



COUNCIL MEETING (COUNCIL TAX)

**7.30 pm Wednesday, 22 February 2017
AT Council Chamber - Town Hall**

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

**Kathryn Robinson
Monitoring Officer**

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



Please note that this meeting will be webcast.

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

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

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

Reporting means:-

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

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

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

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

AGENDA

1 PRAYERS

2 APOLOGIES FOR ABSENCE

To receive apologies for absence. Apologies have been received from Councillor Linda Trew.

3 MINUTES (Pages 1 - 30)

To sign as a true record the minutes of the Meeting of the Council held on 25 January 2017 (attached).

4 DISCLOSURE OF INTERESTS

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

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

Note – please also refer to note (2) following.

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

To receive announcements (if any).

6 PROCEDURE

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

7 THE COUNCIL'S BUDGET 2017-18 (Pages 31 - 318)

- A. To consider the report of Cabinet (attached).

- B. To note the decision of the Greater London Authority on its budget and percept for 2017/18 and the effect thereof on the Council's budget.

- C. To agree a budget for 2017/18; and then

- D. To set the Council Tax for 2017/18

NOTE: THE REPORT TO CABINET ON 8 FEBRUARY 2017 IS ALSO ATTACHED FOR REFERENCE.

8 MEMBERS' ALLOWANCES SCHEME 2017-18 (Pages 319 - 328)

To consider the report of the Chief Executive (attached).

Additional Notes

- (1) The Council has a legal obligation to set a Council Tax for 2017/18.
- (2) Section 106 of the Local Government Finance Act 1992 imposes restriction on voting in respect of any Member by whom any Council Tax has remained unpaid for at least two months.

Any Member in doubt as to the position may seek advice before the meeting from the Monitoring Officer.

- (3) Regulations provide that the minutes of the meeting record how each Councillor voted (including any abstentions) when determining the Council's budget and the level of Council Tax to be levied.
- (4) The Cabinet's Report will refer to the Chief Executive's report to the Cabinet.

Members are asked to retain their copy of the Cabinet Report for this purpose although this is also included in the agenda papers.

- (5) Council Procedure Rule 3 applies to the order of business at this meeting.
- (6) By Council Procedure Rule 13.4, the speech of any Group Leader (or Member nominated to speak on behalf of a Group Leader: any Group Leader should announce any such nomination when the Mayor invites that Leader to speak) on any motion or amendment relating to the Council Tax should not exceed **twenty minutes** and participants in general debate five minutes.
- (7) Council Procedure Rule 11.9 governs amendments to motions and reports at this meeting. Any amendment must be such that it would, if passed, enable a robust budget to be set in the view of the Chief Financial Officer [as it is imperative that there is a level playing field, any new base information relating to or affecting Council tax that comes to light after the Cabinet has made its Council tax recommendations will be supplied to all Groups at the same time by the Section 151 Officer].

MEMBERS ARE ASKED TO RETAIN THE REPORT TO CABINET ON 8 FEBRUARY FOR REFERENCE AT THIS MEETING.

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**MINUTES OF A MEETING OF THE COUNCIL OF THE
LONDON BOROUGH OF HAVERING
Council Chamber - Town Hall
25 January 2017 (7.30 pm – 10.25 pm)**

Present: The Mayor (Councillor Philippa Crowder) in the Chair

Councillors Councillors June Alexander, Clarence Barrett, Robert Benham, Ray Best, Wendy Brice-Thompson, Michael Deon Burton, Joshua Chapman, John Crowder, Keith Darvill, Meg Davis, Ian de Wulverton, Osman Dervish, Nic Dodin, Alex Donald, David Durant, Brian Eagling, Gillian Ford, Jason Frost, Jody Ganly*, John Glanville, Linda Hawthorn, David Johnson, Steven Kelly, Phil Martin, Barbara Matthews, Robby Misir, Ray Morgon, Barry Mugglestone, Stephanie Nunn, Denis O'Flynn, Ron Ower, Garry Pain, Dilip Patel, Roger Ramsey, Keith Roberts, Patricia Rumble, Carol Smith, Frederick Thompson, Linda Trew, Jeffrey Tucker, Linda Van den Hende, Melvin Wallace, Lawrence Webb, Roger Westwood, Damian White*, Michael White, Reg Whitney, Julie Wilkes, Graham Williamson, Darren Wise and John Wood

*Part of meeting

Approximately 40 Members' guests and members of the public and a representative of the press were also present.

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

Father Roderick Hingley, of the Church of St Alban, Protomartyr, Romford opened the meeting with prayers.

The meeting closed with the singing of the National Anthem.

68 APOLOGIES FOR ABSENCE (agenda item 2)

Apologies for absence were received from Councillors John Mylod and Viddy Persaud. Apologies were also received for part of the meeting from Councillors Jody Ganly and Damian White.

69 **MINUTES (agenda item 3)**

The minutes of the meeting of the Council held on 23 November 2016 were before the Council for approval.

It was **AGREED** that the minutes of the meeting of the Council held on 23 November 2016 be signed as a correct record.

RESOLVED:

That the minutes of the Council meeting held on 23 November 2016 be signed as a correct record.

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

There were no disclosures of pecuniary or personal interests.

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

A minute's silence was held in memory of Alderman and former Leader of the Council Mr Arthur Latham who had sadly died recently. Tributes to Mr Latham were paid by all sides.

Council also noted with sadness the recent death of Mr John Symons clerk of the London Borough of Havering from its inauguration in 1964 until 1973.

The Mayor thanked all organisations involved with the Havering float which had come seventh at the recent London New Year's Parade. The Mayor also acknowledged a work of art commemorating the victims of the Holocaust that was on display in the Town Hall and had been created by Hannah Turnbull – winner of the Havering Young Artist 2016 competition.

The text of the announcements made by the Leader of the Council is attached as appendix 1 to these minutes.

72 **PETITIONS (agenda item 6)**

No petitions were presented.

73 **COUNCIL TAX SUPPORT SCHEME 2017 (agenda item 7)**

It was noted that the report on the Council's Financial Strategy, which included the Council Tax Support Scheme 2017 had been approved by Cabinet at its meeting on 18 January 2017.

The report of Cabinet asked Council to approve the Council Tax Support Scheme for 2017 and included, for noting, the Equalities Impact Assessments in respect of the Council Tax Support Scheme.

The report was **AGREED** by 43 voted to 5 (see division 1) and it was **RESOLVED**:

That the Equalities Impact Assessments in respect of the Council Tax Support Scheme be noted and the Council Tax Support Scheme 2017 be approved.

74 **NATIONAL SCHEME FOR AUDITOR APPOINTMENTS (agenda item 8)**

A report of the Audit Committee recommended that the Council join a national scheme – Public Sector Audit Appointments which would enable a sector led arrangement for the appointment of a suitable company to be the Council's auditor. This would allow compliance with contractual and independence requirements and lower overall procurement costs.

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

1. That the Public Sector Audit Appointments (PSAA) invitation be accepted to 'opt in' to the sector led option for the appointment of external auditors commencing 1 April 2018, for the financial years of the contracts let in accordance with the PSAA procurement strategy; (5 years as currently proposed);
2. That authority be delegated to the Section 151 Officer to give notice to the PSSA that the invitation is accepted.

75 **AMENDMENTS TO THE CONSTITUTION - OVERVIEW AND SCRUTINY PROCEDURE RULES (agenda item 9)**

A report of the Governance Committee recommended that Council approve some changes to the Overview and Scrutiny Procedure Rules to allow recommendations on proposals for development to be submitted directly to Cabinet or Council for consideration, without prior consideration by the Overview and Scrutiny Board.

This would ensure that Overview and Scrutiny recommendations were brought to the attention of Cabinet or Council in a timely manner.

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

That the revisions to the Overview and Scrutiny Procedure Rules as shown in appendix 2 to these minutes be approved.

76 **MEMBERS' QUESTIONS (agenda item 10)**

Fifteen questions were asked and replies given. The text of the questions, together with their answers, is shown as appendix 3 to these minutes. .

77 MAYOR OF LONDON (agenda item 11A)

A procedural motion that motion 11A be dealt with on a vote only basis, that all other motions be dealt with under the intermediate debate procedure and that motions be heard in the order 11A, 11B, 11D and 11C was **AGREED** by 47 votes to 5 (see division 2).

A MAYOR OF LONDON**Motion on behalf of the Independent Residents' Group**

When the Greater London Authority (GLA) was set-up it had more limited powers. It is presided over by an Elected Mayor. In recent years the GLA has acquired more powers including over housing prompting concerns about the democratic status of the Elected Mayor and their powers to overrule local planning decisions. Indeed how is it possible for one person elected on about 20% of the registered vote to be held accountable on the many issues that matter in a city the size of London?

Thus this Council agrees the post of Elected Mayor (Leader) of London should be abolished and replaced with the Cabinet system, in which the Elected Assembly elects the Leader as we do in Havering and calls on the Council Leader to seek support for this change from other London councils.

The motion on behalf of the Independent Residents' Group was **NOT CARRIED** by 28 votes to 15 (see division 3).

78 SOLAR PARKS (agenda item 11B)**Motion on behalf of the United Kingdom Independence Party Group**

This Council recommends that the Executive conducts a poll before deciding whether or not to introduce Solar Parks at both Dagnam Park and Gerpins Lane.

Amendment by the Conservative Group

This Council notes that the Executive will consider carefully all responses to consultation before deciding whether or not to introduce Solar Parks at both land adjacent to Dagnam Park and land at Gerpins Lane and that if the solar farm project contained in the Medium Term Financial Strategy agreed by the Council does not proceed further substantial savings will be required.

Amendment by the Independent Residents' Group

Many residents have no inclination to support a wind or solar farm as they are viewed as an environmental blight on the landscape and because they're promoted on the back of a fraud called "man made climate change", but council plans for a solar farm in Dagnam Park, Harold Hill and on land

off Gerpins Lane, nr Rainham are proposed to raise money to provide council services, but are they financially viable following cuts in government subsidies for ground based solar farms?

Thus this Council calls on the Executive to investigate the full environmental and amenity costs and financial viability before progressing any plans for solar farms in Havering.

Amendment by the Labour Group

This Council opposes the Executive proposal to introduce a Solar Park at Dagnam Park.

Following debate, the amendment by the Conservative Group was **CARRIED** by 28 votes to 13 (see division 4); the amendment by the Independent Residents' Group was **NOT CARRIED** by 43 votes to 3 (see division 5) and the amendment by the Independent Residents' Group was **NOT CARRIED** by 29 votes to 18 (see division 6). The amendment by the Conservative Group was **AGREED** as the substantive motion by 32 votes to 12 (see division 7).

RESOLVED:

This Council notes that the Executive will consider carefully all responses to consultation before deciding whether or not to introduce Solar Parks at both land adjacent to Dagnam Park and land at Gerpins Lane and that if the solar farm project contained in the Medium Term Financial Strategy agreed by the Council does not proceed further substantial savings will be required.

79 **TERMS AND CONDITIONS REVIEW (agenda item 11C)**

Motion on behalf of the Independent Residents' Group

This Council agrees the way to deliver the budget strategy agreed by Council to cut the wage bill by £500,000 is by for example reducing wages by 1% across the board starting at the top and then down until the target is met. No one likes a wage cut but if unavoidable due to further cuts in government funding that is the straight forward we're all in it together and fair way to do it and vital to maintaining staff morale and jobs, whereas robbing Peter to pay Paul is simply bad politics in the present difficult circumstances.

Also Council agrees the review of terms and conditions costing £512,000 so far to conduct is a separate and secondary matter entirely as an honest review could result in an increase in the wage bill. But because it's being conducted to reduce the wage bill, it means experienced and qualified staff are failing "the interview" with many feeling a great sense of injustice, demoralised and taking redundancy (another cost) as a result. And many

lower paid staff are suffering disproportionately due to changes in allowances. Changes in terms and conditions should be oiled with a pay rise, not imposed unfairly to deliver a pay cut.

And therefore Council calls on the Executive not to conflate the review of terms and conditions with the budget strategy to deliver a £500,000 cut in the wage bill.

Amendment by the Conservative Group

This Council notes that the two fundamental objectives of the review of employee terms & conditions of employment (T&Cs) are to: modernise our approach to working arrangements, pay structures and job evaluation, replacing existing T&Cs that are inconsistent, outdated or do not assist the delivery of services; and to create annual savings of at least £500,000 on the Council's non-schools corporate pay bill, as previously agreed as part of the Council's budget strategy. Whilst an across the board % reduction in salaries could achieve the savings target, it would not modernise our working arrangements and in particular would leave in place a range of inconsistent T&Cs that our staff and trade unions have previously identified as in need of modernisation. It is also essential that those working arrangements are modernised in order to ensure that we meet our obligations with regard to equalities and equal value.

This Council values the contribution and commitment made by all staff to the delivery of good quality public services. Whilst change proposals of this order will unfortunately lead to some staff experiencing a reduction in pay, this Council notes that the contractual impact of the Council's proposals means that more than two out of every three staff will either be unaffected or will be slightly better off. This Council also notes that a significant period of pay protection will be applied to those staff who experience a reduction in pay to help support them through the transformation

In noting these matters this Council reaffirms the decision agreed at the Full Council meeting on 30th March 2016 that authority is delegated to the Governance Committee to approve proposals which were likely to arise from the review of T&Cs, noting the amendment to the terms of reference of the Governance Committee within the Constitution as set out at paragraph 97 on page 180C of the minutes of that meeting.

The amendment by the Conservative Group was **AGREED** by 39 votes to 4 (see division 9) and **AGREED** as the substantive motion without division.

RESOLVED:

This Council notes that the two fundamental objectives of the review of employee terms & conditions of employment (T&Cs) are to: modernise our approach to working arrangements, pay structures and job evaluation, replacing existing T&Cs that are inconsistent, outdated or do not assist the delivery of services; and to create annual savings

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80 **OLYMPIC AND PARLYMPIC GAMES PRECEPT (agenda item 11D)**

Motion on behalf of the Joint Administration

Under an agreement between the GLA and the government of the time, from 2006/07 Council Tax payers across London were required to contribute £625m towards the cost of the 2012 Olympic and Paralympic Games. This was equivalent to an annual charge of £20 per household (Band D) which was collected by the GLA via an Olympic Precept included in council tax bills. In 2016/17 the final instalment of the £625m was paid and Council Tax payers saw the £20 precept reduce to £8 accordingly.

As the full £625m had been paid off, the expectation was that the remaining £8 would be returned to Council Tax payers in 2017/18. However, the draft 2017/18 GLA budget does not propose to return this sum.

Furthermore, while the Games were a great success and enjoyed by many, the precept meant that Havering Council Tax payers contributed some £16m towards the Games with little or no quantifiable benefit to our residents.

Our council faces significant financial pressures, such as Social Care, demographic growth and Housing which is made even more challenging when set against substantial reductions in local government funding.

As such, this Council calls upon the Mayor of London to honour the original agreement which ring-fenced the £20 precept for the Olympic and Paralympic Games and as the financial obligation has been met, the remaining £8 should be returned to Council Tax payers in 2017/18 to help fund council services to our residents.'

Amendment by the Independent Residents' Group

(Proposed amended wording shown in bold for clarity).

Under an agreement between the GLA and the government of the time, from 2006/07 Council Tax payers across London were required to contribute £625m towards the cost of the 2012 Olympic and Paralympic Games. This was equivalent to an annual charge of £20 per household (Band D) which was collected by the GLA via an Olympic Precept included in council tax bills. In 2016/17 the final instalment of the £625m was paid and Council Tax payers saw the £20 precept reduce to £8 accordingly.

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Our council faces significant financial pressures, such as Social Care, demographic growth and Housing which is made even more challenging when set against substantial reductions in local government funding.

As such, **this Council calls on the Executive to ascertain whether withholding the return of this overpayment is lawful and if not instruct the legal department to seek the return of said monies** and calls on the Mayor of London to honour the original agreement which ring-fenced the £20 precept for the Olympic and Paralympic Games and as the financial obligation has been met, the remaining £8 should be returned to Council Tax payers in 2017/18 to help fund council services to our residents.'

Following debate, the amendment by the Independent Residents' Group was **NOT CARRIED** by 41 votes to 8 (see division 8) and the motion on behalf of the Joint Administration was **AGREED** as the substantive motion, without division.

RESOLVED:

Under an agreement between the GLA and the government of the time, from 2006/07 Council Tax payers across London were required to contribute £625m towards the cost of the 2012 Olympic and Paralympic Games. This was equivalent to an annual charge of £20 per household (Band D) which was collected by the GLA via an Olympic Precept included in council tax bills. In 2016/17 the final instalment of the £625m was paid and Council Tax payers saw the £20 precept reduce to £8 accordingly.

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81 VOTING RECORD

The record of voting decisions is attached as appendix 4 to these minutes.

Mayor

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MADAM MAYOR,

I would like to give members an update on a number of current matters and issues facing the Council.

TEMPORARY ICE RINK & FESTIVE EVENTS

Firstly, I would like to thank our staff for their work in arranging Christmas events across the Borough which were attended by thousands of our residents and added to the vibrancy and enjoyment of this special time of the year. I would also like to thank *Very Nice Ice* for bringing their temporary ice rink to Romford Market over the festive period.

It served as a focal point for many families' Christmas entertainment and attracted numerous visitors to our historic market, and I congratulate everyone involved for making this attraction such a success. Romford has long been known as a town with an ice skating tradition and this temporary ice rink in Romford has given everyone a taste of the fantastic new permanent ice skating facilities that our new leisure centre in Western Road will provide from early 2018. I am pleased to say that the project is well on schedule.

Congratulations are also due to the Queens Theatre at Hornchurch where the Pantomime clocked up a record 28,000 attendances, and I congratulate and thank its board chairman Denis Rycroft who has just retired after 16 years of dedicated voluntary work there.

One that note thanks are due to the excellent local acts who performed at your Charity Concert yesterday evening including the Newtons Primary school dancers who charmed us all.

OFSTED CHILDRENS REPORT

Just before Christmas we received Ofsted reports on Children's Social Services and some schools. Our Childrens' Director Tim Aldridge and his team are working to address the issues raised in both these reports. Existing plans for improvement have been acknowledged, and a plan of action is in place for both School Improvement and Social Care to ensure that both services are enhanced further in line with Ofsted's recommendations. Funding is always a problem for Councils like ours where we receive so much less government support those areas whose needs are perceived to be greater. However we are determined to drive up performance in all sections.

In response to the challenges across the school sector, we have in conjunction with the Regional Schools Commissioner (who is responsible for academies) recruited Dame Joan McVitie to chair an Improvement Board to focus in on the key challenges facing the secondary sector.

In relation to social care service, a key area of focus is the leaving care service, which was judged to be our worst performing section. The priorities in this area are to ensure that young people Leaving Care are fully aware of their entitlements and receive the support they need to make a successful transition to adulthood. The service has also reviewed the Multi Agency Safeguarding Hub (MASH), with a view to strengthening the first response to safeguarding concerns.

HAVERING COLLEGE

I am looking forward to Havering College taking up a £5.4 million grant from The London Economic Action Partnership, which is the new name for the Local Enterprise Partnership, to help create a Construction & Infrastructure Skills & Innovation Centre at their site in Rainham, as well as additional learning space for professional and trade skills in infrastructure and construction engineering.

The project will also see the refurbishment of the college's existing construction centre and the installation of a Virtual Reality, simulated learning environment – this will be unique for a construction further education establishment in the UK.

To enable the College to take up this grant the Council will be working with the college on financing and exploring the current use they make of their property estate across the borough.

The Principal of the College will also be giving a Members' Briefing shortly that will also encompass a scheme for a possible merger with Barking & Dagenham College.

MEETING WITH MINISTER TO DISCUSS SETTLEMENT

Last week Andrew Rosindell MP, Andrew Blake-Herbert and I met with the Minister for Local Government, Marcus Jones, to renew our call for a review of the funding formula which sees our borough unfairly penalised financially, and disproportionately compared to other London councils. Although we are planning ahead and looking for ways to increase our income, we will continue to argue for a fairer deal from Central Government. On this occasion we also emphasised the inequitable way the Better Care Fund is distributed. This particularly impacts on us with the largest percentage of older people of any London borough and no less than 60 care homes within our boundary.

NOAK HILL SPORTS CENTRE

On a brighter note, I am very pleased to announce that the new Noak Hill Sports Centre in Heaton Ward at Harold Hill opened this week and has already had visitors with local football clubs securing booking for the 3G football pitch. There are some small areas of work left to complete including landscaping and completing the Sports Hall floor but in all, the facilities are already very impressive with an official launch planned for the end of February or March.

T&C UPDATE

The Council started its formal consultation with staff and trade unions on the Council's Terms and Conditions of Employment proposals in September 2016. As you know we launched the review to modernise and standardise our Terms and Conditions, and find yearly savings from our pay bill of £95m to protect our services and fill our budget gap. Like other councils, we had to look at all our options and it wasn't a step we took lightly. In fact it took us longer than we had planned because we wanted to make sure that it was the right thing to do and that our proposals for the annual savings of at least £500,000, were fair and measured, and applied to all Council staff from the Chief Executive down. This process is now in its final stages, with feedback from staff and Trade Unions taken into account and, where we could, acted upon. The number of staff that would see either no change in their pay - or see it increase - is slightly higher than under the original proposals. The Job Evaluation Appeals process is nearing completion, and the implementation of the proposals is expected in the summer. It has been a long hard process that isn't over yet, but we have tried to make it a

fair, open, and honest one. The process will continue to be reviewed by Governance Committee.

THE MARKET HOUSE

Members will know that we want to see the historic Romford Market return to full strength in the heart of the retail community, and if I may, I'll borrow Mayor Sadiq Khan's words on visiting Gallows Corner last year when he said "the status quo is not an option." That applies to Romford Market. If we do nothing it is in danger of withering and dying. We are fortunate to have access to money from the Mayor of London to help reinvigorate the market and the firm advice that we have received is that one important element of that is the building of a new Market House.

We are looking for the new Market House to provide a quality catering offer every day of the week, and act as a focal point, to complement existing businesses and the new public space in front of St. Edward's Church. Plans for that Market House will go to our Regulatory Service Committee next month where there will be further opportunity for objections and expressions of support to be considered fully.

SOLAR FARM UPDATE

Although we shall be discussing a motion and amendments on this topic later in the agenda I thought that it would be helpful as a backdrop to bring members right up to date as to the Administration's position.

The proposal for two solar parks in the borough (which was agreed as an item of the Council's Medium Term Financial Strategy) is part of a wider strategy to provide clean, sustainable and renewable energy and also to generate significant income to maintain vital services in the face of loss of much of government funding.

Following the outcome of an initial public consultation prior to any planning application we have been considering with officers how to proceed further. We are grateful for the interest and views on both possible sites.

I myself have had meetings with officers of the Friends of Dagnam Park and other individuals. I have also carried out inspections. On Friday the 13th January I toured the whole site with officers and on Friday last the 20th I walked through the area with the Chairman and Secretary of the Friends Group and a concerned resident. I am grateful to them for their time and courtesy.

Although work is continuing on financial and practical analysis I can say that we do not now consider that the Dagnam Park proposal should proceed in its current form.

My particular concerns include the size of the area proposed and its topography. If a smaller scheme for Dagnam Park is to be suggested the form and content of consultation will be discussed in advance with the Friends Group. If no scheme is proposed no further consultation will be needed. I hope to be able to give final confirmation on this by our next meeting.

The Gerpins Lane scheme is still being examined. Planning approval and ministerial consent would be needed for any proposal.

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Appendix 2

SUBJECT: AMENDMENTS TO CONSTITUTION

Date: 25 January 2017

| Part and article/ section | Page ref | Substance of amendment / amended wording | Reason for amendment |
|---|----------|---|--|
| Part 4, Rules of Procedure. Overview & Scrutiny Rule 11 | | <p>Reports to Council & Cabinet Amend wording as follows:</p> <p>(a) Once it has formed recommendations on proposals for development, the Overview and Scrutiny Sub-Committees will prepare a report and submit it to (the Overview and Scrutiny Board who will then submit it to) the proper officer for consideration by the Council or by the Cabinet as appropriate.</p> <p>(b) If an Overview and Scrutiny Sub-Committee cannot agree on one single final report to the Council or Cabinet as appropriate, then up to one minority report may be prepared and submitted for consideration by the Council or Cabinet with the majority report.</p> <p>(c) As soon as possible after the Sub-Committee Overview and Scrutiny Board has prepared the report, the proper officer shall serve a copy of it upon the relevant Cabinet Member.</p> <p>(d) The Council or Cabinet must consider the report of the Overview and Scrutiny Sub-Committee Board within two months of it being submitted to the proper officer.</p> <p>(e) Reports of Overview and Scrutiny Sub-Committees Board referred to the Cabinet shall be considered by the Cabinet within two months of the meeting of the Overview and Scrutiny Sub-Committee at which its report and recommendations are agreed.</p> | Need to revise process to ensure Overview & Scrutiny decisions are brought to the Executive in a timely manner |

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FULL COUNCIL, Wednesday 25 January 2017

MEMBERS' QUESTIONS

Air Pollution

1) To the Cabinet Member for Environment, Regulatory Services & Community Safety (Councillor Osman Dervish)

From Councillor Reg Whitney

Would the Cabinet Member confirm that Havering is not breaching legal limits on air pollution and how it ranks against other London Boroughs

Response:

Havering is not breaching legal limits on air pollution for either the annual or hourly levels set within the National Air Quality Standards (England).

Havering has better air quality overall than many other London Boroughs coming within the top 5-6 for good air quality.

Litter Thrown from Cars

2) To the Cabinet Member for Environment, Regulatory Services & Community Safety (Councillor Osman Dervish)

From Councillor John Glanville

Given that English councils are to be given the legal power to punish car owners who let litter be thrown from their cars and some London boroughs already have this power, will Havering Council be using this power?

Response:

Power to serve a Penalty Charge Notice on those who litter from cars exists under the London Local Authorities Act 2007.

Littering is very bad behaviour and we support any increase in powers that allows us to target the problem. A more simplified procedure for dealing with car litterers is proposed as part of the Anti-Social Behaviour 2014 Crime and Policing Act. The enabling legislation to introduce this isn't yet in place but once it is we will monitor those new powers and decide whether they should be introduced here.

In response to a supplementary question, the Cabinet Member indicated that he would be happy to consider how this power could be enforced as part of the general enforcement strategy.

The Local Plan and Parking Provision

3) To the Cabinet Member for Environment, Regulatory Services & Community Safety (Councillor Osman Dervish)

From Councillor David Durant

Due to Government/GLA policy of “housing targets” developers are submitting plans “within the rules” that provide not enough resident and almost no visitor parking and clearly this policy relies on adjoining roads providing the overspill parking. In view of this will the Cabinet Member for Regulatory Services recommend a change to the Local Plan and require highway contributions from developers to assist with the provision of more parking to help replace the national policy of “housing targets” with a local policy of “sustainable housing”.

Response :

The level of parking required on any particular new development is currently set out within the London Plan. The forthcoming Local Plan will set local parking requirements. A Residential Car Parking Standards Study is being prepared as part of the evidence base for the Local Plan and will be used to inform the proposed parking standards.

As part of any planning application, the impact of the development on the surrounding area is a material consideration. Where it can be clearly demonstrated that surrounding streets already suffer significant parking stress or would do as a result of the development, mitigation measures, including possible developer contributions would be considered

We are encouraging prospective developers to engage earlier in the process, long before the planning application process to ensure that they understand the needs of the community. Working more proactively with developers will allow the council to increase influence over the specification of large scale developments going forward.

In response to a supplementary question, the Cabinet Member confirmed that the Local Plan would set local parking levels and this would be presented to Members later in the year.

The Future of the Harold Hill Crown Post Office

4) To the Cabinet Member for Environment, Regulatory Services & Community Safety (Councillor Osman Dervish) From Councillor Keith Darvill

What representations have been made to Post Office Limited and the Minister for Postal Affairs about the proposal to close the Harold Hill Crown Post Office in Farnham Road?

Response:

While we have not made any specific representation, we have contacted the post office to find out further information. However, it is likely that the Post Office is exploring opportunities to seek a franchisee, which is the Post Office current business model. Usually, franchise branches offer the same services for customers as well as sometimes longer hours and on some occasions opening on a Sunday. A call has been logged with the Post Office HR and consultation team to find out further information.

In response to a supplementary question, the Cabinet Member conformed he was happy to meet with local ward Councillors about this issue and make representations accordingly.

Under Occupation of Council Properties

5) To the Cabinet Member for Housing (Councillor Damian White) From Councillor June Alexander

Would the Cabinet Member confirm what proactive steps are being taken to encourage the near 400 single council tenants living in 3 plus bedrooms to downsize.

Response:

While council tenants have the right to live in a property even if it is too large for them, the Council takes proactive steps to encourage them to downsize.

(a) In July 2016, the Council revised its Housing Allocation Policy, to reward tenants that do downsize with a community contribution reward (CCR 1 and 2) which is a high housing priority to support tenants to move into alternative smaller accommodation.

(b) Community events are also held to provide information on the housing options available to tenants to encourage them to downsize. On 19 October 2016, a Mobility Open Day was held for tenants who were under-occupying their homes or were overcrowded with the aim of bringing them together to find a swap. The event was also attended by other housing providers including Home-swapper, Seaside & Country

Council, 25 January 2017

Homes and the GLA's Housing Moves. We will be organising another event in March 2017.

In response to a supplementary question, the Cabinet Member confirmed that tenants would be assessed for emergency rehousing if a health issue had been identified. A total of 67 people had attended the recent housing swaps with 11 swaps being progressed as a result of this.

RIPA Powers

6) To the Leader of the Council

From Councillor Ian de Wulverton

Has Havering used the Regulation of Investigatory Powers Act (RIPA) powers, to gather information on the residents of Havering? If so when and what where they used for?

Response :

The legislation provides Local Authorities with statutory powers to use covert intelligence operations in very limited circumstances where it is investigating serious criminal offences. It is not used to gather information on residents. These restricted legal powers are rarely used – there have been 2 occasions in the last 4 years. The powers cannot be used by the Council without an application to Magistrates Court which considers the circumstances and decides whether the action is justified. The Council is also inspected by the Office of Surveillance Commissioners every two or three years to ensure its policies and use of the legislation is appropriate. The Council was last inspected in December 2016 and a positive report was received.

The most recent orders for surveillance were in respect of allegations of repeated sales of cigarettes and alcohol to children and, secondly, commercial-scale fly tipping.

Conservation Areas

7) To the Cabinet Member for Environment, Regulatory Services & Community Safety (Councillor Osman Dervish)

From Councillor Keith Roberts

Due to the growth in 'try on' applications to build in our Conservation Areas can the Cabinet Member for Regulatory Services assure Council that Conservation Area rules will be applied and if necessary strengthened to ensure only schemes that enhance rather than undermine our Conservation Areas will be recommended for approval?

Council, 25 January 2017

Response:

All applications for development within our Conservation Areas are assessed against our Local Development Framework (LDF), the London Plan and the National Planning Policy Framework (NPPF). The Council has a duty to take account of the desirability of sustaining and enhancing the significance of heritage assets when reaching decisions on planning applications. The Council is now using Place Services, Essex County Council's traded services arm as this gives us a good resource for specialist advice on applications concerning heritage assets. This adds value to the assessment process each application is subject to.

Looking forward, as part of the Local Plan preparation work, our existing heritage policies, including our Heritage Supplementary Planning Document (SPD), are being reviewed to ensure that they reflect the approach adopted by the NPPF.

Blue Badge Fraud

8) To the Cabinet Member for Environment, Regulatory Services & Community Safety (Councillor Osman Dervish)

From Councillor Barbara Matthews

In order that genuine users of Blue Badges can use them and to protect council revenue, would the Cabinet Member confirm over the past three years how many exercises have been carried to catch those misusing Blue Badges and how many Blue Badges have been confiscated and/or users prosecuted?

Response:

Since January 2014 we have carried out two blue badge operations, both in Romford Market Place, on 21 August 2014 and 19 February 2015, where 16 blue badges were confiscated. Since then our records show 10 further badges have been confiscated as part of the Civil Enforcement Officers normal duty.

There have been no convictions for blue badge misuse. However, a prosecution is not an indicator of the work our officers do to minimise misuse wherever possible. Blue Badge anti-fraud operations, involving Audit, Traffic & Parking Control and the Police, have taken place, and more routinely, Civil Enforcement Officers undertaking their daily enforcement patrols inspect Blue Badges and speak to users to determine correct use.

In response to a supplementary question, the Cabinet Member confirmed he was happy to review how wardens carried out their work and to ensure that Blue Badge abuse was prosecuted where possible.

Orchard Village

9) To the Cabinet Member for Housing (Councillor Damian White)

From Councillor Phil Martin

At the last Full Council there was motion put before the council to ensure that measures were adopted to deal with the repeated failure of the Orchard Village developers to put right their many failures which have been publicised in the Local and National Press, and on prime time television and shows no sign of abating.

What steps, if any, has the Administration taken to assist the residents of this appalling development whose lives have been blighted by the sub- standard building work that has taken place there.

Response:

In line with the legal advice obtained, an inspection of one of the properties in Phase 3 of the development is to be undertaken to ascertain the extent of the problems in relation to the Building Regulations. Legal advice has confirmed that due to the length of time since the development has been completed, no action can be taken in respect of Phases 1 or 2. Depending on the outcome of the inspection, further investigation and/or legal action will be considered.

The Council is working strenuously to facilitate improvements with the owners of the site, Clarion Housing and will continue to work them to seek early redress of these issues. The Director of Housing Services has recently met with the Chief Executive of the Housing Association and the local MP in order to view the site.

In response to a supplementary question, the Cabinet Member emphasised that work was in progress to support remedial works to be undertaken and to enable the correct provision of the right type of accommodation. Work on these areas would continue in conjunction with the Chief Executive of the Housing Association.

GLA Precept and Police Budget

10) To the Cabinet Member for Environment, Regulatory Services & Community Safety (Councillor Osman Dervish)

From Councillor Graham Williamson

According to BBC News and reports in the Evening Standard the Mayor of London Sadiq Khan will increase the GLA precept on council tax bills by 1.99% to meet a shortfall in police budget of £17.4m which he claims has been imposed by the Government. If so will the Cabinet Member for Public Safety make representations to the Mayor seeking the withdrawal of the short-sighted proposals to save money by merging/reducing the Police Borough Commanders of Havering, Redbridge and Barking and Dagenham from 3 to 1?

Response:

I recognise the concerns that reducing from 3 Borough Commanders to 1 may appear to present. However, these plans are part of a wider review to reduce the total number of Borough Commanders across the Metropolitan Police Service. This wider package of proposals includes the pilot of a tri-borough model of policing. Whilst clearly this new approach presents opportunities for savings, it also, more importantly, responds to concerns raised during a recent HMIC inspection of the MPS. Indeed the Council's own OFSTED inspection raised concerns in relation to the MPS's current arrangements around safeguarding and child protection.

The new tri-borough policing model seeks to strengthen the police's offer in this regard by creating a single safeguarding hub, enabling all concerns relating to vulnerable people to be referred through one point of access. The proposal is to locate the referral desk for such concerns within the Multi-Agency Safeguarding Hub (MASH) in each borough. This fits well with the Council's own approach of being the first borough in London – and indeed one of the first in the country – to implement an all-age MASH, thus enabling the multi-agency partnership to take a “whole family” approach to issues that affect a family system. This represents a more joined-up approach and should allow us to work more efficiently and effectively with our police colleagues in these particular areas of work, as well as giving us the opportunity to exercise greater influence over the allocation of police resources.

At this early stage, the Council therefore welcomes the MPS pilot model and very much hopes that it will achieve its aims and objectives – especially regarding a better approach to safeguarding and child protection. However, if the pilot does not deliver a better operational model, the Mayor of London and the Deputy Mayor for Policing and Crime have been clear that the new ways of working should be fully reversible. The Leader of the Council and senior officers are well represented on the governance and oversight bodies for the new “pathfinder”. As such, the Council will be well positioned to evaluate the impact of the pilot and will of course be taking a particular interest in the capacity of the new model to meet the policing needs of Havering. Should the pathfinder not have the desired effects in terms of addressing areas of concern for the borough, we will of course make representations that the model should be amended accordingly.

In response to a supplementary question, the Cabinet Member explained that agreement to the new police model was a Cabinet function. Members would however be kept fully informed and a Member briefing on this issue would take place shortly.

Council, 25 January 2017

Harrow Lodge Park

11) To the Cabinet Member for Culture & Community Engagement (Councillor Melvin Wallace)

From Councillor Jody Ganly

Would the Cabinet Member confirm what steps he has taken to ensure that the council and Thames Water have carried out their promises at Harrow Lodge Park, and in particular, the de-silting of the main sewer.

Response

A Parks Development Officer recently met with Thames Water and their contractors who confirmed that they will be cleaning out the sewerage pipe that runs through the park by the end of the month. Works will take approximately 4 weeks. They have said that this will be carried out every six months after completion.

Officers will monitor the situation to ensure that Thames Water meet this undertaking

In response to a supplementary question, the Cabinet Member confirmed that this work would be monitored to ensure that it was carried out every six months.

Tribunal Cases Affecting the Council

12) To the Leader of the Council (Councillor Roger Ramsey)

From Councillor Lawrence Webb

In the last eighteen months how many non-housing related court and tribunal cases has the Council been involved in?

Please provide the details of those initiated by the Council itself and those that the Council were defending, how many were won and lost and the cost both in fees and compensation.

Response

Due to the wide range of court proceedings there is no central figure available for fees or compensation paid or awarded. However, if specific information about particular cases, or types of cases, is required those details can be requested via the Deputy Director of Legal and Governance.

In response to a supplementary question, the Leader of the Council confirmed that it was not possible to produce a general register of the cost of court cases the Council was involved in. There were a very wide variety of cases ranging from trading standards matters where the Council could sometimes recover considerable sums via the Proceeds of Crime Act to cases related to children where costs were not recoverable.

Council House Repairs

13) To the Cabinet Member for Housing (Councillor Damian White) From Councillor Stephanie Nunn

Given that the overwhelming majority of council properties have now reached the Decent Homes standards, would the Cabinet Member explain why with less than 10,000 council properties, they generate 40,000 plus repair requests in a year?

Response

The Council has a statutory obligation to provide a repairs service to tenants and these activities not only meet these requirements but help to keep the housing stock in good order. The investment programme completed via the Decent Homes programme was to address long standing major issues with large building elements, such as roofs, windows, kitchen and bathrooms. The backlog Havering had was significant with 56% of the stock being classified as non-decent. This figure is now less than 2% and 98.72% of the Council's housing stock is now at a decent level. The average number of repair-related requests undertaken each year, including building services is 31,375. This has reduced from around 42,000 two years ago as part of the Council's demand management strategy.

The current types of works principally relate to minor items resulting from

- Drain Blockages
- Gutter blockages
- Minor Leaks to plumbing and heating
- Broken window catches and sticking doors
- Minor electrical issues with broken sockets and light fittings
- Repairs to estate environments (not part of the decent homes programme funding regime)

We are working, with support of the Chartered Institute of Housing, and as part of an overall demand management strategy to reduce the numbers of works requests processed without any detriment to service quality.

Of the 31,375 repairs, some 9,000 of these are gas safety checks and 1,100 are repairs to vis properties, both of which are statutory obligations on the Council.

In response to a supplementary question, the Cabinet Member emphasised that the 40,000 repair requests figure had not come from himself, nor from Council officers, and asked for an apology for the suggestion that he had misled anyone.

Repair costs were borne by the contractor (Breyer Group) not the Council and the Cabinet Member was meeting regularly with the Chief Executive of Breyer Group to go through all missed appointments and incidences of repairs not being put right first time.

Academic Performance in the Borough

14) To the Cabinet Member for Children & Learning (Councillor Robert Benham)

From Councillor Julie Wilkes

The London Borough of Havering always had an excellent reputation in terms of educational performance, so would the Cabinet Member explain why Havering has been allowed to fall in the OFSTED league tables in both primary and secondary education and was also forced by Central Government to convert the Pupil Referral Unit into an academy because of its failings?

Response

The Ofsted measures referred to in the recent Ofsted annual report are relatively new, particularly in the secondary sector, where Attainment 8 and Progress 8 measures are being reported on for the first time. These measures replace the previous measure of five A*- C grades at GCSE. There are complex calculations which result in the final outcome for these new measures and further information on how these work can be found via the OFSTED website.

It is important to note that GCSE performance in the secondary sector in Havering has been good and above the national average for some years. Even with the new Attainment 8 measure, this is in line with the national average this year. That said, we need to focus on improving attainment in certain curriculum areas such as maths and science. We have a significant task ahead to improve the rates of progress made by specific groups of pupils in secondary schools and are working with schools and partners, including the Regional Schools' Commissioner, on an improvement strategy.

Attainment in our primary schools continues to be strong, with outcomes for pupils in reading, writing and maths combined at the end of Key Stage 2 (age 11) in the top five per cent in the country in 2016. Pupils also make positive progress in the primary sector.

The league tables included in the information for London in the annual report refer to the measure of the percentage of pupils attending good or outstanding schools in the area. The figures for Havering are undeniably disappointing and we are focusing our attention on improving these ratings across both the primary and secondary sectors. There are a number of variables which can influence the movement up or down this particular set of league tables: the numbers of school inspections in an area in any given period, for example. In 2015 there were only seven primary inspections in Havering compared to significantly higher levels in other London boroughs. The impact of this is that schools which might have a less than good judgement do not have the opportunity to have improvement ratified until the next inspection, thus an authority's ability to change its ranking in the league table is also dependent on this contextual factor.

What are we doing?

Clearly the Education landscape has changed dramatically over the last few years. With more schools now academies, the Local Authority has fewer statutory powers – we are now engaged with the education community as a system leader – influencing and supporting improvement across the sector.

We are working closely with secondary schools and the Regional Schools Commissioner and we will be launching an Improvement Board to specifically focus on performance across this sector. The Board will be chaired by Dame Joan McVitie who has an excellent track record in driving improvement in schools. Part of the work of the Improvement Board is to look at what has worked in other areas, and to prioritise the key areas that need attention in Havering. These include strengthening Leadership and Governance, and supporting schools to improve performance in key subject areas including Maths, Science and Modern Languages.

Through this process the aim is to foster a more collaborative partnership between Havering Schools in order to support sustainable sector- led improvement. We will look to local Schools to lead specific strands of this work and commit to contributing to achieving better outcomes for Havering Children.

The Local Authority does retain a statutory role in overseeing improvement in local state maintained schools. Our position is to provide schools with the necessary guidance and support, whilst taking decisive and robust action to address schools with serious or systemic failings.

Pupil Referral Service

With reference to the Pupil Referral Service (PRS), the authority had been finding it difficult to secure permanent leadership for the provision for a considerable time. Pressures on the service were significant and the quality of the provision suffered as a result of these two factors. The authority had already started discussions about possible academisation of the secondary element of the service prior to the judgement of special measures. Following the provision being placed into special measures by OFSTED, the only available option open to the council was to convert this provision to an academy. As this is a specialised provision, it took a significant amount of time for the DfE to identify a suitable sponsor.

In response to a supplementary question, the Cabinet Member reported that he was working with the Schools Commissioner to set up a School Improvement Board.

Council, 25 January 2017

Transport for London Proposals in the Local Implementation Plan

15) To the Cabinet Member for Environment, Regulatory Services & Community Safety (Councillor Osman Dervish)

From Councillor Ray Morgon

At the July 2016 Cabinet meeting, the Leader of the Opposition received assurance that before any proposal was submitted to TFL under the Local Implementation Plan that any proposed submission would be discussed with the appropriate wards Councillors. Would the Cabinet Member explain why this did not happen?

Response:

The 2017/18 Annual Spending Submission was formally signed off by myself through an Executive Decision in October 2016.

Members had the opportunity to engage in the LIP submission process through the Cabinet report in July and the supporting documents for the submission being placed in the Members' Resource Room.

In addition, ward Members had the opportunity to comment on the proposed submission before it was submitted when the Executive Decision report was published on the Calendar Brief and could have asked for the matter to be 'called in' (as with the usual arrangements).

The extensive and wide-ranging content of the LIP submission, and the imperative of meeting TfL's tight timetable, meant that it wasn't possible for the Council to engage with Ward Members on each individual proposal in the submission.

No comments were received at this point from any Ward Member and the approved submission was subsequently sent to TfL so that it met their deadline for submission of this important matter.

In response to a supplementary question, the Cabinet Member clarified that funding for schemes such as these was from Transport for London rather than the council but he was happy to meet with ward Councillors to discuss these issues where possible.

| <i>DIVISION NUMBER:</i> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| The Mayor [Cllr. Philippa Crowder] | ✓ | ✓ | O | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| The Deputy Mayor [Cllr. Linda Van den Hende] | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| <u>CONSERVATIVE GROUP</u> | | | | | | | | | |
| Cllr Roger Ramsey | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Robert Benham | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Ray Best | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Wendy Brice-Thompson | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Joshua Chapman | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr John Crowder | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Meg Davis | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Osman Dervish | ✓ | ✓ | ✓ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Jason Frost | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Steven Kelly | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Robby Misir | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Garry Pain | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Dilip Patel | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Viddy Persaud | A | A | A | A | A | A | A | A | A |
| Cllr Carol Smith | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Frederick Thompson | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Linda Trew | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Melvin Wallace | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Roger Westwood | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Damian White | ✓ | ✓ | A | A | A | A | A | A | A |
| Cllr Michael White | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| <u>RESIDENTS' GROUP</u> | | | | | | | | | |
| Cllr Ray Morgon | ✓ | ✓ | ✓ | ✗ | ✗ | ✓ | ✗ | ✗ | ✓ |
| Cllr June Alexander | ✓ | ✓ | ✓ | ✗ | ✗ | ✓ | ✗ | ✗ | ✓ |
| Cllr Nic Dodin | ✓ | ✓ | ✓ | ✗ | ✗ | ✓ | ✗ | ✗ | ✓ |
| Cllr Jody Ganly | ✓ | ✓ | A | A | A | A | A | A | A |
| Cllr Barbara Matthews | ✓ | ✓ | ✓ | ✗ | ✗ | ✓ | ✗ | ✗ | ✓ |
| Cllr Barry Mugglestone | ✓ | ✓ | ✓ | ✗ | ✗ | ✓ | ✗ | ✗ | ✓ |
| Cllr John Mylod | A | A | A | A | A | A | A | A | A |
| Cllr Stephanie Nunn | ✓ | ✓ | ✓ | ✗ | ✗ | ✓ | ✗ | ✗ | ✓ |
| Cllr Reg Whitney | ✓ | ✓ | ✓ | O | O | ✓ | ✓ | ✗ | ✓ |
| Cllr Julie Wilkes | ✓ | ✓ | ✓ | ✗ | ✗ | ✓ | ✗ | ✗ | ✓ |
| Cllr John Wood | ✓ | ✓ | ✓ | ✗ | ✗ | ✓ | ✓ | ✗ | ✓ |
| <u>EAST HAVERING RESIDENTS' GROUP</u> | | | | | | | | | |
| Cllr Clarence Barrett | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Alex Donald | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Brian Eagling | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Gillian Ford | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Linda Hawthorn | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Ron Ower | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Cllr Darren Wise | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| <u>UK INDEPENDENCE PARTY GROUP</u> | | | | | | | | | |
| Cllr Lawrence Webb | O | ✓ | O | ✗ | ✗ | ✓ | ✗ | O | O |
| Cllr Ian De Wulverton | O | ✓ | O | ✗ | ✗ | ✓ | ✗ | ✓ | O |
| Cllr John Glanville | O | ✓ | O | O | ✗ | ✓ | O | ✗ | O |
| Cllr David Johnson | ✓ | ✓ | O | O | ✗ | ✓ | ✓ | ✓ | ✓ |
| Cllr Phil Martin | ✓ | ✓ | O | O | O | ✓ | ✓ | ✓ | ✓ |
| Cllr Patricia Rumble | O | ✓ | O | ✗ | ✗ | ✓ | ✗ | ✗ | O |
| <u>INDEPENDENT LOCAL RESIDENTS' GROUP</u> | | | | | | | | | |
| Cllr Jeffrey Tucker | ✗ | ✗ | ✓ | O | ✓ | O | O | ✓ | ✗ |
| Cllr Michael Deon Burton | ✗ | ✗ | ✓ | O | ✓ | ✗ | O | ✓ | ✗ |
| Cllr David Durant | ✗ | ✗ | ✓ | O | ✓ | O | O | ✓ | ✗ |
| Cllr Keith Roberts | ✗ | ✗ | ✓ | O | O | O | O | ✓ | O |
| Cllr Graham Williamson | ✗ | ✗ | ✓ | O | O | ✓ | O | ✓ | ✗ |
| <u>LABOUR GROUP</u> | | | | | | | | | |
| Cllr Keith Darvill | ✓ | ✓ | ✗ | ✗ | ✗ | ✓ | ✗ | ✗ | O |
| Cllr Denis O'Flynn | ✓ | ✓ | ✗ | ✗ | ✗ | ✓ | ✗ | ✗ | O |
| <u>TOTALS</u> | | | | | | | | | |
| ✓ = YES | 43 | 47 | 15 | 28 | 3 | 18 | 32 | 8 | 39 |
| ✗ = NO | 5 | 5 | 28 | 13 | 43 | 29 | 12 | 41 | 4 |
| O = ABSTAIN/NO VOTE | 4 | 0 | 7 | 9 | 4 | 3 | 6 | 1 | 7 |
| ID = INTEREST DISCLOSED/NO VOTE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| A = ABSENT FROM MEETING | 2 | 2 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| | 54 | 54 | 54 | 54 | 54 | 54 | 54 | 54 | 54 |

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COUNCIL, 22 FEBRUARY 2017

REPORT OF CABINET

SUBJECT: THE COUNCIL'S BUDGET 2017/18

The purpose of this report is to enable the Council to calculate and set the Council Tax for 2017/18.

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

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

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

The Council is also required to formally approve the management of the Council's proposed revenue budget for both the General Fund and schools' delegated budgets; and the capital programme.

Members are asked to bring their copy of the Cabinet reports including the appendices and supplementary paper with them to the meeting, as the recommendations before Council make specific reference to these reports.

Attached to this report are:

- a revised Council Tax statement, originally provided in the Cabinet report marked as **Appendix E**, amended following the final notification of the levies
- a revised Robustness of Estimates, Adequacy of Reserves and the Management of Risk statement marked as **Appendix H**, amended in respect of future MTFS planning assumptions.
- **Annex A** to this report which provides supporting information to the resolutions
- **Annex B** which are the draft minutes of the Cabinet meeting.
- The full budget report submitted to Cabinet on 8th February is also attached for reference.

The Treasury Management Strategy and related documents were reported to Cabinet separately but are being submitted to Council as part of this report (**Annex C**) for approval, as they are directly related to the budget. The Capital Programme was originally provided in the Cabinet report marked as **Appendix I**. A separate report also covers the proposed Members Allowances scheme for 2017/18 is being submitted for approval.

The HRA Capital and Revenue Budget for 2017/18 were also reported separately to Cabinet and approved at the meeting on 8 February 2017. It includes a detailed HRA capital programme for 2017/18.

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

The effect of adopting these resolutions would be to set the Council Tax for a Band D property at £1,597.73

RECOMMENDATIONS

1. That the following as submitted in the report to Cabinet be approved:
 - a) The General Fund revenue budget for 2017/18, as set out in the revised **Appendix E** attached to this report.
 - b) The delegated schools' budget for 2017/18, as set out in **Appendix F** of the report to Cabinet.
 - c) The Capital Programme for 2017/18, as set out in **Paragraph 3.28** and **Appendix I** of the report to Cabinet.
 - d) The HRA Capital Programme 2017/18, as set out in the separate report to Cabinet on 8 February.
2. That, in accepting recommendation 1, Council is mindful of the advice of the Chief Finance Officer as set out in **Appendix H** of the report to Cabinet and a revised is appended to this report.
3. That it be noted that the Council Tax public engagement exercise carried out during January 2017 was considered by Cabinet when considering the draft financial strategy and is attached at **Annex D**.
4. That it be noted that the minutes of the Overview and Scrutiny Board that were considered at the Cabinet meeting of 8 February are included at **Annex E** for information.
5. That it be noted that under delegated powers the Chief Finance Officer has calculated the amount of 86,821 (called T in the Act and Regulations) as its Council Tax base for the year 2017/18 in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as

amended) made under Section 31B of the Local Government Finance Act 1992 as amended.

6. That the amount of £ 114,404,900 be now calculated as the Council Tax requirement for the Council's own purposes for 2017/18, with £4,317,608 of that amount being ringfenced for Adult Social Care.
7. That the following amounts be now calculated by the Council for the year 2017/18 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

| | | |
|-----|----------------|---|
| (a) | £500,074,745 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act. |
| (b) | (£385,669,845) | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act. |
| (c) | £114,404,900 | being the amount by which the aggregate at 7(a) above exceeds the aggregate at 7(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) | £1,317.71 | being the amount at 7(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year. |

8. 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 2017/18 for each of the categories of dwellings.

| Valuation Bands London Borough of Havering | | | |
|---|-----------------|--------------------------|--------------|
| | Havering | Adult Social Care | Total |
| | £ p | £ p | £ p |
| A | 845.32 | 33.15 | 878.47 |
| B | 986.21 | 38.68 | 1,024.89 |
| C | 1,127.09 | 44.21 | 1,171.30 |
| D | 1,267.98 | 49.73 | 1,317.71 |
| E | 1,549.75 | 60.78 | 1,610.53 |
| F | 1,831.53 | 71.83 | 1,903.36 |
| G | 2,113.30 | 82.88 | 2,196.18 |
| H | 2,535.96 | 99.46 | 2,635.42 |

9. That it be noted for the year 2017/18 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 and as due to be considered by the London Assembly at its meeting on 20 February 2017.

| Valuation Bands Greater London Authority | |
|---|------------|
| | £ p |
| A | 186.68 |
| B | 217.79 |
| C | 248.91 |
| D | 280.02 |
| E | 342.24 |
| F | 404.47 |
| G | 466.70 |
| H | 560.04 |

10. That, having calculated the aggregate in each case of the amounts at 8 and 9 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 2017/18 for each of the categories of dwellings shown below:

| Valuation Bands | £ p |
|------------------------|------------|
| A | 1,065.15 |
| B | 1,242.68 |
| C | 1,420.21 |
| D | 1,597.73 |
| E | 1,952.77 |
| F | 2,307.83 |
| G | 2,662.88 |
| H | 3,195.46 |

The effect of adopting this resolution would be to set the Council Tax for a Band D property at £1,597.73

11. 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 2017/18 is not excessive.
12. That any Council Tax payer who is liable to pay an amount of Council Tax to the Authority in respect to the year ending on 31 March 2018, who is served with a demand notice under Regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 as amended and who makes payment to the Authority of the full balance of the estimated amount shown on that demand by 1 April 2017, may deduct a sum equivalent to 1.5% of and from the

estimated amount and such reduced amount shall be accepted in full settlement of that estimated amount.

13. That Council agrees that the Capital Programme be expanded for schemes during the year which are funded via additional external funding under the authority of the Cabinet Member for Finance and the relevant service area Cabinet Members.
14. That Council delegates to the Chief Financial Officer approval to amend the Corporate Risk Budget in order to account for any changes which arise as a consequence of the late approval by Parliament of the Local Government financial settlement.

REPORT DETAIL

As set out in the reports to Cabinet of the 8 February 2017 and the attached Annexes.

