

CABINET SUPPLEMENTARY AGENDA

12 February 2020

The following reports are attached for consideration and is submitted with the agreement of the Chairman as an urgent matter pursuant to Section 100B (4) of the Local Government Act 1972

8 COUNCIL'S MEDIUM TERM FINANCIAL STRATEGY (MTFS) AND BUDGET FOR 2020/21 (Pages 1 - 292)

Reports now attached.

10 HAVERING AND WATES REGENERATION LLP BUSINESS PLAN AND BUDGET 2020-2021 (Pages 293 - 322)

Public report at agenda item 4. Exempt report attached.

Andrew Beesley
Head of Democratic Services

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CABINET

Subject Heading:

2020/21 Budget and 2020-2024 Medium Term Financial Strategy

SLT Lead:

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Policy context:

This report sets out the Council's revenue budget requirement for 2020/21 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 2020/21 local government financial settlement.

Financial summary:

This report includes:

- the approach to setting the Council's 2020/21 budget and MTFS for the following three years
- the outcome of the local government finance settlement
- recommended Council Tax level for 2020/21.

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

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

EXECUTIVE SUMMARY

The report sets out the Council's current financial situation and its approach to achieving financial balance over the period 2020/21 to 2023/24.

The Council has faced a very challenging ten years since the government's austerity agenda was launched in 2010. Back in 2010, the Council received £67 million in general government grant whereas this year we received nothing and next year we will only receive £1.4 million. The Council has had to face very difficult decisions over the last ten years to ensure it remains financially sustainable.

This challenge has been greater for Havering than many other London Boroughs. The formula used to calculate the general grant settlement has largely been frozen since 2013 and population growth has not been recognised by government since then. There is also a perversity in the system which has meant that Havering receives lower government grant simply because it has a higher Council Tax. The Council continually lobbies government that this is a major flaw in its methodology for allocating a number of grants.

Dealing with this unfair situation has had the benefit of making Havering the fifth most productive council in the country and the most productive in London and the south east for the second year running (IMPOWER Index 2019).

The new government has promised an end to austerity but unfortunately the recently announced Local Government Finance Settlement for 2020/21 still presents the Council with a challenge. There has been some additional funding provided for Social Care (£3.7 million) but this does not begin to meet the increase in costs the Council faces; driven not just by increases in both the elderly and child population but also by the complexity of the needs of the most vulnerable residents in the borough for example the aging population.

The government has offered a partial mitigation in that the Council has been given permission to increase its Council Tax by 2% as an Adult Social Care Precept. This report proposes that to avoid further cuts to Council services that this 2% increase is implemented.

But even beyond the Adult Social Care Precept, the Council is facing further budget pressures and it is proposed in this report that Council Tax is raised by a further 1.95% ie the total Council Tax increase proposed is 3.95%. This is just below the government's limit of 4% beyond which a Council Tax Referendum would be necessary (2% ASC precept plus 2% general Council Tax). The total of the 3.95% Council Tax increase raises just under £5 million.

The full extent of the budget pressures faced by the Council are set out in the table below. For next year, the pressures total £23.190 million.

Corporate Pressures	2020/21	2021/22	2022/23	2023/24	4 Year Plan
	£m	£m	£m	£m	£m
Future Contribution to Pension Fund	0.000	1.000	0.000	0.000	1.000
Assumed Loss of Grants (Including New Homes Bonus)	2.111	4.392	0.867	0.000	7.370
Change to Business Rate Pool Arrangement	1.500	0.000	0.000	0.000	1.500
Revenue Cost of Financing Capital Programme	4.983	7.029	2.299	0.167	14.478
Cost of Levies and freedom pass	-0.386	0.681	1.238	0.927	2.460
Growth (Libraries, Talent Hub and Local Plan)	0.976	-0.357	0.000	0.000	0.619
Review of Parking charges	1.624	0.000	0.000	0.000	1.624
Corporate Risk and General Balances/Reserves	2.944	2.815	1.114	0.000	6.873
Demographic Pressures	7.056	3.131	5.026	4.923	20.136
Inflationary Pressures	2.382	2.187	2.207	2.227	9.003
TOTAL PRESSURES	23.190	20.878	12.751	8.244	65.063

The Council's overall financial position has been balanced for 2020/21 as shown in the table below. Further proposals will need to be developed during 2020 to balance the later years.

Funding the MTFS	2020/21	2021/22	2022/23	2023/24	4 Year Plan
	£m	£m	£m	£m	£m
TOTAL PRESSURES	23.190	20.878	12.751	8.244	65.063
Funded By					
Updated savings previously agreed	-7.438	-9.853	-7.440	-0.500	-25.231
New Savings Proposals	-7.079	-2.667	-1.535	-2.293	-13.574
New Social Care Grant	-3.732				-3.732
Adult Social Care Precept	-2.528				-2.528
1.95% Council Tax Increase	-2.413				-2.413
FINAL POSITION	0.000	8.358	3.776	5.451	17.585

Despite these financial challenges, there are a range of service improvements built into the new MTFS. These include the reversal of the libraries savings included in last year's budget report, plus additional funding to extend opening hours. There is new capital investment eg in the public ICT facilities in libraries, improvement in parks, to build a new sports centre in Rainham and establish a major investment to be spent on Town Centre regeneration to support local business.

In relation to Parking, it is proposed that the following changes are made to the current charges:-

- 30 minutes free parking is reinstated across all on-street parking bays in the borough, but also extended to those in Romford. This is estimated to

require funding of £340k which can be met from the recent additional reduction in the ELWA levy.

- The current Sunday parking charges are recommended to be discontinued across the borough. This represents a loss of income of £1.084 million which can be funded from the larger than expected general government grant. This has yet to be confirmed by government officially but local government associations have been advised that there will be no changes from the provisional figures.
- A budget of £200k has also been set aside for a discount scheme for Havering residents who use the mobile phone app. This has also been made possible through the higher than expected government grant.

The Council continues to protect valued services such as the weekly bin collection and invest in additional policing. It is well on track to deliver the four year £40 million roads investment (2019/20- 2022/23) which has already seen over 1,000 potholes filled. The transformation programme is delivering improvements to services such as the new Local Area Co-ordinators being recruited in Harold Hill as well as cash savings through efficiency.

This report consists of the following sections:

- Policy and Strategic Context (Section 1)
- Background to the budget process and details of the local government finance settlement (Section 2)
- In-year financial position, consultation process, savings proposals and recommendations on Council Tax levels (Section 3)
- Update on the Medium Term Financial Strategy (Section 4)
- Impact of proposals on Council Tax levels (Section 5)
- Proposed Fees and Charges (Section 6)
- Contingencies and General Balances (Section 7)
- Update on the Capital Programme (Section 8)
- Budget risks and uncertainties (Section 9)
- Chief Financial Officer statement regarding the robustness of the budget (Section 10)
- Discount for Council Tax Payers Paying in Full (Section 11)
- Council Tax Support Scheme 2020/21 (Section 12)

RECOMMENDATIONS

Cabinet is asked to:

- Agree the Council's General Fund Budget Requirement for 2020/21 to be set at £130.104m as set out in paragraph 5.3.2 and Appendix E of the report;
- The Delegated Schools' draft budget set out in section 2.3 of this report;
- Agree a 1.95% increase in Council Tax for 2020/21 as set out in paragraph 5.1;
- Agree an additional 2% Adult Social Care Precept as in paragraph 5.1;
- Note the Medium Term Financial Strategy position as set out in Section 4
- Agree the fees and charges schedule as set out in Section 6 and Appendix F
- Note the budget and risks as set out in Section 9
- Approve the Council's approach to general balances as set out in paragraph 7.3
- Note the requirements of S106 of the LGA 1992 Act as set out in Section 1
- Agree that if there are any changes to the GLA precept and/or levies, the Chief Financial Officer be authorised to amend the recommended resolutions accordingly and report these to the next Council meeting as required.
- Agree that to facilitate the usage of un-ringfenced resources, the Chief Financial Officer in consultation with Service Directors will review any such new funds allocated to Havering; make proposals for their use; and obtain approval by the Leader and the Cabinet Member for Finance and Property.
- Delegate to the Chief Financial Officer in consultation with Service Directors the authority to make any necessary changes to service and the associated budgets relating to any subsequent specific grant funding announcements, where delays may otherwise adversely impact on service delivery and/or budgetary control, subject to consultation with Cabinet Members as appropriate.
- Delegate authority to the Cabinet Member for Adult Social Services and Health and the Leader to approve an annual spend plan for the Public Health grant.

- Delegate to the Directors of Children's and Adults authority to agree inflation rates with social care providers for 2020/21.
- Read the Equalities Impact Assessment in respect of the CTS Scheme as set out in Appendix J to this report.
- Read the draft summary version of the Council Tax Support Scheme for 2020 as set out in Appendix K to this report.

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

- The Council's General Fund Budget Requirement for 2020/21 to be set at £130.104m as set out in paragraph 5.3.2 and Appendix E of the report;
- The Delegated Schools' draft budget set out in section 2.3 of this report;
- A 1.95% increase in Council Tax for 2020/21 as set out in paragraph 5.1;
- An additional 2% Adult Social Care Precept as in paragraph 5.1;
- That it pass a resolution as set out in section 11 of this report to enable Council Tax discounts to be given at the 2019/20 level.
- Agree that Havering joins the 67% London Business Rate Pool for 2020/21 and agrees the Memorandum of Understanding (MOU) as set out in paragraph 3.3.5 and Appendix L despite it representing a reduction in revenue of £1.5m compared to the previous 75% pool.
- Recommend to Full Council that the Council Tax Support Scheme 2019/20 is adopted for 2020/21 as set out in Section 12 of this report
- Recommend to Full Council that the financial procedures for virements are updated as set out in paragraph 7.4 and Appendix M

REPORT DETAIL

1. Policy and Strategic context

- 1.1 This report presents the proposed 2020/21 budget and also an update of the Medium Term Financial Strategy (MTFS) between 2020/21 and 2023/24 that will support the delivery of the Council's objectives and priorities. The report includes a recommendation to increase Council Tax levels by 3.95% (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.

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

- 1.2 The Council's Corporate Plan sets out the Council's strategic direction for the next year. The Council's budget is directly linked to the delivery of the Council's vision – Cleaner, Safer, Prouder, Together
- 1.3 The Corporate Plan which is currently being updated for 2020 has four cross-cutting priorities:

Communities

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

- Healthy and active
- Best start to life
- Achievement at school
- Families and communities look after themselves and each other
- Supporting our most vulnerable

Places

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

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

Opportunities

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

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

Connections

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

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

- 1.4 In summary, the Corporate Plan puts the focus for the next year and beyond onto continuing our investment in our roads and pavements, and maintaining weekly bin collections and making sure our streets remain clean and safe. We will invest more in our libraries to extend opening hours and increase the number of activities offered to users. We have invested in our leisure facilities and will invest in our town centres to make them more attractive places to both visit and attract investment in, creating employment and other opportunities for residents. Alongside this we will continue to offer value for money and keep the Council Tax as low as possible.

2. Background

2.1 Budget progress to date

On 18th September 2019, Cabinet was updated on the latest position on the medium term financial strategy. This showed a gap of £15.9m in the 2020/21 budget proposals. That report recommended consultation on a number of choices to reduce costs and make savings. In this report it is recommended that Council adopt a series of savings measures following a consultation process during the autumn months. These proposals together with the other updates set out in section 3 will balance the budget for 2020/21.

2.2 National Outlook and the 2019 General Election

The General Election on December 12th has resulted in a majority Conservative Government. The resulting Queen's Speech to open the new parliamentary session contained the following pledges relevant to the Public Sector

- The Government will embark on an ambitious programme of domestic reform that delivers on the people's priorities. For the first time, the National Health Service's multi-year funding settlement, agreed earlier this year, will be enshrined in law. Steps will be taken to grow and support the National Health Service's workforce and a new visa will ensure qualified doctors, nurses and health professionals have fast-track entry to the United Kingdom. Hospital car parking charges will be removed for those in greatest need.
- The Government Ministers will seek cross-party consensus on proposals for long term reform of social care. They will ensure that the social care system provides everyone with the dignity and security they deserve and that no one who needs care has to sell their home to pay for it. Ministers will continue work to reform the Mental Health Act.
- The Government will bring forward measures to support working families, raising the National Insurance threshold and increasing the National Living Wage.
- The Government will take steps to support home ownership, including by making homes available at a discount for local first-time buyers.
- New laws will require schools, police, councils and health authorities to work together to prevent serious crime. The Government will ensure those charged with knife possession face swift justice and that the courts work better for all those who engage with them, including victims of domestic abuse. Legislation will be brought forward to support victims of crime and their families.

2.3 The Local Government Financial Settlement

The Provisional Local Government finance settlement was announced on 20th December 2019. The announcement confirmed the position which had been indicated in both the 2019 Spending Review and the October technical consultation on the finance settlement

The main points of the settlement are set out below:

- **The 2020/21 local government finance settlement is for one year only.** It is based on the Spending Round 2019 funding levels, with individual authority allocations based upon Spending Review 2015 and subsequent funding announcements.
- **Council Tax** – As previously announced at Spending Round 2019, the council tax referendum limit will be 2% for local authorities with social care authorities allowed a 2% social care precept.

- **Business Rates Retention** – The three elements of the Business Rates Retention system (Baseline Need, NNDR Baseline and Tariff / Top Up amounts) have all increased by 1.63%, in line with the September 2019 CPI inflation figure. It is assumed that the Government will meet the loss of income resulting from new small business rate reliefs through additional section 31 grant.
- **Revenue Support Grant** – As outlined in the technical consultation, RSG has increased in line with the Business Rates Retention system (+1.63%).
- **New Homes Bonus** – The 2020/21 allocations have been announced. These will be paid with the legacy payments due from previous years (2017/18 to 2019/20). As previously announced, there will be no legacy payments for the 2020/21 in year allocations. Havering's taxbase increase was under the threshold to qualify for new NHB so Havering only received an extra £17,850 of new NHB based on the number of new affordable homes built.
- **Top Up/Tariff Adjustments (Negative RSG)** – As in previous years, the government has decided to eliminate the negative RSG amounts.
- **Social Care Funding** – Originally announced at Spending Round 2019, with further details provided in the technical consultation, the provisional settlement confirms the previously proposed national amounts and allocation methodologies. Havering has received an additional £3.732m of Social Care grant for 2020/21.
- **Rural Services Delivery Grant** – The 2020/21 allocation of £81m and methodology for distribution remain unchanged from 2019/20. Havering does not benefit from this grant.
- **Business Rates Pilots** – As expected, no new business rates pilots were announced for 2020/21, with all areas (aside) from the original 2017/18 pilot areas reverting back to the 50% scheme. The London pilot ended for 2020/21

Core Spending Power

The Government likes to use the term Core Spending Power to exemplify the increased level of funding available to councils for the forthcoming year. The table below sets out Core Spending Power increases for Havering.

The table shows that Havering's Core Spending Power has gone up by £9.584m (5.5%). The largest element of this increase relates to notional

local decisions on Council Tax increases (2% ASC Precept and 2% General Council Tax).

Havering – Core Spending	2019-20	2020-21
	£m	£m
Settlement Funding Assessment	35.379	35.955
Under-indexing business rates multiplier	1.108	1.385
Council Tax / ASC Precept	124.813	131.910
Improved Better Care Fund	5.618	6.624
New Homes Bonus	2.957	0.859
Winter pressures Grant	1.006	-
Social Care Support Grant	1.718	5.450
Core Spending Power	172.599	182.183
Change %		5.5%

Specific Grant allocations within the Core Spending Power 2020/21

Havering	2019-20	SR19	2020-21
	£m	£m	£m
Improved Better Care Fund	5.618	1.006	6.624
Winter Pressures Grant	1.006	-1.006	0
Social Care Support Grant	1.718	3.732	5.450
Total	8.342	3.732	12.074

Winter Pressures Grant

In 2019/20, £240m of additional funding was provided to councils to spend on adult social care services to alleviate winter pressures on the NHS. This was allocated using the existing Adult Social Care Relative Needs Formula. The funding was ringfenced to support the NHS in dealing with Winter Pressures and pooled into the Better Care Fund. For 2020/21, the winter pressures funding has been incorporated into the Improved Better Care Fund line and must therefore form part of local authorities' contribution to the BCF. Havering received £1.006m for winter pressures in 2019/20.

Improved Better Care Fund.

The Improved Better Care Fund allocations have not changed for 2020/21. The overall amount within the Core Spending Power now includes the £240m Winter Pressures Grant Funding (previously shown separately).

Havering received £5.618m IBCF in 2019/20. This has now been merged with the winter pressures fund giving a new 20/21 grant of £6.624m

Social Care Support Grant

In 2019/20, £410m of additional (non-ringfenced) funding was allocated for use for adult and children's social services. This was allocated using the existing Adult Social Care Relative Needs Formula and will also be used to distribute this Social Care Support Grant funding. For 2020/21, as announced in Spending Round 2019, an additional £1bn of funding was added to this grant.

The additional £1bn has been allocated as per the technical consultation, this being:

- £850m to be allocated using the Adult Social Care Relative Needs Formula, as per the existing Social Care Support Grant (i.e. the £410m allocated in 2019-20); and
- £150m to equalise the impact of the distribution of the adult social care council tax precept, using the current Improved Better Care Fund equalisation methodology.

Havering is disadvantaged by the decision to split this funding as it both pre-judges local decisions on the precept and penalises authorities who have high reliance on Council Tax for funding. The Council will continue to lobby to get the whole grant distributed by a formula reflecting relative need.

The funding is also for general social care including children's services. It is therefore disappointing that the formula does not reflect an element based on the pressures in this area which are chronic in London in particular

Independent Living Fund: Following the closure of the Independent Living Fund (ILF) in June 2015, the government agreed to continue funding pre-existing ILF arrangements until the end of 2019/20, through the Former ILF Recipient Grant. The ministerial statement confirmed that the former ILF Recipient Grant will continue to be paid to local authorities in 2020/21. The total value of the grant in 2020/21 will be maintained at the 2019/20 value (£585k for Havering).

Funding for the Troubled Families programme: The Government has announced nationally £165m to continue the troubled families programme for 2020/21. This funding will help more people in need get access to the early, practical and coordinated support to transform their lives for the better.

Dedicated Schools Grant and Schools Funding

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 2020-21 is shown in table 1 below.

In September 2019, the Secretary of State for Education announced that funding for schools and high needs would rise by £2.6bn in 2020/21, plus £1.5bn to fund additional pension costs for teachers. Announcements followed in October confirming various elements and provisional allocations. Funding for early years provision has increased by £66m. The Government has now announced updated calculations reflecting the latest pupil numbers (using the January and October 2019 census data). Each local authority will, as usual, receive funding in four blocks, all of which have now been confirmed for 2020/21 (prior to recoupment of funding for Academies, which will be finalised in the coming months):

Table 1 - Havering's DSG allocation

	Schools Block				High Needs Block	Early Years	Central School Services Block	Total DSG
Year	Funding per pupil (£)	Pupil number allocation (£m)	Premises, pupil growth, falling rolls (£m)	Total Schools Block (£m)	Allocation (£m)	Allocation (£m)	Allocation (£m)	Allocation (£m)
2020-21	4,805.76	177.17	3.94	181.11	29.62	19.28	1.53	231.54
2019-20	4,623.49	169.06	4.66	173.72	25.29	17.63	1.57	218.21
Diff	182.27	8.11	-0.72	7.39	4.33	1.65	-0.04	13.33

Notes:

1. All of the above figures are before recoupment by the DfE for pupils attending academies, non maintained special schools and post 16 special educational needs provision.
2. The additional Schools Block funding includes funding for an increase of 302 pupils in Havering schools.
3. The funding for premises (business rates) pupil growth and falling rolls includes a reduction of £869k in the allocation of pupil growth/falling rolls funding from the DfE as a result of the introduction of a formulaic distribution of the funding nationally.
4. The Early Years block is indicative and will be recalculated based on the January 2020 and 2021 early years censuses.

- **Schools Block** - The allocations to local authorities include a 4% increase in the formula factor rates within the national funding formula and meet the Conservative Manifesto commitment to provide at least £5,000 for every secondary school pupil, and £3,750 per primary pupil. Local authorities are required to ensure that these minimum per pupil levels are delivered in constructing their local funding formula although many schools will already be above these levels. In Havering this applies to only two primary schools and one secondary school.

Following agreement with the Schools Funding Forum and consultation with all schools, Havering is able to apply the national funding formula in full with a minimum 0.5% per pupil increase for all mainstream schools and academies with a cap of 4% for schools that would have otherwise have received a higher per pupil increase.

The effect on Havering schools of implementing the NFF in 2020-21 is as follows:

	No of schools receiving the minimum 0.5% increase per pupil	No of schools receiving an increase between 0.5% and 4% per pupil	No of schools receiving the maximum 4% increase per pupil
Infant	1	7	4
Junior	0	4	8
Primary	1	18	18
Secondary	3	10	5
Total	5	39	35
	6%	49%	44%

Although this provides an increase in funding for all schools in Havering, many will continue to struggle to set balanced budgets as a result of past and continuing financial pressure in having to fund national pay awards, incremental progression, increases in employer national insurance and pension contributions and inflationary increases on goods and services. School governors and head teachers are therefore continuing to implement efficiencies in the costs of running of their schools in an attempt to avoid falling into deficit.

In agreeing to the formula for distribution of funding to schools in 2020-21 the Schools Funding Forum has also agreed to use £0.8m of the Schools Block to meet commitments in pupil growth and falling rolls following the reduction in funding from the DfE. Also agreed was a transfer of £0.5m to support the High Needs Block, which, in spite, of the £4m increase in 2020-21 is coming under increasing pressure from an increasing number of children with Education Health and Care plans and a greater complexity of need.

- **Early Years Block** – the additional £66m has been allocated to local authorities by increasing by 8 pence the hourly rates used to fund parents' free entitlement to early years provision for 2 year olds and 3 and 4 year olds which is to be passed on to providers.

Havering's rates of funding are as follows:

	2 year olds	3 & 4 year olds
2019-20	£5.66	£5.28
2020-21	£5.74	£5.36
Increase	£0.08	£0.08

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

Consultation with early years providers is currently underway to confirm Havering's funding arrangements for 2020-21.

- **High Needs Block** – as with schools' funding, the distribution of funding from central to local government is through a national formula. The formula for High Needs funding includes a number of factors including historic funding, pupil population, deprivation and the number of pupils attending special schools and post 16 provision. In 2020-21 the allocations include a minimum 8% increase in the funding for pupil population.

In common with many other local authorities, Havering will have difficulty in containing its expenditure with the allocation of funding because of an increasing number of pupils and students with Education, Health and Care plans and increasing complexity of need.

- **Central School Services Block** - this block is to fund some of the statutory education functions of local authorities that in previous years has been funded from the Schools Block and an Education Services Grant. This block also allocates funding for an LA's historic commitments previously funded within the Schools Block. Statutory functions include school admissions, the funding of national copyright licences, servicing the Schools Forum and other statutory duties previously funded from an Education Services Grant.
- **Education Services Grant (ESG)** The ESG ceased from September 2017 and local authorities now receive funding on a per pupil basis through the Central Schools Services Block of the Dedicated Schools Grant. The reduction in grant leaves a shortfall against the cost of providing LA statutory

services in spite of the savings made centrally and a contribution from LA maintained schools to meet the cost of central services relating only to that sector.

Table 2 – Shortfall in funding	£m
Estimated service costs in 2020/21	1.769
DSG Central Services Block for LA central duties (previously ESG grant)	(0.576)
Contribution from schools	(0.305)
Shortfall	0.888

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

2.5 Future Funding beyond 2020/21

The Government announced a one year spending review in September 2019 to cover 2020/21. This has been backed up by the 2020/21 provisional settlement. The position thereafter is less clear and is subject to the forthcoming 2020 Spending review and other reforms of Local Government Funding.

The Government have indicated the following process for future years.

- **Spending Review 2020**

This is probably the most significant financial announcement for local government in 2020. The Spending Review will determine the overall funding levels for government departments for the spending period. This will therefore set the total amount to be spent on public finance for 2021/2022 and future years.

- **Future Arrangements for Adult Social Care**

The Government has been silent on previous commitments to produce an Adult Social Care Green paper. The Government has confirmed that the £1bn new funding for Social Care will be continued across the lifetime of the parliament. This will only partially mitigate pressures facing Adult Social Care up to 2025 and the funding gap will need to be closed. There is clearly a potential significant pressure on local authorities depending on the path the government chooses to take on funding.

- **The Fair Funding Review**

The Fair Funding Review is likely to be implemented for the 2021/22 settlement with the aim to review all the distribution formulae and data used for allocating funding to individual authorities. This will include population data, deprivation indices, sparsity and density factors and a whole series of

other datasets including area cost adjustments used to distribute funding. The outcome of this review is likely to result in significant distributional changes between local authorities across the country. All London Boroughs and London Councils have lobbied hard to ensure that population growth, cost of living and deprivation factors experienced in London are fully reflected in the new formula.

- **Business Rate Reform**

The Government has ended the current pilot London pool for business rates. The Government is however committed to 75% business retention in the future.

- **Rebasing of funding**

One of the features of the previous four year settlement was the announcement of grant figures for four years up to and including 2019/20. Whilst this has provided stability up until now it does equally create significant uncertainty looking forward. As an example the Council currently receives S31 grants to compensate for losses to business rates through national initiatives. It is expected that these will be discontinued when the whole finance system is rebased for 2021/22.

In 2019/20 Havering has received £5.6m in Improved Better Care Funding (IBCF). The 2019 Spending Review commits to a further year of funding at a similar level. It is expected that updates on IBCF or its replacement will be included in the Adult Social Care future proposals for 2021/22 onwards but at the moment there is no clarity to give confidence for future planning.

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

3.1 Current Financial Position 2019/20 Revenue Monitoring

The development of the 2020/21 budget and MTFS has fully taken account of the financial position being reported for 2019/20. The period 7 monitoring report reported an overspend across Council service departments of £1.750m for 2019/20. The Senior Leadership Team has continued to focus on measures to contain expenditure within the approved budget in order to ensure financial stability as a basis for the 2020/21 budget and beyond.

The main areas of overspend at period 7 are Children's Services (£0.9m), Neighbourhoods (£0.8m) and Adults (£1.0m). However these overspends are expected to be offset by Corporate underspends. Services are working hard to develop ongoing mitigating actions for these overspends.

The monitoring position will be improved at year end by a projected underspend of £0.95m on capital financing and treasury budgets and unspent central contingency balancing the overall position. Further mitigations will be

sought over the final months of the year to reduce the service overspends where possible.

The month 7 reported position for **Children's Directorate** is an overspend of £0.9m. The main areas of pressure continue to be staffing budgets in social care and placement costs primarily for looked after children and children with disabilities, along with increasing pressures in Primary and Special Home to School transport. The service continues to work hard to develop plans and mitigating actions in order to reduce the overspend.

The period seven year end position for **Neighbourhoods** is forecast to overspend by £0.8m. The overspend mainly relates to slippage in the delivery of some elements of the Keep Havering Moving Programme.

The **Adults** budget is forecasting an overspend of £1.0m. Adults continues to experience increases in demand particularly in complex cases and ones requiring one to one support. The service has mitigated the 2019/20 position using one off funds and the MTFS addresses and recognises the ongoing pressures faced by the service. The position beyond 2020/21 is less clear and it is hoped the SR2020 will finally address the chronic funding shortages in this area.

3.2 Proposals to close the 2020/21 financial gap

In February 2019 Full Council set a balanced budget for 2019/20 and was presented with a medium term forecast gap of £16.598m for the three years 2020-2023. The medium term planning process is a live process taking account of changes to forecasted pressures and updated savings proposals. An update on the plan was presented to September Cabinet setting out the latest pressures and forecasted financial gap (see table below).

Description	2020/21	2021/22	2022/23	2023/24	4 Year Plan
	£m	£m	£m	£m	£m
Corporate Pressures	8.316	9.460	5.304		23.080
Assumed Central Grant loss	8.175	0.358	0.000		8.533
Demographic and Inflationary Pressures	4.920	3.435	3.592		11.947
Savings agreed at February Council	-8.626	-9.849	-8.487		-26.962
OPENING MTFS	12.785	3.404	0.409	0.000	16.598
Updates to the plan since February					
Revision to Projected Grant position	-5.179	2.442	0.432	0.000	-2.305
Discontinued/unachievable savings	2.951	1.041	1.370	0.000	5.362
Replacement savings (Appendix A)	-1.685	-0.025	0.000	0.000	-1.710
Local Plan costs	0.557	-0.357	0.000	0.000	0.200
Additional Demographic Pressures	7.503	2.623	0.664	4.023	14.813
Revision to Corporate pressures	-1.040	0.000	0.000	2.300	1.240
POSITION at SEPT CABINET	15.891	9.128	2.875	6.323	34.217

This identified that a gap of £15.9m needed to be closed in order to balance the 2020/21 budget. This has been achieved in a number of ways.

3.3 Proposals to close budget gap for 2020/21

New Savings £7.1m in 2020/21 rising to £13.6m by 2023/24

A wide range of new savings proposals have been identified to help balance the budget. Business cases were developed to support these proposals and the budget consultation between September and November 2019 sought the opinion of the public and key stakeholders. It is recommended that savings proposals totalling £7.1m in 2020/21 rising to £13.6m by 2023/24 are incorporated in to the Council's budget for next year. These proposals are listed at **Appendix B**.

Consultation process:

The September Cabinet paper included an Appendix listing a number of areas to consider for efficiencies and savings. These ideas were consulted on between September and November reaching out to the public and key stakeholders. **Appendix C** sets out the results of the consultation.

The main outcomes were as follows:

The three services that were most important to respondents are:

- Community Safety
- Care and support for older and disabled people
- Child protection and safeguarding

The latter two services are invested in heavily by the Council. Community Safety has received additional funding recently eg. to fund additional local police officers in the borough until 2024.

In 2018, 'Refuse Collection – domestic waste and recycling' was the third most important service and is now 4th.

A few respondents stated that it was 'difficult' to choose which services are the most important as they are all 'vital to living in a decent community'.

The three services that were least important to respondents are:

- Garden waste collection
- Cultural facilities (e.g. theatres and arts centres)
- Major public events (e.g. Christmas events, Havering show)

The Council's budget already reflects these lower priorities with charges in place to recover much of the cost of garden waste collection (although not all) and limited funding invested in cultural facilities and events.

Most income generating ideas were favourable received. Lower numbers of positive responses were received in relation to Cremation Fees (24%) and Premium Saturday Appointments Fees (42%) and this is reflected within the comments where a number of respondents were displeased about the Council charging people whilst they were grieving. For Saturday appointments, individuals stated that this penalises the Monday-Friday 9-5 worker who can only do Saturdays. However, the Council's proposals are reflective of charging by other providers.

The following proposals were suggested by respondents:

- Reviewing the image of a modern town centre
- Use of more online services
- Rental of council spaces
- Fees and licenses
- Enforcement (litter, yellow box junctions etc.)
- Providing training and support to staff to reduce consultancy / agency spend
- Reviewing fraudulent claims
- Centralising staff and promoting working from home.

All these areas are currently under review within the Council to deliver better efficiency ie. the same service or even improved services at lower cost to the council tax payer.

Respondents are concerned about the reduction of services (including the number of restructures) and impact this will have on service delivery. This is unsurprising given the reductions in government funding and the growth in demand that the Council has had to manage over the last 10 years. However, it may be the worst is over with some positive news in the recent Spending Review and the fact Havering is much less dependent on government funding now than it was a decade ago.

A few individuals stated that they felt little or no impact from council reductions but a number of respondents felt there was an impact on the following services:

- Libraries
- Pavements, bridleways, footpaths and roads
- Crime and Community Safety
- Parking
- Street cleaning
- Mental Health and Social Care support

The Council continues to do what it can to find space in the budget for service improvements. There are a range of new initiatives built into the budget proposals from 2020/21.

It has been possible to respond positively to the feedback on libraries and parking following a better than expected financial settlement from the government and some late good news from the East London Waste Authority on its levy (which has fallen further due to Havering's tonnages of waste reducing).

The budget proposals include an increase in funding for libraries of £200k, allowing for at least five days a week opening in all libraries and no closures. The consultation activity across the borough over the summer, including public meetings in the libraries, demonstrated that residents value their local libraries particularly as places to go to meet with others in their neighbourhood. The Transformation Programme includes proposals to pilot Community Hubs in Harold Hill Library and Rainham Library.

In relation to Parking, it is proposed that the following changes are made to the current charges:-

- 30 minutes free parking is reinstated across all on-street parking bays in the borough, but also extended to those in Romford. This is estimated to require funding of £340k which can be met from the recent additional reduction in the ELWA levy.
- The current Sunday parking charges are recommended to be discontinued across the borough. This represents a loss of income of £1.084 million which can be funded from the larger than expected general government grant. This has yet to be confirmed by government officially but local government associations have been advised that there will be no changes from the provisional figures.
- A budget of £200k has also been set aside for a discount scheme for Havering residents who use the mobile phone app. This has also been made possible through the higher than expected government grant.

There is new capital investment built into the budget. The public ICT facilities in libraries will be replaced to improve digital access for visitors. There will be new investment in parks starting with removing the silt from the lake at Harrow Lodge Park. Following a 'community conversation', Cabinet has approved plans for a new sports centre in Rainham. A major investment pot of £15 million has been built into the capital programme to be spent on Town Centre regeneration to support local business.

The Council continues to protect valued services such as the weekly bin collection and invest in additional policing. It is well on track to deliver the four year £40 million roads investment (2019/20- 2022/23) which has already seen over 1,000 potholes filled. The Transformation Programme is delivering

improvements to services such as the new Local Area Co-ordinators being recruited in Harold Hill as well as cash savings through efficiency.

Spending Review (Social Care and Demographics)

On September 4th the Government announced a one year Spending Review to cover the 2020/21 financial year. The Spending Review provided a promise of new funding for Social Care including the option for a 2% precept for Adult Social Care. The Government has indicated that this level of funding will continue for the rest of this parliament. The new funding is welcomed and has helped reduce the financial gap for 2020/21. The funding will help mitigate the current pressures both Adults' and Children's social care are reporting in the revenue monitoring report. The funding will also help mitigate further demographic and inflationary pressures built into the MTFS which will be ongoing as client numbers continue to rise.

Spending Review (Business Rate Pooling)

The 2019 Spending Review has also indicated the end of the Londonwide 75% pilot business rate pool. This is very disappointing as the London pilot is one of the best examples of collaborative working between councils and between tiers of government. London has expended a significant amount of capital in forging agreement not only between the 32 boroughs and the City of London Corporation that make up London Councils, but also between London Councils and the Mayor of London and GLA and its functional bodies. The scheme balances a range of objectives and incentives for individual authorities, groups of councils and London overall and reflects the sort of imperatives that Ministers also pressed for. Havering had previously benefitted by £1.8m through this arrangement.

Proposed new 67% London Business Rates Pool

London Boroughs are now proposing a new 67% pool which is a decision outside the Government's pilot pool arrangements. The potential financial benefits of London pooling under the 67% scheme are not as great as under the current 75% retention pilot. Firstly, there would be less growth retention (67% versus 75%), and, secondly, there would be a lower saving on levy payments, as the pool would pay a levy on growth (as all tariff areas would normally do). The financial benefit comes from the pool overall paying less in levy than the London tariff authorities would have paid individually. It is estimated that this pool will provide £300k of benefit to Havering which will partially compensate for the Government's decision to discontinue the 75% pool.

It is recommended that Havering joins the new London-wide Business Rate Pool for 2020/21 and signs and approves the Memorandum of Understanding (MOU) set out in Appendix L.

Reduction in the East London Waste Levy

At its recent meeting in early December the East London Waste Authority (ELWA) announced a reduction to the projected levy for next year. The change in the projected levy relates to returned unused surpluses from 2018/19 and a reduction in the projected tonnages for 2020/21. Previously ELWA were forecasting a £1m increase in our levy. There will now be a small reduction in the levy resulting in a £1.6m improvement in the planned forecast.

Change to the forecasted pension fund contributions

Havering has recently received the outcome of its latest tri-ennial review of the pension fund. The actuaries have recommended no change in our assumptions for 2020/21 and an extra £1m be added from 2021/22 but no further increases in 2022/23. As a result there is a reduction to assumptions from 2021-2024 across the medium term plan.

Potential Cost of additional Capital expenditure

The medium term financial projections presented to Cabinet in September fully incorporated the financial implications of the capital programme agreed in February 2019.

There are also a number of new Capital bids for inclusion in the revised programme from 2020/21 onwards. These bids are listed at **Appendix D** and if approved will have revenue implications including a £0.3m pressure in 2020/21.

Further Announcements

The Government has only just formed and as such is still in the process of making announcements on its plans for next year. There is significant uncertainty regarding 2021/22 and the impact of funding reforms to local government generally and London in particular. To help safeguard against this risk it is recommended that any one off funding surpluses that may emerge in the final budget setting are added to the business risk reserve and held centrally for future use.

Recommended increase in Council Tax level

The items listed above will significantly reduce the forecast budget gap for 2020/21. In order to balance the budget it is recommended in addition the Council implement the 2% Adult Social Care Precept and that the general Council Tax is increased by 1.95%.

The table below sets out the financial implications of these changes

Description	2020/21	2021/22	2022/23	2023/24	4 Year Plan
	£m	£m	£m	£m	£m
POSITION at SEPT CABINET	15.891	9.128	2.875	6.323	34.217
New Savings Proposals following consultation	-7.079	-2.667	-1.535	-2.293	-13.574
Spending Review (Additional Social Care Funding)	-3.732	0.000	0.000	0.000	-3.732
Spending Review (End of the 75% Business Rate Pilot)	1.500	0.000	0.000	0.000	1.500
Spending Review (Adult Social Care Precept)	-2.528	0.000	0.000	0.000	-2.528
Funding for extra hours in Libraries	0.200	0.000	0.000	0.000	0.200
Review of Parking charges	1.624	0.000	0.000	0.000	1.624
Update to demographic pressures	-2.669	0.180	1.634	1.500	0.645
Updated Growth and Pressures	0.643	0.892	0.612	0.127	2.304
Reduction in projected ELWA Levy cost	-1.686	-0.619	-0.062	-0.373	-2.740
Cost of New Capital Bids (Appendix D)	0.249	1.444	0.252	0.167	2.112
Proposed Council Tax Increase 1.95%	-2.413	0.000	0.000	0.000	-2.413
REVISED POSITION	0.000	8.358	3.776	5.451	17.585

3.4 Budget Process

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

- Inflation Rates
- Demographic Assumptions
- Interest Rates and the cost of borrowing
- Current in-year pressures
- Implications of the future Capital programme
- Prudent levels of balances and reserves

The Section 151 officer oversees the budget process at all times and is therefore able to produce a statement of robustness of the budget which is set out in Section 10 of this report.

- 3.5 Provision is made in the budget for increases in major contracted services. The proposed increases for contracted services, which mainly relate to contracts based on an RPI index, are broadly in line with that level, but subject to the specific circumstances applicable to each individual contract. For social care, negotiations are underway with providers, within the broad parameters set for the overall budget, and these are likely to be agreed prior to the start of the financial year. To enable these negotiations to progress, it is recommended that Cabinet delegates authority to the Directors of Children's and Adults' services to agree inflation rates with social care providers.

- 3.6 Each year the Government allocates a public health grant to be spent on a series of health pressures and initiatives. It is recommended that the Council delegate authority to the Cabinet Member for Adult Social Services and Health and the Leader to approve an annual spend plan for the Public Health grant.

4 The Medium Term Financial Strategy 2020-2024

The proposals in section 3 will balance the 2020/21 budget. There is however still a gap of £17.6m over the remaining 3 years of the medium term financial strategy.

