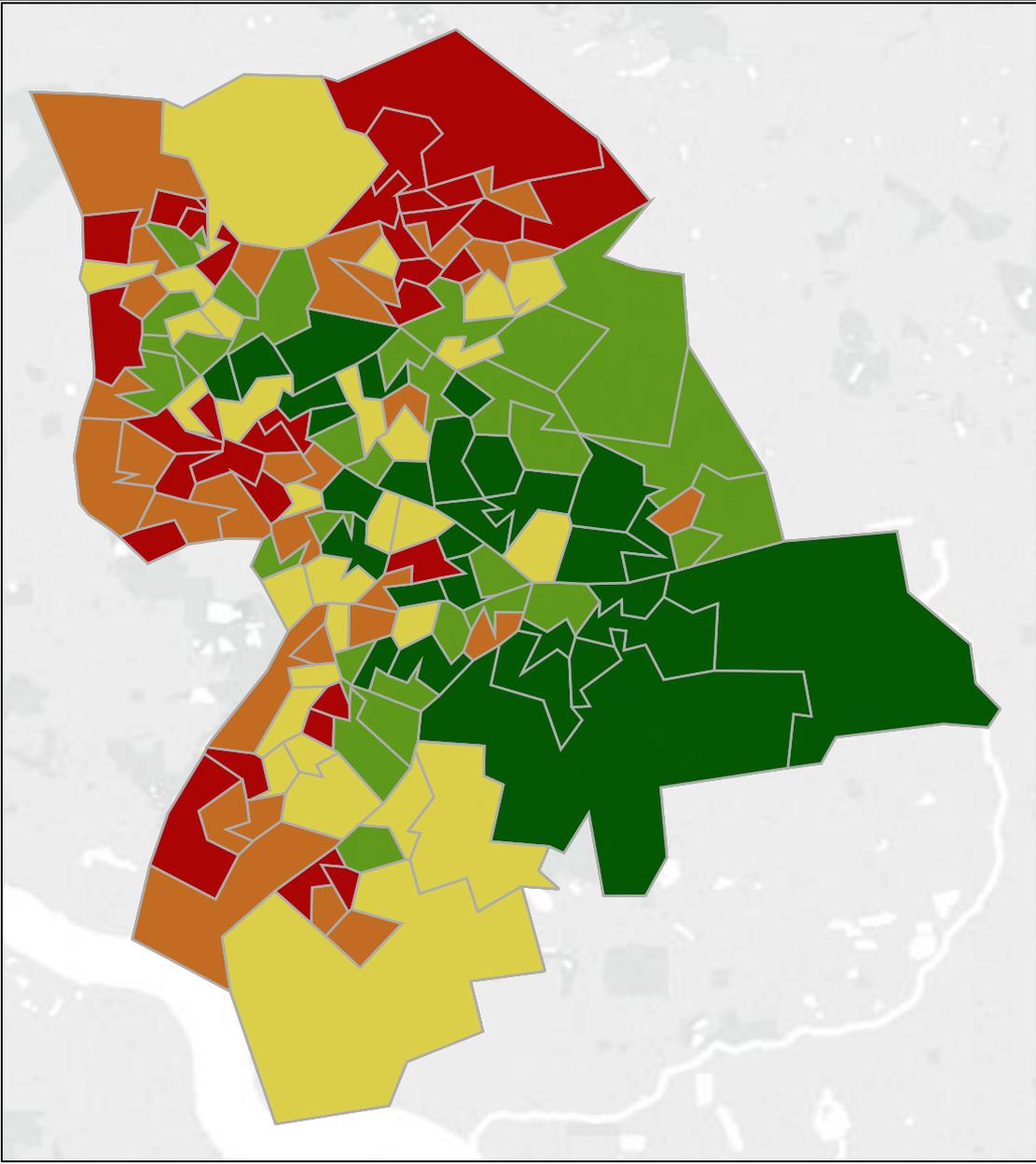
Evidence:

- The average gross income per household in Havering (£44,430, as measured in 2012/13) is low in comparison to the London average (£51,770) and slightly higher than the England average (£39,557).
- 77% of households in Havering have at least one car and compared to other local authorities in London, Havering has the second highest proportion of households (32.8%) with 2 or more cars.
- Majority of children in Havering are not poor, but around 8,800 live in income-deprived households. Gooshays and Heaton wards have the highest proportion of children living in poverty.
- About 77.9% of working age residents in Havering were in employment between April and June 2018. Overall employment rate in Havering is higher than London (74.6%) and England (75.9%)
- The proportion of working age residents in Havering claiming out-of-work benefits (6.8%) is significantly lower than England (8.4%).

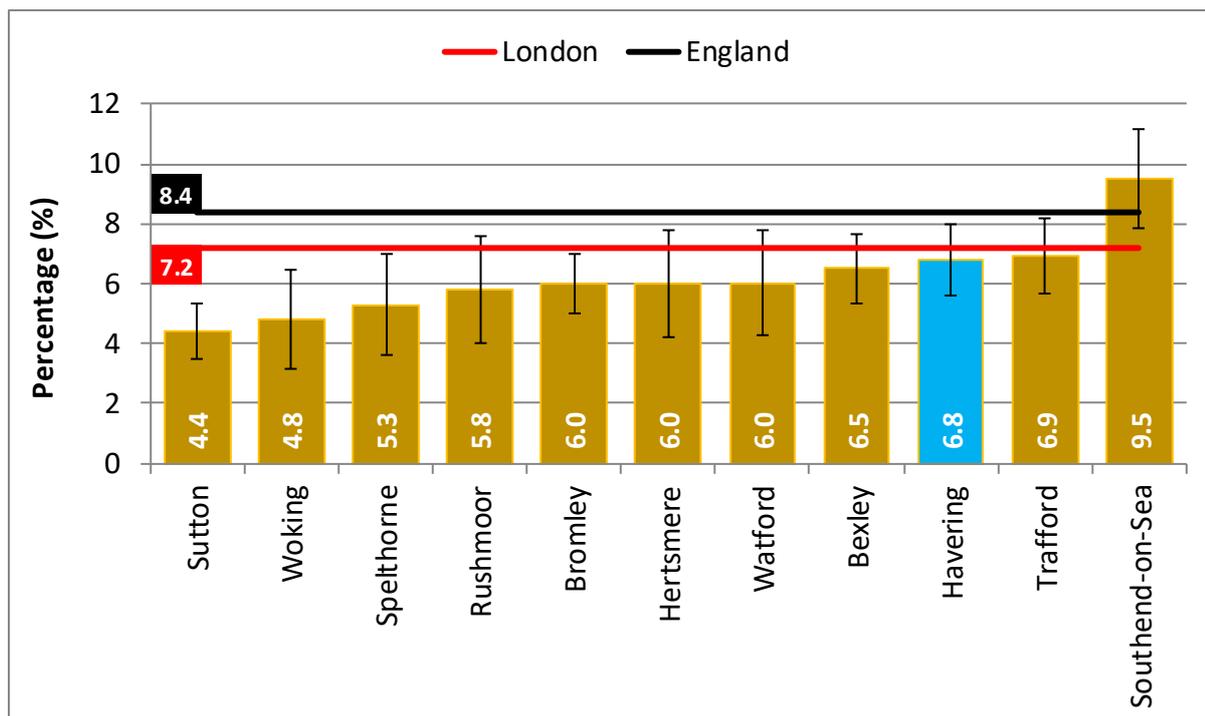
Income 2012/13



Income deprivation affecting Children, quintiles within Havering LSOA, 2015



Proportion of working age residents claiming out-of-work benefits in Havering and ONS statistical comparator group, November 2016



Sources used:

Council Tax Support caseload data Sep 2023
 This is Havering 2018 version 4.1 (August 2018) *produced by public health intelligence*
 Office of National Statistics (ONS)

Health & Wellbeing Impact: Consider both short and long-term impacts of the activity on a person’s physical and mental health, particularly for disadvantaged, vulnerable or at-risk groups. Can health and wellbeing be positively promoted through this activity? Please use the Health and Wellbeing Impact Tool in Appendix 2 to help you answer this question.