APPENDIX E

LONDON BOROUGH OF HAVERING COUNCIL TAX STATEMENT – 2017/18 BUDGET

| 2016/17 | | | 2017/18 |
|---------------------|--|--|--------------------------|
| £ | | | £ |
| 156,965,072 | Havering's Expenditure | | 154,427,604 |
| 2,000,000 | Service Expenditure | | 2,000,000 |
| 158,965,072 | Havering's Own Expenditure | | 156,427,604 |
| | | | a |
| | Levies | | |
| 13,670,000 | East London Waste Authority | | 14,925,000 Final |
| 180,403 | Environment Agency (Thames) | | 182,971 Final |
| 19,520 | Environment Agency (Anglia) | | 20,341 Final |
| 244,208 | Lee Valley Regional Park Authority | | 228,007 Final |
| 313,461 | London Pensions Fund Authority (LPFA) | | 253,034 Provisional |
| 14,427,592 | Sub Total – Levies | | 15,609,353 |
| (10,247,850) | Unringfenced Grant | | (9,669,228) Provisional |
| 163,144,814 | Sub Total – Total Expenditure | | 162,367,729 |
| | | | d=a+b-c |
| | External Finance | | |
| (20,889,741) | Revenue Support Grant | | (12,283,528) Provisional |
| (9,462,167) | Business Rates Top-up | | (9,231,836) Provisional |
| (22,513,105) | National Non Domestic Rate | | (24,099,835) Final |
| (52,865,013) | Sub Total – External Finance | | (45,615,199) |
| (3,793,000) | Council Tax Deficit/(Surplus) | | (2,201,000) Final |
| 1,863,460 | Business Rates Deficit/(Surplus) | | (146,631) Final |
| 108,350,261 | Havering's Precept on the Collection Fund | | 114,404,900 |
| | | | h=d+e+f+g |

| The Collection Fund | | | | |
|----------------------------|--|---|--------------------|------------------------------------|
| 2016/17 | | | 2017/18 | |
| £ | £ | p | £ | £ p |
| 106,266,405 | 1,243.26 | | 110,087,792 | 1,267.98 |
| 2,083,856 | 24.38 | | 4,317,608 | 49.73 |
| 108,350,261 | 1,267.64 | | 114,404,900 | 1,317.71 |
| 23,590,824 | 276.00 | | 24,311,616 | 280.02 |
| 22,513,105 | 263.39 | | 24,099,835 | 277.58 |
| 15,008,737 | 175.39 | | 29,723,130 | 342.35 |
| 37,521,841 | 438.99 | | 26,509,819 | 305.34 |
| 270,688 | 3.17 | | 268,121 | 3.09 |
| 207,255,456 | 2,424.78 | | 219,317,421 | 2,526.09 |
| | | | | i |
| | Total Income | | | |
| (75,314,371) | (881.14) | | (80,600,905) | (928.36) |
| 131,941,085 | 1,543.64 | | 138,716,516 | 1,597.73 |
| | | | | j |
| | | | | k=i-j |
| 85,474 | Council Tax Base | | 86,821 | |
| | | | | Council Tax percentage change 3.5% |
| | Council Taxes Per Property Band | | | |
| Valuation as at 1/4/91 | £ | p | £ | p |
| Under £40,000 | 1,029.09 | | 1,065.15 | 36.06 |
| £40,000 - £52,000 | 1,200.61 | | 1,242.68 | 42.07 |
| £52,001 - £68,000 | 1,372.12 | | 1,420.21 | 48.09 |
| £68,001 - £88,000 | 1,543.64 | | 1,597.73 | 54.09 |
| £88,001 - £120,000 | 1,886.67 | | 1,952.77 | 66.10 |
| £120,001 - £160,000 | 2,229.71 | | 2,307.83 | 78.12 |
| £160,001 - £320,000 | 2,572.73 | | 2,662.88 | 90.15 |
| Over £320,000 | 3,087.28 | | 3,195.46 | 108.18 |
| | | | | Change |

**LOCAL GOVERNMENT ACT 2003
ROBUSTNESS OF ESTIMATES, ADEQUACY OF RESERVES AND THE
MANAGEMENT OF RISK**

1. BACKGROUND

- 1.1 Section 25 of the Local Government Act 2003 requires Chief Financial Officers to report to their authorities about the robustness of estimates and the adequacy of reserves when determining their budget and level of council tax. Authorities are required to consider their Chief Financial Officer's report when setting the level of council tax.
- 1.2 Section 26 of the Local Government Act 2003 gives the Secretary of State power to set a minimum level of reserves for which an authority must provide in setting its budget. The minimum would apply to "controlled reserves", as defined in regulations. The intention in defining controlled reserves would be to exclude reserves that are not under the authority's control when setting its call on council tax, for example the balance on the Housing Revenue Account and schools balances. There may also be a case for excluding other types of reserve. Regulations to define controlled reserves would only be made in conjunction with regulations setting a minimum.
- 1.3 It was made clear throughout the Parliamentary consideration of these provisions that section 26 would only be used where there were grounds for serious concern about an authority. The Minister said in the Commons standing committee debate on 30 January 2003: "The provisions are a fall back against the circumstances in which an authority does not act prudently, disregards the advice of its Chief Finance Officer and is heading for serious financial difficulty. Only in such circumstances do we envisage any need for intervention." There is no intention to make permanent or blanket provision for minimum reserves under these provisions.
- 1.4 If the need to apply a minimum to an authority were identified, the minimum would be set after considering the advice of the CFO to the authority and any views expressed by the external auditor. The authority would be consulted on the level to be set.
- 1.5 Any minimum set under section 26 applies to the allowance to be made for reserves in the budget. There is nothing to prevent the reserves being used during the year even if as a result they fell below the minimum. However, if in preparing the following year's budget it was forecast that the current year's reserves would fall below the minimum the CFO would need to report to the authority under section 27.

:

2. REPORT OF THE CHIEF FINANCIAL OFFICER

2.1 The Chief Financial Officer for the London Borough of Havering has provided the following assurance:

The London Borough of Havering prides itself on its record of creating balanced budgets, delivering challenging savings programmes and carefully managing its finances within each financial year. It is this track record which has helped to build the foundations for the 2017/18 budget and will need to continue via the MTFs through to 2019/20.

The confirmation of the four year financial settlement, whilst anticipated, is disappointing. It will result in substantial reductions to Havering's allocation of Government funding. The failure of the funding formula to acknowledge the significant financial pressures associated with rapid population growth particularly in relation to its impact on social care services for children and adults results in significant financial pressures for the Council to manage the delivery of services in the forthcoming years. This is exacerbated by the effects of the 2016/17 settlement introduction of the 'core spending power' calculation, which removes government funding from those authorities which are considered able to raise proportionately more council tax, without regard for the need to spend to meet escalating demand for services. As a consequence, Havering continues to receive lower than the average level of funding for London despite having the highest proportion of older people within its population, which is a key driver of adult social care expenditure.

In light of the substantial savings made in recent years (£38.2m over the period 2014/15 to 2016/17), the challenge in preparing the budget for 2017/18 and the MTFs has been to identify proposals which minimise the impact of budget reductions upon delivering the Council's priority services

However, the future financial position for Havering is very challenging. Whilst the proposal contained within this report will achieve a balanced budget in 2017/18, a gap of £2.895m is forecast in 2018/19 and a further £6.325m in 2019/20. The Council will need to develop further savings and income generation plans during 2017/18 and to consider its future Council Tax strategy as part of developing the 2018/19 Medium Term Financial Strategy within the context of further pressures and funding opportunities that may arise during 2017/18.

Consequently, while I have assessed the proposals contained in this report for 2017/18 as robust, with a sufficient safety net for any savings that are ultimately non-deliverable, it is clear that further proposals for the MTFs will need to be developed to enable the s151 officer to sign off the budget as robust in future years.

All of the above comments are made in the context of a planning assumption that the Council will agree to a Council Tax increase of 3.95% including an Adult Social Care precept of 2% in 2017/18.

The budget reinforces the need for on-going robust financial management, strict budgetary control and the on-going monitoring of savings delivery plans with effective processes in place to promote these.

In assessing the robustness of estimates, I have drawn on the advice of service chief officers that the proposals presented for 2017/18 can be delivered within the available resources envelope.

In January, Cabinet approved my recommendation to establish a Business Risk Reserve with effect from 1 April 2017, into which the estimated underspend of £5.4m on the corporate risk budgets will be transferred as part of accounts closure. The Business Risk Reserve will provide a safety net against the risk of non-delivery of savings and/or over optimism with funding assumptions within 2017/18.

The projected levels of earmarked reserves as referred to in section 3 below have been established to meet planned projects or budgetary pressures and are considered adequate at this time. The sums earmarked for these purposes were agreed as part of the annual approval of accounts process and the use and application of those reserves are reviewed quarterly as part of the budget monitoring process. The General Fund Balance stood at £11.75m at 31 March 2016 and it is recommended that it be retained at this level.

In addition, the inclusion of a Corporate Risk Budget of £8.9m within the base budget for 2017/18 will further support the management of budgetary pressures through 2017/18. It should be noted that prior commitments of £5m have been made against this budget thereby protecting services from further budgetary reductions. The Corporate Risk Budget is forecast to reduce to approximately £3m by 2018/19 and therefore it will become more difficult for the Council to respond in a similar manner to future adverse financial pressures.

The Corporate Contingency budget remains at £2m which is adequate for the risks that it is expected to cover. Whilst it is currently planned to reduce to £1m in 2018/19, this will be kept under review during 2017/18 and in preparing the 2018/19 Strategy.

The budget does not provide specific funding for any unforeseeable, extraordinary items of major expenditure, for example, the implications of flooding. If such an event were to occur, it would need to be funding from the existing general reserves and balances, if the general contingency were exhausted.

Against such a challenging financial background, it will therefore be crucial that reserves, both general and earmarked, continue to be managed in the medium term in a way that gives due regard to the need to set a legally balanced budget.

Debbie Middleton BA(Hons), CPFA
Section 151 Officer

3 ROBUSTNESS OF ESTIMATES, RESERVES AND BALANCES

3.1 The budget has been prepared using the three year Financial Strategy agreed by Cabinet in September 2016 as its starting point. This Strategy has been developed through:

- The revenue and capital budget strategy statements, which are included as part of this report;
- The forecast position as set out in the Cabinet report of January 2017 and February 2017 and the proposals set out in those reports;
- The outcome and forecast impact on the Council of the Local Government Financial settlement as reported to Cabinet in January 2017;
- A variety of announcements concerning the new funding system;
- The Autumn Budget Statement 2016.

3.2 As the development of the budget for 2017/18 has progressed, the position has been the subject to review and challenge with Heads of Service, SLT, the Leader of the Council, Cabinet Members and the Lead Member for Financial Management. Due consideration has been given to the over-arching strategy above along with the delivery of corporate priorities in undertaking these reviews and this is reflected in the detailed budget proposals.

Budget proposals have been developed within the context of current and future service plans. Furthermore:

- a) the Council has reviewed its pressures alongside those identified by the LGA and London Councils to provide a cross check/challenge;
- b) In respect of savings, the proposals have been risk assessed against an agreed set of criteria which will ultimately inform in-year monitoring;
- c) A review of legislation takes place on an ongoing basis as part of the budget development process to assess possible implications;
- d) Financial modelling related to the new funding system and its impact on Havering's budget has been under periodic review and refinement, especially in light of the Autumn Budget Statement and the Provisional Local Government Financial Settlement announcements.

3.3 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.

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

3.5 A review of the 2016/17 significant budget variances has taken place to assess any impact on the 2017/18 budget outside of the proposals in order to:

- (a) Ensure action plans are in place where a possible adverse variance could occur;
 - (b) Ensure use of any possible additional favourable variance is considered in the context of the overall strategy;
 - (c) Inform the risk assessment of contingency and reserves.
- 3.6 The proposed budget provides a foundation from which to develop the financial strategy over the period to 2019/20 and work will continue during 2017.

4. THE ADEQUACY OF ESTIMATES, RESERVES AND BALANCES

- 4.1 As set out in section 1, local authorities are required to maintain adequate balances to deal with unforeseen demands upon financial resources. It is the responsibility of each authority to set its level of reserves based on local conditions, but taking into account national factors. Although a view can be sought from the external auditors it is not their responsibility to prescribe or recommend the appropriate level. In setting the level, the Authority should take into consideration the advice of their Chief Finance Officer (CFO), taking into account all local relevant circumstances.
- 4.2 The Strategy agreed by Council in July 2009 set out that the minimum level for of the General Fund Balance will be £10m. This Strategy has been maintained since that time. The General Fund Balance stood at £11.750m at 31 March 2016. An annual review of the balance has taken place as part of the budget setting process. The risk assessment is attached at Annex 1 and the CFO's advice is that the minimum level of reserves. Given the increasingly uncertain financial climate and financial pressures, it is recommended that the minimum General Fund Balance requirement should remain at its current level of £11.75m which represents 7.2% of the Council's net 2017/18 budget including levies.
- 4.3 After taking account of the most recent projection in the current year and more significantly the outcome of the Local Government Financial Settlement, it is anticipated that the Council's general reserves will remain at £11.75m as at 31 March 2017.
- 4.4 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 approval of a robust business case including implementation plan.
- 4.5 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 most significant are for the following:

- (a) Insurance Reserve (6.9m), which is part of the Insurance Self-Funding Arrangement to meet future liabilities incurred but not yet claimed.
- (b) Strategic Reserve to support corporate transformation (£27.6m) – these funds are earmarked for the various transformation programmes across the Council – as well as priority projects and bridge funding for schemes such as the Property Strategy and the Leisure contract cash flow.

The sums established within earmarked reserves were agreed by SLT as at 1st April 2016 and were fully allocated to projects or liabilities. The balances will be reviewed again as at 31 March 2017.

- 4.6 Other reserves continue to be expended/planned in accordance with their specific approved purpose. A review has taken place of these as part of the budget finalisation.
- 4.7 The working balances of the HRA are also subject to a risk assessment; this will be included in the report to Cabinet on the HRA budget for 2017/18.

5. OPPORTUNITY COST OF RESERVES

- 5.1 Holding general reserves to meet unexpected events or emergencies is a necessary requirement. However, there are opportunity costs and benefits of holding cash balances, which can be measured in different ways, depending on what these resources were alternatively to be used for. For example, holding cash gives a financial benefit in contrast to using the cash to fund capital expenditure. The financial benefit would be the difference between the investment return and the total borrowing cost. At the current time 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.
- 5.2 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, £1m equates very approximately to 1% on the level of Band D Council Tax.
- 5.3 If, however, this is considered in the context of using these balances to fund one off expenditure, then the opportunity cost is the improvements that would accrue from that expenditure. This might for example be improvements in services, increased performance or some other measure 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.

- 5.4 Should these items be included within the budget, they would obviously provide a basis for additional and/or improve services; with the need to appreciate that reserves exist for various reasons, and once expended, either have to be replenished, or the funding terminated. This is the opportunity that is being 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.
- 5.5 It is important that in considering the level of working balances that the issue of the opportunity costs and benefits of such an approach is also considered and that Members weigh up the potential benefits against the risks. The other important factor in making this judgement is to consider is that balances can as indicated only be spent once, and can realistically only be used to support one off expenditure, or to allow time for management action to be implemented to address ongoing expenditure requirements.
- 5.6 As stated above, the use of significant levels of balances to fund ongoing spending or reductions in Council Tax can pose material financial risks, especially 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 crystallise.

6. REVIEW OF RESERVES AND CONTINGENCY

- 6.1 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.
- 6.2 The outcome of this review is set out in Annex 1 to this Appendix. This shows each risk and the detail associated with it, and includes a cross-reference to the Corporate Risk Register. Each risk is evaluated in term and a financial assessment is made of the potential costs arising and the degree of likelihood, which in turn drives the sum for which provision is being made.
- 6.3 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.

**RISK ASSESSMENT FOR GENERAL BALANCE / CONTINGENCY 2017/18
REVIEWED AT 20 JANUARY 2017**

| Risk (incl Corporate Risk Register item) | Risk Owner | Risk Description | Assessment of Risk (counter measures in place) | Contingency | | General Balance | |
|--|---------------------------------|--|---|-----------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| | | | | Value of Assessment £000 | Value Having Regard to Risk £000 | Value of Assessment £000 | Value Having Regard to Risk £000 |
| 1. Failure to Balance the MTFS over the period to 2019/20 CR4Failure to deliver a balanced budget | S151 SLT | 4 year financial settlement includes a significant reduction in grant funding over the four year cycle to 2019/20. The impact has not yet addressed as part of MTFS development. A gap of £9.2m exists in the MTFS over 2018/19 and 2019/20 and represents a financial risk to the Council. | Medium to High | | | 9,200 | 9,200 |
| 2. Failure to achieve in year budget balance in year overspending CR4Failure to deliver a balanced budget | S151 SLT | Mitigating action plans have been presented which to cover £7m overspend in 2016/17 (as reported to January Cabinet). If these are not brought into line it will place further risk on budget strategy. The Business Risk Reserve will provide a buffer of £5.5m approx. Latest forecast projections suggest that pressures may be closer to £7.5 m leaving a risk exposure of £2m | Medium | 7,500 | 2,000 | | |
| 3. Impact of changes in homelessness legislation CR4Failure to deliver a balanced budget | Director of Housing | The amount of Housing Benefit we claim for a unit of temporary accommodation has a £40 per week element called a management fee. This pays for managing the property, and the cost of managing the individual. That is ceasing from April 2017. In its place there will be a transitional lump sum payment and we are due to be notified in a letter by DCLG in January £0.5m provided for within Corporate Risk Budget although overall costs could be £1m to £2m | High | | | 1,500 | 1,500 |
| 4. Reduction in ESG CR4Failure to deliver a balanced budget | Director of Children's Services | Reduction in ESG funding will require savings in 2016/17 and beyond. There is a gap of £0.7m to be found. There is a long term pressure of £0.2m which could potentially increase if short term measures are not converted into longer term savings. | | | | 700 | 700 |
| 5. Apprenticeship levy implementation CR4Failure to deliver a balanced budget | SLT | Cost of apprenticeship levy is factored into the MTFS although current estimates suggest that there is an under-provision of £0.250m. | | | | | 250 |

| Risk (incl Corporate Risk Register item) | Risk Owner | Risk Description | Assessment of Risk (counter measures in place) | Contingency | | General Balance | |
|--|------------|------------------|---|-----------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| | | | | Value of Assessment £000 | Value Having Regard to Risk £000 | Value of Assessment £000 | Value Having Regard to Risk £000 |
| | | | | | | | |
| | | | | | | | |
| ASSESSMENT HAVING REGARD TO RISK LIKELIHOOD – MINIMUM LEVEL REQUIRED | | | Overall Medium Risk | 7,500 | 2,000 | 11,650 | 11,650 |
| | | | | | | | |

**BUDGET AND CORPORATE PLAN AND COUNCIL TAX 2017/18
SUPPLEMENTARY INFORMATION**

A. THE GREATER LONDON AUTHORITY AND LEVIES

The Greater London Authority precept proposed by the Mayor was advised as being £280.02 per Band D property (1.46% increase). The London Assembly was due to consider this budget and precept on 20 February 2017. Confirmation of formal approval to the budget has now been received and the proposed Band D amount has been agreed.

Information on the other levies is as set out in the report to Cabinet or as subsequently advised to Council as part of this report, and is reflected accordingly in the revised **Appendix E**.

B. FINAL LOCAL GOVERNMENT FINANCIAL SETTLEMENT 2017/18

1. The provisional settlement was announced on 15 December 2016 and the implications for the Council's funding has been reflected in subsequent reports to Cabinet culminating in the approval of the draft budget by Cabinet on 8 February.
2. Exceptionally the settlement is not expected to be approved by Parliament until 20 February at the earliest and was not therefore capable of being reflected in the final budget papers. However, the final settlement is not expected to be materially different from the provisional settlement.
3. Cabinet will recall that 2017/18 is the second year of the four year financial settlement which has provided greater predictability in budgeting and forecasting. For that reason provisional settlement for 2017/18 is broadly in line with the announcements made during 2016/17.
4. It is recommended that Council delegate authority to the Chief Financial Officer to adjust the Corporate Risk Budget to account for any variations that may arise from the final settlement.

C. THE COUNCIL TAX (DEMAND NOTICES) (ENGLAND) REGULATIONS 2011 AND 2012

The Regulations set out the information which the billing authority must supply with the Council Tax Demand Notice, and the National Non-domestic Rate Notice as well as matters required to be contained in those Notices.

The 2011 Regulations require the following information to be provided within the Demand Notice:

Amounts of gross expenditure

The gross expenditure of—

- (a) the billing authority,
- (b) each relevant precepting authority, and
- (c) each relevant levying body,

for the relevant year (i.e. the year for which the budget is being set) and the preceding year.

Amounts of council tax requirement

The council tax requirement of—

- (a) the billing authority, and
- (b) each relevant precepting authority,

for the relevant year and the preceding year.

Statements concerning gross expenditure and council tax requirement

The billing authority's reasons for any difference between the amounts stated in respect of the gross expenditure and council tax requirement for the billing authority and each precepting authority for the same year.

The billing authority's opinion of the effect that its gross expenditure has on the level of council tax set for the relevant year.

Each relevant precepting authority's opinion of the effect that its gross expenditure has on the level of its precept issued for the relevant year.

In accordance with these Regulations, these calculations are as follows:

Council (Council Tax and Budget), 22 February 2017

| | 2016-17 £ | 2017-18 £ | |
|--|---|---------------------------|---------------------------|
| Amounts of Gross Expenditure | | | |
| | Aggregate of the items which are attributable to the services administered by the Authority during the year | 492,754,911 | 500,074,745 |
| Excluding | allowances for contingencies; | 2,000,000 | 2,000,000 |
| | and contributions to/from financial reserves | <u>-19,746,108</u> | <u>-20,628,797</u> |
| | Gross Expenditure | <u>510,501,019</u> | <u>518,703,542</u> |
| Amounts of Council Tax Requirement | | | |
| | LBH element of the Council Tax Band D for a Property | 1,267.64 | 1,317.71 |
| multiplied by | the Council Tax Base | <u>85,474</u> | <u>86,821</u> |
| | Council Tax Requirement | <u>108,350,261</u> | <u>114,404,900</u> |
| Statements concerning Gross Expenditure and Council Tax Requirement | | | |
| | Gross Expenditure | 510,501,019 | 518,703,542 |
| Less | Council Tax Requirement | <u>108,350,261</u> | <u>114,404,900</u> |
| | | <u>402,150,758</u> | <u>404,298,642</u> |
| Reason for Difference | | | |
| | Gross income | 329,610,097 | 337,707,016 |
| | retained Business Rates | 22,513,105 | 24,099,835 |
| | Business Rate Baseline (Top-Up) | 9,462,167 | 9,231,836 |
| | Revenue Support Grant | 20,889,741 | 12,283,528 |
| | Council Tax (Deficit)/Surplus | 3,793,000 | 2,201,000 |
| | Business Rates (Deficit)/Surplus | <u>-1,863,460</u> | <u>146,630</u> |
| | | 384,404,650 | 385,669,845 |
| | Less contingencies and contribution to reserves | <u>17,746,108</u> | <u>18,628,797</u> |
| | | <u>402,150,758</u> | <u>404,298,642</u> |

An additional calculation, setting out an explanatory breakdown of the statutory calculations, was required under the Local Government Finance Act 1992, but has been superseded by the changes brought about by the Localism Act 2011. Details of the calculation are as set out above.

The 2012 Regulations do not impact on the setting of the Council Tax but includes a requirement that:

- Demand notices refer to reductions and premiums through introduction of local council tax reduction schemes and local premiums for long term empty dwellings
- A statement should be included on a demand notice where a reduction under a local scheme or a local premium applies explaining the amount of the reduction or premium, the reasons for it and the possible consequences of failing to comply with duties to notify the billing authority of relevant changes in circumstance
- Demand notices include a statement of the procedure by which a person may request to pay their council tax in 12 monthly instalments and makes certain other consequential amendments
- Demand notices include another statement where the billing authority has published certain information which must be supplied with demand notices on

its website to explain that and to give the address where that information can be found.

D. CALCULATION OF CHANGE IN HAVERING'S EXPENDITURE

The following calculation was previously required under Council Tax (Demand Notice) Regulations, known as the budget requirement, and is included here to set out how the Council's expenditure, prior to taking into account Government funding, has changed. These figures reflect the significant changes caused by the new funding system and the impact of the localisation of Council Tax support.

Change in Council's Expenditure

| | £m |
|---|-------------|
| 2016/17 Budget | 163.1 |
| 2017/18 Budget | 162.4 |
| Net Decrease | -0.7 |
| <hr/> | |
| Budget Pressures | 8.2 |
| Inflation | 1.5 |
| Increase in Levies | 1.3 |
| Provisions & Other Issues (including Grant & Funding Changes) | 7.9 |
| Sub Total | 18.9 |
| Efficiencies/Savings | -19.6 |
| Net Total | -0.7 |

E. REFERENDUMS RELATING TO COUNCIL TAX RISES

Schedule 5 of the Localism Act 2011 makes provision for Council Tax referendums to be held if an authority increases its basic relevant amount of Council Tax in excess of principles determined by the Secretary of State and approved by the House of Commons.

A Council Tax referendum will be required in 2017/18 if the increase in the basic relevant amount of Council Tax set by an authority exceeds the Council Tax excessiveness principle which applies to that year. The Secretary of State has proposed that, for that year, an authority will be required to seek the approval of their local electorate if, compared with 2016/17, an increase in that amount exceeds 4.99% for local authorities (comprising 3% for expenditure on Adult Social Care and 1.99% for other expenditure).

As the Council's proposes a Council tax increase of 3.95%, taking into account of all levies, the level of increase cannot be considered as excessive under the provisions of the Act. In these circumstances the Council would not be required to hold a referendum.



MINUTES OF A CABINET MEETING
Council Chamber - Town Hall
Wednesday, 8 February 2017
(7.30 - 8.50 pm)

Present:

Councillor Roger Ramsey (Leader of the Council), Chairman

Cabinet Member responsibility:

| | |
|---------------------------------|---|
| Councillor Damian White | Housing |
| Councillor Robert Benham | Children & Learning |
| Councillor Wendy Brice-Thompson | Adult Social Services and Health |
| Councillor Osman Dervish | Environment, Regulatory Services and Community Safety |
| Councillor Melvin Wallace | Culture and Community Engagement |
| Councillor Clarence Barrett | Financial Management, ICT (Client) and Transformation |
| Councillor Ron Ower | Housing Company Development and OneSource Management |
| Councillor Joshua Chapman | Deputy Cabinet Member assisting Cabinet Member for Housing |
| Councillor Jason Frost | Deputy Cabinet Member assisting Cabinet Member for Environment, Regulatory Services & Community Safety |

Councillors, Keith Dervill, David Durant David Johnson, Denis O'Flynn and Ray Morgon were also in attendance.

All decisions were agreed unanimously with no Member voting against

90 **ANNOUNCEMENTS**

Through the Chairman, an announcement was made explaining the evacuation procedures in the event of an emergency.

91 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

92 **DISCLOSURES OF INTEREST**

There were no declarations of interest.

93 **MINUTES**

The minutes of the meeting held on 18th January, 2017 were agreed as a correct record and signed by the Chairman.

94 **THE COUNCIL'S BUDGET 2017/18**

The Leader of the Council, Councillor Roger Ramsey presented the report to Cabinet detailing the Council's Budget 2017/18. Attention was drawn to two supplementary agendas and the reports therein which were deemed crucial for the budget setting process. Cabinet agreed to receive the late reports.

The report was the latest in a line of three, developing those considered at Cabinet in December, 2016 and January 2017 and it finalised the budget strategy and updated Members on outstanding matters including the Council Tax Base, Business Rates Yield, levies and precepts.

An increase of 1.95% in Council Tax and a precept of 2% for Adult Social Care are required to balance the budget.

The results of the public consultation exercise conducted in January, 2017 demonstrated that 60% of respondents agreed with the direction of the budget strategy. The top three priorities were highlighted as Schools and Education, Adult Social Care and Roads and Transport.

There are issues nationwide regarding the impact of a growing older population and these issues are at the forefront of the Councils decision making process at a time when resources are reducing.

The final confirmation of the GLA precept is expected at the meeting of the Greater London Assembly on 20th February, 2017 and any updates will be received thereafter.

Consideration was given to the report in detail. The Council's vision and corporate plan provides central focus and this will continue to ensure the Council fulfils its aspirations.

Havering continues to develop working partnerships especially with Newham and Bexley in which there are significant savings as a result.

Economic factors continue to impact. It was noted that Havering will continue to experience a rapid reduction in its Government grant settlement. Over the past year £17 million in savings have been secured and the coming year will also have a robust budget. Consideration was given to the Overview and Scrutiny Board note to Cabinet included in the first supplementary agenda.

It was acknowledged that difficult decisions will be needed in future years to balance the budget.

The Government Grant settlement results in Havering receiving a much lower level of grant funding than geographical neighbours. Specific grants were detailed in the report. The Education Services Grant has been greatly reduced showing a shortfall against the initial 2016/17 grant of at least £0.086 million. The Public Health Grant has been confirmed as per last year's provisional figures representing a £0.284 million reduction in funding.

The levy for ELWA is set to increase as the cost of waste increases nationwide.

Consideration was given to Appendix L detailing Fees and Charges and the tables representing the budget gap highlighted. The budget strategy accounts for the annual increase in council tax income. Forthcoming changes regarding temporary accommodation will impact and will need to be looked at further during 2017/18.

The Capital Programme was discussed in detail by Cabinet at the meeting in January and an extension of the Capital Strategy was approved. The Capital Programme was detailed fully at Appendix I.

Cabinet, agreed to receive the late reports set out in the two supplementary Agendas due to the need to balance the Council's policies, statutory requirements, government initiatives, inspection regimes and Council Tax levels and:

1. **Approved** the new Vision set out in **Appendix K** of the report which will be the framework for the Council's Corporate Plan, service planning and the context in which future financial strategies will be developed.
2. **Approved** the mitigating action plans referred to in paragraph 3.13 and Appendix A2 of the report.
3. **Approved** the income generation and savings proposals as set out in Appendix A1 of the report.
4. **Considered** the advice of the Chief Finance Officer as set out in Appendix H of the report in recommending the Council budget.
5. **Approved** the following budgets for 2017/18:
 - The Council's General Fund budget as set out in Appendix E.
 - The Delegated Schools' draft budget set out in Appendix F
 - The Capital Programme as set out in Paragraph 3.25 and Appendix I,
6. **Delegated** to the Chief Financial Officer, the implementation of the 2017/18 capital and revenue proposals once approved by Council unless further reports or Cabinet Member authorities are required.
7. **Agreed** that the Chief Financial Officer be authorised to allocate funding from the Capital Contingency included within the draft Capital Programme.

8. **Delegated** authority to the Chief Financial Officer in consultation with the Cabinet Member for Financial Management to determine the projects that will be included in the proposed £5m efficiency programme contained within the Capital Programme.

9. **Agreed** that the relevant Cabinet Member, in consultation with the Cabinet Member for Financial Management, be delegated authority to commence tender processes and accept tenders for capital schemes included within the approved under the block programme allocations or delegation arrangements set out in the report.

10. **Agreed** that to facilitate the usage of unringfenced resources, the Chief Financial Officer in consultation with Service Directors will review any such new funds allocated to Havering; make proposals for their use; and obtain approval by the Cabinet Member for Financial Management.

11. **Delegated** to the Chief Financial Officer in consultation with Service Directors the authority to make any necessary changes to service and the associated budgets relating to any subsequent specific grant funding announcements, where delays may otherwise adversely impact on service delivery and/or budgetary control, subject to consultation with Cabinet Members as appropriate.

12. **Approved** the schedule of proposed Fees and Charges set out in Appendix L of the report with any recommended changes in year being implemented under Cabinet Member delegation.

13. **Agreed** that if there are any changes to the GLA precept and/or levies, the Chief Financial Officer is authorised to amend the recommended resolutions accordingly and report these to Council on 22 February 2017.

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

- The General Fund budget for 2017/18
- The Council Tax for Band D properties and for other Bands of properties,
- all as set out in Appendix E, as revised and circulated for the Greater
- London Authority (GLA) Council Tax.
- The Delegated Schools' budget for 2017/18, as set out in Appendix F.
- The Capital Programme for 2017/18 as set out in paragraph 3.25 and supported by Annexes 2, 3 and 4 of Appendix I.

15. It was also **agreed** that **Cabinet will recommend to Council** that it pass a resolution as set out in section 3.29.5 of the report to enable Council Tax discounts to be given at the 2016/17 level.

Reasons for the Decision

The Council is required to set a budget for 2017/18 and, as part of that process, undertake relevant consultation in respect of the proposals included within the budget.

Alternative Options Considered

There were no alternative options in so far as setting a budget is concerned. However, there were options in respect of the various elements of the budget. These were considered in preparing the budget and cover such things as alternative savings proposals, the totality of budgetary pressures and different levels of Council Tax.

95 **THE HOUSING REVENUE ACCOUNT (HRA) BUDGET FOR 2017/2018 AND HRA MAJOR WORKS CAPITAL PROGRAMME 2017/18 - 2020/21**

Councillor Damian White presented the report to Cabinet detailing the HRA and HRA Major Works Capital Programme. It was noted that the proposed budget will allow the Borough to manage the Council's Housing stock to a reasonable standard, maintain the existing stock and provide funding for a substantial new build and Estate Regeneration Programme.

Rents and services charges have been set and are outlined in the report. In accordance with government policy, rents are to be reduced by 1% from the week commencing 3rd April, 2017.

This will result in a year on year reduction in annual income to the HRA for four years. To mitigate this, significant steps have been taken to reduce the costs and improve the efficiency of the Housing Service across the board. It is important that those receiving services are those receiving them. Cabinet noted the table of service charges set out at paragraph 2.2.2 of the report. The proposals for support services were also detailed together with plans for improvements to support schemes.

There are proposals to increase the level of charges for garages in 2017/18 by 7.5%. It was noted that a significant investment programme will be needed to drive standards and promote better utilisation of this asset to increase revenue.

The HRA Budget was considered and detailed in Appendix 1 of the report. Cabinet noted the growth items referred to in the summary table.

There has been a temporary resource of 10 FTE personnel in the Internal Fraud Team. The impact of this work has been significant and has resulted in a £3.5 million saving for the Council. In addition, further funding has been approved for a temporary resource of 4 FTE's to reduce rent arrears. This will bring an additional saving of £0.360 million per annum.

Cabinet noted the addition of £1 million to secure a Tenants Incentive Scheme. Further funding opportunities will be explored to promote this. It will support residents who no longer require social housing and therefore free up housing for those in serious need.

£0.062 million has been allocated to assist in the removal of fly tipping on HRA land.

Cabinet noted the major works budget – HRA 2017/18 to 2019/20. Again there has been an impact given the four year rent reduction meaning that it is more difficult to plan the major works expenditure than previously.

A salient investment programme for sheltered housing has been planned as part of the regeneration and review of older peoples housing. There will be £4.7 million invested over the next two years.

Consideration was given to the 30 year Business Plan as regards the current budget setting. Officers will be reviewing the possibility of a new scheme to replace the "Pay to Stay" regime which is now a discretionary policy. Residents with an income over

£36,000 per year will be deemed to be able to make their own arrangements for housing and this initiative will in turn be linked to the development of low cost home ownership properties under the Estate Regeneration Programme.

The Council aspires to provide excellent quality homes which will encourage exceptional people to the Borough and maintain a stock of social housing which is well maintained and fit for purpose.

Cabinet:

1. **Approved** the Housing Revenue Account Budget as detailed in Appendix 1 of the report.
2. **Agreed** that the average rents chargeable for tenants in general needs Council properties owned by the London Borough of Havering be decreased by 1% from the w/c 3 April 2017 in line with the indicative figures contained in paragraph 2.1.4 of the report.
3. **Agreed** that the average rents chargeable for tenants in supported housing Council properties, such as sheltered housing and hostels, owned by the London Borough of Havering, be reduced by 1% from the w/c 3 April 2017 in line with the indicative figures contained in paragraph 2.1.4 and 2.1.5 of the report.
4. **Agreed** the four rent-free weeks for 2017/18 as being: w/c 21 August 2017, the two weeks commencing 18 and 25 December 2017, and the week commencing 26 March 2018.
5. **Agreed** that service charges and heating and hot water charges for 2017/18 are as detailed in paragraph 2.2.2 of the report.
6. **Agreed** that the service charges for homeless households accommodated in the Council's hostels 2017/18 are as detailed in paragraph 2.2.3 of the report.
7. **Agreed** that charges for garages should be increased by 7.5% in 2017/18 as detailed in paragraph 2.3.1 of the report.
8. **Agreed** that the service charge for the provision of security and support in sheltered housing for 2017/18 shall be as detailed in paragraph 2.4.1 of the report.
9. **Agreed** that the Careline support charge should be increased by 2% for 2017/18 as detailed in paragraph 2.5.1 of the report.
10. **Agreed** that the Telecare support charges should be increased by 2% for 2017/18 as detailed in paragraph 2.5.1 of the report.
11. **Agreed** the funding of the Tenant Incentive Scheme as identified in paragraph 3.2.9 of the report.

12. **Agreed** the funding to remove fly tipping on HRA land as detailed in paragraph 3.2.10 of the report.

13. **Approved** the HRA Major Works Capital Programme, detailed in Appendix 2 of this report and will **refer it to full Council** for final ratification.

14. **Agreed** the funding of additional posts as identified within paragraphs 3.2.2 to 3.2.8 of the report.

15. **Agreed** the initial funding requirements for the Estate Regeneration Programme, as identified within paragraphs 3.2.12 to 3.2.15.

96 **TREASURY MANAGEMENT STRATEGY STATEMENT, PRUDENTIAL INDICATORS AND MINIMUM REVENUE PROVISION STATEMENT FOR 2017/18**

Consideration was given to the report detailing the Treasury Management Strategy Statement, Prudential Indicators and Minimum Revenue Provision Statement for 2017/18.

Cabinet noted the first Treasury Management Strategy Statement noting that other reports will follow (minimum of three per year).

The Council is required to manage a balanced budget. The Treasury Management Strategy will ensure this is done, adequately planned, with funds available when and where needed. The Treasury Management Strategy will also ensure the adequate funding of the Council's Capital plans which provide a borrowing guide for the Council's needs. It was noted that as of the end of 2016 the Council had £210 million of long term borrowing and £235 million of investments. It is believed that the Council will need to undertake further borrowing of £46 million for 2018/19 to maintain forecast investments balances at £30 million. The Council's Borrowing Strategy is in place and was noted together with the Investment Strategy both of which are detailed and comprehensive.

For the reasons set out in the report and statutory codes **Cabinet:**

1. **Approved** the Treasury Management Strategy Statement (TMSS)
2. **Approved** the Prudential Indicators set out in appendix B of the report
3. **Approved** the Annual Minimum Revenue Provision statement for 2017/18 set out in appendix C of this report.
4. **Cabinet agreed to recommend** the annual TMSS and MRP statements 2017/18 to Council for approval.

Other Options Considered

The CLG Guidance and the CIPFA Code do not prescribe any particular treasury management strategy for local authorities to adopt. The Chief Financial Officer, having consulted with the Cabinet Member for Financial Management believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Alternative strategies, with their financial and risk management implications, were considered and are listed below:

| Alternative | Impact on income and expenditure | Impact on risk management |
|--|--|---|
| Invest in a narrower range of counterparties | Interest income will vary depending on the counterparties used | Lower chance of losses from credit related defaults, but any such losses will be greater |
| Invest in a wider range of counterparties | Interest will again vary depending on the counterparties used. | Increased risk of losses from credit related defaults, but any such losses will be smaller |
| Invest in deposits with a longer duration | Interest income will be higher | Increased risk of losses from credit related defaults and a reduction in liquidity |
| Invest in deposits with a shorter duration | Interest income will be lower | Decreased risk of losses from credit related defaults and an increase in liquidity |
| Borrow additional sums at long-term fixed interest rates | Debt interest costs will rise; this is unlikely to be offset by higher investment income | Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs will be more certain |
| Borrow short-term or variable loans instead of long-term fixed rates | Debt interest costs will initially be lower | Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long term costs will be less certain |
| Reduce level of borrowing | Saving on debt interest is likely to exceed lost investment income | Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs will be less certain and there may be additional costs occurred from restructuring |

Chairman

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Treasury Management Strategy Statement 2017/2018

SUMMARY

In February 2011 the Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2011 Edition* (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year.

In addition, the Department for Communities and Local Government (CLG) issued revised Guidance on Local Authority Investments in March 2010 that requires the Council to approve an investment strategy before the start of each financial year.

This report fulfils the Council's legal obligation under the Local Government Act 2003 to have regard to both the CIPFA code and CLG guidance

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

Treasury Management Strategy Statement (This report) - The first, and most important report covers:

- The borrowing and investment strategies
- Treasury Management indicators
- Prudential Indicators
- a Minimum Revenue Provision Policy (The means by which capital expenditure which is financed from borrowing is paid for by council tax payers)

Mid Year Treasury Review – This will provide an update on the prudential and treasury indicators and will include information on the current treasury position.

An Annual Treasury Report – This provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

RECOMMENDATIONS

1. Council to approve the Treasury Management Strategy Statement (TMSS)
2. Council to approve the Prudential Indicators set out in appendix A of this report
3. Council to approve the Annual Minimum Revenue Provision statement for 2017/18 set out in appendix B of this report.

REPORT DETAIL**Introduction**

- 1.1 CIPFA defines treasury management as:

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

- 1.2 The Council is required to operate a balanced budget, which broadly means that cash received during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council’s low risk appetite, providing adequate liquidity initially before considering investment return.
- 1.3 The second main function of the treasury management service is the funding of the Council’s capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn down may be restructured to meet Council risk or cost objectives.

Local Context

- 2.1 At 31/12/2016 the Council had £210m of long term borrowing and £235m of investments. This is set out in further detail in Table 1 below.

Table 1 – Existing Investment & Debt Portfolio Position

| | 31/12/2016 Actual Portfolio £m | 31/12/2016 Average Rate % |
|-----------------------------------|--|---|
| Long Term Borrowing: | | |
| PWLB – Fixed Rate | 203.2 | |
| PWLB – Variable Rate | 0 | |
| Local Authorities | 0 | |
| LOBO Loans | 7.0 | |
| Total Long Term Borrowing | 210.2 | 3.59% |
| Short Term Borrowing | | |
| Local Authorities | 10.0 | |
| Other | 0.3 | |
| Total Short Term Borrowing | 10.3 | 0.30% |
| Investments: | | |
| Short-term investments | 195.3 | |
| Long-term investments | 40.0 | |
| Total Investments | 235.3 | 0.66% |
| Net Investments | 14.8 | |

- 2.2 The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and

working capital are the underlying resources available for investment. The Council's current strategy is to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing, subject to holding a minimum investment balance of £30m.

- 2.3 CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that the Council's total debt should be lower than its highest forecast CFR over the next three years. Table 2 below sets out the balance sheet summary at 31/03/2016 and based on the Council's plans, the estimated balance sheet summary for the next 4 years. The table demonstrates compliance with this requirement, with external borrowing forecast to be £256m by 31 March 2020 compared to a CFR of £342m.

Table 2: Balance Sheet Summary and Forecast

| | 31.3.16 Actual £m | 31.3.17 Estimate £m | 31.3.18 Estimate £m | 31.3.19 Estimate £m | 31.3.20 Estimate £m |
|-----------------------------|----------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| General Fund CFR | 60 | 76 | 98 | 116 | 133 |
| HRA CFR | 175 | 175 | 184 | 194 | 209 |
| Total CFR | 235 | 251 | 282 | 310 | 342 |
| Borrowing CFR | 235 | 251 | 282 | 310 | 342 |
| Less: External borrowing ** | -213 | -210 | -210 | -210 | -256 |
| Internal borrowing | 22 | 41 | 72 | 100 | 86 |
| Less: Usable reserves | -206 | -187 | -145 | -115 | -98 |
| Less: Working capital | -18 | -18 | -18 | -18 | -18 |
| Investments | 202 | 164 | 91 | 33 | 30 |
| | | | | | |

- 2.5 Based on the above projections the Council will need to undertake additional borrowing of £46m in 2019/20 to keep forecast Investments balances at £30m.
- 2.6 The Council has an increasing GF CFR due to its decision in February 2016 to approve £100m of capital expenditure for regeneration and development financed by prudential borrowing. The HRA CFR is also set to increase up to its maximum borrowing headroom of £209m to finance the HRA capital programme.

Borrowing Strategy

- 3.1 The Council currently holds £210m of long term loans, as part of its strategy for funding previous years' capital programmes. The balance

sheet forecast in table 1 above, shows that the Council does not expect to need to borrow externally in 2017/18 however, based on current forecasts of planned capital expenditure there will be a requirement to borrow in the region of £46m in 2019/20. A review of the medium term capital strategy during 2017 will further inform this forecast. Decisions over future external borrowing as opposed to increasing the amount of internal borrowing will be periodically assessed and will be taken dependent upon changes in market conditions and future capital plans.

- 3.2 The Council's primary objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.
- 3.3 Given the significant cuts to public expenditure and in particular to local government funding, the Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term loans instead.
- 3.4 By doing so, the Council is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. Whilst such a strategy is most likely to be beneficial over the next 2-3 years as interest rates remain low, it is unlikely to be sustained in the medium-term. It is therefore important that consideration is given to the development of a medium term capital programme to ensure robust financial planning through the integration of the capital investment strategy and the treasury management strategy. The benefits of internal borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise. The Council employs expert treasury management advisers Arlingclose in relation to the development and management of its treasury strategy. The advisers will support Council with this 'cost of carry' and breakeven analysis. Its output may determine whether the Council borrows additional sums at long-term fixed rates in 2017/18 with a view to keeping long term interest costs low, recognising that this may cause a short term increase in interest costs.
- 3.5 In addition to long term borrowing, the Council may borrow short-term loans (normally for up to three months) to cover unexpected cash flow shortages.

The approved sources of long-term and short-term borrowing are:

- Public Works Loan Board (or its successor body)
- UK local authorities
- any institution approved for investments (see below)
- any other bank or building society authorised to operate in the UK
- UK public and private sector pension funds
- capital market bond investors
- UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues.

- 3.6 The Council has previously raised the majority of its long-term borrowing from the Public Works Loan Board, but it continues to investigate other sources of finance, such as local authority loans and bank loans, that may be available at more favourable rates.
- 3.7 The Council holds a £7m LOBO (Lender's Option Borrower's Option) loan where the lender has the option to propose an increase in the interest rate at set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. The LOBO has this option again during 2017/18, and although the Council understands that lenders are unlikely to exercise their options in the current low interest rate environment, there remains an element of refinancing risk. The Council may take the option to repay LOBO loans at no cost if it has the opportunity to do so.
- 3.8 Short-term and variable rate loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the limit on the net exposure to variable interest rates in the treasury management indicators below.
- 3.9 Debt Rescheduling - The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Some bank lenders may also be prepared to negotiate premature redemption terms. The Council may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall saving or reduction in risk.

Investment Strategy

- 4.1 The Council holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Council's investment balance has ranged between £202m and £255m. Forecast investment balances for 2017/18 are expected to drop from £161m to £91m .
- 4.2 Both the CIPFA Code and the CLG Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.
- 4.3 The Council may invest its surplus funds with any counterparty meeting the criteria in table 3 below, subject to the cash and time limits shown. Any new type of investment or any investment with a new counterparty is subject to a strict scrutiny process from Senior Finance and approval from the Chief Financial Officer prior to any investments being made.

Table 3: Approved Investment Counterparties

| Credit Rating | Banks Unsecured* | Banks Secured* | Government | Corporates | Registered Providers |
|----------------|-----------------------|-------------------|-----------------------|--------------------|----------------------|
| UK Govt | n/a | n/a | Unlimited 50 years | n/a | n/a |
| AAA | £25m 5 years | £25m 20 years | £25m 50 years | £15m 20 years | £15m 20 years |
| AA+ | £25m 5 years | £25m 10 years | £25m 25 years | £15m 10 years | £15m 10 years |
| AA | £25m 4 years | £25m 5 years | £25 15 years | £15m 5 years | £15m 10 years |
| AA- | £25m 3 years | £25m 4 years | £25m 10 years | £15m 4 years | £15m 10 years |
| A+ | £25m 2 years | £25m 3 years | £15m 5 years | £15m 3 years | £15m 5 years |
| A | £25m 13 months | £25m 2 years | £15m 5 years | £15m 2 years | £15m 5 years |
| A- | £25m 6 months | £25m 13 months | N/A | £15m 13 months | £15m 5 years |
| BBB+ | £15m 100 days | £15m 6 months | N/A | £10m 6 months | £10m 2 years |
| BBB or BBB- | £15m next day only | £15m 100 days | N/A | N/A | N/A |
| None | £1m 6 months | N/A | N/A | £50,000 5 years | £10m 5 years |
| Pooled funds | £25m per fund | | | | |

This table must be read in conjunction with the notes below

*The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

Credit Rating: Investment decisions are made by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used.

Banks Unsecured: Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail.

Banks Secured: Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the highest

of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits.

Government: Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.

Corporates: Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made as part of a diversified pool in order to spread the risk widely.

Registered Providers: Loans and bonds issued by, guaranteed by or secured on the assets of Registered Providers of Social Housing, formerly known as Housing Associations. These bodies are tightly regulated by the Homes and Communities Agency and, as providers of public services, they retain a high likelihood of receiving government support if needed.

Pooled Funds: Shares in diversified investment vehicles consisting of any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Short-term Money Market Funds that offer same-day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.

Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives will be monitored regularly.

Risk Assessment and Credit Ratings: Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and

- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as “rating watch negative” or “credit watch negative”) so that it may fall below the approved rating criteria, then only investments that can be withdrawn [on the next working day] will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Other Information on the Security of Investments: The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council’s cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.

All eligible counterparties and new types of investments will be discussed prior to their use by the Lead Member, Chief Financial Officer and other senior finance officers where the appropriateness and security of the investment will be assessed. Any counterparties or investments that fail to meet to approval of the group will not be used despite meeting the investment strategy criteria.

4.4 Specified Investments: The CLG Guidance defines specified investments as those:

- denominated in pound sterling,

- due to be repaid within 12 months of arrangement,
- not defined as capital expenditure by legislation, and
- invested with one of:
 - o the UK Government,
 - o a UK local authority, parish council or community council,
 - o a body or investment scheme of “high credit quality”.

The Council defines “high credit quality” organisations and securities as those having a credit rating of BBB+ or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher. For money market funds and other pooled funds “high credit quality” is defined as those having a credit rating of A- or higher.

- 4.5 Non-specified Investments: Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality. Limits on non-specified investments are shown in table 3 below.

Table 4: Non-Specified Investment Limits

| | Cash limit £m |
|--|------------------|
| Total long-term investments | 75 |
| Total investments without credit ratings or rated below [BBB+] | 20 |
| Total investments (except pooled funds) with institutions domiciled in foreign countries rated below [AA+] | 15 |
| Total non-specified investments | 110 |

- 4.6 In addition to the limits already set out in Tables 3 and 4, the limits set out in table 5 below are also proposed to further protect the security of the Council’s investments

Table 5: Additional Investment Limits

| | Cash limit |
|--|------------|
| | |

| | |
|---|------------------|
| Any single organisation, except the UK Central Government | £25m |
| UK Central Government | Unlimited |
| Any group of organisations under the same ownership | £25m |
| Any group of pooled funds under the same management | £25m per manager |
| Financial instruments held in a broker's nominee account | £50m per broker |
| Foreign countries | £25m per country |
| Registered Providers | £25m in total |
| Unsecured investments with Building Societies | £50m in total |
| Loans to unrated corporates | £25m in total |
| Money Market Funds | £50m in total |

- 4.7 Liquidity Management: The Council maintains a detailed cash flow forecast to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis, to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Council's medium term financial plan and cash flow forecast.
- 4.8 Current Account Bank: Following a competitive tender exercise held in 2012, the Council's current accounts are held with the Royal Bank of Scotland group. Should the credit ratings fall below BBB+, for liquidity purposes the Council may continue to deposit surplus cash with the group providing that investments can be withdrawn on the next working day. Balances will be reviewed on a daily basis to assess their appropriateness.

Treasury Management Indicators

5.1 The Council measures and manages its exposures to treasury management risks using the following indicators.

Security: The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its

investment portfolio. This is calculated by taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

| | Target |
|---------------------------------|--------|
| Portfolio average credit rating | A- |

Liquidity: The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments by the next working day and within a rolling three month period, without additional borrowing.

| | Target |
|--|--------|
| Total cash available by the next working day | £5m |
| Total cash available within 3 months | £30m |

5.2 Interest Rate Exposures: This indicator is set to control the Council's exposure to interest rate risk on its debt portfolio. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of gross principal borrowed will be:

| | 2017/18 | 2018/19 | 2019/20 |
|--|---------|---------|---------|
| Upper limit on fixed interest rate exposure | 100% | 100% | 100% |
| Upper limit on variable interest rate exposure | 25% | 30% | 35% |

Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, the whole financial year. Instruments that mature during the financial year are classed as variable rate.

5.3 Maturity Structure of Borrowing

This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing will be:

| | Upper | Lower |
|--------------------------------|-------|-------|
| Under 12 months | 40% | 0% |
| 12 months and within 24 months | 40% | 0% |

| | | |
|------------------------------|------|----|
| 24 months and within 5 years | 60% | 0% |
| 5 years and within 10 years | 75% | 0% |
| 10 years and above | 100% | 0% |

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment. Due to the unlikelihood of any LOBO's being called they are treated as maturing on the maturity date rather than the potential repayment date.

5.4 Principal Sums Invested for Periods Longer than 364 days

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the total principal long term sums invested to final maturities beyond the period end will be:

| | 2017/18 | 2018/19 | 2019/20 |
|---|---------|---------|---------|
| Limit on principal invested beyond year end | £75m | £75m | £75m |

Other Items

There are a number of additional items that the Council is obliged by CIPFA or CLG to include in its Treasury Management Strategy.

6.1 Policy on Use of Financial Derivatives

Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

6.2 Policy on Apportioning Interest to the HRA

On 1st April 2012, the Council notionally split each of its existing long-term loans into General Fund and HRA pools. In the future, new long-term loans borrowed will be assigned in their entirety to one pool or the other. Interest payable and other costs/income arising from long-term loans (e.g. premiums and discounts on early redemption) will be charged/ credited to the respective revenue account. Differences between the value of the HRA loans pool and the HRA's underlying need to borrow (adjusted for HRA balance sheet resources available for investment) will result in a notional cash balance which may be positive or negative. This balance will be measured and interest transferred between the General Fund and HRA at an appropriate rate which has been adjusted for credit risk.

6.3 Loans to Third Parties

The Council may borrow to make grants or loans to third parties for the purpose of capital expenditure, as allowable under paragraph 25 (1) (b) of the Local Authorities (Capital Financing and Accounting) (England) Regulations 2003 (Statutory Instrument No. 3146). This facility is likely to be used to support local economic regeneration and development activity but not limited to those purposes. The additional capital expenditure may be funded by external borrowing. Loans for working capital or revenue purposes are permitted as long as these are funded from the Council's internal cash balances as external borrowing is not permitted in such circumstances.

A loan of up to £10m to Havering College was agreed in principal by Cabinet on 18th February 2017 although the final decision on making the loan remains subject to due diligence.

6.4 Investment Training

The needs of the Authority's treasury management staff for training in investment management are assessed on a regular basis as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change.

Staff regularly attend training courses, seminars and conferences provided by Arlingclose who are the Council's treasury advisers the Chartered Institute of

Public Finance and Accountancy (CIPFA). Relevant staff are also encouraged to study professional qualifications from CIPFA, the Association of Corporate Treasurers and other appropriate organisations.

6.5 Investment Advisers

The Council has appointed Arlingclose Limited as treasury management advisers and receives specific advice on investment, debt and capital finance issues. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our investment advisers.

6.6 Investment of Money Borrowed in Advance of Need

The Council may, from time to time, borrow in advance of need, where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Council is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. These risks will be managed as part of the Council's overall management of its treasury risks.

Financial Implications

7.1 The budget for investment income in 2017/18 is £0.765m. This is based on an average investment portfolio of £127.5 million at an interest rate of 0.60%. There is also an additional net income target of £0.3m as a result of investment in the new housing company established.