The table below sets out the current Medium Term Financial Strategy

Medium Term Financial Strategy	2020/21	2021/22	2022/23	2023/24	4 Year Plan
	£m	£m	£m	£m	£m
Corporate Pressures	13.752	15.560	5.518	1.094	35.924
Demographic Pressures	7.056	3.131	5.026	4.923	20.136
Inflationary Pressures	2.382	2.187	2.207	2.227	9.003
TOTAL PRESSURES	23.190	20.878	12.751	8.244	65.063
Funded By					
Updated savings previously agreed	-7.438	-9.853	-7.440	-0.500	-25.531
New Savings Proposals	-7.079	-2.667	-1.535	-2.293	-13.574
New Social Care Grant	-3.732				-3.732
Adult Social Care Precept	-2.528				-2.528
1.95% Council Tax Increase	-2.413				-2.413
REVISED POSITION	0.000	8.358	3.776	5.451	17.585

4.1 Closing the Medium Term Financial Gap

At this stage it is prudent to flag the continuing risks for 2021/22 in particular but there is work ongoing which it is expected will close the gap for that year during 2020. This includes:

- Spending Review

There is the potential for an improvement in the funding position following the Spending Review 2020

There is still considerable uncertainty about future external support from 2021/22 onwards so the Council has sensibly adopted a cautious position in its medium term planning. It is possible that the Spending Review expected later in 2020 will give assurity on some funding streams and allow the medium term assumptions to be reviewed.

Announcements on the future of Social Care funding are expected in 2020 and will hopefully provide some clarity on the options the Government are considering to fund this sector. It is anticipated that the future proposals will confirm the continuation of external funding to support Adult Social Care.

- Further transformation savings

The transformation programme was created to support, develop and enhance efficiency and improvement across the Council in a wide range of areas. The programme acts as a conduit bringing together cross council initiatives and developing joined up service delivery. The transformation programme has made significant savings already over the last two years. Further service reviews and procurement initiatives are planned to help ameliorate the future year pressures in the MTFS.

- Updated Capital Financing Assumptions

The medium term financial strategy assumes a prudent position on the major regeneration schemes. If the schemes are able to progress as forecasted in the business plans then the level of income generated will potentially exceed the current planned position.

5 Total Council Tax Impact

- 5.1 Havering is proposing to increase Council Tax by 1.95%. It is proposed in addition to increase the Council Tax by a further 2% via the Adult Social Care Precept.
- 5.2 As set out in the section below the Mayor is proposing to increase the GLA precept by 3.60%. This gives a total net increase in Council Tax of 3.89% as shown in the table below:

	2019/20	2020/21	2020/21	2020/21
	HAVERING	HAVERING	GLA	TOTAL
Band A	938.77	975.85	221.38	1,197.23
Band B	1095.23	1,138.49	258.28	1,396.77
Band C	1251.69	1,301.13	295.17	1,596.30
Band D	1408.15	1,463.77	332.07	1,795.84
Band E	1721.07	1,789.05	405.86	2,194.91
Band F	2033.99	2,114.33	479.66	2,593.99
Band G	2346.92	2,439.62	553.45	2,993.07
Band H	2816.30	2,927.54	664.14	3,591.68

GLA Council Tax Proposals

The GLA have indicated that the precept will rise by 3.60%. The Mayor's budget and precept will be presented to the London Assembly on 24th February for approval. This section will include further paragraphs from the Mayor on his proposed budget in the final report to full Council

5.3 Budget Requirement, Council Tax resolution and Taxbase

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

5.3.1 Taxbase:

The 2020/21 Council Tax Base is calculated as;

90,054 Band D equivalents
98.70% Assumed Collection Rate
88,883 Total Council Tax Base

5.3.2 Budget Requirement

That the following amounts be now calculated by the Council for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

(a)	£523,838,109	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	(£393,733,840)	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£130,104,269	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)	£1,463.77	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.

5.4 The new Council Budget for 2020/21 is set out in Appendix F.

6 Fees and Charges

6.1 The Council annually reviews its fees and charges to customers. **Appendix G** sets out the proposed fees and charges for 2020/21. In setting the fees and charges the Council takes account of:

- Full Cost recovery where appropriate
- Statutory Fees
- Inflation
- Benchmarking and other market comparators
- Delivery costs for social care providers.

7 Contingency, Reserves and Balances and update to Financial Procedures

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

7.2 Earmarked Reserves

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

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

7.3 General Balances

The Council's currently holds £12.2m in general balances. This figure is assessed annually at year end based on the inherent risks facing the authority and is reviewed as part of the external audit process. With the uncertainty of the current economic situation and also more generally the continuing impact of the previous 10 years of austerity the MTFS makes provision to increase balances over the life of the medium term plan.

The historic rule of thumb from the now defunct Audit Commission was that 5% of net budget should be held as a General Reserve that should be untouchable except in major emergencies. The Council holds slightly more

than this at 7% of net budget. However, the volume and complexity of the issues facing local government and the level of public expectation of councils from their residents suggests this is no longer sufficient. Many London Boroughs hold 14% and some significantly more. The events at Grenfell have made all councils reconsider the reserves they hold. It is recommended that a number of additions are made to the Council's reserves over the next four years to build them up towards £20 million or 14% by 2023/24.

7.4 Update to Financial Procedures

The Council periodically reviews its financial procedures and rules to reflect the appropriate levels of authorisation for senior officers and cabinet members. **Appendix M** sets out the recommended levels of authorisation for virements for approval by Council and adoption into the Council's financial regulations, in line with the key decision level.

8 The Capital Programme and Strategy

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.

The Table below sets out the proposed General Fund Capital Programme for the next five years.

Summary of Capital Programme	2020/21	2021/22	2022/23	2023/24	2024/25	2024/25	Total
	£m	£m	£m	£m	£m	£m	£m
Adults Services	4.463	0.000	0.000	0.000	0.000	0.000	4.463
Asset Management	45.502	0.824	0.000	0.000	0.000	0.000	46.326
Bereavement Services	6.417	0.000	0.000	0.000	0.000	0.000	6.417
Childrens Services	3.615	0.000	0.000	0.000	0.000	0.000	3.615
Customer & Communications	14.956	3.916	0.985	0.500	0.000	0.000	20.357
Environment	15.134	2.000	2.000	0.000	0.000	0.000	19.134
ICT Services	4.020	1.120	1.080	2.200	0.000	0.000	8.420
Regeneration	24.872	7.188	5.323	0.000	0.000	0.000	37.383
Sub Total	118.979	15.048	9.388	2.700	0.000	0.000	146.115
Regeneration Programme	223.468	98.212	57.303	65.979	19.360	2.693	467.014
Total Capital Expenditure	342.447	113.260	66.691	68.679	19.360	2.693	613.129
Funding							
Capital Receipts	120.256	55.000	30.000	46.535	7.783	0.000	259.574
Revenue and Reserve Contributions	0.146	0.000	0.000	0.000	0.000	0.000	0.146
Grants & Other Contributions	46.890	0.824	0.000	0.000	0.000	0.000	47.714
Borrowing	175.155	57.436	36.691	22.144	11.577	2.693	305.695
Total Funding	342.447	113.260	66.691	68.679	19.360	2.693	613.129

9 Budget Risks and Uncertainties

9.1 There are a number of risks and uncertainties which could potentially impact on the 2020/21 budget and also medium term forecasting. This section summarises those risks. **Appendix H** sets out these risks in more detail.

- **Spending Review 2020:**

The Government is proposing a multi year Spending Review in 2020. The spending review is likely to set the overall financial envelope for local government from 2021/22 onwards, although at this stage it is not clear how many years it will cover.

- **Reform of Adult Social Care:**

The Government is expected to set out the national funding position for adult social care over the medium term. It is unclear at present the extent to which local government and indeed local taxation will be expected to foot this bill.

- **Fair Funding Review**

The Fair Funding Review outcomes will be built into the 2021/22 budget. The review is expected to be wide ranging and will cover all cost drivers for local authorities. It is unclear at present how the government will choose to weight the various formulae and datasets available. There is therefore a direct risk to Havering's funding if the demographic pressures the borough is facing are not fully reflected in the revised formula.

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

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

- **Loss / Reduction in Business Rates**

In 2020/21 the 75% Londonwide business rate pool pilot will end. Localised business rates allows boroughs to benefit from any growth but also brings the risk of losses from non collection and successful business rate appeals. This risk needs close monitoring through the year.

- **New Legislation/Burdens**

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

- **Changes to Interest Rates/ Inflation**

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

- **Demographic pressures**

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

- **Pension Fund Performance**

The medium term financial strategy takes account of the latest triennial actuarial review of the pension fund. There will be a further review in 2022 and there is a risk of increased general fund and HRA contributions if the deficit has increased on the fund.

- **In-year pressures and overspends**

The 2020/21 budget is a robust balanced budget that takes account of all known pressures facing services. There remains a risk however that increased demand over forecasts will result in service overspend next year.

- **Future waste disposal arrangements**

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

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

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

- **Cost of delays:** Delays to the programme result in some work needing to be repeated and updated and the cost of finance being incurred before it is required
- **Additional cost of re-design and changing plans:** If the plans are changed significantly this causes both delay costs as described above and potentially abortive costs on the original plans.
- **Impact of a downturn in housing prices:** The schemes assume sales valuations in order to achieve returns on investment. Clearly a downturn in the Housing market, eg due to delays in Crossrail, will affect these assumptions.
- **Impact of inflation:** The models assume costs over the medium term. If inflation increased significantly this would have a direct impact on these costs.

- **Changing build costs/variations:** As the schemes progress it is possible that variations to the original specifications or additionality is required to deliver the required outcomes
- **Changes in legislation:** All assumptions are based on current regulations. Should any national legislation change regarding building works then this could affect the overall costs
- **Issues with land eg. contamination:** There are currently no expected issues with any of the land involved in the various regeneration schemes. It is possible albeit unlikely that an issue may emerge as the projects progress.
- **Overall financial risk:** The Council will invest significantly in the early years of these schemes with a return on investment in some cases maturing only in the medium term. Adverse movement in the assumptions caused by any of the above reasons will affect the financial modelling set out in the business cases and is therefore a material risk to the Council.

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

10 Chief Financial Officer (S151 Officer) statement regarding the robustness of the budget and MTFS

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

10.2 Robustness of Reserves and Balances

The budget has been prepared using a four year Financial Strategy agreed by Council in February 2019 as its starting point. This Strategy has been developed through:

- The forecast position as set out in the Cabinet report in September 2019
- The outcome and forecast impact on the Council of the Provisional Local Government Financial settlement as presented in this report.
- The Spending Review announced in September 2019.

As the development of the budget for 2020/21 has progressed, the position has been the subject to review and challenge with Heads of Service, the Senior Leadership Team, the Leader of the Council and Cabinet Members. Due consideration has been given to the the delivery of corporate priorities in this challenge process and this is reflected in the detailed budget proposals.

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

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

- Staffing changes incorporating proposed restructures
- Inflation
- Contractual commitments
- Existing budgets
- The proposals for budget adjustments and savings
- The impact of changes to specific grants.

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

A review of the 2019/20 significant budget variances has taken place to assess any impact on the 2020/21 budget outside of the proposals in order to:

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

10.3 The Adequacy of Estimates Reserves and Balances

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

The General Fund Balance stood at £12.2m at 31 March 2019. An annual review of the balance has taken place as part of the budget setting process. It is recommended that the Council consider increasing its level of reserves. The historic rule of thumb from the now defunct Audit Commission was that 5% of net budget should be held as a General Reserve that should be untouchable except in major emergencies. The Council holds slightly more

than this at 7% of net budget. However, the volume and complexity of the issues facing local government and the level of public expectation of councils from their residents suggests this is no longer sufficient. Many London Boroughs hold 14% and some significantly more. The events at Grenfell have made all councils reconsider the reserves they hold. It is recommended that a number of additions are made to the Council's reserves over the next four years to build them up towards £20 million or 14% by 2023/24. This includes £500k added into the base budget in 2020/21 and then a further £1.5 million built into the base in 2021/22.

Members will be aware that the working balances provide protection against unforeseen events that could impact on the authority. Reserves must be used carefully and can be used only once. As reflected in the revenue budget strategy, the Council will not utilise General Fund Balances to subsidise its budget or suppress council tax increases. Further it will not use any specified or earmarked reserves to subsidise its budget or to suppress council tax increases on an on-going basis as this is neither financially sustainable nor prudent.

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

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

The sums established within earmarked reserves were agreed by the Senior Leadership Team as at 1st April 2019 and were fully allocated to projects or liabilities. Other reserves continue to be expended/ planned in accordance with their specific approved purpose. A review is planned to take place as part of the accounts closure process over the next few months. The working balances of the HRA are also subject to a risk assessment; this is included in a report on the HRA budget for 2020/21 elsewhere on this Cabinet agenda.

10.4 Opportunity Cost of Reserves

Holding general reserves to meet unexpected events or emergencies is a necessary requirement. However, there are opportunity costs and benefits of holding cash balances, which can be measured in different ways, depending on what these resources were alternatively to be used for. For example, holding cash gives a financial benefit in contrast to using the cash to fund capital expenditure. The financial benefit would be the difference

between the investment return and the total borrowing cost. At the current time due to low interest rates, these are in fact broadly neutral. However, a cost of around 4% will be incurred in respect of a requirement make revenue provision to repay debt.

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

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

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

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

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

10.5 Review of Reserves and Contingency

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

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

10.6 Summary of Robustness of the Budget and MTFS

The 2020/21 budget and 2021/24 MTFS has been prepared taking into account the following:

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

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

11 Discount for Council Tax Payers Paying in Full

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

11.2 Resolution

“Any Council Tax payer who is liable to pay an amount of Council Tax to the authority in respect to the year ending on 31 March 2021, 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 2020, may deduct a sum equivalent to 1.5% from the estimated amount and such reduced amount shall be accepted in full settlement of that estimated amount”.

11.3 Resolution for Council Tax

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

12 Council Tax Support Scheme 2020/21

The local Council Tax Support (CTS) Scheme in Havering has been in place since April 2013. The scheme is designed to help residents on low incomes pay their Council Tax.

Council Tax Support rules for claimants of pensionable age are prescribed in law can cover up to 100% of the Council Tax due. For working age claimants with disabilities and claimants without disabilities, they can receive up to 80% and 75% respectively off their Council Tax bill. The rules within the CTS scheme for working age applicants have been designed by the Council. The Council proposes to maintain the current CTS Scheme for 2019 and putting forward no amendment to that scheme in 2020. A copy of the 2019 Council Tax Support Scheme can be found at: https://www.havering.gov.uk/downloads/download/367/havering_local_council_tax_support_scheme

In accordance with Schedule 1A of the Local Government Finance Act 1992, Full Council is required to endorse the Council Tax Scheme for 2020 before 31 March 2020. The Council also has due regard for the Equality Act 2010 and the need to eliminate unlawful discrimination. Consequently an Equalities Analysis is attached to this report at **Appendix J**. An Equality

Analysis was also completed in November 2018 and this can be found at:
<https://www.havering.gov.uk/ctaxeia2018>

A draft summary version of the Council Tax Support Scheme for 2020 is contained within **Appendix K**. A full version of the draft CTS 2020 scheme can be found at:
<https://www.havering.gov.uk/draftctsscheme2020>

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 2020/21 and sets out the Council's future plans for balancing the budget in the medium term from 2021/22 to 2023/24.

Other options considered:

The report outlines all the options identified for balancing the 2020/21 budget. Officers will continue to seek further options for balancing the budgets for 2021/22 to 2023/24.

IMPLICATIONS AND RISKS

Financial Implications and Risks

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

Legal Implications and Risks

Under S151 of the Local Government Act 1972 a local authority has to make proper arrangements for the administration of its financial affairs.

Under S28 of the Local Government Act 2003 a local authority has to review its budget calculations from time to time during the financial year and take appropriate action if there is any deterioration in its budget.

The Council is also required to set a balanced budget, taking into account a range of factors, including consultation feedback, and decisions must also be taken in accordance with the Council's duties under the Equality Act 2010.

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.

Human Resource Implications and Risks

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

Equalities and Social Inclusion Implications and Risks

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.

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.

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.

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.

Health and Wellbeing Implications and Risks

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 Councils budget each year

BACKGROUND PAPERS

September 2019 MTFS report to Cabinet

APPENDIX A - REPLACEMENT SAVINGS	2020/21	2021/22	TOTAL
Reduction in audit fees budget	(0.100)		(0.100)
Reduction in legal fees budget	(0.100)		(0.100)
Review of staffing and running costs across the Chief Operating Officers budgets	(0.245)		(0.245)
Sponsorship opportunities for funded events	(0.025)		(0.025)
Digital Officer to be converted to an Apprentice post	(0.020)		(0.020)
Fostering recruitment and retention	(0.250)		(0.250)
Early Help and education inclusion	(0.100)		(0.100)
SEND passenger transport (existing MTFS saving).	(0.100)		(0.100)
Conversion of agency staff to ASYE	(0.050)		(0.050)
Demand management at the edge of care – expanding the reach of the service to focus on older children aged 15 and over.	(0.050)		(0.050)
Highways/Parking Team Review	(0.200)		(0.200)
Increase income from Building Control	(0.050)		(0.050)
Increase income from licensing street trading including tables and chairs	(0.060)		(0.060)
Staffing changes in the Neighbourhoods Team	(0.200)		(0.200)
Advertising on Street Assets	(0.025)		(0.025)
Increased income from enforcement fines	(0.025)		(0.025)
Additional Cremation Fee rise in line with other providers.	(0.040)		(0.040)
Premium Saturday Appointment Fee - Registrars	(0.015)		(0.015)
Fee increase – Building Services & Regulations	(0.030)		(0.030)
Legal deed of name change service, subject to customer demand	0.000	(0.025)	(0.025)
Replacement savings	(1.685)	(0.025)	(1.710)

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NEW SAVINGS PROPOSALS - APPENDIX B	2020/21	2021/22	2022/23	2023/24	4 Year Plan
NRPf reduction in costs	(0.103)				(0.103)
Early Intervention to prevent eviction of families from Council properties leading to additional costs for the Council.		(0.095)			(0.095)
Better use of Temporary Accommodation	(0.169)				(0.169)
Review of Fostering recruitment and retention		(0.250)	(0.250)	(0.250)	(0.750)
Business Intelligence Projects	(0.200)	(0.200)	(0.300)	(0.300)	(1.000)
Further efficiency savings through becoming a Digital Council	(0.150)	(0.500)	(1.000)	(1.000)	(2.650)
Introduction of a Charity Lottery	(0.015)				(0.015)
Review of contractual financing				(0.443)	(0.443)
Extending the savings in relation to contracts and procurement	(0.500)				(0.500)
Efficiency through modernisation of IT systems	(0.190)	(0.025)			(0.215)
Improved utilisation of external funds	(0.470)				(0.470)
People Strategy	(0.900)				(0.900)
Process Redesign	(0.200)				(0.200)
Debt Enforcement	(0.200)				(0.200)
Review of Corporate budgets	(0.250)				(0.250)
Extending the targets for increasing income through Full Cost Recovery	(0.050)				(0.050)
Review of business systems support	(0.100)				(0.100)
Review of programme and project management	(0.100)				(0.100)
Review of complaints members enquiries and FOI	(0.100)				(0.100)
Review of Communications	(0.130)				(0.130)
Review of member support	(0.165)				(0.165)
Review of Business Support across the Council	(0.085)	(0.250)			(0.335)
Stretch targets for Service Reviews	(0.400)	0.200	0.200		0.000
Review of Supplies and Services costs and subscriptions	(0.300)				(0.300)
Shared services opportunities with other boroughs			(0.300)	(0.300)	(0.600)
Review of administrative building costs	(0.455)		0.115		(0.340)
Area Based Planning and Place Shaping		(1.500)			(1.500)
Review Childrens Centres provision	(0.047)	(0.047)			(0.094)
Implement Vacancy Factor across salary budgets	(1.500)				(1.500)
Insurance - reduce contribution following review	(0.300)				(0.300)
NEW SAVINGS PROPOSALS	(7.079)	(2.667)	(1.535)	(2.293)	(13.574)

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Havering
LONDON BOROUGH

**Budget Consultation 2019
Results and Analysis
Appendix C**

The budget consultation for Havering Council was conducted between 3rd October and 10th November 2019. Respondents were asked questions regarding the following:

- The overall budget
- Savings
- Income generation proposals for 2020/21

192 responses were received:

- 178 identified as residents of the borough AND/OR
- 3 representing / owning a local business
- 26 working for Havering Council
- 2 representing a public sector organisation

The three services that were most important to respondents are:

- Community Safety
- Care and support for older and disabled people
- Child protection and safeguarding

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Breakdown according to gender also supported these three as the top priorities, except in the case of 'preferred not to say' where refuse collection was considered as one of the top three.

Question 4 – Most important services (weighted ranking)

Most important services (all respondents)

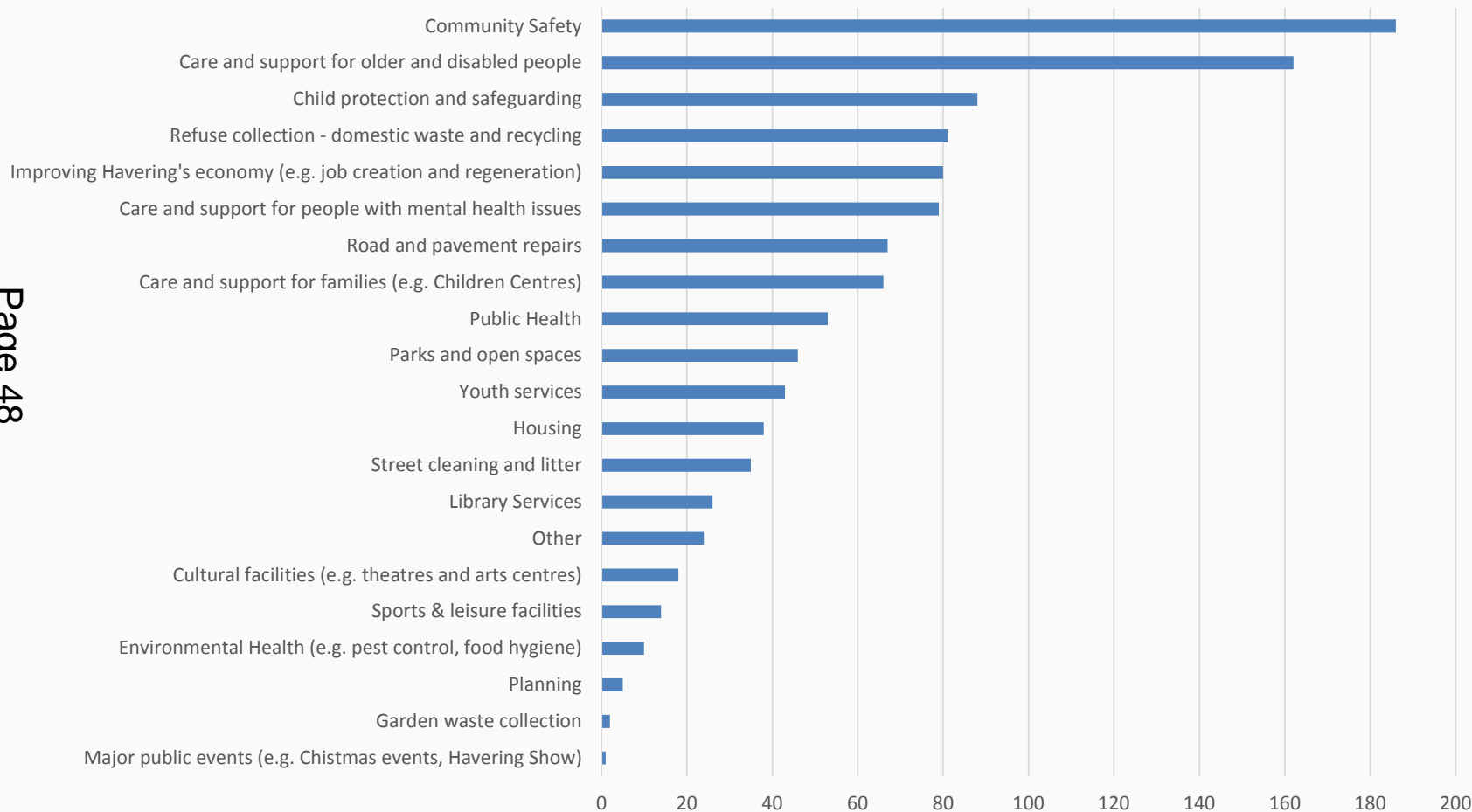
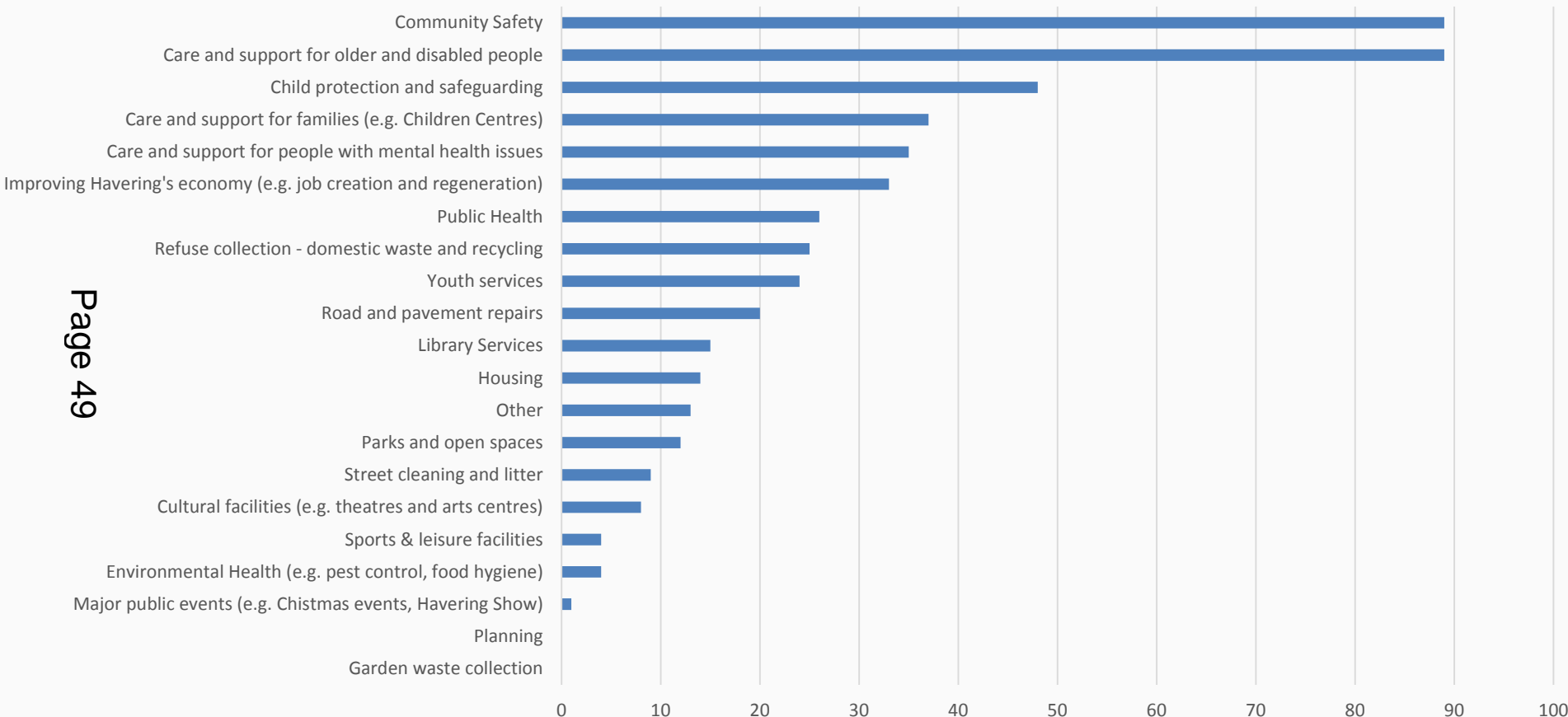


Chart shows weighted scores where rank 1 = 3 points, rank 2 = 2 points and rank 3 = 1 points.

Question 4– weighted ranking - females

Most important services (female respondents)



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Chart shows weighted scores where rank 1 = 3 points, rank 2 = 2 points and rank 3 = 1 points.

Question 4 – weighted ranking - males

Most important services (male respondents)

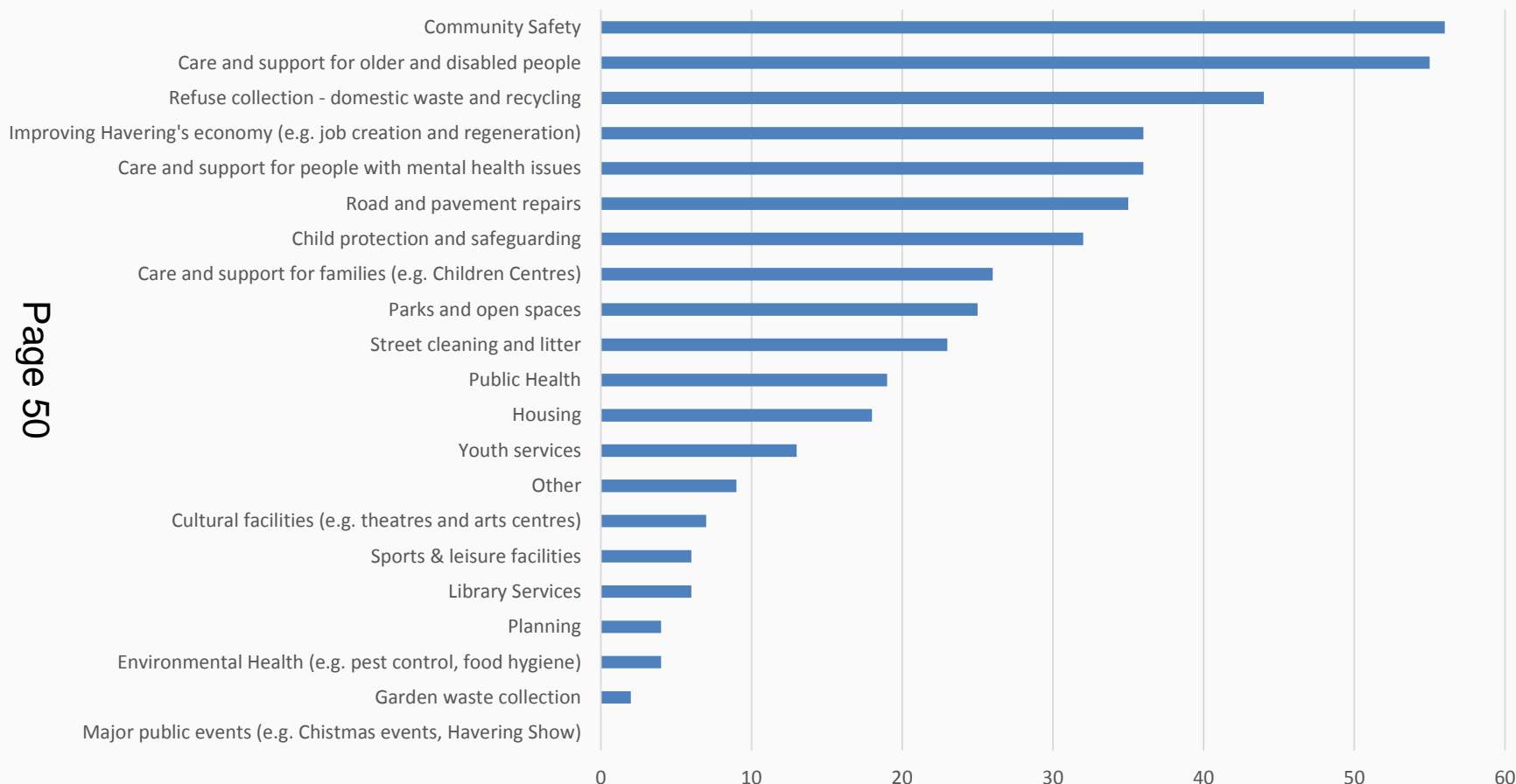


Chart shows weighted scores where rank 1 = 3 points, rank 2 = 2 points and rank 3 = 1 points.

Most important service (prefer not to say respondents)

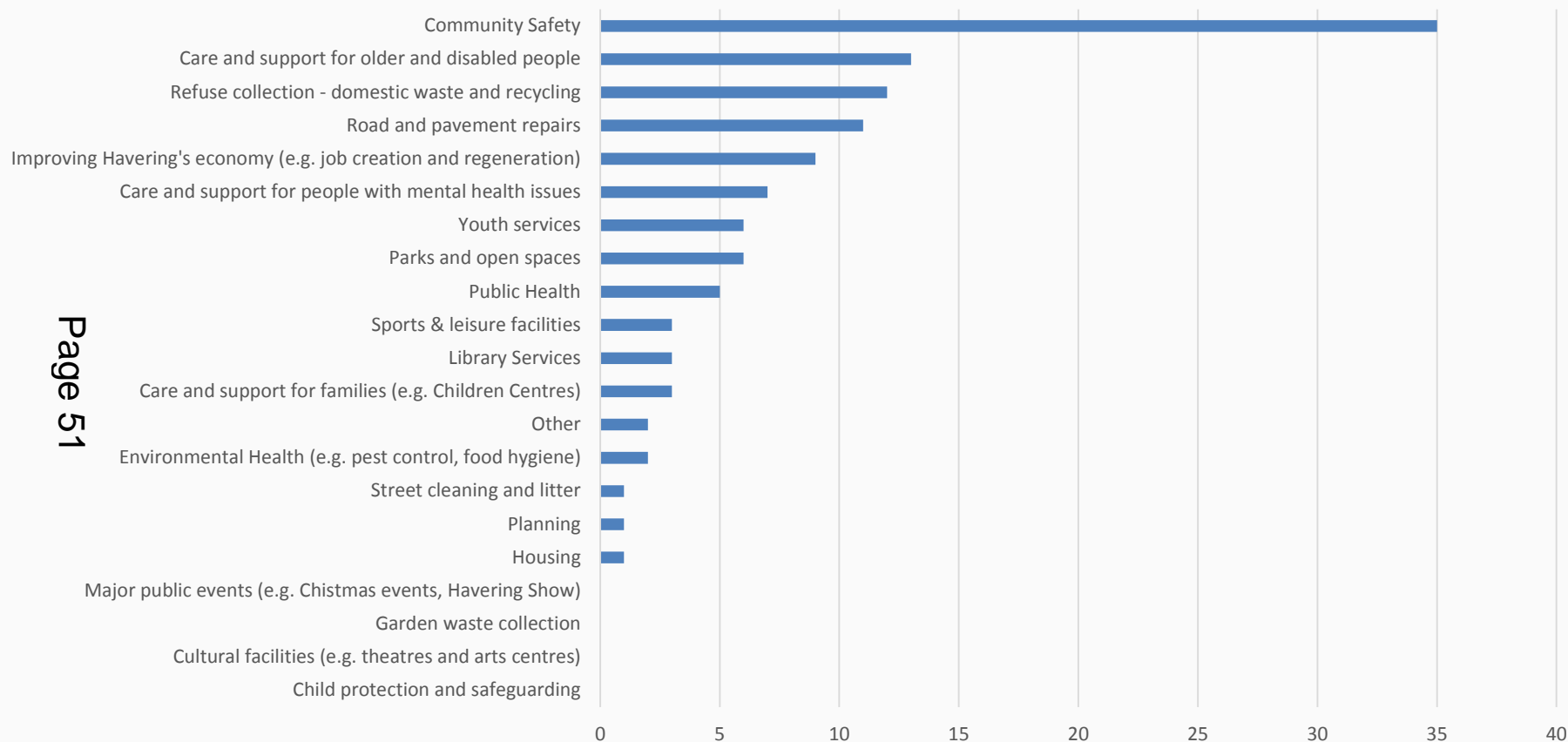


Chart shows weighted scores where rank 1 = 3 points, rank 2 = 2 points and rank 3 = 1 points.

Two of the services remain rated as most important this year:

- Community Safety
- Care and support for older and disabled people

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In 2018, 'Refuse Collection – domestic waste and recycling' was the third most important service and is now 4th.

Question 4 – compared to previous year

Services rates as most important

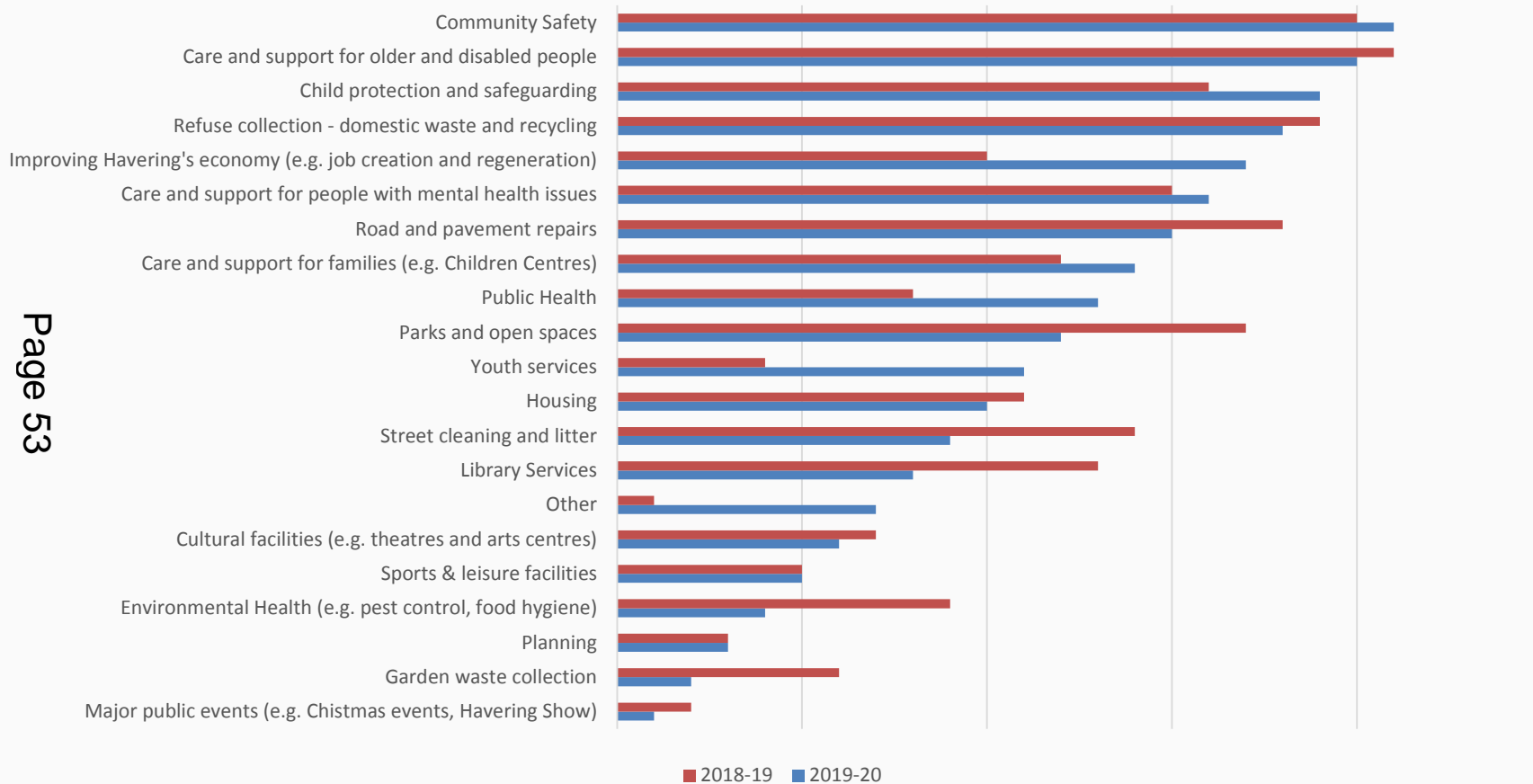


Chart shows weighted scores

Other services that respondents considered most important include:

- Parking
- Voluntary Services

A few respondents stated that it was 'difficult' to choose which services are the most important as they are all 'vital to living in a decent community'.