<i>Please tick (✓) all the relevant boxes that apply:</i>		Overall impact:
Positive	<input checked="" type="checkbox"/>	There are no changes proposed to the CTS 2024/25 Scheme.
Neutral	<input type="checkbox"/>	The impact of this scheme, as compared to the scheme available in 2023/24, will remain the same as in the Equality Impact Analysis prepared in Oct 2021 Equality & Health Impact Assessment (EqHIA)
Negative	<input type="checkbox"/>	Research has shown there is a clear correlation between poverty and health. Poverty can affect the health of people at all ages. In infancy, it is associated with a low birth weight, shorter life expectancy and a higher risk of death in the first year of life. Children living in poverty are more likely to suffer from chronic diseases and diet-related problems. Entitlement to Council Tax Support assists low income households to

		pay their council tax bill which in turn contributes to financial wellbeing and alleviates stress and poor mental health
Evidence: health-at-a-price-2017.pdf (bma.org.uk)		
Sources used: health-at-a-price-2017.pdf (bma.org.uk)		

3. Outcome of the Assessment

The EqHIA assessment is intended to be used as an improvement tool to make sure the activity maximises the positive impacts and eliminates or minimises the negative impacts. The possible outcomes of the assessment are listed below and what the next steps to take are:

Please tick (✓) what the overall outcome of your assessment was:

✓	1. The EqHIA identified <u>no significant concerns</u> OR the identified <u>negative concerns</u> have already been <u>addressed</u>	➔	Proceed with implementation of your activity
	2. The EqHIA identified some <u>negative impact</u> which still needs to be <u>addressed</u>	➔	COMPLETE SECTION 4: Complete action plan and finalise the EqHIA
	3. The EqHIA identified some <u>major concerns</u> and showed that it is <u>impossible to diminish negative impacts</u> from the activity to an acceptable or even lawful level	➔	Stop and remove the activity or revise the activity thoroughly . Complete an EqHIA on the revised proposal.

4. Action Plan

Protected characteristic / health & wellbeing impact	Identified Negative impact	Recommended actions to mitigate Negative impact* or further promote Positive impact	Outcomes and monitoring**	Timescale	Lead officer
All	✓	<p>Monitor implication of change in Council Tax Support.</p> <p>Opportunities with the Ctax Support Scheme</p>	<p>We will monitor the impact of the continuing scheme and take-up of hardship funds as part of our performance and quality checking systems. The performance data collated, including satisfaction surveys and community profile monitoring will form part of regular reporting arrangements to senior management and members.</p> <p>Citizens' Advice Bureau commissioned to assist provides debt counselling and advice.</p>	December 2023	Nick Foxcroft

		<p>to challenge amount of benefit through internal/external review procedures to maximize support.</p> <p>Availability of the Emergency Assistance Scheme in LB Havering delivered with DABD</p>	<p>Applications monitored & awards recorded by Disablement Association of Barking & Dagenham (DABD)</p>	<p>December 2023</p>	<p>Nick Foxcroft</p>
All	✓	<p>The Council Tax Discretionary Policy</p>	<p>The policy is available on the Internet for any claimant struggling to pay their Council Tax. 32 applications were received & awarded in 2020/21. The majority</p>	<p>December 2023</p>	<p>Chris Henry</p>

			<p>being from Havering care leavers.</p> <p>The Discretionary Policy is promoted by several internal departments and external organizations who engage with vulnerable residents.</p>		
Disability	✓	<p>International Day of the Disabled Person</p> <p>Ctax Recovery Policy. Individual circumstances taken into account.</p>	<p>This is a practical event planned for International Day of the Disabled Person to engage with and advance the rights and wellbeing of persons with disabilities.</p> <p>The agenda will include public Speakers, open forum discussions and opportunities to develop and contribute local policy.</p>	<p>3 December 2023</p> <p>December 2023</p>	<p>Jerry Haley date to be confirmed</p> <p>Chris Henry</p>

Age	✓	Referral to Havering Works to assist careers advice & getting back into employment	Positive outcomes recorded by Havering Works	September 2023	Nick Foxcroft
Socio-Economic	✓	Referral to external bodies for income maximization and debt advice eg CAB, Peabody, The Money Advice Service, Stepchange etc		December 2023	Council Tax & Benefit Services, Housing

Add further rows as necessary

* You should include details of any future consultations and any actions to be undertaken to mitigate negative impacts

** Monitoring: You should state how the impact (positive or negative) will be monitored; what outcome measures will be used; the known (or likely) data source for outcome measurements; how regularly it will be monitored; and who will be monitoring it (if this is different from the lead officer).

5. Review

In this section you should identify how frequently the EqHIA will be reviewed; the date for next review; and who will be reviewing it.

Review:

The EIA will be reviewed on bi-annual basis.

Scheduled date of review: May 2024

Lead Officer conducting the review: Chris Henry

Please submit the completed form via e-mail to EqHIA@havering.gov.uk thank you.



Cabinet

7 February 2024

Subject Heading:

Treasury Management Strategy Statement 2024/25 and Annual Investment Strategy 2024/25 (“TMSS”), Treasury Indicators

Cabinet Member:

**Councillor Christopher Wilkins
Cabinet Member for Finance**

SLT Lead:

**Kathy Freeman
Strategic Director of Resources and
s151 Officer**

Report Author and contact details:

**Stephen Wild
Tony Piggott
Tony.Piggott@onesource.co.uk
01708 434 368**

Policy context:

The CIPFA Code of Practice (“CIPFA TM Code”) on treasury management 2021 recommends that the TMSS is reported to a committee for effective review- this role is undertaken by the Audit Committee and this report will be reviewed at its meeting on the 23 January 2024 and final version of the report will be presented to Cabinet on 7 February and then Full Council on 28 February 2024

Financial summary:

The TMSS forms part of the Authority’s overall budget strategy and financial management framework.

Is this a Key Decision?

No

When should this matter be reviewed? **Annually**

Reviewing OSC:

The subject matter of this report deals with the following Authority Objectives

Communities making Havering	□
Places making Havering	□
Opportunities making Havering	□
Connections making Havering	□

SUMMARY

The Treasury Management Strategy Statement (“TMSS”) is part of the Authority’s reporting procedures as recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management (“TM”) Code and its Prudential code (“The CIPFA Prudential Code”) for capital finance in local authorities. The TMSS also sets out recently introduced changes to the legislative framework, which are generally designed to place restrictions on authorities’ commercial activity.

This report fulfils the Authority’s legal obligation under the Local Government Act 2003 to have regard to both the CIPFA TM Code/Prudential Code and Government Guidance, and it covers:

- The Borrowing and Investment Strategies
- Treasury Management and Prudential Indicators.

RECOMMENDATIONS

For the reasons set out in the report and its annexes Cabinet is recommended to agree:

- The Draft 2024/25 TMSS & AIS which will form part of the Budget Report to Cabinet on 7 February and Full Council on 28 February 2024.
- The revised prudential and treasury indicators set out in Appendix 2 and 3.
- The operational and authorised borrowing limits set out in tables 5 & 6 of appendix 2

Under the Havering Scheme of Delegation Part 3 section 3.10.3 the s151 Officer functions are:

- (j) *To manage the Council's loan debt, investments, and temporary investments, pension scheme and pension fund, insurance fund, act as registrar of loan instruments, manage all banking arrangements including numbers and types of accounts and arrange insurance of property and the selecting and accepting of tenders for insurance cover and related services which are considered to offer best value for the Council promoting good risk management practices at all times.*

Audit committee is asked to consider and comment on this report before it is presented to Cabinet and Full Council for approval.

REPORT DETAIL

1. Introduction

- 1.1 The statutory Codes set out that the Authority is required to approve a Treasury Management Strategy Statement, and the Prudential Indicators.
- 1.2 CIPFA define treasury management as “The management of the local authority’s borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated

with those activities; and the pursuit of optimum performance consistent with those risks.”

- 1.3 The Authority is required to operate a balanced revenue budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that the Authority’s cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in counterparties or instruments in accordance with the Authority’s appetite for risk and liquidity requirements, as priorities before considering investment return.
- 1.4 The other main function of treasury management is to help fund the Authority’s capital plans. These capital plans provide a guide to the borrowing need of the Authority, essentially the longer term cash flow planning required to meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet the Authority’s risk or cost objectives
- 1.5 Whilst any regeneration initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure which has its own governance process), and are separate from the day to day treasury management activities. This expenditure is shown throughout this report as the “regeneration programme”.
- 1.6 The current treasury portfolio is set out in **appendix 1**.

2. Key considerations and sustainability

2.1 TMSS 2024/25

2.1.1 Treasury Management considerations:

- The Macroeconomic outlook
- The Borrowing strategy
- Prudential indicators and treasury limits
- The Investment strategy
- TM regulation and policies

2.1.2 These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, the CIPFA TM Code and the Department for Levelling-Up Housing and Communities or DLUHC Investment Guidance.

3. Service Delivery and Performance Issues

3.1 Macro-economic and Interest rate outlook

3.1.1 Link assist the Authority with determining its view on interest rates. Link provided their latest outlook on Bank rate and PWLB rates. The PWLB rate forecasts below in table 1 are based on Certainty Rate (the standard rate minus 20 bps (0.2%) which has been accessible to this Authority since 1 November 2012. Please note that the lower HRA PWLB rate (standard rate minus 60 bps) started on 15 June 2023 and remain in operation until 14 June 2025.