7.2 The budget for debt interest paid in 2017/18 is £7.5 million. This is based on an average debt portfolio of £210 million at an average interest rate of 3.6%. Of this figure, £170m is HRA debt, with a budget for debt interest paid of £5.8m.

7.3 If actual levels of investments and borrowing or actual interest rates differ from those forecast, performance against budget will be correspondingly different. Variance from budget will be reported on a quarterly basis to the Audit Committee and on a bi annual basis to full Council.

Markets in Financial Instruments Directive

8.1 The Council's treasury management activities may be impacted by the implementation of the Markets in Financial Instruments Directive (MiFID II) from January 2018. This directive currently proposes that the Council would be classified as a retail investor and might, therefore, earn lower rates on its deposits. This could simply depend on the nature of the potential investment

the Council might make but there could be other factors that also play a role. The Council will continue to monitor the potential impact of this Directive throughout 2017/18.

REASONS AND OPTIONS

Reasons for the decision:

The statutory Codes set out that the Council ought to approve a Treasury Management Strategy Statement, the MRP Strategy and the Prudential Indicators.

Other options considered:

The CLG Guidance and the CIPFA Code do not prescribe any particular treasury management strategy for local authorities to adopt. The Chief Financial Officer, having consulted with the Cabinet Member for Financial Management believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

| Alternative | Impact on income and expenditure | Impact on risk management |
|--|--|--|
| Invest in a narrower range of counterparties | Interest income will vary depending on the counterparties used | Lower chance of losses from credit related defaults, but any such losses will be greater |
| Invest in a wider range of counterparties | Interest will again vary depending on the counterparties used. | Increased risk of losses from credit related defaults, but any such losses will be smaller |
| Invest in deposits with a longer duration | Interest income will be higher | Increased risk of losses from credit related defaults and a reduction in liquidity |
| Invest in deposits with a shorter duration | Interest income will be lower | Decreased risk of losses from credit related defaults and an increase in liquidity |
| Borrow additional sums at long-term fixed interest rates | Debt interest costs will rise; this is unlikely to be offset by higher | Higher investment balance leading to a higher impact in the |

| | | |
|--|--|---|
| | investment income | event of a default; however long-term interest costs will be more certain |
| Borrow short-term or variable loans instead of long-term fixed rates | Debt interest costs will initially be lower | Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long term costs will be less certain |
| Reduce level of borrowing | Saving on debt interest is likely to exceed lost investment income | Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs will be less certain and there may be additional costs occurred from restructuring |

IMPLICATIONS AND RISKS

Financial implications and risks:

The Treasury Management Strategy Statement is a key part of the overall budget strategy and financial management framework and governs the strategic and operational treasury management activities throughout each financial year in order to manage the Council's financial risks associated with cash management via borrowing and investments.

Legal implications and risks:

The Council must comply with its duty under section 3 Local Government Act 2003 to keep under review the amount of money the Authority can afford to

borrow. The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003/3146 require the Authority to have regard to the code of practice entitled the “Prudential Code for Capital Finance in Local Authorities” published by CIPFA when considering its duty under section 3. Appendix B provides further detail on the content of that Code.

The Council has fiduciary duties toward its tax payers to act in good faith in the interests of those tax payers with the considerable sums of money at their disposal. The Strategies being proposed for approval seek to discharge those duties in a reasonable and prudent fashion and therefore there is a low risk of successful challenge.

Otherwise there are no apparent legal implications arising as a result of this Report.”

Human Resources implications and risks:

There are no direct Human Resources implications arising as a result of this report

Equalities implications and risks:

There are no equalities implications within this report

BACKGROUND PAPERS

There are no background papers associated with this report

Appendix A - Prudential Indicators 2017/18

The Local Government Act 2003 requires the Council to have regard to the Chartered Institute of Public Finance and Accountancy's *Prudential Code for Capital Finance in Local Authorities* (the Prudential Code) when determining how much money it can afford to borrow. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that the Council has fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.

Estimates of Capital Expenditure: The Council's planned capital expenditure and financing may be summarised as follows.

| Capital Expenditure and Financing | 2016/17 Revised £m | 2017/18 Estimate £m | 2018/19 Estimate £m | 2019/20 Estimate £m |
|-----------------------------------|--------------------|---------------------|---------------------|---------------------|
| General Fund | 66.3 | 102.1 | 61.8 | 53.8 |
| HRA | 17.2 | 60.5 | 39.9 | 33.4 |
| Total Expenditure | 83.5 | 162.6 | 101.7 | 87.2 |
| Capital Receipts | 16.3 | 26.8 | 16.2 | 13.5 |
| Government Grants | 33.0 | 52.8 | 25.9 | 20.6 |
| Reserves | 0 | 26.1 | 7.1 | 3.0 |
| Revenue | 16.9 | 24.1 | 22.5 | 16.1 |
| Borrowing | 17.3 | 32.8 | 30.0 | 34.0 |
| Leasing and PFI | 0 | 0 | 0 | 0 |
| Total Financing | 83.5 | 162.6 | 101.7 | 87.2 |

Estimates of Capital Financing Requirement: The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose.

| Capital Financing Requirement | 31.03.16 Actual £m | 31.03.17 Revised £m | 31.03.18 Estimate £m | 31.03.19 Estimate £m | 31.03.20 Estimate £m |
|-------------------------------|--------------------|---------------------|----------------------|----------------------|----------------------|
| General Fund | 60.5 | 76.5 | 97.7 | 115.7 | 133.3 |
| HRA | 174.7 | 174.7 | 184.7 | 194.7 | 208.7 |
| Total CFR | 235.2 | 251.2 | 282.4 | 310.4 | 342.0 |

The CFR is forecast to rise by £106.8m over the next 4 years as capital expenditure financed by debt outweighs resources set aside for debt repayment. Of the £106.8m, £34.0m is in relation to the HRA and £72.8m is in relation to the GF.

Gross Debt and the Capital Financing Requirement: In order to ensure that over the medium term debt will only be for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years. This is a key indicator of prudence.

| Debt | 31.03.16 Revised £m | 31.03.17 Estimate £m | 31.03.18 Estimate £m | 31.03.19 Estimate £m | 31.03.20 Estimate £m |
|-----------|---------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Borrowing | 213.2 | 210.2 | 210.2 | 210.2 | 256.2 |

Total debt is expected to remain below the CFR during the forecast period.

Operational Boundary for External Debt: The operational boundary is based on the Council's estimate of most likely, i.e. prudent, but not worst case scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring. Other long-term liabilities comprise finance lease, Private Finance Initiative and other liabilities that are not borrowing but form part of the Council's debt.

| Operational Boundary | 2016/17 Revised £m | 2017/18 Estimate £m | 2018/19 Estimate £m | 2019/20 Estimate £m |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|
| Borrowing | 258.7 | 276.3 | 310.6 | 341.4 |
| Other long-term liabilities | 2.0 | 2.0 | 2.0 | 2.0 |
| Total Debt | 260.7 | 278.3 | 312.6 | 343.4 |

Authorised Limit for External Debt: The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Council can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

| Authorised Limit | 2016/17 Revised £m | 2017/18 Estimate £m | 2018/19 Estimate £m | 2019/20 Estimate £m |
|-----------------------------|--------------------|---------------------|---------------------|---------------------|
| Borrowing | 284.6 | 303.9 | 341.7 | 375.5 |
| Other long-term liabilities | 2.0 | 2.0 | 2.0 | 2.0 |
| Total Debt | 286.6 | 305.9 | 343.7 | 377.5 |

Ratio of Financing Costs to Net Revenue Stream: This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

| Ratio of Financing Costs to Net Revenue Stream | 2016/17 Estimate % | 2017/18 Estimate % | 2018/19 Estimate % | 2019/20 Estimate % |
|--|--------------------|--------------------|--------------------|--------------------|
| General Fund | 2.02 | 2.29 | 2.65 | 2.95 |
| HRA | 5.56 | 5.48 | 5.41 | 5.33 |

Incremental Impact of Capital Investment Decisions: This is an indicator of affordability that shows the impact of capital investment decisions on Council Tax and housing rent levels. The incremental impact is the difference between the total revenue budget requirement of the current approved capital programme and the revenue budget requirement arising from the new capital programme.

| Incremental Impact of Capital Investment Decisions | 2017/18 Estimate £ | 2018/19 Estimate £ | 2019/20 Estimate £ |
|--|--------------------|--------------------|--------------------|
| General Fund - increase in annual band D Council Tax | £9.03p | £6.99p | £6.80p |
| HRA - increase in average weekly rents | £1.44p | £1.19p | £1.39p |

Adoption of the CIPFA Treasury Management Code: The Authority has adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2011 Edition*.

Appendix B – Annual Minimum Revenue Provision Statement 2017/18

Where the Council's finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum provision since 2008. The Local Government Act 2003 requires the Authority to have regard to the Department for Communities and Local Government's *Guidance on Minimum Revenue Provision* issued in 2012.

The broad aim of the CLG Guidance is to ensure that debt is repaid over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

The CLG Guidance requires the Council to approve an Annual MRP Statement each year, and recommends a number of options for calculating a prudent amount of MRP. The following statement only incorporates options recommended in the Guidance.

For capital expenditure incurred before 1st April 2008, MRP will be determined in accordance with the former regulations that applied on 31st March 2008, incorporating an "Adjustment A" of £2.9m on a reducing balance method

For capital expenditure incurred after 31st March 2008, MRP will be determined by charging the expenditure over the expected useful life of the relevant assets in equal instalments, starting in the year after the asset becomes operational. MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years.

For assets acquired by finance leases or the Private Finance Initiative, MRP will be determined as being equal to the element of the rent or charge that goes to write down the balance sheet liability.

No MRP will be charged in respect of assets held within the Housing Revenue Account.

Third party loans – Under statutory requirements the payment of the loan will normally be treated as capital expenditure. The subsequent loan repayments, (which are treated as capital receipts under statutory

requirements), will be used to reduce the long term liability and consequently the CFR. As a result MRP will not generally be charged on the loan as it is not appropriate to do so.

Capital expenditure incurred during 2016/17 will not be subject to a MRP charge until 2017/18

Based on the Authority's estimate of its Capital Financing Requirement on 31st March 2017, the budget for MRP has been set at £1.57m

Responses to Public Engagement relating to the 2017/18 Budget

There were four key questions included in the Public Engagement . The questions are reproduced below along with summarised responses. There were 223 responses

Q1. Do you agree with the direction of this budget strategy, which is aimed at protecting investment in public services?

60% of respondents agreed with the direction of the Budget Strategy

Q2: Please identify your top three priority services that you would want to protect:

The top three were:

| | |
|-----------------------|-----|
| Schools and education | 18% |
| Adult Social Care | 15% |
| Roads and Transport | 13% |

Q3: Please identify your top three priority services that you would be prepared to reduce:

The top three were:

| | |
|-------------------------------|-----|
| Parking | 17% |
| Planning and Building control | 15% |
| Council Tax Support | 13% |

Q4: Central Government has indicated that local authorities may increase their council tax by up to 4.99% (by up to 1.99% for general services and up to 3% for adult social care). An increase above this amount would require a local referendum. How do you think the Council should respond in setting its council tax for 2017/18?

The answers to the above question have been grouped together in broad categories below which provide a general indication of opinion. The question was designed to enable respondents to provide their own comments rather than a simple yes/no response. Responses have therefore been grouped to reflect the key messages from the responses received and are intended as a guide to the decision process.

| Theme of comment | Number of comments | |
|--|---------------------------|-------------|
| Request more Government funding | 7 | 3% |
| Have referendum on matter | 18 | 8% |
| No clear answer | 6 | 3% |
| No referendum on matter | 2 | 1% |
| Not supportive of increase | 66 | 30% |
| Staff/councillors reduction | 11 | 5% |
| Supportive of increase (less than 4.99%) | 51 | 23% |
| Supportive of Increase of 4.99% | 62 | 28% |
| Total | 223 | 100% |

Key points

51% of respondents agreed that a Council Tax increase is necessary (of which 28% were supportive of the maximum increase of 4.99%)

3% of respondents felt that the Council should lobby central Government for more funding whilst 8% recommended a referendum.

30% of respondents were not in support of any increase.

5% felt that further cuts in staffing or Councillors expenses should be made.

The answers are broadly consistent with Q1 relating to the Budget strategy.

Overview and Scrutiny Board Note to Cabinet

Following the presentation Members asked and received answers to several questions from the Chief Executive and other senior officers. However, Members had the following specific comments regarding the budget strategy and its demand impacts that they wished to put before Cabinet at its meeting on 8 February 2017.

In relation to the future collection of Business Rates Members asked that consideration be given to investigating the use of alternative premises for small/start up businesses to help attract/keep these businesses within the borough.

In relation to the introduction of a commercial vehicle tariff Members asked that thorough consultation with residents be undertaken to assess the suitability of such a proposal and that the Council should be seen by residents to be keeping its own house in order by introducing the tariff for its own employees who take Council vehicles home and use resident's parking. Suggestions were also made as to whether the tariff could be based on the vehicle's GVWR (gross vehicle weight rating).

Members also requested that the proposed swimming pool at the new Hornchurch Leisure Centre be a full size 50m competition pool which would attract additional users and provide revenue opportunities going forward.

3rd February, 2017

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CABINET

8 February 2017

Subject Heading:

THE COUNCIL'S BUDGET 2017/18

Cabinet Member:

Councillor Roger Ramsey

SLT Leads:

Andrew Blake-Herbert

Debbie Middleton

Report Author and contact details:

Mike Board

Corporate Finance and Strategy
Manager

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Policy context:

This report presents the Council's new Vision, overall policy direction, statutory duties and Medium Term Financial Strategy for agreement by Cabinet and recommendation on to Council for consideration and approval.

Financial summary:

The Council is required to set an annual budget for 2017/18 and MTFS for the three year period ending 2019/20. The report includes recommendations to Council for the formal budget-setting process and setting a Council Tax increase of 1.95% (plus a 2.00% Adult Social Care precept) for the Havering element of Council Tax and recommends to Council the Council Tax level at band D as £1,317.71, before inclusion of the GLA precept.

Is this a Key Decision?

No

Is this a Strategic Decision?

Yes

When should this matter be reviewed?

Annually

Reviewing OSC:

Overview and Scrutiny Board

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

| | |
|--|-----|
| Havering will be clean and its environment will be cared for | [X] |
| People will be safe, in their homes and in the community | [X] |
| Residents will be proud to live in Havering | [X] |

**ALL MEMBERS ARE ASKED TO RETAIN THIS REPORT AND ITS
APPENDICES FOR REFERENCE AT THE COUNCIL TAX MEETING
ON 22nd FEBRUARY 2017**

SUMMARY

This report outlines the context within which the 2017/18 budget is being set and identifies the Council's new Vision, overall policy direction, statutory duties and financial strategy.

The Council's budget needs to reflect the level of funding allocated to it by the Government. Cabinet received reports in December 2016 and January 2017 that provided an update on developments at the national level and the consequential impact on local government funding and set out information on the financial position within Havering. The four year financial settlement covering the period 2016/17 to 2019/20 provides greater clarity over the reduced funding stream and is reflected in the draft MTFS.

The Cabinet report of 18 January 2017 updated Members on the Local Government Financial Settlement, the impact on the proposed financial strategy for the coming financial year and the latest in year financial monitor. This report provides Cabinet with the latest forecast three year funding gap of £13.567m of which £4.347m relates to 2017/18. This report provides an update of the financial strategy and a number of recommendations which are intended to balance the budget for 2017/18. Further reports will be made to Cabinet during the course of 2017/18 to consider the options for balancing the budget in the financial year 2018/19 and 2019/20.

In finalising the budget strategy this report also updates members on any matters which were outstanding at the time of presenting the January report. This includes the Council Tax Base and Business Rate yield as well as the updated position on levies and precepts.

The current position is that an increase in the Havering element of the Council Tax of 1.95% plus a 2.00% precept for Adult Social Care is required to balance the budget.

Final confirmation of the Greater London Authority (GLA) precept is expected at the meeting of the London Assembly on 20 February 2017. The Mayor has proposed an increase in the current precept, as previously advised to Cabinet, and this has been the subject of a similar consultation process. Any changes to the GLA position will be reported at the Cabinet meeting if known, and an update will be provided for the Council meeting.

On the assumption that this is approved by the London Assembly, the combined band D figure would increase to £1,597.73 an increase of 3.5%.

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

RECOMMENDATIONS

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

1. **Approves** the new Vision set out in **Appendix K** that will be the framework for the Council's Corporate Plan, service planning and the context in which future financial strategies will be developed.
2. **Approves** the mitigating action plans referred to in paragraph 3.13 of this report and set out in **Appendix A2**.
3. **Approves** the income generation and savings proposals as set out in **Appendix A1**.
4. **Considers** the advice of the Chief Finance Officer as set out in **Appendix H** when recommending the Council budget.
5. **Approves** the following budgets for 2017/18:
 - The Council's General Fund budget as set out in **Appendix E**.
 - The Delegated Schools' draft budget set out in **Appendix F**
 - The Capital Programme as set out in Paragraph 3.25 and **Appendix I**,
6. **Delegates** to the Chief Financial Officer the implementation of the 2017/18 capital and revenue proposals once approved by Council unless further reports or Cabinet Member authorities are required.
7. **Agrees** that the Chief Financial Officer be authorised to allocate funding from the Capital Contingency included within the draft Capital Programme.
8. **Delegate** authority to the Chief Financial Officer in consultation with the Cabinet Member for Financial Management to determine the projects that will be included in the proposed £5m efficiency programme contained within the Capital Programme.
9. **Agree** that the relevant Cabinet Member, together with the Cabinet Member for Financial Management, be delegated authority to commence tender processes and accept tenders for capital schemes included within the approved under the block programme allocations or delegation arrangements set out in this report.

10. **Agrees** that to facilitate the usage of unringfenced resources, the Chief Financial Officer in consultation with Service Directors will review any such new funds allocated to Havering; make proposals for their use; and obtain approval by the Cabinet Member for Financial Management.
11. **Delegates** 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.
12. **Approves** the schedule of proposed Fees and Charges set out in **Appendix L**, with any recommended changes in year being implemented under Cabinet Member delegation.
13. **Agrees** that if there are any changes to the GLA precept and/or levies, the Chief Financial Officer authorised to amend the recommended resolutions accordingly and report these to Council on 22 February 2017.

That in addition,:

14. **Cabinet Recommends to Council for consideration and approval:**
 - The General Fund budget for 2017/18
 - The Council Tax for Band D properties and for other Bands of properties, all as set out in **Appendix E**, as revised and circulated for the Greater London Authority (GLA) Council Tax.
 - The Delegated Schools' budget for 2017/18, as set out in **Appendix F**.
 - The Capital Programme for 2017/18 as set out in paragraph 3.25 and supported by Annexes 2, 3 and 4 of **Appendix I**.
15. That it pass a resolution as set out in section 3.29.5 of this report to enable Council Tax discounts to be given at the 2016/17 level.

| |
|----------------------|
| REPORT DETAIL |
|----------------------|

This report is split into the following parts:

1. Overall Policy Direction and Strategy.
2. Consultation and the Overview and Scrutiny Committees.
3. Havering's Revenue Budget and Council Tax.
4. Capital Programme.
5. Treasury Management Strategy.
6. GLA Budget.

7. Overall Council Tax Impact.
8. Other Matters.
9. Housing Revenue Account.

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

1. Overall Policy Direction and Strategy

- 1.1 The Council's budget is a reflection of the Council's Strategy expressed in financial terms. The Council's strategy reflects the main priorities of residents, as expressed in successive consultation exercises – principally, keeping the Borough clean and safe and promoting a high quality of life for local people.
- 1.2 The Council has recently carried out review of its vision which is now expressed as – **Making a Greater London**. The vision is focused around four cross-cutting priorities: Communities, Places, Opportunities and Connections. Underpinning these themes will be outcomes that the Council will seek to deliver and success will be measured and reported through performance processes. These key themes and outcomes will provide the basis for the new Corporate Plan, service plans and future financial strategies. Further information is included at **Appendix K**.
- 1.3 The proposals in these papers build on the draft financial strategy agreed by Cabinet in September 2016 and updated in December 2016 and January 2017. A public engagement exercise on the proposed budget strategy was carried out during January 2017. The exercise was not concluded at the time of preparing this report. However, the results will be made available for Cabinet prior to the meeting.
- 1.4 It is important to note that the Council's financial strategy and budget development process is an iterative one, taking on board a wide variety of issues and enabling forward planning. These include:
 - Responding to the difficult and volatile financial climate;
 - Ensuring that the Council's policy priorities drive resource allocations;
 - Ensuring there remain clear links between revenue and capital budgets;
 - Continuing to ensure that all budgets have defined outputs;
 - Continuing to seek greater efficiencies – including through working in partnership and prioritising effectively;
 - Seeking funding from external agencies and/or partners;
 - Continuing to benchmark and deliver value for money.
- 1.5 There will continue to be difficult decisions to make in future years in order to balance the budget. However, the overall planning process will ensure these decisions will take place in an informed manner to ensure resource allocation reflects policy and service priorities.
- 1.6 The Council's revenue and capital budget strategies have previously been approved by Cabinet. These set out the key principles around the budget, and are reflected in this report. The updated statements are set out in **Appendix B**, as they underpin the approach taken to setting the Council's revenue and capital budgets.

1.7 It is important for the Council that its financial strategy continues the success achieved in recent years. The strategies will be reviewed and developed during 2017/18 to ensure that they integrate with the Council's Vision and the Corporate Plan as it is developed. The focus will continue to ensure that it:

- Reflects the economic climate and the need for financial prudence;
- Ensures the level of reserves are adequate;
- Links service planning with financial planning;
- Identifies service delivery trends, changes in legislation etc. that will have a financial impact;
- Accurately predicts levels of spend in the future to avoid further overspends;
- Identifies revenue costs resulting from capital expenditure;
- Matches resources to priorities;
- Costs areas of new or increased priority;
- Provides savings to balance the budget;
- Provides savings to fund new investment and areas of increased priority;
- Costs new investment and estimates any subsequent payback;
- Increases value for money;
- Manages risk and uses risk assessment to inform decision making;
- Ensures all projects are adequately funded and resourced;
- Manages risk and uses risk assessment to inform decision making;
- Ensures all projects are adequately funded and resourced.
- Uses Business Intelligence to support service modelling

Partnership Working

1.8 Partnership working is strong in Havering and the Council continues to work with public, private and community groups to develop the Borough.

1.9 The Council works in partnership with Bexley and Newham Councils through oneSource, a joint committee designed to provide back office services and functions more efficiently. Significant levels of savings are expected to be achieved through shared Management, ICT and Procurement. These savings are reflected in the Council's financial strategy.

Economic Climate

1.10 Cabinet will be aware of the general economic climate and in particular the consequential impact on Government spending plans for local government. Markets remain sensitive to global economic and political events which have contributed to increased economic uncertainty. Interest rates have remained at an unprecedented low level for some time although there appears to be an increasing likelihood of rate rises over the medium term. The scale of the national budget deficit, and the actions that would inevitably be needed to be taken to address this, have been the subject of much discussion, and have been addressed in reports to Cabinet since July 2010.

1.11 In setting the budget for 2017/18, it is essential to bear these general economic factors in mind. The Government's Autumn Budget Statement and the subsequent Local Government Financial Settlement were addressed in

the reports to Cabinet in December 2016 and January 2017.

Conclusions

- 1.12 Havering will experience a rapid reduction in its Government grant settlement over the period of the four year settlement ending in 2019/20. In particular RSG will have fallen from £20.9m in 2016/17 to £1.4m in 2019/20. This will inevitably place severe pressure upon the resources available for services and the Council's ability to balance its financial strategy over that period.
- 1.13 The proposals in this report will enable the Council to balance its budget for 2017/18. Additional steps will be required to close the funding gap in 2018/19 and beyond and will be the subject of further reports to Cabinet.
- 1.14 Significant financial pressures are being experienced in 2016/17 reported in previous Cabinet. This report includes details of the further management actions proposed to mitigate the potential overspend and to maintain spending in line with budget for 2016/17. Cabinet is asked to approve the detailed actions plans as set out at **Appendix A2** and the income generation and savings proposals at **Appendix A1** to this report.
- 1.15 The successful implementation of measures presented for approval in this budget report, aim to achieve a balanced revenue budget for 2017/18 and provide the basis from which to further develop the Council's financial strategy to balance its finances over the medium term.
- 1.16 The proposed budget reflects the views of the local community on the impact of budgetary pressures upon service delivery and Council Tax increases subject to changes in national priorities that are outside the Council's control. The Council can demonstrate that it is prioritising financial resources according to its business objectives and in the context of the general financial climate.

2. Public Engagement and Overview and Scrutiny Board

2.1 Public Engagement

- 2.1.1 A public engagement exercise is being carried out during January 2017 seeking feedback on the Council's financial strategy. Views are being sought on service priorities and Council Tax levels, including the level of Adult Social Care precept.
- 2.1.2 The results of the consultation were not available at the time of preparing this report but will be circulated prior to the meeting.

2.2 Overview and Scrutiny Board

- 2.2.1 The budget proposals for 2017/18 were considered by Overview and Scrutiny Board on 1 February 2017. As this agenda was published before that date, an update will be given at the Cabinet meeting on any matters raised by the Board.

3. Havering's Revenue Budget and Council Tax

3.1 Introduction

- 3.1.1 The key factors taken into account in finalising the 2017/18 budget are set out in the remainder of this report. As well as the results of the public engagement and budget finalisation, it is important to note that, if the final position on levies and the Greater London Authority (GLA) precept is significantly different from the provisional sums, the final level of the Havering Council Tax may be affected.
- 3.1.2 The impact of the Greater London Authority precept is covered separately in section 3.27.
- 3.1.3 This section of the report summarises a number of points covered in greater depth in the previous report to Cabinet. These have been updated where relevant to reflect changing circumstances and more up to date information included where this has subsequently become available.

3.2 Government Grant

- 3.2.1 As set out in the previous report to Cabinet, the provisional settlement was announced on 15 December 2016. The key elements of the provisional settlement, and a comparison against the current funding level are summarised below:
- There were only minor adjustments to the four year settlement announced in December 2015.
 - There is an average increase in “spending power” nationally of 0.4% by 2019/20 assuming all authorities increase council tax, take up the adult social care precept and see significant growth in the tax base of local authorities;
 - Excluding the assumptions on Council Tax, there is a 21.8% reduction in core funding which includes a reduction in RSG of over 70% nationally since 2015/16;
 - Havering's financial settlement including RSG has fallen by £8.61m (or 41%) for 2017/18 and by £19.51m (94%) by 2019/20. This would leave Havering with only £1.38m in RSG by 2019/20.
 - It is highly likely that once business rates are localised further, Havering's RSG will be removed and/or Havering would be required to receive a lower top-up grant or pay a tariff over to Government to compensate.
 - There have been significant changes to the New Homes Bonus methodology to not only fund the improved Better Care Fund but also to fund the one-off adult social care grant.
- 3.2.2 The final settlement is expected during the first half of February, so this is likely to be too late for this report. If it is announced in time for the meeting a supplementary paper will be issued. Otherwise the relevant information will be included in the report to Council.
- 3.2.3 The Council submitted a written response to the consultation on the provisional financial settlement and this response is included as part of **Appendix C**.

3.2.4 As a result of the settlement, Havering continues to receive a much lower level of grant funding than our neighbours, which reflects the position over a number of years previously.

3.3 Specific Grants

3.3.1 The Council receives a reducing number of specific grants outside of the general grant. These are for specific purposes and many have been subject to external audit verification prior to claim submission. They are not for mainstream funding and, hence, increased levels of specific grants have not assisted in reducing the overall Council Tax level, as they reflect a similar level of spend by the Council. These have historically changed year on year and in some cases the details have not been known until after Council Tax setting.

3.3.2 Assumptions are made in setting the budget on what those grant levels will be, unless specific announcements have already been made. The actual announcements may lead to differing amounts of grant funding being available, and may in fact identify new, or increased, levels of funding.

3.3.3 To facilitate the usage of these un-ringfenced resources, it is proposed that the Chief Financial Officer in consultation with Service Directors review any such funds allocated to Havering and make proposals for their use for approval by the Cabinet Member for Financial Management. Cabinet is asked to approve this. In addition, Cabinet is being recommended to delegate to the Chief Financial Officer authority to make any necessary changes to service and the associated budgets relating to any subsequent grant announcements where delays may otherwise adversely impact on service delivery and/or budgetary control, subject to consultation as appropriate.

3.4 Dedicated Schools Grant and Schools Funding Dedicated Schools Budget

3.4.1 Details of the DSG funding for 2017-18 were set out in the previous report to cabinet. In brief, the allocations are as follows:

Table 1

| Year | Schools Block | | Early Years Block | | High Needs Block | Additions and cash floor | Total DSG |
|---------|-------------------|-----------------|-------------------|-----------------|------------------|--------------------------|-----------------|
| | GUF per pupil (£) | Allocation (£m) | GUF per pupil (£) | Allocation (£m) | Allocation (£m) | Allocation (£m) | Allocation (£m) |
| 2017-18 | 4,712.65 | 169.92 | 4,626.50 | 14.845 | 22.70 | 0 | 207.46 |
| 2016-17 | 4,728.70 | 168.03 | 3,979.94 | 11.61 | 19.49 | 0.05 | 198.17 |
| Diff | -16.05 | 1.89 | 646.56 | 3.24 | 3.21 | -.05 | 8.29 |

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 need provision.
2. The Early Years block will be recalculated based on the January 2017 and 2018 early years censuses.

Cabinet 8 February 2017

3. The reduction in the GUF per pupil follows a £1.3m transfer from the Schools block to the High Needs block.
 4. The increase in the Schools block includes £589k Education Support Services Grant previously allocated to the LA and also for growth in pupil numbers.
 5. The increase in the Early Years block will allow increases in the hourly rate paid to providers following the introduction of a national funding formula for early years education and also for the implementation of 30 hours of free entitlement to childcare for working families from September 2017..
 6. The increase in the High Needs block includes a transfer of funding responsibilities from the EFA for post 16 SEN and also for population growth.
 7. The Additions block in 2016-17 is now included in the Schools Block.
- 3.4.2 New school funding arrangements were introduced by the DFE in 2013-14 in advance of implementation of a national funding formula which, following a one year delay will be introduced from 2018-19. The intention is to achieve greater transparency on funding through a system where every pupil will attract the same basic level of funding wherever they are in the country with additional sums reflecting additional need, deprivation and area costs.
- 3.4.3 As the details of the DSG announcement for 2017/18 were included in the previous report to Cabinet, and as these have not changed subsequently, no further update is required.
- 3.4.4 **Appendix F** summarises the allocation of the DSG across school sectors and other education provision and is recommended for approval.

Education Services Grant

- 3.4.5 The Education Services Grant (ESG) was introduced by the DFE in 2013/14. The grant is calculated on a per pupil basis according to the number of pupils for whom a local authority or academy is responsible. The ESG funding rate has been reduced from £116.46 per pupil in 2013-14 to £77 per pupil in 2016-17. An additional £15 per pupil is allocated to LAs regardless of whether they are on the roll of a school or an academy. In the Government Spending Review and Autumn Statement 2015 a phasing out of the ESG was announced to save £600 million. The grant ceases from September 2017 with a reduced transitional rate of £66 per pupil for the period April to August. The initial allocation to Havering is £0.606m which will reduce each time a school converts to an academy. Further detail was included in the previous report. Since then, the Schools Funding Forum has agreed that the additional £0.589m of ESG now included in the DSG can be allocated to meet the costs of LA statutory functions. Service level savings of £0.590m have been identified and a provisional one-off contribution of £0.465m. There will, however, be a shortfall against the 2016/17 initial grant of £2.336m of at least £0.086m.
- 3.4.6 To address this grant reduction, particularly from 2018/19 once the transitional funding has ceased, significant work continues across Learning and Achievement Teams to promote Havering's Education Traded Services to schools and academies within and beyond the authority and to explore options on funding remaining statutory functions

3.5 Public Health

- 3.5.1 In 2016/17, Havering was issued with a 2-year grant allocation for Public Health. It has been confirmed that the allocation for 2017/18 will be as per last year's provisional figures of £11.224m. This is a £0.284m reduction in funding.

3.6 Council Tax Referendum

3.6.1 For 2017/18, referendum limits remain the same as in previous years (i.e. an increase of 2% or more will trigger a referendum). In addition the Council may levy an Adult Social Care Precept of up to 3% as discussed elsewhere in the report.

3.7 New Homes Bonus (NHB)

3.7.1 On the 17 December 2015, DCLG released a consultation on the changes to the New Homes Bonus with no further details until the 15 December 2016. The aim of the changes to the New Homes Bonus is to “sharpen the incentive” as well as to save £800m in order to partially fund the improved Better Care Fund (BCF) and one-off adult social care funding in 2017/18.

3.7.2 Havering’s allocation for 2017/18 has been provisionally announced as £6.939m which is comparable to last year however this is likely to reduce to approximately £3.3m by 2020/21. This is assuming Havering’s increase in new properties continues at its current rate. The reason for the reduction is solely due to the changes brought about by the revised scheme. In summary these changes are set out below.

- Reduce the number of years the grant is payable from 6 years to 4 years.
- A national baseline or deadweight has been set at 0.40%. Therefore local authorities need to grow their taxbase by at least 0.40% to see any funding in NHB.

3.7.3 The saving made by the Government from the New Homes Bonus, has enabled them to introduce a new one-off Adult Social Care Grant. Details of the grant are yet to be released however Havering’s indicative allocation is £1.010m. Clarification is being sought as to how this grant can be deployed. The grant will be held in the Business Risk Reserve as a contingency against slippage in the savings delivery plan or to support the Integrated Care Partnership.

3.8 General Inflation

3.8.1 The previous report to Cabinet set out the broad approach to budgeting for inflation. In summary, provision will be made for pay awards in line with Government announcements at 1% per annum. Contract inflation is budgeted at 2% per annum and income at 2%. The provision for supplies and services inflationary increases has not been provided.

3.9 Payments to External Bodies

3.9.1 Details of the proposed contributions for 2017/18 for concessionary fares and the Taxicard scheme were set out in the January report to Cabinet. The concessionary fares contribution is now confirmed as £8.313m, an increase of £0.09m from 2016/17. The contribution to the Taxicard scheme has not yet been finalised although it is expected to be released prior to the Council Tax

report to Council on 22 February and will be provisionally budgeted at £0.150m.

- 3.9.2 The Council's payments for the London Councils Subscription and London Boroughs Grants Scheme were reported to January Cabinet and the contributions are confirmed as £0.117m and £0.220m respectively.

3.10 Demographic Growth

3.10.1 Cabinet will be aware from previous reports that of the impact of changes in demography on the level of demand for Council services. The ageing population demographic has led to an increase in demand for adult social care; a trend which is expected to continue over the coming years. However, the impact of change is far reaching and other services such as homelessness and Children's services are also experiencing unprecedented growth in demand for services.

3.10.2 In response to growth in demand and budgetary pressures the draft financial strategy includes provision to increase the budget by a further £2m for Adults Social Care, £2m for Children's Services and £0.75m for general fund Housing Services. As discussed elsewhere in the report, the Government has gone some way in recognising these pressures at a national level by enabling Councils to levy an additional Council Tax precept for Adult Social Care.

3.11 Levying Bodies

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

3.11.2 The ELWA budget report is due to be approved at its board meeting on 6th February 2017.

3.11.3 Havering's estimated levy for 2017/18 is £15.101m. If confirmed, it will represent an increase of 10.47%, or £1.431m and £0.400m more than originally provided in the budget model. The increase is in relation to the projected increase in levy of £1.18m and increase in reserves of £0.250m to cover costs arising out of the post 2027 waste disposal arrangements. Subject to final notification by the Authority, the approved sum will be reflected in the draft budget for 2017/18.

3.11.4 The ELWA levy is based upon the weight of rubbish disposed of. Residents can make a contribution to reducing the levy by contributing to effective waste management and recycling measures.

3.11.5 For planning purposes, a nominal increase of £0.050m for the remaining levies (Lea Valley Regional Park Authority, London Pension Fund Authority, and the Environment Agency) has been anticipated. The final figures are dependent upon the Council Tax base for each funding authority being confirmed, so the final levies for 2017/18 are currently awaited. The figures included in the Council Tax statement are therefore provisional or estimated.

3.12 Financial Strategy – Budget Finalisation

3.12.1 Cabinet received reports on its financial strategy on 28 September 2016 and 14 December 2016. A further report was considered by Cabinet on 18 January 2017 which considered the impact of additional budget pressures and the Local Government Financial Settlement. At that time, a budget gap of £12.896m was forecast in the MTFs covering the three year period to 2019/20. This included a gap of £3.680m in 2017/18. The latest forecast is included in the table at para 3.21 below.

3.12.2 The outcome of the Local Government Financial Settlement was set out in the previous report of 18 January 2017 and is summarised in section 3.2 below.

3.12.3 Since the January report a number of matters have now been confirmed and are included in the revised strategy. These are summarised below and explained in further detail subsequently:

- Council Tax Base
- Business Rate Yield
- Levies and Precepts
- One-off Social Care Grant
- New Homes Bonus

3.12.4 The updated financial model indicates a deficit of £13.567m over the three year period to 2019/20 of which £4.347m relates to 2017/18. The level of Council Tax increase required to balance the budget is 3.95% including an Adult Social Care Precept of 2.0%.

3.13 Current Financial Position – Revenue

3.13.1 The development of the financial strategy and detailed budget needs to take account of the financial position in the current year 2016/17. The January 2017 Cabinet report sets out a summary of the position at period 7 (October 2016) and this indicated a forecast overspend of around £6.970m subject to management actions required to mitigate and manage the outturn within the approved budget.

3.13.2 Directorates have produced action plans which will contribute to controlling the over spend within 2016/17 and returning to a balanced budget position by the end of 2017/18. The Children's directorate will return to a balanced position by 2018/19. These action plans are included at **Appendix A2**.

3.13.3 The approved contingency budget for 2016/17 is £2m. Of this sum, £0.900m has already been allocated to support service pressures, leaving £1.1m of contingency uncommitted. As shown in the table below, it is proposed to utilise the remaining £1.1m as part of the plan to manage the final 2016/17 outturn within the Council's approved budget. The directorate action plans will not bridge the £6.970m gap in 2016/17 and will also require the support of the corporate risk budgets (formerly corporate provisions). The following table summarises the impact of the planned management action over 2016/17 to 2018/19 and covers a range of options including:

- **Neighbourhoods:** Management actions taken during 2016/17 will mitigate £0.400m of the £0.800m overspend. A further £0.5m will be saved by the additional measures to be introduced in 2017/18. These include proposals to increase the parking tariff for short stay parking whilst retaining the 30 minute free parking option, increasing the green waste and bulky waste fees by £10 and increasing the fees of resident parking permits by £10 a year.
- **Housing:** Includes demand management options designed to reduce the number of B&B placements required. Management actions will reduce the forecast overspend by £0.400m from £1.040m result in an over spend of £0.600m in 2016/17. However, the actions taken to reduce B&B placements will be effective immediately in 2017/18 and so the remaining £0.600m pressure will be fully mitigated from the start of the 2017/18 financial year.
- **Adults:** demand management and renegotiations with service providers. Management actions will reduce the over spend in 2016/17 by £0.700m from £1.59m to £0.9m by the year end. The remaining £0.900m will be mitigated during 2017/18
- **Children's:** A broad range of options, as set out in the detailed action plan which combined with demographic growth allowances in the budget allocations will aim to bring the budget back into balance by the end of 2018/19.

Table 2

| Summary of Recover Plans to address financial pressures | <i>Pressure s</i> £m | 2016/17 £m | 2017/18 £m | 2018/19 £m |
|---|-----------------------------|---------------|---------------|---------------|
| Current Outturn Projection | | 7.0 | 5.5 | 0.7 |
| Action Plan – Neighbourhoods | 0.80 | (0.4) | (0.5) | |
| Action Plan - Adults | 1.59 | (0.7) | (0.9) | |
| Action Plan - Housing | 1.04 | (0.4) | (0.6) | |
| Action Plan – Children's | 3.58 | 0.0 | (1.7) | (0.7) |
| Release of Contingency | | (1.1) | | |
| Projected Overspend | 7.0 | 4.4 | 1.8 | 0.0 |

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Note to table 2

The current outturn projection is reduced by savings or income generation proposals as set out in the action plans and shown in brackets in the table reducing the projected overspend accordingly. These overspends are planned to be funded from the Corporate Risk Budget set out in table 3 below.

- 3.13.4 A summary of the current position on the corporate risk budget is set out in the table below. A further £4.4m is proposed to be utilised from the Corporate Risk Budget to offset the projected 2016/17 overspend as reflected in the table below.

Table 3a

Corporate Risk Budget

| | 2016/17 | 2017/18 |
|----------------------------|-------------|------------|
| | £m | £m |
| Base Budget | 17.1 | 9.2 |
| Permanent In Year Releases | (3.2) | |
| One Off In Year Releases | (4.0) | (5.0) |
| One Off Mitigating Release | (0.1) | |
| Projected Overspend | (4.4) | (1.8) |
| Projected Outturn | 5.4 | 2.4 |

Table 3b

The change in Base Budget position of the Corporate Risk Budget from 2016/17 to 2017/18 is also set out below.

| Corporate Risk Budgets | £m |
|-----------------------------------|-------------|
| Base Budget 2016/17 | 17.1 |
| Permanent In Year Releases | (3.2) |
| Allocation of New Homes Bonus | (3.8) |
| Re-phased use of budget | (0.8) |
| Additional 1% in fees and charges | 0.3 |
| Other minor | (0.4) |
| Base Budget 2017/18 | 9.2 |

- 3.13.5 After making the planned contributions set out in table 3a to support service pressures, it is anticipated that the corporate risk budget for 2016/17 will be under spent by approximately £5.4m. Any final underspend after balancing the outturn within approved budget will be transferred to the Business Risk Reserve as part of 2016/17 accounts closure. This funding will then be utilised to manage the risk inherent in Directorate savings plans over 2017/18 and 2018/19.

3.13.6 The anticipated corporate risk budget in 2017/18 is £9.2m. This is reduced from the 2016/17 level due to a number of 'one off budgets' ceasing and previous decisions to reduce this budget to support service budget pressures elsewhere. It is planned to utilise £5m in 2017/18 to avoid the need to make further service reductions in other directorates and £1.8m to offset the transitional period of delivery of recovery plans. This will result in a forecast balance of £2.4m available to support the Organisation through the transitional period pending the delivery of directorate action plans during 2017/18 to bring spending within the approved base budget by the end of 2018/19.

3.13.7 By 2018/19, the base budget for the corporate risk budget will have fallen to £3.5m. This should be viewed in the context of the size of the estimated budget gap in 2018/19 of £2.895m and of £6.325m in 2019/20. It will be essential for Service Directors to successfully implement their mitigating action plans to deliver for the remainder of 2016/17 and through 2017/18. In addition, Service Directors will need to ensure delivery of the new budget proposals contained within the proposed budget to manage overall expenditure and keep the Council's financial plan on track.

3.14 Fees & Charges

3.14.1 Fees and charges have been reviewed in order to deliver an increase in income of 2%, though in some areas these fees are set by Central Government and are outside the Council's control. A complete Schedule of Fees and Charges is set out in **Appendix L** and is presented to Cabinet for approval as part of the 2017/18 budget.

3.14.2 Fees and Charges continue to be reviewed and amendments made in line with strategic priorities and the results of the consultation process for services to be paid for at the point of delivery, rather than through Council Tax increases. A key objective is to ensure that fees and charges recover the full cost of service delivery where possible.

3.15 Members Allowances Scheme

3.15.1 The proposed Scheme for 2017/18 is being prepared concurrently with this budget report for consideration and approval by Council on 22 February.

3.16 Contingency Budget

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

- The budget as proposed;
- An assessment of unquantifiable pressures and unforeseen events that could arise during the 2017/18 financial year;
- The experience in previous years;
- The degree of uncertainty as well as known impact of changes to funding streams;

- The potential effect of changes to both the Business Rates system and Council Tax support payments, though these are now becoming clearer and there has yet to be any material adverse impact;
- The overall budget strategy.

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

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

3.16.3 The result of the assessment is that it is the view of the CFO that a Contingency Budget of £2m continues to be required in the base budget to provide a sufficient revenue contingency to deal with any issues arising during the course of 2017/18.

3.16.4 Any new issues arising that have a longer term impact will need to be considered as part of the budget setting process for 2018/19. The purpose of the Contingency budget is to provide funds to address unforeseen issues that impact within the financial year. Whilst the draft financial strategy assumes that the contingency will reduce to £1m in 2018/19 in line with decisions made in setting the financial strategy in February 2016, this assumption will be kept under review during 2017/18 and in preparing the 2018/19 financial strategy.

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

3.17 Budget Robustness/Reserves Position and Opportunity Cost

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

- 3.17.2 In line with the requirements of the Act, the formal report of the CFO is appended as **Appendix H**. The Council is required to take the report into account when making the calculations.
- 3.17.3 The Council's financial strategy sets out that the minimum level of the General Fund Balance held will be £10m. The General Fund Balance currently stands at £11.75m and the CFO's advice is to maintain it at this level given the level of risk associated with the current financial position. Prior to making a final recommendation to Council, there is a need to further consider the current financial position for 2016/17 and its potential impact on reserves. Equally, the importance of retaining sufficient reserves has been emphasised by the variances that have arisen in service areas with large and volatile budgets and service demands, and with the impact of the economic climate within recent years.
- 3.17.4 After having regard to the consideration of the impact on reserves on the 2016/17 outturn, the existing reserves are likely to be sufficient to maintain this level. For information, this provides a level of reserves which gives limited cover for unforeseen circumstances that may have financial consequences, either one-off or across financial years.
- 3.17.5 The more detailed advice of the CFO in respect of reserves is also set out in **Appendix H**. This covers both the assessment of the level of reserves needed, and the opportunity cost arising from holding reserves.

3.18 Balance Sheet Position

- 3.18.1 The focus of the revenue budget strategy is on the Council's income and expenditure. However, regard also needs to be given to key balances included in the Council's Balance Sheet. The Council faces a number of risks and uncertainties which can be mitigated by:
- Ensuring that it maintains an appropriate level of liquid resources, and
 - Maintaining an adequate level of general fund reserves and balances.

3.19 Liquidity

- 3.19.1 The Council held approximately £237m in cash on average during the course of the financial year. This represents the value of the Council's revenue reserves, net current assets, unapplied grants and unapplied capital reserves. Other than reserves, this is money that is committed and is being held pending such expenditure. Given that gross expenditure is the region of £600m, this represents around three months of expenditure.
- 3.19.2 The level of return achieved on these cash deposits is low by historic standards and the likelihood of an increase in interest rates in the short term is now receding.
- 3.19.3 The Council is required to approve its annual Treasury Management Strategy Statement at its annual budget setting meeting. The TMSS report is included elsewhere on this agenda and sets out the parameters for investment of this cash and includes the measures to be taken to ensure the creditworthiness of the Council's counterparties. The draft prudential indicators included in the

Strategy also set out the limit for investments on terms of more than one year. In practice longer term lending is minimised to ensure that a high level of liquidity is maintained.

3.20 Earmarked Reserves

- 3.20.1 An earmarked reserve is a sum set aside to fund planned items of anticipated expenditure for which the liability is not chargeable to the current year's accounts. The Council holds a number of these, the most significant of which is the Corporate Transformation programme reserve. Other funds are earmarked to meet the anticipated costs of strategic projects, insurance claims, capital bridge funding and invest to save resources.
- 3.20.2 The earmarked reserves are reviewed on a quarterly basis to ensure that they are still required. As a one off resource, any funds deemed to be surplus would be reallocated to support one off projects such as support to the capital programme, contributions to the pension fund or service initiative pump priming.
- 3.20.3 The Council's financial strategy precludes the use of earmarked reserves to finance known and ongoing financial liabilities, as this is the financially prudent approach required to ensure a stable financial position is achieved. Reserves can only be used once, and the Council's reserves have been established for specific purposes; their use as a one-off means of financing the Council's ongoing revenue budget falls outside the strategy previously approved by Council, and is not therefore recommended.
- 3.20.4 It is not proposed to use earmarked reserves to support the Council's revenue budget on an on-going basis, as this is not considered to be prudent and not in line with the Council's revenue budget strategy. As stated in the January report, the current advice of the Chief Financial Officer is that a general fund balance of £11.75m is considered to be adequate. However, service pressures in both childrens and adult social care in particular, and the recent major reductions in grant funding and potential for further changes to the funding system, emphasise the need for prudence with the management of earmarked reserves.
- 3.20.5 At its meeting of 18 January Cabinet approved the creation of a Business Risk Reserve in 2017/18. The unused balance of the Corporate Risk Budget will be transferred into this reserve as at 31 March 2017 and will be available to mitigate against budgetary pressures arising in 2017/18 and beyond. Discussion of the Corporate Risk Budget is included at paragraph 3.13.

3.21 Draft General Fund Budget 2017/18

- 3.21.1 The January report to Cabinet set out a revised financial strategy for the period from 2017/18 to 2019/20 identifying a funding gap which has been revised to £13.567m including a gap of £4.347m in 2017/18. The financial model has been updated to reflect movement since the January report in order to provide the position for council Tax setting purposes.

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3.21.2 The following options were included in the draft Financial Strategy approved by Cabinet 18 January. Details are included at **Appendix A1**.

Table 4a

| Lead Officer | Subject | 17/18 £m | 18/19 £m |
|----------------------------|------------------------------------|--------------|--------------|
| Director of Neighbourhoods | Moving Traffic Contravention | 0.250 | |
| Director of Neighbourhoods | Business Vehicles Charging | | 0.500 |
| Director of Neighbourhoods | Resident Parking Permits | 0.055 | |
| Director of Neighbourhoods | On/Off Street Parking Charges | 0.150 | |
| Chief Operating Officer | Leisure contract additional income | 0.150 | 0.250 |
| oneSource Non-shared | Commercial Income | 0.108 | 0.104 |
| | Total | 0.713 | 0.854 |

3.21.3 The table 4b below reproduces the information provided to Cabinet in the report of 18 January. Table 4c summarises the changes to the model since the report to Cabinet on 18 January. Further explanation is set out in the following paragraphs.

Table 4b

| | 17/18 | 18/19 | Two Year Total | 19/20 | Three Year Total |
|--|--------------|--------------|-------------------|----------------|------------------------|
| | £m | £m | £m | £m | £m |
| Budget Gap As reported on 14 December | 3.350 | 2.250 | 5.600 | 6.800 | 12.400 |
| CL7 My place efficiencies | 0.050 | (0.050) | 0 | 0 | 0 |
| SC5 Public realm transformation Review | 0.250 | (0.250) | 0 | 0 | 0 |
| SC7 Waste minimisation | 0.500 | 0 | 0.500 | (0.500) | 0 |
| Re-phasing of corporate risk budget | (0.800) | 0.800 | 0 | 0 | 0 |
| Total of Re-phased Savings | 0 | 0.500 | 0.500 | (0.500) | 0 |
| Increased cost of utilities | 0.170 | 0 | 0.170 | 0 | 0.170 |
| Business Rate Revaluation | 0.230 | 0.145 | 0.375 | 0.025 | 0.400 |
| Adjustments to proposals for income generation | 0.045 | 0 | 0.045 | 0 | 0.045 |
| Revised Budget gap | 3.795 | 2.895 | 6.690 | 6.325 | 13.015 |

Table 4c

| | 17/18 | 18/19 | 19/20 | Total |
|--|----------------|--------------|--------------|----------------|
| | £'m | £'m | £'m | £'m |
| Budget Gap as reported at 18 January Cabinet | 3.795 | 2.895 | 6.325 | 13.015 |
| Adjustments to Budget Strategy Post January Cabinet | | | | |
| Increase in Tax base above forecast | (0.728) | | | (0.728) |
| CL | | | | |
| 7 Reinstate MyPlace Efficiencies Saving | (0.050) | 0.050 | | 0.000 |
| Re-phasing of corporate risk budget | 0.050 | (0.050) | | 0.000 |
| Provision for Temporary Accommodation | 1.132 | | | 1.132 |
| Additional 1% Income | (0.322) | (0.585) | (0.585) | (1.492) |
| Increase in Corporate Risk Budget | 0.322 | 0.585 | 0.585 | 1.492 |
| ELWA – Levy | 0.181 | | | 0.181 |
| ELWA - Reserve | 0.250 | | | 0.250 |
| Reduction in CSSA recovery | 0.425 | | | 0.425 |
| Freedom Pass | (0.209) | | | (0.209) |
| Removal of Other 1% Inflation Provision | (0.499) | | | (0.499) |
| Remaining Budget Gap | 4.347 | 2.895 | 6.325 | 13.567 |
| 3.95% Council Tax increase in 17//18 | (4.347) | | | (4.347) |
| Adjusted Budget Gap | 0 | 2.895 | 6.325 | 9.220 |

3.21.4 The changes included in the above table are explained below.

3.21.5 **Annual Increase in Council Taxbase** – The Budget Strategy accounts for the annual increase in council tax income arising from the growth in the number of properties. For 2017/18 the Strategy included a £0.980m increase and the actual increase due to growth in the number of properties has been calculated to be £1.7m. The difference has now been included in the table.

3.21.6 **Reinstatement and re-phasing of savings** – The saving proposals for My Place was agreed to be deferred by one year at the Cabinet meeting of 18 January. However, this saving is now considered achievable in 2017/18 and therefore the compensating adjustment to the corporate risk budget has also been reversed.

3.21.7 **Homelessness** - A provision of £1.132m is included in the corporate risk budget although further work will need to be carried out during 2017/18 to determine the full extent of the costs which could far exceed this estimate and relate to the following:

- **Temporary Accommodation** –The amount of Housing Benefit we claim for a unit of temporary accommodation will cease from April 2017. In its place there will be a transitional lump sum payment. This is likely to generate significant additional pressure in 2017/18 and beyond. The potential costs in 2017/18 could range between £1m - £2m although further information is required to determine a more robust forecast.

- **Homelessness Reduction Bill** - . The Homelessness Reduction Bill is currently passing through Parliament. It is going to place additional duties on LAs to help prevent homelessness for all residents rather than just those who are vulnerable. This will include help and advice and help to procure properties. It is estimated that the net cost will be somewhere between £0.750m to £1m per year. However the Bill is currently delayed making it difficult to determine the impact in 2017/18.
- 3.21.8 **ELWA Levy and Reserve** – ELWA is projecting a levy increase of 10.47% in 2017/18 with projected flatter increases in the future years to 2021/22. The second strand to their Strategy is the establishment of a Strategy Reserve to cover costs arising out of the post 2027 waste disposal arrangements. The Strategy Reserve will be used for revenue costs including feasibility works relating to site options and appraisals, pre-planning work and elements of the planning approval process (procurement of design, build and operate contract). The Strategy is to build reserves up over five years leading to a total of £9.4m after five years.
- 3.21.9 **Central Support Services Apportionment (CSSA)** - The Council has established oneSource; a joint committee with Bexley and Newham Councils which is a designed to provide back office functions more efficiently. Significant levels of savings are expected to be achieved through shared Management, ICT and Procurement. These savings are reflected in the Council’s financial strategy and as a consequence the sums to be recovered from other ringfenced accounts such as the HRA and DSG through CSSA recharges will also fall. This reduction has been calculated to be £0.425m more than expected.
- 3.21.10 **Freedom Pass Annual increase in Cost** – The Budget Strategy allows for the increase of the annual cost of providing freedom passes to the elderly at £0.300m a year. For 2017/18 the increase in the service provision is only £0.091m, a change in forecast of £0.209m.
- 3.21.11 **General Inflation Provision** – It is proposed to remove the provision for general inflationary increases relating to supplies and services as a savings option. These pressures would have to be absorbed within service budgets.
- 3.21.12 Based on the detailed budget proposals and other factors set out above, the Council’s General Fund budget for 2017/18 will be as set out in **Appendix E**. This is summarised as follows:

Table 5

| | 16/17 £m | 17/18 £m |
|---|----------------|----------------|
| Havering's Services | 158.965 | 154.579 |
| Levies | 14.428 | 15.858 |
| Un-ringfenced Grants | -10.248 | -9.669 |
| Total Expenditure | 163.145 | 160.768 |
| External Finance inc. Collection Fund | -54.795 | -46.363 |
| Havering Precept (Council Tax Requirement) | 108.350 | 114.405 |

3.21.13 The budget has been produced on the basis of the factors set out in this report. The movement between this year and next is analysed as follows:

Table 6

| | £m |
|--|---------------|
| Pressures, demographic growth | 6.595 |
| Inflation | 1.470 |
| Levies | 1.481 |
| Savings | -11.060 |
| Net change in provisions and other adjustments | -2.719 |
| Net reduction in Government funding/Collection Fund movement | 8.610 |
| NET TOTAL | 4.347 |
| Met by changes in Council Tax | -4.347 |

Note to Table 5 and 6

Figures are provisional and will be finalised as part of the Council Tax Setting Report

3.22 Draft Schools' Budget 2017/18

3.22.1 The DSG for 2017/18 is considered earlier in this report and the draft Schools budget is now included at **Appendix F** to this report.