The three services that were least important to respondents are:

- Garden waste collection
- Cultural facilities (e.g. theatres and arts centres)
- Major public events (e.g. Christmas events, Havering show)

Question 5 – Least important service

Least important service (all respondents)

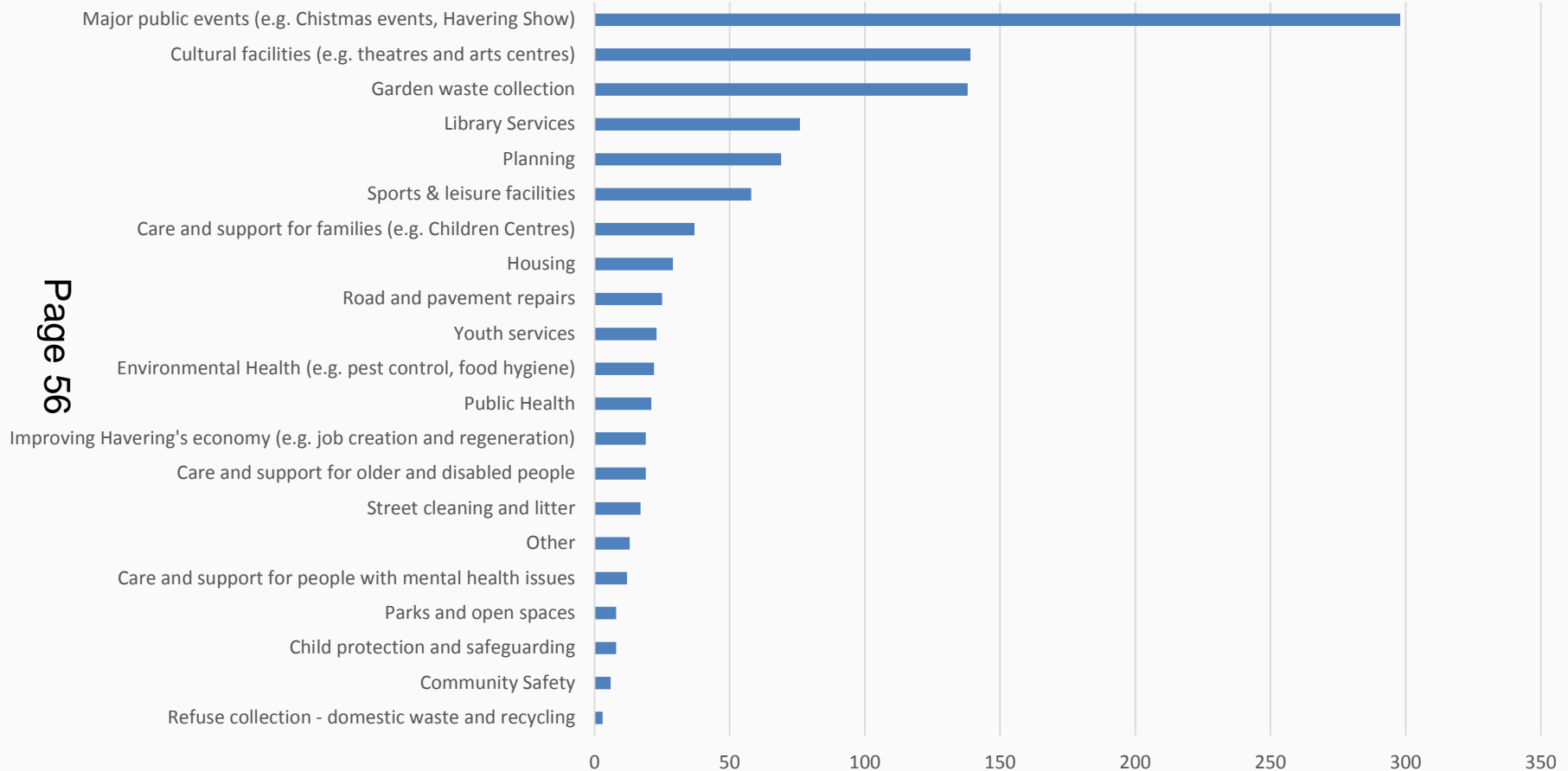


Chart shows weighted scores where rank 1 = 3 points, rank 2 = 2 points and rank 3 = 1 points.

Question 5 – weighted ranking (female respondents)

Least important services (female respondents)

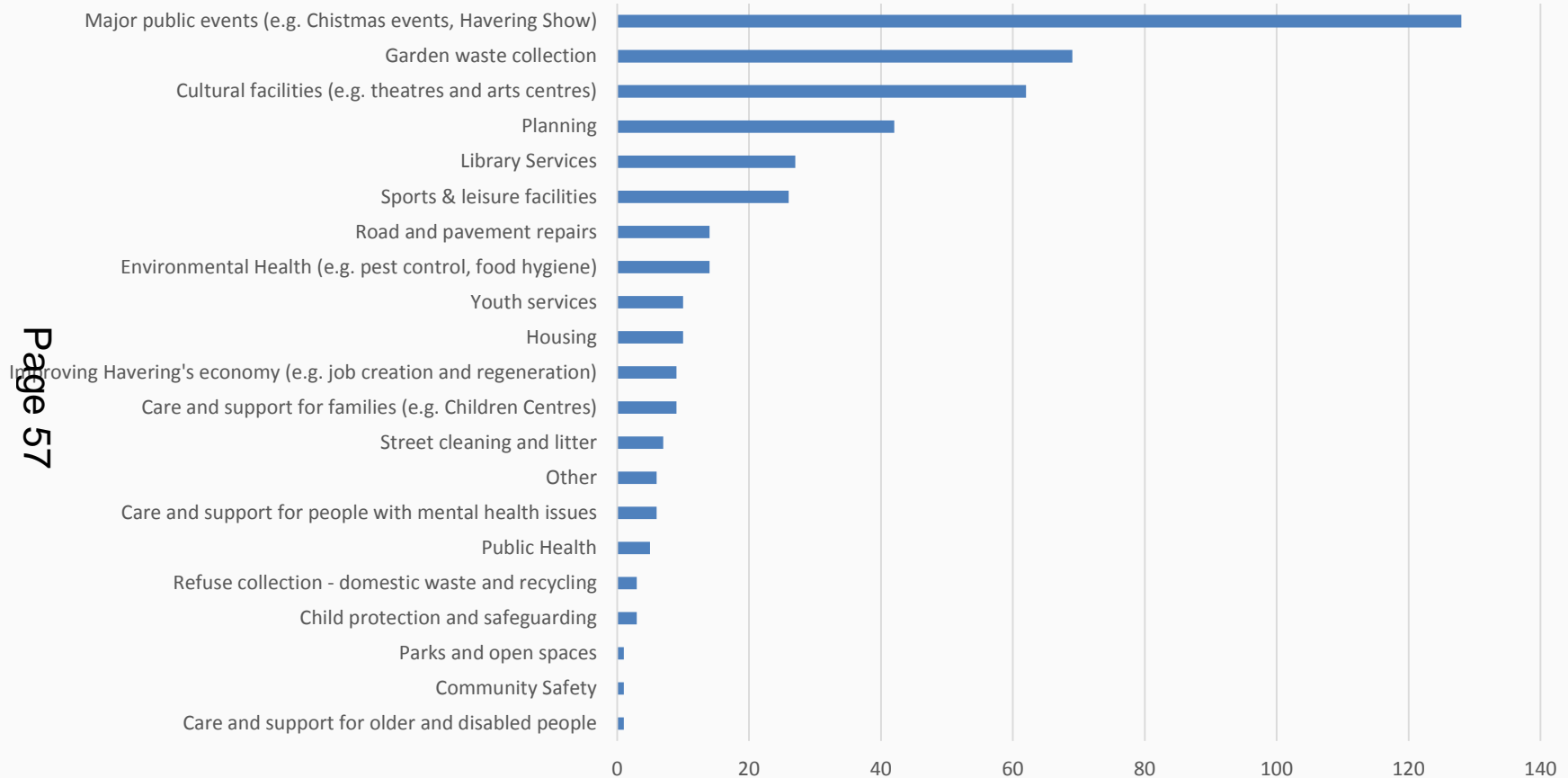


Chart shows weighted scores where rank 1 = 3 points, rank 2 = 2 points and rank 3 = 1 points.

Question 5 – weighted ranking (male respondents)

Least important service (male respondents)

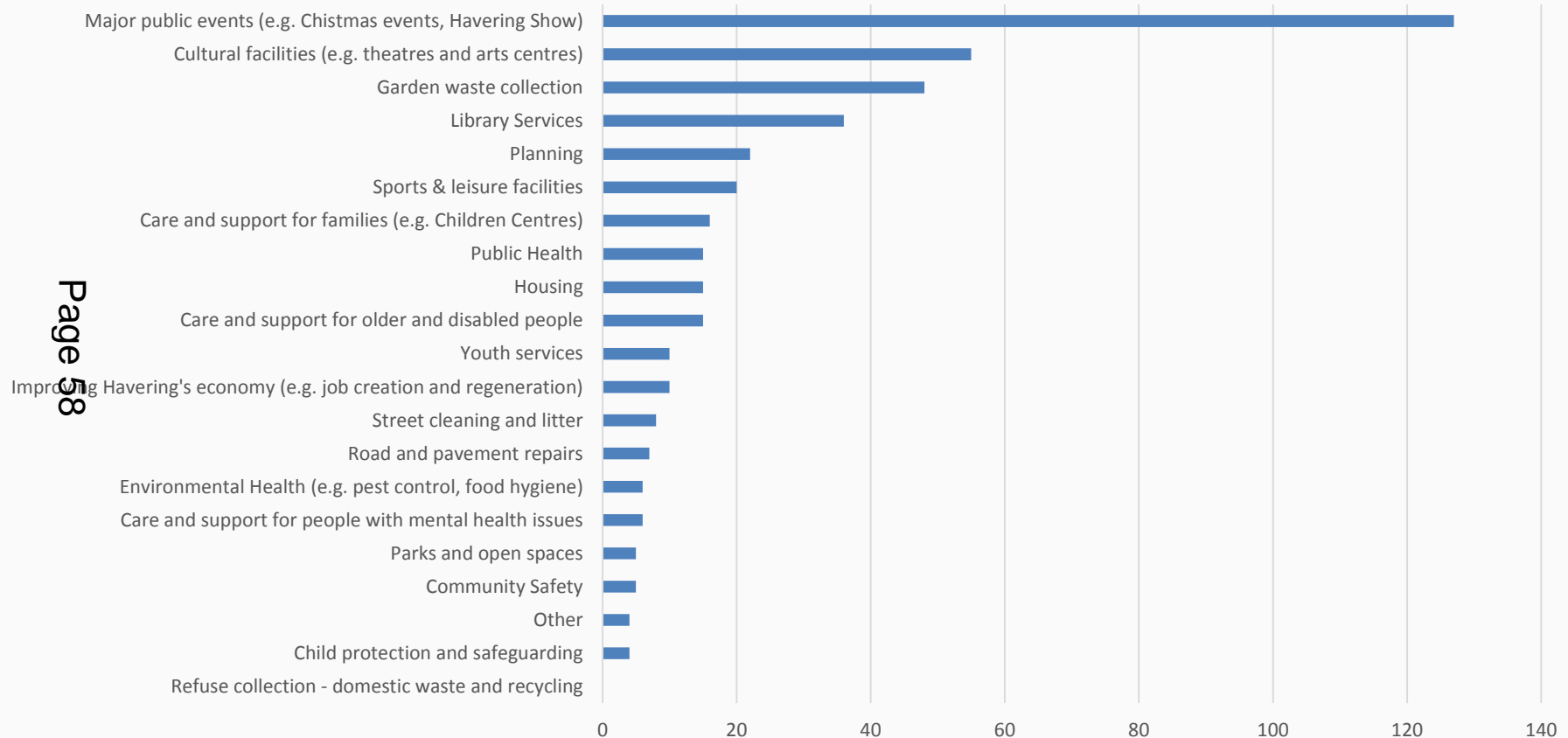


Chart shows weighted scores where rank 1 = 3 points, rank 2 = 2 points and rank 3 = 1 points.

Question 5 – weighted ranking (prefer not to say)

Least important services (prefer not to say respondents)

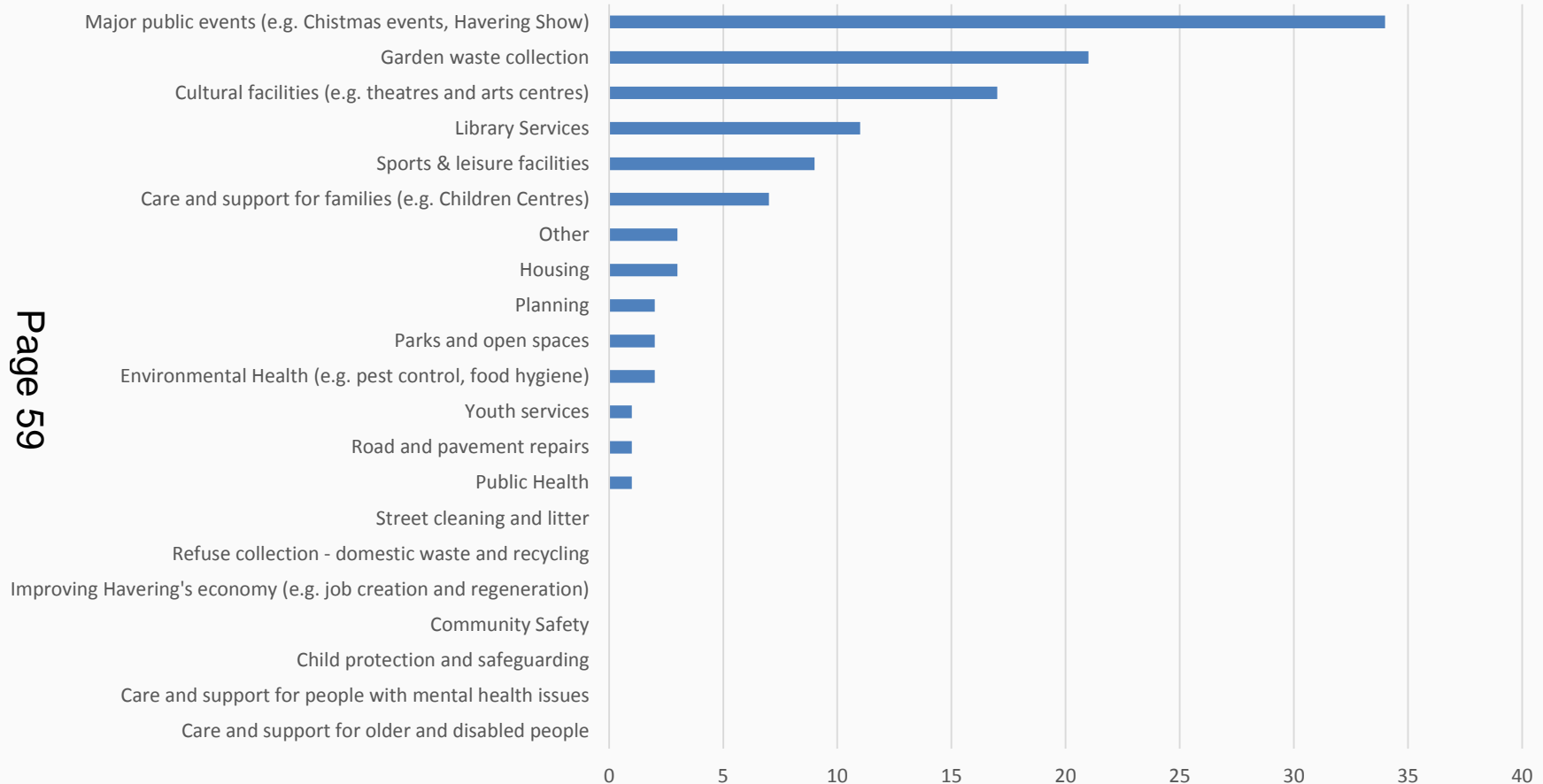


Chart shows weighted scores where rank 1 = 3 points, rank 2 = 2 points and rank 3 = 1 points.

Other services that respondents suggested themselves least important include:

- Salary increases senior management
- Flowers (e.g. reducing amount of money spent on planting / re-planting flowers around council grounds, entering flower competitions)
- Providing housing for those outside the borough

A few respondents stated that it was 'impossible' to choose which services are the least important as they are all major priorities.

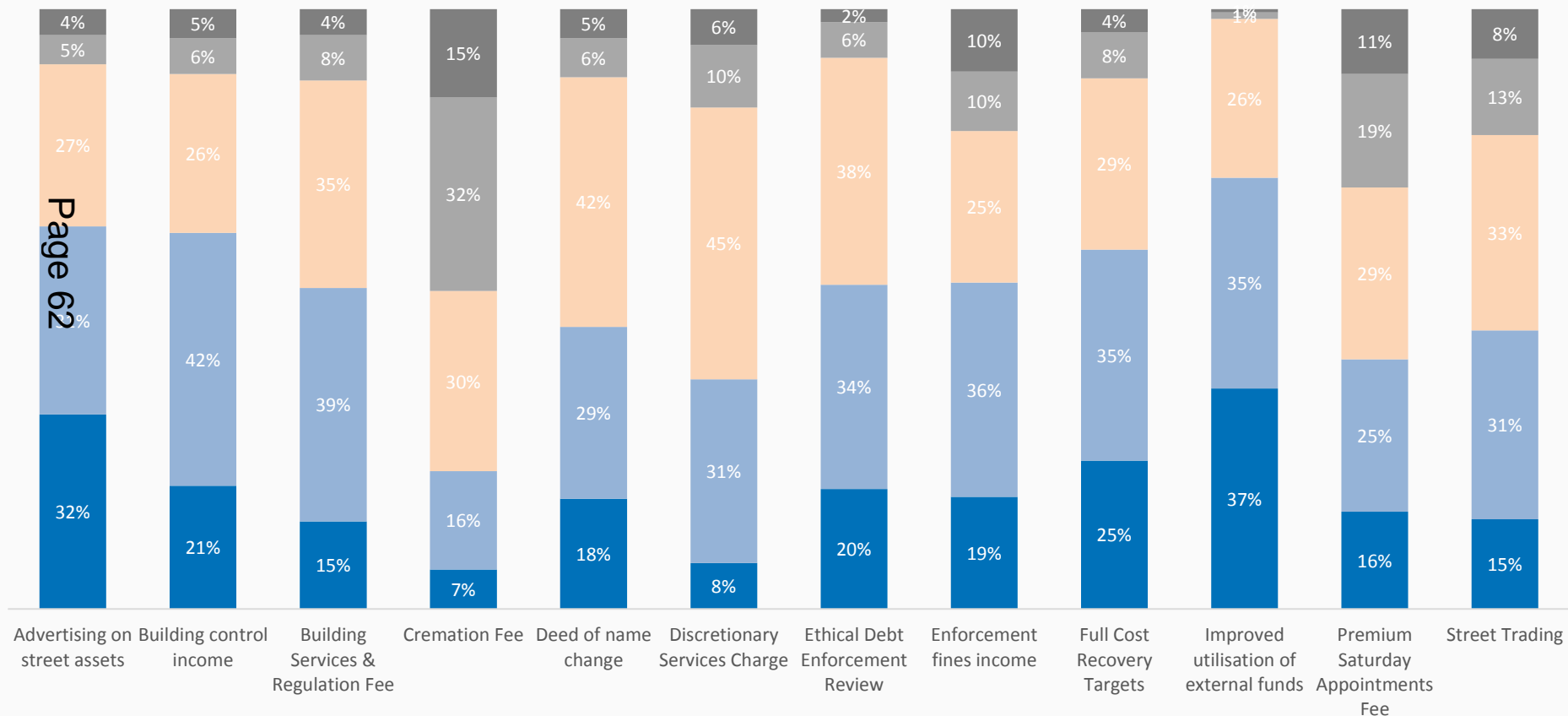
The following proposals were highly rated:

- Improved utilisation of external funds (72%)
- Advertising on street assets (64%)
- Building control income (62%)

Cremation Fee (24%) and Premium Saturday Appointments Fee (42%) received the most negative response, and this is reflected within the comments where a number of respondents were displeased in charging people whilst they were grieving. For Saturday appointments, individuals stated that this penalises the Monday-Friday 9-5 worker who can only do Saturdays.

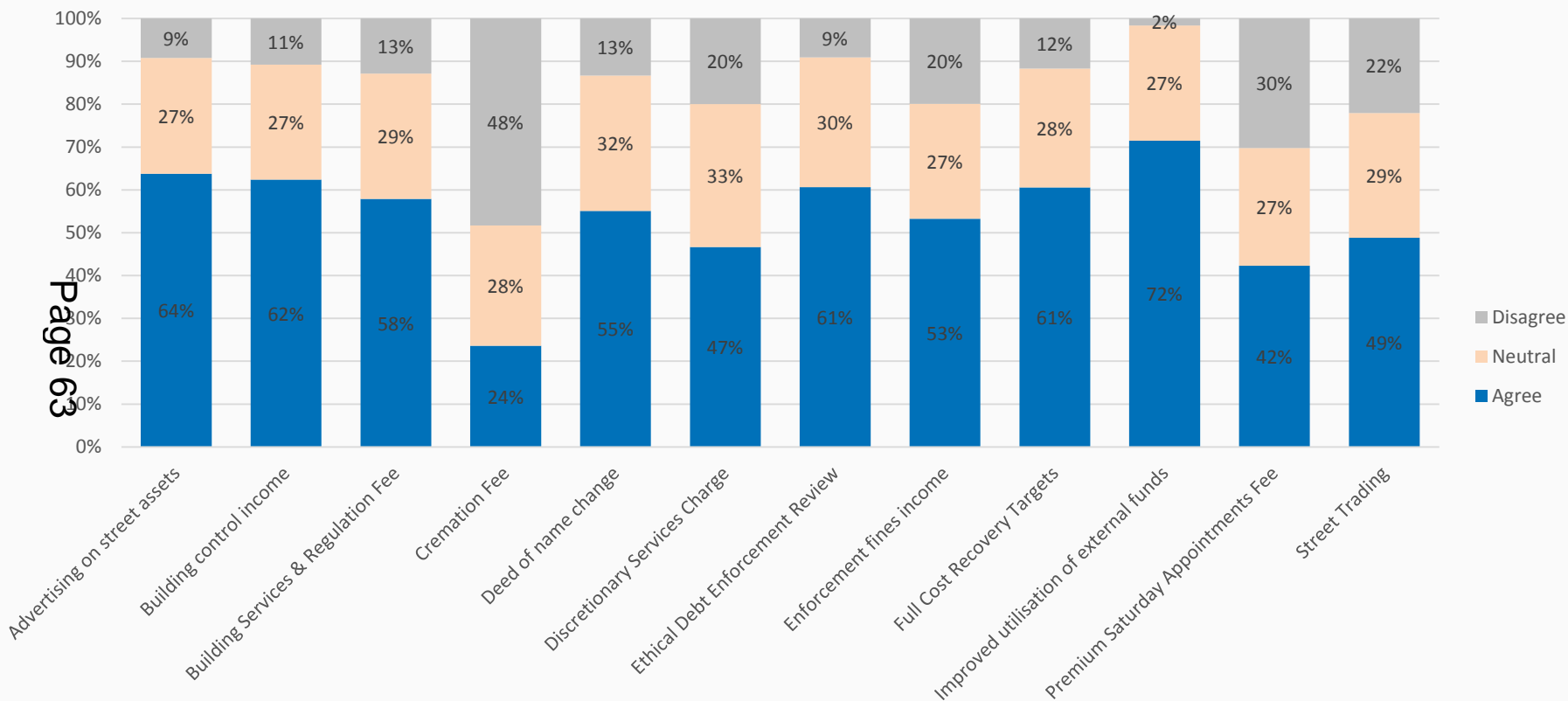
Income Generation Proposals breakdown

Strongly Agree Agree Neutral Disagree Strongly Disagree



**Please note percentages are taken from total of responses given to each question and exclude blank responses*

Income Proposals



**Please note percentages are taken from total of responses given to each question and exclude blank responses*

The following proposals were suggested by respondents:

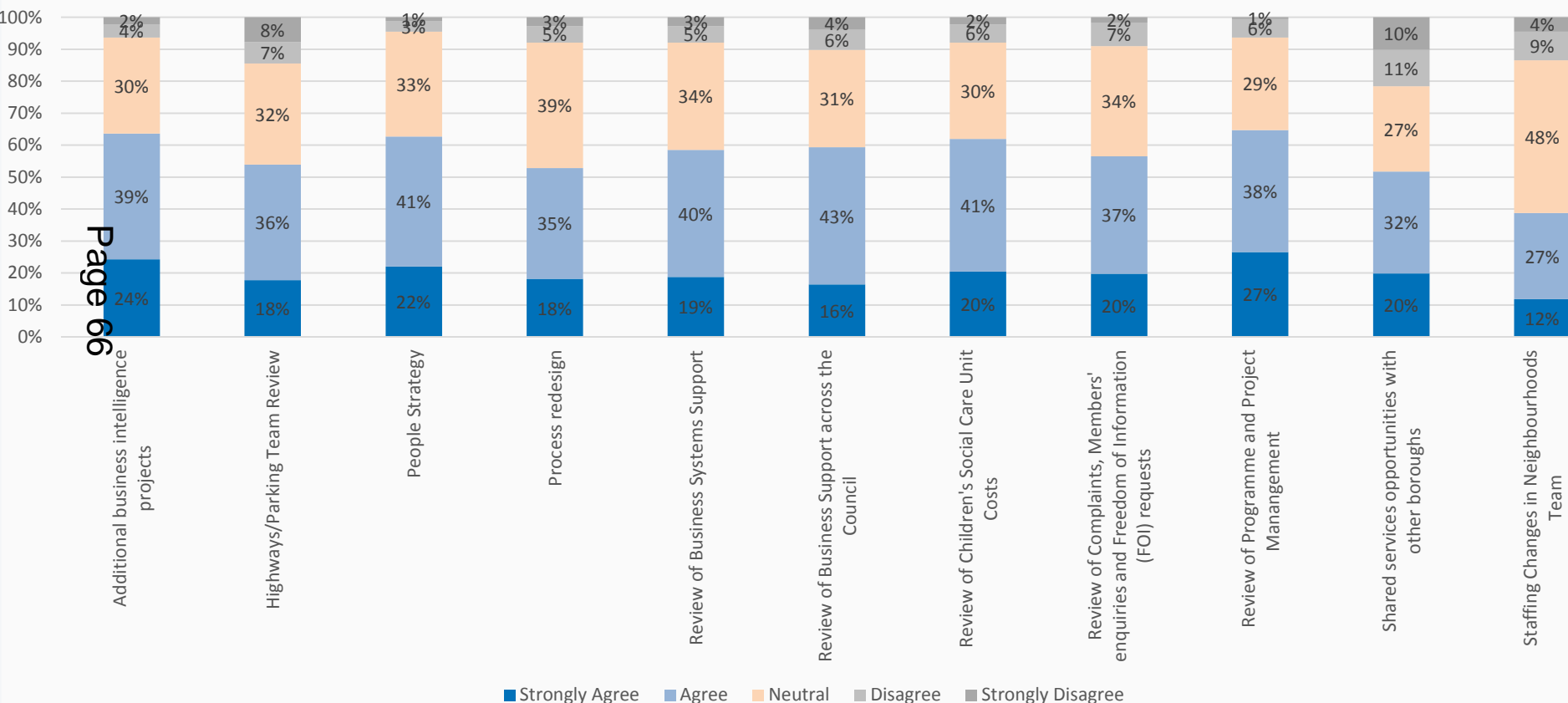
- Reviewing the image of a modern town centre
- Use of more online services
- Rental of council spaces
- Fees and licenses
- Enforcement (litter, yellow box junctions etc.)

The following proposals were highly rated:

- Review of Programme and Project Management (65%)
- Additional business intelligence projects (64%)
- People Strategy (63%)

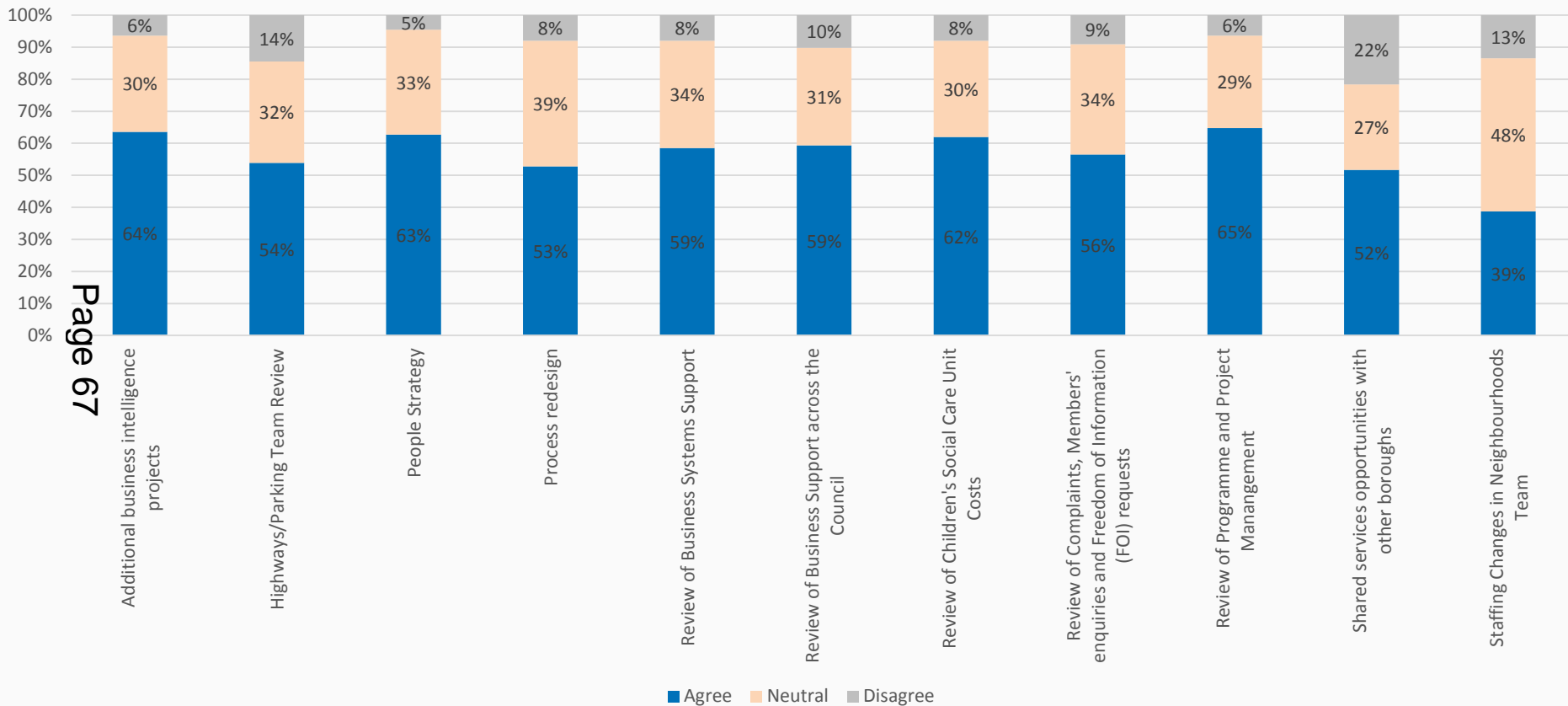
Most of the Transformation proposals achieved support from over 50% of respondents. Only Staffing changes in Neighbourhoods Team had less than 50% support (39%)

Transformation Proposals Breakdown



**Please note percentages are taken from total of responses given to each question and exclude blank responses*

Transformation Proposals



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**Please note percentages are taken from total of responses given to each question and exclude blank responses*

The following proposals were suggested by respondents:

- Providing training and support to staff to reduce consultancy / agency spend
- Reviewing fraudulent claims
- Centralising staff and promoting working from home

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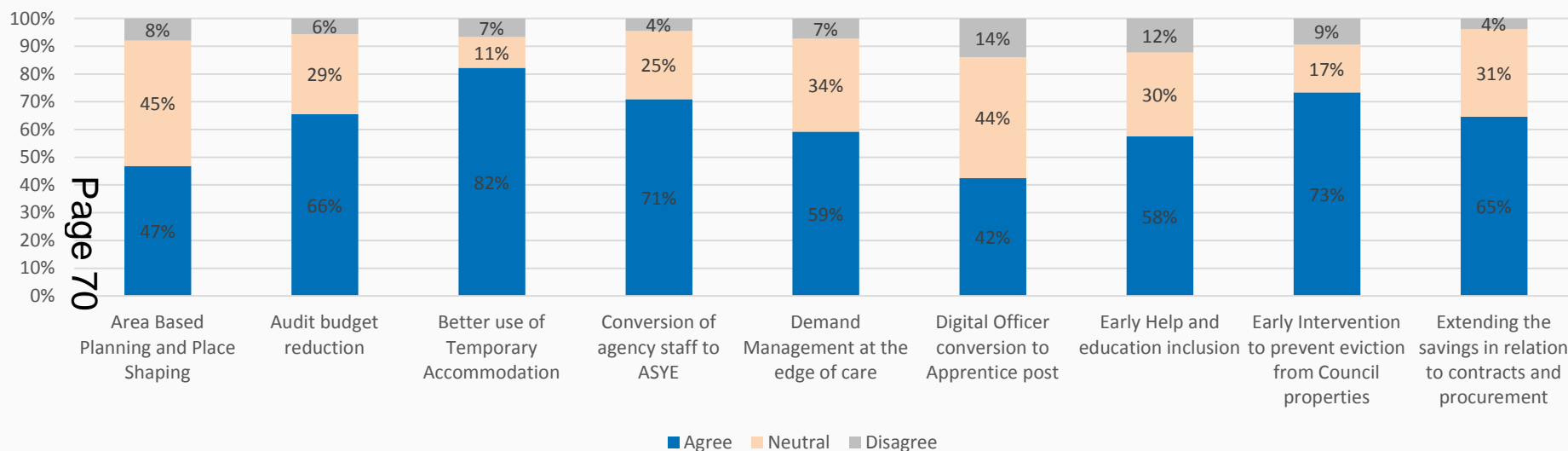
Respondents are concerned about the reduction of services (including the number of restructures) and impact this will have on service delivery.

The following proposals were highly rated:

- Better use of temporary accommodation (82%)
- Modernisation of IT systems (76%)
- Sponsorship opportunities (75%)

The proposal with the least agreement from respondents is Digital Officer conversion to Apprentice post, where only 42% agreed with this.

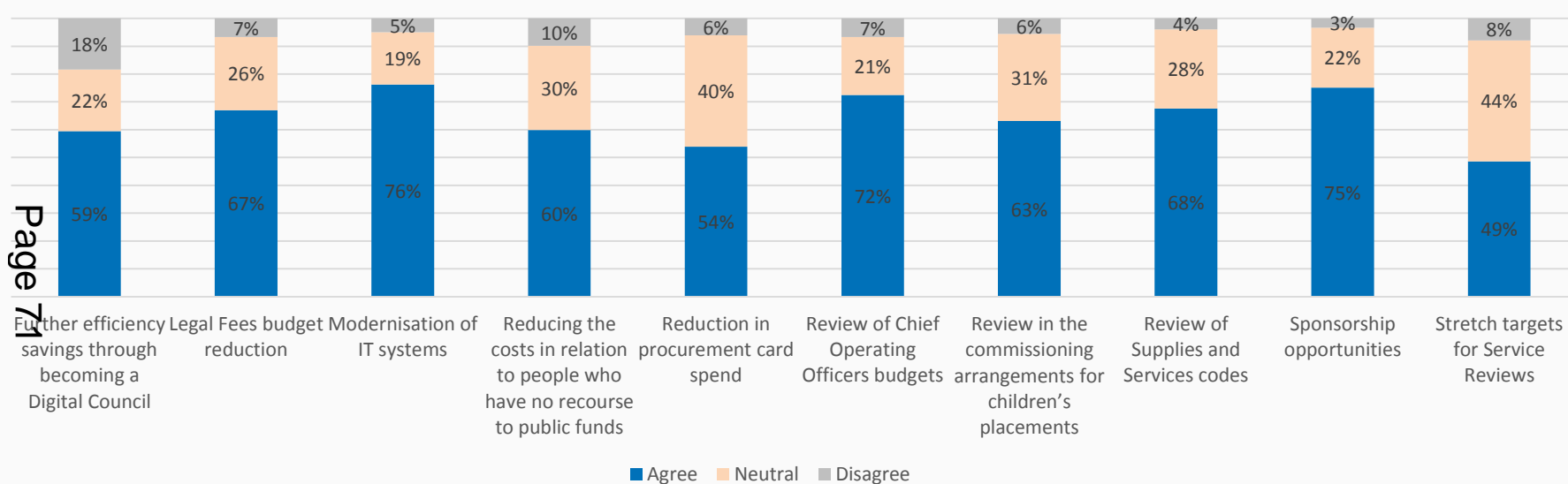
Cost Reduction Proposals



**Please note percentages are taken from total of responses given to each question and exclude blank responses*

Cost Reduction Proposals (10-19)

Cost Reduction Proposals



**Please note percentages are taken from total of responses given to each question and exclude blank responses*

The following suggestions were made by respondents:

- Reduction on consultancy spends
- Reduction on wasteful spending e.g. events
- Not signing into expensive, inefficient IT contracts
- Investment in digitisation

The following concerns were highlighted by respondents regarding the transformation proposals:

- Isolation / reduced access of individuals to council services due to the 'Digital Council' agenda
- Reduction of staff impacting on service delivery

The following suggestions were made by respondents:

- Private rental of properties
- Parking / Safer Road enforcement around school areas during drop off / pick up
- Reduction of councillors
- Reduction of senior managers
- Scheme for staff to buy extra leave or temporarily reduce hours for reduction in salary
- Consideration of spaces (e.g. use library spaces as community centres offering classes and space)

- Improving communications and raising awareness with residents regarding reduced service provision and working with them in planning and delivering.
- Delivering services in-house
- Review funding of services and the council
- Collaborating with other boroughs or agencies

- Respondents were asked 'how would they allocate fund to each of the services if they had £1m?'
- The results correlated with the most important services with most spending prioritised on:
 - Community Safety
 - Care and support for older and disabled people
 - Care and support for families (e.g. Children's Centres)
- The services with the least apportioned spending are:
 - Garden waste collection
 - Cultural facilities (e.g. theatres and arts centres)
 - Libraries

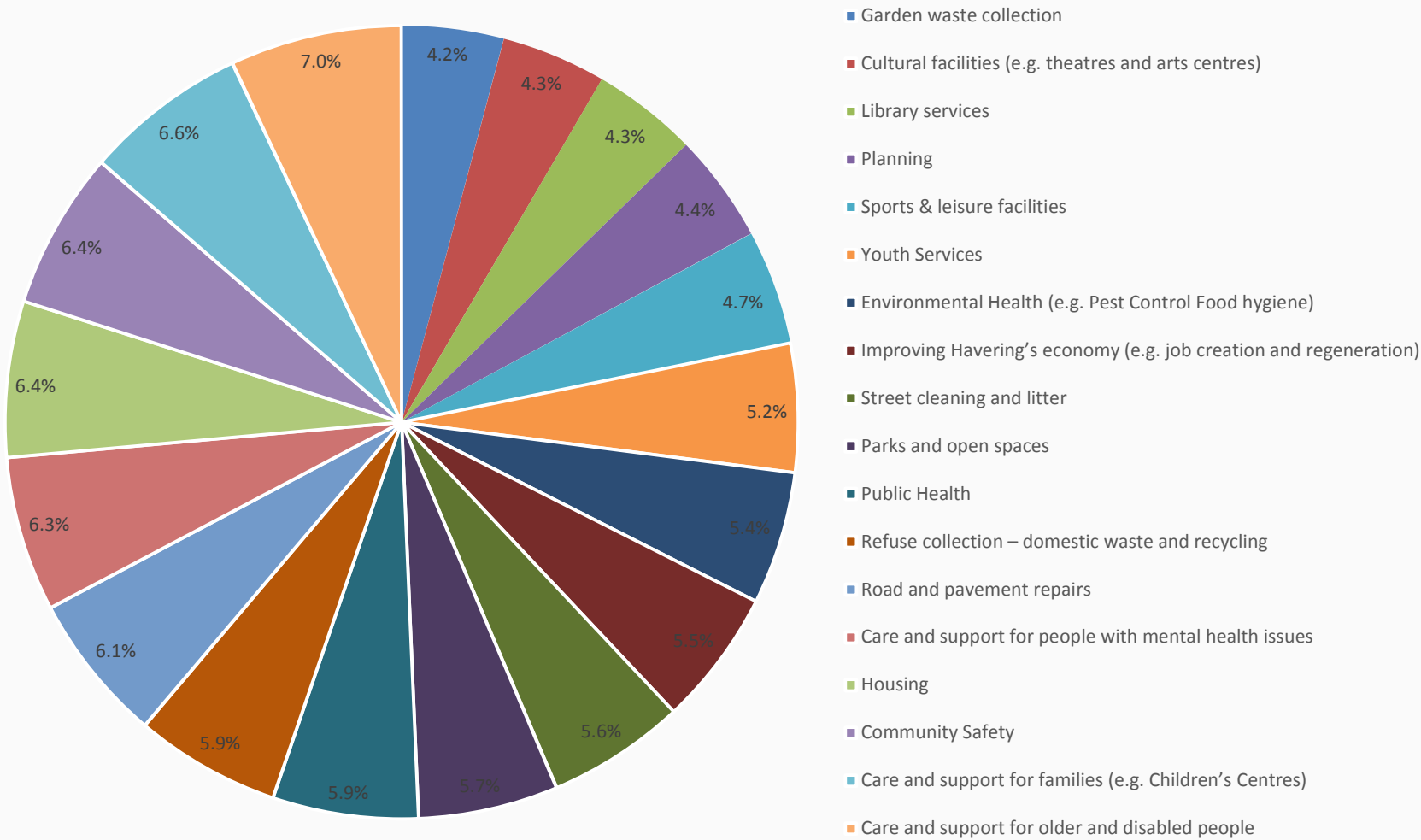


Chart shows weighted scores where rank 1 = 18 points, rank 2 = 17 points etc.