Table 1: Link interest rate outlook 8 January 2024

%	Mar-24	Dec-24	Mar-25	Dec-25	Mar-26	Dec-26
Bank Rate	5.25	4.25	3.75	3.00	3.00	3.00
5yr PWLB	4.50	4.20	4.10	3.70	3.60	3.50
10yr PWLB	4.70	4.30	4.20	3.90	3.80	3.70
25yr PWLB	5.20	4.80	4.60	4.20	4.20	4.10
50yr PWLB	5.00	4.60	4.40	4.00	4.00	3.90

3.1.2 Link's central forecast for interest rates is that the Bank of England Monetary Policy Committee (MPC) will further demonstrate its anti-inflation credentials by keeping Bank Rate at 5.25% until at least Quarter 2 2024. Link expect rate cuts to start when both the CPI inflation and wage/employment data are supportive of such a move, and that there is a likelihood of the overall economy enduring at least a mild recession over the coming months, although most recent GDP releases have surprised with their on-going robustness.

3.1.3 The balance of risks are firmly on the downside. They do not think that the MPC will increase Bank Rate above 5.25%.

3.1.4 Gilt yields and PWLB rates: The overall longer-run trend is for gilt yields and PWLB rates to fall back over the timeline of Link's forecast, as inflation continues to fall in 2024.

3.1.5 Link's borrowing advice: Their long-term (beyond 10 years) forecast for Bank Rate has increased from 2.75% to 3% and reflects Capital Economics' research that suggests Artificial Intelligence and general improvements in productivity will be supportive of a higher neutral interest rate. As all PWLB certainty rates are currently significantly above this level, borrowing strategies should be reviewed in that context. Overall, better value can generally be obtained at the shorter end of the curve and short-dated fixed Local Authority

(LA) to LA monies whilst the market continues to wait for inflation, and therein gilt yields, to drop back later in 2024.

- 3.1.6 Better than expected headline inflation rate of 3.9% in November 2023 was reported and this pushed gilt yields and PWLB rates down further. At the time of writing the PWLB rates were:

Table 2: PWLB Rates at 3 January 2024

Year	Standard	Certainty	HRA
	%	%	%
1	5.40	5.20	4.80
2	4.98	4.78	4.38
5	4.51	4.31	3.91
10	4.69	4.49	4.09
25	5.25	5.05	4.65
50	5.03	4.83	4.43

- 3.1.7 Officers reviewed other economic forecasts and found there is a consensus that rates are trending down. Officers are in agreement that long term borrowing should be on shorter durations (2-5 years) and then refinance on longer term durations when rates are expected to be lower. Officers are of a view that following further reductions in shorter duration PWLB rates since December the balance has shifted in favour of locking in some long term debt on short durations.

3.2 Borrowing Strategy

- 3.2.1 The revenue budget is, by law, balanced such that income is expected to equal expenditure. However, the timing of government grants and other large items can lead to large variations in the actual daily cash position, for example the average monthly payroll alone is in the region of £8.5m.
- 3.2.2 As at 31 March 2022 the Authority had cash balances of £137m, this had reduced to £46m at 31 December 2023. In addition to the variability of cash flow, Capital expenditure, to the extent that it is not financed by government grants, capital receipts or other external funding, has reduced the cash balance. Over time this will be matched by borrowing but it should be noted that the exact timing of the borrowing and expenditure will not match.
- 3.2.3 The Capital programme 3 year spend 2024/27 is £1.01bn of which £575m (of which £365m is HRA and £178m is Regeneration which are supported by robust business plans) is to be funded through prudential borrowing. This will change if new government grants are announced, new decisions that

Haverling may take such as if new items were added to the capital programme or disposals of surplus assets were to be agreed.

3.2.4 For the reasons set out above the Authority needs to maintain a prudent cash balance to allow it to cover the variability of expenditure. The extent to which borrowing would be required will depend on the movement in cash reserves, working capital, strength of the capital forecast and how much slippage might occur during each financial year.

3.2.5 It is sensible to plan on the basis of covering the inevitable month on month fluctuations in cash balances to avoid what would in effect be an unplanned, and therefore expensive, short-term overdraft. Based on analysis of the monthly cash variations then £40m has been established has an appropriate cash balance or liquidity allowance.

3.2.6 The underlying need to borrow for the capital programme is measured by the Capital Financing Requirement (CFR). Haverling like most authorities have set their external borrowing below their CFR level. This means that the CFR, has not been fully funded with loan debt as cash supporting the Authority's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as medium and longer dated borrowing rates are expected to fall from their current levels once prevailing inflation concerns are addressed by tighter near-term monetary policy.

3.2.7 Against this background and the risks within the economic forecast, caution will be exercised on 2024/25 treasury operations. The S151 officer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it was felt that there was a significant risk of a sharp FALL in borrowing rates, then long term borrowing will be postponed.
- if it was felt that there was a significant risk of a much sharper RISE in borrowing rates than that currently forecast, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

3.2.8 The 2023/24 TMSS correctly anticipated that the Authority's surplus cash would be used up to finance its capital investment plans by financial year end 2022/23. This is further underlined by the fact that over the period 9 months to December 2023 net borrowing has increased by £16m financed by temporary borrowing so as to maintain the liquidity allowance at £40m.

3.2.9 On top of the £600m future external borrowing to finance future capital plans, there is £231m (£153m at 31/3/22) of historic capital spend that has been met

by internal borrowing as at 31 March 2023, financed by £175m (£69m at 31/3/22) from the Authority's cash reserves and £56m (£84m at 31/3/22) from its working capital surplus. The 2023/24 TMSS acknowledged that this level of internal borrowing may not be sustainable in the long term, working capital by its very nature is variable and unpredictable while the Authority's cash reserves which are mostly made up of reserves for a specific purpose may come under pressure to be applied, not least from the capital programme itself. The strategy proposed unwinding some of that internal borrowing once market circumstances permit.

3.2.10 Given that rates have come off coupled with the introduction of the HRA concessionary rate there are plans to unwind HRA net internal borrowing with long term PWLB fixed rate debt on short durations. This will enable cash to be returned to those reserves experiencing pressure to use their balances and also help finance growth in General Fund CFR thereby avoiding the use of more expensive external borrowing.

3.2.11 Plans are also in place to undertake in year HRA long term borrowing on short durations to meet the borrowing need whilst interest rates remain below the budgeted rate in the HRA business plan.

3.2.12 Potential borrowing sources are set out below:

Approved sources/type of borrowing

On Balance Sheet	Fixed	Variable
PWLB	●	●
Municipal bond agency	●	●
Local authorities	●	●
Banks	●	●
Pension funds	●	●
Insurance companies		
UK Infrastructure Bank	●	●
Mayor of London Energy Efficiency Fund (MEEF)	●	●
Market (long-term)	●	●
Market (temporary)	●	●
Market	●	●
Stock issues	●	●
Local temporary	●	●
Local Bonds	●	
Local authority bills	●	●
Overdraft		●
Negotiable Bonds	●	●

Internal (capital receipts & revenue balances)	●	●
Finance leases	●	●

3.2.13 The preferred strategy, as agreed with Link at this stage is to borrow for fixed term loan durations less than 5 years from either the PWLB, Market (Long term and temporary), Local authorities, Banks depending on whom is offering better terms for a relatively short term duration (up to 5 years), to minimise the immediate interest rate costs. These sources represent the cheapest and most accessible source for shorter duration debt and for borrowing of this size. This will then be refinanced as part of the longer-term borrowing strategy once interest rates start to come off their current elevated levels. The option to use quasi government loans from the UK Infrastructure Bank (UKIB) and Mayor's Energy Efficiency Fund for new long term borrowing may also be used on specific capital projects which typically provide Environmental, Social and Governance (ESG) outputs where they provide value for money over PWLB certainty rates.

3.2.14 Interest rates may not follow the central outlook set out in this report and there is a significant risk that they may remain elevated for longer or actually increase due to unknown factors such as geopolitical events. In this scenario, the S151 officer in consultation with the Cabinet member for Finance may decide from a risk management point of view that it would be sensible to secure the capital investment strategy, if longer term borrowing from one of the approved sources set out above was undertaken sooner than later. This may result in a higher cost of borrowing than planned but capital plans will be regularly monitored to ensure they remain affordable and sustainable.