3.23 Havering Council Tax Precept for 2017/18

3.23.1 On the basis of the information set out in this report, including the levies being those as set out in **Appendix D. Havering's band D figure would increase to £1,317.71.**

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

3.24 Expenditure Restriction by Government

3.24.1 As set out in the previous report to Cabinet, the Government has made it clear that they intend to ensure that council tax payers are protected against Councils that impose what they consider to be "excessive" council tax rises.

3.24.2 As part of previous settlement announcements, a requirement was introduced for Local Authorities to undertake referenda should their proposed Council Tax rise exceed a pre-determined level. Any proposed rise in Council Tax at or above these levels would trigger a local referendum. The outcome is based on a simple majority of those voting, either in favour or against.

- 3.24.3 The trigger level relating to the general increase in Council Tax is once again confirmed to be 2% or above.
- 3.24.4 Announced as part of the 2017/18 LGFS the Government will allow Council's to levy an additional 3% Council Tax increase for the purposes of funding the increasing costs of Adult Social Care. The overall level of this precept is limited to 6% over the three years to 2019/20. Authorities levying the additional 1% will be required to set out how the money will be spent on improving adult social care.
- 3.24.5 The overall referendum limit will be 5% or above for those authorities intending to levy the 3% Adult Social Care precept.

3.25 Capital Programme

- 3.25.1 Cabinet at the meeting of 18 January 2017 approved a further extension of the Capital Strategy originally established in 2015/16. The core programme remains reliant upon funding through the generation of capital receipts, although it was accepted that a move towards the use of prudential borrowing will be required to meet the investment requirements associated with regeneration and development projects aimed at generating income and improving infrastructure in the borough.
- 3.25.2 The proposed core programme for 2017/18 was submitted as part of the report to the previous Cabinet meeting in January and is reflected in the table below. It is recommended that Cabinet approve the following core programme and delegate responsibility to officers for the development of detailed schemes. Detailed schemes to be included in the core programme must comply with the relevant service strategies or plans (e.g. Asset management plan). Schemes to be funded from the Capital Contingency or Efficiency Programme will require approval of a business case under the relevant delegation arrangements.

Table 7

| Description | £m |
|---|---------------|
| Cemeteries | 0.160 |
| Parks, | 0.510 |
| Libraries | 0.145 |
| Leisure | 0.185 |
| Street Environment | 2.000 |
| Protection of Assets and Health and Safety | 0.500 |
| IT Infrastructure | 1.000 |
| Regeneration | 0.100 |
| Disabled Facilities Grant (Council element) | 0.300 |
| Sub total | 4.900 |
| Efficiency Programme | 5.000 |
| Contingency | 2.000 |
| Grand total | 11.900 |

- 3.25.3 There are also some other areas where grant funding has already been announced, or where a level of funding for 2017/18 could reasonably be assumed. The largest area of capital grant funding is from Transport for London (TfL), where the Council has been awarded an overall sum of around £3.381m for 2017/18. Although these grants are allocated by individual Government departments, with a clear indication how they would expect these funds to be utilised, with the exception of the TfL funding these funds are normally non-ringfenced.
- 3.25.4 Cabinet received a report on 12 October 2016 which identified the cost of the phase 4 Schools expansion programme to be £63m of which £49m relates to 2017/18 and beyond. A funding stream of £65m has been identified and includes an estimate of the 2019/20 Basic Needs Allocation of £5m. Given that £2.2m of funding is unallocated this will mitigate against the risk of a reduced grant allocation or increased costs.
- 3.25.5 Cabinet is asked to approve the Capital Programme as set out in Annex 1 of **Appendix I** for 2017/18.
- 3.25.6 It is proposed, to enable any specific schemes to proceed in timely manner, that the relevant service area Cabinet Member, together with the Cabinet member for Financial Management, be delegated authority to commence tender processes and accept tenders for capital schemes that previously were agreed by Cabinet. Cabinet is asked to approve this as part of this report.
- 3.25.7 The release of funds from the Capital Contingency, of £2m, is recommended to be delegated to the Chief Financial Officer.
- 3.25.8 There is also increasing pressure to fund essential capital expenditure bids not covered by the core programme. For that reason its proposed to include an allocation of £5m for an efficiency programme for schemes which meet the following criteria:
- Schemes will generate ongoing revenue savings
 - Schemes which will prevent or mitigate future growth pressures in revenue expenditure. i.e. cost avoidance.

Further work to develop the Council's longer term Capital Strategy will take place during 2017 to align with the development of the new Corporate Plan. As part of this process, it is recommended that individual schemes be evaluated by the Capital Asset Management Team with the final scheme approval being delegated to the Chief Financial Officer in consultation with the Leader of the Council and Cabinet Member for Financial Management. All schemes would require a clear business case demonstrating the link between investment and revenue savings.

- 3.25.10 The 2016/17 programme included a budget allocation of £100m for regeneration and development projects to be funded from prudential borrowing. The capital cashflows are likely to be spread over a number of years dependent upon scheme requirements and the refinement of the capital strategy to integrate with economic development and regeneration plans

during 2017 will enable more comprehensive planning. In the short term it is anticipated that this increase in the borrowing requirement will be met internally, i.e. by utilising internal cash balances by reducing the level of Council investments. However, it is expected that it will be necessary to borrow externally within the term of this MTFS to fund capital expenditure of this level. Further consideration will be given to the borrowing requirement during the course of the year taking account of market conditions and the advice of the Council's Treasury Advisors. Further information is included at **Appendix I and the Treasury Management Strategy Statement** included elsewhere on the agenda.

3.25.11 At present the Council is committed to two projects, Mercury Land Holdings Oldchurch development (£17m) and Havering College (£10m) totalling £27m to be met from the £100m regeneration and development budget. It is expected that further projects associated with Mercury Land Holdings will be brought forward for consideration during 2017/18 which would increase the level of commitments to approximately £50m. Development of the Capital Strategy will provide a comprehensive framework within which to evaluate and prioritise further investment.

3.26 Treasury Management Strategy

3.26.1 The Council is required to agree annually a Treasury Management Strategy Statement including the setting of borrowing limits, and to reaffirm the Council's Treasury Management Policy. The draft TMSS is included elsewhere on this agenda.

3.26.2 Given the importance of the Investment Policy, this is repeated below:

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

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

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

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

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

3.26.4 The draft strategy takes account of the prudential borrowing requirements associated with the regeneration and development budget. The actual timing of any increase in external borrowing will be dependent upon cashflow obligations and prevailing market rates and borrowing opportunities.

3.27 Greater London Authority

- 3.27.1 The Greater London Authority (GLA) precept covers services of the Metropolitan Police, the London Fire and Emergency Planning Authority, the London Development Agency, as well as the core functions of the GLA and Transport for London.
- 3.27.2 This precept is outside of the control of the Council and as such does not form part of the strategy of the Council. The Council is concerned with the budget and level of Council Tax and of course lobbied to ensure any precept increases are reasonable and add value to the community of Havering.
- 3.27.3 The announcement of the Mayor's draft budget proposals was made on 21 December 2016. This indicated that the Mayor is proposing to increase the police element of the GLA precept by £4.02 or 1.99% (from £202.11 to £206.13). The general precept remains unchanged at £73.89 – resulting in a total precept of £280.02 or 1.5% increase overall. The GLA have confirmed that they intend not to reduce the general precept by the remaining £8 of the Olympic Levy. Consultation on the budget proposals ended on 13 January 2017. The final draft budget proposals will be considered by the London Assembly on 25 January and the budget is due to be approved by 20 February 2017.
- 3.27.4 As this meeting falls two weeks after this Cabinet meeting, any change from the Mayor's proposals will be advised to Members accordingly at Full Council.

3.28 Overall Council Tax for 2017/18

- 3.28.1 The table below summarises the position:

Table 8

| | Band D Council Tax £ | % Increase/ (Decrease) |
|-------------------------------|-------------------------------------|---------------------------------------|
| General Requirement | 1,267.98 | |
| Adult Social Care Precept | 49.73 | |
| Total Havering Precept | 1,317.71 | 3.95% |
| GLA Precept | 280.02 | 1.46% |
| Total | 1,597.73 | 3.50% |

3.29 Other Matters

3.29.1 Council Tax Bill

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

instalment is due where the bill requires payment of instalments. Council Tax payers can now elect to pay by 12 monthly instalments, rather than the current 10. In addition, the detail supporting information can be provided online, rather than by default having to supply it in hard copy to taxpayers (although they can request a hard copy).

3.29.2 Restriction on Voting

Any questions arising regarding the ability of Members to vote on matters within this report having reference to any personal or prejudicial interests will be addressed at the beginning of the Council meeting.

3.29.3 Effect of Council Procedure Rules

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

Rule 11.9(a)

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

This means that **Midnight on Monday 13 February 2017** is the deadline for amendments to the Council Tax Setting and Budget Report.

Rule 11.9(b)

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

- (i) If it does meet the test, the Proper Officer shall include it on the agenda for the meeting.
- (ii) If it does not meet the test but the Chief Finance Officer considers that, duly altered, it will do so, that officer shall consult the proposers and, if they accept the alteration(s), the Proper Officer shall include it, as altered, on the agenda for the meeting.
- (iii) If it does not meet the test and the Chief Finance Officer considers that, whether or not altered, it will not do so, that officer shall refer the amendment to the Proper Officer who shall proceed with it as an improper amendment under Rule 11(4)(b)."

3.29.4 Discount for Council Tax Payers Paying in Full

The Council has agreed in the past, to offer a discount to Council Tax payers who pay their Council Tax in full. It is necessary for Cabinet to recommend Council to agree a specific resolution for this purpose or for any change proposed as the current assumption is that the discount remains at 1.5%. There are currently around 2,500 Tax payers who take advantage of the

discount. Cabinet should note that a similar discount is not permitted under business rate regulations.

3.29.5 Resolution

“Any Council Tax payer who is liable to pay an amount of Council Tax to the authority in respect to the year ending on 31 March 2018, 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 2017, 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”.

3.29.6 Resolution for Council Tax

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

3.30 Housing Revenue Account

- 3.30.1 The report on the HRA budget for 2017/18 appears elsewhere on the agenda. This includes both the revenue budget and the associated capital programme.

REASONS & OPTIONS

Reasons for the Decision

The Council is required to set a budget for 2017/18 and, as part of that process, undertake relevant consultation in respect of the proposals included within the budget.

Alternative Options Considered

There are no alternative options in so far as setting a budget is concerned. However, there are options in respect of the various elements of the budget. These are considered in preparing the budget and cover such things as alternative savings proposals, the totality of budgetary pressures and different levels of Council Tax.

IMPLICATIONS & RISKS

Financial Implications and Risks

The Council's budget-setting process assesses the financial risks and implications facing the Council in delivering services within a complex and challenging environment. There are significant risks associated with increasing demographic pressures, the recent four-year LGFS and the continuing uncertainty over the future level of Local Government funding. The Council consistently works to mitigate these risks. It will however be necessary to continually refine the financial forecasts

Cabinet 8 February 2017

underpinning the Council's budget to ensure that any necessary actions can be taken at the appropriate times, in order to respond to changing circumstances and new challenges, allowing for consultation as appropriate.

The latest financial forecast includes a forecast budget gap of £13.567m over the three year period to 2019/20. Assuming that the measures in this report address the 2017/18 position, a gap of £9.22m will still need to be met by 2019/20. The Council will therefore need to be mindful of the lead in time required to deliver a further savings programme when considering its financial strategy. Additionally, there are risks associated with the delivery of savings and income generation agreed as part of this and previous budget reports. This may increase the potential for in year budget variances requiring corrective measures to be implemented and the strategy refined on an ongoing basis.

Legal Implications and Risks

Under the Local Government Act 2003 calculation of the Council Tax to be levied and adoption of an annual budget must be carried out by full Council on the recommendation of the Leader and Cabinet.

When considering decisions on the budget and the level of Council Tax, Members should have regard to the legal framework for such decisions which is shown at **Appendix J**.

When considering the budget, Council must take into account this report from the Chief Financial Officer on the robustness of the estimates and the adequacy of the proposals for reserves. The Council has a statutory duty to set a lawfully balanced budget and adoption of the recommendations in this report would fulfil its obligations in this regard.

Human Resource Implications and Risks

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

Equalities and Social Inclusion Implications and Risks

Havering has a diverse community made up of many different groups and individuals. The Council values diversity and believes it essential to try to understand the different contributions, perspectives and experience that people from different backgrounds bring to our community.

Background Papers

Revenue monitoring report period 7 2016/17

Financial Strategy report to Cabinet 18 January 2017

Financial Strategy report to Cabinet 14 December 2016

Financial Strategy report to Cabinet 21 September 2016

APPENDICES

- A1 INCOME GENERATION AND SAVINGS PROPOSALS
- A2 FINANCIAL PRESSURES – MITIGATING ACTION PLANS
- B REVENUE AND CAPITAL BUDGET STRATEGIES
- C CONSULTATION RESPONSE
- D LEVIES
- E COUNCIL TAX STATEMENT AND SUPPORTING INFORMATION to follow
- F PROVISIONAL SCHOOLS BUDGET
- G VIREMENT AND CONTINGENCY RULES
- H ROBUSTNESS OF ESTIMATES, ADEQUACY OF RESERVES AND THE MANAGEMENT OF RISK
- I CAPITAL PROGRAMME
- J THE LEGAL FRAMEWORK GOVERNING BUDGET DECISIONS
- K CORPORATE VISION
- L SCHEDULE OF FEES & CHARGES to follow

SUMMARY OF INCOME GENERATION AND SAVINGS PROPOSALS

| | | | | | £m | £m |
|---------------|------------------------------------|---|-----------------------------|------------------------------------|--------------|--------------|
| REF | Lead Officer | Directorate / Service | Service Area | Description of Savings Items | 2017/18 | 2018/19 |
| Street Mgmt/1 | Director of Neighbourhoods | Neighbourhoods / Environment | Street Management - Parking | Moving Traffic Contravention | 0.250 | |
| Street Mgmt/2 | Director of Neighbourhoods | Neighbourhoods / Environment | Street Management - Parking | Business Vehicles Charging | | 0.500 |
| Street Mgmt/3 | Director of Neighbourhoods | Neighbourhoods / Environment | Street Management - Parking | Resident Parking Permits | 0.055 | |
| Street Mgmt/4 | Director of Neighbourhoods | Neighbourhoods / Environment | Street Management - Parking | On / Off Street Parking | 0.150 | |
| Culture /1 | Chief Operating Officer | Chief Operating Officer / Culture & Customer Access | Indoor & Sports Recreation | Leisure Contract additional income | 0.150 | 0.250 |
| Asset Mgmt /1 | Director of oneSource (Non Shared) | oneSource (Non Shared) / Asset Mgmt | Corporate Landlord | Commercial Income | 0.108 | 0.104 |
| Total | | | | | 0.713 | 0.854 |

NEW OR REPLACEMENT SAVINGS TEMPLATE

| | |
|---|------------------------------------|
| Service & Service Head | Description of Service Area |
| Neighbourhoods / Environment – S Moore | Street Management - Parking |

| | |
|---|--------------------------------------|
| Is this a New or REPLACEMENT Savings Item? | Please indicate by ticking Box below |
|---|--------------------------------------|

NEW SAVING

REPLACEMENT SAVING

| | |
|---|--|
| IF REPLACEMENT Saving show the Original Savings Item that is being replaced. | CPZ 2017/18 to be replaced by Moving Traffic Contravention Income (MTC) |
|---|--|

Current Budget Information

The parking Facilities Activity A2325E

The MTC Income Cost Centre is A24670 517480 000000 602172

The 2016/17 income budget for MTC's is £750k with an additional in year pressure of £300k presented in December 2016

| | |
|--|--|
| What is protected within the Service? | |
|--|--|

Main Savings Items Description

To increase the income generated by the enforcement of Moving Traffic Contraventions by £250k

Savings proposals

| Savings Details | Value of Saving and Year(s) | | | |
|---|------------------------------------|-------|-------|-------|
| To increase the number of OCN's issued for the enforcement of Moving Traffic Contraventions | TOTAL: | | | |
| | 17/18 | 18/19 | 19/20 | 20/21 |
| | £250k | | | |
| TOTAL SAVINGS BY YEAR | TOTAL: | | | |
| | 17/18 | 18/19 | 19/20 | 20/21 |
| | £250k | | | |

| | |
|---|--|
| Reasons for recommending proposals | <p>Havering introduced the enforcement of Moving Traffic Contraventions late in 2015. The enforcement of identified sites within the borough was carried out by 2x CCTV mobile enforcement vehicles and provided the evidence that motorists within the borough were flouting traffic regulations and creating safety and traffic flow problems. In December 2016, a number of fixed cameras were installed at identified priority sites and will extend to a total number of 20 fixed camera locations. These cameras are unattended and will capture the non-compliance of vehicles driving in bus lanes or completing banned turns.</p> |
|---|--|

| Identified Risks and Dependencies |
|---|
| <p>An assumption is made that the expected non-compliance of established Bus Lanes and banned turns being evidenced within the borough remains. Following initial enforcement activity triggers, an additional 5,500 PCN's will need to be issued and paid at the average PCN settlement rate of £45 to generate the additional £250k. Those in receipt of an MTC PCN may feel disgruntled at the enforcement activity but such enforcement should generate a change in driving behaviour, which in turn increases the level of compliance. Enforcement activity and compliance will need to be closely monitored and where necessary for the fixed cameras to be redeployed to further identified locations.</p> |

| | |
|--|-----|
| Number of FTE in area : | |
| Anticipated reduction in FTE as a result of proposals | N/A |

| Submitted by | | | |
|--------------------------|------------------|-------------------|-------------|
| | Signature | Print Name | Date |
| Steve Moore | | Steve Moore | |
| Reviewed by | | | |
| | Signature | Print Name | Date |
| Finance Business Partner | | | |

NEW OR REPLACEMENT SAVINGS TEMPLATE

| Service & Service Head | Description of Service Area |
|---|-----------------------------|
| Neighbourhoods / Environment – S Moore | Street Management - Parking |

| | |
|--|--------------------------------------|
| Is this a New or REPLACEMENT Savings Item? | Please indicate by ticking Box below |
|--|--------------------------------------|

NEW SAVING

REPLACEMENT SAVING

| | |
|--|--|
| IF REPLACEMENT Saving show the Original Savings Item that is being replaced. | |
|--|--|

Current Budget Information

| |
|--|
| As this item is a new initiative a new cost centre will have to be established. There is no budget for commercial vehicle parking permits currently in existence. The parking facilities activity is A2325E. |
|--|

| | |
|---------------------------------------|-----|
| What is protected within the Service? | N/A |
|---------------------------------------|-----|

Main Savings Items Description

| |
|---|
| <p>The borough has a high percentage of commercial vehicles that are brought home by Havering residents. Current figures suggest nearly 12,000 commercial vehicles are regularly parked either on the streets or drives of Havering. This level of non-resident parking is compounding the problem that already exists with parking capacity in many parts of the borough and has increased since the main utility companies reduced their depot capacity where historically such vehicles returned at the end of each working day. To address the problem and encourage businesses to park their vehicles on their own premises, it is proposed to introduce a £500 annual permit charge for commercial vehicles that park on the highway outside of work time. It is estimated that 1000 vehicles will need to register for the permit hence the 1000 x £500 = £0.5m income prediction. It should be noted that although many other local authorities are considering introducing a similar scheme, no such scheme currently exists and therefore there are risks associated with deliverability.</p> |
|---|

| Savings proposals | | | | | | |
|--|--|--|------------------------------------|-------|-------|-------|
| Savings Details | | | Value of Saving and Year(s) | | | |
| To increase the resident permit charges by £10 on each permit issued per household | | | TOTAL: | | | |
| | | | 17/18 | 18/19 | 19/20 | 20/21 |
| | | | | 500K | | |
| | | | TOTAL: | | | |
| | | | 17/18 | 18/19 | 19/20 | 20/21 |
| | | | | | | |
| TOTAL SAVINGS BY YEAR | | | TOTAL: | | | |
| | | | 17/18 | 18/19 | 19/20 | 20/21 |
| | | | | 500K | | |

| | |
|---|--|
| Reasons for recommending proposals | Problems with a lack of parking capacity are increasing in many parts of the borough. The 12000 commercial vehicles that park on the borough roads each day compound the problem. Introducing a permit to discourage such activity and encourage companies to park their vehicles on their own premises will help to alleviate the problem.. |
|---|--|

| Identified Risks and Dependencies |
|--|
| Havinging will be one of the first in the country to introduce such a scheme and therefore there are risks associated with the deliverability. Robust project management will be used to mitigate risks. |

| | |
|--|-----|
| Number of FTE in area : | N/A |
| Anticipated reduction in FTE as a result of proposals | N/A |

| Submitted by | | | |
|--------------------------|-----------|-------------|----------|
| | Signature | Print Name | Date |
| Steve Moore | | Steve Moore | 21/12/16 |
| Reviewed by | | | |
| | Signature | Print Name | Date |
| Finance Business Partner | | | |

NEW OR REPLACEMENT SAVINGS TEMPLATE

| | |
|---|------------------------------------|
| Service & Service Head | Description of Service Area |
| Neighbourhoods / Environment – S Moore | Street Management - Parking |

| | |
|---|--------------------------------------|
| Is this a New or REPLACEMENT Savings Item? | Please indicate by ticking Box below |
|---|--------------------------------------|

NEW SAVING

REPLACEMENT SAVING

| | |
|---|--|
| IF REPLACEMENT Saving show the Original Savings Item that is being replaced. | |
|---|--|

Current Budget Information

The parking Facilities Activity A2325E
The Resident Permit Cost Centres is A24670 517460 5034
The 2016/17 Income budget for Resident permits is £253k

| | |
|--|--|
| What is protected within the Service? | |
|--|--|

Main Savings Items Description

To increase the cost of a resident permit by £10 for first/second/third permits to £35, £60, £85
These increases have been reflected in the Fees & Charges for 2017/18

Savings proposals

| Savings Details | Value of Saving and Year(s) | | | |
|--|------------------------------------|-------|-------|-------|
| To increase the resident permit charges by £10 on each permit issued per household | TOTAL: | | | |
| | 17/18 | 18/19 | 19/20 | 20/21 |
| | 55k | | | |
| | TOTAL: | | | |
| | 17/18 | 18/19 | 19/20 | 20/21 |
| | | | | |
| TOTAL SAVINGS BY YEAR | TOTAL: | | | |
| | 17/18 | 18/19 | 19/20 | 20/21 |
| | 55k | | | |

| | |
|---|--|
| Reasons for recommending proposals | <p>Havering's resident permit charges are low in comparison to that of neighbouring London Boroughs and our Essex counterparts. Many London Boroughs now apply differential permit prices based upon vehicle emissions.</p> <p>Currently Havering do not apply differential charging and have a simple 3 tier pricing structure which applies to the 1st, 2nd, 3rd and subsequent permits only.</p> <p>Cost comparison to neighbouring Barking & Dagenham has an average of £36, £72 and £92.50 for the first permit with vehicle based emissions of 161-180 CO2 (g/km).</p> <p>Even with the proposed increase, Havering will continue to offer attractive residential permit charges with a cost of just £0.95p per day. Costs of residential permits should cover the cost of implementation and maintenance and protect resident spaces in addition to controlling commuter parking issues.</p> |
|---|--|

| Identified Risks and Dependencies | |
|--|--|
| <p>An assumption is made that the current customer base will remain with the increase of charges. The current number of residential permits purchased in 2015/16 was circa 5000.</p> <p>There is a risk that customers will try to utilise off street parking provisions or find unrestricted areas to park so as to avoid paying the increased fees. A dependency is noted on having productive and continuous enforcement of the Resident permit zones so as to ensure contravening vehicles are issued with PCN's so as to ensure compliance is evidenced and resident permit spaces are protected.</p> <p>There is a dependency on Members accepting the proposal to increase the residential parking permit prices in order to meet the assumed saving.</p> | |

| | |
|--|-----|
| Number of FTE in area : | |
| Anticipated reduction in FTE as a result of proposals | N/A |
| | |

| Submitted by | | | |
|--------------------------|------------------|-------------------|-------------|
| | Signature | Print Name | Date |
| Steve Moore | | Steve Moore | |
| | | | |
| Reviewed by | | | |
| | Signature | Print Name | Date |
| Finance Business Partner | | | |
| | | | |

NEW OR REPLACEMENT SAVINGS TEMPLATE

| | |
|---|------------------------------------|
| Service & Service Head | Description of Service Area |
| Neighbourhoods / Environment – S Moore | Street Management - Parking |

| | |
|---|--------------------------------------|
| Is this a New or REPLACEMENT Savings Item? | Please indicate by ticking Box below |
|---|--------------------------------------|

NEW SAVING

REPLACEMENT SAVING

| | |
|---|--|
| IF REPLACEMENT Saving show the Original Savings Item that is being replaced. | |
|---|--|

Current Budget Information

The parking Facilities Activity A2325E
The On-street Parking Income Cost Centres is A24670 516200 0000
The 2016/17 Income budget for On-Street Parking is £460,840

The off-street Parking income Cost Centre is A24600 516180 0000
The 2016/17 income budget for Off-Street Parking is £342,210

| | |
|--|--|
| What is protected within the Service? | |
|--|--|

Main Savings Items Description

To increase the on/off street parking charge for parking “up to 2 hours” (excluding Romford) from £1 to £1.50.
It is important to note that Romford Town Centre tariffs are prevented from being increased without amendments to the Section 106 being made and with acceptance from Town Centre partners.
These increases have been reflected in the Fees & Charges for 2017/18

Savings proposals

| Savings Details | Value of Saving and Year(s) | | | |
|--|------------------------------------|-------|-------|-------|
| To increase the on/off street parking charge for the “up to 2 hours” band to £1.50 (excluding Romford Town Centre) | TOTAL: | | | |
| | 17/18 | 18/19 | 19/20 | 20/21 |
| | £150k | | | |
| TOTAL SAVINGS BY YEAR | TOTAL: | | | |
| | 17/18 | 18/19 | 19/20 | 20/21 |
| | £150k | | | |

| | |
|---|--|
| Reasons for recommending proposals | <p>Havering has low parking charges in comparison to that of neighbouring London Boroughs and our Essex counterparts. Even with the proposed increase, Havering will continue to offer very attractive parking charges. To amend the parking tariff from £1 to £1.50 for a parking stay of up to 2 hours still provides an attractive rate. In comparison the same parking charge applied in Barking & Dagenham is on average £2.70.</p> <p>The introduction of the Cashless parking option “Phone & Pay” will assist customers with the change in tariff price. £1.50 in change may not be readily available however the option to pay using the “Phone & Pay” service will assist and may increase the customer base of the cashless parking facility. An increase in the customer base of “Phone & Pay” may also assist in a reduction of the number of cash collections required from the P&D machines.</p> <p>The continuation of the free 30 minute parking period (excluding Romford) still provides a very attractive offer to customers using our parking facilities and therefore allowing for the quick shop visit or school drop off/pick up.</p> |
|---|--|

| Identified Risks and Dependencies |
|---|
| <p>The savings have been identified and calculated on the current number of transactions reported for the current £1 tariff (excluding Romford). The current number of transactions for this particular tariff band is circa 335,000. The assumption is made that the additional saving may be generated if the current customer base remains at 335,000 or higher. If the customer base reduces then it will not deliver the additional saving.</p> <p>There is a risk that customers will try to utilise and exhaust the free parking period (30mins) rather than pay the increased fee and therefore this will need to be closely monitored.</p> <p>There is a risk that members will not be in favour of the tariff increase and therefore the savings will not be realised.</p> |

| | |
|--|-----|
| Number of FTE in area : | |
| Anticipated reduction in FTE as a result of proposals | N/A |

| Submitted by | | | |
|--------------------------|------------------|-------------------|-------------|
| | Signature | Print Name | Date |
| Steve Moore | | Steve Moore | |
| Reviewed by | | | |
| | Signature | Print Name | Date |
| Finance Business Partner | | | |

NEW OR REPLACEMENT SAVINGS TEMPLATE

| Service & Service Head | Description of Service Area |
|---|--|
| Culture & Customer Access – S Homer M Royer | Culture and Customer Access – Indoor Sports & Recreation |

| | |
|---|--------------------------------------|
| Is this a New or REPLACEMENT Savings Item? | Please indicate by ticking Box below |
|---|--------------------------------------|

NEW SAVING

REPLACEMENT SAVING

| | |
|---|--|
| IF REPLACEMENT Saving show the Original Savings Item that is being replaced. | |
|---|--|

Current Budget Information

LBH currently pay SLM on this contract until 20/21 (A20460)

| | |
|--|--|
| What is protected within the Service? | N/A Leisure services are delivered by SLM |
|--|--|

Main Savings Items Description

SLM contract additional saving.

Savings proposals

| Savings Details | Value of Saving and Year(s) | | | |
|---|-----------------------------|-------|-------|-------|
| Additional saving arising from new SLM contract above original £700k in MTFS. So, £400k recurring from 2018/19. | TOTAL: | | | |
| | 17/18 | 18/19 | 19/20 | 20/21 |
| | £150k | £250k | | |
| TOTAL SAVINGS BY YEAR | TOTAL: | | | |
| | 17/18 | 18/19 | 19/20 | 20/21 |
| | £150k | £250k | | |

| | |
|---|---|
| Reasons for recommending proposals | Outcome of commercial negotiations for the new Leisure Contract, including 25m swimming pool and 4 court sports hall at Hornchurch. |
|---|---|

| Identified Risks and Dependencies | |
|--|--|
| Ongoing discussion with Cabinet regarding a 50m pool and 8 court sports hall option at Hornchurch. | |
| | |

| | |
|--|----------------------|
| Number of FTE in area : | N/A as staff are SLM |
| Anticipated reduction in FTE as a result of proposals | N/A as above |
| | |

| Submitted by | | | |
|--------------------------|------------------|-------------------|-------------|
| | Signature | Print Name | Date |
| | | | 14/12/16 |
| | | | |
| Reviewed by | | | |
| | Signature | Print Name | Date |
| Finance Business Partner | | | |
| | | | |

BUDGET SAVINGS INITIATIVE TEMPLATE

| | |
|-----------------------------------|--------------------------------------|
| Service & Service Head | Description of Service Area |
| Property Services – Garry Green | Property Services – Asset Management |

| |
|--|
| Current Budget Information |
| Transfer of MTFS saving elsewhere in the Council and now being transferred to A46570 Commercial Property Shops |

| | |
|--|--|
| What is protected within the Service? | |
|--|--|

| |
|---------------------------------------|
| Main Savings Items Description |
| £108K Commercial Income |

| | |
|---|---|
| Is this a NEW or SUBSTITUTE saving | NEW/ SUBSTITUTE |
| For Substitute Savings please show the Original Savings Item that is being replaced. | Transfer MTFS saving now being allocated to the commercial income budget – asset management |

| Savings proposals | | | | |
|--|-----------------------------|-------|-------|-------|
| Savings Details | Value of Saving and Year(s) | | | |
| Additional commercial rents income subjective 520080 | TOTAL: £412K | | | |
| | 17/18 | 18/19 | 19/20 | 20/21 |
| | £108K | £104K | £100K | £100K |
| | TOTAL: | | | |
| | 17/18 | 18/19 | 19/20 | 20/21 |
| | | | | |
| TOTAL SAVINGS BY YEAR | TOTAL: | | | |
| | 17/18 | 18/19 | 19/20 | 20/21 |
| | £108K | £104K | £100K | £100K |

| | |
|---|---------------------------------|
| Reasons for recommending proposals | Corporate reallocation decision |
|---|---------------------------------|

| Identified Risks and Dependencies | |
|---|-----|
| Whilst there is scope in the early years to cover this from existing over achievement in income, additional income beyond this period is subject to growth in the rental value of the commercial portfolio and may need to be enhanced with further assets to achieve assumed rental saving levels. | |
| Number of FTE in area : | N/A |

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

| Submitted by | | | |
|--------------------------|------------------|-------------------|-------------|
| SLT Member | Signature | Print Name | Date |
| | | | |
| Reviewed by | | | |
| | Signature | Print Name | Date |
| Finance Business Partner | | | |
| | | | |

MITIGATING ACTIONS PLANS

| Variance 2016/17 £m | Action Plans | Officer Responsible | 2016/17 £m | 2017/18 £m | 2018/19 £m | Total £m |
|---------------------------|----------------|---------------------|---------------|---------------|---------------|--------------|
| 0.840 | Neighbourhoods | Steve Moore | 0.400 | 0.505 | 0.000 | 0.905 |
| 1.590 | Adults | Barbara Nicholls | 0.671 | 0.918 | 0.000 | 1.589 |
| 1.040 | Housing | Neil Stubbings | 0.400 | 0.600 | 0.000 | 1.000 |
| 3.580 | Childrens | Tim Aldridge | 0.000 | 1.700 | 0.700 | 2.400 |
| 7.050 | Total | | 1.471 | 3.723 | 0.700 | 5.894 |

MITIGATING ACTION PLAN TEMPLATE

| | |
|-----------------|--------------------|
| Director | Directorate |
| Steve Moore | Neighbourhoods |

| Mitigating Actions | | | | |
|--|---|-------------------------------------|---|-------------------------------------|
| Brief Narrative on Activity | Value of Mitigating Action & Year(s) | | | |
| | Service o/s | 16/17 | 17/18 | Total |
| <p>(1) Accelerated roll out of Moving Traffic Contravention (MTC) enforcement across the borough- The council has embarked on improving road safety through the enforcement of MTC's. Although the primary aim is to improve safety and discourage any MTC's, evidence to date suggests it takes time for driver behaviour to change and penalties are issued as a deterrent. Using trend data the amount of non-compliance expected during this change period in 16/17 will amount to £300k. It should be noted that if the actual level of non-compliance varies from the forecast then the estimated amount of income could either increase or decrease.</p> <p>(2) Increased parking enforcement activity- There is an increasing demand from the public for the council to increase its level of parking enforcement capacity. Havering has one of the lowest levels of enforcement in London and therefore needs to increase enforcement of parking especially in the evenings. Assessing the known levels of non-compliance the predicted level of additional income of £100k for 16/17 should be achievable. It should be noted that if the actual level of non-compliance varies from the forecast then the estimated amount of income could either increase or decrease.</p> | <p>Service o/s</p> <p>(1) (300)</p> <p>(2) (100)</p> | <p>0</p> <p>0</p> <p>0</p> | <p>0</p> <p>0</p> <p>0</p> | <p>0</p> <p>0</p> <p>0</p> |
| <p>(3) Increase garden waste collection costs by £10 from £35 to £45 based on the current customer base of 28,000. Any reduction in usage will have a positive effect as the service is currently subsidised therefore then financial risk is mitigated. The actual cost of the service is £70 per year and the increase does not result in full cost recovery.</p> <p>(4) Increase bulk waste collection costs by £10 from £30 to £40 based on the current usage of 3,300 request per year and applying a reduce demand for the service to 2,000 per year.</p> <p>(5) Increase parking permits by £10 for all three costs of 1st permit from £25 to £35, 2nd permit from £50 to £60 and 3rd permit from £75 to £85 based on a total customer base of 5000.</p> <p>(6) Increase £1 parking charge to £1.50- Current annual usage is 335,000 and at 50p increase equates to more than the £150k saving forecast. However allowance has been made for a minimal reduction in usage and increased activity of the 30 minute free period.</p> | <p>Service o/s</p> <p>(3) 0</p> <p>(4) 0</p> <p>(5) (55)</p> <p>(6) (150)</p> | <p>0</p> <p>0</p> <p>0</p> <p>0</p> | <p>(280)</p> <p>(20)</p> <p>(55)</p> <p>(150)</p> | <p>0</p> <p>0</p> <p>0</p> <p>0</p> |
| TOTAL OF MITIGATING ACTIONS BY YEAR | Directorate o/s | | | 0 |
| | Total | (400) | (505) | |

| Submitted by | | | |
|----------------------------|------------------|-------------------|-------------|
| LT Member | Signature | Print Name | Date |
| Steve Moore | | Steve Moore | 02.12.2016 |
| | | | |
| Reviewed by | | | |
| | Signature | Print Name | Date |
| Strategic Business Partner | | | |
| | | | |

MITIGATING ACTION PLAN TEMPLATE

| | |
|------------------|--------------------|
| Director | Directorate |
| Barbara Nicholls | Adult Services |

| Mitigating Actions | | | |
|---|--------------------------------------|-------------------|-------------------------------|
| Brief Narrative on Activity | Value of Mitigating Action & Year(s) | | |
| | 16/17 | 17/18 | Total |
| (1) Adults with Learning Disabilities – use of one off monies to cover project costs. | | | |
| (2) Preventative Team - Income for Yewtree for accommodation of NELFT OPMH services from 14/11/2016 - Part year effect: £26k. (Full Year - £78.3k.) | Directorate o/s | 1,591 | 2 |
| | (1) | (390) | 390 |
| | (2) | (26) | (52) |
| | (3) | | (39) |
| (3) Adult Community and Adults with Learning Disabilities – Proposal to reduce the number of days paid to care home providers following death of resident. | (4) | (230) | |
| | (5) | (25) | (100) |
| | (6) | | (500) |
| (4) Adult Community and Adults with Learning Disabilities – Continued negotiation with the NHS on cost sharing for complex cases either under Continuing Health Care or S117. | (7) | | (202) |
| | (8) | | (290) |
| | (9) | | (25) |
| (5) Adult Community and Adults with Learning Disabilities – Demand Management through by targeted review and reduce process | (10) | | (50) |
| | (11) | | (50) |
| (6) Adult Community and Adults with Learning Disabilities – Proposal to establish an indicative maximum level of funding for community care packages, above which residents will be offered care in a nursing or residential placement | | | |
| (7) Adult Community and Adults with Learning Disabilities – Proposal to implement a maximum of two weeks respite for service users and carers from April 2017 | | | |
| (8) Adult Community and Adults with Learning Disabilities – Proposal to cease adult social care funding of assistive technology to people not in receipt of other adult social care community services. FYE £389k. Implement from 1 st July 2017. PYE 2017/18 £290k. Internal consultation required with Housing. | | | |
| (9) Adult Commissioning – Proposal to review unit cost for services provided by voluntary sector partners | | | |
| (10) Adult Community and Adults with Learning Disabilities – Proposal to cease funding of equipment and minor adaptations under £50k | | | |
| (11) Adult Community and Adults with Learning Disabilities – Proposal to review day centre charging and transport provision. Internal consultation required with Asset Management. | | | |
| TOTAL OF MITIGATING ACTIONS BY YEAR | | 16/17 | 17/18 |
| | Directorate o/s | 1,591 | 2 |
| | | (671) | (918) |
| Submitted by | | | |
| SLT Member | Signature | Print Name | Date |
| Director of Adult Services | | Barbara Nicholls | 8 th December 2016 |
| Reviewed by | | | |
| | Signature | Print Name | Date |
| Strategic Business Partner | | Falil Onikoyi | 8 th December 2016 |

MITIGATING ACTION PLAN TEMPLATE

| | |
|-----------------|---------------------------|
| Director | Directorate |
| Neil Stubbings | Neighbourhoods – Housing. |

| Mitigating Actions | | | | |
|---|--------------------------------------|----------------|---------------------------------|--------------|
| Brief Narrative on Activity | Value of Mitigating Action & Year(s) | | | |
| <p>(7) Maximise HB income on B&B usage to £22 per night to Dec 2015 (<i>see below</i>)</p> <p>(8) Demand management (<i>see below</i>)</p> <p>(a) Reduce homeless placement to less than 20 per month and therefore usage of B&B accommodation during the remainder of 2016/17 from 86 to zero by 31st March 2017.</p> <p>(b) Increase procurement of out of borough and Havering PSLs by increasing rates by (a) £100 per month for 2 beds (b) £50 per month for 3 beds – PSL numbers projected at 63 units.</p> <p>(c) Maximise use of council and RTB buy-back voids from estate regeneration programme.</p> <p>(d) Increase number of residents moved into social housing from PSL – 10 a month.</p> | Service o/s | 16/17 | 17/18 | Total |
| | | 1,000 | | 0 |
| | (1) | (400) | (600) | |
| | (2) | | | |
| | (3) | | | |
| | (4) | | | |
| TOTAL OF MITIGATING ACTIONS BY YEAR | Directorate o/s | 16/17 | 17/18 | Total |
| | 1,000 | | | 0 |
| | | (400) | (600) | |
| Submitted by | | | | |
| SLT Member | Signature | Print Name | Date | |
| Neil Stubbings | | Neil Stubbings | 12 th December 2016. | |
| Reviewed by | | | | |
| | Signature | Print Name | Date | |
| Strategic Business Partner | | | | |

Additional Information:

1 - Housing Benefit Payments

Housing Benefit have assessed the amount due as £22 per night and have agreed the level of evidence required. The IT systems and evidential trails are now in place and the first payment is due in January 2017. The figure of £400k is the amount of benefit expected for all the Bed and Break (B&B) placements during 2016/17.

2 - Demand:

Current average number of cases accepted for housing is 20 per month, therefore Jan-Mar 2017 requirement is: 60 units

As of 21st December 2016, number of B&B units: 76

Total units required to have nil B&B as at 1st April 2017: **136 units**

Supply:

Last six months average council relets have been 38 per month.

From January 2017 allow 60% for homelessness, This provides 23 per month. Jan – March 2017 is 69

Out of Borough procurement currently agreed is 63

RTB buy backs from Regeneration Jan – Mar 2017 10

Total number: **142 units**

In addition, decants from the Regeneration programme will provide additional shortlife units for use by existing hostel residents, freeing up hostel units for use rather than B&B.

Decanting arrangements start from the 17th January 2017 once the transition period for the Allocation Policy changes finishes. These numbers are not included in the above numbers.

The figure of £200k from reduced B&B spend relates to the reduction in B&B from December 2016 to March 2017 as the numbers reduce. The current projections are based on 86 units per night for the rest of the financial year.

By the end of the 16/17 financial year, the actions above will see all families moved out of B&B.

Therefore the additional cost paid in 16/17 relating to the payments for B&B placements will no longer be needed.

The £750k demographic pressure growth for 17/18 will be utilised to keep the number of homelessness acceptances to 20 a month. One of the actions to achieve this is by the use of Finders Fee placements where potentially homeless persons use a finders fee to secure private sector alternatives.

MITIGATING ACTION PLAN TEMPLATE

| | |
|-----------------|---------------------|
| Director | Directorate |
| Tim Aldridge | Children's Services |

| Mitigating Actions | | | | |
|--|---|--------------|----------------|--------------|
| Brief Narrative on Activity | Value of Mitigating Action & Year(s) | | | |
| | 16/17 | 17/18 | 18/19 | |
| <p>(1) Managing demand – Reduce the number of children who are in the children's social care system and reducing caseloads. Particular focus on Looked After Children (LAC) and Children with Disabilities (CAD), with a forensic analysis of the care planning and decision making, recommending options to strengthen support, move child back home or achieve permanency. Work is in progress and greater savings are being explored.</p> <p>(2) Placements supply and quality - Reduce the unit cost for the supply of placements by renegotiating contracts, collaborating with other Local Authorities to manage the placements market and improve quality. This reduces the possibility of enforced moves.</p> <p>(3) Placements costs – Reduce the costs attributed against children, by moving them into lower cost in-house foster care, where appropriate.</p> <p style="padding-left: 20px;">a. Foster Carers – Build a greater supply of foster carers, so that there is capacity to enable to move children into in-house provision.</p> <p>(4) Workforce – Increase the number of permanent social workers, reducing the need for high cost agency workers. One aspect to achieve this is by developing an approach for a Social Work Academy, which will invest in newly qualified social workers and developing them, leading to greater retention.</p> <p>(5) Legal – With greater challenge, application of thresholds and oversight of cases, there will be a reduction in the costs for legal support.</p> <p>There are also items, which will help reflect a reduction in costs but are yet to developed. These are;</p> <p style="padding-left: 20px;">a) Cost avoided by working with families at the edge of care. Intervening and providing support earlier, reduces the risk of children and families entering the statutory social care system.</p> <p style="padding-left: 20px;">b) Better support for Care Leavers, so they are significantly less likely to be referred back into social care.</p> <p style="padding-left: 20px;">c) Predictive modelling – By using Business Intelligence we can use a range of relevant variables to determine the risk factor of a child entering care. The provides additional support for making decisions.</p> <p>We will also need to cater for an expected increase in demand for services but this is being mitigated against by a stronger application of thresholds and management oversight. Additionally, a Page 137</p> | Directorate o/s as at period 7 | 3,582 | | |
| | Bfwd Balance | | 3,582 | 452 |
| | Additional underlying pressure | | 898 | |
| | Undelivered Savings | | 100 | |
| | | 3,582 | 4,580 | 452 |
| | (1) | | (400) | (100) |
| | (2) | | (415) | |
| | (3) | | (475) | (350) |
| | (4) | | (360) | (200) |
| | (5) | | (50) | (50) |
| | | 0 | (1,700) | (700) |
| | Allocated Growth | | (2,233) | |
| | Cfwd Balance | 3,582 | 647 | (53) |

| | | | | | |
|---|------------------|----------------------------|-------------|---------|-------|
| <p>(£2m for Demographic and £233k for likely inflationary pressures on third party contracts) will be allocated, once materialised, to the service in 17/18 and this will further contribute to realigning budgets to expenditure requirements by 2018/19.</p> <p>This action plan is based on the forecasted outturn and projected variance as of period seven. Further to the outturn in period 8, we anticipate the projected overspend at the end of 2016/17 is likely to be higher due to additional underlying demographic pressures. The mitigating action takes into account the additional budget pressure across 2017/18 and 2019/20 to deliver a total mitigation of £2.4m. The demographic growth of £2m will contribute to a total of £4.4m reduction in forecasted overspend.</p> | | | | | |
| TOTAL OF MITIGATING ACTIONS BY YEAR (PLUS ADDITIONAL FUNDING) | | | 16/17 | 17/18 | 18/19 |
| | | Directorate o/s (incl bfw) | 3,582 | 4,580 | 647 |
| | | Growth | | (2,233) | |
| | | Total Actions | 0 | (1,700) | (700) |
| Submitted by | | | | | |
| SLT Member | Signature | Print Name | Date | | |
| Director of Children's Services | | Tim Aldridge | 25/1/2017 | | |
| Reviewed by | | | | | |
| | Signature | Print Name | Date | | |
| Strategic Business Partner | | Falil Onikoyi | 25/01/2017 | | |

REVENUE BUDGET STRATEGY

The Council will ensure that there is an effective Medium Term Financial Strategy in place to drive forward the financial planning process and resource allocation. The Council's new Corporate Vision – 'Havering - Making a Greater London', is presented for approval within this report. Subject to its approval, the MTFFS will be reviewed and developed to integrate and support the delivery of its four cross cutting priorities - Communities, Places, Opportunities and Connections.

The Council recognises the pressures on its financial resources, and while seeking to protect and enhance front-line services as far as possible, will aim to contain these pressures within existing resources. Cabinet Members will examine all budget pressures and seek reductions where possible.

The Council will wherever possible seek new funding streams and explore new and more cost effective ways of working. The Council will continue to develop partnership working, consider alternative service delivery models and methods and strive for continuous improvement in the provision of services to the public.

By becoming an increasingly 'connected council', Havering will continue to seek to improve efficiency and deliver better value for money. In particular, the Council will aim to identify efficiencies that will minimise the adverse impact upon the delivery of key services to local people. Its focus will be on identifying ways to reduce the cost to tax payers of providing good quality services.

The Council will ensure that, given the continued forecast for financial austerity, that resources will be prioritised to invest in and support the delivery and improvement of its priority services whilst meeting its statutory responsibilities. However, the Council will expect the Government to address anomalies in its central resource allocation and to ensure that adequate funding is made available to meet the needs of the Havering population and to meet the cost of new burdens placed on Havering, or from services transferred to it. Regular and robust lobbying of Government will continue to ensure the best deal possible for the residents of Havering in the future.

The Council will ensure that the most vulnerable members of its community are protected, will continue to lead in the development of social cohesion, and will ensure that the services provided and resources allocated reflect the diverse nature and needs of our local community and our responsibilities to the local environment.

The Council will engage with its local community, its partners and individual stakeholders in developing financial plans, and will reflect on the outcome of its consultation process in the identification of priorities and the allocation of resources.

While addressing its priorities and setting a balanced and prudent budget, the Council will seek to keep any increase in the Council Tax to the lowest possible level and in line with its stated aspirations whilst maintaining reserves at the minimum level of £11.75m.

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 approval of a robust business case including implementation plan.

The Council will seek to ensure that sufficient financial resources are available to enable it to deliver a long-term savings plan within the constraints of funding available to it from both local taxpayers and the Government, and will seek to utilise any unallocated funds with that purpose in mind.

The Council will adopt a prudent capital investment programme designed to maintain and where possible enhance its assets and supporting the future growth and development of the borough, in line with its Corporate Vision and priorities whilst ensuring a prudent and affordable impact upon its Revenue Budget.

The overarching objective of the Council's financial strategy remains to deliver high quality, value for money services to our community, whilst ensuring that the cost of those services is compatible with the level of funding provided to it by the Government.

APPENDIX B (CONTINUED)

CAPITAL INVESTMENT STRATEGY

The Council will ensure that there is an effective Capital Investment Strategy in place to drive forward the financial planning process and make best use of capital resources.

The Council's new Corporate Vision – 'Havering - Making a Greater London', is presented for approval within this report. Subject to its approval, the Capital Investment Strategy will be reviewed and developed to integrate and support the delivery of its four cross cutting priorities - Communities, Places, Opportunities and Connections.

The strategy will drive the development of the future Capital Programme over the medium term and will be further developed during 2017 to ensure that it integrates with and supports the delivery of the Council's Corporate Vision. There are three core elements to the Council's future Capital Investment Plans that will inform the development of the future capital programme:

Efficiency Programme

The 2017/18 Programme will, subject to approval of the recommendations within this report, include a budget of £5m which will be made available to fund an 'Efficiency Programme' to enable capital investment projects that will deliver:

- On-going reductions in revenue expenditure (i.e. cashable savings)
- On-going cost avoidance measures to avoid future increases in expenditure (i.e. non-cashable savings)

The Efficiency Programme is being developed through 2017 to align with the development of the new Corporate Plan. It will be subject to an evaluation process that will consider submissions from services that are supported by robust business cases. Implementation of projects will be subject to benefits realisation management to ensure that investment delivers the stated benefits including financial benefits in terms of savings and/or income generation.

It is recommended that individual schemes be considered by the officer Capital Asset Management Group (CAMG) with the final scheme approval being delegated to the Chief Financial Officer in consultation with the Leader of the Council and Lead Member for Financial Management. All schemes would require a robust business case demonstrating the link between investment and delivery of revenue savings

Regeneration and Development

In 2016, £100m was included in the capital programme for Regeneration and Development schemes to be funded by prudential borrowing subject to approval of robust business cases. It is proposed that the investment strategy be developed during 2017/18 to ensure that the investment of capital resources is prioritised and planned effectively in line with the Council's vision, priorities and corporate plan, to ensure effective outcomes for the Council over the medium to long term supporting the development of the borough.

Asset Management

The delivery of Council services is dependent upon the effective utilisation of resources including its asset base to provide services to the community. Investment in core assets such as highways, buildings and IT is essential to the delivery of effective services over

the medium to long term. Capital investment in assets is informed by effective asset management and planning.

The Council's approach to capital asset management includes the review of existing assets in terms of suitability for purpose, alternative and future use, and maintenance requirements. The aim for the Council to rationalise its asset portfolio and only retain assets that support the delivery of its goals, offer value for money or in some other way are important for community, heritage or other significant social purpose.

The capital budget strategy is intrinsically linked to the revenue budget strategy. The revenue implications of capital expenditure and funding decisions are explored and accounted for on an on-going basis. These are reflected as appropriate and include the consideration of the challenging financial climate which the Council faces.

Overall Approach

The Council will continue to adopt a prudent capital programme taking into account the views of the local community and wider stakeholders as far as possible in line with its corporate priorities and will seek to:

- protect, maintain and develop existing assets and infrastructure – the backlog of repairs to existing assets such as school buildings, office accommodation, and infrastructure assets such as roads and paths;
- develop new facilities for which there is significant public demand or upgrading assets to meet the expectations of local people, and obtaining value for money from the use of our assets and resources;
- support the delivery of the Council's transformation programme and further initiatives to improve efficiency and effectiveness e.g. through the adoption of new technology to realise revenue savings or improve service delivery to the community.
- The Council will seek to continue to improve efficiency and value for money, in particular to:
 - maximise asset utilisation;
 - ensure assets are fit for purpose and health and safety compliant;
 - facilitate and promote community use;
 - explore alternative management arrangements e.g. leases to community groups;
 - explore opportunities for innovative ways to procure and deliver capital projects to maximise the resources available;
 - developing invest to save initiatives
 - consider the wider aspects of capital projects, for example whole life asset costs, equality and diversity, and environmental implications;
 - investigate shared usage/ownership arrangement with other local authorities, partners and stakeholders.

Financing

The Council will finance capital expenditure through a combination of:

- Capital Receipts
- External Funding
- S106 Contributions
- Revenue Contributions to Capital
- Capital Grants
- Prudential Borrowing

Each funding stream will be considered in terms of risk and affordability in the short and long term.

The current and future economic climate has a significant influence on capital funding decisions. As a result planned disposals are kept under regular review to ensure the timing maximises the potential receipt where market conditions are not favourable.

Capital expenditure will only be permitted where funding streams have been identified and confirmed.

Prudential borrowing will be used to fund regeneration and development initiatives, where a robust business case can be made to finance the investment from an income or savings stream.

Every effort is made to maximise grant funding, leverage opportunities and other external funding opportunities, where they are consistent with the Council's Corporate Vision. Use of grant funding will however only be made where the cost to the Council is minimised or where this – both capital and revenue – can be contained within existing resources.

Where expenditure is to be financed through capital, this will only occur where funds have been realised. Neither capital receipts generated through disposals nor S106 contributions will be committed to fund projects until they are actually received. This is due to the complex conditions and timing issues that can be associated with them.

The Council is also continuing to attract private investment into Council facilities through exploration of potential partnership and outsourcing arrangements.

This funding approach has been made with reference to the Council's current and longer term financial position, the prudential code, the current and projected economic climate, and the Council's asset management strategy as set out in the Corporate Asset Management Plan.

The capital programme will continue to be reviewed on an annual basis. This will consider items such as new funding opportunities and Member priorities. In year changes e.g. the availability of additional external funding, will be made on an ongoing basis as part of routine programme management. These will be implemented with regard to the Council's Constitution and agreed procedures.