A few individuals stated that they felt little no impact from council reductions. A number of respondents felt there was an impact on the following services:

- Libraries
- Pavements, bridleways, footpaths and roads
- Crime and Community Safety
- Parking
- Street cleaning
- Mental Health and Social Care support

Respondents consider ‘make Council services more efficient’ and ‘investigate better use of our assets and other ways to generate income’ as the most important priorities.

Most important priorities

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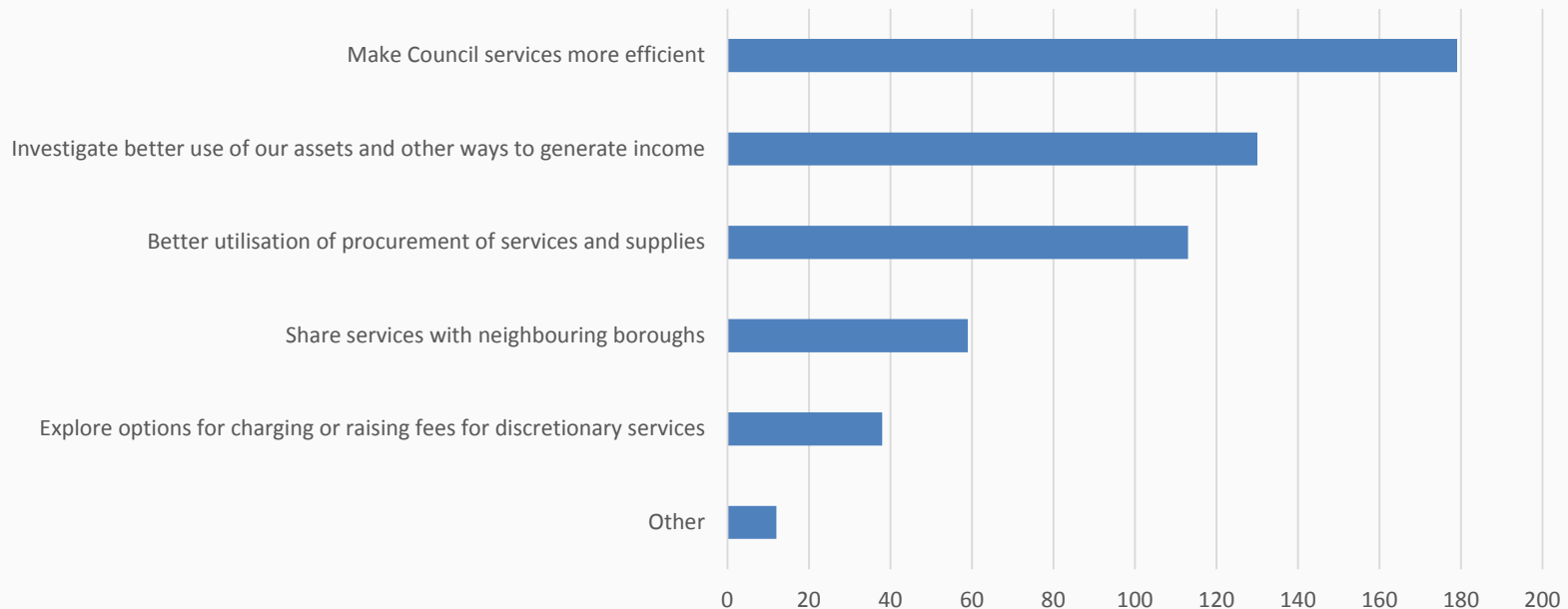
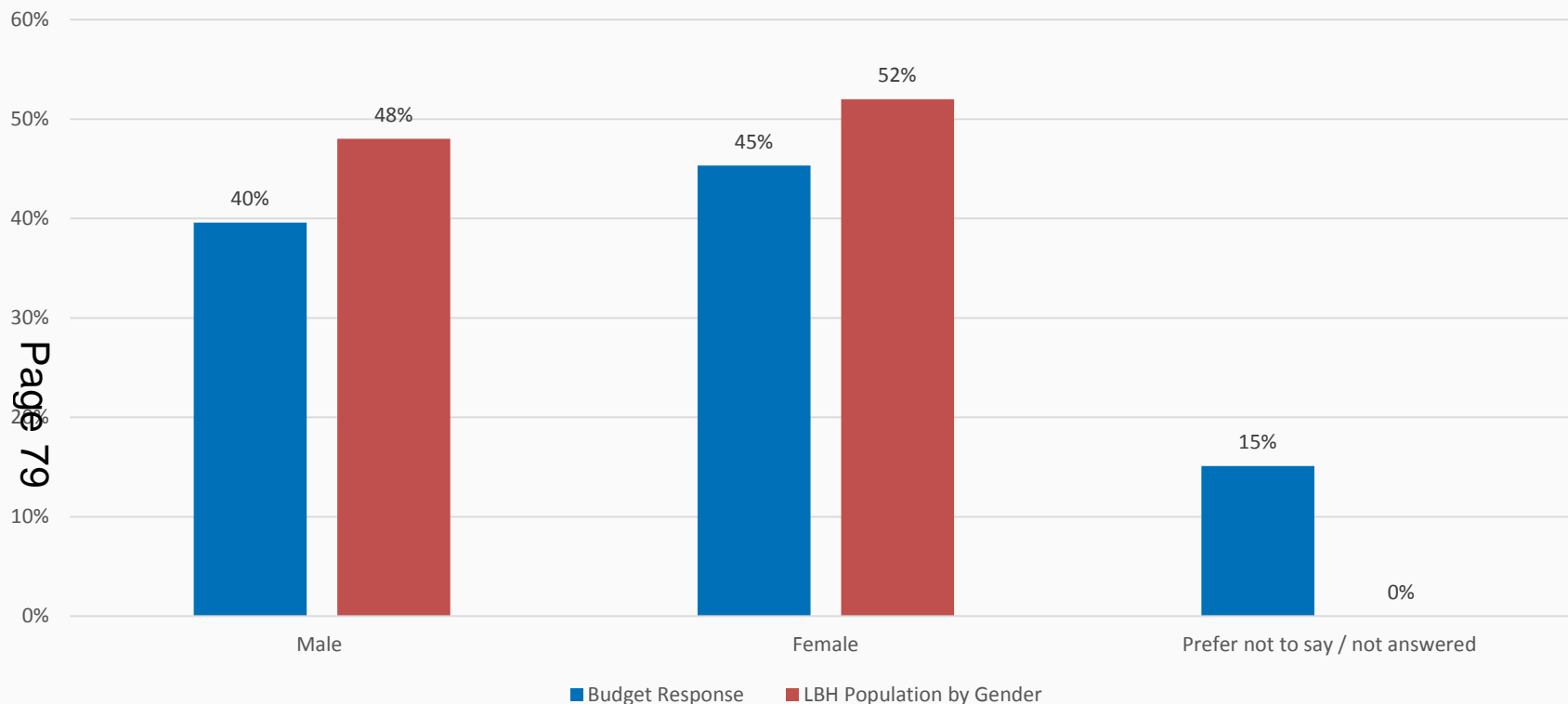


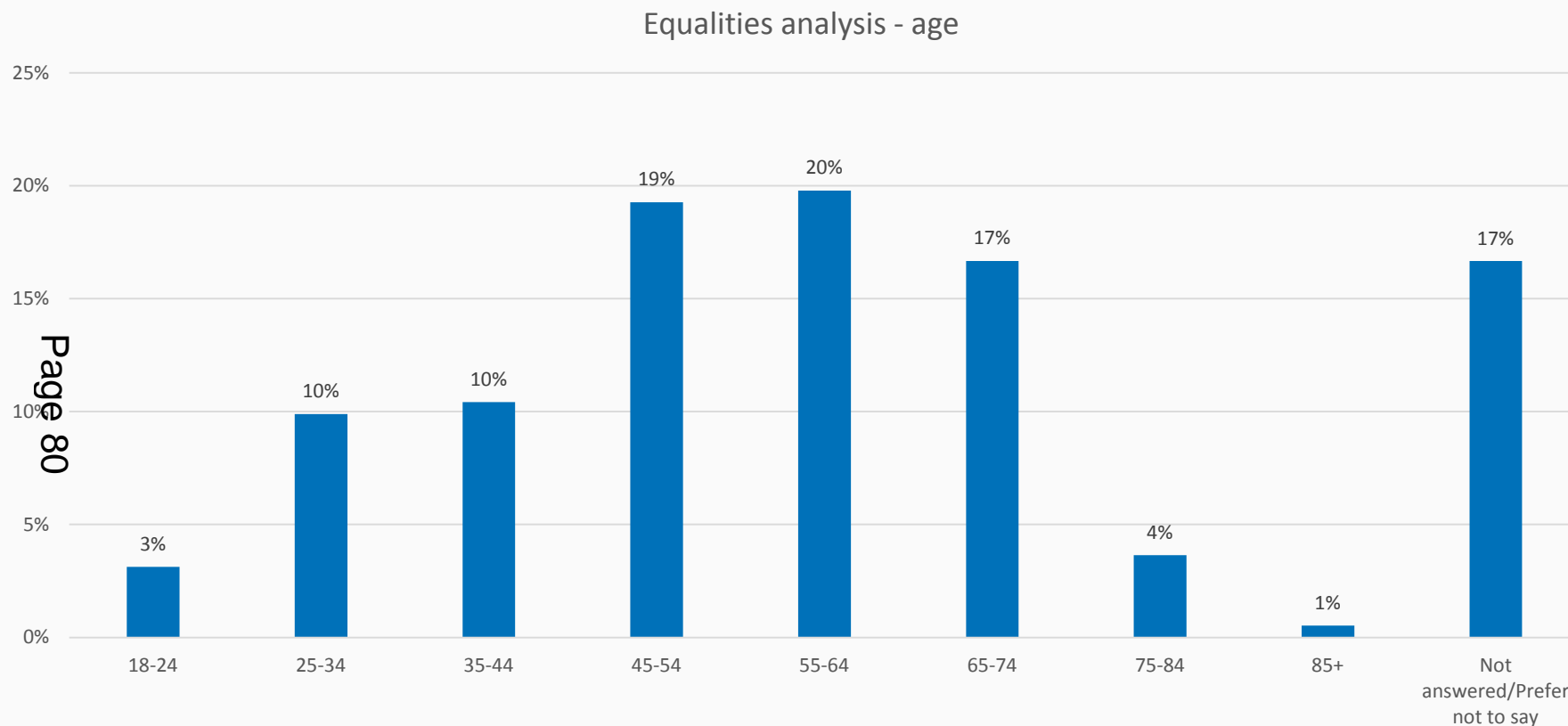
Chart shows weighted scores where rank 1 = 2 points and rank 2 = 1 points

Equalities Analysis - gender



Responses from female residents and male residents (if non-responses were excluded) is 53% and 47% respectively. This is in line with the Havering average. 29 respondents did not answer this question.

•Havering population estimate by gender taken from 2018 Havering Intelligence Hub.



32 respondents did not answer this question.

Equalities analysis – disability

18% of respondents to the budget consultation considered themselves to have a disability, impairment or health condition. This is compared to 19% Havering average for working-age residents*. It is likely that the higher number is due to responses from residents greater than working age.

Source: ONS Annual Population Survey (Jan 2015-Dec 2015).

1808

Which description best describes your impairment? This information will help us improve access to our services.	
Long-term Illness / Health Condition – e.g. cancer, HIV, diabetes, chronic heart disease, stroke	40%
Other (please specify)	10%
Sensory – e.g. mild deafness; partially sighted; blindness	10%
Mental Illness – e.g. bi-polar disorder; schizophrenia; depression	17%
Physical – e.g. wheelchair user	14%
Developmental – e.g. autistic spectrum disorders (ASD); dyslexia and dyspraxia	7%
Learning Disability / Condition – e.g. Down's syndrome; Cerebral palsy	2%

157 respondents did not answer this question.

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NEW BIDS APPENDIX D	Asset Life	Capital Expenditure				Total Capital Financing Costs (incremental)			
		2020/21	2021/22	2022/23	2023/24	2020/21	2021/22	2022/23	2023/24
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cemetery Extension - Additional Funding	20	3,100	0	0	0	46.50	201.50	0.00	0.00
Cremator Replacement	25	1,250	0	0	0	18.75	68.75	0.00	0.00
Coronation Gardens Wall	25	30	0	0	0	0.45	1.65	0.00	0.00
Park Improvements	25	1,750	500	500	500	26.25	103.75	35.00	35.00
Gate Improvements	25	20	0	0	0	0.30	1.10	0.00	0.00
Play Area Improvements	25	100	0	0	0	1.50	5.50	0.00	0.00
Youth Offending Service - 10 Headley Close improvement	40	100	0	0	0	1.50	4.00	0.00	0.00
IT Devices Refresh	5	40	100	250	1,750	0.60	10.10	25.25	80.00
Server infrastructure	5	0	120	50	50	0.00	1.80	26.55	11.50
Data Cente Improvements	5	40	20	20	10	0.60	8.90	4.60	4.45
Networking (core & campus)	5	530	80	80	80	7.95	115.15	18.40	18.40
Wi-Fi	5	30	30	50	300	0.45	6.90	7.20	15.25
Audio Visual Equipment	5	100	50	10	10	1.50	22.25	10.90	2.30
Skype to MS Teams Migration	5	0	100	0	0	0.00	1.50	21.50	0.00
Libraries (public PC's & Network)	5	375	0	0	0	5.63	80.63	0.00	0.00
Sports Centre (South of Borough)	40	3,328	2,062	0	0	49.92	164.05	82.48	0.00
CRM Top Up	5	2,660	0	0	0	39.90	571.90	0.00	0.00
Langtons	40	500	500	0	0	7.50	27.50	20.00	0.00
Bretons	40	2,625	0	0	0	39.38	105.00	0.00	0.00
Strategic Investment Pot	40	15,000	0	0	0	0.00	0.00	0.00	0.00
Total		31,578	3,562	960	2,700	249	1,502	252	167

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Council Tax Resolution and Tax base

Council Tax Resolution

That the following amounts be now calculated by the Council for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

(a)	£523,838,109	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	(£393,733,840)	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£130,104,269	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. (Item R in the formula in Section 31B of the Act).
(d)	£1,463.77	being the amount at (c) above (Item R), all divided by Item T (below), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown in the table below as the amounts of Council Tax for 2020/21 for each of the categories of dwellings.

Valuation Bands London Borough of Havering			
	Havering £ p	Adult Social Care £ p	Total £ p
A	888.18	87.67	975.85
B	1,036.20	102.29	1,138.49
C	1,184.23	116.90	1,301.13
D	1,332.26	131.51	1,463.77
E	1,628.32	160.73	1,789.05
F	1,924.37	189.96	2,114.33
G	2,220.44	219.18	2,439.62
H	2,664.52	263.02	2,927.54

That it be noted for the year 2020/21 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	221.38
B	258.28
C	295.17
D	332.07
E	405.86
F	479.66
G	553.45
H	664.14

That, having calculated the aggregate of the above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2020/21 for each of the categories of dwellings shown below:

Valuation Bands	£ p
A	1,197.23
B	1,396.77
C	1,596.30
D	1,795.84
E	2,194.91
F	2,593.99
G	2,993.07
H	3,591.68

The effect of adopting this resolution would be to set the Council Tax for a Band D property at £1,795.84

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 2020/21 is not excessive.

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

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

Band	Proportion of Band D Charge	
A	$\frac{6}{9}$	of Band D
B	$\frac{7}{9}$	of Band D
C	$\frac{8}{9}$	of Band D
D	$\frac{9}{9}$	of Band D
E	$\frac{11}{9}$	times Band D

F	$\frac{13}{9}$	times Band D
G	$\frac{15}{9}$	times Band D
H	$\frac{18}{9}$	times Band D

It is therefore, possible to work out a tax base by multiplying the number of properties in each of the bands by the relevant proportion (see Annexe A). Known single person discount properties and student properties are also taken into account in arriving at this figure.

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

- Number of properties that are yet to be listed in the appropriate band for all or part of the coming year.
- Properties Eligible for the Long Term Empty Premium
- A reduction for the number of properties that attract disabled relief, which for Bands B-H receive a charge relating to one band lower than the band allocated to the property. Properties in Band A are also entitled to disabled relief, thereby reducing the charge to 5/9ths of a Band D property charge.
- A reduction for the estimated number of successful appeals against the banding allocated for individual properties.
- A reduction for the estimated number of properties becoming subject to single person discount, and student discount during the year.
- A reduction for the estimated number of properties eligible for Council Tax Support

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

Assessed Level of Non Collection

The estimated non collection level for 2018/19 was 1.25%. This was reviewed in 2018/19 and increased from 1.25% to 1.30%. As at period eight, the council tax forecast is on budget and on track for delivery. After a review of the Council Tax arrears, the collection rate is recommended to remain the same for 2020/21.

Detail of the Calculation of the Council Tax Base

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

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

'T' is determined by the formula:

$$A \times B$$

Where: -

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

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

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

The calculations are as follows: -

$$\begin{array}{rcl} A & = & 90,054 \\ B & = & 98.70\% \\ T & = & 88,883 \end{array}$$

COUNCIL TAX BASE CALCULATION 2020/21 **THE BAND D EQUIVALENT**

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

	A1*	A	B	C	D	E	F	G	H	Total
Where										
H is the number of properties in the valuation list - Regulation 4(2) as at 30th November	0	5,445	11,000	27,998	35,951	15,322	6,413	3,052	337	105,518
Less										
the number of properties exempt from a charge - Regulation 4(2)	0	-145	-215	-348	-471	-232	-64	-32	-2	-1,509
Property Base - Item H	0	5,300	10,785	27,650	35,480	15,090	6,349	3,020	335	104,009
Q Is the factor to take account of discounts	-2	-763	-1,449	-2,380	-2,277	-845	-281	-113	-10	-8,119
J is the expected change to the property tax base during the year Regulations 4(6) to 4(8)										
Additions	9	86	155	392	363	166	71	31	3	1,277
Reductions	0	-97	-123	-173	-254	-131	-71	-49	-17	-915
Z Is the estimate reduction in relation to claimants receiving Council Tax Support	-1	-1,289	-2,090	-2,857	-2,020	-513	-105	-32	-1	-8,908
Total tax base adjustment	8	-1,300	-2,058	-2,638	-1,911	-477	-105	-50	-15	-8,546
Total projection per band	5	3,288	7,172	22,427	31,279	13,767	5,970	2,859	301	87,068
F Is the proportion of each band in relation to band D	5	6	7	8	9	11	13	15	18	
G Is the proportion specified for band D	9	9	9	9	9	9	9	9	9	
$((H+Q+J) + Z) \times F/G =$	4	2,158	5,661	20,117	31,293	16,828	8,614	4,762	619	90,054
The Band D equivalent item A is therefore										90,054
* Band A Disability Adjustment										

LONDON BOROUGH OF HAVERING
PROVISIONAL COUNCIL TAX STATEMENT – 2020/21 BUDGET

2019/20		Estimate 2020/21	
£	Havering's Expenditure	£	
154,136,854	Service Expenditure	160,201,297	
1,000,000	General Contingency	1,000,000	
155,136,854	Havering's Own Expenditure	a 161,201,297	
	Levies		
17,049,000	East London Waste Authority	16,363,000	Final
187,511	Environment Agency (Thames)	191,242	Estimate
21,470	Environment Agency (Anglia)	22,115	Estimate
210,627	Lee Valley Regional Park Authority	210,627	Estimate
304,549	London Pensions Fund Authority (LPFA)	304,549	Estimate
17,773,157	Sub Total – Levies	b 17,091,533	
(13,516,393)	Unringfenced Grant	c (14,368,210)	Provisional
159,393,618	Sub Total – Total Expenditure	d=a+b-c 163,924,620	
	External Finance		
3,369,857	Business Rates Top-up	(9,944,857)	Provisional
0	Revenue Support Grant	(1,398,077)	Provisional
(38,074,634)	National Non Domestic Rate	(23,808,558)	Final
(34,704,777)	Sub Total – External Finance	e (35,151,492)	
(461,196)	Council Tax Deficit/(Surplus)	f 0	Final
585,138	Business Rates Deficit/(Surplus)	g 1,331,141	Final
124,812,783	Havering's Precept on the Collection Fund	h=d+e+f+g 130,104,269	

The Collection Fund				
2019/20		Expenditure	Estimate 2020/21	
£	£ p	Precepts	£	£ p
115,652,253	1,304.80	London Borough of Havering	118,415,266	1,332.26
9,160,530	103.35	Adult Social Care	11,689,003	131.51
124,812,783	1,408.15	Total London Borough of Havering	130,104,269	1,463.77
28,408,724	320.51	Greater London Authority (Provisional)	29,515,378	332.07
38,074,634	429.56	London Borough of Havering Retained Business Rates	23,808,558	267.86
20,855,692	235.30	Greater London Authority - Retained Business Rates	20,855,692	234.64
271,673	3.07	Cost of NNDR collection	266,826	3.00
212,423,506	2,396.58	Total Expenditure	204,550,723	2,301.35
		Total Income		
(59,201,999)	(667.92)	National Non-Domestic Rate		
		NNDR receivable	(44,931,076)	(505.51)
153,221,507	1,728.66	COUNCIL TAX per Band D property	159,619,647	1,795.84
88,636		Council Tax Base	88,883	
Council Tax percentage change 3.89%				
Council Taxes Per Property Band				
Valuation as at 1/4/91	£ p		£ p	Change
Under £40,000	1,152.44	Band A	1,197.23	44.79
£40,000 - £52,000	1,344.51	Band B	1,396.77	52.26
£52,001 - £68,000	1,536.59	Band C	1,596.30	59.71
£68,001 - £88,000	1,728.66	Band D	1,795.84	67.18
£88,001 - £120,000	2,112.81	Band E	2,194.91	82.10
£120,001 - £160,000	2,496.95	Band F	2,593.99	97.04
£160,001 - £320,000	2,881.10	Band G	2,993.07	111.97
Over £320,000	3,457.32	Band H	3,591.68	134.36

GENERAL FUND BUDGET	2020/2021	2019/2020
	Net	Net
	Exp	Exp
	£000	£000
Planning & Economic Development	(480)	139
Roads, Pavements & Car Parking	921	746
Education	41,221	41,118
Rubbish, Waste Collection & Street Cleaning	6,275	6,152
Environmental Health & Trading Standards	1,969	2,385
Housing (General Fund Only)	4,562	4,129
Culture and Leisure	5,313	5,039
Social Services	63,427	58,110
Public Health	(1,657)	(1,651)
Other Services	38,650	37,971
Total - all services	160,201	154,138
Contingency and Provisions	1,000	1,000
HAVERING'S NET EXPENDITURE	161,201	155,138
Levies		
East London Waste Authority	16,363	17,049
Environment Agency - Thames Region	191	187
Environment Agency - Anglian Region	22	21
Lee Valley Regional Park Authority	211	210
London Pension Fund Authority	305	304
Unringfenced Grants	(14,368)	(13,516)
TOTAL EXPENDITURE	163,925	159,393

Change in Council's Expenditure

	£m
2020/21 Budget	163.9
2019/20 Budget	159.4
Net Total Change	4.5
 Budget Pressures	20.8
Inflation	2.4
Increase in Levies	(0.4)
Provisions & Other Issues (including Grant & Funding Changes)	(2.7)
Sub Total	20.1
 Efficiencies/Savings	(15.6)
Net Total	4.5

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**Schedule
of
Fees and Charges**

Adults Adult Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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 2019 when the new benefit, pension, and personal expense allowance rates are announced.	125.65 81.75 66.55	tbc tbc tbc	09/02/18 09/02/18 09/02/18	L L L

Basis of Increase:

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

Basis for setting charge increase above complies with either:

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

Adults Adult Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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 Annual management fee where the court appoints a local authority deputy for property and affairs, payable on the anniversary of the court	745.00	745.00	01/04/17	Court Direction
2a for the first year:	775.00	775.00	01/04/17	Court Direction
2b for the second and subsequent years: 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	650.00	650.00	01/04/17	Court Direction
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	Court Direction

Basis of Increase:

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
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Adults Adult Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
2 Court of Protection (cont)				
4 Preparation of Annual Report for the Public Guardian	216.00	216.00	01/04/17	Court Direction
5 Preparing basic HMRC tax return	70.00	70.00	01/04/17	Court Direction
6 Preparing complex HMRC tax return	140.00	140.00	01/04/17	Court Direction
7 Travel time £40 per hour in units of £10/15 mins	40/hour	40/hour	01/04/17	Court Direction
8 Recoup of Application fee paid from HMRC Account	385.00	365.00	24/07/18	Court Direction
Increase subject to Court of Protection/Direction and the 2017 Rate is the 1st increase since 2011				

Basis of Increase:

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

Basis for setting charge increase above complies with either:

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

Adults Adult Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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	Section 46 of the Public Health Act (Point 5)
2 Forensic searches of property with 2 staff	300.00	300.00	01/04/17	Section 46 of the Public Health Act (Point 5)

Basis of Increase:

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

Basis for setting charge increase above complies with either:

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

Adults Adult Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1. Personal care and Support Provision of homecare delivery to Service Users Homecare rate - hourly charge; per minute of actual care <i>The individual contribution is subject to the individual means test assessment</i> Homecare rates are currently subject to review and may change following the publishing of these fees and charges	17.50	tbc	01/04/19	D/L
2. Care home Provision of care home delivery to Service Users Care home rate based on authority's 'usual costs' -weekly charge				
Residential Frail	538.00	tbc	01/04/19	L
Residential Dementia	604.00	tbc	01/04/19	L
Nursing Frail	550.00	tbc	01/04/19	L
Nursing Dementia	589.00	tbc	01/04/19	L
Care home rates are currently subject to review and may change following the publishing of these fees and charges				
3. Day Centre Day care delivery to Service Users	40.00	40.00	07/04/14	L
Day Centre daily rate	10.00	10.00	07/04/14	L
Transport to Day Centre (inclusive of return journey)				

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Adults Adult Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2019) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
4. Extra Care Housing				
Dreywood Court - hourly rate	15.28	15.56	01/04/20	I/L
St Ethelburga Court - hourly rate	15.28	15.56	01/04/20	I/L
Paines Brook Court - hourly rate	15.28	15.56	01/04/20	I/L
5. Deferred Payment Admin fees				
Initial set-up fee	658.00	658.00	11/04/16	L
Annual review charge	89.00	89.00	11/04/16	L

Basis of Increase:

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

Basis for setting charge increase above complies with either:

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

Chief Operating Officer Culture and Customer Access

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FAIRKYTES				
Off Peak: Mon-Fri** up to 6pm*** (per hour unless otherwise stated)				
Main Room	19.00	20.00	01/04/20	I/N/P
Three hour hire discounted rate	42.00	43.00	01/04/20	I/N/P
Room 12	15.50	16.00	01/04/20	I/N/P
Three hour hire discounted rate	33.00	34.00	01/04/20	I/N/P
Room 13	12.00	12.50	01/04/20	I/N/P
Three hour hire discounted rate	26.00	27.00	01/04/20	I/N/P
Room 9	12.00	12.50	01/04/20	I/N/P
Three hour hire discounted rate	26.00	27.00	01/04/20	I/N/P
Art Room	15.00	15.50	01/04/20	I/N/P
Three hour hire discounted rate	31.00	32.50	01/04/20	I/N/P
Sculpture (includes access to Kiln Room when available)	12.00	12.50	01/04/20	I/N/P
Three hour hire discounted rate	25.00	26.50	01/04/20	I/N/P
Studio 1	28.00	29.00	01/04/20	I/N/P
Three hour hire discounted rate	60.00	62.00	01/04/20	I/N/P
Studio 2	18.50	19.50	01/04/20	I/N/P
Three hour hire discounted rate	41.00	42.00	01/04/20	I/N/P

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Chief Operating Officer Culture and Customer Access

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Off Peak: Mon-Fri** up to 6pm*** (continued) (per hour unless otherwise stated)				
Studio 3	12.00	12.50	01/04/20	I/N/P
Three hour hire discounted rate	25.00	26.50	01/04/20	I/N/P
Billet Studio 1	18.50	19.50	01/04/20	I/N/P
Three hour hire discounted rate	41.00	42.00	01/04/20	I/N/P
Billet Studio 2	13.00	13.50	01/04/20	I/N/P
Three hour hire discounted rate	26.50	28.00	01/04/20	I/N/P
Gallery Studio	16.00	17.00	01/04/20	I/N/P
Three hour hire discounted rate	36.00	37.50	01/04/20	I/N/P
Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays (per hour unless otherwise stated)				
Main Room	23.00	24.00	01/04/20	I/N/P
Three hour hire discounted rate	49.50	51.00	01/04/20	I/N/P
Room 12	19.00	20.00	01/04/20	I/N/P
Three hour hire discounted rate	41.00	42.50	01/04/20	I/N/P
Room 13	15.50	16.00	01/04/20	I/N/P
Three hour hire discounted rate	33.00	34.00	01/04/20	I/N/P
Room 9	15.00	15.50	01/04/20	I/N/P
Three hour hire discounted rate	31.00	32.50	01/04/20	I/N/P

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Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays (per hour unless otherwise stated)				
Art Room	19.00	20.00	01/04/20	I/N/P
Three hour hire discounted rate	41.00	42.50	01/04/20	I/N/P
Sculpture (includes access to Kiln Room when available)	13.00	13.50	01/04/20	I/N/P
Three hour hire discounted rate	27.00	28.00	01/04/20	I/N/P
Studio 1 ****	37.00	38.00	01/04/20	I/N/P
Three hour hire discounted rate	78.00	80.00	01/04/20	I/N/P
Studio 2	21.50	22.50	01/04/20	I/N/P
Three hour hire discounted rate	47.00	48.50	01/04/20	I/N/P
Studio 3	14.00	14.50	01/04/20	I/N/P
Three hour hire discounted rate	30.00	31.00	01/04/20	I/N/P
Billet Studio 1	21.50	22.50	01/04/20	I/N/P
Three hour hire discounted rate	47.00	48.50	01/04/20	I/N/P
Billet Studio 2	15.50	16.00	01/04/20	I/N/P
Three hour hire discounted rate	32.00	33.50	01/04/20	I/N/P
Gallery Studio	20.00	21.00	01/04/20	I/N/P
Three hour hire discounted rate	45.00	46.50	01/04/20	I/N/P

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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)	201.00	208.00	01/04/20	I/N/P
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 †	290.00	300.00	01/04/20	I/N/P
Sunday & Public Holidays 6.00pm - 10.30pm †	260.00	270.00	01/04/20	I/N/P
Friday 6.00-10.30pm †	201.00	210.00	01/04/20	I/N/P

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HORNCHURCH STADIUM				
Weekday Use by Athletics Clubs (excluding training session)*				
Half Day*	87.00	89.50	01/04/20	I/N/P
Full Day*	164.00	169.00	01/04/20	I/N/P
Saturday Use by Athletics Clubs (excluding training session)*				
Half Day*	109.00	112.50	01/04/20	I/N/P
Full Day*	202.00	208.00	01/04/20	I/N/P
Sunday Use by Athletics Clubs (excluding training session)*				
Half Day*	143.00	147.50	01/04/20	I/N/P
Full Day*	274.00	282.00	01/04/20	I/N/P
Use by Schools (excluding training session)**				
Half Day**	104.00	107.00	01/04/20	I/N/P
Full Day**	214.00	220.50	01/04/20	I/N/P
Schools Training Sessions (per hour Inc. equipment)**	39.00	40.00	01/04/20	I/N/P
Occasional use - Football - without lights Seniors (3 hours)**	202.00	208.00	01/04/20	I/N/P
Occasional use - Football - without lights Juniors (2.5 hours)**	111.00	114.50	01/04/20	I/N/P
Occasional use - Football - with lights Seniors (3 hours)**	316.00	325.50	01/04/20	I/N/P
Occasional use - Football - with lights Juniors (2.5 hours)**	140.00	144.00	01/04/20	I/N/P
* VATable unless block (10 or more) booking				
** VATable unless block (10 or more) booking or Havering schools				

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Marketing Advertising in Fairkytes and other culture publications				
Full page (A4)	258.00	265.00	01/04/20	I/N/P
Full page (A5) or Half page (A4)	129.00	133.00	01/04/20	I/N/P
Half page (A5) or Quarter page (A4)	67.00	69.00	01/04/20	I/N/P
Quarter page (A5) or Eighth page (A4)	36.00	37.00	01/04/20	I/N/P
Online ticket sales				
10% of ticket price to be added to the charge for Culture Events when sold on-line	10% of ticket price	10% of ticket price	01/04/16	L

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LIBRARY SERVICES:				
Fines (per item, per day)				
Adults	0.39	0.40	01/04/20	N/L
Children	No charge	No charge	01/04/14	L
Spoken Words	0.39	0.40	01/04/20	N/L
Lost Tickets	4.30	4.30	01/04/20	L
Lost Items - Replacement Cost (Minimum charge £10 + fines)	Cost + fines	Cost + fines	01/04/14	L
Pre Overdue by email	Cost + fines	Cost + fines	01/04/14	L
Overdue notifications				
1st Overdue (E-Mail)	No charge	No charge	01/04/14	L
1st Overdue(Text/T elephone)	No charge to the service as part of the overall LSP package - therefore no charge to customer	No charge	01/04/19	L
Reservations				
Adult (E-mail)	No charge	No charge	01/04/19	L
Adult (Text/Te	No charge to the service as part of the overall LSP package - th	No charge	01/04/19	L
Children	No charge	No charge	01/04/14	L

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Items not held within borough				
Adult - Items within the London Library Consortium (LLC)	2.94	1.40	01/04/20	D/L
British Library Loans (plus postage)	13.60	Quoted	01/04/20	L
Children	No charge	No charge	01/04/14	L
CDs				
Per week:				
Singles	1.40	1.50	01/04/20	I/N/P
Sets	2.40	2.50	01/04/20	I/N/P
Per 3 weeks:				
Spoken Word	1.30	No charge	01/04/19	L
DVDs (per week)	3.35	3.50	01/04/20	I/N/P
Music Scores (3 Months)				
Cost to be agreed with customer before progressing order	Quoted	Quoted	01/04/15	L
Computer Use				
IT Hub - reservation fee per computer, per hour	No charge	No charge	01/04/15	L

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Photo Copies				
B/W A4	0.35	0.35	01/04/19	L
B/W A3	0.40	0.40	01/04/19	L
Colour A3	2.20	2.20	01/04/19	L
Colour A4	1.55	1.55	01/04/19	L
Photocopying single sided	0.35	0.35	01/04/19	L
Photocopying double sided	0.54	0.54	01/04/19	L
People's Network - Printing				
B/W A4 (Printout per page)	0.35	0.35	01/04/19	L
Colour A4 (Printout per page)	1.55	1.55	01/04/19	L
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	11.00	15.00	01/04/20	D/P
Office Space in libraries	11.00	15.00	01/04/20	D/P

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Community Group Room Hire	20% discount	20% discount	01/04/17	D/P
Elm Park Library Elm Park Meeting Room per hour (Equiv. Hornchurch CR2)	17.00	18.00	01/04/20	D/P
Harold Hill Library Harold Hill Meeting Room per hour	22.00	23.00	01/04/20	D/P
Harold Hill Office Space per hour	16.00	16.50	01/04/20	I/N/P
Hornchurch Library Hornchurch Large meeting room - First Hour	27.00	28.00	01/04/20	D/P
Hornchurch Large meeting room - Additional Hours	22.00	23.00	01/04/20	D/P
Hornchurch - After 10pm, locking up fees	27.00	28.00	01/04/20	D/P
Hornchurch Class Room One, per hour	22.00	23.00	01/04/20	D/P
Hornchurch Class Room Two, per hour	17.00	18.00	01/04/20	D/P
Hornchurch Office Space per hour	11.00	12.00	01/04/20	D/P
Upminster Library - No longer available, currently long term let Upminster Meeting Room per hour	N/A	N/A	01/04/19	I/N/P
Upminster - After closing time £26.25 locking up fees	27.00	N/A	01/04/19	I/N/P

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Rainham Library				
Rainham Library Meeting Room 1 (large room) First Hour	27.00	28.00	01/04/20	D/P
Rainham Library Meeting Room 1 (large room) Additional Hours	22.00	23.00	01/04/20	D/P
Rainham Library Meeting Room 2 per hour	22.00	23.00	01/04/20	D/P
Rainham Library Meeting Room 3 per hour	22.00	23.00	01/04/20	D/P
Rainham Library Meeting Room 4 per hour	16.50	17.50	01/04/20	D/P
Rainham Library Meeting Room 5 per hour	16.50	17.50	01/04/20	D/P
Rainham - After closing time, locking up fees	27.00	28.00	01/04/20	D/P
Nursery Room	22.00	23.00	01/04/20	D/P
Romford Library - No longer available, currently long term let				
Romford Large meeting room - First Hour	27.00	N/A	01/04/19	I/N/P
Romford Large meeting room - Additional Hours	22.00	N/A	01/04/19	I/N/P
Romford Second meeting room per hour	22.00	N/A	01/04/19	I/N/P
Romford - After closing time £26.25 locking up fees	27.00	N/A	01/04/19	I/N/P
South Hornchurch Library				
South Hornchurch Library Room 1 per hour	11.00	12.00	01/04/20	D/P
South Hornchurch Library Room 2 per hour	11.00	12.00	01/04/20	D/P
South Hornchurch Library Room 3 per hour	16.50	17.50	01/04/20	D/P
Harold Wood Library				
Harold Wood Library Meeting Room per hour	16.50	17.00	01/04/20	I/N/P

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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	P
Notice of cancellation of room hire 1-3 days	50% of room hire fee	50% of room hire fee	01/04/15	P
Notice of cancellation of room hire 3-7 days	25% of room hire fee	25% of room hire fee	01/04/15	P

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Exhibitions (per week)				
Upminster at exhibitors liability for one week	No charge	No charge	01/04/12	L
Hornchurch at exhibitors liability for one week	No charge	No charge	01/04/12	L
Cost of Recovery - No longer charged				
Accounts owing up to £99.00	10.61	No charge	01/04/19	I/N/P
Accounts owing £100.00 plus	21.22	No charge	01/04/19	I/N/P
Cost of Digital images				
Image on disc (including disc)	3.85	4.00	01/04/20	I/N/P
Image on USB (excluding USB)	3.85	4.00	01/04/20	I/N/P
Image on Paper price on application plus postage	Quoted	No charge	01/04/20	D/P
Commercial Reproduction price on application	Quoted	No charge	01/04/20	D/P
Hourly rate for project work +	New Charge	15.00	01/04/20	D

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MUSIC SCHOOL:				
Peripatetic tuition in schools and colleges (per hour pro rata)				
Academies and non-LA				
Basic	44.25	45.50	01/04/20	I/N/P
Over 15 hours per week	43.25	44.50	01/04/20	I/N/P
LA schools in Havering				
Basic	44.00	45.50	01/04/20	I/N/P
Over 15 hours per week	43.00	44.50	01/04/20	I/N/P
Over 25 hours per week	42.00	43.50	01/04/20	I/N/P

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MUSIC SCHOOL:				
Direct Debit (weekly cost, charged monthly over 52 weeks)				
Bronze (36 shared 20mn lessons, Musicianship & 30mn Ensemble)				
First instrument	7.00	7.20	01/04/20	I/N/P
Second instrument	5.54	5.77	01/04/20	C/L
Third instrument	4.85	5.25	01/04/20	C/L
Silver (36 shared 30mn lessons, Musicianship, 60mn Ensemble & Summer School)				
First instrument	11.65	12.00	01/04/20	I/N/P
Second instrument	8.88	9.12	01/04/20	I/N/P
Third instrument	6.46	6.92	01/04/20	C/L
Gold (36 individual 30mn lessons, Musicianship, unlimited Ensembles & Summer School)				
First instrument	17.20	19.27	01/04/20	C/L
Second instrument	13.75	15.12	01/04/20	C/L
Third instrument	12.00	13.21	01/04/20	C/L

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MUSIC SCHOOL:				
Direct Debit (continued)				
Kindergarten	3.46	3.58	01/04/20	I/N/P
One Ensemble only	3.46	3.58	01/04/20	I/N/P
Unlimited Ensembles only	6.28	6.46	01/04/20	I/N/P
Note: DDs are charged monthly and the weekly DD amounts are set to make the monthly figures rational.				