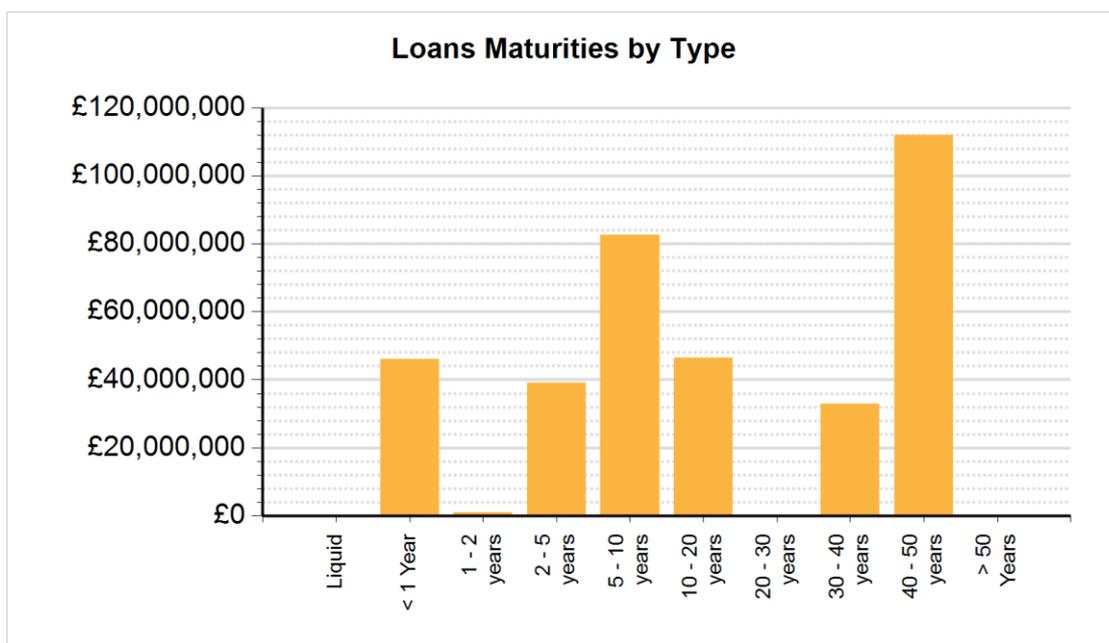
3.2.15 As it stands the PWLB is currently the most cost effective source except possibly on specific ESG related capital plans. This however may change, for example the Government in 2019 arbitrarily increased PWLB rates which it subsequently reversed in 2021. Treasury officers and Link will constantly monitor the capital finance market to identify the most cost effective source of long term borrowing from the above list of approved sources of capital finance.

3.2.16 Other borrowing arrangements: such as the use of leasing, specialist 'green' funding that may be more cost efficient for some types of capital expenditure such as for vehicles, equipment and decarbonisation schemes.

3.2.17 The type, period, rate and timing of new borrowing will be determined by the S151 officer under delegated powers, taking into account the following factors

- Expected movements in interest rates as outlined above
- Maturity profile of the debt portfolio set out in graph 1 and table 3 below show the debt maturity profile.
- The impact on the medium term financial strategy (MTFS)
- Proposed Prudential Indicators and limits as set out in **appendix 2**.

Graph 1: Debt Maturity Profile



Treasury Management Limits on borrowing activity

Table 3: debt maturity profile as at 31/12/23

Tenor	Amount	Fixed rate
Yr	£000	%
< 1	46,000	5.30
1-2	979	4.88
2-5	39,037	3.20
5-10	82,624	3.25
10-20	46,524	3.45
20-30	253	4.50
30-40	32,959	5.03
40-50	112,000	1.66
Total	360,376	

Policy on borrowing in advance of need

3.3.18 This is set out in **appendix 4** of this report.

Debt Rescheduling

3.2.19 Where short term borrowing rates are considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

- The generation of cash savings and / or discounted cash flow savings
- To fulfil the treasury strategy
- To enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility)
- Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.

3.3 Prudential Indicators and treasury limits

3.3.1 The Authority's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, shown in **appendix 2**, which are designed to assist Members' overview and confirm capital expenditure plans.

3.3.2 The CIPFA Prudential Code and the CIPFA TM Code requires authorities to set treasury indicators The treasury indicators limit treasury risk and activities of the Authority; This includes a liability benchmark for the General Fund (GF) and the Housing Revenue Account (HRA); **appendix 3**.

3.3.3 The purpose of these are to manage the activity of the treasury function within a flexibly set remit for risk management, yet not impose undue restraints that constrict opportunities for cost reduction or performance improvement.

3.4 Investment Strategy

3.4.1 The DLUHC and CIPFA have extended the meaning of 'investments' to include both treasury and non-treasury investments. This report deals solely with treasury investments, (as managed by the treasury management team).

3.4.2 The Authority's investment policy has regard to the following:

- DLUHC's Guidance on Local Government Investments ("the Guidance")
- CIPFA TM Code and Guidance Notes from 2021.

3.4.3 The key intention of the Guidance is to **maintain the requirement for authorities to invest prudently and that priority is given to the security and liquidity of investments before yield**. The Authority's objective is therefore to achieve, within this constraint, the optimum return on its investments with the appropriate levels of security and liquidity. Within the prudent management of its financial affairs, the Authority may temporarily invest funds that are borrowed for the purpose of expenditure expected to be incurred in the reasonably near future. Borrowing purely to invest or on-lend for speculative purposes remains unlawful and this Authority does not engage in such activity.

3.4.4 The above guidance from the DLUHC and CIPFA place a high priority on the management of risk. This Authority has adopted a prudent approach and to managing risk, its minimum credit criteria is set out in **Appendix 5**. The Authority's investment strategy has not changed from the 2023/24 TMSS.

3.4.5 Investments will make reference to the core balance, cash flow requirements and the outlook for short and medium term interest rates.

3.4.6 Credit ratings should not be the sole determinant of the quality of an institution. This Authority is not bound by the institution's rating and, importantly, officers will continually assess and monitor the financial sector and the economic/political environment in which institutions operate.

3.4.7 Treasury investment instruments identified for use in the financial year are listed in **Appendix 6**. The 'specified' and 'non-specified' investment categories are in accordance with the DLUHC Investment Guidance.

3.4.8 The S151 Officer, on advice, make operational changes to these limits in response to prevailing market conditions and regulatory changes. Presently the Authority's lending list only includes the highest quality UK financial institutions, other local authorities (limit of £5m per authority) and the Government Debt Management Office – investment balances are expected to be generally around the liquidity allowance of £40m and by definition these are generally held on very short duration investments.

3.4.9 All investments will be denominated in sterling.

3.4.10 Regular monitoring of investment performance will be carried out during the year.

Loans to Third Parties or Non Treasury investments

3.4.11 The Authority may borrow to make grants or loans to third parties for the purpose of capital expenditure, as allowable under paragraph 25 (1) (b) of the Local Authorities (Capital Financing and Accounting) (England) Regulations 2003 (Statutory Instrument No. 3146). This facility is likely to be used to support local economic regeneration and development activity but not limited to those purposes. The additional capital expenditure may be funded by external borrowing. Loans for working capital or revenue purposes are permitted as long as these are funded from the Authority's internal cash balances as external borrowing is not permitted in such circumstances.

3.4.12 Pension Fund Cash - The Local Government Pension Scheme (Management and Investment) Regulations 2016 requires the Authority to maintain a separate bank account for the Pension Fund. For the management of Pension Fund cash, there is in place an agreement to pool internally held pension fund balances (working cash and those pending external investment) with the investment balances of the Authority. These balances are invested in accordance with the Authority's Treasury Management Strategy.

3.4.13 The Pension Fund receives interest annually on their cash balances at a rate commensurate with that received by the Authority. Pension Fund cash balances may be withdrawn anytime. In the event of loss of any investment, this will be borne on a pro rata basis equivalent to the value of each party's contribution to the investment which incurred the loss.

3.5.1 Treasury Management regulation

Statutory reporting requirements

3.5.2 Full Council is required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals in accordance with the CIPFA TM Code.

a. Prudential and treasury indicators and Treasury Strategy, TMSS (this report) - The first, and most important report is forward looking and covers:

- The capital plans, (including prudential indicators)
- The Treasury Management Strategy Statement, (how the investments and borrowings are to be organised), including treasury indicators

- An Investment Strategy, (the parameters on how investments are to be managed).
- b. A mid-year treasury management report** – a progress report and updates Members on the capital position, amending prudential/treasury indicators as necessary, and whether any policies require revision.
- c. An annual treasury report** – a backward looking review document providing outturn details on actual prudential and treasury indicators and treasury activity compared to the estimates within the strategy.
- 3.5.3 The above reports are required to be adequately reviewed before being adopted by Full Council. This role is undertaken by Audit Committee.
- 3.5.4 Quarterly reports – In addition to the three major reports detailed above, quarterly reporting (end of June/end of December) is also required. However, these additional reports do not have to be reported to Full Council but do require to be adequately reviewed. This role is undertaken by the Audit Committee. (The reports, specifically, should comprise updated Treasury/Prudential Indicators.)
- 3.5.5 The minimum revenue provision policy is included in the 5 Year Capital Programme and Strategy Report which is presented to Cabinet alongside the Budget report.