CONSULTATION RESPONSE

**Debbie Middleton**

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Date: 13/01/2017

Mr Charles Coleman
Local Government Finance
Department for Communities and Local Government
2nd floor, Fry Building
2 Marsham Street
London
SW1P 4DF

Local Government Financial Settlement

Dear Mr Coleman

Thank you for giving the London Borough of Havering the opportunity to respond to the provisional 2017-18 Local Government Financial Settlement.

Havering supports the consultation response submitted by London Councils on behalf of all London local authorities. However, there are specific issues which Havering wishes to bring to your attention through this consultation response. These relate to:

- The impact of freezing the funding formula in 2013, which has embedded too great an emphasis on deprivation indicators and insufficient weighting on actual population in calculating the levels of funding thereby failing to recognise associated need
- The impact of the scaling methodology applied since the 2016/17 settlement which has driven funding reductions in a perverse manner given that it takes no account of the starting level of council tax position
- The lack of any new funding to address the crisis that exists in adult social care and the associated health system impacts is also extremely disappointing. The increasing demand pressures clearly impact more acutely on those authorities, like Havering, which have a high proportion of older residents within their population. These pressures are further exacerbated by the allocation formula that fails to recognise the associated needs.

Havering has an average population for London. However, historically it has been one of the lowest funded London local authorities despite having the highest proportion of older people (18.4% over 65s) in London. The older population continues to increase as the life expectancy of the population rises. Over the recent years, Havering has also experienced the fastest growth in respect of children population across all London boroughs. It has also experienced increases in demand for children's social care. Given that the formula has been frozen since 2013, there has been limited account taken of the increasing

demand for services and funding need that this population growth creates. These pressures are compounded by other policy changes which have created significant additional burdens for authorities like Havering, while other authorities appear to receive far more generous settlements in relation to their needs.

As a result of receiving below average grant allocations, there has ultimately been an adverse impact upon both the level of services delivered to Havering residents and the levels of council tax paid by Havering households. The table below compares the population and funding per head of Havering to its East London neighbours. Most other authorities receive more than double the amount of funding per head of population than Havering, as can be seen in the table below.

| Local Authority | Population 000s mid-year ONS 2016 estimates | 2017 SFA £m | SFA Per Head £ |
|------------------------|--|------------------------|-------------------------------|
| Havering | 254.50 | 44.56 | 175.07 |
| Redbridge | 308.60 | 73.13 | 236.97 |
| Waltham Forest | 278.80 | 98.98 | 355.02 |
| Barking and Dagenham | 211.00 | 82.64 | 391.67 |
| Newham | 347.10 | 160.47 | 462.33 |
| East London | 1,400.00 | 459.78 | 328.41 |
| Outer London | 5,713.20 | 1,516.72 | 265.48 |

Council Tax Level

Over the last 15-20 years Havering residents have had to deal with below average grant allocations which have ultimately impacted on services and the level of Council Tax residents have had to pay. To make matters worse, last year an authority's ability to raise Council Tax was taken into account in the settlement which disadvantaged Havering even more. This approach took no account of the ability of residents to pay, merely the levels of Council Tax previously levied by those local authorities with historically low levels of Council Tax. This effectively further penalised Havering residents due to the fact that because they paid a higher Council Tax historically, Central Government funding was cut harder and faster than previously envisaged.

The table below demonstrates the reduction in grant for East London councils. As can be seen, by 2019/20 Havering loses 96% of its core funding compared to other neighbouring authorities, which is the 4th highest percentage reduction in London.

| Local Authority | Provisional RSG 2019/20 £m | % Reduction in RSG by 2019/20 |
|------------------------|---|--|
| Newham | 36.20 | 59 |
| Barking and Dagenham | 17.73 | 62 |
| Waltham Forest | 18.5 | 68 |
| Redbridge | 10.23 | 77 |
| Havering | 1.38 | 96 |

It is neither equitable nor acceptable that Havering residents are penalised for historically contributing more to the cost of local service provision than other London Boroughs. There are councils who, in recent years have been able to afford not to increase their Council Tax, having received substantially more government funding than Havering.

Arguably, the Settlement should redirect the funding from those authorities with comparatively low Council Tax levels that have not needed to increase their Council Tax and redistribute it to those who have needed to increase it.

The table below shows the highest and lowest Council Tax Band D level for London and their respective Settlement Funding Allocation (SFA) which again clearly identifies the perverse financial implications of the flawed funding methodology upon inner and outer London authorities.

| Local Authority | Inner/Outer London | Council Tax (Band D) £ | SFA 2017/18 £m |
|----------------------------|--------------------|------------------------|----------------|
| Highest Council Tax | | | |
| Kingston Upon Thames | Outer | 1,407.24 | 26.13 |
| Richmond Upon Thames | Outer | 1,306.39 | 24.53 |
| Harrow | Outer | 1,283.61 | 50.07 |
| Havering | Outer | 1,267.64 | 44.56 |
| Lowest Council Tax | | | |
| Kensington & Chelsea | Inner | 782.58 | 71.55 |
| Hammersmith and Fulham | Inner | 727.81 | 87.26 |
| Wandsworth | Inner | 403.91 | 106.04 |
| Westminster | Inner | 392.81 | 130.57 |

As can be seen, there are significant variances between London authorities, but in particular between inner and outer London councils. There is clearly a direct correlation between the SFA and Council Tax, the higher the Council Tax - the lower the SFA.

New Better Care Funding

By way of example, the table below provides some core data about Havering and Westminster. Despite overall populations and total household numbers being reasonably similar, there is a significant difference in the age profile of the population and the number of care homes in each borough.

| Theme | Source | Description | Havering | Westminster |
|------------|--|-------------------------|----------|-------------|
| Population | Mid-year population estimates 2015 (published June 2016 ONS) | All Ages | 249,085 | 242,299 |
| | | 65 and Over | 45,859 | 28,385 |
| | | 65 and over as % of pop | 18.4% | 11.7% |
| | | 85 and Over | 7,004 | 3,662 |
| | | 85 and over as % of pop | 2.8% | 1.5% |
| Housing | Annual Population Survey 2015 | No. of Homes | 99,300 | 105,000 |
| | | Owned out Right | 29% | 15% |
| | | Owned with Mortgage | 44% | 13% |
| | | Social Rented | 14% | 33% |
| | | Privately rented | 12% | 39% |
| | | Cost of 3 bed home | £315,000 | £3,500,000 |
| Care Homes | Care Homes | No of Care Homes | 65 | 15 |

The other significant imbalance within the settlement is the allocation of the Improved Better Care Funding, which in London again seems to benefit inner London authorities potentially at the expense of outer London, with little evidence of targeting adult social care pressures. In fact, despite the comparative population data between Westminster and Havering above, Westminster is due to receive significantly more of the Improved Better Care Fund than Havering, as shown in the table below:

| Funding Source | Westminster £m | Havering £m | Havering as a % of Westminster |
|--------------------------------------|---------------------------|------------------------|---|
| Original Better Care Fund | 19.999 | 17.778 | 89% |
| Improved Better Care Fund Year 1 | 2.100 | 0.000 | |
| Improved Better Care Fund to 2019/20 | 13.900 | 4.200 | 30% |

Westminster is due to receive £2.1m of the additional funding, while Havering has been allocated nothing. Over the period to 2019/20 Westminster will benefit by £13.9m compared to Havering's £4.2m which is 30% of the amount awarded to Westminster despite having approximately twice the level of elderly population. Under the Original Better Care Fund allocations Havering considers it was underfunded. The method adopted for 2017/18 perversely puts Havering in a worse comparative position to Westminster, during a period when it is forecasting significant further pressures associated with its ageing population.

It appears that Havering residents are being asked to pay more for their services, whilst Central Government pays for inner London directly, taking no account of existing Council Tax Levels, the relative wealth and ability to pay of those residents, nor the need of individual local authorities to raise their council tax in order to maintain statutory service provision.

Attached is the Havering response to the questions set out in the consultation.

Yours sincerely



Debbie Middleton

LB Havering Response to Consultation Questions

Question 1: Do you agree with the methodology of Revenue Support Grant in 2017-18?

As the London Councils' response sets out there seems to be an anomaly in the methodology and we have demonstrated the impact of this for Havering in the covering letter.

Question 2: Do you think the Government should consider transitional measures to limit the impact of reforms to the New Homes Bonus?

We do not agree with the revised new homes bonus scheme. It reduces incentive to local government and is being top sliced again to fund Adult Social care. Adult Social care is a growing burden that needs new funding not recycled funding from areas already under financial pressure. The impact of the changes to Havering is outlined in the table below.

| | 2017/18 £m | 2018/19 £m | 2019/20 £m | Total over 3 years |
|---------------------------------|-----------------------|-----------------------|-----------------------|-------------------------------|
| Old scheme | 7.379 | 9.030 | 9.524 | 25.933 |
| Revised Scheme | (6.939) | (5.178) | (4.566) | (16.683) |
| One-Off Adult social Care Grant | (1.010) | | | (1.010) |
| Improved Better Care Fund | - | (1.978) | (4.202) | (6.180) |
| Loss in funding | (0.570) | 1.874 | 0.756 | 2.060 |

We agree with the London Councils' view that if government continue with these proposals that there need to be transitional arrangements in place to manage the adverse financial effect in boroughs like Havering.

Question 3: Do you agree with the Government's proposal to fund the New Homes Bonus in 2017-18 with £1.16 billion of funding held back from the settlement, on the basis of the methodology described in paragraph 2.5.8?

In line with the London Councils' response, we do not agree with the hold back of New Homes Bonus. The initial design of the scheme transferred £210m of funding directly from central government with the remainder coming from a top-slice in Revenue Support Grant. Now of the £1.16bn, under £100m is being funded directly from central government with the rest from being funded through additional cuts to local government funding.

However, with regard to the return of any funding as part of the "top-slice" or the "holdback", this funding should be returned to local authorities' pro-rata to the New Homes Bonus Allocation or as a minimum the core spending powers.

Question 4: Do you agree with the proposal to provide £240 million in 2017-18 from additional savings resulting from New Homes Bonus reforms to authorities with adult social care responsibilities allocated using the Relative Needs Formula?

We support the London Councils' view as expressed in their response.

Question 5: Do you agree with the Government's proposal to hold back £25 million to fund the business rates safety net in 2017-18, on the basis of the methodology described in paragraph 2.8.2?

We support the London Councils' view as expressed in their response.

Question 6: Do you agree with the methodology for allocating Transition Grant payments in 2017-18?

There is still insufficient information available at this time to be able to comment.

Question 7: Do you agree with the Government's proposed approach in paragraph 2.10.1 of paying £65 million in 2017-18 to the upper quartile of local authorities based on the super-sparsity indicator?

We support the London Councils' view as expressed in their response.

Question 8: Do you have any comments on the impact of the 2017-18 local government finance settlement on those who share a protected characteristic, and on the draft equality statement published alongside this consultation document? Please provide supporting evidence.

We support the London Councils' view as expressed in their response.

| |
|---------------|
| LEVIES |
|---------------|

The levies are as follows:

| | 2016/17 £m | 2017/18 £m | % Increase (Decrease) | Estimated/ Provisional/ Final |
|--|-----------------------|-----------------------|----------------------------------|--|
| East London Waste Authority | 13.670 | 15.101 | 10.47% | Provisional |
| Environmental Agency (Thames) | 0.180 | 0.184 | 1.99% | Provisional |
| Environment Agency (Anglian) | 0.020 | 0.020 | 5.00% | Estimated |
| Lee Valley Regional Park | 0.244 | 0.239 | (2.00%) | Provisional |
| London Pension Fund Authority | 0.313 | 0.313 | 0.00% | Provisional |
| | 14.428 | 15.858 | 9.92% | |
| <p>Note 1 : the ELWA levy is subject to approval by board at its meeting on 6 February 2017. Any amendment to the levy will be advised to Cabinet and reflected in the subsequent report to Council.</p> <p>Note 2 : all other levy figures are either provisional sums or estimates calculated using the same percentage figure pending confirmation from the levying body.</p> <p>Note 3 : all levies will be affected by the change in calculation of the Council Tax base.</p> | | | | |

APPENDIX F

PROVISIONAL SCHOOLS BUDGETS 2017/18

(Net of estimated academy recoupment)

| 2016/17 £m | | 2017/18 | | | |
|----------------|---|-------------------------|---------------------|------------------------|----------------|
| | | Early Years Block £m | Schools Block £m | High Needs Block £m | Total £m |
| 10.352 | Early Years | 13.943 | 0.000 | 0.000 | 13.943 |
| 75.633 | Primary Schools | 0.000 | 72.794 | 3.396 | 76.190 |
| 14.433 | Secondary Schools | 0.000 | 13.805 | 0.725 | 14.531 |
| 4.321 | Special Schools | 0.000 | 0.000 | 2.775 | 2.775 |
| 2.620 | Pupil Referral Service | 0.000 | 0.000 | 0.000 | 0.000 |
| 2.126 | Academy SEN funded by LA | 0.000 | 0.000 | 3.984 | 3.984 |
| 109.484 | Estimated Total DSG to Education Providers | 13.943 | 86.599 | 6.897 | 111.422 |
| 11.935 | Centrally Retained | 0.730 | 4.784 | 7.828 | 13.342 |
| 11.935 | Estimated Total DSG to be Retained Centrally | 0.730 | 4.784 | 7.828 | 13.342 |
| | | | | | |
| 121.420 | Total DSG Allocation | 14.673 | 91.383 | 18.708 | 124.764 |

Note 1: The Dedicated Schools Grant is allocated in sub blocks.

Note 2: The above figures are net of £78,531,000 which is recouped by the DFE for academies and Free Schools. This is based on the number of academies as at 31st December 2016.

Note 3: Allocations to special schools and the pupil referral service are estimated.

Note 4: Final figures will be published in the section 251 statement by 31st March 2017

Note 5: Schools Block Centrally Retained includes the Transfer from ESG to DSG of Statutory Retained Duties

**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 £250,000 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.

LOCAL GOVERNMENT ACT 2003
ROBUSTNESS OF ESTIMATES, ADEQUACY OF RESERVES AND THE
MANAGEMENT OF RISK

1. BACKGROUND

- 1.1 Section 25 of the Local Government Act 2003 requires Chief Financial Officers to report to their authorities about the robustness of estimates and the adequacy of reserves when determining their budget and level of council tax. Authorities are required to consider their Chief Financial Officer's report when setting the level of council tax.
- 1.2 Section 26 of the Local Government Act 2003 gives the Secretary of State power to set a minimum level of reserves for which an authority must provide in setting its budget. The minimum would apply to "controlled reserves", as defined in regulations. The intention in defining controlled reserves would be to exclude reserves that are not under the authority's control when setting its call on council tax, for example the balance on the Housing Revenue Account and schools balances. There may also be a case for excluding other types of reserve. Regulations to define controlled reserves would only be made in conjunction with regulations setting a minimum.
- 1.3 It was made clear throughout the Parliamentary consideration of these provisions that section 26 would only be used where there were grounds for serious concern about an authority. The Minister said in the Commons standing committee debate on 30 January 2003: "The provisions are a fall back against the circumstances in which an authority does not act prudently, disregards the advice of its Chief Finance Officer and is heading for serious financial difficulty. Only in such circumstances do we envisage any need for intervention." There is no intention to make permanent or blanket provision for minimum reserves under these provisions.
- 1.4 If the need to apply a minimum to an authority were identified, the minimum would be set after considering the advice of the CFO to the authority and any views expressed by the external auditor. The authority would be consulted on the level to be set.
- 1.5 Any minimum set under section 26 applies to the allowance to be made for reserves in the budget. There is nothing to prevent the reserves being used during the year even if as a result they fell below the minimum. However, if in preparing the following year's budget it was forecast that the current year's reserves would fall below the minimum the CFO would need to report to the authority under section 27.

:

2. REPORT OF THE CHIEF FINANCIAL OFFICER

2.1 The Chief Financial Officer for the London Borough of Havering has provided the following assurance:

The London Borough of Havering prides itself on its record of creating balanced budgets, delivering challenging savings programmes and carefully managing its finances within each financial year. It is this track record which has helped to build the foundations for the 2017/18 budget and will need to continue via the MTFs through to 2019/20.

The confirmation of the four year financial settlement, whilst anticipated, is disappointing. It will result in substantial reductions to Havering's allocation of Government funding. The failure of the funding formula to acknowledge the significant financial pressures associated with rapid population growth particularly in relation to its impact on social care services for children and adults results in significant financial pressures for the Council to manage the delivery of services in the forthcoming years. This is exacerbated by the effects of the 2016/17 settlement introduction of the 'core spending power' calculation, which removes government funding from those authorities which are considered able to raise proportionately more council tax, without regard for the need to spend to meet escalating demand for services. As a consequence, Havering continues to receive lower than the average level of funding for London despite having the highest proportion of older people within its population, which is a key driver of adult social care expenditure.

In light of the substantial savings made in recent years (£38.2m over the period 2014/15 to 2016/17), the challenge in preparing the budget for 2017/18 and the MTFs has been to identify proposals which minimise the impact of budget reductions upon delivering the Council's priority services

However, the future financial position for Havering is very challenging. Whilst the proposal contained within this report will achieve a balanced budget in 2017/18, a gap of £2.895m is forecast in 2018/19 and a further £6.325m in 2019/20. This estimate currently makes no assumption at this stage for Council Tax increases beyond 2017/18, and provides the opportunity for the Council to identify and develop further savings and income generation plans during 2017/18. These will be considered as part of the 2018/19 financial strategy together with the Council's council tax plans within the context of further pressures and funding opportunities that may arise during 2017/18.

Consequently, while I have assessed the proposals contained in this report for 2017/18 as robust, with a sufficient safety net for any savings that are ultimately non-deliverable, it is clear that further proposals for the MTFs will need to be developed to enable the s151 officer to sign off the budget as robust in future years.

All of the above comments are made in the context of a planning assumption that the Council will agree to a Council Tax increase of 3.95% including an Adult Social Care precept of 2% in 2017/18.

The budget reinforces the need for on-going robust financial management, strict budgetary control and the on-going monitoring of savings delivery plans with effective processes in place to promote these.

In assessing the robustness of estimates, I have drawn on the advice of service chief officers that the proposals presented for 2017/18 can be delivered within the available resources envelope.

In January, Cabinet approved my recommendation to establish a Business Risk Reserve with effect from 1 April 2017, into which the estimated underspend of £5.4m on the corporate risk budgets will be transferred as part of accounts closure. The Business Risk Reserve will provide a safety net against the risk of non-delivery of savings and/or over optimism with funding assumptions within 2017/18.

The projected levels of earmarked reserves as referred to in section 3 below have been established to meet planned projects or budgetary pressures and are considered adequate at this time. The sums earmarked for these purposes were agreed as part of the annual approval of accounts process and the use and application of those reserves are reviewed quarterly as part of the budget monitoring process. The General Fund Balance stood at £11.75m at 31 March 2016 and it is recommended that it be retained at this level.

In addition, the inclusion of a Corporate Risk Budget of £8.9m within the base budget for 2017/18 will further support the management of budgetary pressures through 2017/18. It should be noted that prior commitments of £5m have been made against this budget thereby protecting services from further budgetary reductions. The Corporate Risk Budget is forecast to reduce to approximately £3m by 2018/19 and therefore it will become more difficult for the Council to respond in a similar manner to future adverse financial pressures.

The Corporate Contingency budget remains at £2m which is adequate for the risks that it is expected to cover. Whilst it is currently planned to reduce to £1m in 2018/19, this will be kept under review during 2017/18 and in preparing the 2018/19 Strategy.

The budget does not provide specific funding for any unforeseeable, extraordinary items of major expenditure, for example, the implications of flooding. If such an event were to occur, it would need to be funding from the existing general reserves and balances, if the general contingency were exhausted.

Against such a challenging financial background, it will therefore be crucial that reserves, both general and earmarked, continue to be managed in the medium term in a way that gives due regard to the need to set a legally balanced budget.

Debbie Middleton BA(Hons), CPFA
Section 151 Officer

3 ROBUSTNESS OF ESTIMATES, RESERVES AND BALANCES

3.1 The budget has been prepared using the three year Financial Strategy agreed by Cabinet in September 2016 as its starting point. This Strategy has been developed through:

- The revenue and capital budget strategy statements, which are included as part of this report;
- The forecast position as set out in the Cabinet report of January 2017 and February 2017 and the proposals set out in those reports;
- The outcome and forecast impact on the Council of the Local Government Financial settlement as reported to Cabinet in January 2017;
- A variety of announcements concerning the new funding system;
- The Autumn Budget Statement 2016.

3.2 As the development of the budget for 2017/18 has progressed, the position has been the subject to review and challenge with Heads of Service, SLT, the Leader of the Council, Cabinet Members and the Lead Member for Financial Management. Due consideration has been given to the over-arching strategy above along with the delivery of corporate priorities in undertaking these reviews and this is reflected in the detailed budget proposals.

Budget proposals have been developed within the context of current and future service plans. Furthermore:

- a) the Council has reviewed its pressures alongside those identified by the LGA and London Councils to provide a cross check/challenge;
- b) In respect of savings, the proposals have been risk assessed against an agreed set of criteria which will ultimately inform in-year monitoring;
- c) A review of legislation takes place on an ongoing basis as part of the budget development process to assess possible implications;
- d) Financial modelling related to the new funding system and its impact on Havering's budget has been under periodic review and refinement, especially in light of the Autumn Budget Statement and the Provisional Local Government Financial Settlement announcements.

3.3 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.

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

3.5 A review of the 2016/17 significant budget variances has taken place to assess any impact on the 2017/18 budget outside of the proposals in order to:

- (a) Ensure action plans are in place where a possible adverse variance could occur;
 - (b) Ensure use of any possible additional favourable variance is considered in the context of the overall strategy;
 - (c) Inform the risk assessment of contingency and reserves.
- 3.6 The proposed budget provides a foundation from which to develop the financial strategy over the period to 2019/20 and work will continue during 2017.

4. THE ADEQUACY OF ESTIMATES, RESERVES AND BALANCES

- 4.1 As set out in section 1, local authorities are required to maintain adequate balances to deal with unforeseen demands upon financial resources. It is the responsibility of each authority to set its level of reserves based on local conditions, but taking into account national factors. Although a view can be sought from the external auditors it is not their responsibility to prescribe or recommend the appropriate level. In setting the level, the Authority should take into consideration the advice of their Chief Finance Officer (CFO), taking into account all local relevant circumstances.
- 4.2 The Strategy agreed by Council in July 2009 set out that the minimum level for of the General Fund Balance will be £10m. This Strategy has been maintained since that time. The General Fund Balance stood at £11.750m at 31 March 2016. An annual review of the balance has taken place as part of the budget setting process. The risk assessment is attached at Annex 1 and the CFO's advice is that the minimum level of reserves. Given the increasingly uncertain financial climate and financial pressures, it is recommended that the minimum General Fund Balance requirement should remain at its current level of £11.75m which represents 7.2% of the Council's net 2017/18 budget including levies.
- 4.3 After taking account of the most recent projection in the current year and more significantly the outcome of the Local Government Financial Settlement, it is anticipated that the Council's general reserves will remain at £11.75m as at 31 March 2017.
- 4.4 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 approval of a robust business case including implementation plan.
- 4.5 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 most significant are for the following:

- (a) Insurance Reserve (6.9m), which is part of the Insurance Self-Funding Arrangement to meet future liabilities incurred but not yet claimed.
- (b) Strategic Reserve to support corporate transformation (£27.6m) – these funds are earmarked for the various transformation programmes across the Council – as well as priority projects and bridge funding for schemes such as the Property Strategy and the Leisure contract cash flow.

The sums established within earmarked reserves were agreed by SLT as at 1st April 2016 and were fully allocated to projects or liabilities. The balances will be reviewed again as at 31 March 2017.

- 4.6 Other reserves continue to be expended/planned in accordance with their specific approved purpose. A review has taken place of these as part of the budget finalisation.
- 4.7 The working balances of the HRA are also subject to a risk assessment; this will be included in the report to Cabinet on the HRA budget for 2017/18.

5. OPPORTUNITY COST OF RESERVES

- 5.1 Holding general reserves to meet unexpected events or emergencies is a necessary requirement. However, there are opportunity costs and benefits of holding cash balances, which can be measured in different ways, depending on what these resources were alternatively to be used for. For example, holding cash gives a financial benefit in contrast to using the cash to fund capital expenditure. The financial benefit would be the difference between the investment return and the total borrowing cost. At the current time 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.
- 5.2 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, £1m equates very approximately to 1% on the level of Band D Council Tax.
- 5.3 If, however, this is considered in the context of using these balances to fund one off expenditure, then the opportunity cost is the improvements that would accrue from that expenditure. This might for example be improvements in services, increased performance or some other measure 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.

- 5.4 Should these items be included within the budget, they would obviously provide a basis for additional and/or improve services; with the need to appreciate that reserves exist for various reasons, and once expended, either have to be replenished, or the funding terminated. This is the opportunity that is being 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.
- 5.5 It is important that in considering the level of working balances that the issue of the opportunity costs and benefits of such an approach is also considered and that Members weigh up the potential benefits against the risks. The other important factor in making this judgement is to consider is that balances can as indicated only be spent once, and can realistically only be used to support one off expenditure, or to allow time for management action to be implemented to address ongoing expenditure requirements.
- 5.6 As stated above, the use of significant levels of balances to fund ongoing spending or reductions in Council Tax can pose material financial risks, especially 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 crystallise.

6. REVIEW OF RESERVES AND CONTINGENCY

- 6.1 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.
- 6.2 The outcome of this review is set out in Annex 1 to this Appendix. This shows each risk and the detail associated with it, and includes a cross-reference to the Corporate Risk Register. Each risk is evaluated in term and a financial assessment is made of the potential costs arising and the degree of likelihood, which in turn drives the sum for which provision is being made.
- 6.3 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.

**RISK ASSESSMENT FOR GENERAL BALANCE / CONTINGENCY 2017/18
REVIEWED AT 20 JANUARY 2017**

| Risk (incl Corporate Risk Register item) | Risk Owner | Risk Description | Assessment of Risk (counter measures in place) | Contingency | | General Balance | |
|--|---------------------------------|--|---|-----------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| | | | | Value of Assessment £000 | Value Having Regard to Risk £000 | Value of Assessment £000 | Value Having Regard to Risk £000 |
| 1. Failure to Balance the MTFS over the period to 2019/20 CR4Failure to deliver a balanced budget | S151 SLT | 4 year financial settlement includes a significant reduction in grant funding over the four year cycle to 2019/20. The impact has not yet addressed as part of MTFS development. A gap of £9.2m exists in the MTFS over 2018/19 and 2019/20 and represents a financial risk to the Council. | Medium to High | | | 9,200 | 9,200 |
| 2. Failure to achieve in year budget balance in year overspending CR4Failure to deliver a balanced budget | S151 SLT | Mitigating action plans have been presented which to cover £7m overspend in 2016/17 (as reported to January Cabinet). If these are not brought into line it will place further risk on budget strategy. The Business Risk Reserve will provide a buffer of £5.5m approx. Latest forecast projections suggest that pressures may be closer to £7.5 m leaving a risk exposure of £2m | Medium | 7,500 | 2,000 | | |
| 3. Impact of changes in homelessness legislation CR4Failure to deliver a balanced budget | Director of Housing | The amount of Housing Benefit we claim for a unit of temporary accommodation has a £40 per week element called a management fee. This pays for managing the property, and the cost of managing the individual. That is ceasing from April 2017. In its place there will be a transitional lump sum payment and we are due to be notified in a letter by DCLG in January £0.5m provided for within Corporate Risk Budget although overall costs could be £1m to £2m | High | | | 1,500 | 1,500 |
| 4. Reduction in ESG CR4Failure to deliver a balanced budget | Director of Children's Services | Reduction in ESG funding will require savings in 2016/17 and beyond. There is a gap of £0.7m to be found. There is a long term pressure of £0.2m which could potentially increase if short term measures are not converted into longer term savings. | | | | 700 | 700 |

| Risk (incl Corporate Risk Register item) | Risk Owner | Risk Description | Assessment of Risk (counter measures in place) | Contingency | | General Balance | |
|---|------------|---|---|-----------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| | | | | Value of Assessment £000 | Value Having Regard to Risk £000 | Value of Assessment £000 | Value Having Regard to Risk £000 |
| 5. Apprenticeship levy implementation CR4 Failure to deliver a balanced budget | SLT | Cost of apprenticeship levy is factored into the MTFS although current estimates suggest that there is an under-provision of £0.250m. | | | | | 250 |
| | | | | | | | |
| ASSESSMENT HAVING REGARD TO RISK LIKELIHOOD – MINIMUM LEVEL REQUIRED | | | Overall Medium Risk | 7,500 | 2,000 | 11,650 | 11,650 |

2017/18 Core Capital Programme

| Description | Original Allocation | | Final Allocation |
|---|---------------------|-------------|------------------|
| | 2016/17 | Adjustments | 2016/17 |
| | £'000 | | |
| Internally Funded Capital Programme (funded from receipts) | | | |
| Cemeteries | 160 | | 160 |
| Parks | 560 | | 560 |
| Libraries | 145 | -45 | 100 |
| Leisure | 135 | 45 | 180 |
| Street Environment | 2,000 | | 2,000 |
| Education | 0 | | 0 |
| Protection of Assets and Health and Safety | 500 | | 500 |
| IT Infrastructure | 1,000 | | 1,000 |
| Regeneration | 100 | | 100 |
| Disabled Facilities Grant (Council element only) (subject to confirmation of final grant figure and requirement for match funding) | 300 | | 300 |
| Total Internally Funded Capital Programme | 4,900 | 0 | 4,900 |
| Capital Contingency (assessed by Chief Finance Officer) | 2,000 | | 2,000 |
| Efficiency Programme (Bids assessed by CAMG) | 5,000 | | 5,000 |
| Total Internally Funded Capital Programme | 11,900 | 0 | 11,900 |

| Summary | Amount £m | Profiled Spend | | | | Funding Sources | | |
|--|---------------|----------------|---------------|---------------|-----------------------------|---------------------------|------------------------|-------------------------|
| | | 2016/17 £m | 2017/18 £m | 2018/19 £m | 2019/20 and beyond £m | Capital Receipts £m | Grants & S106 £m | Other External £m |
| Additional Capital Programme for 2017/18 | | | | | | | | |
| Cemeteries | 0.160 | 0.000 | 0.120 | 0.040 | 0.000 | 0.160 | 0.000 | 0.000 |
| Parks | 0.560 | 0.000 | 0.560 | 0.000 | 0.000 | 0.560 | 0.000 | 0.000 |
| Libraries | 0.100 | 0.000 | 0.100 | 0.000 | 0.000 | 0.100 | 0.000 | 0.000 |
| Leisure | 0.180 | 0.000 | 0.180 | 0.000 | 0.000 | 0.180 | 0.000 | 0.000 |
| Street Environment | 2.000 | 0.000 | 2.000 | 0.000 | 0.000 | 2.000 | 0.000 | 0.000 |
| Asset Management | 0.500 | 0.000 | 0.500 | 0.000 | 0.000 | 0.500 | 0.000 | 0.000 |
| IT Infrastructure | 1.000 | 0.000 | 1.000 | 0.000 | 0.000 | 1.000 | 0.000 | 0.000 |
| Regeneration | 0.100 | 0.000 | 0.100 | 0.000 | 0.000 | 0.100 | 0.000 | 0.000 |
| Housing General Fund | 1.726 | 0.000 | 1.726 | 0.000 | 0.000 | 0.300 | 1.426 | 0.000 |
| Core Capital Programme | 6.326 | 0.000 | 6.286 | 0.040 | 0.000 | 4.900 | 1.426 | 0.000 |
| Efficiency Programme & Contingency | 7.000 | 0.000 | 7.000 | 0.000 | 0.000 | 7.000 | 0.000 | 0.000 |
| Schools Maintenance | 4.062 | 0.000 | 4.062 | 0.000 | 0.000 | 0.000 | 4.062 | 0.000 |
| TFL 2017/18 LIP Programme | 3.381 | 0.000 | 3.381 | 0.000 | 0.000 | 0.000 | 3.381 | 0.000 |
| School's Expansions and Bulge Classes - Phases 3 & 4 | 68.685 | 6.227 | 21.327 | 23.833 | 17.299 | 4.400 | 62.153 | 2.132 |
| | | | | | | | | |
| Total Capital Programme | 89.454 | 6.227 | 42.056 | 23.873 | 17.299 | 16.300 | 71.022 | 2.132 |

*Other external funding includes S106 interest and external contributions via revenue

| Capital Scheme Name | Scheme Description | Project Manager | Dashboard User | Amount £ | Profiled Spend | | | Funding Sources | | |
|---|--|-----------------|----------------|----------------|----------------|---------------|--------------------------|--------------------------|-----------------------|------------------------|
| | | | | | 2017/18 | 2018/19 | 2019/20 and beyond | Capital Receipts £ | Grants & S106 £ | Other External £ |
| Cemeteries - Capital Allocation £160k | | | | | | | | | | |
| Enhancement of Plumbing in Cemeteries and Crematorium Sites | Replacement of taps and standpipes in all four cemeteries and the crematorium site | Louise Edmonds | Lee Macey | 20,000 | 20,000 | | | 20,000 | | |
| New Tarmac - Hornchurch Cemetery War Memorial | Replacement of tarmac by War Memorial in Hornchurch cemetery. | Louise Edmonds | Lee Macey | 10,000 | 10,000 | | | 10,000 | | |
| New Boundary Fence in Rainham Cemetery | Replacement of boundary fence in Rainham cemetery | Louise Edmonds | Lee Macey | 10,000 | 10,000 | | | 10,000 | | |
| Cremator Brickwork Enhancements | Cremator brickwork repair - full hot face relines of two cremators over two years. | Louise Edmonds | Lee Macey | 80,000 | 40,000 | 40,000 | | 80,000 | | |
| Refurbishment and Improvements to Crematory | Crematory reinstatement - Refurbishment of crematory after fan upgrade and cremator removal. | Louise Edmonds | Lee Macey | 30,000 | 30,000 | | | 30,000 | | |
| History Hall and Book of Remembrance Upgrade | Newly installed Romford book of remembrance and history hall upgrade. | Louise Edmonds | Lee Macey | 10,000 | 10,000 | | | 10,000 | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | 160,000 | 120,000 | 40,000 | 0 | 160,000 | 0 | 0 |

| Capital Scheme Name | Scheme Description | Project Manager | Dashboard User | Amount £ | Profiled Spend | | | Funding Sources | | |
|--|--|-----------------|----------------|----------------|----------------|----------|--------------------------|--------------------------|-----------------------|------------------------|
| | | | | | 2017/18 | 2018/19 | 2019/20 and beyond | Capital Receipts £ | Grants & S106 £ | Other External £ |
| Parks - Capital Allocation £560k | | | | | | | | | | |
| Raphael Park fountain replacemen | Raphael Park fountain replacemen | James Rose | James Rose | 10,000 | 10,000 | | | 10,000 | | |
| Central Park drainage improvements | Central Park drainage improvements | Tom Fradd | James Rose | 25,000 | 25,000 | | | 25,000 | | |
| Hylands Park drainage improvements | Hylands Park drainage improvements | Richard Cottam | James Rose | 8,000 | 8,000 | | | 8,000 | | |
| Thomas England Walk (Various Parks) | Thomas England Walk (Various Parks) | Tom Fradd | James Rose | 16,000 | 16,000 | | | 16,000 | | |
| Jutsums landscape and play area improvements | Jutsums landscape and play area improvements | Tom Fradd | James Rose | 50,000 | 50,000 | | | 50,000 | | |
| War Memorial improvements | War Memorial improvements | Nigel Oxley | James Rose | 25,000 | 25,000 | | | 25,000 | | |
| Upminster Hall Playing Field teen area improvement | Upminster Hall Playing Field teen area improvement | Richard Cottam | James Rose | 4,000 | 4,000 | | | 4,000 | | |
| Harold Wood Park footpath improvements | Harold Wood Park footpath improvements | Tom Fradd | James Rose | 18,000 | 18,000 | | | 18,000 | | |
| Rainham Churchyard wall improvements | Rainham Churchyard wall improvements | Nigel Oxley | James Rose | 20,000 | 20,000 | | | 20,000 | | |
| Coronation Gardens improvements | Coronation Gardens improvements | Nigel Oxley | James Rose | 100,000 | 100,000 | | | 100,000 | | |
| Upminster Tithe Barn roof improvements | Upminster Tithe Barn roof improvements | Nigel Oxley | James Rose | 15,000 | 15,000 | | | 15,000 | | |
| Play and recreation facilities improvements | Play and recreation facilities improvements | James Rose | James Rose | 95,000 | 95,000 | | | 95,000 | | |
| Green Flag Improvements | Green Flag Improvements | James Rose | James Rose | 50,000 | 50,000 | | | 50,000 | | |
| Historic Building Improvements | Historic Building Improvements | Nigel Oxley | James Rose | 50,000 | 50,000 | | | 50,000 | | |
| Tree Management System | Tree Management System | Tim Goldrick | James Rose | 20,000 | 20,000 | | | 20,000 | | |
| Parks Infrastructure Improvements | Parks Infrastructure Improvements | James Rose | James Rose | 30,000 | 30,000 | | | 30,000 | | |
| Allotment Improvements | Allotment Improvements | James Rose | James Rose | 20,000 | 20,000 | | | 20,000 | | |
| Public Rights of Way Improvements | Public Rights of Way Improvements | James Rose | James Rose | 4,000 | 4,000 | | | 4,000 | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | 560,000 | 560,000 | 0 | 0 | 560,000 | 0 | 0 |

| Capital Scheme Name | Scheme Description | Project Manager | Dashboard User | Amount £ | Profiled Spend | | | Funding Sources | | |
|--|--|-----------------|----------------|----------------|----------------|----------|--------------------------|--------------------------|-----------------------|------------------------|
| | | | | | 2017/18 | 2018/19 | 2019/20 and beyond | Capital Receipts £ | Grants & S106 £ | Other External £ |
| Libraries - Capital Allocation £145k (reduced to £100k with balance transferred to Leisure) | | | | | | | | | | |
| Library Application | Development of Library App for use on library iPads. This will allow additional access for residents to make online payments via the LBH website. It will also give volunteers access to the library catalogue and virtual library to support & promote to customers which they don't have at present. | Nicky Dunne | | 6,000 | 6,000 | | | 6,000 | | |
| Library Wi-Fi | WiFi print facility to enable customer to print directly from their own devices and library iPads | Nicky Dunne | | 16,000 | 16,000 | | | 16,000 | | |
| Library Building Works | Decoration of libraries. Most branches are in need of at least paintwork being refreshed; Upminster refurb 2005 / Gidea Park refurb 2006 / Collier Row 2006 / Hornchurch refurb 2007 / Harold Wood refurb 2007 / South Hornchurch refurb 2008 / Elm Park new build 2009 / Central refurb 2010 | Nicky Dunne | | 23,000 | 23,000 | | | 23,000 | | |
| Libraries banner | Rainham library banners to be mounted on wal | Nicky Dunne | | 10,000 | 10,000 | | | 10,000 | | |
| Libraries Book Fund | Purchase of new books and audio books | Nicky Dunne | | 45,000 | 45,000 | | | 45,000 | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | 100,000 | 100,000 | 0 | 0 | 100,000 | 0 | 0 |

| Capital Scheme Name | Scheme Description | Project Manager | Dashboard User | Amount | Profiled Spend | | | Funding Sources | | |
|---|--|-----------------|----------------|----------------|----------------|----------|----------|--------------------|--------------------|-----------------|
| | | | | | £ | 2017/18 | 2018/19 | 2019/20 and beyond | Capital Receipts £ | Grants & S106 £ |
| Leisure - Capital Allocation £135k (increased to £180k from Libraries) | | | | | | | | | | |
| Queens Theatre Building Works | Essential Works following condition survey to ensure | Guy Selfe | Guy Selfe | 100,000 | 100,000 | | | 100,000 | | |
| Fairkytes Arts Centre Building Works | Essential maintenance works to ensure building remains operational and fit for purpose | Guy Selfe | Guy Selfe | 50,000 | 50,000 | | | 50,000 | | |
| Hornchurch Stadium Building Works | Essential maintenance works to ensure building remains operational and fit for purpose | Guy Selfe | Guy Selfe | 30,000 | 30,000 | | | 30,000 | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | 180,000 | 180,000 | 0 | 0 | 180,000 | 0 | 0 |

| Capital Scheme Name | Scheme Description | Project Manager | Dashboard User | Amount | Profiled Spend | | | Funding Sources | | |
|--|---|-----------------|-----------------------------------|------------------|------------------|----------|----------|--------------------|--------------------|-----------------|
| | | | | | £ | 2017/18 | 2018/19 | 2019/20 and beyond | Capital Receipts £ | Grants & S106 £ |
| Street Environment - Capital Allocation £2,000k | | | | | | | | | | |
| Street Furniture - Purchase of Big Belly Bins South Street | Big Belly Bins South Street | Maria Smart | Paul Ellis/Maria Smart/Mark Jones | 50,000 | 50,000 | | | 50,000 | | |
| Environmental Improvements - Creation of Shrub Beds | Shrub Beds - New plantings | Mark Jones | Paul Ellis/Maria Smart/Mark Jones | 50,000 | 50,000 | | | 50,000 | | |
| Tree reinstatements/ removal of dangerous trees | Tree reinstatements/ removal of dangerous trees | Mark Jones | Paul Ellis/Maria Smart/Mark Jones | 50,000 | 50,000 | | | 50,000 | | |
| Improvements to waste storage facility in flats | Improvements to waste storage areas | Lisa Foster | Lisa Foster/Paul Ellis | 25,000 | 25,000 | | | 25,000 | | |
| Highways Capital Programme - Street Lighting Improvements | Street lighting improvements | Ollie Miller | Ollie Miller / Dipti Patel | 1,400,000 | 1,400,000 | | | 1,400,000 | | |
| Highways Capital Programme - Highways Resurfacing Works | Highway resurfacing works | Ollie Miller | Ollie Miller / Dipti Patel | 425,000 | 425,000 | | | 425,000 | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | 2,000,000 | 2,000,000 | 0 | 0 | 2,000,000 | 0 | 0 |

| Capital Scheme Name | Scheme Description | Project Manager | Dashboard User | Amount £ | Profiled Spend | | | Funding Sources | | |
|---|--|-----------------|----------------|----------------|----------------|----------|--------------------|-----------------------|--------------------|---------------------|
| | | | | | 2017/18 | 2018/19 | 2019/20 and beyond | Capital Receipts £ | Grants & S106 £ | Other External £ |
| Asset Management - Capital Allocation £500k | | | | | | | | | | |
| Corporate Buildings - Removal of safety film to glass | Works to renew existing safety film applied to glass in corporate buildings to address results of recent survey following accident to a minor | Terry Yallop | Andy Skeggs | 50,000 | 50,000 | | | 50,000 | | |
| Corporate Buildings - Water Hygiene Works 2017/18 | Ongoing programme of works to water installations to address legionella risk | David Stimson | Andy Skeggs | 75,000 | 75,000 | | | 75,000 | | |
| Gaysfield Site Works | Demolition and securing of Gaysfield site | Andy Skeggs | Andy Skeggs | 25,000 | 25,000 | | | 25,000 | | |
| Corporate buildings - Building Works | Capital works to identify priority items identified from building condition surveys | Andy Skeggs | Andy Skeggs | 200,000 | 200,000 | | | 200,000 | | |
| Health & Safety Capital Works 2017/18 | Central bidding pot for all services to submit funding requests for exceptional items, usually equipment for which there is no funding within their service. | Sue Wilks | | 100,000 | 100,000 | | | 100,000 | | |
| Fire Risk Works 2017/18 | Addressing in-year works identified from ongoing Fire Risk Assessments | Sue Wilks | | 50,000 | 50,000 | | | 50,000 | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | 500,000 | 500,000 | 0 | 0 | 500,000 | 0 | 0 |

| Capital Scheme Name | Scheme Description | Project Manager | Dashboard User | Amount £ | Profiled Spend | | | Funding Sources | | |
|--|--|-----------------|---|------------------|------------------|----------|--------------------|-----------------------|--------------------|---------------------|
| | | | | | 2017/18 | 2018/19 | 2019/20 and beyond | Capital Receipts £ | Grants & S106 £ | Other External £ |
| IT Infrastructure - Capital Allocation £1,000 | | | | | | | | | | |
| Upgrade of Core IT Infrastructure | Upgrading of core IT Infrastructure components | Julia Blow | John Friend, Priya Javeri, Danile Pluck, karen Harris | 1,000,000 | 1,000,000 | | | 1,000,000 | | |
| | | | | | | | | | | |
| | | | | 1,000,000 | 1,000,000 | 0 | 0 | 1,000,000 | 0 | 0 |

| Capital Scheme Name | Scheme Description | Project Manager | Dashboard User | Amount | Profiled Spend | | | Funding Sources | | |
|--|--|-----------------|----------------|----------------|----------------|----------|--------------------|--------------------|-----------------|------------------|
| | | | | | 2017/18 | 2018/19 | 2019/20 and beyond | Capital Receipts £ | Grants & S106 £ | Other External £ |
| Regeneration - Capital Allocation £100k | | | | £ | | | | | | |
| Romford and London Riverside Project 2017/18 | Various regeneration projects and programmes | Tom Dobrashian | Bob Flindall | 100,000 | 100,000 | | | 100,000 | | |
| | | | | | | | | | | |
| | | | | 100,000 | 100,000 | 0 | 0 | 100,000 | 0 | 0 |

| Capital Scheme Name | Scheme Description | Project Manager | Dashboard User | Amount £ | Profiled Spend | | | Funding Sources | | |
|--|---|-----------------|----------------|------------------|------------------|----------|--------------------|-----------------------|--------------------|---------------------|
| | | | | | 2017/18 | 2018/19 | 2019/20 and beyond | Capital Receipts £ | Grants & S106 £ | Other External £ |
| Disabled Facilities Grant (indicative figure) | | | | | | | | | | |
| Disbalded facilities Grant 2017/18 | various expenditure relating to grants paid to home owners that meet the grant conditions | | | 1,726,010 | 1,726,010 | | | 300,000 | 1,426,010 | |
| | | | | | | | | | | |
| | | | | 1,726,010 | 1,726,010 | 0 | 0 | 300,000 | 1,426,010 | 0 |

| Capital Scheme Name | Scheme Description | Project Manager | Dashboard User | Amount £ | Profiled Spend | | | Funding Sources | | |
|----------------------|--------------------|-----------------|----------------|------------------|------------------|----------|--------------------|-----------------------|--------------------|---------------------|
| | | | | | 2017/18 | 2018/19 | 2019/20 and beyond | Capital Receipts £ | Grants & S106 £ | Other External £ |
| Finance | | | | | | | | | | |
| Contingency | Various Schemes | Mark White | | 2,000,000 | 2,000,000 | | | 2,000,000 | | |
| Efficiency Programme | Various Schemes | Mark White | | 5,000,000 | 5,000,000 | | | 5,000,000 | | |
| | | | | | | | | | | |
| | | | | 7,000,000 | 7,000,000 | 0 | 0 | 7,000,000 | 0 | 0 |

| Capital Scheme Name | Scheme Description | Project Manager | Dashboard User | Amount | Profiled Spend | | | Funding Sources | | |
|---|--|-----------------|----------------|------------------|------------------|----------|----------|--------------------|--------------------|------------------|
| | | | | | £ | 2017/18 | 2018/19 | 2019/20 and beyond | Capital Receipts £ | Grants & S106 £ |
| Schools Maintenance Grant | | | | | | | | | | |
| Priority 1 | | | | | | | | | | |
| Emergency Works to PRU's 2017/18 | Emergency works to PRU's | Gary Moreland | | 200,000 | 200,000 | | | | | 200,000 |
| Hygiene Water Works Programme 2017/18 | Hygiene water works | Gary Moreland | | 175,000 | 175,000 | | | | | 175,000 |
| Asbestos Removal 2017/18 | Asbestos removal to various schools | Gary Moreland | | 400,000 | 400,000 | | | | | 400,000 |
| DDA Works 2017/18 | DDA works to various schools | Gary Moreland | | 75,000 | 75,000 | | | | | 75,000 |
| Kitchen Improvement Works | Kitchen improvement works to various schools | Gary Moreland | | 200,000 | 200,000 | | | | | 200,000 |
| Ardleigh Green Infants - Replace Gas Boiler | Replacement of Gas Boiler | Gary Moreland | | 130,000 | 130,000 | | | | | 130,000 |
| Ardleigh Green Juniors - Replace Gas Boiler | Replacement of Gas Boiler | Gary Moreland | | 150,000 | 150,000 | | | | | 150,000 |
| Dame Tipping - Replacement Demountables | Purchase of demountable buildings | Gary Moreland | | 100,000 | 100,000 | | | | | 100,000 |
| Towers - Kitchen Servery | Installation fo Kitcjhren ervery | Gary Moreland | | 20,000 | 20,000 | | | | | 20,000 |
| Towers - Upgrade of Electrics | Installation of Electric Main | Gary Moreland | | 35,000 | 35,000 | | | | | 35,000 |
| Marshalls Lake - De Silting and Improvements | De silting of Marshalls Lake and improvemnts | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| Sanders - Boiler Upgrade | replace and upgarde boiler | Gary Moreland | | 300,000 | 300,000 | | | | | 300,000 |
| Parklands Junior School - Drianage | Upgrade drainage system | Gary Moreland | | 100,000 | 100,000 | | | | | 100,000 |
| Parklands Infants School - Drianage | Upgrade drainage system | Gary Moreland | | 100,000 | 100,000 | | | | | 100,000 |
| Branfil - Electrical Distribution | Upgrade to Electrical distribution | Gary Moreland | | 100,000 | 100,000 | | | | | 100,000 |
| Branfil - Fire Alarm upgrade | Upgrade to Fire Alarm | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| Wykeham - Re-build of Infants Toilets | rebuild and enhancement to toilet block | Gary Moreland | | 250,000 | 250,000 | | | | | 250,000 |
| Rainham Village - Enhancements to Utilities and Drainage | Enhancement to Utilities and Drainage | Gary Moreland | | 100,000 | 100,000 | | | | | 100,000 |
| Crownfield Junior - Upgrades to Distribution Boards | Fit RCBO Devices to distribution boards | Gary Moreland | | 20,000 | 20,000 | | | | | 20,000 |
| Scotts - Upgrade to Electrics | upgrade to electrical distribution | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| Wykeham - Modernise Main Distribution Boards | Modernisation of electrical distribution boards | Gary Moreland | | 100,000 | 100,000 | | | | | 100,000 |
| Parklands Junior - Upgrade to Electrical Distribution | Upgrade of electrical distribution boards | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| Parklands Infants - Upgrade to Electrical Distribution | Upgrade of electrical distribution boards | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| Brady - Upgrade to Roofing | Replace and upgrade roofing | Gary Moreland | | 100,000 | 100,000 | | | | | 100,000 |
| Rainham Village - Modernisation of pumping station | Pumping Stattion modernisation | Gary Moreland | | 100,000 | 100,000 | | | | | 100,000 |
| Priority 2 | | | | | | | | | | |
| Crowlands - Upgrade to Electricals | Upgrade to Electrical distribution | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| Crownfield Infants - Upgrade to Electricals | Upgrade to Electrical distribution | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| Wykeham - Upgrade to Flat Roof | Replace and upgrade roofing | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| Crowlands - Upgarde to electricals | Upgrade to Electrical distribution | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| Squirrels Heath Infants - Upgarde to electricals | Upgrade to Electrical distribution | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| Squirrels Heath Junior - Upgarde to electricals | Upgrade to Electrical distribution | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| Towers Junior School - Upgarde to Pipework and Emitters | Replacement and upgrade of pipework and emitters | Gary Moreland | | 150,000 | 150,000 | | | | | 150,000 |
| Wykeham - Upgarde to Pipework and Emitters | Replacement and upgrade of pipework and emitters | Gary Moreland | | 200,000 | 200,000 | | | | | 200,000 |
| Squirrels Heath Junior School - Subsidence | Cracked Wall subsidence urgent works | Gary Moreland | | 10,000 | 10,000 | | | | | 10,000 |
| Parklands Junior School - Upgrade to hot and cold water | Upgarde to plumbing | Gary Moreland | | 15,000 | 15,000 | | | | | 15,000 |
| Crownfield Infants School - Upgrade to hot and cold water | Upgarde to plumbing | Gary Moreland | | 12,000 | 12,000 | | | | | 12,000 |
| Parsonage Farm School - Upgrade to Hot and Cold Water | Upgarde to plumbing | Gary Moreland | | 20,000 | 20,000 | | | | | 20,000 |
| RJ Mitchell - Upgrade Small Power | Electrical upgrade | Gary Moreland | | 25,000 | 25,000 | | | | | 25,000 |
| RJ Mitchell - Upgrade to Electricals | Electrical Distribution | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| Mead Primary - Upgrade Lighting | Upgrade Lighting | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| Mead Primary - Upgrade Small Power | Electrical upgrade | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| James Oglethorpe - Upgrade Lighting | Upgrade Lighting | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| James Oglethorpe - Upgrade Small Power | Electrical upgrade | Gary Moreland | | 50,000 | 50,000 | | | | | 50,000 |
| Brady - Upgrade to Electrics | Electrics | Gary Moreland | | 75,000 | 75,000 | | | | | 75,000 |
| | | | | 4,062,000 | 4,062,000 | 0 | 0 | 0 | 0 | 4,062,000 |
| | | | | | | | | | | 0 |

| Capital Scheme Name | Scheme Description | Project Manager | Dashboard User | Amount £ | Profiled Spend | | | Funding Sources | | |
|--|---|-----------------|----------------|------------------|------------------|----------|--------------------------|--------------------------|-----------------------|------------------------|
| | | | | | 2017/18 | 2018/19 | 2019/20 and beyond | Capital Receipts £ | Grants & S106 £ | Other External £ |
| TFL Grants | | | | | | | | | | |
| Corridors and Neighbourhoods 2017/18 LIF | Various Schemes | Daniel Douglas | | 2,247,000 | 2,247,000 | | | | 2,247,000 | |
| Local Transport Fund 2017/18 LIP | Various Schemes | Daniel Douglas | | 100,000 | 100,000 | | | | 100,000 | |
| Principal Road Maintenance | Various Schemes | Daniel Douglas | | 435,000 | 435,000 | | | | 435,000 | |
| Beam Parkway 2017/18 LIP | funding for this major scheme is indicative pending confirmation from TFL's surface transport Board | Daniel Douglas | | 599,000 | 599,000 | | | | 599,000 | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | 3,381,000 | 3,381,000 | 0 | 0 | 0 | 3,381,000 | 0 |

THE LEGAL FRAMEWORK GOVERNING BUDGET DECISIONS

1. The Council is required to set a Council Tax for 2017/18 before 6 March 2017. It may not be set before all precepts have been issued and the decision cannot be delegated to a committee or to Officers. Before setting the level of the tax the Council must have agreed a balanced budget, differentiated by services, which is sufficient to meet estimated revenue expenditure, levies, contingencies, any deficit estimate to be brought forward from previous years, and any amounts required to be transferred between funds. The tax itself must be sufficient to cover the difference between the agreed budget less government grants retained Business Rates and other grants credited to the consolidated revenue account, and any other expenditure which must be met from the Collection Fund, less any surplus (or plus any deficit) brought forward from previous years.
2. In reaching decisions on these matters, Members are bound by the general principles of administrative law and must not fetter their discretion. All relevant considerations must be taken into account and irrelevant ones disregarded. Any decision made must be one that only a reasonable authority, properly directing itself, could have reached. Members must also balance the interests of service users against those who contribute to the Council's finances. The full resources available to the Council must be deployed to their best advantage and Members must act prudently.
3. Among the relevant considerations, which Members must take into account in reaching their decisions, are the views of business ratepayers and the advice of officers. The duty to consult representatives of non-domestic ratepayers on the Council's expenditure plans which existed under previous legislation is repeated in Section 65 of the Local Government Finance Act 1992.
4. In considering the advice of officers, and the weight to be attached to that advice, Members must have regard to the personal duties placed upon the Council's Section 151 Officer (see para 5 below). The Council may take decisions which are at variance with his advice, providing there are reasonable grounds to do so. However, Members must take into consideration the Council's exposure to risk if they disregard clearly expressed advice, for example, as to the level of provision required for contingencies, bad debts and future liabilities.
5. The Section 151 Officer is required by the Local Government Act 1972 and by the Accounts and Audit Regulations 2015 to ensure that the Council's budgeting, financial management and account practices meet relevant statutory and profession requirements. Furthermore Section 25 of the Local Government Act 2003 requires the s151 Officer to report on the robustness of the budget estimates and the adequacy of reserves to which Members must have regard.