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
MUSIC SCHOOL:				
Remissions Scheme charges (reduced fees)				
Pupil Premium students:				
Bronze first instrument	2.58	2.65	01/04/20	I/N/P
Silver first instrument	4.18	4.32	01/04/20	I/N/P
Gold first instrument	6.70	6.92	01/04/20	I/N/P
Kindergarten	1.55	1.62	01/04/20	I/N/P
One Ensemble only	1.55	1.62	01/04/20	I/N/P
Unlimited Ensembles only	2.58	2.65	01/04/20	I/N/P
Instrument Hire (annual charge)	10.00	10.00	01/04/19	L
Looked After Children (all services in scope of Remissions Scheme)	No charge	No charge	01/04/16	L
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:

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

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

D - Increase recommended by Head of Service

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
MUSIC SCHOOL:				
Associate Ensemble Membership (termly charge) Associate Member (Adult)	51.00	52.50	01/04/20	I/N/P
Hire of Instruments (annual charge)	40.00	41.00	01/04/20	I/N/P
Administration fees				
Examination entries	2.00	2.00	01/04/17	L
Assisted Instrument Purchase Scheme	6.00	6.50	01/04/20	C/L
Timetable changes	20.00	20.00	01/04/18	L
Exam fees Including piano accompaniment as required (most instruments except piano/guitar/percussion) collected on a cost recovery basis	Cost recovery	Cost recovery	01/04/17	L

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Childrens Services **Learning and Achievement**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 Non Attendance and Holiday Fines 1a Penalty Notices Penalty Notice paid within 21 days Penalty Notice paid after 21 days Charges are per child, per parent Fines must be paid within 28 days to avoid prosecution				

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Childrens Learning & Achievement

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 Schools Meals				
1a Primary School Meal	2.20	2.25	01.09.19	D/L
1b Secondary School Meal	2.50	2.50	01.09.16	C/L
1c Special Infant	2.20	2.25	01.09.19	D/L
Special Junior	2.20	2.25	01.09.19	D/L
Adult	3.35	3.35	01.09.16	C/L

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Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
MY PLACE: (All charges are for 1hr unless stated otherwise)				
Off Peak (Mon - Fri 9am - 6pm)				
Performance Hall	23.00	23.75	01/04/20	I/N/P
Performance Hall with sound and lighting:	29.50	30.50	01/04/20	I/N/P
Performance Hall with staging				
4 hrs (if stage erected by myplace staff)	141.00 *	145.00	01/04/20	I/N/P
Music Studio				
1 hr	11.50 *	11.75	01/04/20	I/N/P
Technician	23.75 *	24.50	01/04/20	I/N/P
Games Room	18.00	18.50	01/04/20	I/N/P
Art Room	10.00	10.50	01/04/20	I/N/P
Health Room	8.50	8.75	01/04/20	I/N/P
IAG Room	8.00	8.25	01/04/20	I/N/P
Counselling Room	8.00	8.25	01/04/20	I/N/P
Large Meeting Room	15.00	15.50	01/04/20	I/N/P
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:

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D - Increase recommended by Head of Service

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Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Off Peak (Mon - Fri 9am - 6pm)				
Small Meeting Room	10.50	10.75	01/04/20	I/N/P
Bike Workshop	13.50	14.00	01/04/20	I/N/P
IT Hub - reservation fee per computer	No charge	No Charge	No Charge	I/N/P
Peak (Mon - Fri after 6pm)				
Performance Hall	28.00	28.75	01/04/20	I/N/P
Performance Hall with sound and lighting:	41.00	42.25	01/04/20	I/N/P
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	197.00 *	203.00	01/04/20	I/N/P
Music Studio 1 hr	14.50 *	15.00	01/04/20	I/N/P
Technician	23.75 *	24.50	01/04/20	I/N/P
Games Room	24.50	25.25	01/04/20	I/N/P
Art Room	13.50	14.00	01/04/20	I/N/P
Health Room	11.50	11.75	01/04/20	I/N/P
IAG Room	11.00	11.25	01/04/20	I/N/P
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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Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Peak (Mon - Fri after 6pm)				
Counselling Room	11.00	11.25	01/04/20	I/N/P
Large Meeting Room	18.50	19.00	01/04/20	I/N/P
Small Meeting Room	13.00	13.50	01/04/20	I/N/P
Bike Workshop	17.00	17.50	01/04/20	I/N/P
IT Hub - reservation fee per computer	No charge	No charge	No Charge	I/N/P
<p>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.</p>				

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Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Saturday and Sunday				
Performance Hall	74.50	76.75	01/04/20	I/N/P
Performance Hall with sound and lighting:	97.00	100.00	01/04/20	I/N/P
Performance Hall with staging				
4 hrs (if stage erected by myplace staff)	437.00 *	450.00	01/04/20	I/N/P
Music Studio				
1 hr	48.50 *	50.00	01/04/20	I/N/P
Technician	29.00 *	30.00	01/04/20	I/N/P
Games Room	73.50	75.75	01/04/20	I/N/P
Art Room	54.00	55.50	01/04/20	I/N/P
Health Room	50.50	52.00	01/04/20	I/N/P
IAG Room	49.00	50.50	01/04/20	I/N/P
Counselling Room	50.50	52.00	01/04/20	I/N/P
Large Meeting Room	62.00	64.00	01/04/20	I/N/P
Small Meeting Room	52.50	54.00	01/04/20	I/N/P
Bike Workshop	59.50	61.25	01/04/20	I/N/P
IT Hub - reservation fee per computer	No charge	No charge	No Charge	I/N/P
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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Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Weekly Charges Storage Charge for Hirers (per week)	5.00	5.25	01/04/20	I/N/P
<p>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.</p>				

Basis of Increase:

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
BEREAVEMENT SERVICES:				
Interments				
Cemeteries (fees doubled for non-residents of LBH)				
Over 16 years	1,360.00	1,380.00	01/04/20	D/L
2 simultaneous full body interments aged over 16 years	2,040.00	2,060.00	01/04/20	D/L
Cremated remains	258.00	260.00	01/04/20	D/L
Surcharge for cremated remains in full coffin	230.00	240.00	01/04/20	D/L
Extra depth (each interment over two) or casket/walled grave per depth	245.00	252.00	01/04/20	D/L
Resident child not over 16 Years	No Charge	No Charge	01/04/20	
Non resident stillborn to 1 month in child's grave or public grave	245.00	252.00	01/04/20	D/L
2 simultaneous non resident stillborn/to 1 month in child's or public grave	368.00	380.00	01/04/20	I/N/P
Non resident child not over 10 years in child's grave or public grave	378.00	390.00	01/04/20	I/N/P
Non resident child not over 16 years in child's grave	2,567.00	2,645.00	01/04/20	D/L
Use of chapel without organist	95.00	150.00	01/04/20	I/N/P
Hospital Contract NVB(Non Viable baby) burials	248.00	255.00	01/04/20	I/N/P
Exclusive Right of Burial (50 years with option of further 10 years)				
Lawn Section grave	2,132.00	2,140.00	01/04/20	D/L
Traditional Grave	3,306.00	3,320.00	01/04/20	D/L
Children's section (under 10)	440.00	455.00	01/04/20	I/N/P
Children's section (under 16)	880.00	910.00	01/04/20	I/N/P

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Surcharges				
Saturday full burial surcharge	680.00	700.00	01/04/20	I/N/P
Sunday full burial surcharge	1,360.00	1,400.00	01/04/20	I/N/P
Adult Weekend cremated remains surcharge	258.00	260.00	01/04/20	D/L
Funeral After Published Time or 48 hours of booking	320.00	330.00	01/04/20	I/N/P
Booking cancelled after 48 hours of booking	320.00	330.00	01/04/20	I/N/P
Booking cancelled within 48 hours of burial	320.00	330.00	01/04/20	I/N/P
Extension of Right of Burial for 10 years				
Lawn Section Grave	526.00	530.00	01/04/20	D/L
Traditional Grave	660.00	680.00	01/04/20	I/N/P
Children's Section (under 10)	115.00	118.00	01/04/20	D/L
Children's Section (under 16)	237.00	245.00	01/04/20	D/L
Walled graves	1,260.00	1,298.00	01/04/20	I/N/P
Other Charges				
Transfer of Exclusive Rights by Will, Letters of Administration or Assignment	52.00	54.00	01/04/20	D/L
Transfer of Exclusive Rights by Statutory Declaration or combination of methods	95.00	98.00	01/04/20	I/N/P
Certified extract from Burial Register	62.00	64.00	01/04/20	I/N/P

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Other Charges (continued)				
Staff attendance to select a new grave by appointment	49.00	50.00	01/04/20	D/L
Exhumation of cremated remains resident	258.00	260.00	01/04/20	D/L
Exhumation of cremated remains non-resident	516.00	520.00	01/04/20	D/L
Permit Charge				
Clean and Renovate/ NAMM fixing	No Charge	No Charge	01/04/20	
Lawn (Standard) Headstone & kerb/Additional Memorial	131.00	135.00	01/04/20	I/N/P
Additional Inscription on headstone or permit for a vase only/ Lawn kerb	88.00	90.00	01/04/20	D/L
Full kerb Traditional Grave	337.00	347.00	01/04/20	I/N/P
Grave Maintenance Fees				
Bi annual Spring and Summer planting Service	268.00 *	276.00 *	01/04/20	I/N/P
Annual maintenance clean and tidy Service	167.00 *	172.00 *	01/04/20	I/N/P
Turfing (Winter months only after grave has settled)	108.00	111.00	01/04/20	I/N/P
Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	620.00	630.00	01/04/20	D/L
Extension of exclusive rights of burial for 10 years flat stone cremated remains plot	366.00	376.00	01/04/20	D/L
Tablet with First inscription	473.00	480.00	01/04/20	D/L

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Cremated Remains Burial Plots (continued)				
Additional / subsequent inscriptions	152.00	156.00	01/04/20	D/L
Blank stone	357.00	367.00	01/04/20	I/N/P
Photograph fixed to memorial	315.00	316.00	01/04/20	D/L
Granite memorial vases for use with cremated remains tablets (includes 45 letters)	360.00	360.00	01/04/20	I/N/P
Regilding or additional letter on granite vase	3.60	3.70	01/04/20	I/N/P
South Essex Crematorium				
Cremation includes organ/organist/polytainer or biodegradable casket:				
Over 16 years	905.00	955.00	01/04/20	D/I/P
Resident child not exceeding 16 years	No Charge	No Charge	01/04/20	
Non resident to 6 years but not exceeding 16 yrs	216.00	225.00	01/04/20	D/I/P
Non resident up to 6 years	110.00	115.00	01/04/20	D/I/P
Hospital Contract Non-viable foetus cremation	78.00	80.00	01/04/20	I/N/P
Weekend cremation (Subject to availability)	1,358.00	1,672.00	01/04/20	D/L
Sunday Cremation (subject to availability)	1,810.00	1,864.00	01/04/20	D/L
Unattended Cremation (adult)	550.00	560.00	01/04/20	D/L
Early Adult Cremation 15 minute service	725.00	750.00	01/04/20	I/N/P

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Additional Services and Surcharges				
Bookings cancelled after 10am one working day before reserved time	266.00	275.00	01/04/20	I/N/P
Surcharge for services over-running	266.00	275.00	01/04/20	I/N/P
Surcharge for Cremation after 4pm	266.00	275.00	01/04/20	I/N/P
Surcharge for unattended cremation and use of chapel at a different time - NEW	100.00	130.00	01/04/20	D/L
Use of chapel for private memorial service or extra time	266.00	275.00	01/04/20	I/N/P
CD recording of service	87.00 *	90.00 *	01/04/20	I/N/P
CD discs 2-10	25.00 *	26.00 *	01/04/20	I/N/P
DVD recording of service	106.00 *	109.00 *	01/04/20	I/N/P
DVD discs 2-10	32.00 *	33.00 *	01/04/20	I/N/P
Webcast of service	112.00 *	115.00 *	01/04/20	I/N/P
Visual Tributes 10 photographs	48.00 *	49.00 *	01/04/20	I/N/P
Visual Tributes per additional 5 photographs	18.00 *	19.00 *	01/04/20	I/N/P
Per minute of video used plus set up cost	14.00 *	15.00 *	01/04/20	I/N/P
Tributes embedded into DVD recording of the service	120.00 *	123.00 *	01/04/20	I/N/P
DVD or USB of Visual Tribute only (first disc) - NEW	62.00 *	64.00 *	01/04/20	I/N/P
DVD or USB of Visual Tribute only (disc 2 -10) - NEW	42.00 *	43.00 *	01/04/20	I/N/P
Strewing (burial) of cremated remains from elsewhere	113.00	116.00	01/04/20	I/N/P
Witness Committal	54.00	56.00	01/04/20	D/L
Weekend Witness committal	108.00	112.00	01/04/20	D/L

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Additional Services and Surcharges (continued)				
Storage of cremated remains after one month per quarter	56.00 *	57.00 *	01/04/20	D/L
Storage of cremated remains after one month per year	130.00 *	134.00 *	01/04/20	I/N/P
Genealogy Searches per search not through Deceased Online	27.00 *	28.00 *	01/04/20	I/N/P
Containers				
Bronzed metal urns	73.00 *	75.00 *	01/04/20	I/N/P
Standard wooden or metal casket	90.00 *	90.00 *	01/04/20	D/L
Juvenile caskets	35.00 *	36.00 *	01/04/20	I/N/P
Various Decorative urns/caskets (new charge)	RRP *	RRP *	01/04/20	-
Dedicated Hymn Book	85.00 *	87.00 *	01/04/20	I/N/P
Various keepsake memorials made from or to contain cremated remains including diamonds, paperweights, jewellery	RRP *	RRP *	01/04/20	-
Memorials				
Kerb Plaques				
Perspex Plaque only	124.00 *	127.00 *	01/04/20	D/L
Bronze Plaque only	249.00 *	250.00 *	01/04/20	D/L
Rights to second dedication (plus cost of plaque)	118.00	119.00	01/04/20	D/L
Kerb plaque Rights or Renewal	247.00	248.00	01/04/20	D/L
Single motif on a perspex or bronze plaque	29.00 *	30.00 *	01/04/20	I/N/P
Two motifs on a perspex or bronze plaque	54.00 *	56.00 *	01/04/20	I/N/P

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Memorials (continued)				
Bronze Wall Plaque				
Bronze wall plaque only	249.00 *	250.00 *	01/04/20	D/L
Bronze wall plaque renewal	247.00	248.00	01/04/20	D/L
Large Wall Plaques				
Single Slate or Large Bronze Wall Plaques				
Single plaque only (slate or bronze tablet)	333.00 *	334.00 *	01/04/20	D/L
Single plaque - Rights or Renewal fee for 10 years	247.00	250.00	01/04/20	D/L
Double Slate Wall Plaque single inscription	500.00 *	501.00 *	01/04/20	D/L
Double Slate Wall Plaque double inscription	806.00 *	810.00 *	01/04/20	D/L
Double Slate Wall Plaque second inscription within 1 year of original dedication	179.00 *	180.00 *	01/04/20	D/L
Double Plaque - Rights or Renewal 10 year renewal	495.00	500.00	01/04/20	D/L
Wall Niche for 10 years				
Renewal or Pre-purchase for Single Niche for 10 years	876.00	880.00	01/04/20	D/L
Renewal for Single Niche for 5 years	535.00	536.00	01/04/20	D/L
Replacement single plaque	589.00 *	590.00 *	01/04/20	D/L
Renewal Rights or Pre-purchase for Double Niche for 10 years	1,772.00	1,780.00	01/04/20	D/L

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Wall Niche for 10 years (continued)				
Renewal for Double Niche for 5 years	980.00	981.00	01/04/20	D/L
Replacement double plaque	910.00 *	912.00 *	01/04/20	D/L
Wall Niche rights for second inscription	150.00	151.00	01/04/20	D/L
Wall Niche Additional Items:				
Motif (optional)	93.00	95.00	01/04/20	D/L
Additional Bud Vase	32.00	33.00	01/04/20	I/N/P
Additional Inscription	272.00	280.00	01/04/20	I/N/P
Casket including nameplate	95.00	98.00	01/04/20	I/N/P
Photograph	315.00	316.00	01/04/20	I/N/P
Sanctum ii Vaults for 10 years				
Second Interment	165.00	170.00	01/04/20	I/N/P
Sanctum Second inscription	556.00 *	572.00 *	01/04/20	I/N/P
Sanctum Plaque	444.00 *	457.00 *	01/04/20	I/N/P
10 Year Rights or Renewal	1,128.00	1,130.00	01/04/20	D/L
5 Year Renewal	657.00	658.00	01/04/20	D/L
Regilding (Inc. postage)	120.00 *	123.00 *	01/04/20	I/N/P
Replacement vase	19.00 *	20.00 *	01/04/20	D/L

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Vase Blocks and Tablets (includes Scented Garden Memorials)				
Vaseblock tablet	266.00	273.00	01/04/20	I/N/P
Vaseblock Rights or Renewal for 10 years	579.00	580.00	01/04/20	D/L
Memorials				
Summer House Memorial				
Floris plaque only	165.00 *	170.00 *	01/04/20	I/N/P
Floris plaque Renewal Rights for 10 years	247.00	250.00	01/04/20	D/L
Posy Holder rights or Renewal for 10 years	154.00	156.00	01/04/20	D/L
Posy Holder Memorial	20.00 *	21.00 *	01/04/20	I/N/P
Shrub, Rose or Tree with 10 Year dedication				
Shrub or Rose (including Bronze Stem Plaque)	250.00 *	257.00 *	01/04/20	I/N/P
Shrub 10 Year Rights or Renewal (also applies to vase block with rose)	663.00	665.00	01/04/20	D/L
Shrub 5 Year Renewal Rights (also applies to vase block with rose)	427.00	430.00	01/04/20	D/L
Tree (including bronze Stem or Strap plaque)	249.00 *	256.00 *	01/04/20	I/N/P
Tree 10 Year Rights or Renewal	800.00	810.00	01/04/20	D/L
Tree 5 Year Renewal Rights	495.00	500.00	01/04/20	D/L

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Benches and Chairs - 10 Year dedications				
Bench / Replacement Bench	1,236.00 *	1,240.00 *	01/04/20	D/L
Chair / Replacement Chair	721.00 *	725.00 *	01/04/20	D/L
Bench 10 Year Rights or Renewal	1,127.00	1,130.00	01/04/20	D/L
Chair 10 Year Rights or Renewal	995.00	1,000.00	01/04/20	D/L
Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001)	49.00 *	51.00 *	01/04/20	D/L
Renovation of Bench	216.00 *	222.00 *	01/04/20	I/N/P
Renovation of Chair	138.00 *	142.00 *	01/04/20	I/N/P
Replacement Summerhouse Chair	710.00 *	731.00 *	01/04/20	I/N/P
Summerhouse Chair Renewal Rights	474.00	488.00	01/04/20	I/N/P
Bench, Tree & Shrub Additional dedications				
Rights to second dedication within 1 year of original (plus cost of plaque)	118.00	121.00	01/04/20	I/N/P
Rights to second dedication after 1 year of original or renewal per remaining year of lease (plus cost of plaque)	22.00	23.00	01/04/20	D/L
Rights to 2nd Dedication Life time of item (plus cost of plaque)	475.00	489.00	01/04/20	I/N/P
Replacement bronze plaque	249.00 *	250.00 *	01/04/20	D/L
Replacement Perspex plaque	124.00 *	127.00 *	01/04/20	I/N/P

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Miscellaneous Memorials				
Mallard Bridge	336.00 *	346.00 *	01/04/20	I/N/P
Admin Fee for private purchase of plaque (plus cost of plaque)	27.00 *	50.00 *	01/04/20	D/L
Replacement metal vase	19.00 *	20.00 *	01/04/20	D/L
Floral arrangements stand - plus cost of flowers	32.00 *	34.00 *	01/04/20	D/L
Hanging baskets (per year)	134.00 *	138.00 *	01/04/20	I/N/P
Sculpture Garden Memorial	266.00	273.00	01/04/20	I/N/P
Sculpture Garden Rights	579.00	580.00	01/04/20	D/L
Birdbath Rights	579.00	580.00	01/04/20	D/L
Books of Remembrance				
2 line entry	110.00 *	113.00 *	01/04/20	I/N/P
3 - 5 lines	158.00 *	162.00 *	01/04/20	I/N/P
6 - 8 lines	228.00 *	235.00 *	01/04/20	I/N/P
Cards of Remembrance & Additional Entries in existing miniature books				
2 line entry	39.00 *	40.00 *	01/04/20	I/N/P
3 - 5 lines	68.00 *	70.00 *	01/04/20	I/N/P
6 - 8 lines	106.00 *	109.00 *	01/04/20	I/N/P

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Neighbourhoods Bereavement Services

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Miniature Triptych of Remembrance/Book of Remembrance				
2 line entry	78.00 *	80.00 *	01/04/20	I/N/P
3 - 5 lines	110.00 *	113.00 *	01/04/20	I/N/P
6 - 8 lines	144.00 *	148.00 *	01/04/20	I/N/P
Book of Remembrance Sundries				
Motif	82.00 *	84.00 *	01/04/20	I/N/P
Triptych photograph	82.00 *	84.00 *	01/04/20	I/N/P
Mini Headstone Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	1,080.00	1,100.00	01/04/20	D/L
Extension of exclusive rights of burial for 10 years mini headstone cremated remains plot	458.00	460.00	01/04/20	D/L
Memorial and installation with first 60 characters	1,158.00	1,170.00	01/04/20	D/L
Additional inscription rate per letter	3.60	3.70	01/04/20	I/N/P
Blank headstone only	288.00	296.00	01/04/20	I/N/P
Photograph fixed to memorial	315.00	316.00	01/04/20	I/N/P
Replacement Granite memorial vase only for Mini Headstone Only	74.00	76.00	01/04/20	I/N/P
Inscription first 60 characters on a pre purchased memorial	256.00	263.00	01/04/20	I/N/P
Blank memorial headstone only	844.00	850.00	01/04/20	D/L

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Neighbourhoods Bereavement Services

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Mini Headstone Cremated Remains Burial Plots (continued)				
Stone chippings per bag	58.00	60.00	01/04/20	I/N/P
Flower Holder	20.00	21.00	01/04/20	D/L
Book of Remembrance Memorial Tree				
Memorial Tree leaf 10 Year Rights or Renewal	239.00	246.00	01/04/20	I/N/P
Memorial Tree leaf plaque	154.00 *	158.00 *	01/04/20	I/N/P
Rights for 2nd inscription - Rights remain the same (plus cost of plaque)	115.00	118.00	01/04/20	I/N/P
Advertising fees - pre funeral brochure				
Display Advertisement Quarter A4 page	639.00 *	639.00 *	01/04/19	I/N/P
Display and Directory Entry Quarter A4 page and directory entry	798.00 *	798.00 *	01/04/19	I/N/P
Display Advertisement half A4 page	850.00 *	850.00 *	01/04/19	I/N/P
Display and Directory Entry half A4 page and directory entry	1,009.00 *	1,009.00 *	01/04/19	I/N/P
Display Advertisement Full A4 page	1,040.00 *	1,040.00 *	01/04/19	I/N/P
Display and Directory Entry Full A4 page and directory entry	1,195.00 *	1,195.00 *	01/04/19	I/N/P
Display Advertisement Full inside back A4 page	1,277.00 *	1,277.00 *	01/04/19	I/N/P
Display and Directory Entry Full inside back A4 page and directory entry	1,432.00 *	1,432.00 *	01/04/19	I/N/P
Copy design simple half page	52.00 *	52.00 *	01/04/19	I/N/P
Copy design complex full page	77.00 *	77.00 *	01/04/19	I/N/P
All fees discounted by 10% for repeat customers				

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Arboria Plaques				
Arboria Plaque with text only	185.00 *	185.00 *	01/04/19	D/L
Arboria Plaque with text and engraved motif	215.00 *	215.00 *	01/04/19	D/L
Arboria Plaque with text and engraved and painted motif	245.00 *	245.00 *	01/04/19	D/L
Arboria Plaque with text and ceramic photo	295.00 *	295.00 *	01/04/19	D/L
Arboria Plaque Rights or Renewal for 10 years	239.00	246.00	01/04/20	D/L

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Table 1:**Charges for New Dwellings <150m²**

New Houses and Blocks of Flats on the same site constructed at the sametime

Number of Dwellings	Total
1	£1,042.00
2	£1,391.00
3	£1,621.00
4	£1,968.00
5	£2,200.00
6	£2,546.00
More than 6 - Please contact Building Control for individually assessed charges	

Table 2:**Charges for: Extensions, Garage Conversions and Loft Conversions**

Separate Extensions constructed at the sametime may be aggregated together

Type of work	Total
1. Detached non-habitable building having a floor area not exceeding 40m ² in total	£540.00
2. Garage Conversions where the total floor area does not exceed 30m ² , including means of access and work in connection with that extension.	£540.00
3. Any extension or Loft Conversion where the total floor area of which does not exceed 30m ² , including means of access and work in connection with that extension.	£690.00
4. Any extension or Loft Conversion where the total floor are of which exceeds 30m ² but does not exceed 60m ² , including means of access and work in connection with that extension.	£950.00
5. Any extension or Loft Conversion where the total floor area of which exceeds 60m ² but does not exceed 100m ² , including means of access and work in connection with that extension.	£1,129.00
6. Extension etc >100m ² - Please refer to Table 3 otherwise contact Building Control for Individually assessed charges	

Table 3:**Charges for other work**

For all other work not covered in Tables 1 or 2

Estimated Cost of Work	Total
£0-2,000	£249.00
£2,000-5,000	£372.00
£5,000-10,000	£540.00
£10,000-20,000	£706.00
£20,000-30,000	£858.00
£30,000-40,000	£985.00
£40,000-50,000	£1,111.00
£50,000-60,000	£1,204.00
£60,000-70,000	£1,297.00
£70,000-80,000	£1,389.00
£80,000-90,000	£1,495.00
£90,000-100,000	£1,598.00
£100,000-120,000	£1,708.00
£120,000-140,000	£1,847.00
£140,000-170,000	£1,957.00
£170,000-200,000	£2,183.00
Over £200,000 - Please contact Building Control for individually assessed charges.	

The Building Regulation charges are the same for corresponding building work for a: Full Plans Application; Building Notice; Regularisation Application; and, Reversion Application (refer to note 7 for Partnership Applications). All charges are shown with VAT at 20%. Only a charge for a Regularisation Certificate and a Reversion Certificate are exempt VAT however it is subject to a 20% uplift therefore the total fee is equivalent to all other Building Control Charges for corresponding building work.

Explanatory Notes

1. Before you build, extend or convert, you or your Agent must advise your Local Authority either by submitting Full Plans or a Building Notice. The Charge payable depends on the type of work, the number of dwellings in a building and/or the total floor area. The following tables (which are an integral part of this Schedule) may be used in conjunction with the current Charge Scheme to calculate the Charges. If you have any difficulties calculating the Charges please consult building control.

2. **Table 1:** Charges for new dwellings e.g. certain houses and flats - applicable where the total internal floor area of each dwelling, does not exceed 150m² and the building has no more than three storeys. Excluding dwellings with a basement level for basements and any other case, Table 3 applies.

3. **Table 2:** Loft conversion – For the purpose of calculating charges a reference to an extension includes a room or rooms in the roof space (including access) of an existing building not exceeding three storeys in height. Where work comprises more than one extension which is to be constructed at the same time (including rooms in roofs and associated access in buildings of three storeys or less) the total internal floor areas of all storeys of all the extensions shown on the application may be added together to determine the relevant Charge. If the extension(s) exceed 100m² or three storeys in height then Table 3 applies. All work contained within the footprint of an extensions or loft conversion is included in the fee but does not include work outside the footprint of the extension or loft conversion. For additional internal or external alterations Table 3 should be used. For multiple work that is to be carried out at the same time and falls into Table 3 as well as Table 2 the Table 3 fee may be discounted by 25%.

4. **Table 3:** Applicable to all other building work not covered by Tables 1 or 2. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application, excluding VAT, and any professional fees paid to an architect, engineer or surveyor etc, and also exc

5. **Disabled Persons:** Building works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access may be exempt from Charges.

6. **Supplementary Charges:** The Building (Local Authority Charges) Regulations 2010 allow a local authority to make supplementary charges if additional costs arise as a result of confirming compliance with the Building Regulations. Such supplementary charges may be considered if costs result from: consultant costs; inaccurate/incomplete plans; revised schemes; work not being ready for inspection or additional site inspection; and, non compliant work etc.

7. **Partnership Applications:** Proposed building work outside the boundaries of the London Borough of Havering will be subject to a plan fee equating to 25% of the full plans application charge. Partnership Applications for building work checked by a Partnering Authority will be subject to an inspection fee equating to 75% of the full plans application charge.

8. **Making a Payment:** Payment can be made by credit/debit card by telephoning 01708 432700 (please note there is a 1.5% surcharge for credit card payments) or by cheque, made payable to - The London Borough of Havering.

Building Control may be contacted by telephone: 01708 432700 or by e-mail at: buildingcontrol@havering.gov.uk

Further information on submitting a Building Control application is available on our website at:

www.havering.gov.uk/buildingcontrol

Table 3:
Charges for other work
For all other work not
covered in Tables 1 or 2

Estimated Cost of Work	Total
£0-2,000	£228.00
£2,000-5,000	£339.00
£5,000-10,000	£493.00
£10,000-20,000	£646.00
£20,000-30,000	£784.00
£30,000-40,000	£901.00
£40,000-50,000	£1,017.00
£50,000-60,000	£1,102.00
£60,000-70,000	£1,187.00
£70,000-80,000	£1,271.00
£80,000-90,000	£1,367.00
£90,000-100,000	£1,462.00
£100,000-120,000	£1,563.00
£120,000-140,000	£1,690.00
£140,000-160,000	£1,790.00
£160,000-180,000	£1,891.00
£180,000-200,000	£1,997.00
Over £200,000 - Please	

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Borough Roads:				
Note: Unlicensed Skips/Materials will be on the spot fined & removed @ £620	620.00	639.00	01/04/20	I/N/P
Each Skip / Builders materials on public highway				
Up to first 14 days	75.00	77.00	01/04/20	I/N/P
Each additional period of up to 7 days	65.00	67.00	01/04/20	I/N/P
Structures / Hoardings / Scaffolds				
Bond				
£105 per linear metre - Minimum 6 Metres	630.00	649.00	01/04/20	L
Licence				
Each additional period of up to 28 days/occasion				
£78.00 per linear metre - minimum 6 metres up to 28 days	468.00	482.00	01/04/20	L
£195 for 3 x NRSWA inspections @ £65 each inspection	195.00	201.00	01/04/20	D/L
Minimum charge length 6 mtrs & combined inspection = Total £663.00 min	663.00	683.00	01/04/20	D/L
(ii) Vehicle Crossovers (per square metre)	163.50	168.00	01/04/20	I/N/P
Non refundable charge for assessing applications	100.00	103.00	01/04/20	D/L
Waste disposal surcharge	18.50 per sq.m	18.50 per sq.m	01/04/20	D/L

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Neighbourhoods Environment

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(iii) Road Closures (per road)	2,150.00	2215.00	01/04/20	I/N/P
(iv) Clearance of Blocked Drains (Vatable unless working under Statutory power)	126.00	150.00	01/04/20	I/N/P
(v) Parking Bay suspensions price per parking space per day (1 - 14 days)	35.00	36.00	01/04/20	L
price per parking space per day (15th and subsequent days)	40.00	41.00	01/04/20	L
(vi) Crane license (charges based on TMA 2004 permitted charges)				
Minimum	315.00	324.00	01/04/20	D/L
Maximum	570.00	587.00	01/04/20	I/N/P
(vii) Section 50 Licence (private individual to place/maintain apparatus in highway)	775.00	798.00	01/04/20	D/L
(£195 for 3 x NRSWA inspections @ £65 each inspection)	195.00	201.00	01/04/20	D/L
Total of Section 50 licence and inspections	970.00	999.00	01/04/20	D/L

Basis of Increase:

C - An increase dependent on committee approval

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Refuse Collection:				
(i) Bulky Household Refuse				
1 to 3 items	42.00	43.00	01/04/20	I/N/P
Each additional item	11.00	11.00	01/04/19	I/N/P
(ii) Compostable garden refuse sacks				
(Year's supply of 5 rolls of 10 sacks per roll)				
Standard	55.00	55.00	01/04/18	L
Top up roll (10 sacks)	11.00	11.00	01/04/18	L
Top up roll delivery	5.00	5.00	01/04/19	I/N/P
(iii) Green Waste Collection Service (per annum)				
(Wheeled bin hire included)				
Full year	55.00	55.00	01/04/18	L
Late payment charge	5.00	5.00	01/04/16	L
Late payment charge after bin collection	11.00	11.00	01/04/18	L
Replacement bin charge	28.00	29.00	01/04/20	L

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(iv) Trade Refuse Collection Service				
From 1st April 2015 this service has been independently operated by Serco. These charges will only apply if a business within the borough exercises its legal right to require the Council to undertake the collection.				
Trade refuse sacks (pack of 26)	157.00	162.00	01/04/20	I/N/P
Trade refuse sacks (pack of 26) for Charity shops	123.00	127.00	01/04/20	I/N/P
Cardboard Collection	6.00	6.00	01/04/19	I/N/P
Container emptying and disposal:				
1100 / Palladin / 660 litre bin -1st bin per visit	34.00	35.00	01/04/20	I/N/P
2nd & subsequent bins	33.00	34.00	01/04/20	I/N/P
360 litre wheeled bin	28.00	29.00	01/04/20	I/N/P
Charity shops	28.00	29.00	01/04/20	I/N/P
LBH Schools	28.00	29.00	01/04/20	I/N/P
2nd collection from residential blocks per bin	10.00	10.00	01/04/19	I/N/P

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(iv) Trade Refuse Collection Service (continued)				
Container hire (per annum):				
Eurobins:				
1100 litres	234.00	241.00	01/04/20	I/N/P
660 litres	174.00	179.00	01/04/20	I/N/P
Chamberlains:				
940 litres	174.00	179.00	01/04/20	I/N/P
Palladin:				
940 litres	174.00	179.00	01/04/20	I/N/P
Container Sale				
360 litres recycling	83.00	85.00	01/04/20	I/N/P
(v) Collection & disposal of trade clinical waste (per bag / box)	14.00	14.00	01/04/19	I/N/P
(vi) Special clearances of rubbish:				
Up to 30 minutes on site	109.00	112.00	01/04/20	I/N/P
Up to 1 hour on site	217.00	224.00	01/04/20	I/N/P
Each 15 minute thereafter	55.00	57.00	01/04/20	I/N/P

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FOOTBALL AT PARKS WITH CRICKET (28 WEEKS)				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	Withdrawn	1,778.00	01/04/20	L
Each alternate Saturday or Sunday during Season**	863.00	889.00	01/04/20	I/N/P
Junior (under 18)				
Each alternate Saturday or Sunday during Season**	321.00	Withdrawn	01/04/20	I/N/P
No Pavilion Facilities				
Junior (under 18)				
Each Saturday or Sunday during Season**	478.00	515.00	01/04/20	I/N/P
Each alternate Saturday or Sunday during Season**	Withdrawn	294.00	01/04/20	L
**Bookings of less than 10, will attract a VAT charge.				