Training

- 3.5.6 A key requirement of the CIPFA TM Code is Member consideration of treasury management matters and the new Knowledge and Skills framework set out in the revised CIPFA TM Code published in December 2021.
- 3.5.7 Furthermore, pages 47 and 48 of the Code state that they expect “all organisations to have a formal and comprehensive knowledge and skills or training policy for the effective acquisition and retention of treasury management knowledge and skills for those responsible for management, delivery, governance and decision making.
- 3.5.8 The Authority addresses this important issue by:
- Providing training sessions, briefings and reports on treasury management and investment issues to those Members responsible for the monitoring and scrutiny of treasury management. A treasury training session for members took place on 22 January 2024.
 - Prepare tailored learning plans for treasury management officers and board/council members.

- Require treasury management officers and Committee/Council members to undertake self-assessment against the required competencies (as set out in the schedule that may be adopted by the organisation).
- Requires all relevant Officers to keep their skills up to date through training, workshops and seminars, and participating in the CIPFA Treasury Management Forum and the London Treasury Officers' Forum.

3.5.9 In further support of the revised training requirements, CIPFA's Better Governance Forum and Treasury Management Network have produced a 'self-assessment by members responsible for the scrutiny of treasury management', that officers will circulate annually to members for completion.

The policy on use of external service providers

3.5.10 The Authority uses **Link Group ("Link")** as its external treasury management adviser, the contract was procured through a framework and commenced on 1 July 2018 and due to expire on 30 June 2024. Procurement for a treasury adviser will be undertaken before this contract ends.

3.5.11 The Authority recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon the services of our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.

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

3.5.13 The Authority may use specialist advisers on non-treasury investments, e.g. investment in regeneration schemes.

Treasury management

Arising from the organisation's cash flows or treasury risk management activity, this type of investment represents balances which are only held until the cash is required for use. Treasury investments may also arise from other treasury risk management activity which seeks to prudently manage the risks, costs or income relating to existing or forecast debt or treasury investments.

Service delivery

Investments held primarily and directly for the delivery of public services including housing, regeneration and local infrastructure. Returns on this category of investment which are funded by borrowing are permitted only in cases where the income is “either related to the financial viability of the project in question or otherwise incidental to the primary purpose”.

Commercial return

Investments held primarily for financial return with no treasury management or direct service provision purpose. Risks on such investments should be proportionate to an Authority’s financial capacity – i.e., that ‘plausible losses’ could be absorbed in budgets or reserves without unmanageable detriment to local services. An Authority must not borrow to invest primarily for financial return. This Authority does not have these type of investments in its capital programme.

REASONS AND OPTIONS

Reasons for the decision

The statutory Codes set out that the Authority ought to approve a Treasury Management Strategy Statement, and the Prudential Indicators.

Other options considered

The DLUHC Guidance and the CIPFA Code do not prescribe any particular treasury management strategy for local authorities to adopt. The S151 officer, having consulted the Cabinet Member for Finance and Transformation, believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

Alternative	Impact on income and expenditure	Impact on risk management
Invest in a narrower range of counterparties and/or for shorter times	Interest income will be lower	Lower chance of losses from credit related defaults, but

		any such losses may be greater
Invest in a wider range of counterparties and/or for longer times	Interest income will be higher	Increased risk of losses from credit related defaults, but any such losses may be smaller
Borrow additional sums at long-term fixed interest rates	Debt interest costs will rise; Non HRA debt cost is unlikely to be offset by higher investment income	Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs may be more certain
Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long-term costs may be less certain

IMPLICATIONS AND RISKS

Financial implications and risks:

The TMSS is a key part of the overall budget strategy and financial management framework and governs the strategic and operational treasury management activities throughout each financial year in order to manage the Authority's financial risks associated with cash management via borrowing and investments.

Members are approving the programme on the basis that the capital programme spend is achieved, which feeds through into the Prudential Indicators set out in the report. The reality is that there is likely to be slippage and this will impact on the MTFS.

The assumption for new borrowing is that interest rates will follow the outlook set out in table 1 above. The expectation is that borrowing will be on fixed rate terms on

maturities less than 5 years and that these will be refinanced into longer term loans during 2025/26 onwards once interest rates become lower:

Table 4: Assumed average annual fixed interest rate on new borrowing 2023/27

	Bank rate	Long term
	%	%
2024/25	5.00	4.70
2025/26	3.25	3.80
2026/27	3.00	3.50

The budgeted cost of the GF capital programme is set out in table 5 below.

Table 5 General Fund (GF) Capital Finance Budget 2024/25

2024/25	Budget
	£
Interest receivable total	-1,250,000
Interest payable total	5,859,433
Total Treasury	4,609,433

The non HRA (or General fund) capital finance budget is forecast to underspend £7m in 23/24. The estimated GF capital borrowing is £30m in 23/24, so the full year interest cost in 24/25 is expected to be £1.5m assuming a 5% rate of interest. In-year borrowing for the GF in the capital programme budget is £76m and assuming a borrowing rate of 5% this would result in a weighted interest cost of £1.9m. The estimated total interest in 24/25 is £3.4m and can therefore be absorbed in the current budget. The interest receivable budget in 24/25 assumes a budgeted return of 3.1% in 2024/25.

The draft HRA Business Plan assumes a budgeted rate of 4.3% on its in-year programme borrowing of £112m. Slippage on the 23/24 programme has a budgeted rate of 5%. HRA Internal borrowing from the GF has a budgeted rate of 2.5% - as mentioned previously the intention is to replace the net amount with PWLB debt.

Legal implications and risks

Local Authorities are required by Regulations 2 and 24 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003/3146 as amended to have regard to the “Prudential Code for Capital Finance in Local Authorities” and

Treasury Management in the Public Services Code of Practice published by CIPFA when considering their duties under Part 1 of the Local Government Act 2003.

The Authority must comply with section 3 of the Local Government Act 2003 to keep under review the amount of money the Authority can afford to borrow.

The Authority has fiduciary duties toward its tax payers to act in good faith in the interests of those tax payers with the considerable sums of money at its disposal. The Strategies being proposed for approval seek to discharge those duties in a reasonable and prudent manner.

There are no other apparent legal implications arising as a result of this Report.

Human Resources implications and risks

There are no direct Human Resources implications arising as a result of this report

Equalities Implications and Risks

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

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

The Authority is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce.

There are no equalities implications within this report

Health and Wellbeing Implications and Risks

The Authority is committed to improving the quality of life and wellbeing for all Havering employees and residents in respect of socio-economics and health determinants. There are no direct implications to the Authority's workforce and resident's health and wellbeing as a result of this report.

BACKGROUND PAPERS

NONE

APPENDICES

Appendix 1: Current treasury position

Appendix 2: Prudential indicators & capital expenditure

Appendix 3: Treasury limits

Appendix 4: Policy on borrowing in advance of need

Appendix 5: The Authority's counterparty credit policy, minimum credit ratings criteria

Appendix 6: Specified and non-specified investments

CURRENT TREASURY POSITION

As at 31 March 2023 and 31st December 2023, Investments and borrowings are set out in table 1 below.

Table 1: Treasury Portfolio Position

TREASURY PORTFOLIO				
	Actual 31/03/23 £m	Actual 31/03/23 %	Actual 31/12/23 £m	Actual 31/12/23 %
Treasury Investments				
Government (including Local authorities)	30.2	100	46.7	100
Total Treasury Investments	30.2	100	46.7	100
Treasury Borrowing				
PWLB	307.1	93.7	307.1	85.2
LOBO loan from bank	7.0	2.1	7.0	1.9
Temporary loan (LA)	13.0	4.0	46.0	12.8
Other loans	0.7	0.2	0.3	0.1
Total External Borrowing	327.8	100	360.4	100
Net Treasury Investments/(Borrowing)				
	(297.6)		(313.7)	

Appendix 2

PRUDENTIAL INDICATORS & CAPITAL EXPENDITURE

Capital expenditure

This prudential indicator is a summary of the Authority's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve capital expenditure forecasts set out in table 1:

Table 1: Capital expenditure forecast 2023/24 - 2026/27

Capital expenditure £m	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
GF: services	35.9	79	80	34	31
Regeneration Program *	9.6	21	99	143	83
HRA	106.8	143	161	161	224
Total*	152.3	243	340	338	338

* these activities relate to areas such as capital expenditure on investment properties, non- treasury loans to third parties etc.