6. Members must also have regard to, and be aware of the wider duties placed upon the Council by various statutes governing the conduct of its financial affairs. These include the distinction between revenue and capital expenditure, specified within the Local Government and Housing Act 1989. The Local Government Act 2003 requires that the prudential borrowing limits are set by the Council having regard to the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code. This sets out a framework for self-regulation of capital spending, in effect allowing Councils to invest in capital projects without any limit, so long as they are affordable, prudent and sustainable. To facilitate this arrangement the code requires the Council to agree and monitor a number of prudential indicators.
7. Section 106 of the Local Government Finance Act 1992 makes it a criminal offence for any Member with arrears of Council Tax which have been outstanding for two months or more to attend any meeting of the Council or one of its committees at which a decision affecting the budget is to be made, unless the Member concerned declares at the outset of the meeting that he or she is in arrears, and will not be voting on the decision for that reason. The Member concerned must then abstain from voting. The application of Section 106 is very wide and there have been successful prosecutions under this legislation. It can include meetings held at any time during the year, not just the annual budget meeting, and it may include meetings of committees or sub-committees as well as Council meetings. Members should be aware that the responsibility for ensuring that they act within the law at all times rest solely with the individual Member concerned.
8. The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 provide that the Council's procedures must provide for the minutes to record how each Councillor voted (including any abstentions) when determining the Council's budget and the level of Council Tax to be levied.
9. Having set a budget at the beginning of the year, the Council is also under a duty to monitor that budget during the course of the year and to take remedial action if at any time it appears likely that expenditure will exceed available resources. Members are aware of the duty of the Section 151 Officer under Section 114(3) of the Local Government Finance 1988 Act to report to the Council if it appears that this will happen, and of the impact of Section 115(6) which prohibits any new agreement which would incur expenditure from being entered into following the issuing of such a report and pending its consideration by the Council. The Members of the Council, having received a Section 114 report are obliged to take all reasonable practicable measures to bring the budget back into balance.
10. A Section 114 report is a serious matter which can destabilise an authority and can only be avoided by prudent budgeting and effective budgetary control. This adds emphasis to the need for an adequate contingency provision and a strong corporate commitment to holding chief officers accountable for containing expenditure within cash limits approved during the budget process.

11. It is the duty of the Chief Financial Officer as the Section 151 Officer to provide the relevant financial information, which is or ought to be available and advise on the financial prudence of options before Members, and Members must take account of such information and advice in reaching their decisions. The Council is however free to take decisions which are at variance with the advice of those officers, providing there are reasonable grounds to do so.
12. The Section 151 Officer must consider whether in his view the Council had agreed a balanced budget which is capable of delivery taking all know factors into account. In the event that he/she considers this not to be the case, then he has a personal duty to indicate this by issuing the Council with a notice under Section 114 Local Government Finance Act 1988.

Havering

Making a Greater London



Communities

making Havering



Places

making Havering



Opportunities

making Havering



Connections

making Havering



Over the past four months, Havering's Senior Leadership Team and Cabinet have been working on a new vision for the borough. This new vision incorporates the key values of 'Clean, Safe and Proud' but seeks to position Havering to take full advantage of new and emerging opportunities for our residents and businesses. The vision and branding seeks to better position Havering as a forward looking, exciting place to work, live and invest.

We want our residents to feel proud and safe in a clean environment, but we want to go beyond this and take a more outward-facing approach. Our new vision: 'Havering – Making a Greater London', is about both embracing the best of what Havering has to offer, but also how we as a borough can play an active role in the success of the whole of London. **Our vision is focused around four cross-cutting priorities: Communities, Places, Opportunities and Connections.** Underpinning these themes will be outcomes that the Council will seek to deliver and success will be measured and reported through performance processes. These key themes and outcomes will provide the basis for the new Corporate Plan, service plans and future financial strategies.

In the last month, we have shared this vision with business leaders, residents, education stakeholders, public and voluntary sectors and Cabinet at a series of engagement sessions. We are pleased to note that feedback has been widely positive; our partners are on board and excited to be part of delivering this vision for the borough.

The current set of outcomes are detailed below:

Communities making Havering

Healthy and Active Lives

- We will help residents to make good lifestyle choices so that they are less likely to experience poor health and need help from public services.
- We will work with health and community partners to tackle health inequalities including obesity and smoking; and the harm caused by drug and alcohol abuse.

A good start for every child to reach their full potential

- We will ensure that every child has access to a great education. We will support our primary and secondary schools to develop a strong strategy to achieve the best outcomes for Havering's children.
- We will help families that need support to provide children with a consistent and stable family environment, giving them the best start in life and a happy childhood.

Families and communities look after themselves and each other

- We will work with communities to develop resilient and inclusive neighbourhoods. This will be achieved through engaging with communities about issues that matter to them.

Supporting vulnerable residents in our communities

- We will continue to work with partners to provide the most vulnerable people in our communities with the most efficient and effective social care services.
- We will ensure that children and young people in and leaving our care enjoy stability and are supported to succeed in all areas of their lives.
- We will offer adults in care the choice and control they need to work towards more independent and stable lives.

Places making Havering

A clean, safe environment for all

- We will work with enforcement agencies and local residents to make sure people feel safe and are safe.
- We will work with partners to provide a high-quality environment for residents, businesses and visitors. The borough will have streets, neighbourhoods and public spaces that are clean and well-maintained.

High-quality homes

- High-quality, suitable and affordable homes will be delivered to meet the needs of the growing population and support economic growth.
- We will continue to invest in our housing stock, ensuring decent, safe and high standard properties are provided for our residents.

Award-winning parks and open spaces

- We will continue to work with residents to improve our award-winning parks and open spaces.
- Our parks and open spaces will provide opportunities for sport, entertainment and healthy recreation, encouraging our residents to be fit and active.

A vibrant cultural and leisure destination

- Our residents will have access to vibrant culture and leisure facilities wherever they live.
- Working with our partners we will continue to invest in our town centres to provide a distinct offer that will attract businesses, residents and visitors.

Opportunities making Havering

First-class business opportunities

- We will provide first-class business opportunities by supporting commercial development opportunities.
- We will facilitate the expansion of CEME and capitalise on the London Riverside Opportunity Area.
- We will continue to attract inward investment and actively support the government's target to spend a third of its budget on small businesses by 2020.

High-quality skills and careers

- We will continue to set an example for businesses by developing the skills of our workforce by supporting traineeships, apprenticeships and graduate programmes.
- We will work with businesses to secure investment in high-quality skills and careers including through the new Apprenticeship Levy.

Dynamic development and infrastructure

- We will deliver a number of development projects, such as the Romford Leisure Development, to attract more investment, businesses and visitors to the borough.

A thriving local economy

- We will work with employers, investors and partners to ensure sustainable economic growth that generates local wealth and opportunities.

Connections making Havering

A digitally-enabled borough

- We will work with businesses and partners to improve Broadband and Wifi connectivity across the borough, benefiting those who live, work and visit Havering.
- We will be more connected to our residents and businesses through an accessible and easy-to-use new website and will support residents to become more confident to access council services online.

Capitalising on our location and connectivity

- We will promote Havering's key connections to central London, as well as its national and international links.
- We will enable residents to capitalise on Havering's location with the opening of the borough's three Crossrail stations by 2019 and Beam Park station by 2020.

Fast and accessible transport links

- We will enhance our transport network to ease congestion within the borough.
- We will continue to lobby for improved transport infrastructure to support regeneration and place shaping.

Access to jobs and opportunities

- We will ensure that residents are able to access employment and training opportunities locally.
- Through investment in business development and the improving transport network, we will ensure that the borough maximises employment, high quality skills and career opportunities.

These outcomes will inform the priorities in the budget and medium term financial plan. Council will receive a further report expanding on this high level vision linked to Service Planning and future performance measures in April.

SCHEDULE OF FEES AND CHARGES
(as detailed below)

COUNCIL TAX STATEMENT AND SUPPORTING INFORMATION

1. Collection Fund

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".

1. Assessed Level of Non Collection

The estimated non collection level for 2016/17 was 1.5%. A review has shown that the provision should be decreased to 1.25% in 2017/18 due to higher collection of Council Tax arrears.

2. Detail of the Calculation of the Council Tax Base

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

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

'T' is determined by the formula:

$$A \times B$$

Where: -

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

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

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

The calculations are as follows: -

$$\begin{array}{rcl} A & = & 87,920 \\ B & = & 98.75\% \\ T & = & 86,821 \end{array}$$

3. Calculation of the Council Tax Base for 2017/18 for Part of the Area

A further calculation is needed to deal with the levies in respect of the Anglian and Thames Regions of the Environment Agency affecting part of the Council's area for Land Drainage purposes. These are derived from the above figures. The formula is shown on Annexe B.

TP is the amount of the Council Tax base for the relevant part of its area.

The calculations shown on Annexe B give rise to the following figures for TP for each of the Environment Agency regions:

| | |
|--------|--------|
| Thames | 80,651 |
| Anglia | 6,170 |

**COUNCIL TAX BASE CALCULATION 2017/18
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

| Where | A1* | A | B | C | D | E | F | G | H | Total |
|---|-----|--------|--------|--------|--------|--------|-------|-------|-----|---------------|
| H is the number of properties in the valuation list - Regulation 4(2) as at 30th November | 0 | 5,447 | 10,877 | 27,434 | 35,746 | 15,171 | 6,364 | 3,033 | 316 | 104,388 |
| Less | | | | | | | | | | |
| the number of properties exempt from a charge - Regulation 4(2) Property Base - Item H | 0 | -98 | -149 | -299 | -331 | -164 | -50 | -18 | 0 | -1,109 |
| Q Is the factor to take account of discounts | -1 | -765 | -1,503 | -2,339 | -2,247 | -817 | -266 | -103 | -12 | -8,053 |
| J is the expected change to the property tax base during the year Regulations 4(6) to 4(8) | | | | | | | | | | |
| E Is the factor to take account of premiums, if any, calculated in accordance with regulation 4 (5) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Additions | 7 | 68 | 205 | 399 | 343 | 155 | 73 | 33 | 3 | 1,286 |
| Reductions | 0 | -57 | -45 | -173 | -282 | -149 | -75 | -44 | -17 | -842 |
| Z Is the estimate reduction in relation to claimants receiving Council Tax Support | -1 | -1,470 | -2,496 | -3,435 | -2,471 | -609 | -120 | -29 | -2 | -10,633 |
| Total tax base adjustment | 6 | -1,459 | -2,336 | -3,209 | -2,410 | -603 | -122 | -40 | -16 | -10,189 |
| Total projection per band | 4 | 3,125 | 6,889 | 21,587 | 30,758 | 13,587 | 5,926 | 2,873 | 288 | 85,037 |
| F Is the proportion of each band in relation to band D | 5 | 6 | 7 | 8 | 9 | 11 | 13 | 15 | 18 | |
| G Is the proportion specified for band D | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | |
| $((H-Q+J) - Z) \times F/G =$ | 3 | 2,083 | 5,358 | 19,188 | 30,758 | 16,607 | 8,560 | 4,788 | 575 | 87,920 |
| The Band D equivalent item A is therefore | | | | | | | | | | 87,920 |
| * Band A Disability Adjustment | | | | | | | | | | |

Item TP for each levy affected is calculated as follows:

$$TP = M \times \frac{N}{M + O}$$

where

| | <u>Thames</u> | <u>Anglian</u> |
|---|---------------|----------------|
| M is the unscaled Council Tax base for a part of the authority's area, calculated according to the number of dwellings situated in that part of the authority's area (in total that is the band D equivalent figures for the Council, 87,920) | 81,673 | 6,247 |
| N is the authority's Council Tax base (86,821) (1.25%) | 86,821 | 86,821 |
| O is the unscaled Council Tax base for the remaining part of the authority's area | 6,247 | 81,673 |

Thus the calculation for each region is:

| | | | | |
|---------|----------|---------------------------------|---|--------|
| Thames | 81,673 x | $\frac{86,821}{6,247 + 81,673}$ | = | 80,651 |
| Anglian | 6,247 x | $\frac{86,821}{6,247 + 81,673}$ | = | 6,170 |
| | | | | 86,821 |

Thus, the total for both regions (86,821) equates to the Council's tax base.

**LONDON BOROUGH OF HAVERING
PROVISIONAL COUNCIL TAX STATEMENT – 2017/18 BUDGET**

| 2016/17 | | | Estimate 2017/18 |
|-------------------------|--|--|------------------------------|
| £ | | | £ |
| 156,965,072 | Havering's Expenditure | | 153,578,849 |
| 2,000,000 | Service Expenditure | | 2,000,000 |
| 158,965,072 | Havering's Own Expenditure | | a 155,578,849 |
| Levies | | | |
| 13,670,000 | East London Waste Authority | | 15,101,000 |
| 180,403 | Environment Agency (Thames) | | 183,993 |
| 19,520 | Environment Agency (Anglia) | | 20,496 |
| 244,208 | Lee Valley Regional Park Authority | | 239,324 |
| 313,461 | London Pensions Fund Authority (LPFA) | | 313,461 |
| 14,427,592 | Sub Total – Levies | | b 15,858,274 |
| (10,247,850) | Unringfenced Grant | | c (9,669,228) |
| 163,144,814 | Sub Total – Total Expenditure | | d=a+b-c 161,767,895 |
| External Finance | | | |
| (20,889,741) | Revenue Support Grant | | (12,283,528) |
| (9,462,167) | Business Rates Top-up | | (9,231,836) |
| (22,513,105) | National Non Domestic Rate | | (23,500,000) |
| (52,865,013) | Sub Total – External Finance | | e (45,015,364) |
| (3,793,000) | Council Tax Deficit/(Surplus) | | f (2,201,000) |
| 1,863,460 | Business Rates Deficit/(Surplus) | | g (146,631) |
| 108,350,261 | Havering's Precept on the Collection Fund | | h=d+e+f+g 114,404,900 |

| 2016/17 | | <u>The Collection Fund</u> | | Estimate 2017/18 | |
|---|-----------------|--|--|--------------------------|-----------------|
| £ | £ p | Expenditure | | £ | £ p |
| 106,266,405 | 1,243.26 | London Borough of Havering | | 110,087,792 | 1,267.98 |
| 2,083,856 | 24.38 | Adult Social Care | | 4,317,608 | 49.73 |
| 108,350,261 | 1,267.64 | Total London Borough of Havering | | h 114,404,900 | 1,317.71 |
| 23,590,824 | 276.00 | Greater London Authority (Provisional) | | 24,311,616 | 280.02 |
| 22,513,105 | 263.39 | London Borough of Havering Retained Business Rates (not updated yet) | | 22,513,105 | 259.30 |
| 15,008,737 | 175.39 | Greater London Authority - Retained Business Rates (not updated yet) | | 15,008,737 | 172.87 |
| 37,521,841 | 438.99 | Central Government - Retained Business Rates (not updated yet) | | 37,521,841 | 432.17 |
| 270,688 | 3.17 | Cost of NNDR collection | | 268,121 | 3.09 |
| 207,255,456 | 2,424.78 | Total Expenditure | | i 214,028,320 | 2,465.17 |
| Total Income | | | | | |
| (75,314,371) | (881.14) | National Non-Domestic Rate | | j (75,311,804) | (867.44) |
| 131,941,085 | 1,543.64 | COUNCIL TAX per Band D property | | k=i-j 138,716,516 | 1,597.73 |
| 85,474 | | Council Tax Base | | 86,821 | |
| Council Tax percentage change 3.5% | | | | | |

| Council Taxes Per Property Band | | | | Change | |
|---------------------------------|----------|---|--------|----------|--------|
| Valuation as at 1/4/91 | £ | p | | £ | p |
| Under £40,000 | 1,029.09 | | Band A | 1,065.15 | 36.06 |
| £40,000 - £52,000 | 1,200.61 | | Band B | 1,242.68 | 42.07 |
| £52,001 - £68,000 | 1,372.12 | | Band C | 1,420.21 | 48.09 |
| £68,001 - £88,000 | 1,543.64 | | Band D | 1,597.73 | 54.09 |
| £88,001 - £120,000 | 1,886.67 | | Band E | 1,952.77 | 66.10 |
| £120,001 - £160,000 | 2,229.71 | | Band F | 2,307.83 | 78.12 |
| £160,001 - £320,000 | 2,572.73 | | Band G | 2,662.88 | 90.15 |
| Over £320,000 | 3,087.28 | | Band H | 3,195.46 | 108.18 |

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SCHEDULE OF FEES AND CHARGES
(as detailed below)

**Adults & Public Health
Adult Services**

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| 1 Respite Care Weekly charges* Age over woman's pension age Age 25 up to woman's pension 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 2017 when new benefit & pension, and Personal Expense Allowance, rates are announced. | 116.90 79.55 64.35 | TBC TBC TBC | 11/04/16 11/04/16 11/04/16 | T/L T/L T/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
- T - Subject to Benefit & Pension, Personal Expense Allowance Rate

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 & Public Health
Adult Services**

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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> | 16.43 | TBC | 02/05/16 | C/L |
| 2. Care home Provision of care home delivery to Service Users Care home rate based on authority's 'usual costs' -weekly charge | | | | |
| Residential Frail | 462.26 | TBC | 01/04/16 | U/L |
| Residential Dementia | 534.76 | TBC | 01/04/16 | U/L |
| Nursing Frail | 492.73 | TBC | 01/04/16 | U/L |
| Nursing Dementia | 508.49 | TBC | 01/04/16 | U/L |
| Nursing Higher Rate | 517.95 | TBC | 01/04/16 | U/L |
| 3. Day Centre | | | | |
| Day care delivery to Service Users | 40.00 | 40.00 | 07/04/14 | C/L |
| Day Centre daily rate | 10.00 | 10.00 | 07/04/14 | C/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
- U - Subject to consultation with providers 30th January 2017 and ED will follow

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 & Public Health
Adult Services**

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|-----------------------------------|--|--|---|--|
| 4. Extra Care Housing | | | | |
| Dreywood Court - hourly rate | 17.97 | TBC | 11/04/16 | U/L |
| St Ethelburga Court - hourly rate | 12.45 | TBC | 11/04/16 | U/L |
| Paines Brook Court - hourly rate | 14.80 | TBC | 11/04/16 | U/L |
| 5. Deferred Payment Admin fees | | | | |
| Initial set-up fee | 658.00 | 658.00 | 11/04/16 | C/L |
| Annual review charge | 89.00 | 89.00 | 11/04/16 | C/L |

Basis of Increase:

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- U - Subject to consultation with providers 30th January 2017 and ED will follow

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 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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 | 17.50 | 18.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 38.00 | 39.00 | 01/04/17 | S/N/L |
| Room 12 | 14.00 | 14.50 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 30.50 | 31.20 | 01/04/17 | S/N/L |
| Room 13 | 10.50 | 11.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 23.00 | 24.00 | 01/04/17 | S/N/L |
| Room 9 | 10.50 | 11.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 22.00 | 23.00 | 01/04/17 | S/N/L |
| Art Room | 12.50 | 13.50 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 26.00 | 28.00 | 01/04/17 | S/N/L |
| Sculpture (includes access to Kiln Room when available) | 10.50 | 11.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 22.00 | 23.00 | 01/04/17 | S/N/L |
| Studio 1 | 25.50 | 26.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 55.00 | 56.10 | 01/04/17 | S/N/L |
| <p>* *Excludes public holidays</p> <p>*** A three-hour hire that begins before 6pm and crosses into the Peak time period will be subject to the peak rate discount</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:

- 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 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| Off Peak: Mon-Fri** up to 6pm*** (per hour unless otherwise stated) (continued) | | | | |
| Studio 2 | 17.00 | 17.50 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 37.00 | 38.00 | 01/04/17 | S/N/L |
| Studio 3 | 10.50 | 11.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 22.50 | 23.00 | 01/04/17 | S/N/L |
| Billet Studio 1 | 17.00 | 17.50 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 37.00 | 38.00 | 01/04/17 | S/N/L |
| Billet Studio 2 | 10.50 | 11.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 22.50 | 23.00 | 01/04/17 | S/N/L |
| Main Room (Peak Rate Starts Here) | 20.50 | 21.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 45.00 | 46.00 | 01/04/17 | S/N/L |
| Room 12 | 17.50 | 18.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 37.00 | 38.00 | 01/04/17 | S/N/L |
| Room 13 | 14.00 | 14.50 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 30.50 | 31.20 | 01/04/17 | S/N/L |
| Room 9 | 12.00 | 13.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 26.00 | 28.00 | 01/04/17 | S/N/L |
| <p>* *Excludes public holidays</p> <p>*** A three-hour hire that begins before 6pm and crosses into the Peak time period will be subject to the peak rate discount</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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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

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|--|--|--|---|--|
| Peak rate: Mon-Fri 6pm*** to close, all day Sat, Sun & public holidays (per hour unless otherwise stated) | | | | |
| Art Room | 17.50 | 18.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 37.00 | 38.00 | 01/04/17 | S/N/L |
| Sculpture (includes access to Kiln Room when available) | 11.00 | 12.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 24.00 | 25.00 | 01/04/17 | S/N/L |
| Studio 1 **** | 34.00 | 35.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 72.00 | 73.50 | 01/04/17 | S/N/L |
| Studio 2 | 19.50 | 20.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 43.00 | 44.00 | 01/04/17 | S/N/L |
| Studio 3 | 12.50 | 13.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 27.50 | 28.10 | 01/04/17 | S/N/L |
| Billet Studio 1 | 19.50 | 20.00 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 43.00 | 44.00 | 01/04/17 | S/N/L |
| Billet Studio 2 | 12.50 | 13.50 | 01/04/17 | S/N/L |
| <i>Three hour hire discounted rate</i> | 27.50 | 28.50 | 01/04/17 | S/N/L |
| <p>* *Excludes public holidays *** A three-hour hire that begins before 6pm and crosses into the Peak time period will be subject to the peak rate discount 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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|---|--|--|---|--|
| 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) | 185.00 | 189.00 | 01/04/17 | S/N/L |
| 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 † | 265.00 | 271.00 | 01/04/17 | S/N/L |
| Sunday & Public Holidays 6.00pm - 10.30pm † | 235.00 | 240.00 | 01/04/17 | S/N/L |
| Friday 6.00-10.30pm † | 185.00 | 190.00 | 01/04/17 | S/N/L |
| <p>**** Includes use of an adjoining room on request (subject to availability)</p> <p>† Out of hours bookings accepted subject to availability of staff</p> <p>Other out of hours bookings will include a £25 per hour staffing charge in addition to the Peak rate.</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</p> | | | | |

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|--|--|--|---|--|
| VEHICLE PARKING - WITHIN PARKS AND OPEN SPACES ONLY | | | | |
| Release of vehicles that have been locked in a car park | 78.00 | 78.00 | 01/04/16 | I/N/P |
| Fee for vehicle left in car park overnight | 104.10 | 104.10 | 01/04/16 | I/N/P |
| HORNCHURCH STADIUM | | | | |
| Weekday Use by Athletics Clubs (excluding training session)* | | | | |
| Half Day* | 80.00 | 82.00 | 01/04/17 | I/N/P |
| Full Day* | 150.00 | 154.00 | 01/04/17 | I/N/P |
| Saturday Use by Athletics Clubs (excluding training session)* | | | | |
| Half Day* | 100.50 | 102.50 | 01/04/17 | I/N/P |
| Full Day* | 185.85 | 190.00 | 01/04/17 | I/N/P |
| Sunday Use by Athletics Clubs (excluding training session)* | | | | |
| Half Day* | 132.30 | 135.00 | 01/04/17 | I/N/P |
| Full Day* | 252.25 | 258.00 | 01/04/17 | I/N/P |
| Use by Schools (excluding training session)** | | | | |
| Half Day** | 96.00 | 98.00 | 01/04/17 | I/N/P |
| Full Day** | 198.00 | 202.00 | 01/04/17 | I/N/P |
| Schools Training Sessions (per hour Inc. equipment)** | 36.00 | 37.00 | 01/04/17 | I/N/P |
| Occasional use - Football - without lights Seniors (3 hours)** | 185.85 | 190.00 | 01/04/17 | I/N/P |
| Occasional use - Football - without lights Juniors (2.5 hours)** | 102.20 | 105.00 | 01/04/17 | I/N/P |
| Occasional use - Football - with lights Seniors (3 hours)** | 291.90 | 298.00 | 01/04/17 | I/N/P |
| Occasional use - Football - with lights Juniors (2.5 hours)** | 128.60 | 132.00 | 01/04/17 | I/N/P |
| * VATable unless block (10 or more) booking | | | | |
| ** VATable unless block (10 or more) booking or Havering schools | | | | |

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|---|--|--|---|--|
| POLICY, MARKETING AND ADMINISTRATION | | | | |
| Advertising in Culture and Leisure Marketing Materials | | | | |
| Full page (A4) | 240.00 * | 245.00 * | 01/04/17 | G/L |
| Full page (A5) or Half page (A4) | 120.00 * | 122.50 * | 01/04/17 | G/L |
| Half page (A5) or Quarter page (A4) | 60.00 * | 61.50 * | 01/04/17 | G/L |
| Quarter page (A5) or Eighth page (A4) | 30.00 * | 31.00 * | 01/04/17 | G/L |
| Online ticket sales | | | | |
| 10% of ticket price to be added to the charge for Culture and Leisure Events when sold on-line | 10% of ticket price | 10% of ticket price | 01/04/16 | G/L |

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|--|--|--|---|--|
| MUSIC SCHOOL: | | | | |
| (A) Saturday and Weekday Music Centre (32 sessions per year including 2 concerts) | | | | |
| Young Musicians Registration Fee | 57.10 | Withdrawn | 01/04/17 | |
| Young Musicians Instrumental Class (group of 4) | 54.10 | Withdrawn | 01/04/17 | |
| (B) Associate Ensemble Membership | | | | |
| Associate Member (Adult) | 47.00 | 48.00 | 01/04/17 | I/N/P |
| (C) Hire of Instruments (Annual Charge) | | | | |
| | 33.20 | 34.00 | 01/04/17 | I/N/P |

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| (D) Scholarships Secondary - Individual Lesson (30 minutes) (Direct Debit fees now apply) <i>Please note: Scholarships are no longer offered to primary age children. Those that are still running are all 30mn lessons and the charge is based on the Gold 3rd Instrument rate.</i> | See (H) | Withdrawn | 01/04/17 | |
| | 11.30 | 11.45 | 01/04/17 | I/N/P |
| (E) Administration fees Examination entries | 1.50 | 2.00 | 01/04/17 | C/L |
| Assisted Instrument Purchase Scheme | 5.00 | 5.50 | 01/04/17 | I/P |
| (F) Exam fees Including any required piano accompaniment are collected on a cost recovery basis (accompaniment required for most instruments except piano/ guitar/ percussion). | | | | |

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|---|--|--|---|--|
| (G) Peripatetic tuition in schools and colleges (per hour pro rata) | | | | |
| Academies and non-LA | | | | |
| Basic | 42.00 | 42.50 | 01/04/17 | C/L |
| Over 15 hours per week | 41.00 | 41.50 | 01/04/17 | C/L |
| Over 25 hours per week | 40.00 | Withdrawn | 01/04/17 | |
| LA schools in Havering | | | | |
| Basic | 40.50 | 41.50 | 01/04/17 | C/L |
| Over 15 hours per week | 39.50 | 40.50 | 01/04/17 | C/L |
| Over 25 hours per week | 38.50 | 39.50 | 01/04/17 | C/L |
| (H) Direct Debit (weekly cost, charged over 52 weeks) | | | | |
| Bronze (36 shared 20mn lessons, Theory & 30mn Ensemble) | | | | |
| First instrument | 6.50 | 6.60 | 01/04/17 | I/N/P |
| Second instrument | 5.10 | 5.15 | 01/04/17 | I/N/P |
| Third instrument | 3.85 | 3.90 | 01/04/17 | I/N/P |
| Silver (36 shared 30mn lessons, Theory, 60mn Ensemble & Summer School) | | | | |
| First instrument | 10.75 | 10.90 | 01/04/17 | I/N/P |
| Second instrument | 8.20 | 8.30 | 01/04/17 | I/N/P |
| Third instrument | 5.65 | 5.75 | 01/04/17 | I/N/P |

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|--|--|--|---|--|
| (H) Direct Debit (continued) | | | | |
| Gold (36 individual lessons, Theory, unlimited Ensembles & Summer School) | | | | |
| First instrument | 16.40 | 16.60 | 01/04/17 | I/N/P |
| Second instrument | 13.30 | 13.45 | 01/04/17 | I/N/P |
| Third instrument | 11.30 | 11.45 | 01/04/17 | I/N/P |
| Kindergarten | 3.00 | 3.00 | 01/04/16 | I/P |
| One ensemble only | 3.00 | 3.00 | 01/04/16 | I/P |
| Unlimited ensembles only | 5.90 | 5.95 | 01/04/17 | I/N/P |
| (I) Remissions Scheme charges (reduced fees) | | | | |
| Bronze (36 shared 20mn lessons, Theory & 30mn Ensemble) | | | | |
| First instrument (Pupil Premium students) | 2.31 | 2.34 | 01/04/17 | I/N/P |
| First instrument (Looked After Children) | No Charge | No Charge | 01/04/16 | |
| Silver (36 shared 30mn lessons, Theory, 60mn Ensemble & Summer School) | | | | |
| First instrument (Pupil Premium students) | 3.82 | 3.87 | 01/04/17 | I/N/P |
| First instrument (Looked After Children) | No Charge | No Charge | 01/04/16 | |
| Gold (36 individual lessons, Theory, unlimited Ensembles & Summer School) | | | | |
| First instrument (Pupil Premium students) | 5.82 | 5.89 | 01/04/17 | I/N/P |
| First instrument (Looked After Children) | No Charge | No Charge | 01/04/16 | |

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| (I) Remissions Scheme charges (reduced fees) | | | | |
| Kindergarten or One ensemble only: | | | | |
| Pupil Premium students | 1.07 | 1.07 | 01/04/16 | I/P |
| Looked After Children | No Charge | No Charge | 01/04/16 | I/P |
| Unlimited ensembles only: | | | | |
| Pupil Premium students | 2.10 | 2.10 | 01/04/16 | I/P |
| Looked After Children | No Charge | No Charge | 01/04/16 | I/P |
| Instrument Hire (per annum): | | | | |
| Pupil Premium students | 10.00 | 10.00 | 01/04/16 | I/P |
| Looked After Children | No Charge | No Charge | 01/04/16 | I/P |
| <p>Eligibility for reduced fees based on children (age 5-18):</p> <ol style="list-style-type: none"> 1. Student's school in receipt of Pupil Premium for the pupil 2. Looked After Child 3. Current Free School Meals eligibility or similar at Music School Manager's discretion <p>New students usually eligible for one remission but Music School Manager to retain discretion to allow additional instruments, e.g. in cases where an existing multi-instrumentalist learning with HMS becomes eligible for a remission.</p> | | | | |

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|--|--|--|---|--|
| LIBRARY SERVICES: | | | | |
| Fines (per item, per day) | | | | |
| Adults | 0.36 | 0.37 | 01/04/17 | N/S/L |
| Children | 0.18 | 0.18 * | 01/04/15 | G/L |
| Spoken Words | 0.36 | 0.37 | 01/04/17 | N/S/L |
| Lost Tickets | 4.00 | 4.10 | 01/04/17 | I/N/L |
| Lost Items - Replacement Cost (Minimum charge £10) | 0.00 | 0.00 | 01/04/14 | G/L |
| Pre Overdue by email | 0.00 | 0.00 | 01/04/14 | G/L |
| Overdue notifications | | | | |
| 1st Overdue (E-Mail) | 0.00 | 0.00 | 01/04/14 | G/L |
| 1st Overdue (Text/Telephone) | 0.20 | 0.20 * | 01/04/15 | G/L |
| 1st Overdue (Post) | 1.15 | 1.17 | 01/04/17 | N/S/L |
| Reservations | | | | |
| Adult (E-mail) | 1.20 | 1.22 | 01/04/17 | N/S/L |
| Adult (Text/Telephone) | 1.40 | 1.42 | 01/04/17 | N/S/L |
| Adult (Post) | 1.80 | 1.83 | 01/04/17 | S/L |
| Children | 0.00 | 0.00 | 01/04/14 | G/L |
| Items not held within borough | | | | |
| Adult | 2.70 | 2.75 | 01/04/17 | S/L |
| British Library Loans (plus postage) | 12.55 | 12.80 | 01/04/17 | S/L |
| Children | 0.00 | 0.00 | 01/04/14 | G/L |

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|--|--|--|---|--|
| CDs | | | | |
| Per week: | | | | |
| Singles | 1.25 | 1.30 | 01/04/17 | I/N/L |
| Sets | 2.25 | 2.30 | 01/04/17 | N/S/L |
| Per 3 weeks: | | | | |
| Spoken Word (registered blind exempt) | 1.20 | 1.22 | 01/04/17 | N/S/L |
| DVDs (per week) | 3.10 | 3.15 | 01/04/17 | G/N/L |
| Music Scores (3 Months) | | | | |
| Cost to be agreed with customer before progressing order | | | 01/04/15 | L |
| Photo Copies | | | | |
| B/W A4 | 0.32 * | 0.33 * | 01/04/17 | N/S/L |
| B/W A3 | 0.37 * | 0.38 * | 01/04/17 | N/S/L |
| Colour A3 | 2.06 * | 2.10 * | 01/04/17 | N/S/L |
| Colour A4 | 1.44 * | 1.45 * | 01/04/17 | G/N/L |
| Photocopying single sided | 0.32 * | 0.33 * | 01/04/17 | N/S/L |
| Photocopying double sided | 0.48 * | 0.50 * | 01/04/17 | I/N/L |
| Computer Use | | | | |
| IT Hub - reservation fee per computer, per hour | 0.00 | 0.00 | | L |

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|--|--|--|---|--|
| People's Network - Printing | | | | |
| B/W A4 (Printout per page) | 0.32 * | 0.33 * | 01/04/17 | S/L |
| Colour A4 (Printout per page) | 1.44 * | 1.45 * | 01/04/17 | N/L |
| People's Network - Usage | | | | |
| Elect Equipment i.e. Laptop charging per day etc. | 1.00 * | 1.00 * | 01/04/12 | G/L |
| Elect Equipment i.e. Mobile Phone charging per day etc. | 1.00 * | 1.00 * | 01/04/12 | G/L |
| All other elect appliances | 1.00 * | 1.00 * | 01/04/12 | G/L |
| Library Space | | | | |
| 2hrs for sole & guaranteed use of specific space, to include use of a desk/table & chair(s) to organisations for activities that benefit their members or participants, or where "drop in" services are being offered. | 10.00 | 10.00 | 08/06/2016 | G/L |
| Office Space in libraries | 0.00 | 10.00 | 01/04/17 | New charge |
| Community Group Room Hire | 25% discount | 20% discount | 01/04/16 | G/L |
| Elm Park Library | | | | |
| Elm Park Meeting Room per hour | 20.00 | 15.50 | 01/04/17 | G/L |
| Harold Hill Library | | | | |
| Harold Hill Meeting Room per hour | 0.00 | 20.50 | 01/04/17 | New charge |

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|--|--|--|---|--|
| Hornchurch Library | | | | |
| Hornchurch Large meeting room - First Hour | 25.00 | 25.50 | 01/04/17 | I/L |
| Hornchurch Large meeting room - Additional Hours | 20.00 | 20.50 | 01/04/17 | I/N/L |
| Hornchurch - After 10pm £25 locking up fees | 25.00 | 25.50 | 01/04/17 | I/L |
| Hornchurch Class Room One, per hour | 20.00 | 25.50 | 01/04/17 | I/N/L |
| Hornchurch Class Room Two, per hour | 15.00 | 15.50 | 01/04/17 | I/N/L |
| Upminster Library | | | | |
| Upminster, per hour | 20.00 | 20.50 | 01/04/17 | I/N/L |
| Upminster - After closing time £25 locking up fees | 25.00 | 25.50 | 01/04/17 | I/L |

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|--|--|--|---|--|
| Rainham Library | | | | |
| Rainham Library Meeting Room 1 (large room) First Hour | 25.00 | 25.50 | 01/04/17 | I/L |
| Rainham Library Meeting Room 1 (large room) Additional Hours | 20.00 | 20.50 | 01/04/17 | I/N/L |
| Rainham Library Meeting Room 2 per hour | 20.00 | 20.50 | 01/04/17 | I/N/L |
| Rainham Library Meeting Room 3 per hour | 20.00 | 20.50 | 01/04/17 | I/N/L |
| Rainham Library Meeting Room 4 per hour | 15.00 | 15.50 | 01/04/17 | I/N/L |
| Rainham - After closing time £25 locking up fees | | | | |
| Romford Library | | | | |
| Romford Large meeting room - First Hour | 25.00 | 25.50 | 01/04/17 | I/L |
| Romford Large meeting room - Additional Hours | 20.00 | 20.50 | 01/04/17 | I/N/L |
| Romford second meeting room per hour | 0.00 | 20.50 | 01/04/17 | New charge |
| Romford - After closing time £25 locking up fees | 25.00 | 25.50 | 01/04/17 | I/L |
| South Hornchurch Library | | | | |
| South Hornchurch Library Room 3 per hour | 0.00 | 15.50 | 01/04/17 | New charge |
| Harold Wood Library | | | | |
| Harold Wood Library Meeting Room per hour | 0.00 | 15.50 | 01/04/17 | New charge |

Basis of Increase:

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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

**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| 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 | G/L |
| Notice of cancellation of room hire 1-3 days | 50% of room hire fee | 50% of room hire fee | 01/04/15 | G/L |
| Notice of cancellation of room hire 3-7 days | 25% of room hire fee | 25% of room hire fee | 01/04/15 | G/L |
| <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 commits to a long term hire, with such discounts to be agreed by the Head of Service. All rooms should be left tidy and in the format they were found i.e. tables and chairs stacked away. If this is not complied with the hirer will be charged for an additional hour.</p> | | | | |

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

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|--|--|--|---|--|
| Exhibitions (per week) | | | | |
| Upminster at exhibitors liability for one week | 0.00 | 0.00 | 01/04/12 | G/L |
| Hornchurch at exhibitors liability for one week | 0.00 | 0.00 | 01/04/12 | G/L |
| Cost of Recovery | | | | |
| Accounts owing up to £99.00 | 10.00 | 10.00 | 01/04/14 | G/L |
| Accounts owing £100 plus | 20.00 | 20.00 | 01/04/14 | G/L |
| Cost of Digital images | | | | |
| Image on disc (including disc) | 3.60 * | 3.65 * | 01/04/17 | G/P |
| Image on USB (excluding USB) | 3.60 * | 3.65 * | 01/04/17 | G/P |
| Image on Paper price on application plus postage | 0.00 * | 0.00 * | 01/04/14 | G/L |
| Commercial Reproduction price on application | 0.00 * | 0.00 * | 01/04/14 | G/L |

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Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

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|---|--|--|---|--|
| MY PLACE: (All charges are for 1hr unless stated otherwise) | | | | |
| N.B. The proposed myplace fees and charges for 2017/18 introduce a one tier charging structure, replacing what was previously a three tier charging structure. | | | | |
| Off Peak (Mon - Fri 9am - 6pm) | | | | |
| Performance Hall | 21.00 | 23.00 | 01/04/16 | S/N/L |
| Performance Hall with sound and lighting: | 26.00 | 28.50 | | S/N/L |
| Performance Hall with staging | | | | |
| 4 hrs (if stage erected by hirer) | 104.00 | Deleted Charge | 01/04/16 | Deleted Charge |
| 4 hrs (if stage erected by myplace staff) | 124.80 * | 137.00 * | 01/04/16 | S/N/L |
| Music Studio | | | | |
| 1 hr | 10.50 * | 10.75 * | 01/04/16 | S/N/L |
| 4 hrs | Deleted Charge * | Deleted Charge * | 01/04/16 | Deleted Charge |
| Technician | 22.80 * | 23.20 * | 01/04/16 | S/N/L |
| Games Room | 16.50 | 18.00 | 01/04/16 | S/N/L |
| Art Room | 9.50 | 9.70 | 01/04/16 | S/N/L |
| Health Room | 8.00 | 8.20 | 01/04/16 | S/N/L |
| IAG Room | 7.50 | 7.65 | 01/04/16 | S/N/L |
| Counselling Room | 7.50 | 7.65 | 01/04/16 | S/N/L |
| Large Meeting Room | 14.00 | 14.30 | 01/04/16 | S/N/L |
| 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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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

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|---|--|--|---|--|
| Off Peak (Mon - Fri 9am - 6pm) | | | | |
| Small Meeting Room | 9.00 | 10.00 | 01/04/16 | S/N/L |
| Bike Workshop | 12.70 | 12.95 | 01/04/16 | S/N/L |
| IT Hub - reservation fee per computer | 0.00 | Delete | 01/04/13 | |
| Peak (Mon - Fri after 6pm) | | | | |
| Performance Hall | 25.50 | 28.00 | 01/04/16 | S/N/L |
| Party Bookings (Weekend) | 34.00 | Deleted Charge | 01/04/16 | Deleted Charge |
| Performance Hall with sound and lighting: | 36.25 | 40.00 | | |
| Performance Hall with staging | | | | |
| 4 hrs (if stage erected by hirer) | 145.00 | Delete | 01/04/16 | S/N/L |
| 4 hrs (if stage erected by myplace staff) | 174.00 * | 191.50 * | 01/04/16 | S/N/L |
| Music Studio | | | | |
| 1 hr | 13.50 * | 13.80 * | 01/04/16 | S/N/L |
| 4 hrs | Deleted Charge * | Deleted Charge * | 01/04/16 | Deleted Charge |
| Technician | 22.80 * | 23.20 * | 01/04/16 | S/N/L |
| Games Room | 22.00 | 24.00 | 01/04/16 | S/N/L |
| Art Room | 12.60 | 13.00 | 01/04/16 | S/N/L |
| Health Room | 10.50 | 10.75 | 01/04/16 | S/N/L |
| IAG Room | 10.00 | 10.20 | 01/04/16 | S/N/L |
| 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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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| Peak (Mon - Fri after 6pm) | | | | |
| Counselling Room | 10.00 | 10.20 | 01/04/16 | S/N/L |
| Large Meeting Room | 17.40 | 17.75 | 01/04/16 | S/N/L |
| Small Meeting Room | 11.50 | 12.50 | 01/04/16 | S/N/L |
| Bike Workshop | 15.80 | 16.20 | 01/04/16 | S/N/L |
| IT Hub - reservation fee per computer | 0.00 | 0.00 | 01/04/13 | L |
| <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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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| Saturday and Sunday | | | | |
| Performance Hall | 70.00 | 71.40 | 01/04/16 | S/N/L |
| Performance Hall with sound and lighting: | 92.50 | 94.40 | | |
| Performance Hall with staging | | | | |
| 4 hrs (if stage erected by hirer) | 270.00 | Deleted Charge | 01/04/16 | S/N/L |
| 4 hrs (if stage erected by myplace staff) | 324.00 * | 424.00 * | 01/04/16 | S/N/L |
| Music Studio | | | | |
| 1 hr | 21.00 * | 46.95 * | 01/04/16 | S/N/L |
| 4 hrs | Deleted Charge * | Deleted Charge * | 01/04/16 | Deleted Charge |
| Technician | 28.00 * | 28.00 * | 01/04/15 | G/L |
| Games Room | 45.00 | 71.40 | 01/04/16 | S/N/L |
| Art Room | 26.30 | 52.40 | 01/04/16 | S/N/L |
| Health Room | 23.00 | 49.00 | 01/04/16 | S/N/L |
| IAG Room | 21.60 | 47.60 | 01/04/16 | S/N/L |
| Counselling Room | 21.60 | 49.00 | 01/04/16 | S/N/L |
| Large Meeting Room | 34.00 | 60.20 | 01/04/16 | S/N/L |
| Small Meeting Room | 25.00 | 51.00 | 01/04/16 | S/N/L |
| Bike Workshop | 31.50 | 57.70 | 01/04/16 | S/N/L |
| <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 discounts to be agreed by the Head of Service.</p> | | | | |

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| Charges for Small Businesses (continued) | | | | |
| Peak (Mon - Fri after 6pm and at weekends) | | | | |
| Performance Hall | 35.25 | Deleted Charge | 01/04/16 | Deleted Charge |
| Performance Hall with staging, sound and lighting: 4 hrs (if done by hirer) | 207.50 | Deleted Charge | 01/04/16 | Deleted Charge |
| 4 hrs (if done by myplace staff) | 249.00 * | Deleted Charge * | 01/04/16 | Deleted Charge |
| Technician | 22.80 * | Deleted Charge * | 01/04/16 | Deleted Charge |
| Games Room | 33.50 | Deleted Charge | 01/04/16 | Deleted Charge |
| Art Room | 19.45 | Deleted Charge | 01/04/16 | Deleted Charge |
| Health Room | 16.75 | Deleted Charge | 01/04/16 | Deleted Charge |
| IAG Room | 15.80 | Deleted Charge | 01/04/16 | Deleted Charge |
| Counselling Room | 15.80 | Deleted Charge | 01/04/16 | Deleted Charge |
| Large Meeting Room | 25.70 | Deleted Charge | 01/04/16 | Deleted Charge |
| Small Meeting Room | 18.25 | Deleted Charge | 01/04/16 | Deleted Charge |
| Bike Workshop | 23.65 | Deleted Charge | 01/04/16 | Deleted Charge |
| <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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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| Charges for Commercial Organisations | | | | |
| Off Peak (Mon - Fri 9am - 6pm) | | | | |
| Performance Hall | 34.50 | Deleted Charge | 01/04/16 | Deleted Charge |
| Performance Hall with staging, sound and lighting: 4 hrs (if stage erected by hirer) | 180.00 | Deleted Charge | 01/04/16 | Deleted Charge |
| 4 hrs (if stage erected by myplace staff) | 0.00 * | Deleted Charge * | 01/04/16 | Deleted Charge |
| Music Studio | | | | |
| 1 hr | 15.75 * | Deleted Charge * | 01/04/16 | Deleted Charge |
| 4 hrs | Deleted Charge * | Deleted Charge * | 01/04/16 | Deleted Charge |
| Technician | 28.00 * | Deleted Charge * | 01/04/15 | Deleted Charge |
| Games Room | 33.00 | Deleted Charge | 01/04/16 | Deleted Charge |
| Art Room | 21.00 | Deleted Charge | 01/04/16 | Deleted Charge |
| Health Room | 18.50 | Deleted Charge | 01/04/16 | Deleted Charge |
| IAG Room | 17.00 | Deleted Charge | 01/04/16 | Deleted Charge |
| Counselling Room | 17.00 | Deleted Charge | 01/04/16 | Deleted Charge |
| Large Meeting Room | 28.00 | Deleted Charge | 01/04/16 | Deleted Charge |
| Small Meeting Room | 22.50 | Deleted Charge | 01/04/16 | Deleted Charge |
| Bike Workshop | 26.50 | Deleted Charge | 01/04/16 | Deleted Charge |
| IT Hub - reservation fee per computer | 0.00 | Deleted Charge | 01/04/13 | Deleted Charge |
| 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 discounts to be agreed by the Head of Service. | | | | |

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

| |
|----------------|
| *VAT inclusive |
|----------------|

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| Charges for Commercial Organisations | | | | |
| Peak (Mon - Fri after 6pm and at weekends) | | | | |
| Performance Hall | 45.00 | Deleted Charge | 01/04/16 | Deleted Charge |
| Performance Hall with staging, sound and lighting: 4 hrs (if done by hirer) | 270.00 | Deleted Charge | 01/04/16 | Deleted Charge |
| 4 hrs (if done by myplace staff) | 324.00 * | Deleted Charge * | 01/04/16 | Deleted Charge |
| Music Studio | | | | |
| 1 hr | 21.00 * | Deleted Charge * | 01/04/16 | Deleted Charge |
| 4 hrs | Deleted Charge * | Deleted Charge * | 01/04/16 | Deleted Charge |
| Technician | 28.00 * | Deleted Charge * | 01/04/15 | Deleted Charge |
| Games Room | 45.00 | Deleted Charge | 01/04/16 | Deleted Charge |
| Art Room | 26.30 | Deleted Charge | 01/04/16 | Deleted Charge |
| Health Room | 23.00 | Deleted Charge | 01/04/16 | Deleted Charge |
| IAG Room | 21.60 | Deleted Charge | 01/04/16 | Deleted Charge |
| Counselling Room | 21.60 | Deleted Charge | 01/04/16 | Deleted Charge |
| Large Meeting Room | 34.00 | Deleted Charge | 01/04/16 | Deleted Charge |
| Small Meeting Room | 25.00 | Deleted Charge | 01/04/16 | Deleted Charge |
| Bike Workshop | 31.50 | Deleted Charge | 01/04/16 | Deleted Charge |
| IT Hub - reservation fee per computer | 0.00 | 0.00 | 01/04/13 | L |
| <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 discounts to be agreed by the Head of Service.</p> | | | | |

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| Additional Services: | | | | |
| Rigging (per person per hour) | 20.00 * | Deleted Charge * | 01/04/16 | Deleted Charge |
| De-rigging (per person per hour) | 26.00 * | Deleted Charge * | 01/04/15 | Deleted Charge |
| † Out of hours bookings accepted subject to availability of staff Out of hours bookings will include a £25 per hour staffing charge in addition to the Peak Commercial rate. | | | | |

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Basis of Increase:

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**Children's & Education
Learning & Achievement**

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from Sept 2016) £ | Charges 2017/18 (from Sept 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|------------------------|---|---|---|--|
| 1 School Meals | | | | |
| 1a Primary school meal | 2.20 | 2.20 | 01/09/16 | C/L |
| 1b Secondary meal | 2.50 | 2.50 | 01/09/16 | C/L |
| 1c Special infant | 2.20 | 2.20 | 01/09/16 | C/L |
| Special Junior | 2.20 | 2.20 | 01/09/16 | C/L |
| Adult | 3.35 | 3.35 | 01/09/16 | C/L |

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| Refuse Collection: | | | | |
| (i) Bulky Household Refuse | | | | |
| 1 to 3 items | 30.00 | 40.00 | 01/04/17 | I/N/L |
| Each additional item | 10.00 | 10.00 | 01/04/16 | L |
| (ii) Compostable garden refuse sacks (Year's supply of 5 rolls of 10 sacks per roll) | | | | |
| Standard | 35.00 | 45.00 | 01/04/17 | I/N/L |
| Top up roll (10 sacks) | 7.00 | 9.00 | 01/04/17 | I/N/L |
| Top up roll delivery | 4.00 | 4.00 | 01/04/16 | L |
| (iii) Green Waste Collection Service (per annum) (Wheeled bin hire included) | | | | |
| Full year | 35.00 | 45.00 | 01/04/17 | I/N/L |
| Late payment charge | 5.00 | 5.00 | 01/04/16 | L |
| Late payment charge after bin collection | 10.00 | 10.00 | 01/04/16 | L |
| Replacement bin charge | 27.00 | 27.00 | 01/04/16 | L |

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

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|--|--|--|---|--|
| (iv) Trade Refuse Collection Service | | | | |
| From 1st April 2015 this service will be 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) | 145.00 | 148.00 | 01/04/17 | D/L |
| Trade refuse sacks (pack of 26) for Charity shops | 113.00 | 115.50 | 01/04/17 | D/L |
| Cardboard Collection | 3.00 | 4.00 | 01/04/17 | I/N/P |
| Container emptying and disposal: | | | | |
| 1100 / Pal / 660 litre bin -1st bin per visit | 31.00 | 32.00 | 01/04/17 | I/N/P |
| 2nd & subsequent bins | 30.00 | 31.00 | 01/04/17 | I/N/P |
| 360 litre wheeled bin | 25.00 | 26.00 | 01/04/17 | D/L |

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| (iv) Trade Refuse Collection Service (continued) | | | | |
| Container emptying: | | | | |
| Charity shops | 25.00 | 26.00 | 01/04/17 | D/L |
| LBH Schools | 25.00 | 26.00 | 01/04/17 | D/L |
| 2nd collection from residential blocks per bin | 7.00 | 8.00 | 01/04/17 | D/L |
| Container hire (per annum): | | | | |
| Eurobins: | | | | |
| 1100 litres | 215.00 | 219.50 | 01/04/17 | D/L |
| 660 litres | 160.00 | 163.50 | 01/04/17 | D/L |
| Chamberlains: | | | | |
| 940 litres | 160.00 | 163.50 | 01/04/17 | D/L |
| Palladin: | | | | |
| 940 litres | 145.00 | 148.00 | 01/04/17 | D/L |
| (v) Collection & disposal of trade clinical waste (per bag / box) | 11.00 | 12.00 | 01/04/17 | I/N/P |
| (vi) Special clearances of rubbish: | | | | |
| Up to 30 minutes on site | 100.00 | 102.00 | 01/04/17 | D/L |
| Up to 1 hour on site | 200.00 | 204.00 | 01/04/17 | D/L |
| Each 15 minute thereafter | 50.00 | 51.00 | 01/04/17 | I/N/P |

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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** | 1,580.00 | 1,612.00 | 01/04/17 | I/N/P |
| Each alternate Saturday or Sunday during Season** | 797.40 | 814.00 | 01/04/17 | I/N/P |
| Additional Matches during Season | 56.70 | 58.00 * | 01/04/17 | I/N/P |
| Junior (under 18) | | | | |
| Each Saturday or Sunday during Season** | 774.40 | 790.00 | 01/04/17 | I/N/P |
| Each alternate Saturday or Sunday during Season** | 360.70 | 368.00 | 01/04/17 | I/N/P |
| Additional Matches during Season | 27.80 | 29.00 * | 01/04/17 | I/N/P |
| Pavilion without washing facilities Each Saturday or Sunday during Season | | | | |
| Adult | | | | |
| Each Saturday or Sunday during Season** | 1,309.60 | 1,336.00 | 01/04/17 | I/N/P |
| Each alternate Saturday or Sunday during Season** | 642.10 | 655.00 | 01/04/17 | I/N/P |
| Additional Matches during Season | 45.50 | 46.50 * | 01/04/17 | I/N/P |
| **VATable unless block booking (10 or more) | | | | |

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| FOOTBALL AT PARKS WITH CRICKET (28 WEEKS) (continued) | | | | |
| Junior (under 18) | | | | |
| Each Saturday or Sunday during Season** | 592.60 | 605.00 | 01/04/17 | I/N/P |
| Each alternate Saturday or Sunday during Season** | 296.30 | 302.50 | 01/04/17 | I/N/P |
| Additional Matches during Season No Pavilion Facilities | 21.10 | 22.00 * | 01/04/17 | I/N/P |
| No Pavilion Facilities | | | | |
| Adult | | | | |
| Each Saturday or Sunday during Season** | 950.10 | 970.00 | 01/04/17 | I/N/P |
| Each alternate Saturday or Sunday during Season** | 480.60 | 490.50 | 01/04/17 | I/N/P |
| Additional Matches during Season | 34.50 | 35.50 * | 01/04/17 | I/N/P |
| Junior (under 18) | | | | |
| Each Saturday or Sunday during Season** | 440.70 | 450.00 | 01/04/17 | I/N/P |
| Each alternate Saturday or Sunday during Season** | 220.00 | 224.50 | 01/04/17 | I/N/P |
| Additional Matches during Season | 14.90 | 16.00 * | 01/04/17 | I/N/P |
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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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** | 1,835.00 | 1,872.00 | 01/04/17 | I/N/P |
| Each alternate Saturday or Sunday during Season** | 918.00 | 936.50 | 01/04/17 | I/N/P |
| Additional Matches during Season | 58.00 | 59.50 * | 01/04/17 | I/N/P |
| Junior (under 18) | | | | |
| Each Saturday or Sunday during Season** | 833.00 | 850.00 | 01/04/17 | I/N/P |
| Each alternate Saturday or Sunday during Season** | 416.80 | 425.50 | 01/04/17 | I/N/P |
| Additional Matches during Season | 25.70 | 26.50 * | 01/04/17 | I/N/P |
| **VATable unless block booking (10 or more) | | | | |