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FOOTBALL AT PARKS WITH CRICKET (32 WEEKS)				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	1,986.00	2,046.00	01/04/20	I/N/P
Each alternate Saturday or Sunday during Season**	994.00	1,024.00	01/04/20	I/N/P
Junior (under 18) 7v7 & 9v9				
Each Saturday or Sunday during Season**	Withdrawn	672.00	01/04/20	L
Each alternate Saturday or Sunday during Season**	Withdrawn	336.00	01/04/20	L
Junior (under 18) 11v11				
Each Saturday or Sunday during Season**	544.00	610.00	01/04/20	D/L
Each alternate Saturday or Sunday during Season**	Withdrawn	305.00	01/04/20	L

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FOOTBALL AT WESTLANDS FIELD				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	2,079.00	2,400.00	01/04/20	L
Each alternate Saturday or Sunday during Season**	1,087.00	1,200.00	01/04/20	L
MINI SOCCER				
1 Hour Slots (during season)				
Each Saturday or Sunday**	365.00	390.00	01/04/20	L
Alternate Saturday or Sunday**	181.00	195.00	01/04/20	L
CRICKET				
No Pavilion Facilities				
Adults Each Saturday or Sunday during Season**	1,573.00	1,620.00	01/04/20	I/N/P
Pitches with Pavilions				
Adults Each Saturday or Sunday during Season**	2,824.00	2,909.00	01/04/20	I/N/P

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BOOT CAMPS & PERSONAL TRAINING (annual licence)				
1-5 clients 1- 3 sessions per week	576.00	593.00	01/04/20	I/N/P
1-5 clients 4 - 7 sessions per week	1586.00	1634.00	01/04/20	I/N/P
6-20 clients 1-3 sessions per week	1071.00	1103.00	01/04/20	I/N/P
6-20 clients 4-7 sessions per week	2946.00	3034.00	01/04/20	I/N/P
<i>charges based on previous year's fee x median no. sessions x 40(weeks)</i>				
ALLOTMENTS				
Land charge per acre	201.00	207.00	01/04/20	I/N/P
Plot Rent (This fee is set by the Allotment Society and therefore is not published in the Councils fees and charges)				
WEDDING PHOTOGRAPHY				
Exclusive use of area of a park for wedding photography	55.00	57.00	01/04/20	I/N/P
FUNFAIRS & CIRCUSES (Circuses were charged a flat rate in 2014/15)				
Ground rent per day of operation (up to 7 rides / 500 seating capacity)	500.00	550.00	01/04/20	L
Ground rent per day of operation (more than 7 rides /500 seating capacity)	1000.00	1115.00	01/04/20	L
Returnable deposit per visit.	Negotiated according to the size of the event			
Additional ground rent for extra non-operational days spent on site	371.00	382.00	01/04/20	D/L

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FUNFAIRS & CIRCUSES (continued)				
PARKS (all events and activities are subject to appropriate licence fees at a separate charge)				
Minimum charge for the hire of park & open space	91.00	94.00	01/04/20	I/N/P
<i>Charges to be negotiated with organiser based on details of event provided on the application . Factors to be considered are the type of organisation/individual, park and area being used, is it exclusive use of the space, time of usage, and scale of the event</i>	By Negotiation	By Negotiation	01/04/20	I/N/P
Mobile catering unit (per month)	258.00	266.00	01/04/20	I/N/P
Raphael Park Meeting Room (charge per hour)	16.00	22.00	01/04/20	I/N/P
Westlands Pavilion hire (charge per hour)	21.00	22.00	01/04/20	I/N/P

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CHARGES FOR NON SCHEDULED WORKS				
Week day rates				
18 tonne grab lorry and driver per hour	163.00 *	168.00 *	01/04/20	I/N/P
2 staff & a van (includes tools & machinery) per hour	79.00 *	81.00 *	01/04/20	I/N/P
1 staff & a van (includes tools & machinery) per hour	46.00 *	47.00 *	01/04/20	I/N/P
Tractor & implement, or trailer with operator per hour	50.00 *	52.00 *	01/04/20	I/N/P
Ride on mower & operator per hour	46.00 *	47.00 *	01/04/20	I/N/P
Member of staff per hour (standard hours)	33.00 *	34.00 *	01/04/20	I/N/P
Charge hand per hour (standard hours)	42.00 *	43.00 *	01/04/20	I/N/P
Supply & plant memorial tree (up to 2metre football Inc. stakes & ties)	314.00 *	323.00 *	01/04/20	I/N/P
Initial mark - rugby pitch per pitch per occasion	129.00 *	133.00 *	01/04/20	I/N/P
Re-mark - rugby pitch per pitch per occasion	46.00 *	47.00 *	01/04/20	I/N/P
Initial mark – football pitch per pitch per occasion	117.00 *	121.00 *	01/04/20	I/N/P
Re-mark football pitch per pitch per occasion	40.00 *	41.00 *	01/04/20	I/N/P
Initial mark six lane 400 metre running track per occasion	511.00 *	526.00 *	01/04/20	I/N/P
Re-mark six lane 400 metre running track per occasion	117.00 *	121.00 *	01/04/20	I/N/P
Initial mark hockey pitch per occasion	79.00 *	81.00 *	01/04/20	I/N/P
Re-mark hockey pitch per occasion	27.00 *	28.00 *	01/04/20	I/N/P
Remove or install goal post socket each (excludes socket)	79.00 *	81.00 *	01/04/20	I/N/P

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Week day rates (continued)				
Preparation of new or renovation of shrub beds per m2	54.00 *	56.00 *	01/04/20	I/N/P
Shrub bed planting (five 3 litre container grown shrubs) per m2	48.00 *	49.00 *	01/04/20	I/N/P
Shrub bed mulching (using composted whole tree mulch) per m2	4.00 *	4.00 *	01/04/20	P
Hedge cutting per linear metre	9.00 *	9.00 *	01/04/19	P
Prepare ground, supply & lay turf per m2	9.00 *	9.00 *	01/04/19	P
Prepare ground, supply and sow grass seed per m2	6.00 *	6.00 *	01/04/19	P
Saturday rates				
1 staff & a van (includes tools & machinery) per hour	62.00 *	64.00 *	01/04/20	I/N/P
2 staff & a van (includes tools & machinery) per hour	112.00 *	115.00 *	01/04/20	I/N/P
Member of staff per hour (standard hours)	50.00 *	52.00 *	01/04/20	I/N/P
Charge hand per hour (standard hours)	61.00 *	63.00 *	01/04/20	I/N/P

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(A) Statutory and Nationally Agreed Charges -

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ENVIRONMENTAL HEALTH (Fees below set by statute)				
Defra				
Stray Dog Service - Environmental Protection (Stray Dogs) Regulation 1992				
Impounding fee per dog	25.00	25.00	01/04/92	P
Gambling Act 2005				
Bingo club - Gambling Act 2005 Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Betting shop - Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Betting premises tracks - Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P

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Family entertainment centres - Dept. of Culture and Media and Sport				
Application to vary	1,000.00	1,000.00	01/10/06	P
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Adult gaming centres - Dept. of Culture and Media and Sport				
Application to vary	1,000.00	1,000.00	01/10/06	P
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Lottery - Dept. of Culture and Media and Sport				
New registration	40.00	40.00	01/10/06	P
Annual re registration	20.00	20.00	01/10/06	P
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	P
Family entertainment centre - Dept. of Culture and Media and Sport				
New application	300.00	300.00	01/10/06	P
Change of name	25.00	25.00	01/10/06	P
Copy of permit	15.00	15.00	01/10/06	P

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Prize Gaming permit (S 16) Dept. of Culture and Media and Sport				
New application	300.00	300.00	31/03/05	P
Change of name	25.00	25.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P
Licensed premises gaming machine permit - Dept. of Culture Media and Sport				
New application (new operator)	150.00	150.00	31/03/05	P
New application (existing operator)	100.00	100.00	31/03/05	P
Vary a permit	100.00	100.00	31/03/05	P
Transfer application	25.00	25.00	31/03/05	P
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	P
Change of name	25.00	25.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P

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Club gaming machine permit - Dept. of Culture and Media and Sport				
New application	200.00	200.00	31/03/05	P
Renewal	100.00	100.00	31/03/05	P
New application (existing operator)	100.00	100.00	31/03/05	P
Vary a permit	100.00	100.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	P
Environment Protection Act (Defra)				
Application Fee				
Standard Process	1,650.00	1,650.00	01/04/18	P
Additional fee for operating without a permit	1,188.00	1,188.00	01/04/18	P
Reduced fee activities (except VRs)	155.00	155.00	01/04/19	P
Service stations PVR I/dry cleaner/ waste oil burner <0.4MW	Withdrawn	Withdrawn	01/04/18	P
Vehicle refinisher	362.00	362.00	01/04/18	P
Reduced fee activities: Additional fee for operating without a permit.	99.00	99.00	01/04/19	P

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Environment Protection Act (Defra) (continued)				
Service station PVR I& II combined	257.00	257.00	01/04/18	P
Additional fee for operating without a permit	Withdrawn	Withdrawn	01/04/19	P
Mobile screening and crushing plant	1,650.00	1,650.00	01/04/18	P
For the third to seventh applications	985.00	985.00	01/04/18	P
For the eight and subsequent applications	498.00	498.00	01/04/18	P
Note: Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts	No Charge	No Charge	01/04/18	P
Annual subsistence charge				
Standard process Low (+£103*)	772.00	772.00	01/04/18	P
Standard process Medium (+£156.00*)	1,161.00	1,161.00	01/04/18	P
Standard process High (+£207*)	1,747.00	1,747.00	01/04/18	P
<i>(+) to be added when the above standard process is for combined part B and waste site</i>				
Service stations PVR I/dry cleaner/ waste oil burner <0.4MW				
Low	79.00	79.00	01/04/18	P
Medium	79.00	79.00	01/04/18	P
High	237.00	237.00	01/04/18	P

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Environment Protection Act (Defra) (continued)				
Vehicle refinisher				
Low	228.00	228.00	01/04/18	P
Medium	365.00	365.00	01/04/18	P
High	548.00	548.00	01/04/18	P
Service station PVRI and II combined				
Low	113.00	113.00	01/04/18	P
Medium	226.00	226.00	01/04/18	P
High	341.00	341.00	01/04/18	P
Odourising of natural gas				
Low	79.00	79.00	01/04/19	P
Medium	158.00	158.00	01/04/19	P
High	237.00	237.00	01/04/19	P
Mobile screening and crushing plant For the first and second plants				
Low	646.00	646.00	01/04/19	P
Medium	1,034.00	1,034.00	01/04/18	P
High	1,506.00	1,506.00	01/04/19	P

Basis of Increase:

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Environment Protection Act (Defra) (continued)				
For the third to seventh applications				
Low	385.00	385.00	01/04/18	P
Medium	617.00	617.00	01/04/18	P
High	924.00	924.00	01/04/18	P
For the eighth and subsequent applications				
Low	198.00	198.00	01/04/18	P
Medium	316.00	316.00	01/04/19	P
High	473.00	473.00	01/04/18	P
Transfer and Surrender of a permit				
Standard process transfer	169.00	169.00	01/04/18	P
Standard process partial transfer	497.00	497.00	01/04/18	P
New operator at low risk reduced fee activity	78.00	78.00	01/04/18	P
Surrender: all Part B activities	No Charge	No Charge	01/05/12	P
Transfer : Service Stations and Waste Oil burners <0.4MW	No Charge	No Charge	01/05/12	P
Reduced fee activities: Transfer	No Charge	No Charge	01/05/12	P
Reduced fee activities: partial transfer	47.00	47.00	01/04/18	P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Transfer and Surrender of a permit (continued)				
Temporary				
First transfer	53.00	53.00	01/04/19	P
Transfer for mobiles				
Repeat transfer	11.00	11.00	01/04/19	P
Repeat following enforcement or warning	53.00	53.00	01/04/19	P
Substantial changes to s10 and s11				
One off annual payment				
Standard process	1,050.00	1,050.00	01/04/18	P
Standard process where the substantial change results in a new PPC activity	1,650.00	1,650.00	01/04/18	P
Reduced fee activities	102.00	102.00	01/04/18	P
Note: Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil burners under 0.4MW				

Basis of Increase:

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Environmental Protection Act (DEFRA): LAPPC mobile plant charges				
Number of Permits				
1 Low	646.00	646.00	01/04/19	P
1 Medium	1,034.00	1,034.00	01/04/19	P
1 High	1,506.00	1,506.00	01/04/19	P
2 Low	646.00	646.00	01/04/19	P
2 Medium	1,034.00	1,034.00	01/04/19	P
2 High	1,506.00	1,506.00	01/04/19	P
3 Low	385.00	385.00	01/04/19	P
3 Medium	617.00	617.00	01/04/19	P
3 High	924.00	924.00	01/04/19	P
4 Low	385.00	385.00	01/04/19	P
4 Medium	617.00	617.00	01/04/19	P
4 High	924.00	924.00	01/04/19	P
5 Low	385.00	385.00	01/04/19	P
5 Medium	617.00	617.00	01/04/19	P
5 High	924.00	924.00	01/04/19	P
6 Low	385.00	385.00	01/04/19	P
6 Medium	617.00	617.00	01/04/19	P
6 High	924.00	924.00	01/04/19	P

Basis of Increase:

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

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Environmental Protection Act (DEFRA): LAPPC mobile plant charges (continued)				
7 Low	385.00	385.00	01/04/19	P
7 Medium	617.00	617.00	01/04/19	P
7 High	924.00	924.00	01/04/19	P
8 and over Low	198.00	198.00	01/04/19	P
8 and over Medium	316.00	316.00	01/04/19	P
8 and over High	473.00	473.00	01/04/19	P
Note: Subsistence charges can be paid in four equal quarterly instalments paid on 1st april, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.				
Payment in 4 equal instalments (1st April, 1st July, 1st October, 1st January)				
Standard process	Withdrawn	Withdrawn	01/04/19	P
Standard process where the substantial change results in a new PPC activity	Withdrawn	Withdrawn	01/04/19	P
Service stations/Dry cleaners /waste oil burner <0.4MW/ vehicle re-sprayers	Withdrawn	Withdrawn	01/04/19	P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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	P
Temporary event notice	21.00	21.00	01/11/05	P
Theft, loss, etc. of premises licence or summary	21.00	21.00	01/11/05	P
Application for a provisional statement where premises being built etc.	10.50	10.50	01/11/05	P
Notification of change of name or address	10.50	10.50	01/11/05	P
Application to vary licence to specify individual as premises supervisor	23.00	23.00	01/11/05	P
Application for transfer of premises licence	23.00	23.00	01/11/05	P
Interim authority notice following death etc. of licence holder	10.50	10.50	01/11/05	P
Theft, loss etc. of certificate or summary	23.00	23.00	01/11/05	P
Notification of change of name or alteration of rules of club	23.00	23.00	01/11/05	P
Change of relevant registered address of club	23.00	23.00	01/11/05	P
Theft, loss etc. of temporary event notice	10.50	10.50	01/11/05	P
Theft, loss etc. of personal licence	10.50	10.50	01/11/05	P
Duty to notify change of name or address	10.50	10.50	01/11/05	P
Right of freeholder etc. to be notified of licensing matters	10.50	10.50	01/11/05	P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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	P
Band B	190.00	190.00	01/11/05	P
Band C	315.00	315.00	01/11/05	P
Band D	450.00	450.00	01/11/05	P
Band E	635.00	635.00	01/11/05	P
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	900.00	900.00	01/11/05	P
Band E x 3	1,905.00	1,905.00	01/11/05	P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Premises Licences (continued)				
Annual maintenance fee to keep premises licence current.				
Band A	70.00	70.00	01/11/05	P
Band B	180.00	180.00	01/11/05	P
Band C	295.00	295.00	01/11/05	P
Band D	320.00	320.00	01/11/05	P
Band E	350.00	350.00	01/11/05	P
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	640.00	640.00	01/11/05	P
Band E x 3	1,050.00	1,050.00	01/11/05	P
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.				

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Additional Premises licence fee				
Numbers in attendance at any one time				
5,000 - 9,999	1,000.00	1,000.00	01/11/05	P
10,000 - 14,999	2,000.00	2,000.00	01/11/05	P
15,000 - 19,999	4,000.00	4,000.00	01/11/05	P
20,000 - 29,999	8,000.00	8,000.00	01/11/05	P
30,000 - 39,999	16,000.00	16,000.00	01/11/05	P
40,000 - 49,999	24,000.00	24,000.00	01/11/05	P
50,000 - 59,999	32,000.00	32,000.00	01/11/05	P
60,000 - 69,999	40,000.00	40,000.00	01/11/05	P
70,000 - 79,999	48,000.00	48,000.00	01/11/05	P
80,000 - 89,999	56,000.00	56,000.00	01/11/05	P
90,000 and over	64,000.00	64,000.00	01/11/05	P

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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	P
10,000 - 14,999	1,000.00	1,000.00	01/11/05	P
15,000 - 19,999	2,000.00	2,000.00	01/11/05	P
20,000 - 29,999	4,000.00	4,000.00	01/11/05	P
30,000 - 39,999	8,000.00	8,000.00	01/11/05	P
40,000 - 49,999	12,000.00	12,000.00	01/11/05	P
50,000 - 59,999	16,000.00	16,000.00	01/11/05	P
60,000 - 69,999	20,000.00	20,000.00	01/11/05	P
70,000 - 79,999	24,000.00	24,000.00	01/11/05	P
80,000 - 89,999	28,000.00	28,000.00	01/11/05	P
90,000 and over	32,000.00	32,000.00	01/11/05	P

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Neighbourhoods Environment

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Club premises certificates				
New application variation				
Band A	100.00	100.00	01/11/05	P
Band B	190.00	190.00	01/11/05	P
Band C	315.00	315.00	01/11/05	P
Band D	450.00	450.00	01/11/05	P
Band E	635.00	635.00	01/11/05	P
Annual maintenance fee				
Band A	70.00	70.00	01/11/05	P
Band B	180.00	180.00	01/11/05	P
Band C	295.00	295.00	01/11/05	P
Band D	320.00	320.00	01/11/05	P
Band E	350.00	350.00	01/11/05	P
Fireworks Explosives Regulations 2014 (set by HSE)				
Registration (Unlimited) initial application	500.00	500.00	01/04/17	P
Renewal Withdrawn 2019/20	552.00	Withdrawn	01/04/17	P
Licence (limited) to store explosives (fireworks)				
New Application 1 year Withdrawn	109.00	Withdrawn	01/04/17	P
Renewal 1 year Withdrawn	52.00	Withdrawn	06/04/16	P
Renewal 3 year Withdrawn	120.00	Withdrawn	01/04/17	P

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Explosives Regulations 2014				
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	109.00	109.00	01/04/17	C/L
New application 2 years	141.00	141.00	01/09/19	C/L
New application 3 years	173.00	173.00	01/09/19	C/L
New application 4 years	206.00	206.00	01/09/19	C/L
New application 5 years	238.00	238.00	01/09/19	C/L
Renewals				
Renewal 1 year	54.00	54.00	01/09/19	C/L
Renewal 2 years	86.00	86.00	01/09/19	C/L
Renewal 3 years	120.00	120.00	01/04/17	C/L
Renewal 4 years	152.00	152.00	01/09/19	C/L
Renewal 5 years	185.00	185.00	01/09/19	C/L

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

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Explosives Regulations 2014 (Cont)				
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)				
<u>New</u>				
New application 1 year	185.00	185.00	06/04/16	C/L
New application 2 years	243.00	243.00	01/09/19	C/L
New application 3 years	304.00	304.00	01/09/19	C/L
New application 4 years	374.00	374.00	01/09/19	C/L
New application 5 years	423.00	423.00	01/09/19	C/L
<u>Renewals</u>				
Renewal 1 year	86.00	86.00	06/04/16	C/L
Renewal 2 years	147.00	147.00	01/09/19	C/L
Renewal 3 years	206.00	206.00	06/04/19	C/L
Renewal 4 years	266.00	266.00	01/09/19	C/L
Renewal 5 years	326.00	326.00	01/09/19	C/L
<u>Varying a licence</u> (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	36.00	36.00	06/04/16	C/L
Transfer of licence	36.00	36.00	06/04/16	C/L
Replacement of licence if lost	36.00	36.00	06/04/16	C/L

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL HEALTH:				
Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976)				
New application Part A	340.00	350.00	01/04/20	I/N/P
New application Part B	103.00	106.00	01/04/20	I/P
Note: total fee for new application £456				
Renewal Part A	340.00	350.00	01/04/20	I/N/P
Renewal Part B	103.00	106.00	01/04/20	I/P
Note: total fee for renewal £456				
Duplicate	45.00	46.00	01/04/20	D/L

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

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

Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL HEALTH:				
Animal Welfare Licences (The Animal welfare (Licensing of Activities Involving Animals) England) Regulations 2018				
These fees are set by statute				
Providing and arranging boarding for cat/dog kennels, home boarding for dogs				
New Application Part B (Issue Fee)	360.00	360.00	01/04/20	D/L
Renewal Part B (Issue Fee)	180.00	180.00	01/04/19	D/L
Note: total fee for new application £540				
Renewal Part A (Application Fee)	330.00	330.00	01/04/19	D/L
Renewal Part B (Issue Fee)	100.00	120.00	01/04/20	D/L
Note: total fee for renewal application £450				
Dog Daycare				
Dog Daycare Part A (Application Fee)	360.00	360.00	01/04/20	D/L
Dog Daycare Part B (Issue Fee)	180.00	180.00	01/04/19	D/L
Note: total fee for new application £540				
Renewal Part A (Application Fee)	330.00	330.00	01/04/19	D/L
Renewal Part B (Issue Fee)	100.00	120.00	01/04/20	D/L
Note: total fee for renewal application £450				

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

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Animal Welfare Licences (continued)				
Dog Breeding				
Dog Breeding Part A (Application Fee) (plus vet visit fee)	390.00	390.00	01/04/20	D/L
Dog Breeding Part B (Issue Fee)	180.00	180.00	01/04/19	D/L
Note: total fee for new application £570				
Renewal Part A (Application Fee)(plus vet fee visit fee)	330.00	360.00	01/04/20	D/L
Renewal Part B (Issue Fee)	100.00	120.00	01/04/20	D/L
Note: total fee for renewal application £480				
Pet Shop Operation				
Pet Shop Operation Part A (Application Fee)	360.00	360.00	01/04/20	D/L
Pet Shop Operation Part B (Issue Fee)	180.00	180.00	01/04/19	D/L
Note: total fee for Pet Shop Operation £540				
Renewal Part A (Application Fee)	330.00	330.00	01/04/19	D/L
Renewal Part B (Issue Fee)	100.00	120.00	01/04/20	D/L
Note: total fee for renewal application £450				

Basis of Increase:

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I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Animal Welfare Licences (continued)				
Hiring of Horses				
Hiring of Horses (riding and/or instruction) Part A (Application Fee) (plus vet visit fee)	390.00	390.00	01/04/20	D/L
Hiring of Horses (riding and/or instruction) Part B (Issue Fee)	180.00	180.00	01/04/19	D/L
Note: total fee for Hiring of Horses £570				
Renewal Part A (Application Fee)(plus vet fee visit fee)	330.00	360.00	01/04/20	D/L
Renewal Part B (Issue Fee)	100.00	120.00	01/04/20	D/L
Note: total fee for renewal application £480				
Keeping or Training of Animals for Exhibitions				
Keeping or training of animals for exhibition Part A (Application Fee)	360.00	360.00	01/04/20	D/L
Keeping or training of animals for exhibition Part B (Issue Fee)	180.00	180.00	01/04/19	D/L
Note: total fee for Keeping or training of animals for exhibition £540				
Renewal Part A (Application Fee)	330.00	330.00	01/04/19	D/L
Renewal Part B (Issue Fee)	100.00	120.00	01/04/20	D/L
Note: total fee for renewal application £450				
Variation of Licence	300.00	300.00	01/04/20	D/L
Re-rating of Premises	270.00	270.00	01/04/19	D/L
Amendment Fee/Replacement Licence for a lost or defaced Licence	45.00	46.00	01/04/20	D/L
Transfer Fee	New charge	180.00	01/04/20	D/L

Basis of Increase:

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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

Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Special treatment establishments (London Local Authority Act 1991)				
High risk single treatment New Part A	525.00	541.00	01/04/20	I/N/P
High risk single treatment New Part B	155.00	160.00	01/04/20	I/N/P
Note: total fee for new application £701				
High risk Multiple treatment New Part A	649.00	668.00	01/04/20	I/N/P
High risk Multiple treatment New Part B	155.00	160.00	01/04/20	I/N/P
Note: total fee for new application £828				
High risk renewal single treatment Part A	155.00	160.00	01/04/20	I/N/P
High risk renewal single treatment Part B	155.00	160.00	01/04/20	I/N/P
Note: total fee for renewal £320				
High risk Renewal multiple treatment Part A	216.00	222.00	01/04/20	I/N/P
High risk Renewal multiple treatment Part B	155.00	160.00	01/04/20	I/N/P
Note: total fee for renewal £382				
Variation (additional treatment High risk)	309.00	318.00	01/04/20	I/P

Basis of Increase:

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

Basis for setting charge increase above complies with either:

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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> <p style="margin-left: 40px;">low risk single treatment New Part A</p> <p style="margin-left: 40px;">low risk single treatment New Part B</p> <p style="margin-left: 20px;">Note: total fee for new application £510</p> <p style="margin-left: 40px;">low risk multiple treatment New Part A</p> <p style="margin-left: 40px;">low risk multiple treatment New Part B</p> <p style="margin-left: 20px;">Note: total fee for new application £638</p>				
	340.00	350.00	01/04/20	I/N/P
	155.00	160.00	01/04/20	I/N/P
	464.00	478.00	01/04/20	I/N/P
	155.00	160.00	01/04/20	I/N/P

Basis of Increase:

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

Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Special treatment establishments (Cont)				
Low risk renewal single treatment Part A	103.00	106.00	01/04/20	I/N/P
Low risk renewal single treatment Part B	155.00	160.00	01/04/20	I/N/P
Note: total fee for renewal £266				
Low risk renewal multiple treatment Part A	155.00	160.00	01/04/20	I/N/P
Low risk renewal multiple treatment Part B	155.00	160.00	01/04/20	I/N/P
Note: total fee for renewal £320				
Variation (additional treatment low risk)*	155.00	160.00	01/04/20	I/N/P
Change of details/transfer	103.00	106.00	01/04/20	I/N/P
Late renewal surcharge**	41.00	42.00	01/04/20	I/N/P
Change of Therapist	New Charge	30.00	01/04/20	I/N/P
Duplicate	45.00	46.00	01/04/20	D/L
* if the additional treatment is high risk the higher fee must be paid.				

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Zoo Licensing (Zoo Licensing Act 1981)				
New Application Part A (Part B no charge) (plus vet visit fee)	649.00	668.00	01/04/20	I/N/P
Renewal (no change) Part A fee plus vet inspection fee	464.00	478.00	01/04/20	I/N/P
Alteration Part A plus vet inspection fee	567.00	584.00	01/04/20	I/N/P
Sex Establishment Licensing (Local Govt. Miscellaneous Provisions Act 1982)				
New application Part A (Part B no charge)	2,101.00	2,164.00	01/04/20	I/N/P
Renewal Part A fee	309.00	318.00	01/04/20	I/P
Renewal Part B fee	103.00	106.00	01/04/20	I/P
Note: total fee for renewal £424				
Hypnotism consent (Hypnotism Act 1952)				
New application Part A	309.00	318.00	01/04/20	I/P

Basis of Increase:

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

Basis for setting charge increase above complies with either:

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

Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Street Trading Licences (London Local Authorities Act 1990)				
Subject to review and a separate consultation for proposed street trading				
Trading between 05:00 - 20:00				
Seven days per week	2,165.00	2,230.00	01/04/20	I/N/P
Six days per week	1,856.00	1,912.00	01/04/20	I/N/P
Five days per week	1,552.00	1,599.00	01/04/20	I/N/P
Four days per week	1,238.00	1,275.00	01/04/20	I/N/P
Three days per week	931.00	959.00	01/04/20	I/N/P
Two days per week	619.00	638.00	01/04/20	I/N/P
One day per week	311.00	320.00	01/04/20	I/N/P
Trading between 20:00 - 02:00				
Seven days per week	2,680.00	2,760.00	01/04/20	I/N/P
Six days per week	2,298.00	2,367.00	01/04/20	I/N/P
Five days per week	1,915.00	1,972.00	01/04/20	I/N/P
Four days per week	1,533.00	1,579.00	01/04/20	I/N/P
Three days per week	1,148.00	1,182.00	01/04/20	I/N/P
Two days per week	760.00	783.00	01/04/20	I/N/P
One day per week	381.00	392.00	01/04/20	I/N/P
These can be paid annually in advance				

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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

Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Temporary Street Trading Licences (up to 6 months)				
Trading between 05.00 and 20.00				
Seven days per week	1,084.00	1,117.00	01/04/20	I/N/P
Six days per week	930.00	958.00	01/04/20	I/N/P
Five days per week	762.00	785.00	01/04/20	I/N/P
Four days per week	619.00	638.00	01/04/20	I/N/P
Three days per week	466.00	480.00	01/04/20	I/N/P
Two days per week	310.00	319.00	01/04/20	I/N/P
One day per week	157.00	162.00	01/04/20	I/N/P
Temporary Street Trading Licences (up to 6 months) (continued)				
Trading between 20.00 and 02.00				
Seven days per week	1,341.00	1,381.00	01/04/20	I/N/P
Six days per week	1,152.00	1,187.00	01/04/20	I/N/P
Five days per week	959.00	988.00	01/04/20	I/N/P
Four days per week	766.00	789.00	01/04/20	I/N/P
Three days per week	575.00	592.00	01/04/20	I/N/P
Two days per week	384.00	396.00	01/04/20	I/N/P
One day per week	200.00	206.00	01/04/20	I/N/P

Basis of Increase:

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

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Daily Temporary Licence for special events	45.00	46.00	01/04/20	I/N/P
Duplicate Licence	48.00	49.00	01/04/20	I/N/P
Variations to existing Licences	102.00	105.00	01/04/20	I/N/P
Advertisement A Boards				
Removal cost	119.00	123.00	01/04/20	I/N/P
Storage cost per week	11.00	11.00	01/04/19	L
Disposal cost	33.00	34.00	01/04/20	I/N/P
Return cost (collection only)	60.00	62.00	01/04/20	I/N/P
Total cost if not collected within 14 days	217.00	224.00	01/04/20	I/N/P
Abandoned Shopping Trolleys				
Collection fee	32.00	33.00	01/04/20	I/N/P
Storage fee per week/part week	22.00	23.00	01/04/20	I/N/P
Administration fee	27.00	28.00	01/04/20	I/N/P
Disposal of unwanted trolleys	27.00	28.00	01/04/20	I/N/P

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

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

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Stray Dog Service				
Administration Fee	11.00	11.00	01/04/19	L
Weekdays 09:00 - 16:59	54.00	56.00	01/04/20	I/N/P
Weekdays 17:00 - 21:59	69.00	71.00	01/04/20	I/N/P
Weekdays 22:00 - 08:59	75.00	77.00	01/04/20	I/N/P
Weekends 09:00 - 16:59	75.00	77.00	01/04/20	I/N/P
Weekends 17:00 - 08:59	75.00	77.00	01/04/20	I/N/P
Bank Holidays	75.00	77.00	01/04/20	I/N/P
Charge per day per dog/part day	15.00	15.00	01/04/19	L
Land Quality Reports				
Written report that takes less than 2 hours to complete:				
a) 5 working day response (where available and on request)	542.00 *	558.00	01/04/20	I/N/P
b) 20 working day response	299.00 *	308.00	01/04/20	I/N/P
For every hour over 2 hours	88.00 *	91.00	01/04/20	I/N/P
To respond to specific questions on land quality hourly rate	88.00 *	91.00	01/04/20	I/N/P

Basis of Increase:

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
5 – Year Licence Mandatory HMO Licensing (Housing Act 2004) Additional HMO Licence has a fixed fee of £900 and its usually valid for 5 years Part A Part B	New New	550.00 350.00	01/04/20 01/04/20	L L

Basis of Increase:

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Housing Act 2004: Mandatory Housing of Multiple Occupation (HMO)				
New Licence Application up to 5 rooms/units Part A	650.00	670.00	01/04/20	D/L
New Licence Application up to 5 rooms/units Part B	500.00	515.00	01/04/20	D/L
Note: Total fee for new application is £1,150				
New Licence Application for each room above 5 Part A	50.00	52.00	01/04/20	D/L
New Licence Application for all rooms above 5 Part B	50.00	52.00	01/04/20	D/L
Additional Licensing for Housing of Multiple Occupation (HMO) Licensing				
New Licence Application Part A	566.00	583.00	01/04/20	D/L
New Licence Application Part B	361.00	372.00	01/04/20	D/L
Note: Total Fee for new application is £927				
Note: If Landlord is accredited by a recognised body there is a discount of £35 off the Part B fee. Additional HMO Licence for all rooms above 5 Part B				
	36.00	37.00	01/04/20	D/L
Caravan site licence (Caravan Sites and Control of Development Act 1960)	389.00	401.00	01/04/20	I/N/P

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Neighbourhoods Environment

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Gambling Act 2005 Bingo Club premises				
Fees set by LA (subject to maxima set by Govt.)				
New premises application	3,447.00	3,500.00	01/04/20	I/N/P
Annual fee	695.00	716.00	01/04/20	I/N/P
Application to vary	1,155.00	1,190.00	01/04/20	I/N/P
Application to transfer	584.00	602.00	01/04/20	I/N/P
Gambling Act 2005 Bingo Club premises (continued)				
Fees set by LA (subject to maxima set by Govt.)				
Application for reinstatement	905.00	932.00	01/04/20	I/N/P
Application for a provisional statement	1,208.00	1,244.00	01/04/20	I/N/P
License application (provisional statement holders)	905.00	932.00	01/04/20	I/N/P

Basis of Increase:

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Betting shop				
New premises application	1,185.00	1,221.00	01/04/20	I/N/P
Annual fee (set by statute)	600.00	600.00	01/04/20	I/P
Application to vary	887.00	914.00	01/04/20	I/N/P
Application to transfer	584.00	602.00	01/04/20	I/N/P
Application for reinstatement	906.00	933.00	01/04/20	I/N/P
Application for a provisional statement	1,209.00	1,245.00	01/04/20	I/N/P
License application (provisional statement holders)	906.00	933.00	01/04/20	I/N/P
Betting premises tracks				
New premises application	2,655.00	2,500.00	01/04/20	I/N/P
Annual fee	915.00	942.00	01/04/20	I/N/P
Application to vary	1,167.00	1,202.00	01/04/20	I/N/P
Application to transfer	584.00	602.00	01/04/20	I/N/P
Application for reinstatement	876.00	902.00	01/04/20	I/N/P
Application for a provisional statement	2,655.00	2,500.00	01/04/20	I/N/P
License application (provisional statement holders)	876.00	902.00	01/04/20	I/N/P

Basis of Increase:

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Family Entertainment centres				
New premises application	1,587.00	1,635.00	01/04/20	I/N/P
Annual fee	696.00	717.00	01/04/20	I/N/P
Application to vary (set by statute)	1,030.00	1,000.00	01/04/20	I/P
Application to transfer	584.00	602.00	01/04/20	I/N/P
Application for reinstatement	876.00	902.00	01/04/20	I/N/P
Application for a provisional statement	1,622.00	1,671.00	01/04/20	I/N/P
License application (provisional statement holders)	911.00	938.00	01/04/20	I/N/P
Adult gaming centres				
New premises application	1,610.00	1,658.00	01/04/20	I/N/P
Annual fee	696.00	717.00	01/04/20	I/N/P
Application to vary (set by statute)	1,062.00	1,000.00	01/04/20	I/N/P
Application to transfer	584.00	602.00	01/04/20	I/N/P
Application for reinstatement	876.00	902.00	01/04/20	I/N/P
Application for a provisional statement	1,607.00	1,655.00	01/04/20	I/N/P
License application (provisional statement holders)	876.00	902.00	01/04/20	I/N/P

Basis of Increase:

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Scrap Metal Dealers Act 2013				
Application for a new scrap metal site licence	882.00	908.00	01/04/20	I/N/P
Application for a new scrap metal collectors licence	284.00	293.00	01/04/20	I/N/P
Application for a variation of an existing licence	143.00	147.00	01/04/20	I/N/P
Site licence to a collectors licence				
Application for a variation of an existing licence	744.00	766.00	01/04/20	I/N/P
Scrap Metal Dealers Act 2013 (continued)				
Collectors licence to a site licence				
Application for a variation of an existing licence not listed above	197.00	203.00	01/04/20	I/N/P
Renewal application for a site licence under Scrap Metal Dealers Act 2013	882.00	908.00	01/04/20	I/N/P
Renewal application for a collectors licence under Scrap Metal Dealers Act 2013	266.00	274.00	01/04/20	I/N/P
Lost licence replacement	26.00	27.00	01/04/20	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Marriage Act 1949				
Wedding Registration				
New application Part A fee	695.00	716.00	01/04/20	I/N/P
New Application Part B fee	185.00	191.00	01/04/20	I/N/P
Note: Total fee parts A and B £880				
Renewal of Premises Licensing				
Renewal Part A fee	201.00	207.00	01/04/20	I/N/P
Renewal Part B fee	185.00	191.00	01/04/20	I/N/P
Note: Total fee parts A and B £386				
Primary Authority				
Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act)	1,273.00	1,311.00	01/04/20	I/N/P
Hourly rate, agreed in advance for work beyond 20 hours.	64.00	66.00	01/04/20	I/N/P
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). Food Hygiene Rating Requested rerating inspection,	54.00	56.00	01/04/20	I/N/P
New charge for 2017. Can only be supplied by the local authority by the Enterprise Act. No Vat applicable	208.00	214.00	01/04/20	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

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Note: Total fee parts A and B £880				
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Note: Total fee parts A and B £386				
Primary Authority				
Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act)	1,273.00	1,311.00	01/04/20	I/N/P
Hourly rate, agreed in advance for work beyond 20 hours.	64.00	66.00	01/04/20	I/N/P
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). Food Hygiene Rating Requested rerating inspection,	54.00	56.00	01/04/20	I/N/P
New charge for 2017. Can only be supplied by the local authority by the Enterprise Act. No Vat applicable	208.00	214.00	01/04/20	I/N/P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL ENFORCEMENT				
Environmental offences				
Fixed penalty notices				
(Levels set by the department for environment, food and rural affairs depending on the offence, councils can charge penalties within certain limits)				
Fly Tipping	400.00	400.00	01/04/19	P
Fail to produce Waste Transfer Notes	300.00	300.00	01/04/19	P
Litter	80.00	150.00	01/04/19	D
Fail to comply requirement or condition in Abatement Notice	110.00	110.00	01/04/19	P
Fail to comply Community Protection Notice	100.00	100.00	01/04/19	P
Fail to comply Public Space Protection Order	100.00	100.00	01/04/19	P
Fail to produce authority to carry waste	300.00	300.00	01/04/19	P
Fail to comply with receptables notice (Commercial)	100.00	110.00	01/04/19	D
Unlicensed Street Trading	150.00	150.00	01/04/19	P
Fail to comply conditions Street Trading License / temp License	100.00	100.00	01/04/19	P
Fail to produce a Street Trading Licence / Temp Licence on demand	100.00	100.00	01/04/19	P
Making a false statement to obtain a Street Trading Licence	125.00	125.00	01/04/19	P
Resisting or obstructing an authorised officer	250.00	250.00	01/04/19	P
Nuisance Vehicles exposed for sale Unlicensed Trade	150.00	150.00	01/04/19	P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Fixed penalty notices (Continue)				
Abandoned Vehicles	200.00	200.00	01/04/19	P
Fail to comply dog control / CPN	80.00	80.00	01/04/19	P
Unauthorised distribution of printed matter	75.00	75.00	01/04/19	P
Fly Posting	75.00	150.00	01/04/19	D
Display advertisement in contravention of regs	75.00	75.00	01/04/19	P
Graffiti	75.00	150.00	01/04/19	D
Marks / picture/ sign on highway or highway furniture	100.00	100.00	01/04/19	P
Wilful obstruction	100.00	100.00	01/04/19	P
Erect building / fence / hedge on highway	100.00	100.00	01/04/19	P
Deposit skip on highway without authority	100.00	100.00	01/04/19	P
Deposit skip on highway failure to light or sign	100.00	100.00	01/04/19	P
Deposit skip on highway failure to display name and address	100.00	100.00	01/04/19	P
Deposit skip on highway fail to remove	100.00	100.00	01/04/19	P
Deposit skip on highway fail to comply conditions / permit	100.00	100.00	01/04/19	P
Deposit skip on highway fail to remove / reposition	100.00	100.00	01/04/19	P
Deposit material on made up carriageway	100.00	100.00	01/04/19	P
Deposit material within 15 feet of centre carriageway	100.00	100.00	01/04/19	P
Deposit material on highway to interruption of user	100.00	100.00	01/04/19	P
Pitching booths / stalls / stands / camp on highway	100.00	100.00	01/04/19	P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Fixed penalty notices (Continue)				
Fail to prevent soil / mud / refuse escape to sewer / road	100.00	100.00	01/04/19	P
Fail to remove projection	100.00	100.00	01/04/19	P
Fail to prevent door etc, opening onto street	100.00	100.00	01/04/19	P
Deposit things on highway which cause injury or danger	100.00	100.00	01/04/19	P
Erect scaffold or structure on highway w/o licence ftc condition	100.00	100.00	01/04/19	P

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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	91.00	94.00	01/04/20	I/P
Official search (including issue of official certificate of search)				
a) in only part of the register (one parcel)	9.00	9.50	01/04/20	I/P
b) in only part of register (each additional parcel thereafter),	2.50	3.00	01/04/20	I/P
c) in the whole of the register - post or fax (one parcel)	21.50	23.50	01/04/20	I/P
d) in the whole of the register - post or fax (each additional parcel thereafter)	5.50	6.00	01/04/20	I/P
e) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (one parcel)	21.50	23.50	01/04/20	I/P
f) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (each additional parcel thereafter)	5.50	6.00	01/04/20	I/P
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)	1.80	2.00	01/04/20	I/P

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Office copy of any plan or other document filed pursuant to these rules:				
Personal Searches in whole or part of the Register	No Charge	No Charge	01/07/10	L
Extract of register in place of personal search				
First Page	2.30	2.50	01/04/20	I/P
Subsequent pages	0.30	0.50	01/04/20	I/P
CON29(R) Enquiries				
One parcel of land	109.00 *	112.00*	01/04/20	I/P
Several parcels of land				
Each additional (fees that exceed 100 to be fixed by arrangement)	47.00 *	48.00*	01/04/20	I/P
Update Search Fee	77.50 *	80.00*	01/04/20	I/P
Part 2 Enquiries				
Each printed enquiry	22.50 *	23.00*	01/04/20	I/P
With exception to Question 4	34.50 *	36.00*	01/04/20	I/P
With exception of surrounding area enquiries	38.50 *	39.50*	01/04/20	I/P
 Provision of access data to external body to answer CON29(R) and (O) questions Data for CON 29(R) questions	No Charge	No Charge	01/07/10	L

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Copying Charges - Legal Documents				
Certified Copy of Land Search - Paper Copy	16.00	16.50	01/04/20	I/P
First Page	2.50	3.00	01/04/20	I/P
Subsequent pages	0.30	0.50	01/04/20	I/P
Certified copy of extract of Highways Register (letter and extract)	32.00	33.00	01/04/20	I/P
Certified copy of extract of Highways Register (extract only and collection only)	16.00	16.50	01/04/20	I/P
New Residential Addresses - (building names included) in an existing road				
1 dwelling	64.00	66.00	01/04/20	I/P
2 - 5 dwellings	85.00	87.50	01/04/20	I/P
6 - 25 dwellings	101.00	104.00	01/04/20	I/P
26 - 45 dwellings	207.00	213.00	01/04/20	I/P
46 - 100 dwellings	441.00	454.00	01/04/20	I/P
100+ plots (plus an extra fee of £95 for each additional 10 dwellings (or part thereof))	743.00	765.00	01/04/20	I/P
	101.00	104.00	01/04/20	I/P

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
New Residential Addresses (building names included) plus single road name				
1 - 5 dwellings	144.00	148.00	01/04/20	I/P
6 - 25 dwellings	165.00	170.00	01/04/20	I/P
26 - 45 dwellings	265.00	273.00	01/04/20	I/P
46 - 100 dwellings	499.00	514.00	01/04/20	I/P
100+ plots (plus an extra fee of £155 for each additional 10 dwellings (or part thereof)	801.00	825.00	01/04/20	I/P
	165.00	170.00	01/04/20	I/P
For each additional road name	69.00	71.00	01/04/20	I/P
New Commercial/Industrial Addresses (building name included) in an existing road				
1 unit	64.00	66.00	01/04/20	I/P
2 - 5 units	85.00	87.50	01/04/20	I/P
6 - 10 units	101.00	104.00	01/04/20	I/P
11 units plus	143.00	147.00	01/04/20	I/P

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
New Commercial/Industrial Addresses (building name included) plus a single road name				
1 unit	85.00	87.50	01/04/20	I/P
2 - 5 units	101.00	104.00	01/04/20	I/P
6 - 10 units	122.00	125.00	01/04/20	I/P
11 units plus	165.00	170.00	01/04/20	I/P
For each additional road name	69.00	71.00	01/04/20	I/P
New street name without any new dwellings or units	69.00	71.00	01/04/20	I/P
Naming of land parcel	69.00	71.00	01/04/20	I/P
Renaming of existing road or building (residential, commercial or industrial)	69.00	71.00	01/04/20	I/P
(plus an extra fee of £21.50 for each additional dwelling or building affected)	21.50	22.00	01/04/20	I/P
Research time: flat fee for research into possible street names	42.50	44.00	01/04/20	I/P
Non-refundable in the event that the suggested name(s) are not selected. One set of research to be undertaken.				