Financing of Capital Expenditure

Table 2 below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

Table 2: Financing of Capital expenditure forecast 2023/24 - 2026/27

Financing of capital expenditure £m	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Capital receipts	18.5	58	54	48	52
Capital grants	17.8	30	72	64	41
Revenue and Reserves	19.7	18	12	11	11
Net financing need for the year *	96.3	137	202	215	234

* Net financing need, example (**152.3 - 18.5 - 17.8 - 19.7) = 96.3)

The net financing need for regeneration programme activities included in the above table against expenditure is shown below:

Table 3: Regeneration Programme forecast 2023/24 - 2026/27

Regeneration Programme £m	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Capital Expenditure	9.6	21	98	143	83
Other Sources of Financing	0	(1)	(33)	(40)	(52)
Net financing need for the year	9.6	20	65	103	31
Percentage of total net financing need	10	14	32	47	13

The Authority's borrowing need (the Capital Financing Requirement)

The second prudential indicator is the Authority's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Authority's indebtedness and so its underlying borrowing need. Any capital expenditure above, which has not immediately been paid for (e.g. by capital grants), through a revenue or capital resource, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each assets life, and so charges the economic consumption of capital assets as they are used.

The CFR includes any other long-term liabilities (OLTL) which relates to PFI schemes and finance leases. The Authority currently has no such liabilities within its CFR.

The Authority is asked to approve the CFR projections below:

Table 4: Capital financing requirement forecast 2023/24 - 2026/27

Capital Financing Requirement £m	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
GF: Services	141.8	155	177	186	188
Regeneration	70.1	88	143	242	266
HRA	347.5	445	529	618	810
Total CFR	559.4	688	849	1,046	1,264
Movement in CFR		129	161	197	218
Movement in CFR represented by					
Net financing need for the year	-	137	202	215	234
Less MRP	-	(7)	(8)	(11)	(13)
Less receipts set aside	-	(1)	(34)	(7)	(3)
Movement in CFR	-	129	161	197	218

The Operational boundary

This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources. Further headroom has been built in to the limits to allow for a capitalisation direction.

Table 5: Operational boundary 2022/23 - 2026/27

Operational boundary £m	2022/23 Limit	2023/24 Limit	2024/25 Limit	2025/26 Limit	2026/27 Limit
Debt	552	630	750	840	1,010
Other long term liabilities	10	10	10	10	10
Regeneration Programme	88	90	150	250	300
Total	650	730	910	1,100	1,320

The authorised limit for external debt

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

sustainable in the longer term. A capitalisation direction has been provided for in these limits.

1. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all Authorities' plans, or those of a specific Authority, although this power has not yet been exercised.
2. The Authority is asked to approve the following authorised limit:

Table 6: Authorised limit 2022/23 - 2026/27

Authorised limit £m	2022/23 Limit	2023/24 Limit	2024/25 Limit	2025/26 Limit	2026/27 Limit
Debt	602	660	790	880	1,060
Other long term liabilities	10	10	10	10	10
Regeneration Programme	88	100	160	260	300
Total	700	780	960	1,150	1,370

The Authority's forward projections for borrowing are summarised in Table 7 below, the Authority must ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2024/25 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue or speculative purposes. The expected change in debt will be influenced by changes in the CFR and long term interest rates.

However it should be noted that this change in debt is due to external factors set out in the covering report and capital slippage. Table 7 shows internal borrowing of £232m but this is dependent on the changes to the Authority's cash backed reserves and net working capital. External cash balances of £40m are maintained over the medium term to mitigate liquidity risk.

Table 7: Capital Financing Requirement (CFR) and Borrowing

£m	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
External Debt					
Debt at 1 April	315.0	328	457	617	814
Expected change in Debt	12.8	129	160	197	218
Actual gross debt at 31 March	327.8	457	617	814	1,032

The Capital Financing Requirement	559.4	688	849	1,046	1,264
Under / (over) borrowing	231.6	232	232	232	232

Within the above figures the level of debt relating to regeneration activities is detailed in table 8 below.

Table 8: Regeneration Programme debt

	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
CFR at 31 March £m	70	88	143	242	266
Percentage of total CFR %	12.5	13	17	23	21

The S151 Officer reports that the Authority complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

Affordability prudential indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Authority's overall finances. The Authority is asked to approve the following indicators:

Ratio of financing costs to net revenue stream

Table 9 identifies the trend in the cost of capital, (borrowing and other long term obligation costs), against service spending, HRA rents and the regeneration programme. The estimates of financing costs include current commitments and the proposals in this budget report.

Table 9: Ratio of financing costs to HRA rents 2022/23 - 2026/27

%	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Council housing (HRA)	30	35	38	43	52

Table 10 shows the trend in the General Fund (GF) cost of capital (borrowing and other long term obligation costs), regeneration finance costs of Mercury Land Holding (MLH) investment income are shown as a proportion of net revenue stream.

Table 10: Ratio of Non HRA net financing costs to net revenue stream 2022/23 – 2026/27

%	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
GF services	7	7	8	9	9
Regeneration programme	3	3	5	7	10

A key aspect of the regulatory and professional guidance is that elected Members are aware of the size and scope of any regeneration activity in relation to the Authority’s overall financial position. This is set out in the indicator in table 11 below:

Table 11: Estimates of net income from regeneration investments to net revenue stream.

%	2024/25 Estimate	2025/26 Estimate
Total Income	1.05	0.86

TREASURY LIMITS

Treasury Management Limits on Activity

There are two debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair opportunities to reduce costs/improve performance.

The Code requires that for LOBO maturity date should be considered the most probable maturity date and not the next call date.

The indicators are

Liability benchmark

The Authority is required to estimate and measure the Liability Benchmark for the forthcoming financial year and the following three financial years, as a minimum. Graph 1 below shows the LB for the Council, this is broken down into its two component funds in Graph 2: General Fund and Graph 3: HRA.

There are four components to the LB:

- 1 **Existing loan debt outstanding:** the Authority's existing loans that are still outstanding in future years. This is denoted by the Green line that tops the bar chart showing existing debt (all fixed rate interest) gradually maturing over the next 50 years.
- 2 **Loans Capital Financing Requirement (CFR):** this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned Minimum Revenue Provision (MRP) funded from General Fund revenue budget for debt repayment. This is a measure of the Authority's borrowing requirement to finance the Authority's capital programme and is the very top line graph shown in in blue.
- 3 **Net loans requirement:** this will show the Authority's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast. This is represented by the solid tan

coloured line graph. The difference between solid tan line and the CFR blue line represents the amount of internal cash from reserves/balances that has already been invested in the Authority's capital programme. As at 31 March 2023 the Authority's cash reserves available for investment totalled £231m.

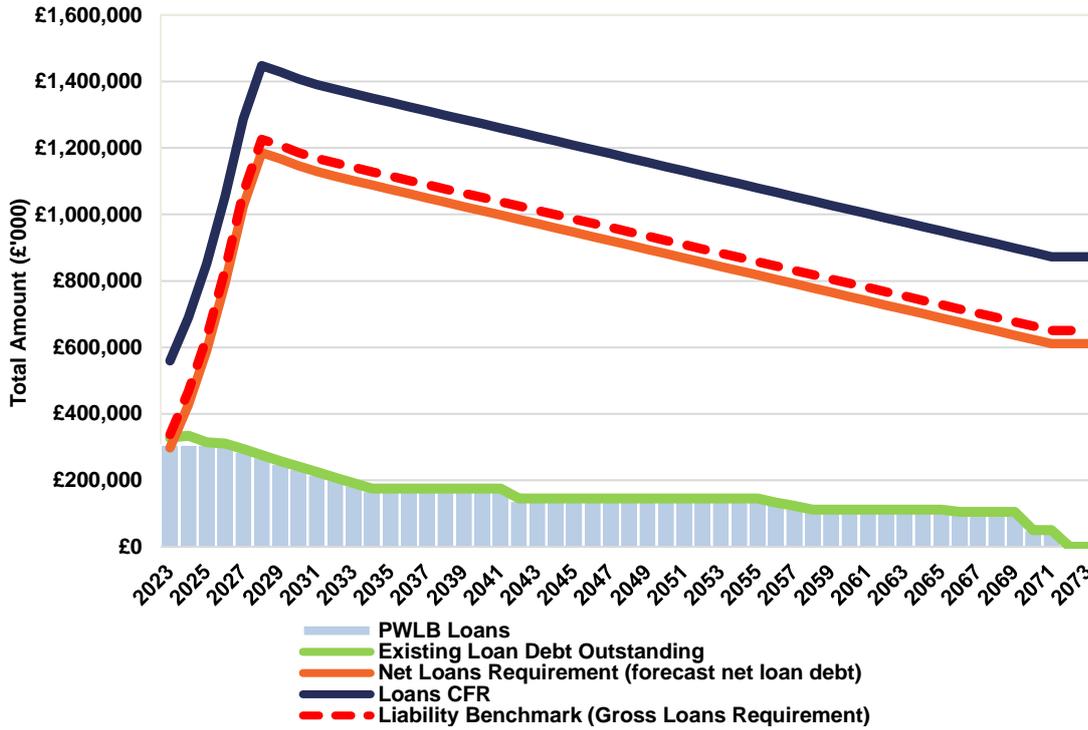
- 4 **Liability benchmark** (or gross loans requirement): this equals net loans requirement plus the £40m short-term liquidity allowance that the Authority is holding in external liquid treasury investments to manage the daily variability in its cash flow. This represents the dotted red line in the graphs below and means the Authority having to externally borrow to maintain the liquidity allowance at £40m.