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| FOOTBALL AT PARKS WITH NO CRICKET (32 WEEKS) | | | | |
| Pavilion without washing facilities | | | | |
| Adult | | | | |
| Each Saturday or Sunday during Season** | 1,453.40 | 1,482.50 | 01/04/17 | I/N/P |
| Each alternate Saturday or Sunday during Season** | 726.10 | 741.00 | 01/04/17 | I/N/P |
| Additional matches during Season | 45.50 | 46.50 * | 01/04/17 | I/N/P |
| Junior (under 18) | | | | |
| Each Saturday or Sunday during Season** | 671.00 | 684.50 | 01/04/17 | I/N/P |
| Each alternate Saturday or Sunday during Season** | 335.40 | 342.50 | 01/04/17 | I/N/P |
| Additional Matches during Season | 21.10 | 22.00 * | 01/04/17 | I/N/P |
| No Pavilion Facilities | | | | |
| Adult | | | | |
| Each Saturday or Sunday during Season** | 1,095.90 | 1,118.00 | 01/04/17 | I/N/P |
| Each alternate Saturday or Sunday during Season** | 548.20 | 559.50 | 01/04/17 | I/N/P |
| Junior (under 18) | | | | |
| Each Saturday or Sunday during Season** | 502.30 | 512.50 | 01/04/17 | I/N/P |
| Each alternate Saturday or Sunday during Season** | 251.00 | 256.00 | 01/04/17 | I/N/P |
| **VATable unless block booking (10 or more) | | | | |

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| MINI SOCCER | | | | |
| 1 Hour Slots (during season) | | | | |
| Each Saturday or Sunday** | 336.40 | 343.50 | 01/04/17 | I/N/P |
| Alternate Saturday or Sunday** | 167.60 | 171.00 | 01/04/17 | I/N/P |
| RUGBY (per game)** | 11.10 | 12.00 | 01/04/17 | I/N/P |
| CRICKET | | | | |
| No Pavilion Facilities | | | | |
| Adults Each Saturday or Sunday during Season** | 1,360.60 | 1,388.00 | 01/04/17 | I/N/P |
| Colts (under 18) Teams Each Saturday or Sunday during Season** | 680.40 | 694.00 | 01/04/17 | I/N/P |
| Occasional Matches Adults | 75.70 | 77.50 * | 01/04/17 | I/N/P |
| Occasional Matches Colts Team | 37.80 | 39.00 * | 01/04/17 | I/N/P |
| Pitches with Pavilions | | | | |
| Adults Each Saturday or Sunday during Season** | 2,443.80 | 2,493.00 | 01/04/17 | I/N/P |
| Adults Additional Bank Holiday Mondays 3 per season** | 814.40 | 831.00 | 01/04/17 | I/N/P |
| Adults Alternate Saturday or Sunday** | 1,221.90 | 1,247.00 | 01/04/17 | I/N/P |
| Colts (under 18) Teams Each Saturday or Sunday during Season** | 1,221.90 | 1,247.00 | 01/04/17 | I/N/P |
| Colts (under 18) Teams Additional Bank Holiday Mondays (per game)** | 407.25 | 415.50 | 01/04/17 | I/N/P |
| Colts (under 18) Teams Alternate Saturday or Sunday** | 611.10 | 623.50 | 01/04/17 | I/N/P |
| Occasional Matches Adults | 135.70 | 138.50 * | 01/04/17 | I/N/P |
| Occasional Matches Colts (under 18) Team | 67.80 | 69.50 * | 01/04/17 | I/N/P |
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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

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|--|---|--|---|--|
| CRICKET (continued) | | | | |
| Boot camps & Personal Training (2 hour session) | | | | |
| 1 - 6 people | 6.30 | 7.00 | 01/04/17 | I/N/P |
| 6 - 12 people | 12.50 | 13.00 | 01/04/17 | I/N/P |
| 12 - 20 people | 20.80 | 22.00 | 01/04/17 | I/N/P |
| 20 - 30 people | 31.20 | 32.00 | 01/04/17 | I/N/P |
| ALLOTMENTS | | | | |
| Land charge per acre | 185.20 | 189.00 | 01/04/17 | 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 | 50.00 | 51.00 | 01/04/17 | I/N/P |
| FUNFAIRS & CIRCUSES (Circuses were charged a flat rate in 2014/15) | | | | |
| Ground rent per day of operation - self standing | 463.90 | 473.50 | 01/04/17 | I/N/P |
| part of larger event | 621.50 | 634.00 | 01/04/17 | I/N/P |
| Returnable deposit per visit. | Negotiated according to the size of the event | | 01/04/17 | I/N/P |
| Additional ground rent for extra non-operational days spent on site | 149.30 | 152.50 | 01/04/17 | I/N/P |

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

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|---|--|--|---|--|
| TENNIS | | | | |
| Licence fee per court per day for Coach/Club** **VATable unless block booking (10 or more) | 5.10 | 6.00 | 01/04/17 | I/N/P |
| PARKS | | | | |
| Minimum charge for hire of park & open space for charitable organisation | 83.30 | 85.00 | 01/04/17 | I/N/P |
| Raphael Park Meeting Room (Charge per hour) | 15.00 | 16.00 | 01/04/17 | I/N/P |
| Refreshment's (per booking) | 6.00 * | 7.00 * | 01/04/17 | I/N/P |
| CHARGES FOR NON SCHEDULED WORKS | | | | |
| Week day rates | | | | |
| 18 tonne grab lorry and driver per hour | 150.50 * | 153.50 * | 01/04/17 | I/N/P |
| 2 staff & a van (includes tools & machinery) per hour | 71.75 * | 73.50 * | 01/04/17 | I/N/P |
| 1 staff & a van (includes tools & machinery) per hour | 41.40 * | 42.50 * | 01/04/17 | I/N/P |
| Tractor & implement, or trailer with operator per hour | 46.00 * | 47.00 * | 01/04/17 | I/N/P |
| Ride on mower & operator per hour | 41.40 * | 42.50 * | 01/04/17 | I/N/P |
| Member of staff per hour (standard hours) | 30.35 * | 31.00 * | 01/04/17 | I/N/P |
| Charge hand per hour (standard hours) | 37.55 * | 38.50 * | 01/04/17 | I/N/P |
| Supply & plant memorial tree (up to 2metre football Inc. stakes & ties) | 288.85 * | 295.00 * | 01/04/17 | I/N/P |
| Initial mark - rugby pitch per pitch per occasion | 118.45 * | 121.00 * | 01/04/17 | I/N/P |

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Neighbourhoods Environment

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|---|--|--|---|--|
| CHARGES FOR NON SCHEDULED WORKS (continued) | | | | |
| Week day rates | | | | |
| Re-mark - rugby pitch per pitch per occasion | 41.65 * | 43.00 * | 01/04/17 | I/N/P |
| Initial mark – football pitch per pitch per occasion | 107.65 * | 110.00 * | 01/04/17 | I/N/P |
| Re-mark football pitch per pitch per occasion | 35.90 * | 37.00 * | 01/04/17 | I/N/P |
| Initial mark six lane 400 metre running track per occasion | 472.20 * | 482.00 * | 01/04/17 | I/N/P |
| Re-mark six lane 400 metre running track per occasion | 107.65 * | 110.00 * | 01/04/17 | I/N/P |
| Initial mark hockey pitch per occasion | 71.75 * | 73.50 * | 01/04/17 | I/N/P |
| Re-mark hockey pitch per occasion | 23.90 * | 25.00 * | 01/04/17 | I/N/P |
| Remove or install goal post socket each (excludes socket) | 71.75 * | 73.50 * | 01/04/17 | I/N/P |
| Preparation of new or renovation of shrub beds per m2 | 48.95 * | 50.00 * | 01/04/17 | I/N/P |
| Shrub bed planting (five 3 litre container grown shrubs) per m2 | 44.05 * | 45.00 * | 01/04/17 | I/N/P |
| Shrub bed mulching (using composted whole tree mulch) per m2 | 2.50 * | 3.00 * | 01/04/17 | I/N/P |
| Hedge cutting per linear metre | 7.10 * | 8.00 * | 01/04/17 | I/N/P |
| Prepare ground, supply & lay turf per m2 | 7.90 * | 8.00 * | 01/04/17 | I/N/P |
| Prepare ground, supply and sow grass seed per m2 | 4.70 * | 5.00 * | 01/04/17 | I/N/P |
| Saturday rates | | | | |
| 1 staff & a van (includes tools & machinery) per hour | 56.50 * | 58.00 * | 01/04/17 | I/N/P |
| 2 staff & a van (includes tools & machinery) per hour | 102.10 * | 104.50 * | 01/04/17 | I/N/P |
| Member of staff per hour (standard hours) | 45.60 * | 47.00 * | 01/04/17 | I/N/P |
| Charge hand per hour (standard hours) | 56.30 * | 57.50 * | 01/04/17 | I/N/P |

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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 @ £550 | 500.00 | 550.00 | 01/04/17 | I/L |
| Each Skip / Builders materials on public highway | | | | |
| Up to first 14 days | 70.00 | 70.00 | 01/04/17 | D/P |
| Each additional period of up to 7 days | 60.00 | 60.00 | 01/04/17 | D/P |
| Structures / Hoardings / Scaffolds | | | | |
| Bond | | | | |
| £100 per linear metre - Minimum 6 Metres | 62per mtr = 306.50 | 600.00 | 01/04/17 | D/L |
| Licence | | | | |
| Each additional period of up to 28 days/occasion | | | | |
| £75.00 per linear metre - minimum 6 metres upto 28 days | 25.00 mtr = 124.00 | 450.00 | 01/04/17 | D/L |
| £150 for 3 x NRSWA inspections @ £50 each as per TM Act 2004 | | 150.00 | 01/04/17 | New Charge |
| Minimum charge length 6 mtrs & combined inspection = Total £600.00 min Charge | | Above total 600 | | |
| (ii) Vehicle Crossovers (per square metre) | 123.00 | 125.50 | 01/04/17 | D/L |
| Non refundable charge for providing a quotation | 50.00 | | 01/04/17 | I/N/P |
| (iii) Road Closures | 1,450.00 | 1,500.00 | 01/04/17 | D/L/I |
| (iv) Clearance of Blocked Drains | 120.00 | 122.50 * | 01/04/17 | D/L |
| (VATable unless working under Statutory power) | | | | |

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

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|--|--|--|---|--|
| (v) Crane license (charges based on TMA 2004 permitted charges) | | | | |
| Minimum | 250.00 | 275.00 | 01/04/17 | I/N/L |
| Maximum | 430.00 | 500.00 | 01/04/17 | I/N/L |

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges - London Councils

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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 | L |
| Less Serious Contravention Band A if paid within 14 days | 40.00 | 40.00 | 01/04/11 | L |
| Serious Contravention Band A | 130.00 | 130.00 | 15/04/11 | L |
| Serious Contravention Band A paid within 14 days | 65.00 | 65.00 | 15/04/11 | L |
| Less Serious Band B | 60.00 | 60.00 | 01/04/11 | L |
| Less Serious paid within 14 days | 30.00 | 30.00 | 01/04/11 | L |
| Serious Band B | 110.00 | 110.00 | 15/04/11 | L |
| Serious Band B if paid within 14 days | 55.00 | 55.00 | 15/04/11 | L |
| Vehicle Clamping and Removal | | | | |
| Vehicle Immobilisation release fee | 70.00 | 70.00 | 01/04/11 | L |
| Vehicle Pound release fee (if clamped) | 200.00 | 200.00 | 01/04/11 | L |
| Disposal Fee | 70.00 | 70.00 | 01/04/11 | L |
| Vehicle Pound storage fee (per day) | 40.00 | 40.00 | 01/04/11 | L |

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

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|--|--|--|---|--|
| TRAFFIC & PARKING CONTROL: | | | | |
| PARKING FACILITIES | | | | |
| Romford Area Car Parks - Mixed Tariff | | | | |
| Monday to Friday (Period Hours) | | | | |
| 0 - 1 | 0.60 * | 0.60 * | 04/06/07 | G/L |
| 1 - 2 | 1.20 * | 1.20 * | 04/06/07 | G/L |
| 2 - 3 | 2.40 * | 2.40 * | 04/06/07 | G/L |
| 3 - 4 | 3.00 * | 3.00 * | 04/06/07 | G/L |
| 4 - 5 | 6.00 * | 6.00 * | 04/06/07 | G/L |
| 5 - 6 | 7.00 * | 7.00 * | 04/06/07 | G/L |
| 6 - 7 | 8.00 * | 8.00 * | 04/06/07 | G/L |
| 7 - 8 | 9.00 * | 9.00 * | 04/06/07 | G/L |
| over 8 | 10.00 * | 10.00 * | 04/06/07 | G/L |
| Lost Ticket | 10.00 * | 10.00 * | 04/06/07 | G/L |
| Solo Motorcycle | No Charge * | No Charge * | 04/06/07 | G/L |
| Saturday (Period Hours) | | | | |
| 0 - 1 | 1.20 * | 1.20 * | 04/06/07 | G/L |
| 1 - 2 | 2.40 * | 2.40 * | 04/06/07 | G/L |
| 2 - 3 | 2.60 * | 2.60 * | 04/06/07 | G/L |
| 3 - 4 | 3.00 * | 3.00 * | 04/06/07 | G/L |
| 4 - 5 | 6.00 * | 6.00 * | 04/06/07 | G/L |

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Neighbourhoods Environment

(B) Charges determined by Committee

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|--|--|--|---|--|
| Romford Area Car Parks - Mixed Tariff (continued) | | | | |
| Saturday (Period Hours) | | | | |
| 5 - 6 | 7.00 * | 7.00 * | 04/06/07 | G/L |
| 6 - 7 | 8.00 * | 8.00 * | 04/06/07 | G/L |
| 7 - 8 | 9.00 * | 9.00 * | 04/06/07 | G/L |
| over 8 | 10.00 * | 10.00 * | 04/06/07 | G/L |
| Lost Ticket | 10.00 * | 10.00 * | 04/06/07 | G/L |
| Solo Motorcycle | No Charge | No Charge | 04/06/07 | G/L |
| Front of Town Hall - First 20mins (Then variable as above) | 0.20 * | 0.20 * | 04/06/07 | G/L |
| Market Place (Non-market days) | | | | |
| 0 - 1 | 0.60 * | 0.60 * | 04/06/07 | G/L |
| 1 - 2 | 1.20 * | 1.20 * | 04/06/07 | G/L |
| *1Pay by Phone Convenience Fee for transactions £1.00 and under £0.05 | 0.00 * | 0.00 * | 01/04/16 | |
| *1Pay by Phone Convenience Fee for transactions over £1.00 £0.10 | 0.00 * | 0.00 * | 01/04/16 | |
| ¹ Pay by Phone Text Messages £0.10 | 0.00 * | 0.00 * | 01/04/11 | |
| Pay by Phone Convenience Fee 2015-16 was £0.20 | | | | |
| ¹ This charge is levied by an external supplier and is not received by the Council. It is an independent service fee included here for transparency | | | | |

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Neighbourhoods Environment

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|--|--|--|---|--|
| Car Parks excluding Romford Area Car Parks - Mixed Tariff | | | | |
| Monday to Friday (Period Hours) | | | | |
| 0 - 30 minutes | No Charge * | No Charge * | 27/04/15 | G/L |
| 0 - 2 | 1.00 * | 1.50 * | 03/04/17 | C/L |
| 2 - 3 | 2.00 * | 2.00 * | 01/04/15 | G/L |
| 3 - 4 | 3.00 * | 3.00 * | 01/04/15 | G/L |
| 4 - 5 | 4.00 * | 4.00 * | 07/02/10 | G/L |
| 5 - 6 | 5.00 * | 5.00 * | 07/02/10 | G/L |
| 6 - 7 | 6.00 * | 6.00 * | 07/02/10 | G/L |
| 7 - 8 | 7.00 * | 7.00 * | 07/02/10 | G/L |
| 8 - 12 | 8.00 * | 8.00 * | 07/02/10 | G/L |
| Solo Motorcycles | No Charge | No Charge | 07/02/10 | G/L |
| 6pm to 7am | No Charge | No Charge | 07/02/10 | G/L |

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|--|--|--|---|--|
| Long Stay Car Parks | | | | |
| Marshalls | | | | |
| Weekdays (All day) | 6.00 * | 6.00 * | 04/06/07 | G/L |
| Saturdays (All day) | 6.00 * | 6.00 * | 04/06/07 | G/L |
| *1Pay by Phone Convenience Fee for transactions £1.00 and under £0.05 | No Charge * | No Charge * | 01/04/16 | |
| *1Pay by Phone Convenience Fee for transactions over £1.00 £0.10 | No Charge * | No Charge * | 01/04/16 | |
| 1Pay by Phone Text Messages £0.10 | No Charge * | No Charge * | 01/04/11 | |
| *Pay by Phone Convenience Fee currently is £0.05 for tariff less than £1.00 and £0.10 for tariffs above £1.00 (this will be paid by the council in year 1) | | | | |
| 1This charge is levied by an external supplier and is not received by the Council. It is an independent service fee included here for transparency | | | | |
| Season Tickets | | | | |
| Romford Central Area | | | | |
| All car parks: | | | | |
| Per quarter | 200.00 * | 200.00 * | 01/02/12 | G/L |
| Per month | 70.00 * | 70.00 * | 01/02/12 | G/L |

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|--|--|--|---|--|
| Season Tickets (continued) | | | | |
| Outside Romford Central Area | | | | |
| 5 Day season – Balgores Square: | | | | |
| per quarter | 200.00 * | 200.00 * | 04/06/08 | G/L |
| per month | 70.00 * | 70.00 * | 07/02/11 | G/L |
| All other car parks: | | | | |
| per quarter | 155.00 * | 155.00 * | 01/04/16 | G/L |
| per month | 60.00 * | 60.00 * | 01/04/16 | G/L |
| The Overnighter' (07:00 - 10:00 Mon-Fri/All day Sat-Sun) per month | 30.00 * | 30.00 * | 01/02/12 | G/L |
| On Street Parking Meters and High Street Pay and Display | | | | |
| Romford Town Centre (Maximum Stay 2 hours) | | | | |
| 0 - 12 mins | 0.20 | 0.20 | 07/02/11 | G/L |
| 12 mins - 30 mins | 0.60 | 0.60 | 07/02/11 | G/L |
| 30 mins - 1 hour | 1.00 | 1.00 | 07/02/11 | G/L |
| 1 hour - 1 hour 30 mins | 1.60 | 1.60 | 07/02/11 | G/L |
| 1 hour 30 mins - 2 hours | 2.00 | 2.00 | 07/02/11 | G/L |
| Outside Romford Town Centre (Maximum Stay 3 hours) | | | | |
| 0 - 30 mins | No Charge | No Charge | 06/04/15 | G/L |
| 0 - 2 hours | 1.00 | 1.50 | 03/04/17 | C/L |
| 2 - 3 hours | 2.00 | 2.00 | 06/04/15 | G/L |

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|--|--|--|---|--|
| Controlled Parking Zones | | | | |
| Resident's parking permit (per annum) | | | | |
| 1st Permit per household | 25.00 | 35.00 | 03/04/17 | C/L |
| 2nd Permit per household | 50.00 | 60.00 | 03/04/17 | C/L |
| 3rd Permit per household | 75.00 | 85.00 | 03/04/17 | C/L |
| Resident's visitor permits (book of 10) | 12.50 | 12.50 | 06/04/15 | G/L |
| Casual permit per 2 hours | 5.25 | 5.25 | 07/02/11 | G/L |
| Business parking permits (per annum) | 200.00 | 200.00 | 01/04/16 | G/L |
| Commuter Bays (per annum) | 500.00 | 500.00 | 01/04/16 | G/L |
| Domestic Carer Permit (per annum) | 40.00 | 40.00 | 01/04/16 | G/L |
| Amendment to existing permit | 25.50 | 25.50 | 01/04/16 | G/L |
| Cancellation of permit | 15.00 | 15.00 | 07/02/11 | G/L |
| Disc Parking Scheme and Other Miscellaneous Charges | | | | |
| Purchase of Disc (per annum) | 36.00 | 36.00 | 07/02/11 | G/L |
| Waiver | 20.00 | 20.00 | 06/04/15 | G/L |
| Health and Homecare Permit (per annum) | | | | |
| Amendment to existing permit | 22.50 | 22.50 | 06/04/15 | G/L |
| Cancellation of permit | 15.00 | 15.00 | 07/02/11 | G/L |
| License Holder Car Parks (per annum) | 86.30 * | 86.30 * | 01/04/10 | G/L |

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|--|--|--|---|--|
| Disabled Blue Badge (per 3 years) | 10.00 | 10.00 | 01/01/2012 | G/L |
| Car Parking in Parks and Open Spaces Effective 01/04/2015 Maximum Stay 5 hours | | | | |
| Mon - Friday 8.00am to 6.30pm. | | | | |
| 0 - 3 hours | 0.20 * | 0.20 * | 01/04/2014 | G/L |
| 3 - 5 hours | 0.50 * | 0.50 * | 01/04/2014 | G/L |
| Saturdays, Sundays & Bank Holidays | No Charge | No Charge | | |
| Blue Badge holders (for up to 5 hours) | No Charge | No Charge | | |

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Neighbourhoods Regulatory Services

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|--|--|--|---|--|
| BEREAVEMENT SERVICES: | | | | |
| Interments | | | | |
| Cemeteries (fees doubled for non-residents of LBH) | | | | |
| Over 16 years | 1,178.00 | 1,296.00 | 01/04/17 | S/L |
| 2 simultaneous full body interments aged over 16 years | 1,767.00 | 1,944.00 | 01/04/17 | S/L |
| Cremated remains | 224.00 | 246.00 | 01/04/17 | S/L |
| Surcharge for cremated remains in full coffin | 200.00 | 220.00 | 01/04/17 | S/L |
| Extra depth (each interment over two) or casket/walled grave per depth | 212.00 | 233.00 | 01/04/17 | S/L |
| Resident child not over 16 Years | No Charge | | 01/04/17 | S/L |
| Non resident stillborn to 1 month in child's grave or public grave | 212.00 | 233.00 | 01/04/17 | S/L |
| 2 simultaneous non resident stillborn/to 1 month in child's or public grave | 318.00 | 350.00 | 01/04/17 | S/L |
| Non resident child not over 10 years in child's grave or public grave | 328.00 | 360.00 | 01/04/17 | S/L |
| Non resident child not over 16 years in child's grave | 2,222.00 | 2,444.00 | 01/04/17 | S/L |
| Use of chapel including organist at Upminster cemetery (subject to availability) | 78.00 | 90.00 | 01/04/17 | S/L |
| Hospital Contract NVB burials | 212.00 | 233.00 | 01/04/17 | S/L |
| Exclusive Right of Burial (50 years with option of further 10 years) | | | | |
| Lawn Section grave | 1,843.00 | 2,027.00 | 01/04/17 | S/L |
| Traditional Grave | 2,859.00 | 3,145.00 | 01/04/17 | S/L |
| Children's section (under 10) | 382.00 | 420.00 | 01/04/17 | S/L |
| Children's section (under 16) | 762.00 | 838.00 | 01/04/17 | S/L |

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|---|--|--|---|--|
| Surcharges | | | | |
| Saturday full burial surcharge | 589.00 | 648.00 | 01/04/17 | S/L |
| Sunday full burial surcharge | 1,178.00 | 1,296.00 | 01/04/17 | S/L |
| Weekend cremated remains surcharge | 224.00 | 246.00 | 01/04/17 | S/L |
| Funeral After Published Time or 48 hours of booking | 274.00 | 300.00 | 01/04/17 | S/L |
| Booking cancelled after 48 hours of booking | 274.00 | 300.00 | 01/04/17 | S/L |
| Booking cancelled within 48 hours of burial | | | | |
| Extension of Right of Burial for 10 years | | | | |
| Lawn Section Grave | 455.00 | 500.00 | 01/04/17 | S/L |
| Traditional Grave | 570.00 | 627.00 | 01/04/17 | S/L |
| Children's Section (under 10) | 99.00 | 109.00 | 01/04/17 | S/L |
| Children's Section (under 16) | 204.00 | 224.00 | 01/04/17 | S/L |
| Walled graves | 1,080.00 | 1,188.00 | 01/04/17 | S/L |
| Other Charges | | | | |
| Transfer of Exclusive Rights by Will, Letters of Administration or Assignment | 44.00 | 48.00 | 01/04/17 | S/L |
| Transfer of Exclusive Rights by Statutory Declaration or combination of methods | 81.00 | 90.00 | 01/04/17 | S/L |
| Certified extract from Burial Register | 53.00 | 58.00 | 01/04/17 | S/L |
| Staff attendance to select a new grave by appointment | 43.00 | 47.00 | 01/04/17 | S/L |
| Exhumation of cremated remains resident | 224.00 | 246.00 | 01/04/17 | S/L |
| Exhumation of cremated remains non-resident | 448.00 | 492.00 | 01/04/17 | S/L |

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|---|--|--|---|--|
| Permit Charge | | | | |
| Clean and Renovate/ NAMM fixing | No Charge | No Charge | | |
| Lawn (Standard) Headstone & kerb/Additional Memorial | 125.00 | 128.00 | 01/04/17 | S/L |
| Additional Inscription on headstone or permit for a vase only/ Lawn kerb | 84.00 | 86.00 | 01/04/17 | S/L |
| Full kerb Traditional Grave | 322.00 | 328.00 | 01/04/17 | S/L |
| Grave Maintenance Fees | | | | |
| Bi annual Spring and Summer planting Service | 231.00 * | 254.00 * | 01/04/17 | S/L |
| Annual maintenance clean and tidy Service | 143.00 * | 157.00 * | 01/04/17 | S/L |
| Turfing (Winter months only after grave has settled) | 92.00 | 101.00 | 01/04/17 | S/L |
| Cremated Remains Burial Plots | | | | |
| Purchase of exclusive rights (25 year term) | 536.00 | 590.00 | 01/04/17 | S/L |
| Extension of exclusive rights of burial for 10 years flat stone cremated remains plot | 314.00 | 345.00 | 01/04/17 | S/L |
| Tablet with First inscription | 409.00 | 450.00 | 01/04/17 | S/L |
| Additional / subsequent inscriptions | 133.00 | 146.00 | 01/04/17 | S/L |
| Blank stone | 310.00 | 341.00 | 01/04/17 | S/L |
| Photograph fixed to memorial | 266.00 | 305.00 | 01/04/17 | S/L |
| Granite memorial vases for use with cremated remains tablets (includes 45 letters) | 374.00 | 411.00 | 01/04/17 | S/L |
| Regilding or additional letter on granite vase | 3.00 | 3.50 | 01/04/17 | S/L |

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|--|--|--|---|--|
| South Essex Crematorium | | | | |
| Cremation includes organ/organist/polytainer or biodegradable casket: | | | | |
| Over 16 years | 730.00 | 850.00 | 01/04/17 | S/L |
| Resident child not exceeding 16 years | No Charge | No Charge | | |
| Non resident to 6 years but not exceeding 16 yrs | 194.00 | 204.00 | 01/04/17 | S/L |
| Non resident up to 6 years | 98.00 | 103.00 | 01/04/17 | S/L |
| Hospital Contract Non-viable foetus cremation | 59.00 | 70.00 | 01/04/17 | S/L |
| Saturday Cremation (subject to availability) | 1,095.00 | 1,275.00 | 01/04/17 | S/L |
| Sunday Cremation (subject to availability) | 1,460.00 | 1,700.00 | 01/04/17 | S/L |
| Unattended Cremation (adult) | | 450.00 | 01/04/17 | New Charge |
| Additional Services and Surcharges | | | | |
| Bookings cancelled after 10am one working day before reserved time | 233.00 | 250.00 | 01/04/17 | S/L |
| Surcharge for services over-running | 243.00 | 250.00 | 01/04/17 | S/L |
| Surcharge for Cremation after 4pm | 233.00 | 250.00 | 01/04/17 | S/L |
| Use of chapel for private memorial service or extra time | 233.00 | 250.00 | 01/04/17 | S/L |
| CD recording of service | 72.00 * | 82.00 * | 01/04/17 | S/L |
| CD discs 2-10 | 20.00 * | 23.00 * | 01/04/17 | S/L |
| DVD recording of service | 90.00 * | 100.00 * | 01/04/17 | S/L |
| DVD discs 2-10 | 26.00 * | 30.00 * | 01/04/17 | S/L |
| Webcast of service | 91.00 * | 105.00 * | 01/04/17 | S/L |

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|---|--|--|---|--|
| Additional Services and Surcharges (continued) | | | | |
| Visual Tributes 10 photographs | 39.00 * | 45.00 * | 01/04/17 | S/L |
| Visual Tributes per additional 5 photographs | 14.00 * | 16.00 * | 01/04/17 | S/L |
| Per minute of video used plus set up cost | 10.00 * | 12.00 * | 01/04/17 | S/L |
| Tributes embedded into DVD recording of the service | 98.00 * | 113.00 * | 01/04/17 | S/L |
| Strewing (burial) of cremated remains from elsewhere | 92.00 | 106.00 | 01/04/17 | S/L |
| Witness Committal | 44.00 | 50.00 | 01/04/17 | S/L |
| Weekend Witness committal | 88.00 | 100.00 | 01/04/17 | S/L |
| Storage of cremated remains after one month per quarter | 50.00 * | 52.00 * | 01/04/17 | S/L |
| Storage of cremated remains after one month per year | 116.00 * | 122.00 * | 01/04/17 | S/L |
| Genealogy Searches per search not through Deceased Online | 24.00 * | 25.00 * | 01/04/17 | S/L |
| Containers | | | | |
| Bronzed metal urns | 60.00 * | 69.00 * | 01/04/17 | S/L |
| Standard wooden or metal casket | 75.00 * | 86.00 * | 01/04/17 | S/L |
| Juvenile caskets | 31.00 * | 33.00 * | 01/04/17 | S/L |
| Various Decorative urns/caskets (new charge) | RRP * | RRP * | | |
| Dedicated Hymn Book | 69.00 * | 80.00 * | 01/04/17 | S/L |
| Various keepsake memorials made from or to contain cremated remains including diamonds, paperweights, jewellery | RRP * | RRP * | | |

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|--|--|--|---|--|
| Memorials | | | | |
| Kerb Plaques | | | | |
| Perspex Plaque only | 102.00 * | 118.00 * | 01/04/17 | S/L |
| Bronze Plaque only | 207.00 * | 238.00 * | 01/04/17 | S/L |
| Rights to second dedication (plus cost of plaque) | 101.00 | 115.00 | 01/04/17 | S/L |
| Kerb plaque Rights or Renewal | 209.00 | 240.00 | 01/04/17 | S/L |
| Bronze Wall Plaque | | | | |
| Bronze wall plaque only | 207.00 * | 238.00 * | 01/04/17 | S/L |
| Bronze wall plaque renewal | 209.00 | 240.00 | 01/04/17 | S/L |
| Large Wall Plaques | | | | |
| Single Slate or Large Bronze Wall Plaques | | | | |
| Single plaque only (slate or bronze tablet) | 282.00 * | 324.00 * | 01/04/17 | S/L |
| Single plaque - Rights or Renewal fee for 10 years | 209.00 | 240.00 | 01/04/17 | S/L |
| Double Slate Wall Plaque single inscription | 424.00 * | 487.00 * | 01/04/17 | S/L |
| Double Slate Wall Plaque double inscription | 674.00 * | 783.00 * | 01/04/17 | S/L |
| Double Slate Wall Plaque second inscription within 1 year of original dedication | 151.00 * | 174.00 * | 01/04/17 | S/L |
| Double Plaque - Rights or Renewal 10 year renewal | 418.00 | 480.00 | 01/04/17 | S/L |

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| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| Wall Niche for 10 years | | | | |
| Renewal or Pre-purchase for Single Niche for 10 years | 748.00 | 860.00 | 01/04/17 | S/L |
| Renewal for Single Niche for 5 years | 454.00 | 522.00 | 01/04/17 | S/L |
| Replacement single plaque | 497.00 * | 572.00 * | 01/04/17 | S/L |
| Renewal Rights or Pre-purchase for Double Niche for 10 years | 1,497.00 | 1,721.00 | 01/04/17 | S/L |
| Renewal for Double Niche for 5 years | 828.00 | 952.00 | 01/04/17 | S/L |
| Replacement double plaque | 768.00 * | 883.00 * | 01/04/17 | S/L |
| Wall Niche rights for second inscription | 126.00 | 145.00 | 01/04/17 | S/L |
| Wall Niche Additional Items: | | | | |
| Motif (optional) | 79.00 | 90.00 | 01/04/17 | S/L |
| Additional Bud Vase | 26.00 | 30.00 | 01/04/17 | S/L |
| Additional Inscription | 227.00 | 260.00 | 01/04/17 | S/L |
| Casket including nameplate | 79.00 | 90.00 | 01/04/17 | S/L |
| Photograph | 266.00 | 305.00 | 01/04/17 | S/L |

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| Sanctum ii Vaults for 10 years | | | | |
| Second Interment | 138.00 | 158.00 | 01/04/17 | S/L |
| Sanctum Second inscription | 469.00 * | 538.00 * | 01/04/17 | S/L |
| Sanctum Plaque | 368.00 * | 423.00 * | 01/04/17 | S/L |
| 10 Year Rights or Renewal | 952.00 | 1,095.00 | 01/04/17 | S/L |
| 5 Year Renewal | 555.00 | 638.00 | 01/04/17 | S/L |
| Regilding (Inc. postage) | 100.00 * | 115.00 * | 01/04/17 | S/L |
| Replacement vase | 15.00 * | 17.00 * | 01/04/17 | S/L |
| Vase Blocks and Tablets (includes Scented Garden Memorials) | | | | |
| Vaseblock tablet | 220.00 | 253.00 | 01/04/17 | S/L |
| Vaseblock Rights or Renewal for 10 years | 489.00 | 562.00 | 01/04/17 | S/L |
| Memorials | | | | |
| Summer House Memorial | | | | |
| Floris plaque only | 139.00 * | 160.00 * | 01/04/17 | S/L |
| Floris Plaque Renewal Rights for 10 years | 209.00 | 240.00 | 01/04/17 | S/L |
| Posy Holder rights or Renewal for 10 years | 144.00 | 150.00 | 01/04/17 | S/L |
| Posy Holder Memorial | 16.00 * | 18.00 * | 01/04/17 | S/L |

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

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|---|--|--|---|--|
| Shrub, Rose or Tree with 10 Year dedication | | | | |
| Shrub or Rose (including Bronze Stem Plaque) | 207.00 * | 238.00 * | 01/04/17 | S/L |
| Shrub 10 Year Rights or Renewal (also applies to vase block with rose) | 560.00 | 644.00 | 01/04/17 | S/L |
| Shrub 5 Year Renewal Rights (also applies to vase block with rose) | 359.00 | 415.00 | 01/04/17 | S/L |
| Tree (including bronze Stem or Strap plaque) | 207.00 * | 238.00 * | 01/04/17 | S/L |
| Tree 10 Year Rights or Renewal | 675.00 | 776.00 | 01/04/17 | S/L |
| Tree 5 Year Renewal Rights | 418.00 | 480.00 | 01/04/17 | S/L |
| Benches and Chairs - 10 Year dedications | | | | |
| Bench / Replacement Bench | 1,043.00 * | 1,200.00 * | 01/04/17 | S/L |
| Chair / Replacement Chair | 609.00 * | 700.00 * | 01/04/17 | S/L |
| Bench 10 Year Rights or Renewal | 951.00 | 1,094.00 | 01/04/17 | S/L |
| Chair 10 Year Rights or Renewal | 840.00 | 966.00 | 01/04/17 | S/L |
| Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001) | 40.00 * | 46.00 * | 01/04/17 | S/L |
| Renovation of Bench | 177.00 * | 204.00 * | 01/04/17 | S/L |
| Renovation of Chair | 113.00 * | 130.00 * | 01/04/17 | S/L |
| Summerhouse Chair | 1,000.00 * | 1,150.00 * | 01/04/17 | S/L |
| Replacement Summerhouse Chair | 600.00 * | 690.00 * | 01/04/17 | S/L |
| Summerhouse Chair Renewal Rights | 400.00 | 460.00 | 01/04/17 | S/L |

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

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|---|--|--|---|--|
| Bench, Tree & Shrub Additional dedications | | | | |
| Rights to second dedication within 1 year of original (plus cost of plaque) | 101.00 | 115.00 | 01/04/17 | S/L |
| Rights to second dedication after 1 year of original or renewal per remaining year of lease (plus cost of plaque) | 18.00 | 20.00 | 01/04/17 | S/L |
| Rights to 2nd Dedication Life time of item (plus cost of plaque) | 392.00 | 450.00 | 01/04/17 | S/L |
| Replacement bronze plaque | 207.00 * | 238.00 * | 01/04/17 | S/L |
| Replacement Perspex plaque | 102.00 * | 118.00 * | 01/04/17 | S/L |
| Miscellaneous Memorials | | | | |
| Mallard Bridge | 276.00 * | 317.00 * | 01/04/17 | S/L |
| Admin Fee for private purchase of plaque (plus cost of plaque) | 15.00 * | 25.00 * | 01/04/17 | S/L |
| Replacement metal vase | 15.00 * | 17.00 * | 01/04/17 | S/L |
| Floral arrangements stand - plus cost of flowers | 26.00 * | 30.00 * | 01/04/17 | S/L |
| Hanging baskets (per year) | 111.00 * | 128.00 * | 01/04/17 | S/L |
| Sculpture Garden Memorial | | 253.00 | 01/04/17 | New Charge |
| Sculpture Garden Rights | | 562.00 | 01/04/17 | New Charge |
| Birdbath Rights | | 562.00 | 01/04/17 | New Charge |
| Books of Remembrance | | | | |
| 2 line entry | 90.00 * | 104.00 * | 01/04/17 | S/L |
| 3 - 5 lines | 130.00 * | 150.00 * | 01/04/17 | S/L |
| 6 - 8 lines | 188.00 * | 216.00 * | 01/04/17 | S/L |

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

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|---|--|--|---|--|
| Cards of Remembrance & Additional Entries in existing miniature books | | | | |
| 2 line entry | 32.00 * | 37.00 * | 01/04/17 | S/L |
| 3 - 5 lines | 56.00 * | 64.00 * | 01/04/17 | S/L |
| 6 - 8 lines | 87.00 * | 100.00 * | 01/04/17 | S/L |
| Miniature Triptych of Remembrance/Book of Remembrance | | | | |
| 2 line entry | 64.00 * | 74.00 * | 01/04/17 | S/L |
| 3 - 5 lines | 90.00 * | 104.00 * | 01/04/17 | S/L |
| 6 - 8 lines | 118.00 * | 136.00 * | 01/04/17 | S/L |
| Book of Remembrance Sundries | | | | |
| Motif | 68.00 * | 78.00 * | 01/04/17 | S/L |
| Triptych photograph | 68.00 * | 78.00 * | 01/04/17 | S/L |
| Mini Headstone Cremated Remains Burial Plots | | | | |
| Purchase of exclusive rights (25 year term) | 905.00 | 1,040.00 | 01/04/17 | S/L |
| Extension of exclusive rights of burial for 10 years mini headstone cremated remains plot | 394.00 | 433.00 | 01/04/17 | S/L |
| Memorial and installation with first 60 characters | 1,013.00 | 1,114.00 | 01/04/17 | S/L |
| Additional inscription rate per letter | 3.00 | 3.50 | 01/04/17 | S/L |
| Blank headstone only | 252.00 | 277.00 | 01/04/17 | S/L |
| Photograph fixed to memorial | 266.00 | 305.00 | 01/04/17 | S/L |

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|---|--|--|---|--|
| Mini Headstone Cremated Remains Burial Plots (continued) | | | | |
| Replacement Granite memorial vase only for Mini Headstone Only | 63.00 | 70.00 | 01/04/17 | S/L |
| Inscription first 60 characters on a pre purchased memorial | 223.00 | 245.00 | 01/04/17 | S/L |
| Blank memorial headstone only | 745.00 | 819.00 | 01/04/17 | S/L |
| Stone chippings per bag | 50.00 | 55.00 | 01/04/17 | S/L |
| Flower Holder | 17.00 | 18.00 | 01/04/17 | S/L |
| Book of Remembrance Memorial Tree | | | | |
| Memorial Tree leaf 10 Year Rights or Renewal | 199.00 | 228.00 | 01/04/17 | S/L |
| Memorial Tree leaf plaque | 131.00 * | 150.00 * | 01/04/17 | S/L |
| Rights for 2nd inscription - Rights remain the same (plus cost of plaque) | 98.00 | 112.00 | 01/04/17 | S/L |

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|--|--|--|---|--|
| 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 | 70.75 | 85.00 | 01/04/17 | S/L |
| Filing a definitive certificate of the Lands Tribunal under Rule 10(3) | 2.50 | Withdrawn | 01/04/17 | D/L |
| Filing a judgement order or application for the variation or cancellation of an entry in Part II on the Register | 7.25 | Withdrawn | 01/04/17 | D/L |
| Registration of any other charge | 8.25 | Withdrawn | 01/04/17 | D/L |

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(B) Charges determined by Committee

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|--|--|--|---|--|
| Official search (including issue of official certificate of search) | | | | |
| a) in only part of the register (one parcel) | 4.00 | 8.00 | 01/04/17 | S/L |
| b) in only part of register (each additional parcel thereafter), | | 2.00 | 01/04/17 | New Charge |
| c) in the whole of the register - post or fax (one parcel) | 15.25 | 20.00 | 01/04/17 | S/L |
| d) in the whole of the register - post of fax (each additional parcel thereafter) | | 5.00 | 01/04/17 | New Charge |
| e) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (one parcel) | 15.25 | 20.00 | 01/04/17 | S/L |
| f) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (each additional parcel thereafter) | | 5.00 | 01/04/17 | New Charge |
| Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules) | 1.50 | 1.50 | 01/04/10 | |
| 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 | |
| Extract of register in place of personal search | 15.25 | Withdrawn | 01/04/17 | D/L |
| First Page | | 2.00 | 01/04/17 | New Charge |
| Subsequent pages | | 0.20 | 01/04/17 | New Charge |
| CON29(R) Enquiries | | | | |
| One parcel of land | 85 * | 102 * | 01/04/17 | S/L |
| Several parcels of land | | | | |
| Each additional (fees that exceed 100 to be fixed by arrangement) | 36.50 * | 44.00 * | 01/04/17 | S/L |
| Update Search Fee | 60.50 * | 73.00 * | 01/04/17 | S/L |

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|---|--|--|---|--|
| Part 2 Enquiries | | | | |
| Each printed enquiry | 20.50 * | 21.00 * | 01/04/17 | S/L |
| With exception to Question 4 | 32.75 * | 33.50 * | 01/04/17 | S/L |
| Each additional enquiry | 35.25 * | Withdrawn | 01/04/17 | D/L |
| With exception of surrounding area enquiries | 51.00 * | 36.00 * | 01/04/17 | D/L |
| 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 | |
| Copying Charges - Legal Documents | | | | |
| Certified Copy of Land Search - Paper Copy | 11.25 | 15.00 | 01/04/17 | S/L |
| First Page | 2.00 | 2.00 | 01/04/11 | D/L |
| Subsequent pages | 0.20 | 0.20 | 01/04/11 | D/L |
| Certified copy of extract of Highways Register | 28.25 | 30.00 | 01/04/17 | S/L |

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|---|--|--|---|--|
| Street Naming & Numbering 1 new property/ house or premise name change (to include property conversions up to 4 units) | 56.75 * | Withdrawn | 01/04/17 | D/L |
| New Residential Addresses - (building names included) in an existing road | | | | |
| 1 dwelling | 56.75 | 60.00 | 01/04/17 | S/L |
| 2 - 5 dwellings | | 80.00 | 01/04/17 | New Charge |
| 6 - 25 dwellings | 77.75 | 95.00 | 01/04/17 | S/L |
| 26 - 45 dwellings | 166.75 | 195.00 | 01/04/17 | S/L |
| 46 - 100 dwellings | 217.25 | 415.00 | 01/04/17 | S/L |
| 100+ plots (plus an extra fee of £95 for each additional 10 dwellings (of part thereof)) | 333.50 | 700.00 | 01/04/17 | S/L |
| | | 95.00 | 01/04/17 | New Charge |
| New Residential Addresses (building names included) plus single road name | | | | |
| 1 - 5 dwellings | 106.00 | 135.00 | 01/04/17 | S/L |
| 6 - 25 dwellings | 146.50 | 155.00 | 01/04/17 | S/L |
| 26 - 45 dwellings | 308.25 | 250.00 | 01/04/17 | S/L |
| 46 - 100 dwellings | 414.25 | 470.00 | 01/04/17 | S/L |
| 100+ plots (plus an extra fee of £155 for each additional 10 dwellings (or part thereof)) | 621.25 | 755.00 | 01/04/17 | S/L |
| | | 155.00 | 01/04/17 | New Charge |
| For each additional road name | | 65.00 | 01/04/17 | New Charge |

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|---|--|--|---|--|
| New Commercial/Industrial Addresses (building name included) in an existing road | | | | |
| 1 unit | | 60.00 | 01/04/17 | New Charge |
| 2 - 5 units | | 80.00 | 01/04/17 | New Charge |
| 6 - 10 units | | 95.00 | 01/04/17 | New Charge |
| 11 units plus | | 135.00 | 01/04/17 | New Charge |
| New Commercial/Industrial Addresses (building name included) plus a single road name | | | | |
| 1 unit | | 80.00 | 01/04/17 | New Charge |
| 2 - 5 units | | 95.00 | 01/04/17 | New Charge |
| 6 - 10 units | | 115.00 | 01/04/17 | New Charge |
| 11 units plus | | 155.00 | 01/04/17 | New Charge |
| For each additional road name | | 65.00 | 01/04/17 | New Charge |
| New street name without any new dwellings or units | | 65.00 | 01/04/17 | New Charge |
| Naming of land parcel | | 65.00 | 01/04/17 | New Charge |
| Renaming of existing road or building (residential, commercial or industrial) (plus an extra fee of £20 for each additional dwelling or building affected) | | 65.00 | 01/04/17 | New Charge |
| Research time: flat fee for research into possible street names | | 20.00 | 01/04/17 | New Charge |
| Non-refundable in the event that the suggested name(s) are not selected | | 40.00 | 01/04/17 | New Charge |

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

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|--|--|--|---|--|
| ENVIRONMENTAL HEALTH: | | | | |
| Defra | | | | |
| Stray Dog Service - Environmental Protection (Stray Dogs) Regulation 1992 | | | | |
| Impounding fee per dog | 25.00 | 25.00 | 01/04/92 | |
| Gambling Act 2005 | | | | |
| Bingo club - Gambling Act 2005 Dept. of Culture and Media and Sport | | | | |
| Copy licence | 25.00 | 25.00 | 01/10/06 | |
| Notification of change | 50.00 | 50.00 | 01/10/06 | |
| Betting shop - Dept. of Culture and Media and Sport | | | | |
| Copy licence | 25.00 | 25.00 | 01/10/06 | |
| Notification of change | 50.00 | 50.00 | 01/10/06 | |
| Betting premises tracks - Dept. of Culture and Media and Sport | | | | |
| Copy licence | 25.00 | 25.00 | 01/10/06 | |
| Notification of change | 50.00 | 50.00 | 01/10/06 | |
| Family entertainment centres - Dept. of Culture and Media and Sport | | | | |
| Application to vary | 1,000.00 | 1,000.00 | 01/10/06 | |
| Copy licence | 25.00 | 25.00 | 01/10/06 | |
| Notification of change | 50.00 | 50.00 | 01/10/06 | |

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|---|--|--|---|--|
| Adult gaming centres - Dept. of Culture and Media and Sport | | | | |
| Application to vary | 1,000.00 | 1,000.00 | 01/10/06 | |
| Copy licence | 25.00 | 25.00 | 01/10/06 | |
| Notification of change | 50.00 | 50.00 | 01/10/06 | |
| Lottery - Dept. of Culture and Media and Sport | | | | |
| New registration | 40.00 | 40.00 | 01/10/06 | |
| Annual re registration | 20.00 | 20.00 | 01/10/06 | |
| 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 | |
| Family entertainment centre - Dept. of Culture and Media and Sport | | | | |
| New application | 300.00 | 300.00 | 01/10/06 | |
| Change of name | 25.00 | 25.00 | 01/10/06 | |
| Copy of permit | 15.00 | 15.00 | 01/10/06 | |
| Prize Gaming permit (S 16) Dept. of Culture and Media and Sport | | | | |
| New application | 300.00 | 300.00 | 31/03/05 | |
| Change of name | 25.00 | 25.00 | 31/03/05 | |
| Copy of permit | 15.00 | 15.00 | 31/03/05 | |

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| Licensed premises gaming machine permit - Dept. of Culture and Media and Sport | | | | |
| New application (new operator) | 150.00 | 150.00 | 31/03/05 | |
| New application (existing operator) | 100.00 | 100.00 | 31/03/05 | |
| Vary a permit | 100.00 | 100.00 | 31/03/05 | |
| Transfer application | 25.00 | 25.00 | 31/03/05 | |
| Annual fee (1st fee payable within 30 days of issue) | 50.00 | 50.00 | 31/03/05 | |
| Change of name | 25.00 | 25.00 | 31/03/05 | |
| Copy of permit | 15.00 | 15.00 | 31/03/05 | |
| Club gaming machine permit - Dept. of Culture and Media and Sport | | | | |
| New application | 200.00 | 200.00 | 31/03/05 | |
| Renewal | 100.00 | 100.00 | 31/03/05 | |
| New application (existing operator) | 100.00 | 100.00 | 31/03/05 | |
| Vary a permit | 100.00 | 100.00 | 31/03/05 | |
| Copy of permit | 15.00 | 15.00 | 31/03/05 | |
| Annual fee (1st fee payable within 30 days of issue) | 50.00 | 50.00 | 31/03/05 | |
| Environment Protection Act (Defra) | | | | |
| Application Fee | | | | |
| Standard Process | 1,579.00 | 1,579.00 | 01/05/12 | |
| Additional fee for operating without a permit | 1,137.00 | 1,137.00 | 01/05/12 | |
| Service stations PVR I/dry cleaner/ waste oil burner <0.4MW | 246.00 | 246.00 | 01/05/12 | |
| Vehicle refinisher | 346.00 | 346.00 | 01/05/12 | |

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| Environment Protection Act (Defra) (continued) | | | | |
| Service station PVR I& II combined | 246.00 | 246.00 | 01/05/12 | |
| Additional fee for operating without a permit | 68.00 | 68.00 | 01/05/12 | |
| Mobile screening and crushing plant | 1,579.00 | 1,579.00 | 01/05/12 | |
| For the third to seventh applications | 943.00 | 943.00 | 01/05/12 | |
| For the eight and subsequent applications | 477.00 | 477.00 | 01/05/12 | |
| where the above is for a combined part B and waste site, add £297 | 297.00 | 297.00 | 01/05/12 | |
| Annual subsistence charge | | | | |
| Standard process Low (+£99.00) | 739.00 | 739.00 | 01/05/12 | |
| Standard process Medium (+£149.00) | 1,111.00 | 1,111.00 | 01/05/12 | |
| Standard process High (+£198.00) | 1,672.00 | 1,672.00 | 01/05/12 | |
| (+) to be added when the above standard process is for combined part B and waste site | | | | |
| Service stations PVR I/dry cleaner/ waste oil burner <0.4MW | | | | |
| Low | 76.00 | 76.00 | 01/05/12 | |
| Medium | 151.00 | 151.00 | 01/05/12 | |
| High | 227.00 | 227.00 | 01/05/12 | |
| Vehicle refinisher | | | | |
| Low | 218.00 | 218.00 | 01/05/12 | |
| Medium | 349.00 | 349.00 | 01/05/12 | |
| High | 524.00 | 524.00 | 01/05/12 | |

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| Environment Protection Act (Defra) (continued) | | | | |
| Service station PVRI and II combined | | | | |
| Low | 108.00 | 108.00 | 01/05/12 | |
| Medium | 216.00 | 216.00 | 01/05/12 | |
| High | 326.00 | 326.00 | 01/05/12 | |
| Mobile screening and crushing plant | | | | |
| For the first and second plants | | | | |
| Low | 618.00 | 618.00 | 01/05/12 | |
| Medium | 989.00 | 989.00 | 01/05/12 | |
| High | 1,484.00 | 1,484.00 | 01/05/12 | |
| For the third to seventh applications | | | 01/05/12 | |
| Low | 368.00 | 368.00 | 01/05/12 | |
| Medium | 590.00 | 590.00 | 01/05/12 | |
| High | 884.00 | 884.00 | 01/05/12 | |

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

| |
|----------------|
| *VAT inclusive |
|----------------|

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| Environment Protection Act (Defra) (continued) | | | | |
| For the eighth and subsequent applications | | | 01/05/12 | |
| Low | 189.00 | 189.00 | 01/05/12 | |
| Medium | 302.00 | 302.00 | 01/05/12 | |
| High | 453.00 | 453.00 | 01/05/12 | |
| Where a part B is subject to E-PRTR Regulations reporting, add £99 to above | 99.00 | 99.00 | 01/05/12 | |
| Late payment fee | 50.00 | 50.00 | 01/05/12 | |
| Transfer and Surrender | | | | |
| Standard process transfer | 162.00 | 162.00 | 01/05/12 | |
| Standard process partial transfer | 476.00 | 476.00 | 01/05/12 | |
| New operator at low risk reduced fee activity | 75.00 | 75.00 | 01/05/12 | |

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| Transfer and Surrender (continued) | | | | |
| Surrender | No Charge | No Charge | 01/05/12 | |
| Transfer : Service Stations and Waste Oil burners <0.4MW | No Charge | No Charge | 01/05/12 | |
| Partial Transfer : Service Stations and Waste Oil burners <0.4MW | 45.00 | 45.00 | 01/05/12 | |
| Substantial changes to s10 and s11 | | | | |
| Standard process | 1,005.00 | 1,005.00 | 01/05/12 | |
| Standard process where the substantial change results in a new PPC activity | 1,579.00 | 1,579.00 | 01/05/12 | |
| Service stations/Dry cleaners /waste oil burner <0.4MW/ vehicle re-sprayers | 98.00 | 98.00 | 01/05/12 | |
| Subsistence charges can be paid in 4 equal 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. | | | | |
| 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 | |
| Temporary event notice | 21.00 | 21.00 | 01/11/05 | |
| Theft, loss, etc. of premises licence or summary | 21.00 | 21.00 | 01/11/05 | |
| Application for a provisional statement where premises being built etc. | 10.50 | 10.50 | 01/11/05 | |
| Notification of change of name or address | 10.50 | 10.50 | 01/11/05 | |
| Application to vary licence to specify individual as premises supervisor | 23.00 | 23.00 | 01/11/05 | |