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<u>Planning Performance Agreements</u>				
Strategic Applications Early Principles/Introductory Meeting	NEW	1,030.00	01/04/20	I/P

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Neighbourhoods Planning

(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
PLANNING AND BUILDING CONTROL:				
Photocopying per A4 and A3 sheet (minimum charge £1)	0.30 *	0.30	01/04/19	I/P
Photocopying of plans (per sheet)	20.25 *	21.00	01/04/20	I/P
Other Planning requests - per hour (minimum 1/2 hour)	77.00	79.00	01/04/20	I/P
Other Building Control requests - per hour	77.00	79.00	01/04/20	I/P
[The Building (Local Authority Charges) Regulations 2010] Committee reports (available from website for free)				
Section 106 Monitoring - A percentage of the total tariff payment required under the Council's Planning Obligations Supplementary Planning Document. For further details please contact the Planning service.				
Demolition Notices (Per Site) (larger sites will be assessed separately, customers are invited to contact Building control for a bespoke price)	242.00	249.00	01/04/20	I/P
Building Control - Dangerous Structure charge				
8am - 5pm - per hour	80.00	82.50	01/04/20	I/P
5pm - 8am - per hour	80.00	82.50	01/04/20	I/P
(Travelling costs will also be charged as appropriate as well as Dangerous Structures Consortium Contractors Costs)				

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Pre-Application advice				
Pre-Application advice				
Householder/Small Business - Face to Face	55.00 *	57.00	01/04/20	I/P
Householder/Small Business - Written Response	88.00 *	91.00	01/04/20	I/P
Change of Business Premises up to 99 sq.m	164.00 *	169.00	01/04/20	I/P
 Pre-Application advice - Residential units/Commercial or Industrial Floor space				
1 residential unit	164.00 *	169.00	01/04/20	I/P
1 residential unit - Follow up advice	33.00 *	34.00	01/04/20	I/P
2-3 residential/100-499sq m floor space	328.00 *	338.00	01/04/20	I/P
2-3 residential/100-499sq m floor space - Follow up advice	65.50 *	67.50	01/04/20	I/P
4-9 residential/500-999 sq. m floor space	874.25 *	900.50	01/04/20	I/P
4-9 residential/500-999 sq. m floor space - Follow up advice	216.50 *	223.00	01/04/20	I/P
10-24 residential/1000-1999 sq.m floor spc/telecoms	1,640.00 *	1,689.00	01/04/20	I/P
10-24 residential/1000-1999 sq.m floor spc/telecoms - Follow up advice	325.00 *	335.00	01/04/20	I/P

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Neighbourhoods Planning

(B) Charges determined by Committee

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Planning Performance Agreements (PPA)				
Initiation Fee	5,000.00	5,150.00	01/04/20	I/P
Residential 25-49 Dwellings, Non-residential Up to 3000 sq m	20,000.00	20,600.00	01/04/20	I/P
Residential 50-100 dwellings, Non-residential Up to 3001 - 5000 sq m, Mineral extraction up to 10 hectares	30,000.00	30,900.00	01/04/20	I/P
Residential 101-150 dwellings, Non-residential 5001-10000 sq m, Mineral extraction 10.1- 20 hectares	40,000.00	41,200.00	01/04/20	I/P
Residential 151-300 dwellings, Non-residential Up to 20,000 sq m, Mineral extraction 20.1 – 30 hectares	50,000.00	51,500.00	01/04/20	I/P
Residential 301-600 dwellings, Mineral extraction more than 30 hectares	70,000.00	72,100.00	01/04/20	I/P
Residential 601-900 dwellings	90,000.00	92,700.00	01/04/20	I/P
Residential 901+ dwellings	100,000.00	103,000.00	01/04/20	I/P
Research, retrieval and copy of one document for domestic properties	42.50	43.75	01/04/20	I/P
Research, retrieval and copy of one document for non-domestic properties	64.00	66.00	01/04/20	I/P
For each additional document	20.50	21.00	01/04/20	I/P
Planning Condition History Search (30 minutes)	38.50	39.50	01/04/20	I/P
Additional research time (per 15 minutes)	19.25	19.75	01/04/20	I/P

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Supply of letter detailing inspections (where no completion certificate exists) per hour	120.00	123.50	01/04/20	I/P
Request for written confirmation that Enforcement Notice complied with or of no effect	148.50	153.00	01/04/20	I/P
Request to withdraw Enforcement Notice where no longer of effect	848.72	874.20	01/04/20	I/P
High Hedge Complaint	515.00	530.50	01/04/20	I/P

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Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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	P
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	P
(B) In any other cases from 2nd March 2014	47.00	47.00	02/03/15	P
Section 41 (6) Registration of building for solemnization of marriages	123.00	123.00	01/09/14	P
Section 51 Fee of registrar for attending marriage/civil partnership:				
(i) At a register office	46.00	46.00	01/04/12	P
(ii) At a registered building or at a place where the house hold or detained person usually resides	86.00	86.00	01/09/14	P
(iii) Fee of Superintendent Registrar for attending marriage/civil partnership at the place where:				
a) Housebound or	84.00	84.00	01/09/14	P
b) Detained person usually resides	94.00	94.00	01/09/14	P

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(A) Statutory and Nationally Agreed Charges -

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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	P
Consideration by the Registrar General of a divorce/civil partnership dissolution obtained outside of the British Isles (from 01/11/17)	75.00	75.00	01/04/18	P
Consideration of a reduction in the 28 day notice to marry or form a civil partnership (from 01/11/17)	60.00	60.00	01/04/18	P
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	P
(ii) After the time of registration	11.00	11.00	16/02/19	P
Certified copy of entry for Civil Partnerships:				
(i) At the time of registration	11.00	11.00	16/02/19	P
(ii) After the time of registration	11.00	11.00	16/02/19	P

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(A) Statutory and Nationally Agreed Charges -

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Marriage Act 1949 (continued): Section 64(2) General search of indexes of register of books kept by superintendent registrars Certified copy of entry issued under that sub-section Section 65(2) Certified copy of entry ,following search of indexes kept at General Register Office Births, Deaths Registration Act 1953: At the time of registration After the time of registration Section 30(2) certified copy of entry following search of indexes kept at General Register Office	18.00	18.00	01/04/04	P
	11.00	11.00	16/02/19	P
	11.00	11.00	16/02/19	P
	11.00	11.00	16/02/19	P
	11.00	11.00	16/02/19	P
	11.00	11.00	16/02/19	P
	11.00	11.00	16/02/19	P

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(A) Statutory and Nationally Agreed Charges -

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Immigration Act 2016 :				
Fees for corrections to Initial Registration				
Forename added within 12 months of birth registration	40.00	40.00	01/11/17	P
Consideration by Registrar/Superintendent Registrar of a correction application (from 01/11/17)	75.00	75.00	01/11/17	P
Consideration by Registrar General of a correction application	90.00	90.00	01/11/17	P
Priority Certificate Fee 24 hr service	35.00	35.00	16/02/19	P
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	P
Two stage procedure on other premises				
Completing the declaration	27.00	27.00	01/11/17	P
Signing the declaration in a religious building registered for the marriage of same sex couples	91.00	91.00	01/11/17	P

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Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
REGISTRAR OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS:				
Off site attendance to officiate at an approved premise wedding/civil partnership:				
Monday to Friday	605.00	635.00	01/04/20	S/P
Saturday	720.00	750.00	01/04/20	S/P
Sunday/ Bank Holiday	735.00	765.00	01/04/20	S/P
On site attendance to officiate at a wedding/civil partnership held in Langtons Hall/Orangery				
Monday to Thursday	545.00	560.00	01/04/20	I/N/P
Friday (Inc. red carpet)	660.00	680.00	01/04/20	I/N/P
Saturday (Inc. red carpet)	905.00	905.00	01/04/19	L
Sunday/ Bank Holiday (Inc. red carpet)	840.00	915.00	01/04/20	S/P
On site attendance to officiate at a wedding/civil partnership at Langtons House				
Monday to Thursday	300.00	350.00	01/04/20	S/P
Frid Friday	485.00	550.00	01/04/20	S/P
Sat Saturday	600.00	685.00	01/04/20	S/P
Sun Sunday/ Bank Holiday	735.00	765.00	01/04/20	S/P

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Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Other Civil Ceremonies				
Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Wedding Rooms				
Monday to Thursday	300.00 *	350.00 *	01/04/20	S/P
Friday	485.00 *	550.00 *	01/04/20	S/P
Saturday	600.00 *	685.00 *	01/04/20	S/P
Sunday	735.00 *	765.00 *	01/04/20	S/P
Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Hall				
Monday to Thursday	545.00 *	560.00 *	01/04/20	I/N/P
Friday	660.00 *	680.00 *	01/04/20	I/N/P
Saturday	905.00 *	905.00 *	01/04/19	L
Sunday	840.00 *	915.00 *	01/04/20	S/P
(An additional amount is charged if any ceremony falls on the following three days: Valentine's Day, Christmas Eve or New Year's Eve)	118.00	120.00	01/04/20	I/N/P

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(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Individual Citizenship Ceremony	180.00	190.00	01/04/20	S/P
Wedding Rehearsal fee (per half hour)	57.00	58.00	01/04/20	I/N/P
Wedding Packages				
Silver Wedding Package/Civil Partnership Package (Friday)	2,000.00	2,000.00	01/04/17	L
Gold Wedding Package/Civil Partnership Package (Sunday)	3,000.00	3,500.00	01/04/20	S/P
Saturday Winter Wedding Package	Withdrawn	Withdrawn	01/04/19	
Surcharge for evening weddings at 5pm & 6pm on Thursdays & Fridays (includes Langton's House and Approved Premises)	205.00	205.00	01/04/19	L
Surcharge for candlelit weddings between October-March in addition to an evening wedding option	205.00	205.00	01/04/19	L
Payment in advance of a non-refundable booking fee for Register Office Weddings only (in line with statutory fee for Register Office wedding)	57.00	57.00	01/04/19	L
Change of ceremony appointment fee	57.00	57.00	01/04/19	L

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Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Premium Appointment Service (additional casual registrars used to cover up to one hour)	47.00	50.00	01/04/20	S/P
Non-Refundable booking fee for Notice of Marriage (applies to non-attendees only - in line with statutory fee for notice of marriage)	35.00	35.00	01/04/19	L
Langtons Hall Hire (Hourly)				
Monday - Friday 9.00-17.00	41.00	45.00	01/04/20	S/P
Monday - Thursday 17.00-24.00	52.00	60.00	01/04/20	S/P
Friday Evening, Saturday and Sunday (A discount of 20% applies for bookings of more than 6 hours for Friday evening and the weekend)	95.00	95.00	01/04/17	L
Damage deposit for Langton's Hall function bookings	250.00	250.00	01/04/16	L
Langtons Room Hire (Hourly Minimum 2 hours)				
Room Hire Monday - Sunday 09.00 - 21.00	41.00	42.00	01/04/20	S/P
Charity Room Hire Monday - Thursday 09.00 - 21.00 (A discount of 40% applies for Charity/Community groups by application)	16.40	16.80	01/04/20	S/P

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Neighbourhoods Registars - Non Statutory

(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Sponsorship for Langtons Ceremony Brochure				
Whole A5 page - Portrait	770.00 *	770.00 *	01/04/19	L
Half A5 Page - Landscape	432.00 *	432.00 *	01/04/19	L
Quarter A5 Page - Portrait	267.00 *	267.00 *	01/04/19	L
Back Cover - Whole A5 Page - Portrait	1,200.00 *	1,200.00 *	01/04/19	L
Inside Front and Back Cover - Whole A5 Page - Portrait	1,134.00 *	1,134.00 *	01/04/19	L
Postage Costs:				
Marriage Authorities to other Districts by 1st class recorded delivery	Withdrawn	Withdrawn	01/04/19	L
Copy certificates by 1st class recorded delivery	5.00	5.00	01/04/16	L

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Neighbourhoods Environment

(B) Charges determined by Committee

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TRADING STANDARDS:				
Trading Standards NE London Metrology Partnership Income Income is credited to the joint trading account				
Section 11 (4) of the Weights and Measures Act 1985				
Measuring Instruments:				
(a) Linear (with or without divisions/sub divisions)				
First Tape	13.00 *	13.00	01/04/19	I/N/P
(b) Capacity (without divisions, not exceeding 1 litre) - each measure				
	11.00 *	11.00	01/04/19	I/N/P
(c) Cubic ballast				
Other than brim (each measure)	218.00 *	225.00	01/04/20	I/N/P
Brim/bucket type (each measure)	96.00 *	99.00	01/04/20	I/N/P
1. Liquid capacity measures for making and checking average quantity purchases each measure	34.00 *	35.00	01/04/20	I/N/P

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
2. Templates (per scale)	60.00 *	62.00	01/04/20	I/N/P
First item	24.00 *	25.00	01/04/20	I/N/P
Second and subsequent items				
(d) Liquid fuel, Lubricants etc. (each instrument)				
1. Container type (not sub-divided)	112.00 *	115.00	01/04/20	I/N/P
2. Other types (multi-outlets)				
1 meter tested	145.00 *	149.00	01/04/20	I/N/P
Each additional meter tested	89.00 *	92.00	01/04/20	I/N/P
3. Test of peripheral equipment on separate visit	112.00 *	115.00	01/04/20	I/N/P
4. Test of credit card acceptor	112.00 *	115.00	01/04/20	I/N/P
5. MID verification				
1 meter tested	182.00 *	187.00	01/04/20	I/N/P
Each additional meter	112.00 *	115.00	01/04/20	I/N/P

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Measuring Instruments (continued):				
(e) Intoxicating liquor (each instrument)				
Not exceeding 150ml (individual submissions)	22.00 *	23.00	01/04/20	I/N/P
Other	26.00 *	27.00	01/04/20	I/N/P
(g) Each weight (stamping)				
1. Weights exceeding 5kg or not exceeding 500mg, 2cm	12.00 *	12.00	01/04/19	I/N/P
2. Other weights	9.00 *	9.00	01/04/19	I/N/P
3. Other weights (more than one submitted)	8.00 *	8.00	01/04/19	I/N/P
4. Adjusting weights (per hour)	113.00 *	116.00	01/04/19	I/N/P
(h) Verification - Weighing Machines / Weighing Equipment				
1. Calibrated to weigh only metric:				
Not exceeding 15kg	37.00 *	38.00	01/04/20	I/N/P
Exceeding 15kg to 100kg	53.00 *	55.00	01/04/20	I/N/P
Exceeding 100kg to 250kg	88.00 *	91.00	01/04/20	I/N/P
Exceeding 250kg to 1 tonne	127.00 *	131.00	01/04/20	I/N/P
Exceeding 1 tonne to 10 tonne	204.00 *	210.00	01/04/20	I/N/P
Exceeding 10 tonnes to 30 tonnes	427.00 *	440.00	01/04/20	I/N/P
Exceeding 30 tonnes to 60 tonnes	637.00 *	656.00	01/04/20	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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:	114.00 *	117.00	01/04/20	I/N/P
3. Medical weighing scales				
Not exceeding 15kg	37.00 *	38.00	01/04/20	I/N/P
Exceeding 15kg to 100kg	53.00 *	55.00	01/04/20	I/N/P
Exceeding 100kg to 250kg	88.00 *	91.00	01/04/20	I/N/P
Exceeding 250kg to 1 tonne	127.00 *	131.00	01/04/20	I/N/P
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)	50.00 *	52.00	01/04/20	I/N/P
Measuring Instrument Directive				
Measuring Instruments for liquid fuel and lubricants (initial verification not re-verification) (surcharge over fee listed above)	10% Surcharge *	10% Surcharge	01/04/20	L

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Measuring Instruments (continued):				
Other Weighing or Measuring Equipment				
Brake tester/spring balance type	60.00 *	62.00	01/04/20	I/N/P
For equipment other than the categories specifically described above, or equipment submitted for testing by means of statistical sampling techniques, or in pursuance of a Community obligation other than EEC. Initial or partial verification per man hour spent at place of submission of equipment etc. (pro rata for one quarter hour periods)	114.00 *	117.00	01/04/20	I/N/P
Standards Services provided to Other Local Authorities				
Testing and Associated Services (per hour)	95.00	98.00	01/04/20	I/N/P
Collection Delivery charge (price shown is per mile) return trip + congestion charge where applicable	0.76	1.00	01/04/20	I/N/P
Inspections during standard office hours, including travelling time	95.00	98.00	01/04/20	I/N/P
Block Booked and Pre-paid Inspections totalling more than £5,000 (per hour)	65.00	67.00	01/04/20	I/N/P

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(B) Charges determined by Committee

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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)	95.00	98.00	01/04/20	I/N/P
UKAS Laboratory				
Charge for calibration to M1 level 25kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	21.00 *	22.00	01/04/20	I/N/P
Certificate where total order is less than 100	33.00 *	34.00	01/04/20	I/N/P
Charge for calibration to F2 level 20kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	50.00 *	52.00	01/04/20	I/N/P
Certificate where total order is less than £100 (Where multiple weights are submitted of the same nomination a 10% reduction may apply)	33.00 *	34.00	01/04/20	I/N/P

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Neighbourhoods Environment

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GLC (General Powers) Act 1985 Competitive Bidding - Licence Registration fee	366.00	377.00	01/04/20	I/N/P
Financial Investigation by Accredited Financial Investigator (LA) Where no individual agreement exists, per hour spent by AFI	70.00	72.00	01/04/20	I/N/P
'PASS' Alcohol awareness retailer training fee (per delegate - Inc. VAT)	68.00 *	70.00	01/04/20	I/N/P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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	P
Less Serious Contravention Band A if paid within 14 days	40.00	40.00	01/04/11	P
Serious Contravention Band A	130.00	130.00	15/04/11	P
Serious Contravention Band A paid within 14 days	65.00	65.00	15/04/11	P
Less Serious Band B	60.00	60.00	01/04/11	P
Less Serious paid within 14 days	30.00	30.00	01/04/11	P
Serious Band B	110.00	110.00	15/04/11	P
Serious Band B if paid within 14 days	55.00	55.00	15/04/11	P
Vehicle Clamping and Removal				
Vehicle Immobilisation release fee	70.00	70.00	01/04/11	P
Vehicle Pound release fee (if clamped)	200.00	200.00	01/04/11	P
Disposal Fee	70.00	70.00	01/04/11	P
Vehicle Pound storage fee (per day)	40.00	40.00	01/04/11	P

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRAFFIC & PARKING CONTROL:				
PARKING FACILITIES				
Romford Area Car Parks - Mixed Tariff				
Monday to Saturday (Period Hours)				
0 - 1	1.50 *	1.50 *	01/04/19	C/L
1 - 2	2.50 *	2.50 *	01/04/19	C/L
2 - 3	3.50 *	3.50 *	01/04/19	C/L
3 - 4	4.50 *	4.50 *	01/04/19	C/L
4 - 5	5.50 *	5.50 *	01/04/19	C/L
5 - 6	6.50 *	6.50 *	01/04/19	C/L
6 - 7	10.50 * 11.50	10.50 *	01/04/19	C/L
7 - 8	* 12.50 *	11.50 *	01/04/19	C/L
over 8	12.50 *	12.50 *	01/04/19	C/L
Lost Ticket	No Charge *	12.50 *	01/04/19	C/L
Solo Motorcycle	1.50 *	No Charge *	01/04/19	C/L
Sunday (Flat Fee)	1.50 *	No Charge *	01/04/20	C/L
Overnight (Period Hours)		1.50 *	01/04/19	C/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Market Place (Non-market days)				
0 - 1	1.50 *	1.50 *	01/04/19	L
1 - 2	2.50 *	2.50 *	01/04/19	L
Sunday (Flat Fee)	1.50 *	No Charge *	01/04/20	C/L
Overnight (Non-market days & Period Hours)	1.50 *	1.50 *	01/04/19	C/L
• ¹Pay by Phone Convenience Fee for transactions £1.00 and under £0.05	0.00 *	0.00 *	01/04/17	L
• ¹Pay by Phone Convenience Fee for transactions over £1.00 £0.10	0.00 *	0.00 *	01/04/17	L
¹Pay by Phone Text Messages £0.10	0.00 *	0.00 *	01/04/11	L
<p>The Council may apply a residential discount to all or any of its charges when paying for parking using SMS text, online, mobile app or phone.</p> <p>Pay by Phone Convenience Fee is currently £0.05 for tariff less than £1.00 and £0.10 for tariff above £1.00</p> <p>¹This charge is levied by an external supplier and is not received by the the Council. It is an independent service fee included here for transparency.</p>				

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- D - Increase recommended by Head of Service

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Hornchurch & Upminster Area Car Parks				
Monday to Saturday (Period Hours)				
0 - 1	1.50 *	1.50 *	01/04/19	C/L
1 - 2	2.50 *	2.50 *	01/04/19	C/L
2 - 3	3.50 *	3.50 *	01/04/19	C/L
3 - 4	4.50 *	4.50 *	01/04/19	C/L
4 - 5	5.50 *	5.50 *	01/04/19	C/L
5 - 6	6.50 *	6.50 *	01/04/19	C/L
6 - 7	10.50 *	10.50 *	01/04/19	C/L
7 - 8	11.50 *	11.50 *	01/04/19	C/L
8 - 12	12.50 *	12.50 *	01/04/19	C/L
Solo Motorcycles	No Charge *	No Charge *	01/04/19	C/L
Sunday (Flat Fee)	1.50 *	No Charge *	01/04/20	C/L
Overnight (Period Hours)	1.50 *	1.50 *	01/04/19	C/L

Basis of Increase:

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

Basis for setting charge increase above complies with either:

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Collier Row, Cranham, Elm Park, Gidea Park & Rainham Area Car Parks				
Monday to Saturday (Period Hours)				
0 - 30 mins	No Charge *	No Charge *	01/04/19	C/L
30 min - 1 hour	1.50 *	1.50 *	01/04/19	C/L
1 - 2	2.50 *	2.50 *	01/04/19	C/L
2 - 3	3.50 *	3.50 *	01/04/19	C/L
3 - 4	4.50 *	4.50 *	01/04/19	C/L
4 - 5	5.50 *	5.50 *	01/04/19	C/L
5 - 6	6.50 *	6.50 *	01/04/19	C/L
6 - 7	10.50 *	10.50 *	01/04/19	C/L
7 - 8	11.50 *	11.50 *	01/04/19	C/L
8 - 12	12.50 *	12.50 *	01/04/19	C/L
Solo Motorcycles	No Charge *	No Charge *	01/04/19	C/L
Sunday				
0 - 30 mins	No Charge *	No Charge *	01/04/19	C/L
Over 30 Mins	1.50 *	No Charge *	01/04/20	C/L
Overnight (Period Hours)	1.50 *	1.50 *	01/04/19	C/L

Basis of Increase:

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

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Season Tickets				
Romford Central Area				
All car parks:				
Per quarter	210.00 *	210.00 *	01/04/19	I/N/P
Per month	75.00 *	75.00 *	01/04/19	I/N/P
Outside Romford Central Area				
5 Day season – Balgores Square:				
per quarter	210.00 *	210.00 *	01/04/19	I/N/P
per month	75.00 *	75.00 *	01/04/19	I/N/P
All other car parks:				
per quarter	170.00 *	170.00 *	01/04/19	I/N/P
per month	65.00 *	65.00 *	01/04/19	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
On Street Pay and Display				
Upminster Road South Monday to Saturday (Maximum Stay 1 hour)				
0 - 30 mins	No Charge	No Charge	06/04/15	L
30 min - 1 hour	1.50	1.50	01/04/19	L
Sunday				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
Over 30 mins	1.50	No Charge	01/04/20	L
Overnight (Period Hours)	No Charge	No Charge	01/04/19	C/L
Romford, Hornchurch & Upminster Town Centres. Monday to Saturday				
0 - 30 mins	New Charge	No Charge	01/04/20	L
30 min - 1 hour	1.50	1.50	01/04/19	C/L
1 - 2	2.50	2.50	01/04/19	C/L
2 - 3	3.50	3.50	01/04/19	C/L
Sunday (Flat Fee)	1.50	No Charge	01/04/20	C/L
Overnight (Period Hours)	No Charge	No Charge	01/04/19	C/L

Basis of Increase:

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- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
On Street Pay and Display (continued)				
Ardleigh Green, Collier Row, Cranham, Elm Park, Gidea Park, Harold Hill, Harold Wood & Rainham Monday to Saturday (Maximum Stay 3				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
30 min -1 hour	1.50	1.50	01/04/19	C/L
1 - 2 hours	2.50	2.50	01/04/19	C/L
2 - 3 hours	3.50	3.50	01/04/19	C/L
Sunday				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
Over 30 mins	1.50	No Charge	01/04/20	C/L
Overnight (Period Hours)	No Charge	No Charge	01/04/19	C/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Controlled Parking Zones				
Resident's parking permit (per annum)				
1st Permit per household	35.00	35.00	03/04/17	L
2nd Permit per household	60.00	60.00	03/04/17	L
3rd Permit per household	85.00	85.00	03/04/17	L
Resident's visitor permits (book of 10)	13.00	13.00	01/04/18	L
Resident's All Day visitor permits (book of 10)	39.00	39.00	01/02/18	L
Resident's Hourly visitor permits (book of 10)	10.00	10.00	01/04/18	L
Business parking permits (per annum)	200.00	200.00	01/04/16	L
Commuter Bays (per annum)	500.00	500.00	01/04/16	L
Domestic Carer Permit (per annum)	40.00	40.00	01/04/16	L
Amendment to existing permit	25.50	25.50	01/04/16	L
Cancellation of permit	15.00	15.00	07/02/11	L
Other Miscellaneous Charges				
Waiver	20.00	20.00	06/04/15	L
Health and Homecare Permit (per annum)	60.00	60.00	01/04/16	L
Amendment to existing permit	22.50	22.50	06/04/15	L
Cancellation of permit	15.00	15.00	07/02/11	L
License Holder Car Parks (per annum)	200.00 *	200.00 *	01/04/19	D/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Disabled Blue Badge (per 3 years)	10.00	10.00	01/01/12	L
<u>Car Parking in Parks and Open Spaces</u> <u>(New Windmill Hall, Cottons Park and Lodge Farm)</u>				
Mon - Friday 8.00am to 6.30pm. 0 - 3 hours (No return within 2 hours)	New Charge	No Charge	01/04/20	L
Saturday 8.00am to 6.30pm. 0 - 5 (No return within 2 hours)	New Charge	No Charge	01/04/20	C/L
0 - 1	1.50	Withdrawn	01/04/20	C/L
1 - 2	2.50	Withdrawn	01/04/20	C/L
2 - 3	3.50	Withdrawn	01/04/20	C/L
3 - 4	4.50	Withdrawn	01/04/20	C/L
4 - 5	5.50	Withdrawn	01/04/20	C/L
Sundays	1.50	No Charge	01/04/20	C/L
Blue Badge holders (for up to 5 hours)	No Charge	No Charge	01/04/19	C/L
<u>VEHICLE PARKING - WITHIN PARKS AND OPEN SPACES ONLY</u>				
Release of vehicles that have been locked in a car park	80.00	80.00	01/04/18	L
Fee for vehicle left in car park overnight	107.00	107.00	01/04/18	L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Events Charging For Traffic Management and Parking				
0 - 50 attendees	103.00 *	103.00 *	01/04/19	I/N/P
51 - 100 attendees	206.00 *	206.00 *	01/04/19	I/N/P
101 - 1000 attendees	515.00 *	515.00 *	01/04/19	I/N/P
1001+ attendees	1,030.00 *	1,030.00 *	01/04/19	I/N/P
plus hourly rate of £67 per hour	67.00 *	67.00 *	01/04/19	I/N/P
NRSW (Mayrise) fees and charges apply				
Road closure per road	2,150.00 *	2,150.00 *	01/04/19	I/N/P

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oneSource
Asset Management

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Licenced Trader Market Charges				
Monthly Charges (Includes Weds, Fri & Sat Markets)				
Market - All Locations				
Ground space/6ft frontage	171.00	171.00	01/04/15	L
Electricity Charge per Ground Space/6ft frontage	11.70	11.70	01/04/15	L
<i>(Electricity Charges will be applied to all licences other than to</i>				
<i>Extra Land (Daily Charge)</i>	5.35	5.35	01/04/15	L
Other one-off charges				
Nomination of Licence	255.00	255.00	01/04/15	L
Nomination of Licence to member of Family	185.00	185.00	01/04/15	L
Other alterations to Licences	42.50	42.50	01/04/15	L
Casual Trader Market Charges				
Daily Charges				
Saturday Market – Ground Space/6ft frontage including electricity	27.00	27.00	01/04/15	L
Wed or Friday Market – Ground Space/6ft frontage including electricity	19.00	19.00	01/04/15	L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	L

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oneSource
Asset Management

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Extra Market Days – At Christmas/Sundays/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)	18.00	18.00	01/04/15	L
Casual Traders - Ground space/6ft frontage including electricity	24.00	24.00	01/04/15	L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	L

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oneSource
Exchequer and Transactional Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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	P
Liability Order	10.00	10.00	01/04/10	P
Summons NNDR (inc £3 paid to the court)	180.00	180.00	01/04/11	P
Liability Order NNDR	47.00	47.00	01/04/11	P
Means Enquiry Summonses Council Tax (£245.00 paid to the court)	305.00	305.00	22/04/14	P
Arrest Warrants with Bail Council Tax (inc. £75 paid to the court)	145.00	145.00	22/04/14	P
Arrest Warrants without Bail Council Tax (inc. £75 paid to the court)	130.00	130.00	22/04/14	P

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Legal & Governance

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Electoral Registration				
Sale of Electoral Registers				
Data format	20.00	20.00	01/02/01	P
Additional charge per 1000 entries	1.50	1.50	01/02/01	P
Paper format	10.00	10.00	01/02/01	P
Additional charge per 1000 entries	5.00	5.00	01/02/01	P

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Electoral Registration				
Registration Certificate	0.00	0.00	01/04/19	P
Charge for each additional year checked	0.00	0.00	01/04/18	P
Ward Map	4.10	4.20	01/04/20	I/N/P
Photocopying:				
First page	2.35	2.40	01/04/20	I/N/P
Cost per additional page	0.35	0.36	01/04/20	I/N/P

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Legal & Democratic Services				
Licences to Assign (Seal)	773.00	796.00	01/04/20	I/N/P
Licence to Alter	773.00	796.00	01/04/20	I/N/P
Sale of Council Houses - Mortgage Fees	143.00	147.00	01/04/20	I/N/P
Mortgage Redemption Fees:				
Early redemption	130.00	134.00	01/04/20	I/N/P
Complete term	68.00	70.00	01/04/20	I/N/P
Deeds of release for pre-emption discount repayment	151.00	156.00	01/04/20	I/N/P
Release from Mortgage Covenant	98.00	101.00	01/04/20	I/N/P
Second Charge Questionnaire	102.00	105.00	01/04/20	I/N/P
Enquiries re: Discount repayment from Commercial sources	73.00	75.00	01/04/20	I/N/P
Administration fee re:enquiries from commercial sources on 2nd charges	54.00	56.00	01/04/20	I/N/P

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Reserve/Access Licences: Single payment Annual payment	58.00 21.00	60.00 21.00	01/04/20 01/04/14	I/N/P P
Lease of shops/offices: Town centre Other	1,500.00 1,000.00	1,545.00 1,030.00	01/04/20 01/04/20	C/P C/P
Complex Commercial Leases (fees dependent on complexity, urgency and time)				
Sale of surplus land/property N.B. All other conveyancing costs where Council can charge when terms so provide are by agreement in terms of solicitors Remuneration Order 1972.				

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Planning Agreements (Section 106 Town & Country Planning act 1990)	£144 - £237 ph	£148- £244 ph	01/04/20	I/N/P
Unilateral Undertaking	£144 - £237 ph	£148- £244 ph	01/04/20	I/N/P
Legal Charges				
S38 Highways Act 1980 Supervision	£144 - £237 ph	£148- £244 ph	01/04/20	I/N/P
Section 278 Highways Act 1980	£144 - £237 ph	£148- £244 ph	01/04/20	I/N/P
Highway Agreements (Minimum Fee)	546.00	562.00	01/04/20	I/N/P

Basis of Increase:

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- S - An increase above inflation in line with a corporate saving plan
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(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Use of Council Chamber and Committee Rooms – Town Hall				
Council Chamber				
Monday to Friday - per whole day	368.00	379.00	01/04/20	I/N/P
Monday to Friday - per half day	184.00	190.00	01/04/20	I/N/P
Weekends - per whole day	509.00	524.00	01/04/20	I/N/P
Weekends - per half day	256.00	264.00	01/04/20	I/N/P
Evenings - after 6pm (Fridays and weekends only)	222.00	229.00	01/04/20	I/N/P
Committee Room 3				
Monday to Friday - per whole day	229.00	236.00	01/04/20	I/N/P
Monday to Friday - per half day	114.00	117.00	01/04/20	I/N/P
Monday to Friday - per 2 hour session	87.00	90.00	01/04/20	I/N/P
Evening - after 6pm (Fridays and weekends only)	114.00	117.00	01/04/20	I/N/P
Other Committee Rooms - per hour (daytime & evening)				
Room 1	35.00	36.00	01/04/20	I/N/P
Room 2	35.00	36.00	01/04/20	I/N/P
Room 4	35.00	36.00	01/04/20	I/N/P
Lettings to Charities and Voluntary Organisations				
Lettings to charities and voluntary organisations will usually attract a				

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(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Land and Property Services Various charges for services to private sector				
Democratic Services Copies of the Constitution	31.00	32.00	01/04/20	I/N/P
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	2.00	2.00	01/04/15	L
Cost per additional page	0.20	0.20	01/04/15	L

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(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Admission appeals				
Per appeal withdrawn before processing	No charge	No charge	01/04/14	
Per processed appeal withdrawn less than three weeks before hearing	160.00	165.00	01/04/20	I/N/P
Per appeal withdrawn once papers for hearing have been distributed	194.00	200.00	01/04/20	I/N/P
Per appeal heard	258.00	266.00	01/04/20	I/N/P
Per appeal referred to the Secretary of State alleging maladministration	Charge to be	Charge to be	01/04/20	I/N/P
Per appeal subject to judicial review proceedings	agreed on basis	agreed on basis	01/04/20	I/N/P
Fixed Term Contract(min 2 yrs)	210 per appeal	210 per appeal	01/04/20	C/P
Exclusion reviews				
Per review withdrawn before processing	No charge	No charge		
Per processed review withdrawn less than three weeks before hearing	156.00	161.00	01/04/20	I/N/P
Per review withdrawn once papers for hearing have been distributed	185.00	191.00	01/04/20	I/N/P

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(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Education Appeals:				
Per review heard				
For first hour of hearing and up to four hours of the clerk's time after the	305.00	314.00	01/04/20	I/N/P
For each subsequent hour or part of an hour of hearing; plus	69.00	71.00	01/04/20	I/N/P
For each subsequent hour or part of an hour of clerk's time	48.00	49.00	01/04/20	I/N/P
Per review referred to the Secretary of State alleging maladministration	Charge to be	Charge to be	01/04/20	I/N/P
Per review subject to judicial review proceedings	agreed on basis of work required	agreed on basis of work required	01/04/20	I/N/P
Applications to correct the Registers of Common Land and Town and				
Declaration of entitlement to exercise a right of common	35.00	36.00	01/04/20	I/N/P
Creation of a right of common resulting in the registration of new common	No charge	No charge		
Creation of a right of common over existing common land	137.00	141.00	01/04/20	I/N/P
Variation of a right of a common	137.00	141.00	01/04/20	I/N/P
Apportionment of a right of common	137.00	141.00	01/04/20	I/N/P
Attachment of a right of common	No Fee	No Fee		
Re-allocation of attached rights	137.00	141.00	01/04/20	I/N/P
Transfer of a right in gross	56.00	58.00	01/04/20	I/N/P

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(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Surrender or extinguishment of a right of common	100.00	100.00	15/12/14	L
Statutory disposition pursuant to section 14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	205.00	211.00	01/04/20	I/N/P
Registration of a new town or village green other than by owner	No charge	No charge	15/12/14	
Registration of a new town or village green by the owner	No charge	No charge	15/12/14	

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CORPORATE RISK REGISTER

Appendix H

Reference	Title	Description	Value	Likelihood	Impact
C1	Spending Review 2020	The Spending Review will determine the control totals Local Government have available over the next few years. There is a risk that the spending review will result in an adverse outcome for Havering.	Unclear - Last spending round reduced funding by approx £5m per year	2	2
C2	Outcome of Fair Funding Review	In 2021-22, the government will implement the outcome of the fair funding review. There is a significant risk that the revised formula will redistribute funds from London to others areas in the country.	Unclear	3	2
C3	Impact of Leaving the EU	The potential implications of leaving the EU are wide ranging on local authorities including interest rates, the value of the pound and the costs of products, services and staffing.	Unclear	3	1
C4	Loss/reduction in Business Rates	In recent years as a result of austerity and the general reduced footfall from the high streets, a number of local businesses have failed. Business rates are in part locally retained meaning that significant downturn in yield will have a direct impact. The London wide pool will smooth this effect but could also result in a far more significant impact if some larger businesses in central London closed.	Unclear	2	2
C5	Affordability of Capital Programme	The Capital programme is based on a robust funding strategy. Significant overspends or enhancements to projects will result in a revenue pressure through increased contributions on higher borrowing and MRP costs	Unlikely to be significant	1	1
C6	New Legislation	The Government could at any time introduce new legislation or transfer new burdens to local government. History has shown that frequently new legislation is not accompanied by enough associated funding	Unlikely to be significant	2	1
C7	The impact of delays, changes, and market fluctuations to the Regeneration Programme	The regeneration models contained in the business cases make assumptions regarding inflation, interest rates and the property market. Changes to these factors could affect the expected yields. There is also a significant cost associated with delays to the programme either caused by changes to proposals or any other reason	Could be significant	2	3
C8	Interest Rate change	An increase in interest rates will have a direct impact on the Council's treasury strategy. Potential increases in borrowing will directly impact on the Councils MTFP and affordability decisions on major future Capital Plans	£1m per 1%	2	1
C9	Higher than expected inflation	If there was a significant increase in inflation this would result in cost of services increasing and potential pay awards all of which would be a direct pressure on the MTFS.	£1.5m per 1%	2	2
C10	Higher than expected population growth/ demographics	The Council's plans recognise the effect of population growth and the demographic pressures that brings particularly to Social Care. If either the population increased at a higher rate or factors such as poverty and deprivation resulted in increased demand above current planned amounts then this would have a direct impact on the MTFS	Unclear	1	2
C11	IBCF and other Grants	The 2021 settlement announced a continuation of grant funding in line with the previous 4 year settlement. Funding from 2021-22 onwards is far less clear and whilst this is taken into account in the MTFS a loss of smaller grants will impact on planning.	Unlikely to be significant	2	1
C12	Pension Fund Performance/Actuarial Review	A downturn in the performance of the pension fund could result in increased contributions being required at the next triennial review. This will have a direct impact on the MTFS assumptions	Unlikely to be significant	1	2
C13	Budget Failure/ Overspends	The MTFS allows for any recognised ongoing budget pressures. Unbudgeted overspends will depleted general and earmarked reserves. This could lead to future year budget pressures either through planned contributions to reserves or through continued overspends.	Unlikely to be significant	1	2
C14	IT System Failure	Significant IT failure could result in loss of service provision, potential loss of data and additional repair or replacement costs	Unclear	1	3
C15	Future Waste disposal arrangements	There are already significant sums built into both the ELWA budget and the Councils MTFS to cover the preparations for the end of the waste contract in 2027. These costs however could easily increase as 2027 gets nearer.	Unlikely to be significant	1	2
C16	Adverse Weather/Cold winter	A cold or wet winter can result in increased environmental costs through gritting or possibly flood alleviation. Freezing weather also can break up road surfaces resulting in emergency repairs	Unclear	2	1
C17	Fraud	The Council has measures in place to minimise the risk of fraud. If a major financial fraud were discovered this could have a reputational risk and result in additional costs both to improve systems and to mitigate any uninsured losses.	Unclear	1	2
C18	JV Failure	The JV's all have business cases with returns on investments at various points to the Council. Failure of a JV could be for a number of reasons but will result in both additional costs and loss of income to the Council	Significant - several £m	1	3
C19	Collection Rates	Council Tax is set on assumed collection rates. Failure to achieve those rates will have an impact on the collection fund and the level of bad debt provision required. Both of these items will impact on future planning.	Unlikely to be significant	1	1
C20	Public Health Joint Funding	The Public Health Grant has reduced over the last two years and is quite likely to continue to be squeezed. This could potentially impact on the future funding of Council Services	Unclear	1	1

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Equality Impact Assessment (EIA)

Document control

Title of activity:	Council Tax Support Scheme 2020
Type of activity:	This is a scheme which provides assistance to people on low incomes to help them pay their Council Tax.
Lead officer:	Chris Henry, Head of Council Tax & Benefits, Exchequer & Transactional Services, oneSource
Approved by:	Sarah Bryant, Director of Exchequer & Transactional Services
Date completed:	December 2019
Scheduled date for review:	December 2020

Did you seek advice from the Corporate Policy & Diversity team?	Yes
Does the EIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?	No

1. Equality Impact Assessment Checklist

The Equality Impact Assessment (EIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service. It also helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#).