The years where actual loans (Green line) are less than the benchmark (red dotted line) indicate a future borrowing requirement that the Authority will need to fund from external borrowing. Were actual loans outstanding to exceed the benchmark this would represent an over-borrowed position, resulting in excess cash requiring investment but as you can see from the graphs below this is not the position faced by this Authority.

However any currently unknown future borrowing plans will increase the benchmark loan debt requirement.

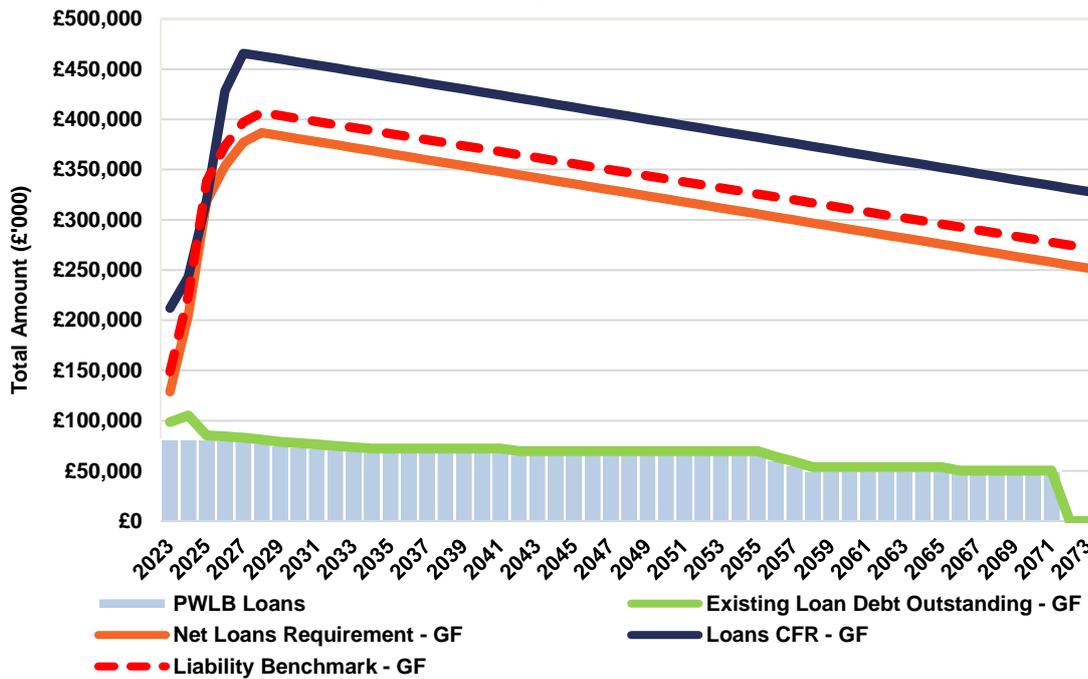
The purpose of the LB is to encourage authorities to use their internal cash reserves to fund growth in their CFR rather than use external debt which is generally more expensive. Moreover it reduces risk as it reduces the need to externally invest the Authorities excess cash reserves over long periods with counterparties where there could be default risk. The benchmark also avoids the risk of over-borrowing and borrowing ahead of need beyond what is permitted in the short to medium term. Generally this technique enables the Authority's treasury activity to be more efficient and represents good practice.

Graph 1 Liability Benchmark - LB Havering

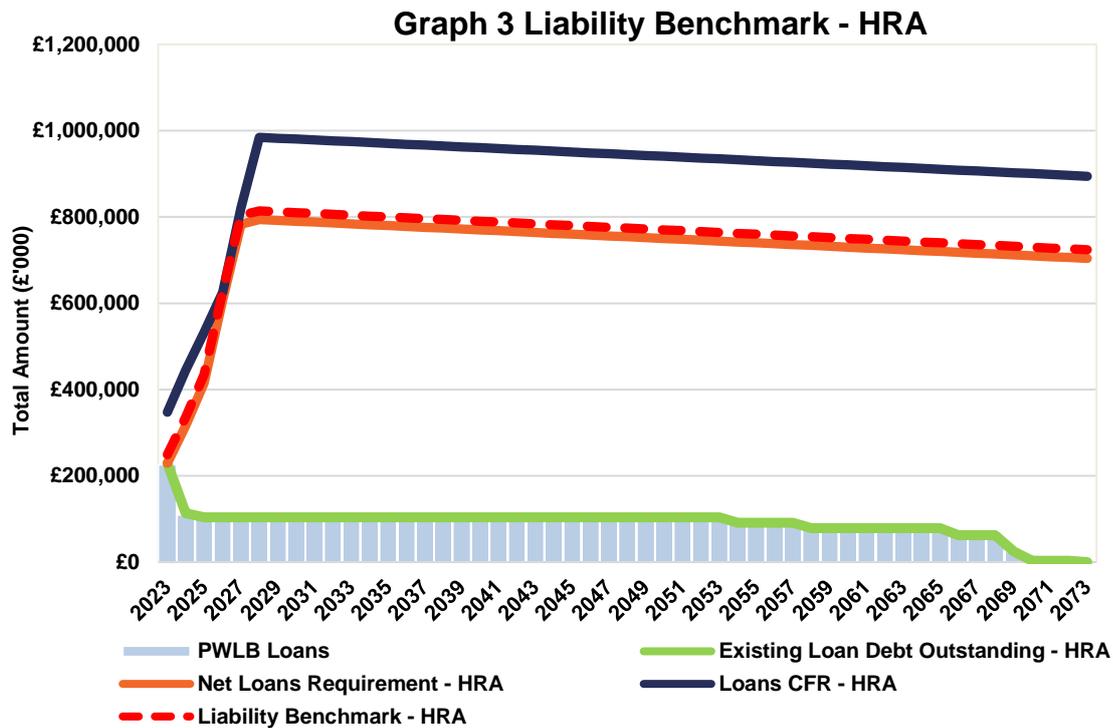


Thus shows currently known future borrowing plans as per Authority's capital strategy which covers the three financial years 2024/27 on the General Fund and 30 years in the draft HRA Business plan..

Graph 2 Liability Benchmark - General Fund



As there are no known General Fund borrowing plans beyond the MTFS period this shows the CFR curve being dragged down by successive annual MRP charges to revenue. Ideally LB requires 10 years of known capital plans but this is difficult given how Local Authority finances operate



Given the long term nature of HRA capital assets there is no statutory requirement to make a MRP charge on HRA revenue and hence why the CFR curve is relatively flat after 5 years. The Over the next three 5 years the net loan requirement is expected to converge with the CFR curve as the HRA externally borrows to reduce its internal borrowing from the General Fund to finance prior years' capital expenditure.

Maturity structure of borrowing

These gross limits are set to reduce the Authority's exposure of large sums falling due for refinancing; these have been kept deliberately wide to provide flexibility for any restructuring that might be carried out to de-risk the debt portfolio.

Maturity structure of borrowing		
	Lower	Upper
Under 12 months	0%	60%
12 months to 2 years	0%	70%
2 years to 5 years	0%	80%
5 years to 10 years	0%	80%
10 years to 20 years	0%	100%
20 years to 30 years	0%	100%
30 years to 40 years	0%	100%
40 years to 50 years	0%	100%

Investment treasury indicator and limit

Total principal funds invested for greater than 365 days. These limits are set with regard to the Authority's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

The Authority is asked to approve the following treasury indicator and limit

Upper limit for principal sums invested for longer than 365 days			
£m	2024/25	2025/26	2026/27
Principal sums invested for longer than 365 days	£25m	nil	nil

POLICY ON BORROWING IN ADVANCE OF NEED

The Authority must ensure that its total debt does not, except in the short-term, exceed the total of the CFR in the preceding year i.e. 2023/24, plus the estimates of any additional CFR for the year 2024/25 and the following two financial years. This allows some flexibility for early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

Any decision to borrow in advance will be considered carefully to ensure that value for money can be demonstrated, and that the Authority can ensure the security of such funds.