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| Licensing Act 2003 fees set by Home Office (continued) | | | | |
| Application for transfer of premises licence | 23.00 | 23.00 | 01/11/05 | |
| Interim authority notice following death etc. of licence holder | 10.50 | 10.50 | 01/11/05 | |
| Theft, loss etc. of certificate or summary | 23.00 | 23.00 | 01/11/05 | |
| Notification of change of name or alteration of rules of club | 23.00 | 23.00 | 01/11/05 | |
| Licensing Act 2003 fees set by Home Office (continued) | | | | |
| Change of relevant registered address of club | 23.00 | 23.00 | 01/11/05 | |
| Theft, loss etc. of temporary event notice | 10.50 | 10.50 | 01/11/05 | |
| Theft, loss etc. of personal licence | 10.50 | 10.50 | 01/11/05 | |
| Duty to notify change of name or address | 10.50 | 10.50 | 01/11/05 | |
| Right of freeholder etc. to be notified of licensing matters | 10.50 | 10.50 | 01/11/05 | |
| Main Fee Levels | | | | |
| Based on non domestic rateable value: | | | | |
| Band A | £0 | - | £4300 | |
| Band B | £4301 | - | £33000 | |
| Band C | £33001 | - | £87000 | |
| Band D | £87001 | - | £125000 | |
| Band E | £125001 | and over | | |

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

| |
|----------------|
| *VAT inclusive |
|----------------|

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| Premises Licences | | | | |
| New Applications and variation | | | | |
| Band A | 100.00 | 100.00 | 01/11/05 | |
| Band B | 190.00 | 190.00 | 01/11/05 | |
| Band C | 315.00 | 315.00 | 01/11/05 | |
| Band D | 450.00 | 450.00 | 01/11/05 | |
| Band E | 635.00 | 635.00 | 01/11/05 | |
| 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 | |
| Band E x 3 | 1,905.00 | 1,905.00 | 01/11/05 | |
| Annual maintenance fee to keep premises licence current. | | | | |
| Band A | 70.00 | 70.00 | 01/11/05 | |
| Band B | 180.00 | 180.00 | 01/11/05 | |
| Band C | 295.00 | 295.00 | 01/11/05 | |
| Band D | 320.00 | 320.00 | 01/11/05 | |
| Band E | 350.00 | 350.00 | 01/11/05 | |

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| Premises Licences (continued) | | | | |
| 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 | |
| Band E x 3 | 1,050.00 | 1,050.00 | 01/11/05 | |
| 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. | | | | |
| Additional Premises licence fee | | | | |
| Numbers in attendance at any one time | | | | |
| 5,000 - 9,999 | 1,000.00 | 1,000.00 | 01/11/05 | |
| 10,000 - 14,999 | 2,000.00 | 2,000.00 | 01/11/05 | |
| 15,000 - 19,999 | 4,000.00 | 4,000.00 | 01/11/05 | |
| 20,000 - 29,999 | 8,000.00 | 8,000.00 | 01/11/05 | |
| 30,000 - 39,999 | 16,000.00 | 16,000.00 | 01/11/05 | |
| 40,000 - 49,999 | 24,000.00 | 24,000.00 | 01/11/05 | |
| 50,000 - 59,999 | 32,000.00 | 32,000.00 | 01/11/05 | |
| 60,000 - 69,999 | 40,000.00 | 40,000.00 | 01/11/05 | |

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| Additional Premises licence fee (continued) | | | | |
| 70,000 - 79,999 | 48,000.00 | 48,000.00 | 01/11/05 | |
| 80,000 - 89,999 | 56,000.00 | 56,000.00 | 01/11/05 | |
| 90,000 and over | 64,000.00 | 64,000.00 | 01/11/05 | |
| 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 | |
| 10,000 - 14,999 | 1,000.00 | 1,000.00 | 01/11/05 | |
| 15,000 - 19,999 | 2,000.00 | 2,000.00 | 01/11/05 | |
| 20,000 - 29,999 | 4,000.00 | 4,000.00 | 01/11/05 | |
| 30,000 - 39,999 | 8,000.00 | 8,000.00 | 01/11/05 | |
| 40,000 - 49,999 | 12,000.00 | 12,000.00 | 01/11/05 | |
| 50,000 - 59,999 | 16,000.00 | 16,000.00 | 01/11/05 | |
| 60,000 - 69,999 | 20,000.00 | 20,000.00 | 01/11/05 | |
| 70,000 - 79,999 | 24,000.00 | 24,000.00 | 01/11/05 | |
| 80,000 - 89,999 | 28,000.00 | 28,000.00 | 01/11/05 | |
| 90,000 and over | 32,000.00 | 32,000.00 | 01/11/05 | |

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

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|---|--|--|---|--|
| Club premises certificates | | | | |
| New application variation | | | | |
| Band A | 100.00 | 100.00 | 01/11/05 | |
| Band B | 190.00 | 190.00 | 01/11/05 | |
| Band C | 315.00 | 315.00 | 01/11/05 | |
| Band D | 450.00 | 450.00 | 01/11/05 | |
| Band E | 635.00 | 635.00 | 01/11/05 | |
| Annual maintenance fee | | | | |
| Band A | 70.00 | 70.00 | 01/11/05 | |
| Band B | 180.00 | 180.00 | 01/11/05 | |
| Band C | 295.00 | 295.00 | 01/11/05 | |
| Band D | 320.00 | 320.00 | 01/11/05 | |
| Band E | 350.00 | 350.00 | 01/11/05 | |
| FireWorks Explosives Regulations 2014 (set by HSE) | | | | |
| Registration (Unlimited) initial application | 525.00 | 500.00 | 01/04/17 | |
| Renewal | 0.00 | 552.00 | 01/04/17 | New Charge |
| Licence (limited) to store explosives (fireworks) | | | | |
| New Application 1 year | 105.00 | 109.00 | 01/04/17 | |
| Renewal 1 year | 52.00 | 52.00 | 06/04/16 | |
| Renewal 3 year | 0.00 | 120.00 | 01/04/17 | New Charge |

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*VAT inclusive

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|---|--|--|---|--|
| FireWorks Explosives Regulations 2014 (set by HSE) - Continued | | | | |
| Licence to store explosives where a minimum separation distance is prescribed | | | | |
| new application 1 year | 185.00 | 185.00 | 06/04/16 | |
| Renewal 1 year | 86.00 | 86.00 | 06/04/16 | |
| renewal 3 years | 206.00 | 206.00 | 06/04/16 | |
| Varying a licence | | | | |
| Varying the name of licensee or address of site | 36.00 | 36.00 | 06/04/16 | |
| Transfer of licence | 36.00 | 36.00 | 06/04/16 | |
| Replacement of licence if lost | 36.00 | 36.00 | 06/04/16 | |

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| ENVIRONMENTAL HEALTH: | | | | |
| Annual Licences | | | | |
| Animal boarding establishments (Animal Boarding Establishments Act 1963) | | | | |
| New application | 315.50 | 322.00 | 01/04/17 | N/I/P |
| Renewal | 258.00 | 263.50 | 01/04/17 | N/I/P |
| Breeding establishments for dogs (Breeding of dogs act 1973 and 1991) | | | | |
| New application | 315.50 | 322.00 | 01/04/17 | N/I/P |
| Renewal | 258.00 | 263.50 | 01/04/17 | N/I/P |
| Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976) | | | | |
| New application | 338.60 | 345.50 | 01/04/17 | N/I/P |
| Renewal (no change) | 258.00 | 263.50 | 01/04/17 | D/L |
| Special treatment establishments (London Local Authority Act 1991) | | | | |
| Single treatment | 245.00 | 247.50 | 01/04/17 | N/I/P |
| Multiple treatment | 358.00 | 362.00 | 01/04/17 | N/I/P |
| If paid before the licence expiry date plus 10 working days fee reduced to | | | | |
| Single treatment | 192.00 | 196.00 | 01/04/17 | N/I/P |
| Multiple treatment | 294.00 | 300.00 | 01/04/17 | N/I/P |

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

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|---|--|--|---|--|
| Annual Licences (continued) | | | | |
| Special treatment establishments (London Local Authority Act 1991) | | | | |
| Variation of licence | 72.25 | 74.00 | 01/04/17 | N/I/P |
| Transfer of licence | 71.10 | 72.50 | 01/04/17 | N/I/P |
| One day licence | 63.65 | 65.00 | 01/04/17 | N/I/P |
| Performing Animals | | | | |
| Performing Animals (Regulations) Act 1925 | | | | |
| Registration | 103.00 | 105.00 | 01/04/17 | N/I/P |
| Application to vary registration | 50.00 | 51.00 | 01/04/17 | N/I/P |
| Certificate | 27.60 | 28.25 | 01/04/17 | N/I/P |
| Pet Animals | | | | |
| Pet Animals Act 1951 | | | | |
| Pet Shops new application (plus vet fees if applicable) | 315.50 | 322.00 | 01/04/17 | N/I/P |
| Renewal (no change) | 258.00 | 263.50 | 01/04/17 | N/I/P |
| Riding Establishments (Riding Establishments Acts 1964-1970) | | | | |
| New application (plus vet fees if applicable) | 334.00 | 340.75 | 01/04/17 | N/I/P |
| Application to change licence (plus vet fees if applicable) | 50.00 | 51.00 | 01/04/17 | N/I/P |

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

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|--|--|--|---|--|
| Zoo Licensing (Zoo Licensing Act 1981) | | | | |
| Notification to operate a Zoo | 168.00 | 171.50 | 01/04/17 | N/I/P |
| New application (plus vet fees if applicable) | 560.65 | 572.00 | 01/04/17 | N/I/P |
| Application to change (plus vet fees if applicable) | 313.00 | 319.25 | 01/04/17 | N/I/P |
| Sex Establishment Licensing (Local Govt. Miscellaneous Provisions Act 1982) | | | | |
| New application | 2,102.00 | 2,144.00 | 01/04/17 | N/I/P |
| Application to change licence | 1,050.80 | 1,072.00 | 01/04/17 | N/I/P |
| Hypnotism consent (Hypnotism Act 1952) | | | | |
| | 121.00 | 123.50 | 01/04/17 | N/I/P |
| Street Trading Licences (London Local Authorities Act 1990) | | | | |
| Subject to review and a separate consultation for proposed street trading protocol | | | | |
| Trading between 05:00 - 20:00 | | | | |
| Seven days per week | 2,000.60 | 2,040.75 | 01/04/17 | N/I/P |
| Six days per week | 1,715.00 | 1,749.50 | 01/04/17 | N/I/P |
| Five days per week | 1,434.00 | 1,462.75 | 01/04/17 | N/I/P |
| Four days per week | 1,144.00 | 1,167.00 | 01/04/17 | N/I/P |
| Three days per week | 860.00 | 877.25 | 01/04/17 | N/I/P |
| Two days per week | 572.00 | 583.50 | 01/04/17 | N/I/P |
| One day per week | 287.50 | 293.25 | 01/04/17 | N/I/P |

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| Street Trading Licences (Continued) | | | | |
| Trading between 20:00 - 02:00 | | | | |
| Seven days per week | 2,476.00 | 2,525.50 | 01/04/17 | N/I/P |
| Six days per week | 2,123.60 | 2,166.00 | 01/04/17 | N/I/P |
| Five days per week | 1,769.20 | 1,804.75 | 01/04/17 | N/I/P |
| Four days per week | 1,415.80 | 1,444.00 | 01/04/17 | N/I/P |
| Three days per week | 1,061.30 | 1,082.50 | 01/04/17 | N/I/P |
| Two days per week | 702.25 | 716.50 | 01/04/17 | N/I/P |
| One day per week | 351.35 | 358.50 | 01/04/17 | N/I/P |
| These can be paid annually in advance | | | | |
| Temporary Street Trading Licences (up to 6 months) | | | | |
| Trading between 05.00 and 20.00 | | | | |
| Seven days per week | 1,000.80 | 1,021.00 | 01/04/17 | N/I/P |
| Six days per week | 858.60 | 876.00 | 01/04/17 | N/I/P |
| Five days per week | 717.45 | 732.00 | 01/04/17 | N/I/P |
| Four days per week | 572.00 | 583.50 | 01/04/17 | N/I/P |
| Three days per week | 430.10 | 438.75 | 01/04/17 | N/I/P |
| Two days per week | 286.50 | 292.25 | 01/04/17 | N/I/P |
| One day per week | 144.30 | 147.25 | 01/04/17 | N/I/P |

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Neighbourhoods Regulatory Services

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*VAT inclusive

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|--|--|--|---|--|
| Advertisement A Boards | | | | |
| Removal cost | 110.00 | 112.20 | 01/04/17 | N/I/P |
| Storage cost per week | 10.00 | 10.20 | 01/04/17 | N/I/P |
| Disposal cost | 30.00 | 30.60 | 01/04/17 | N/I/P |
| Return cost (collection only) | 55.00 | 56.10 | 01/04/17 | N/I/P |
| Total cost if not collected within 14 days | 200.00 | 204.00 | 01/04/17 | N/I/P |
| Abandoned Shopping Trolleys | | | | |
| Collection fee | 25.00 | 30.00 | 01/04/17 | N/I/P |
| Storage fee per week/part week | 12.50 | 20.00 | 01/04/17 | N/I/P |
| Administration fee | 20.00 | 25.00 | 01/04/17 | N/I/P |
| Disposal of unwanted trolleys | 20.00 | 25.00 | 01/04/17 | N/I/P |

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|---|--|--|---|--|
| Temporary Street Trading Licences (up to 6 months) (continued) | | | | |
| Trading between 20.00 and 02.00 | | | | |
| Seven days per week | 1,238.50 | 1,263.50 | 01/04/17 | N/I/P |
| Six days per week | 1,063.30 | 1,084.75 | 01/04/17 | N/I/P |
| Five days per week | 885.15 | 903.00 | 01/04/17 | N/I/P |
| Four days per week | 707.85 | 722.00 | 01/04/17 | N/I/P |
| Three days per week | 530.65 | 541.25 | 01/04/17 | N/I/P |
| Two days per week | 354.50 | 361.75 | 01/04/17 | N/I/P |
| One day per week | 184.30 | 188.00 | 01/04/17 | N/I/P |
| Daily Temporary Licence for special events | 41.40 | 42.25 | 01/04/17 | N/I/P |
| Duplicate Licence | 44.60 | 45.50 | 01/04/17 | N/I/P |
| Variations to existing Licences | 93.85 | 95.75 | 01/04/17 | N/I/P |
| Stray Dog Service | | | | |
| Administration Fee | 10.00 | 10.00 | 01/04/16 | D/L |
| Weekdays 09.00 - 16.59 | 50.00 | 50.00 | 01/04/16 | D/L |
| Weekdays 17.00 - 21.59 | 60.00 | 65.00 | 01/04/17 | D/L |
| Weekdays 22.00 - 08.59 | 70.00 | 70.00 | 01/04/16 | D/L |
| Weekends 09.00 - 16.59 | 60.00 | 70.00 | 01/04/17 | D/L |
| Weekends 17.00 - 08.59 | 70.00 | 70.00 | 01/04/16 | D/L |
| Bank Holidays | 70.00 | 70.00 | 01/04/16 | D/L |
| Charge per day per dog/part day | 11.00 | 14.00 | 01/04/17 | D/L |

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

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|---|--|--|---|--|
| Land Quality Reports | | | | |
| Written report that takes less than 2 hours to complete: | | | | |
| a) 5 working day response (where available and on request) | 500.00 * | 510.00 * | 01/04/17 | D/L |
| b) 20 working day response | 275.00 * | 280.50 * | 01/04/17 | D/L |
| For every hour over 2 hours | 80.00 * | 81.75 * | 01/04/17 | D/L |
| 5 – Year Licence | | | | |
| HMO Licensing (Housing Act 2004) | | | | |
| New licences: | | | | |
| Up to 5 lettings | 1,060.00 | 1,081.25 | 01/04/17 | D/L |
| 6 - 9 lettings | 1,220.00 | 1,245.00 | 01/04/17 | D/L |
| 10 - 14 lettings | 1,400.00 | 1,428.00 | 01/04/17 | D/L |
| 15 - 19 lettings | 1,550.00 | 1,581.00 | 01/04/17 | D/L |
| 20 lettings and above | 1,700.00 | 1,734.00 | 01/04/17 | D/L |
| Changes to a licence: | | | | |
| Single dwelling is re-let as a House in Multiple Occupation | 860.00 | 877.25 | 01/04/17 | D/L |
| House in Multiple Occupation is re-let as a single dwelling | 155.00 | 158.25 | 01/04/17 | D/L |

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Neighbourhoods Regulatory Services

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|--|--|--|---|--|
| Miscellaneous housing-related fees | | | | |
| Fee for each type of Statutory Notice served under the Housing Act 2004 with the ability to add the cost of any report required from external experts such as Gas, Electricity or Structural surveyors | 500.00 | 510.00 | 01/04/17 | D/L |
| Fee per visit for Housing Inspection and Assessments for Immigration | 130.00 | 132.75 | 01/04/17 | D/L |
| Caravan site licence (Caravan Sites and Control of Development Act 1960) | 370.00 | 377.50 | 01/04/17 | D/L |
| Gambling Act 2005 Bingo Club premises | | | | |
| Fees set by LA (subject to maxima set by Govt.) | | | | |
| New premises application | 3,280.65 | 3,346.25 | 01/04/17 | N/I/P |
| Annual fee | 642.05 | 655.00 | 01/04/17 | N/I/P |
| Application to vary | 1,077.20 | 1,088.00 | 01/04/17 | N/I/P |
| Application to transfer | 539.25 | 550.00 | 01/04/17 | N/I/P |
| Gambling Act 2005 Bingo Club premises (continued) | | | | |
| Fees set by LA (subject to maxima set by Govt.) | | | | |
| Application for reinstatement | 836.40 | 853.25 | 01/04/17 | N/I/P |
| Application for a provisional statement | 1,115.50 | 1,138.00 | 01/04/17 | N/I/P |
| License application (provisional statement holders) | 836.40 | 853.25 | 01/04/17 | N/I/P |

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

*VAT inclusive

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|---|--|--|---|--|
| Betting shop | | | | |
| New premises application | 1,093.10 | 1,115.00 | 01/04/17 | N/I/P |
| Annual fee | 600.00 | 600.00 | 01/04/16 | D/L |
| Application to vary | 818.30 | 834.75 | 01/04/17 | N/I/P |
| Application to transfer | 539.25 | 550.00 | 01/04/17 | N/I/P |
| Application for reinstatement | 836.40 | 853.25 | 01/04/17 | N/I/P |
| Application for a provisional statement | 1,115.50 | 1,138.00 | 01/04/17 | N/I/P |
| License application (provisional statement holders) | 836.40 | 853.25 | 01/04/17 | N/I/P |
| Betting premises tracks | | | | |
| New premises application | 2,500.00 | 2,500.00 | 01/04/16 | D/L |
| Annual fee | 843.75 | 860.75 | 01/04/17 | N/I/P |
| Application to vary | 1,077.20 | 1,098.75 | 01/04/17 | N/I/P |
| Application to transfer | 539.25 | 550.00 | 01/04/17 | N/I/P |
| Application for reinstatement | 807.70 | 824.00 | 01/04/17 | N/I/P |
| Application for a provisional statement | 2,500.00 | 2,500.00 | 01/04/16 | D/L |
| License application (provisional statement holders) | 807.80 | 824.00 | 01/04/17 | N/I/P |

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Neighbourhoods Regulatory Services

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|---|--|--|---|--|
| Family Entertainment centres | | | | |
| New premises application | 1,464.65 | 1,494.00 | 01/04/17 | N/I/P |
| Annual fee | 642.05 | 655.00 | 01/04/17 | N/I/P |
| Application to vary | 1,000.00 | 1,000.00 | 01/04/16 | D/L |
| Application to transfer | 539.25 | 550.00 | 01/04/17 | N/I/P |
| Application for reinstatement | 807.70 | 824.00 | 01/04/17 | N/I/P |
| Application for a provisional statement | 1,497.60 | 1,527.75 | 01/04/17 | N/I/P |
| License application (provisional statement holders) | 840.60 | 857.50 | 01/04/17 | N/I/P |
| Adult gaming centres | | | | |
| New premises application | 1,486.75 | 1,515.50 | 01/04/17 | N/I/P |
| Annual fee | 642.05 | 655.00 | 01/04/17 | N/I/P |
| Application to vary | 1,000.00 | 1,000.00 | 01/04/16 | D/L |
| Application to transfer | 539.25 | 550.00 | 01/04/17 | N/I/P |
| Application for reinstatement | 807.70 | 824.00 | 01/04/17 | N/I/P |
| Application for a provisional statement | 1,443.30 | 1,472.25 | 01/04/17 | N/I/P |
| License application (provisional statement holders) | 807.70 | 824.00 | 01/04/17 | N/I/P |

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|---|--|--|---|--|
| Scrap Metal Dealers Act 2013 | | | | |
| Application for a new scrap metal site licence | 830.00 | 830.00 | 01/04/16 | D/L |
| Application for a new scrap metal collectors licence | 250.00 | 250.00 | 01/04/16 | D/L |
| Application for a variation of an existing licence | 134.00 | 134.00 | 01/04/16 | D/L |
| Site licence to a collectors licence | | | | |
| Application for a variation of an existing licence | 700.00 | 700.00 | 01/04/16 | D/L |
| Scrap Metal Dealers Act 2013 (continued) | | | | |
| Collectors licence to a site licence | | | | |
| Application for a variation of an existing licence not listed above | 184.50 | 184.50 | 01/04/16 | D/L |
| Renewal application for a site licence under Scrap Metal Dealers Act 2013 | 830.00 | 830.00 | 01/04/16 | D/L |
| Renewal application for a collectors licence under Scrap Metal Dealers Act 2013 | 250.00 | 250.00 | 01/04/16 | D/L |
| Lost licence replacement | 52.00 | 52.00 | 01/04/16 | D/L |
| Marriage Act 1949 | | | | |
| Wedding Registration | 785.00 | 800.75 | 01/04/17 | N/I/P |
| Primary Authority | | | | |
| Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act) No Vat as s | 0.00 | 1,200.00 | 01/01/17 | New Charge |
| Hourly rate, agreed in advance for work beyond 20 hours. | 0.00 | 60.00 | 01/01/17 | New Charge |
| 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.) | 50.00 | 50.00 | 01/04/16 | D/L |
| Food Hygiene Rating Requested rerating inspection , New charge for 2017. Can only be | | | | |
| supplied by the local authority by the Enterprise Act. No Vat applicable | 0.00 | 195.00 | 23/01/17 | New Charge |

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Neighbourhoods Regulatory Services

(A) Statutory and Nationally Agreed Charges - **GRO (General Register Office)**

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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 | |
| 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 | |
| (B) In any other cases from 2nd March 2014 | 47.00 | 47.00 | 02/03/15 | |
| Section 41 (6) Registration of building for solemnization of marriages | 123.00 | 123.00 | 01/09/14 | |
| Section 51 Fee of registrar for attending marriage/civil partnership: | | | | |
| (i) At a register office | 46.00 | 46.00 | 01/04/12 | |
| (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 | |
| (iii) Fee of Superintendent Registrar for attending marriage/civil partnership at the place where: | | | | |
| a) Housebound or | 84.00 | 84.00 | 01/09/14 | |
| b) Detained person usually resides | 94.00 | 94.00 | 01/09/14 | |

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|---|--|--|---|--|
| 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 | 4.00 | 4.00 | 01/04/12 | |
| (ii) After the time of registration | 7.00 | 7.00 | 01/04/10 | |
| Certified copy of entry for Civil Partnerships: | | | | |
| (i) At the time of registration | 4.00 | 4.00 | 01/04/12 | |
| (ii) After the time of registration | 10.00 | 10.00 | 01/04/10 | |
| Section 64(2) General search of indexes of register of books kept by superintendent registrars | | | | |
| | 18.00 | 18.00 | 01/04/04 | |
| Certified copy of entry issued under that sub-section | | | | |
| | 10.00 | 10.00 | 01/04/12 | |
| Section 65(2) Certified copy of entry ,following search of indexes kept at General Register Office | | | | |
| | 10.00 | 10.00 | 01/04/10 | |
| Births, Deaths Registration Act 1953: | | | | |
| Section 30(2) certified copy of entry following search of indexes kept at General Register Office | | | | |
| | 10.00 | 10.00 | 01/04/10 | |

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|--|--|--|---|--|
| REGISTRAR OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS: | | | | |
| Off site attendance to officiate at an approved premise wedding/civil partnership: | | | | |
| Monday to Friday | 500.00 | 510.00 | 01/04/17 | I/P |
| Saturday | 600.00 | 610.00 | 01/04/17 | I/N/P |
| Sunday/ Bank Holiday | 700.00 | 715.00 | 01/04/17 | I/N/P |
| On site attendance to officiate at a wedding/civil partnership held in Langtons Hall: | | | | |
| Monday to Thursday | 450.00 | 460.00 | 01/04/17 | I/N/P |
| Friday (Inc. red carpet) | 550.00 | 560.00 | 01/04/17 | I/N/P |
| Saturday (Inc. red carpet) | 750.00 | 765.00 | 01/04/17 | I/N/P |
| Sunday/ Bank Holiday (Inc. red carpet) | 800.00 | 815.00 | 01/04/17 | I/N/P |

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|--|--|--|---|--|
| On site attendance to officiate at a wedding/civil partnership at Langtons House: | | | | |
| Monday to Thursday | 250.00 | 255.00 | 01/04/17 | D/L |
| Friday | 400.00 | 410.00 | 01/04/17 | I/N/P |
| Saturday | 500.00 | 510.00 | 01/04/17 | I/P |
| Sunday/ Bank Holiday | 700.00 | 715.00 | 01/04/17 | I/N/P |
| Other Civil Ceremonies | | | | |
| Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) | | | | |
| Held in Langtons Wedding Rooms | | | | |
| Monday to Thursday | 250.00 * | 255.00 * | 01/04/17 | D/L |
| Friday | 400.00 * | 410.00 * | 01/04/17 | I/N/P |
| Saturday | 500.00 * | 510.00 * | 01/04/17 | I/P |
| Sunday | 700.00 * | 715.00 * | 01/04/17 | I/N/P |

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Neighbourhoods Regulatory Services

(B) Charges determined by Committee

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|--|--|--|---|--|
| Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Hall | | | | |
| Monday to Thursday | 450.00 * | 460.00 * | 01/04/17 | I/N/P |
| Friday | 550.00 * | 560.00 * | 01/04/17 | I/N/P |
| Saturday | 750.00 * | 765.00 * | 01/04/17 | I/N/P |
| Sunday | 800.00 * | 815.00 * | 01/04/17 | I/N/P |
| (An additional amount is charged if any ceremony falls on the following three days: Valentine's Day, Christmas Eve or New Year's Eve) | 100.00 | 102.00 | 01/04/17 | I/P |
| Individual Citizenship Ceremony | 150.00 | 155.00 | 01/04/17 | I/N/P |
| Wedding Rehearsal fee (per half hour) | 50.00 | 50.00 | 01/04/16 | D/L |
| Wedding Packages (see footnote below) | | | | |
| Silver Wedding Package/Civil Partnership Package (Friday) | 2,400.00 * | 2,000.00 | 01/04/17 | D/L |
| Gold Wedding Package/Civil Partnership Package | 3,600.00 * | 3,000.00 | 01/04/17 | D/L |
| Saturday Winter Wedding Package | 4,800.00 * | 4,000.00 | 01/04/17 | D/L |
| Surcharge for evening weddings at 5pm & 6pm on Thursdays & Fridays (includes Langton's House and Approved Premises) | 180.00 * | 182.00 | 01/04/17 | I/N/P |

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|--|--|--|---|--|
| Surcharge for candlelit weddings between October-March in addition to evening wedding option | 180.00 * | 182.00 | 01/04/17 | I/N/P |
| Payment in advance of a non-refundable booking fee for Register Office Weddings only | 50.00 | 50.00 | 01/04/16 | D/L |
| Change of ceremony appointment fee | 50.00 | 50.00 | 01/04/16 | D/L |
| Hire of Round tables | 50.00 * | Withdrawn | 01/04/17 | D/L |
| Extra linen requirement above standard 50 people on packages (price per person) | 10.00 * | Withdrawn | 01/04/17 | D/L |
| Premium Appointment Service (additional casual registrars used to cover up to one hour) | 40.00 | 40.00 | 01/04/16 | D/L |
| Non-Refundable booking fee for Notice of Marriage (applies to non-attendees only - in line with statutory fee for notice of marriage) | 40.00 | 35.00 | 01/04/17 | D/L |
| Langtons Hall Hire (Hourly) | | | | |
| Monday - Friday 9.00-17.00 | 40.00 | 40.00 | 01/04/16 | D/L |
| Monday - Thursday 17.00-24.00 | 50.00 | 50.00 | 01/04/16 | D/L |
| Friday Evening, Saturday and Sunday (A discount of 20% applies for bookings of more than 6 hours for Friday evening and the weekend) | 90.00 | 95.00 | 01/04/17 | D/L |

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|--|--|--|---|--|
| Langtons Room Hire at all times (Hourly) (A discount of 40% applies for Charity/Community groups by application) | 40.00 | 40.00 | 01/04/16 | D/L |
| Damage deposit for Langton's Hall function bookings | 250.00 | 250.00 | 01/04/16 | D/L |
| Sponsorship for Langtons Ceremony Brochure | | | | |
| Whole A5 page - Portrait | 720.00 * | 735.00 * | 01/04/17 | I/N/P |
| Half A5 Page - Landscape | 384.00 * | 390.00 * | 01/04/17 | I/N/P |
| Quarter A5 Page - Portrait | 240.00 * | 245.00 * | 01/04/17 | I/N/P |
| Back Cover - Whole A5 Page - Portrait | 1,440.00 * | 1,468.00 * | 01/04/17 | I/N/P |
| Inside Front and Back Cover - Whole A5 Page - Portrait | 1,080.00 * | 1,101.00 * | 01/04/17 | I/N/P |
| Nationality Checking Service | | | | |
| Single Adult | 60.00 * | 72.00 * | 01/04/17 | D/L |
| Child | 35.00 * | 42.00 * | 01/04/17 | D/L |
| Passport Checking Service | | | | |
| Per Person | 0.00 | 10.00 * | 01/04/17 | New Fee |
| Copy Certificate fast-track service | | | | |
| Within 24 hours+ | 20.00 | 20.00 | 01/04/16 | D/L |
| While you wait+ | 40.00 | 40.00 | 01/04/16 | D/L |
| (+charges in addition to statutory fee for charge of actual certificate) | | | | |
| Postage Costs: | | | | |
| Marriage Authorities to other Districts by 1st class recorded delivery | 6.00 | 6.00 | 01/04/16 | D/L |
| Copy certificates by 1st class recorded delivery | 5.00 | 5.00 | 01/04/16 | D/L |

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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, scale not exceeding 3m) - each scale | 12.15 * | 12.40 * | 01/04/17 | D/L |
| (b) Capacity (without divisions, not exceeding 1 litre) - each measure | 10.00 * | 10.20 * | 01/04/17 | D/L |
| (c) Cubic ballast | | | | |
| Other than brim (each measure) | 201.50 * | 205.60 * | 01/04/17 | D/L |
| Brim/bucket type (each measure) | 89.00 * | 90.80 * | 01/04/17 | D/L |
| 1. Liquid capacity measures for making and checking average quantity purchases each measure | 31.50 * | 32.20 * | 01/04/17 | D/L |
| 2. Templates (per scale) | | | | |
| First item | 55.25 * | 56.40 * | 01/04/17 | D/L |
| Second and subsequent items | 22.50 * | 22.95 * | 01/04/17 | D/L |

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|---|--|--|---|--|
| Measuring Instruments (continued): | | | | |
| (d) Liquid fuel, Lubricants etc. (each instrument) | | | | |
| 1. Container type (not sub-divided) | 103.00 * | 105.10 * | 01/04/17 | D/L |
| 2. Other types (multi-outlets) | | | | |
| 1 meter tested | 134.00 * | 136.70 * | 01/04/17 | D/L |
| Each additional meter tested | 82.50 * | 84.15 * | 01/04/17 | D/L |
| 3. Test of peripheral equipment on separate visit | 103.00 * | 105.10 * | 01/04/17 | D/L |
| 4. Test of credit card acceptor | 103.00 * | 105.10 * | 01/04/17 | D/L |
| 5. MID verification | | | | |
| 1 meter tested | 168.25 * | 171.70 * | 01/04/17 | D/L |
| Each additional meter | 102.90 * | 105.10 * | 01/04/17 | D/L |
| (e) Intoxicating liquor (each instrument) | | | | |
| Not exceeding 150ml (individual submissions) | 20.00 * | 20.40 * | 01/04/17 | D/L |
| Other | 24.00 * | 24.50 * | 01/04/17 | D/L |

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|--|--|--|---|--|
| Measuring Instruments (continued): | | | | |
| (f) Each weight (stamping) | | | | |
| 1. Weights exceeding 5kg or not exceeding 500mg, 2cm | 11.00 * | 11.25 * | 01/04/17 | D/L |
| 2. Other weights | 8.40 * | 8.60 * | 01/04/17 | D/L |
| 3. Other weights (more than one submitted) | 7.05 * | 7.20 * | 01/04/17 | D/L |
| 4. Adjusting weights (per hour) | 105.00 * | 107.10 * | 01/04/17 | D/L |
| (g) | | | | |
| 1. Calibrated to weigh only metric: | | | | |
| Not exceeding 15kg | 34.20 * | 34.90 * | 01/04/17 | D/L |
| Exceeding 15kg to 100kg | 48.90 * | 49.90 * | 01/04/17 | D/L |
| Exceeding 100kg to 250kg | 81.00 * | 82.70 * | 01/04/17 | D/L |
| Exceeding 250kg to 1 tonne | 117.60 * | 120.00 * | 01/04/17 | D/L |
| Exceeding 1 tonne to 10 tonne | 188.00 * | 191.80 * | 01/04/17 | D/L |
| Exceeding 10 tonnes to 30 tonnes | 395.00 * | 402.90 * | 01/04/17 | D/L |
| Exceeding 30 tonnes to 60 tonnes | 588.50 * | 600.30 * | 01/04/17 | D/L |
| 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: | 105.00 * | 107.10 * | 01/04/17 | D/L |

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|--|--|--|---|--|
| Measuring Instruments (continued): | | | | |
| 3. Medical weighing scales | | | | |
| Not exceeding 15kg | 34.00 * | 34.70 * | 01/04/17 | D/L |
| Exceeding 15kg to 100kg | 49.25 * | 50.25 * | 01/04/17 | D/L |
| Exceeding 100kg to 250kg | 81.00 * | 82.70 * | 01/04/17 | D/L |
| Exceeding 250kg to 1 tonne | 117.50 * | 120.00 * | 01/04/17 | D/L |
| Certificate of errors | | | | |
| For supplying a certificate containing results of errors found on testing (cert supplied upon request of the submitter, fee applies when no other fee is payable) | 45.80 * | 46.72 * | 01/04/17 | D/L |
| Measuring Instrument Directive | | | | |
| Measuring Instruments for liquid fuel and lubricants (initial verification not re-verification) (surcharge over fee listed above) | 10% Surcharge * | 10% Surcharge * | 01/04/17 | |
| Other Weighing or Measuring Equipment | | | | |
| Brake tester/spring balance type | 55.30 * | 56.45 * | 01/04/17 | D/L |
| 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) | 105.00 * | 107.10 * | 01/04/17 | D/L |

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|--|--|--|---|--|
| Standards Services provided to Other Local Authorities | | | | |
| Testing and Associated Services (per hour) | 87.60 | 89.40 | 01/04/17 | D/L |
| Collection Delivery charge (price shown is per mile) return trip + congestion charge where applicable | 0.70 | 0.72 | 01/04/17 | I/N/L |
| Inspections during standard office hours, including travelling time | 87.60 | 89.40 | 01/04/17 | D/L |
| Block Booked and Pre-paid Inspections totalling more than £5000 (per hour) | 0.00 | 61.30 | 01/04/17 | New Charge |
| 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) | 87.55 | 89.35 | 01/04/17 | D/L |
| UKAS Laboratory | | | | |
| Charge for calibration to M1 level 25kg - 1mg (Incl. cert where total order over £100) | | | | |
| One weight submitted | 19.00 * | 19.40 * | 01/04/17 | D/L |
| Certificate where total order is less than 100 | 30.05 * | 30.70 * | 01/04/17 | D/L |

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|--|--|--|---|--|
| UKAS Laboratory (continued): | | | | |
| Charge for calibration to F2 level 20kg - 1mg (Incl. cert where total order over £100) | | | | |
| One weight submitted | 46.55 * | 47.50 * | 01/04/17 | D/L |
| Certificate where total order is less than £100 | 30.05 * | 30.70 * | 01/04/17 | D/L |
| (Where multiple weights are submitted of the same nomination a 10% reduction may apply). | | | | |
| GLC (General Powers) Act 1985 | | | | |
| Competitive Bidding - Licence Registration fee | 337.65 | 344.50 | 01/04/17 | D/L |
| Financial Investigation by Accredited Financial Investigator (LA) | | | | |
| Where no individual agreement exists, per hour spent by AFI | 65.00 | 66.30 | 01/04/17 | D/L |
| 'PASS' Alcohol awareness retailer training fee (per delegate - Inc. VAT) | 63.20 * | 64.50 * | 01/04/17 | D/L |

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|--|--|--|---|--|
| PLANNING AND BUILDING CONTROL: | | | | |
| Photocopying per A4 and A3 sheet (minimum charge £1) | 0.20 * | 0.20 * | 01/04/14 | D/L |
| Photocopying of plans (per sheet) | 18.50 * | 19.00 * | 01/04/17 | N/I/P |
| Other Planning requests - per hour (minimum 1/2 hour) | 71.00 | 72.50 | 01/04/17 | D/L |
| Other Building Control requests - per hour | 71.00 | 72.50 | 01/04/17 | D/L |
| [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) | 210.00 | 225.00 | 01/04/17 | D/L |
| Building Control - Dangerous Structure charge | | | | |
| 8am - 5pm - per hour | 70.00 | 75.00 | 01/04/17 | D/L |
| 5pm - 8am - per hour | 105.50 | 112.50 | 01/04/17 | D/L |
| (Travelling costs will also be charged as appropriate as well as Dangerous Structures Consortium Contractors Costs) | | | | |

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|---|--|--|---|--|
| Pre-Application advice | | | | |
| Pre-Application advice | | | | |
| Householder/Small Business - Face to Face | 50.50 * | 51.50 * | 01/04/17 | N/I/P |
| Householder/Small Business - Written Response | 81.00 * | 83.00 * | 01/04/17 | N/I/P |
| Change of Business Premises up to 99 sq.m | 151.50 * | 154.50 * | 01/04/17 | N/I/P |
| Pre-Application advice - Residential units/Commercial or Industrial Floor space | | | | |
| 1 residential unit | 151.50 * | 154.50 * | 01/04/17 | N/I/P |
| 1 residential unit - Follow up advice | 30.00 * | 31.00 * | 01/04/17 | N/I/P |
| 2-3 residential/100-499sq m floor space | 303.00 * | 309.00 * | 01/04/17 | N/I/P |
| 2-3 residential/100-499sq m floor space - Follow up advice | 60.00 * | 61.50 * | 01/04/17 | N/I/P |
| 4-9 residential/500-999 sq. m floor space | 808.00 * | 824.00 * | 01/04/17 | N/I/P |
| 4-9 residential/500-999 sq. m floor space - Follow up advice | 200.00 * | 204.00 * | 11/04/17 | N/I/P |
| 10-24 residential/1000-1999 sq.m floor spc/telecoms | 1,515.00 * | 1,545.50 * | 01/04/17 | N/I/P |
| 10-24 residential/1000-1999 sq.m floor spc/telecoms - Follow up advice | 300.00 * | 306.00 * | 01/04/17 | N/I/P |
| 25-49 residential/2000-4999 sq. m floor space | 1,767.50 * | 1,803.00 * | 01/04/17 | N/I/P |
| 25-49 residential/2000-4999 sq. m floor space - Follow up advice | 350.00 * | 357.00 * | 01/04/17 | N/I/P |
| 50-99 residential/5000-9999 sq. m floor space | 2,020.00 * | 2,060.50 * | 01/04/17 | N/I/P |
| 50-99 residential/5000-9999 sq. m floor space - Follow up advice | 400.00 * | 408.00 * | 01/04/17 | N/I/P |
| 100+ residential/10000+ sq. m floor space | 2,525.00 * | 2,575.50 * | 01/04/17 | N/I/P |
| 100+ residential/10000+ sq. m floor space | 500.00 * | 510.00 * | 01/04/17 | N/I/P |

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|---|--|--|---|--|
| Research, retrieval and copy of one document for domestic properties | 34.50 | 40.00 | 01/04/17 | D/I/P |
| Research, retrieval and copy of one document for non-domestic properties | 0.00 | 60.00 | 01/04/17 | New Charge |
| For each additional document | 17.25 | 19.00 | 01/04/17 | D/L |
| Planning Condition History Search (30 minutes) | 34.50 | 36.00 | 01/04/17 | D/L |
| Additional research time (per 15 minutes) | 17.25 | 18.00 | 01/04/17 | N/I/P |
| Supply of letter detailing inspections (where no completion certificate exists) per hour | 71.00 | 105.00 | 01/04/17 | D/L |
| Request for written confirmation that Enforcement Notice complied with or of no effect | 0.00 | 140.00 | 01/04/17 | New Charge |
| Request to withdraw Enforcement Notice where no longer of effect | 0.00 | 800.00 | 01/04/17 | New Charge |
| High Hedge Complaint | 300.00 | 310.00 | 01/04/17 | 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 same time

| Number of Dwellings | Total |
|---|-----------|
| 1 | £953.00 |
| 2 | £1,271.00 |
| 3 | £1,483.00 |
| 4 | £1,801.00 |
| 5 | £2,013.00 |
| 6 | £2,331.00 |
| 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 same time may be aggregated together

| Type of work | Total |
|---|-----------|
| 1. Erection of a detached building which consists of a garage or carport or both having a floor area not exceeding 40m ² in total and intended to be used in common with an existing building and which is not an exempt building. | £493.00 |
| 2. Garage Conversions where the total floor area does not exceed 30m ² , including means of access and work in connection with that extension. | £493.00 |
| 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. | £630.00 |
| 4. Any extension or Loft Conversion where the total floor area of which exceeds 30m ² but does not exceed 60m ² , including means of access and work in connection with that extension. | £869.00 |
| 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. | £1,033.00 |
| 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 | £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 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 is 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, each basement level being counted as one storey. In 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

**oneSource
Asset Management**

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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 | G/L |
| Electricity Charge per Ground Space/6ft frontage <i>(Electricity Charges will be applied to all licences other than to</i> | 11.70 | 11.70 | 01/04/15 | G/L |
| <i>Extra Land (Daily Charge)</i> | 5.35 | 5.35 | 01/04/15 | G/L |
| Other one-off charges | | | | |
| Nomination of Licence | 255.00 | 255.00 | 01/04/15 | G/L |
| Nomintation of Licence to member of Family | 185.00 | 185.00 | 01/04/15 | G/L |
| Other alterations to Licences | 42.50 | 42.50 | 01/04/15 | G/L |
| Casual Trader Market Charges | | | | |
| Daily Charges | | | | |
| Saturday Market – Ground Space/6ft frontage including electricity | 27.00 | 27.00 | 01/04/15 | G/L |
| Wed or Friday Market – Ground Space/6ft frontage including electricity | 19.00 | 19.00 | 01/04/15 | G/L |
| Extra Land (Daily Charge) | 5.35 | 5.35 | 01/04/15 | G/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

Basis for setting charge increase above complies with either:

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

**oneSource
Asset Management**

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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 | G/L |
| Casual Traders - Ground space/6ft frontage including electricity | 24.00 | 24.00 | 01/04/15 | G/L |
| Extra Land (Daily Charge) | 5.35 | 5.35 | 01/04/15 | G/L |

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oneSource
Exchequer and Transactional Services

(A) Statutory and Nationally Agreed Charges as set by Havering & The Magistrates Courts

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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 | |
| Liability Order | 10.00 | 10.00 | 01/04/10 | |
| Summons NNDR (inc £3 paid to the court) | 180.00 | 180.00 | 01/04/11 | |
| Liability Order NNDR | 47.00 | 47.00 | 01/04/11 | |
| Means Enquiry Summonses Council Tax (£245.00 paid to the court) | 305.00 | 305.00 | 22/04/14 | |
| Arrest Warrants with Bail Council Tax (inc. £75 paid to the court) | 145.00 | 145.00 | 22/04/14 | |
| Arrest Warrants without Bail Council Tax (inc. £75 paid to the court) | 130.00 | 130.00 | 22/04/14 | |

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

Basis for setting charge increase above complies with either:

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

oneSource
Legal & Governance

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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 | |
| Additional charge per 1000 entries | 1.50 | 1.50 | 01/02/01 | |
| Paper format | 10.00 | 10.00 | 01/02/01 | |
| Additional charge per 1000 entries | 5.00 | 5.00 | 01/02/01 | |

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

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

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| Electoral Registration | | | | |
| Registration Certificate | 17.20 | 17.40 | 01/04/17 | I/N/P |
| Charge for each additional year checked | 5.45 | 5.50 | 01/04/17 | I/N/P |
| Ward Map | 3.70 | 3.75 | 01/04/17 | I/N/P |
| Photocopying: | | | | |
| First page | 2.10 * | 2.15 * | 01/04/17 | I/N/P |
| Cost per additional page | 0.25 * | 0.30 * | 01/04/17 | I/N/P |

Basis of Increase:

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

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| Legal & Democratic Services | | | | |
| Licences to Assign (Seal) | 439.00 | 448.00 | 01/04/17 | I/P |
| Licence to Alter | 439.00 | 448.00 | 01/04/17 | I/P |
| Sale of Council Houses - Mortgage Fees | 132.00 | 135.00 | 01/04/17 | I/P |
| Mortgage Redemption Fees: | | | | |
| Early redemption | 120.00 | 122.00 | 01/04/17 | I/P |
| Complete term | 63.00 | 64.00 | 01/04/17 | I/P |
| Deeds of release for pre-emption discount repayment | 140.00 | 143.00 | 01/04/17 | I/P |
| Release from Mortgage Covenant | 90.00 | 92.00 | 01/04/17 | I/P |
| Second Charge Questionnaire | 94.00 | 96.00 | 01/04/17 | I/P |
| Enquiries re: Discount repayment from Commercial sources | 68.00 | 69.00 | 01/04/17 | I/P |
| Administration fee re:enquiries from commercial sources on 2nd charges | 49.00 * | 50.00 * | 01/04/17 | I/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

Basis for setting charge increase above complies with either:

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|---|--|--|---|--|
| Reserve/Access Licences: | | | | |
| Single payment | 53.00 | 54.00 | 01/04/17 | I/P |
| Annual payment | 21.00 | 21.00 | 01/04/14 | I/P |
| Lease of shops/offices: | | | | |
| Town centre | 642.00 | 655.00 | 01/04/17 | I/P |
| Other | 480.00 | 490.00 | 01/04/17 | I/P |
| Complex Commercial Leases | | | | |
| (fees dependent on complexity, urgency and time) | | | | |
| Sale of surplus land/property | | | | |
| N.B. All other conveyancing costs where Council can charge when terms so provide are by agreement in terms of solicitors Remuneration Order 1972. | | | | |

Basis of Increase:

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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

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| Planning Agreements (Section 106 Town & Country Planning act 1990) Unilateral Undertaking Legal Charges S38 Highways Act 1980 Supervision Section 278 Highways Act 1980 Highway Agreements (Minimum Fee) | 505.00 | 515.00 | 01/04/17 | I/P |

Basis of Increase:

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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 | 340.00 | 347.00 | 01/04/17 | I/P |
| Monday to Friday - per half day | 171.00 | 174.00 | 01/04/17 | I/P |
| Weekends - per whole day | 471.00 | 480.00 | 01/04/17 | I/P |
| Weekends - per half day | 237.00 | 242.00 | 01/04/17 | I/P |
| Evenings - after 6pm (Fridays and weekends only) | 206.00 | 210.00 | 01/04/17 | I/P |
| Committee Room 3 | | | | |
| Monday to Friday - per whole day | 212.00 | 216.00 | 01/04/17 | I/P |
| Monday to Friday - per half day | 106.00 | 108.00 | 01/04/17 | I/P |
| Monday to Friday - per 2 hour session | 80.00 | 82.00 | 01/04/17 | I/P |
| Evening - after 6pm (Fridays and weekends only) | 106.00 | 108.00 | 01/04/17 | I/P |
| Other Committee Rooms - per hour (daytime & evening) | | | | |
| Room 1 | 32.00 | 33.00 | 01/04/17 | I/P |
| Room 2 | 32.00 | 33.00 | 01/04/17 | I/P |
| Room 4 | 32.00 | 33.00 | 01/04/17 | I/P |
| Lettings to Charities and Voluntary Organisations | | | | |
| Lettings to charities and voluntary organisations will usually attract a 50% discount. | | | | |

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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 | 28.00 | 29.00 | 01/04/17 | I/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 | I/P |
| Cost per additional page | 0.20 * | 0.20 * | 01/04/15 | I/P |

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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 | 141.00 | 144.00 | 01/04/17 | I/P |
| Per appeal withdrawn once papers for hearing have been distributed | 170.00 | 173.00 | 01/04/17 | I/P |
| Per appeal heard | 225.00 | 230.00 | 01/04/17 | I/P |
| Per appeal referred to the Secretary of State alleging maladministration | Charge to be agreed on basis of work required | Charge to be agreed on basis of work required | 01/04/17 | I/P |
| Per appeal subject to judicial review proceedings | | | 01/04/17 | I/P |
| Exclusion reviews | | | | |
| Per review withdrawn before processing | No charge | No charge | | |
| Per processed review withdrawn less than three weeks before hearing | 140.00 | 143.00 | 01/04/17 | I/P |
| Per review withdrawn once papers for hearing have been distributed | 166.00 | 169.00 | 01/04/17 | I/P |

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | 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 hearing; plus | 281.00 | 287.00 | 01/04/17 | I/P |
| For each subsequent hour or part of an hour of hearing; plus | 64.00 | 65.00 | 01/04/17 | I/P |
| For each subsequent hour or part of an hour of clerk's time | 45.00 | 46.00 | 01/04/17 | I/P |
| Per review referred to the Secretary of State alleging maladministration | Charge to be agreed on basis of work required at £44 per hour | Charge to be agreed on basis of work required at £46 per hour | 01/04/17 | I/P |
| Per review subject to judicial review proceedings | | | 01/04/17 | I/P |
| Applications to correct the Registers of Common Land and Town and Village Greens under the Commons Act 2006 | | | | |
| Declaration of entitlement to exercise a right of common | 32.00 | 33.00 | 01/04/17 | I/P/N |
| Creation of a right of common resulting in the registration of new common land | No Fee | No Fee | 01/04/17 | |
| Creation of a right of common over existing common land | 126.00 | 129.00 | 01/04/17 | I/P |
| Variation of a right of a common | 126.00 | 129.00 | 01/04/17 | I/P |
| Apportionment of a right of common | 126.00 | 129.00 | 01/04/17 | I/P |
| Attachment of a right of common | No Fee | No Fee | | |
| Re-allocation of attached rights | 126.00 | 129.00 | 01/04/17 | I/P |
| Transfer of a right in gross | 51.00 | 52.00 | 01/04/17 | I/P |

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|--|--|---|--|
| Surrender or extinguishment of a right of common | 100.00 | 100.00 | 15/12/14 | I/P |
| Statutory disposition pursuant to section 14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition) | 189.00 | 193.00 | 01/04/17 | |
| Registration of a new town or village green other than by owner | No Fee | No Fee | 15/12/14 | |
| Registration of a new town or village green by the owner | No Fee | No Fee | 15/12/14 | |

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| Income Source | Charges 2016/17 (from April 2016) £ | Charges 2017/18 (from April 2017) £ | Operative Date of Latest Notified Charge | Basis of Increase and Charging Policy |
|--|---|---|--|--|
| Rainham Library | | | | |
| Rainham Library Meeting Room 1 (large room) First Hour | 25.00 | 25.50 | 01/04/15 | N/L |
| Rainham Library Meeting Room 1 (large room) Additional Hours | 20.00 | 20.50 | 01/04/14 | N/L |
| Rainham Library Meeting Room 2 per hour | 20.00 | 20.50 | 01/04/15 | N/L |
| Rainham Library Meeting Room 3 per hour | 20.00 | 20.50 | 01/04/15 | N/L |
| Rainham Library Meeting Room 4 per hour | 15.00 | 15.50 | 01/04/14 | N/L |
| Rainham - After closing time £25 locking up fees | | | | |
| Nursery Room | 20.00 | 20.50 | 01/09/14 | N/L |

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COUNCIL, 22 FEBRUARY 2017

REPORT OF THE CHIEF EXECUTIVE

SUBJECT: MEMBERS' ALLOWANCES

SUMMARY

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

This report proposes no changes to the existing scheme as agreed at Council on 24 February 2016.

In reviewing the scheme due regard was given to the June 2014 report of the Independent Remuneration Panel of London Councils and the allowances in the scheme were set with regard to their bands of recommendations.

RECOMMENDATIONS

It is recommended:

1. That the Members' Allowances scheme becomes effective from 1st April 2017 and the existing scheme be revoked with effect from the same date.

REPORT DETAIL

1. **BACKGROUND INFORMATION – THE CURRENT SCHEME**
 - 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 provide that a Local Authority shall make a scheme in accordance with these Regulations in respect of each year. Regulation 10 provides that such a scheme shall be made before the beginning of each year commencing on 1st April. Such a scheme may be amended during the

year, but only revoked and replaced with a new scheme with effect from the beginning of a year.

- 1.2 Under Regulation 19 of the 2003 Regulations, before an authority amends a scheme, it shall have regard to the recommendations made in relation to it by an independent remuneration panel.
- 1.3 The Council uses the London Council's Independent Review Panel in this regard and that panel has published a report, "*The Remuneration of Councillors in London 2014*", in June 2014. This report discusses the role of councillors and sets out recommended allowance levels. This includes special responsibility allowances.
- 1.4 The current level of allowances was agreed at Council on 24th February 2016.

Human Resource Implications and Risks:

None arising directly.

Legal Implications and Risks:

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

The Regulations set out various detailed requirements in respect of:

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

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

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

Background Papers

None

Members' Allowances Scheme

Agreed at the meeting of the Council on 22nd February 2017:

The new Scheme is agreed with effect from 1st April 2017 and the revocation of the Members' Allowance Scheme (2016) is effective from 31st March 2017.

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

- 1 This scheme may be cited as the Havering London Borough Council Members' Allowance Scheme. The new scheme shall have effect from 1st April 2017.
- 2 In this scheme, "councillor" means a councillor of the London Borough of Havering and "year" means the period ending on 31st March 2018 and any period of 12 months ending on 31st March in any year after 2018.
- 3 **Basic allowance (Schedule 1)**

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

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

6 **Renunciation**

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

7 **Part-year entitlements**

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

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

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

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

8 Travelling and Subsistence (Schedule 2)

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

9 Claims and payments

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

10 **Pension Scheme**

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

11 **Financial Limits**

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

(a) Increases in Allowances

Basic Allowances as quoted will be updated for 2017/18 by any 2017/18 increases as agreed under the annual Local Government Pay Settlement of the Joint Negotiating Committee for Chief Officers of Local Authorities or its replacement under the local pay agreement. The amounts so calculated are to be rounded up to be divisible for payment purposes.

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

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

(b) Suspension of Basic and Special Responsibility Allowance

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

12 **Mayor and Deputy**

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

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

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

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

13 Co-Optees and Independent Persons' Allowances

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

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

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

14 Note

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

Schedule 1: Members' Allowances

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

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

Schedule 2: Travel and Subsistence

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

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

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

Travel and subsistence arrangements for key events will be set in line with the above. Taking account of the practicalities of arrangements however, these will be set out and documented by the Chief Finance Officer, prior to each event and be agreed with the Cabinet Member for Value.

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