Please complete the following checklist to determine whether or not you will need to complete an EIA. Please ensure you keep this section for your audit trail. If you have any questions, please contact the Corporate Policy and Diversity Team at diversity@havering.gov.uk

About your activity

1	Title of activity	Council Tax Support Scheme 2020
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 2019 CTS scheme in 2020.</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 2019/20 Scheme remains unchanged for working age and pension age claimants in 2020/21.</p>
4a	Is the activity new or changing?	No
4b	Is the activity likely to have an impact on individuals or groups?	No
5	If you answered yes:	

Completed by:	Chris Henry, Head of Council Tax & Benefits
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2. Equality Impact Assessment

Background:

The Council has a statutory obligation to provide a local Council Tax Support Scheme under the Local Government Act 2012. .

The Council proposes to maintain the Council Tax Support (CTS) Scheme in place since April 2019/20 for 2020/21. The scheme provides assistance to people on low incomes to help them pay their Council Tax.

The 2020 scheme will continue to protect pensioners who will get the same level of Council Tax Support as they do now.

In respect of working age claimants, the 2020 scheme will provide the same level of support as it does now. This can provide up to 100% off their Council Tax bill.

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.

At 31 October 2019, 8,476 working-age claimants and 5,796 pensionable age claimants were in receipt of Council Tax Support.

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.

In terms of the number of Council Tax Support Claimants and their household and personal status, the overall total, compared to last year, has reduced from 15,578 to 14,272 (Oct 2019).

<u>Council Tax Support Case Group Descriptions</u>	<u>Count</u>
Elderly - Non-Passported - Carer	125
Elderly - Non-Passported - Child Under 5	0
Elderly - Non-Passported - Enhanced Disability	0
Elderly - Non-Passported - Family Premium	4
Elderly - Non-Passported - Family Premium - 1 Child	4
Elderly - Non-Passported - Family Premium - 2 Child	0
Elderly - Non-Passported - Family Premium - 3 Child	1
Elderly - Non-Passported - Non Dependant	331
Elderly - Non-Passported - Other	1582
Elderly - Non-Passported - Severe Disability	431
Elderly - Non-Passported - War Pensioners	

<u>Council Tax Support Case Group Descriptions</u>	<u>Count</u>
	13
Elderly - Non-Passported - Working	70
Elderly - Passported - Carer	159
Elderly - Passported - Child Under 5	1
Elderly - Passported - Enhanced Disability	0
Elderly - Passported - Family Premium	4
Elderly - Passported - Family Premium - 1 Child	11
Elderly - Passported - Family Premium - 2 Child	3
Elderly - Passported - Family Premium - 3 Child	1
Elderly - Passported - Family Premium - 4 Child	0
Elderly - Passported - Non Dependant	405
Elderly - Passported - Other	1821
Elderly - Passported - Severe Disability	818
Elderly - Passported - Working	12
TOTAL (Elderly) = 5796 (41%)	
Working Age - Non-Passported - Carer	234
Working Age - Non-Passported - Child Under 5	320
Working Age - Non-Passported - Disability	183
Working Age - Non-Passported - Disabled Child Premium	46
Working Age - Non-Passported - Enhanced Disability	217
Working Age - Non-Passported - Family Premium	116
Working Age - Non-Passported - Family Premium - 1 Child	716
Working Age - Non-Passported - Family Premium - 2 Child	512
Working Age - Non-Passported - Family Premium - 3 Child	197
Working Age - Non-Passported - Family Premium - 4 Child	43
Working Age - Non-Passported - Family Premium - 5 and above	5
Working Age - Non-Passported - Lone Parent Child Under 5	619
Working Age - Non-Passported - Non Dependant	44
Working Age - Non-Passported - Other	261
Working Age - Non-Passported - Severe Disability	274
Working Age - Non-Passported - War Pensioners	3
Working Age - Non-Passported - Working	663
Working Age - Passported - Carer	418
Working Age - Passported - Child Under 5	16
Working Age - Passported - Disability	115
Working Age - Passported - Disabled Child Premium	18
Working Age - Passported - Enhanced Disability	994
Working Age - Passported - Family Premium	31
Working Age - Passported - Family Premium - 1 Child	203
Working Age - Passported - Family Premium - 2 Child	88
Working Age - Passported - Family Premium - 3 Child	24
Working Age - Passported - Family Premium - 4 Child	5
Working Age - Passported - Family Premium - 5 and Above	2
Working Age - Passported - Lone Parent Child Under 5	439
Working Age - Passported - Non Dependant	170

<u>Council Tax Support Case Group Descriptions</u>	<u>Count</u>
Working Age - Passported - Other	482
Working Age - Passported - Severe Disability	997
Working Age - Passported - Working	21
TOTAL (Working Age) = 8,476 (59%)	
Grand Total Working Age & Elderly)	14272

Age: Consider the full range of age groups		
<i>Please tick (✓) the relevant box:</i>		Overall impact: There are no changes proposed to the CTS 2020 Scheme. The impact of this scheme, as compared to the current scheme will remain the same as in the Equality Impact Analysis prepared in July 2018. Legislation means that the 2019/20 scheme will continue to protect pensioners by law. Consequently the pension age scheme and the working age scheme have become more disparate overtime. Within the scope of the 2020 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.
Positive	<input type="checkbox"/>	
Neutral	<input checked="" type="checkbox"/>	
Negative	<input type="checkbox"/>	
Evidence:		
Sources used:		

Disability: Consider the full range of disabilities; including physical mental, sensory and progressive conditions		
<i>Please tick (✓) the relevant box:</i>		Overall impact: There are no changes proposed to the CTS 2020 Scheme. The impact of this scheme, as compared to the scheme available in 2019/20, will remain the same as in the Equality Impact Analysis prepared in July 2018. Link to EIA 2019/20 Within the scope of the 2020 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 Recovery Policy also consider sensitively consider vulnerable persons under whom disabled CTS applicants are categorized, in the
Positive	<input type="checkbox"/>	
Neutral	<input checked="" type="checkbox"/>	
Negative	<input type="checkbox"/>	

		collection of Council Tax.
Evidence:		
Sources used:		

Sex/gender: Consider both men and women		
<i>Please tick (✓) the relevant box:</i>		Overall impact:
Positive		There are no changes proposed to the CTS 2020 Scheme. The impact of this scheme, as compared to the scheme available in 2019/20, will remain the same as in the Equality Impact Analysis prepared in July 2018. . Link to EIA 2019/20 Within the scope of the 2020 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.
Neutral	✓	
Negative		
Evidence:		
Sources used:		

Ethnicity/race: Consider the impact on different ethnic groups and nationalities		
<i>Please tick (✓) the relevant box:</i>		Overall impact:
Positive		There are no changes proposed to the CTS 2020 Scheme. The impact of this scheme, as compared to the scheme available in 2019/20, will remain the same as in the Equality Impact Analysis prepared in July 2018. . Link to EIA 2019/20
Neutral	✓	
Negative		
Evidence:		
Sources used:		

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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	There are no changes proposed to the CTS 2020 Scheme.
Neutral	The impact of this scheme, as compared to the scheme available in 2019/20, will remain the same as in the Equality Impact Analysis prepared in July 2018. . Link to EIA 2019/20
Negative	
Evidence:	
Sources used:	

Sexual orientation: Consider people who are heterosexual, lesbian, gay or bisexual	
<i>Please tick (✓) the relevant box:</i>	Overall impact:
Positive	There are no changes proposed to the CTS 2020 Scheme.
Neutral	The impact of this scheme, as compared to the scheme available in 2019/20, will remain the same as in the Equality Impact Analysis prepared in July 2018. . Link to EIA 2019/20
Negative	
Evidence:	
Sources used:	

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	There are no changes proposed to the CTS 2020 Scheme.
Neutral	The impact of this scheme, as compared to the scheme available in 2019/20, will remain the same as in the Equality Impact Analysis prepared in July 2018. . Link to EIA 2019/20
Negative	
Evidence:	

Sources used:

Marriage/civil partnership: Consider people in a marriage or civil partnership	
<i>Please tick (✓) the relevant box:</i>	
Positive	Overall impact: There are no changes proposed to the CTS 2020 Scheme. The impact of this scheme, as compared to the scheme available in 2019/20, will remain the same as in the Equality Impact Analysis prepared in July 2018. . Link to EIA 2019/20 .
Neutral	
Negative	
Evidence:	
Sources used:	

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>	
Positive	Overall impact: There are no changes proposed to the CTS 2020 Scheme. The impact of this scheme, as compared to the scheme available in 2019/20, will remain the same as in the Equality Impact Analysis prepared in July 2018. . Link to EIA 2019/20 The Recovery Policy also consider sensitively consider vulnerable persons under whom disabled CTS applicants are categorized, in the collection of Council Tax.
Neutral	
Negative	
Evidence:	
Sources used:	

Socio-economic status: Consider those who are from low income or financially excluded backgrounds	
<i>Please tick (✓) the relevant box:</i>	
Positive	Overall impact: There are no changes proposed to the CTS 2020 Scheme. The impact of this scheme, as compared to the scheme available in 2019/20, will remain the same as in the Equality Impact Analysis
Neutral	

Negative		prepared in July 2018.. Link to EIA 2019/20
Evidence:		
Sources used:		

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Action Plan

In this section you should list the specific actions that set out how you will address any negative equality impacts you have identified in this assessment.

Protected characteristic	Identified negative impact	Action taken to mitigate 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 to challenge amount of benefit through internal/external</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 2020	Debbie Wheatley

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring	Timescale	Lead officer
		<p>review procedures to maximize support.</p> <p>Availability of the Emergency Assistance Scheme in LB Havering delivered by DABD</p>	<p>Applications monitored & awards recorded by Disability Association of Barking & Dagenham (DABD)</p>	December 2020	Debbie Wheatley
All	✓	The Council Tax Discretionary Policy	<p>The policy is available on the Internet for any claimant struggling to pay their Council Tax. 58 applications were received & awarded in 2018/19. The majority 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>	December 2020	Chris Henry

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring	Timescale	Lead officer
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 2020</p> <p>December 2020</p>	<p>Vernal Scott</p> <p>Chris Henry</p>
Age	✓	Referral to Havering Works to assist careers advice & getting back into employment	Positive outcomes recorded by Havering Works	Ongoing through life of the project	Debbie Wheatley
Socio-Economic	✓	Referral to external bodies for income maximization		December 2020	Council Tax & Benefit Services,

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring	Timescale	Lead officer
		and debt advice eg CAB, Peabody, The Money Advice Service, Stepchange etc			Housing

Review

The EIA will be reviewed on bi-annual basis.

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London Borough of Havering

Summary: Council Tax Support Scheme 2020/21

Introduction

Each local authority is required by Section 9 of the Local Government Finance Act 2012 (the Act) to produce a scheme to reduce the Council Tax liability of working age applicants whom it considers to be in financial need.

This document summarises the proposed Council Tax Support Scheme (2020 scheme) from 1 April 2020 which the Council has produced in accordance with Schedule 4 of the Act.

The Council has adopted its own scheme since 1 April 2013 which has due regard to the Ministry of Housing, Communities and Local Government's policy intentions. The current and proposed scheme unequivocally protects pensioners.

Havering's Local 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 2020

The 2020/21 scheme will adopt the existing Council Tax Support scheme in place at 31 March 2020 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 2019 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 2020 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

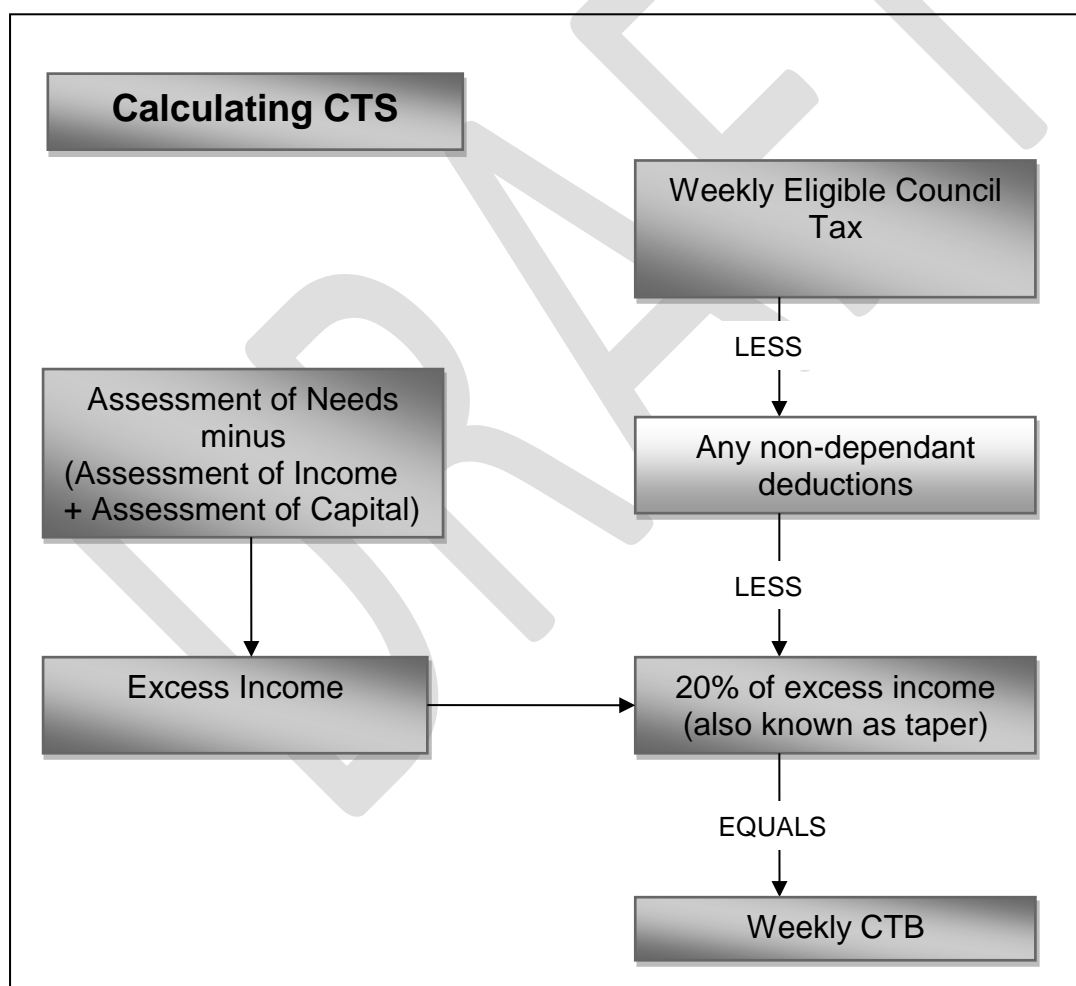
The Council Tax Support Calculation

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 2019 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 $\text{£}207.70$, the deduction to be made under this regulation shall be that specified in paragraph (1)(b);
 - (b) Not less than $\text{£}207.70$ but less than $\text{£}360.10$, the deduction to be made under this regulation shall be $\text{£}9.00$;
 - (c) Not less than $\text{£}360.10$ but less than $\text{£}447.40$, the deduction to be made under this regulation shall be $\text{£}15.00$.

Since 1 April 2014, 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 2019/20 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 2020/21 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 2020/21 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 2020/21 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 2020 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.

dated 2020

The Greater London Authority
and
The London Boroughs
and
City of London Corporation
(together the Participating Authorities)

Memorandum of understanding

in relation to Extended London Business Rates Pool 2020/21

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1 Background

- 1.1 This Memorandum of Understanding (**MOU**) and the appendices which form part of the MOU sets out the basis on which the Participating Authorities have collectively agreed to continue to operate a Business Rates Pool across London and distribute the Financial Benefit. No provision within this MOU is intended to create any legal relations between the Participating Authorities.
- 1.2 The Participating Authorities agree to act collaboratively and to co-operate with each other in utmost good faith.
- 1.3 The Government designated a pan-London business rates pool in 2018-19, which piloted 100% retention in that year, and was revised to pilot 75% retention in 2019-20 (the Business Rates Pilots). It confirmed in September 2019 its intention not to renew the London pilot in 2020-21, and for London to revert back to the pre-existing 2017-18 67% retention scheme (which was a partial pilot, reflecting the incremental impact of the rolling in of the Greater London Authority's (**GLA**) Revenue Support Grant (**RSG**) and the Transport for London investment grant).

2 Aim/Rationale of the Pool

- 2.1 The Pool continues to aim to improve the well-being of the communities served by the Participating Authorities in London. By working together, they can retain a greater proportion of business rates Growth within London, providing additional resources to support local communities and strengthen financial resilience following a decade of significant funding reductions.

3 Principles of the Pool

- 3.1 The Participating Authorities hereby confirm their agreement to continue to participate in compliance with this MOU and confirm that they have resolved or intend to duly and

properly resolve to accept the Designation Order in satisfaction of Schedule 7B, Paragraph 34(2) of the Local Government Finance Act 1988 (**LGFA 1988**) and to enter into this MoU.

- 3.2 From 1 April 2020 the Participating Authorities shall retain 67% of their Non-Domestic Rating Income. The Participating Authorities shall also continue to receive Section 31 Grant from the Government in respect of changes to the business rates system. Section 31 Grant shall amount to 100% of the value of the lost income so will also be calculated on a 67% retention basis.
- 3.3 In returning to 67% rates retention, the Ministry of Housing, Communities and Local Government (**MHCLG**) will once again pay RSG to the Participating Authorities in 2020-21 with tariffs and top-ups reverting back to the levels calculated by government within the 2020-21 Local Government Finance Settlement that reflect the underlying 50% retention scheme, with a borough share of 30%. The GLA's tariff will be calculated based on its partial pilot of 37% retention, to reach the total 67% retention scheme.
- 3.4 The Safety Net level of the pool will be 92.5% of the aggregate Baseline Funding Level of the pool, and the Levy rate (reflecting the relative scale of the pool's aggregate Business Rates Baseline and Baseline Funding Level) is estimated to be 19 pence in the pound (the Final Local Government Finance Settlement will formally confirm the levy rate).
- 3.5 This Pool shall have no impact on Enterprise Zones or "designated areas" where the designations made by the Secretary of State came into force on or before 1 April 2020, along with other special arrangements, such as the statutory provision to reflect the unique circumstances of the City of London Corporation (**COLC**), as currently contained in Part II of Schedule 7 to the LGFA 1988 and paragraph 1(2) of Schedule 1 to the Non-Domestic Rating (Rates Retention) Regulations 2013/452.

4 **Term of MOU**

4.1 Subject to clause 4.2, this MOU comes into effect for the Non-Domestic Rating Income on 1 April 2020 and terminates on 31 March 2021 (the **Term**), unless otherwise agreed in writing by all the Participating Authorities or unless terminated in accordance with paragraph 9 below ("Dissolution of the Pool") or extended on the same basis for 2021-22.

4.2 Notwithstanding termination or expiry of the MOU Participating Authorities will continue to implement / operate any outstanding Activities agreed for the Term till such time as the Activities are complete, the annual report is issued and the final Reconciliation Payments are settled by the Lead Authority.

5 **Distribution of any Financial Benefit or Deficit**

5.1 This MOU shall constitute the agreement for the operation of the Pool in which:

5.1.1 Where there is sufficient retained income in the pool to guarantee it, each of the Participating Authorities shall receive at least as much from the Pool as they would have individually received under the non-pooled 67% retention scheme;

5.1.2 Any Financial Benefit will be distributed through the Redistribution Pots agreed by Participating Authorities in the former Business Rates Pilots. However, London Councils Leaders' Committee and the Mayor of London agreed to remove the Strategic Investment Pot (**SIP**) as a redistribution pot. The Financial Benefit will therefore be apportioned using the three remaining Redistribution Pots, in in the agreed proportions set out in clause 5.1.3 below

5.1.3 The distribution of Financial Benefit arising from the pooling arrangement will be allocated to Billing Authorities on the basis of the following proportions:

- (a) Incentives Pot: 18% of the Financial Benefit to incentivise Growth by allowing the Billing Authorities where Growth occurs to keep a proportion of the additional funds retained as a result of the Pool. The proportion shall reflect, for authorities with Growth, each Billing Authority's share of the total Growth prior to Levy;
- (b) Needs Pot: 41% of the Financial Benefit to reflect, as proxy for need, each Billing Authority's share of the total the Settlement Funding Assessment for the London Billing Authorities;
- (c) Population Pot: 41% of the Financial Benefit according to each Billing Authority's per capita formulation as calculated by the most recent available ONS projection for 2020 at the time of distribution.

5.1.4 The GLA will be included in the 2020-21 pool. However, the GLA shall not receive Financial Benefit arising from pooling (as discussed at the London Councils Leaders' Committee and with the Mayor of London in October 2019).

5.1.5 In the event of the Pool generating a Financial Deficit (being in a worse financial position than the aggregate position had Participating Authorities not agreed to pool), any Participating Authority who would have qualified for a Safety Net payment had they not been part of the Pool will be guaranteed to retain a level of business rates equal to their Safety Net level as calculated by government. The remaining net Financial Deficit will be shared among all Participating Authorities in accordance with approach agreed, with the GLA funding 36% of the Financial Deficit and the Billing

Authorities who would not have qualified for a Safety Net payment had they not been part of the Pool (the Remaining Billing Authorities) funding the remaining 64% of the Financial Deficit The distribution to the Remaining Billing Authorities of their 64% of a Financial Deficit will reflect the following proportions:

- (a) 50% of the Remaining Billing Authorities' share of a Financial Deficit according to each Remaining Billing Authority's share of the total Settlement Funding Assessment for the Remaining Billing Authorities (Needs Pot);
- (b) 50% of the Remaining Billing Authorities' share of a Financial Deficit according to each Remaining Billing Authority's per capita formulation as calculated by the most recent available ONS projection for 2020 at the time of distribution (Population Pot).

6 Lead Authority

6.1 COLC, as the Lead Authority, shall continue to act as the accountable body to Government and administer the Pool. The Participating Authorities hereby acknowledge that the Lead Authority is carrying out valuable services on behalf of the Participating Authorities, and that it is entitled to reimbursement of its reasonable costs and expenses in providing those services. This MOU makes provision for the reimbursement in the calculation of Financial Benefit.

6.2 The GLA shall provide transactional support to the Lead Authority, including administering and operating treasury management and making any monetary transfers between Participating Authorities in respect of the Pool on behalf of the Lead Authority including any sums due to the GLA.

6.3 These monetary transfers between Participating Authorities will be collected or paid by the GLA on the basis of a schedule of payments which will be determined by the GLA

in consultation with the COLC, reflecting the Government's Payment Requirements and scheduled instalment dates. which are prescribed in secondary legislation. (This reflects the fact that the GLA already has the systems in place to manage payment flows to and from Billing Authorities for the existing business rate retention scheme).

6.4 The GLA shall also transfer any sums required to COLC based on the schedule of instalments agreed with MHCLG so that COLC as Lead Authority can pay the net Tariff payment payable by the Pool as approved in the Local Government Finance Settlement.

6.5 COLC shall also transfer any sums COLC receives from MHCLG in Safety Net payments to the GLA so that the GLA can distribute this to Participating Authorities if applicable.

6.6 The Lead Authority's responsibilities shall include:

6.6.1 all accounting for the finances of the Pool and the balance of SIP funds remaining from prior years including payments to and from the Government;

6.6.2 management and administration of the Pool;

6.6.3 receiving payments from Participating Authorities and making payments to Government on behalf of Participating Authorities on time;

6.6.4 maintaining a cash account on behalf of the Pool and paying Interest on any credit balances;

6.6.5 liaising with and completing any formal Pool returns to central government;

6.6.6 administering the schedule of payments between Participating Authorities in respect of the financial transactions that form part of the Pool's resources;

- 6.6.7 providing the information required by Participating Authorities in preparing their annual statement of accounts in relation to the activities and resources of the Pool;
 - 6.6.8 leading on reporting to understand the Pool's position during and at the end of the financial year;
 - 6.6.9 responsibility for the Pool's net Tariff payment to Government as well as the Tariff and Top up payments to and from the Participating Authorities individually;
 - 6.6.10 all audit requirements in relation to the Pool;
 - 6.6.11 production of an annual report (**Annual Report**) of the Pool's Activities following final allocation of funds for the year, which along with any final reconciliation payments required, concludes the rights and obligations of the Participating Authorities under this MoU (unless it has been extended for a further financial year);
 - 6.6.12 the administration of the dissolution of the Pool;
 - 6.6.13 all communications with the MHCLG including year-end reconciliations;
 - 6.6.14 convening a Technical Group to advise the Lead Authority and Participating Authorities on the implications of the Pool and other proposed changes to business rates retention;
 - 6.6.15 the collation and submission of information required for planning and monitoring purposes.
- 6.7 The Lead Authority may resign from its role on 3 months' written notice to all the Participating Authorities (or longer if required by the Government or where another

Participating Authority is neither ready nor willing to assume the role of Lead Authority).

- 6.8 Transfers outside the pool relating to retained business rates (e.g. Section 31 Grant Payments, MHCLG's share of individual Billing Authority collection fund surpluses or deficits, MHCLG's share of business rates income and transitional protection payments) will continue to be made between MHCLG and Participating Authorities.

7 **Governance**

- 7.1 The Participating Authorities have resolved, if required, to delegate Administrative Functions in respect of their Powers in Relation to Business Rates Retention to COLC as the Lead Authority.

8 **Participating Authorities' responsibilities**

- 8.1 Each of the Participating Authorities shall promptly provide the Lead Authority with full and accurate relevant information (the "**Reporting Information**") in order to enable the Lead Authority to make payments to Government and to and from the Participating Authorities.
- 8.2 The Lead Authority shall request the Reporting Information and each Participating Authority shall provide timely Reporting Information to the Lead Authority.
- 8.3 Each Participating Authority shall make or receive payments to or from the Lead Authority based on the schedule of payments dates referred to in paragraph 6.2 and as required after the end of the financial year to settle any outstanding balances under this MOU.

9 **Dissolution of the Pool**

- 9.1 The pool is presumed to continue to operate for 2020-21 only in respect of which the Government Designation Order continues in force. These Designation Orders are made and remain in force until revoked.

- 9.2 Any Participating Authority seeking to leave the Pool should inform MHCLG and all other Participating Authorities as soon as possible. In the event of one or more Participating Authorities leaving the Pool, this Pool would cease to operate at the end of 31st March of that year and the Pool would be dissolved in accordance with the provisions of this MOU. Once the Pool has been established, any Participating Authority leaving the Pool must notify the other Participating Authorities by 30th September in any year, to allow the remaining Participating Authorities time to seek designation of a new pool for the following year.
- 9.3 The Lead Authority shall make the necessary calculations and submit the required returns associated with the dissolving of the Pool in accordance with paragraph 9.2.
- 9.4 In the event that the Pool is dissolved in accordance with paragraph 9.2, the Lead Authority shall distribute to the Participating Authorities any resources held on behalf of the Pool in accordance with the distribution formula set out at paragraph 5.1.2 above. The final balance of SIP funds shall be allocated in a further round, once the financial year of dissolution is completed and the amount finalised.
- 9.5 Subject to paragraph 6.7, COLC shall continue to act as Lead Authority for as long there are any outstanding responsibilities under this MoU.
- 9.6 The remaining Participating Authorities of the Pool may in their discretion agree to form a new pool and, if they wish, include new members for the following year (subject to a new Designation Order being made by the Secretary of State).
- 9.7 This MOU may be executed in any number of counterparts and this has the same effect as if the signatures on the counterparts were on a single copy of the MOU.

Appendix 1

Glossary

Activity/ies	the activities and responsibilities of each of the Lead Authority and Participating Authorities as set out in this MOU.
Administrative Functions	the granting by one Participating Authority to another the authority to exercise its powers, pursuant to s101 Local Government Act 1972 or Section 9EA(1) of the Local Government Act 2000 where the Participating Authorities operate executive arrangements.
Annual Report	the annual report of the Participating Authorities' activities produced by the Lead Authority in accordance with clause 6.6.11.
Baseline Funding Level	the minimum funding level required for the relevant year in accordance with the Non-Domestic Rating (Levy and Safety Net) Regulations 2013 as amended.
Billing Authorit(y/ies)	the relevant billing authority, as defined by the Local Government Finance Act 1992 in London for a local area.
Business Rates Baseline	the anticipated business rates to be collected by an Participating Authority for the relevant year in accordance with the Non-Domestic Rating (Levy and Safety Net) Regulations 2013 as amended.
Business Rates Pilot	the pilot programme of Government aimed at increasing the level of business rates retained by local government.
Business Rates Pool	a collection of the combined business rates income and any growth by the Participating Authorities.
COLC	City of London Corporation.
Designation Order	an order made by the Secretary of State pursuant to paragraph 35, Part IX, Schedule 7B of The Local Government Finance Act 1988.

Enterprise Zones	areas designated by the Government across England (and for the purposes of this MOU in London specifically) that provide tax breaks and Government support.
Financial Benefit or Deficit	<p>is the total of:</p> <p>The Lead Authority's reasonable costs of supporting the Pool, accounted for on an accruals basis in accordance with the Code of Practice on Local Authority Accounting.</p> <p>The difference between the total of the Participating Authorities' retained rates income, calculated in accordance with the <i>Non-Domestic Rating (Levy and Safety Net) Regulations 2013 (as amended)</i> (the level they would have had had there been no Pool) and the total applicable to the Pool, similarly calculated.</p>
GLA	Greater London Authority.
Government	Her Majesty's Government in the United Kingdom.
Growth	the amount equal to the difference between a Participating Authority's retained rates income (as defined by the <i>Non-Domestic Rating (Levy and Safety Net) Regulations 2013 (as amended)</i> and its business rates baseline (as similarly defined).
Interest	interest at such rate as is achieved during the relevant period by the Lead Authority, operating according to the treasury management strategy set by its members.
Lead Authority	COLC or such authority as may succeed COLC following a resignation by COLC pursuant to 6.7.
Levy	the amount (up to 50%) of the Growth due to Government from an authority or pool, calculated according to the Non-Domestic Rating (Rates Retention and Levy and Safety Net) Regulations 2013/737 as amended, and at the rate determined in therein.
LGFA 1988	the Local Government Finance Act 1988 (as

	amended).
Local Government Finance Settlement	the annual determination by the Government of funding to local government, published pursuant to Schedule 7B, paragraph 5 of LGFA 1988.
Local Share	as described in Schedule 7B of the LGFA 1988, is the amount of non-domestic rating income retained by billing and precepting authorities in a geographical area, as opposed to returned to MHCLG via the Central Share.
MHCLG	the Ministry of Housing, Communities and Local Government.
Non-Domestic Rating Income	the Participating Authority's business rates income for the purposes of calculating the Safety Net and Levy, as defined in the Non-Domestic Rating (Rates Retention) Regulations 2013 (SI2013/452) (as amended).
Non-Domestic Rating Levy Regulations	the Non-Domestic Rating (Rates Retention and Levy and Safety Net) Regulations 2013/737 as amended.
Non-Domestic Rating (Rates Retention) Regulations 2013	Non-Domestic Rating (Rates Retention) Regulations 2013/452 as amended.
ONS	Office for National Statistics.
Participating Authorities	all the Authorities that are party to this MOU.
Payment Requirements	the schedule of payments described in Regulation 15 to the Non-Domestic Rating (Rates Retention) Regulations 2013/452 (as amended) or agreed between Participating Authorities in accordance with those regulations.
Pool	the specific Business Rates Pool as set out in this MOU.
Powers in Relation to Business Rates Retention	for Billing Authorities, powers under the Non-Domestic Rating (Rates Retention) Regulations 2013 to COLC acting as the Lead Authority; and for the GLA as a major precepting authority

	under s.39(1)(aa) of the Local Government Finance Act 1992.
Reconciliation Payment	such payments as are required to adjust the amounts paid based on the GLA schedule as set out in clause 6.3 and the final amounts shown in the Annual Report.
Redistribution Pots	<p>the four elements of the redistribution mechanism agreed between the Participating Authorities for the 2018-19 and 2019-20 Pilots:</p> <ul style="list-style-type: none"> • The Incentives Pot to incentivise growth by allowing the Billing Authorities where growth occurs to keep a proportion of the additional resources retained as a result of the Pool; • The Needs Pot to reflect relative need for resources, using each Billing Authority's share of the total the Settlement Funding Assessment for the London Billing Authorities as a proxy; • The Population Pot to reflect the size of the communities served by Participating Authorities. • The Strategic Investment Pot to meet the commitment to Government to joint strategic investment by the Participating Authorities.
Remaining Billing Authority	means those Billing Authorities who would not have received a Safety Net payment had they not been in the Pool as set out in clause 5.1.6.
% Retention	is the proportion of non-domestic rating income retained under the <i>Non-Domestic Rating (Rates Retention) Regulations 2013 (as amended)</i> . At its outset, this allowed London Billing Authorities to retain 30% and the GLA, as preceptor, to retain 20%, a Local Share of 50%.
Revenue Support Grant or RSG	Revenue Support Grant, pursuant to Part V of

	the LGFA 1988.
Safety Net	the amount due from Government to an Authority or Pool, calculated according to the Non-Domestic Rating (Rates Retention and Levy and Safety Net) Regulations 2013/737 as amended, to ensure that the income of the Authority or Pool does not fall below the threshold determined, usually 92.5% of Baseline Funding Level.
Section 31 Grant	the additional funding available for local authorities towards expenditure pursuant to section 31 of the Local Government Act 2003.
Settlement Funding Assessment	the funding assessed as available to an individual authority by Government, published each year as part of the Local Government Finance Settlement.
Strategic Investment	is that which will contribute to the sustainable growth of London's economy or support the delivery of new infrastructure, housing or employment, which leverage funding from other public and private sources (e.g. the local authority, planning obligations etc), and lead directly to or are expected to facilitate an increase in London's overall business rates income.
Strategic Investment Pot / SIP	the pot of funds for Strategic Investment under previous Business Rates Pilots.
Tariff or Top Up	the amount due to or from an authority or pool determined (under Schedule 7B, Paragraph 12 of LGFA 1988) by the Secretary of State, and published in the Local Government Finance Settlement, being the difference between its Baseline Funding Level and its Business Rates Baseline for the year.
Technical Group	a group of primarily finance and revenues professionals, membership to be agreed by the Lead Authority in consultation with the Participating Authorities, convened by the Lead Authority to advise on the implications of the Pool and other proposed changes to business rates retention.
Term	The term of this MOU as set out in clause 4.1.

10 **Signatories for and on behalf of the Participating Authorities below in their official capacity**

Greater London Authority	Name..... Position.....
The Common Council of the City of London	Name..... Position.....

The following London Boroughs:

London Borough of Barking and Dagenham	Name..... Position.....
London Borough of Barnet	Name..... Position.....

London Borough of Bexley	Name..... Position.....
London Borough of Brent	Name..... Position.....
London Borough of Bromley	Name..... Position.....
London Borough of Camden	Name..... Position.....
London Borough of Croydon	Name..... Position.....
London Borough of Ealing	Name..... Position.....

London Borough of Enfield	Name..... Position.....
London Borough of Greenwich	Name..... Position.....
London Borough of Hackney	Name..... Position.....
London Borough of Hammersmith and Fulham	Name..... Position.....
London Borough of Haringey	Name..... Position.....
London Borough of Harrow	Name..... Position.....

London Borough of Havering	Name..... Position.....
London Borough of Hillingdon	Name..... Position.....
London Borough of Hounslow	Name..... Position.....
London Borough of Islington	Name..... Position.....
London Borough of Kensington and Chelsea	Name..... Position.....
London Borough of Kingston upon Thames	Name..... Position.....

London Borough of Lambeth	Name..... Position.....
London Borough of Lewisham	Name..... Position.....
London Borough of Merton	Name..... Position.....
London Borough of Newham	Name..... Position.....
London Borough of Redbridge	Name..... Position.....
London Borough of Richmond upon Thames	Name..... Position.....

London Borough of Southwark	Name..... Position.....
London Borough of Sutton	Name..... Position.....
London Borough of Tower Hamlets	Name..... Position.....
London Borough of Waltham Forest	Name..... Position.....
London Borough of Wandsworth	Name..... Position.....
City of Westminster	Name..... Position.....

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

Virements

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

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

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

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

All virements, whether revenue or capital, are subject to the following authorisation process as set out in the FPR, under Financial Planning and Financial Management, Section 6 of the FPR:

- (a) Virements in excess of £1 million will require Cabinet approval.
- (b) Virements between £500,000 and up to £999,999 will require approval by the relevant Cabinet Members.
- (c) All other virements will need to comply with procedures specified by the Chief Financial Officer.

The cumulative value of virements for the year should be considered when deciding whether the various thresholds have been reached. The Chief Financial Officer will take the final decision as to whether a number of smaller virements need to be grouped together for threshold calculation purposes.

Use of Contingency Funds

The Chief Financial Officer may set up a central contingency fund. There will only be one such fund for the entire Council.

The Chief Financial Officer is authorised to release sums from the contingency if:

- (a) the amounts fall within the normal delegation arrangements, and
- (b) the item is deemed by them as unforeseen and a relevant use of the contingency, or
- (c) if the item is urgent (e.g. an emergency or threat to life) and there is insufficient time to consult with the relevant Cabinet Member.

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

- (a) the item is deemed by the Chief Financial Officer as unforeseen and a relevant use of the contingency, or

- (b) the item is urgent (e.g. an emergency or threat to life) after consultation with the Chief Financial Officer.

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

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

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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