In determining whether borrowing will be undertaken in advance of need the Authority will

- Ensure that the ongoing revenue liabilities created, and the implications for future capital plans and budgets have been considered
- Evaluate economic and market factors that might influence the manner and timing of the decision to borrow
- Consider the pros and cons of alternative forms of funding, interest rate structures and repayment profiles
- Consider the positive and negative impacts of borrowing in advance of need on the Authority's cash balances, in particular the increased exposure to credit risk that will arise as a result of investing this additional cash in advance of need.

The Authority's Counterparty Credit policy, minimum credit ratings criteria

Credit Rating: Investment decisions are made by reference to the lowest appropriate published credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

Within the parameters set out below the Authority uses the Link Group (the treasury management advisor) creditworthiness report to establish a lending list. The S151 officer will agree an operational lending list within the parameters set out below.

- 1. Banks (Unsecured) and Building Societies:** Accounts, deposits, certificates of deposit and senior unsecured bonds with banks other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail.

For non UK Banks, the Authority's credit criteria will require that banks from AA+ rated countries and above can be used.

Current bank accounts: the Authority's own banker, Should the credit rating fall below A-, for liquidity purposes the Authority may continue to deposit surplus cash with the group providing that investments can be withdrawn on the next working day. Balances will be reviewed on a daily basis to assess their appropriateness.

Banks (secured): Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits.

The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

2. **Rated Building Societies** - The Authority's credit rating criteria for UK Building Societies in 2024/25 will continue to limit deposits to those UK Building Societies that meet the credit criteria in table 1 below.
3. **Government:** Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.
4. **Corporates:** Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made following an external credit assessment as part of a diversified pool in order to spread the risk widely.
5. **Registered providers:** Loans and bonds issued by, guaranteed by or secured on the assets of registered providers of social housing, formerly known as housing associations. These bodies are tightly regulated by the Regulator of Social Housing and, as providers of public services, they retain the likelihood of receiving government support if needed.
6. **Pooled funds:** Shares in diversified investment vehicles consisting of any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee.
7. **Money Market Funds (MMF):** The Authority will continue to use MMF's, which provide lower interest returns but do provide a highly liquid, diversified investment via a highly credit-rated pooled investment vehicle.

Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.

10. **Ring Fenced Banks, (RFB)** The largest UK banks, (those with more than £25bn of retail / Small and Medium-sized Enterprise (SME) deposits), were required, by UK law, in response to the global financial crisis to separate core retail banking services from their investment and international banking

activities by 1st January 2019. This is known as “ring-fencing”. Whilst smaller banks with less than £25bn in deposits are exempt, they can choose to opt up. In general, simpler, activities offered from within a ring-fenced bank (RFB) will be focused on lower risk, day-to-day core transactions, whilst more complex and “riskier” activities are required to be housed in a separate entity, a non-ring-fenced bank (**NRFB**). The Authority will continue to assess the new-formed entities in the same way that it does others and those with sufficiently high ratings, (and any other metrics considered), will be considered for investment purposes.

Table 1: Approved investment counterparties and limits

These limits are lower than last years approved TMSS report as investment balance available have reduced.

Credit rating	Banks unsecured*	Banks secured	Government	Corporates	Registered Providers
UK Govt	n/a	n/a	£ Unlimited 50 years	n/a	n/a
AAA	£15m 5 years	£15m 20 years	£15m 50 years	£5m 20 years	£5m 20 years
AA+	£15m 5 years	£15m 10 years	£15m 25 years	£5m 10 years	£5m 10 years
AA	£15m 4 years	£15m 5 years	n/a	£5m 5 years	£5m 10 years
AA-	£15m 3 years	£15m 4 years	n/a	£5m 4 years	£10m 10 years
A+	£15m 2 years	£15m 3 years	n/a	£5m 3 years	£10m 5 years
A	£15m 13 months	£15m 2 years	n/a	£5m 2 years	£5m 5 years
A-	£15m 6 months	£15m 13 months	n/a	£5m 1 year	£5m 5 years
	UK Local Authorities £15m per Authority; 50 years				
Pooled funds	£25m per fund These include Bond Funds, Gilt Funds, Enhanced Cash Funds, Mixed Asset Funds and Money Market Funds,)				

* Includes Building Societies

Investment Limits

The Authority further proposes the investment limits as set out in the table below to protect the security of its investments. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers’ nominee accounts, foreign countries and

industry sectors as below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

Table 2: Investment limits

	Cash limit
UK Central Government	unlimited
Any single organisation, except the UK Central Government	£15m each
Any group of organisations under the same ownership	£15m per group
Any group of pooled funds under the same management	£5m per manager
Financial instruments held in a broker's nominee account	£50m per broker
Foreign countries	£15m per country
Registered providers	£15m in total
Unsecured investments with building societies	£25m in total
Money Market Funds	£50m in total

Appendix 6

Specified and Non Specified Investments

Specified investments:

The DLUHC Guidance defines specified investments as those:

- Denominated in pound sterling, due to be repaid within 12 months of arrangement,
- Not defined as capital expenditure by legislation, and invested with one of
- The UK Government
- A UK local Authority, parish Authority or community Authority, or A body or investment scheme of “high credit quality”.

The Authority defines “high credit quality” organisations and securities as those having a credit rating of A- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher.

Table 1: Specified Investments

Instrument	Institution Type	Instrument Minimum 'High' Credit Criteria	Limit	Max. Maturity Period
Accounts, deposits, certificates of deposit and senior unsecured bonds with banks other than multilateral development banks, UK Government Gilts.	UK Banks and UK Banking Groups ¹	per Appendix 5, Table 1	£15m	per Appendix 5, Table 1
	UK Building Societies	per Appendix 5, Table 1	£15m	per Appendix 5, Table 1
	Non UK Banks	Sovereign Rating of AA+ and above and meet Credit Criteria in Appendix 5, Table 1	£15m	per Appendix 5, Table 1
Covered bonds, floating rate notes, reverse repurchase agreements and other collateralised arrangements with banks and building societies	UK Banks and Building Societies and Non UK Banks	Per Appendix 5, Table 1 (and Sovereign Rating of AA+ minimum for Non UK Banks)	See Note 2	per Appendix 5, Table 1
Term Deposits	Local Authorities and other Public Institutions	UK Sovereign Rating	£15m	per Appendix 5, Table 1
Loans and bonds issued by, guaranteed by or secured on the assets of registered providers of social housing.	Registered Social Housing Providers	per Appendix 5, Table 1		per Appendix 5, Table 1
Money Market Fund		AAA ³	£15m	
Enhanced Cash Funds		AA/Aa ⁴	£15m	
1. £15m Limit per bank / banking group.				
2. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.				
3. Investments will be made with those MMF's which have a rating of AAA				
4. Minimum of Fitch / Standard & Poor's AA or Moody's Aa rating				

Table 2 : Non specified investments

Instruments	Non Specified Investments	Institution Type	Minimum Credit Criteria	Maximum Duration	Cash limit
Accounts, deposits, certificates of deposit, structured deposits and senior unsecured bonds with banks other than multilateral development banks. Covered bonds, reverse repurchase agreements, and other collateralised arrangements with banks and building societies. Short Dated Bond Funds, Diversified Growth Funds, Absolute Return Funds and Property Funds. Unrated Bonds.	Total long-term investments (investments over 1 year)	UK and Non UK Banks and Building Societies, Rated Registered Social Housing Providers (RSP)	Per Appendix 5, Table 1	10 yrs.	£50m
	Total investments without credit ratings or rated below A- (except UK Government and local authorities)	Unrated Registered Social Housing Providers (RSP), Unrated Banks and Building Societies	N/A	5 yrs.	£5m
	Total Investments made in pooled investment vehicles.			7 yrs.	
	Total Investments made in un-rated bonds.				
	Total non-specified investments				£55m

Non-specified investments:

Any investment not meeting the definition of a specified investment is classed as non-specified. The Authority does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality. Limits on non-specified investments are shown in table 3 below.

Table 3: Non-specified investment limits

	Cash Limit £m
Total long-term investments	100
Total Investments without credit ratings or rated below A- (subject to due diligence)	0
Total non-specified investments	100