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Havering
L O N D O N B O R O U G H

COUNCIL MEETING

7.30 pm Wednesday, 2 March 2022
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

Alison McKane
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:-

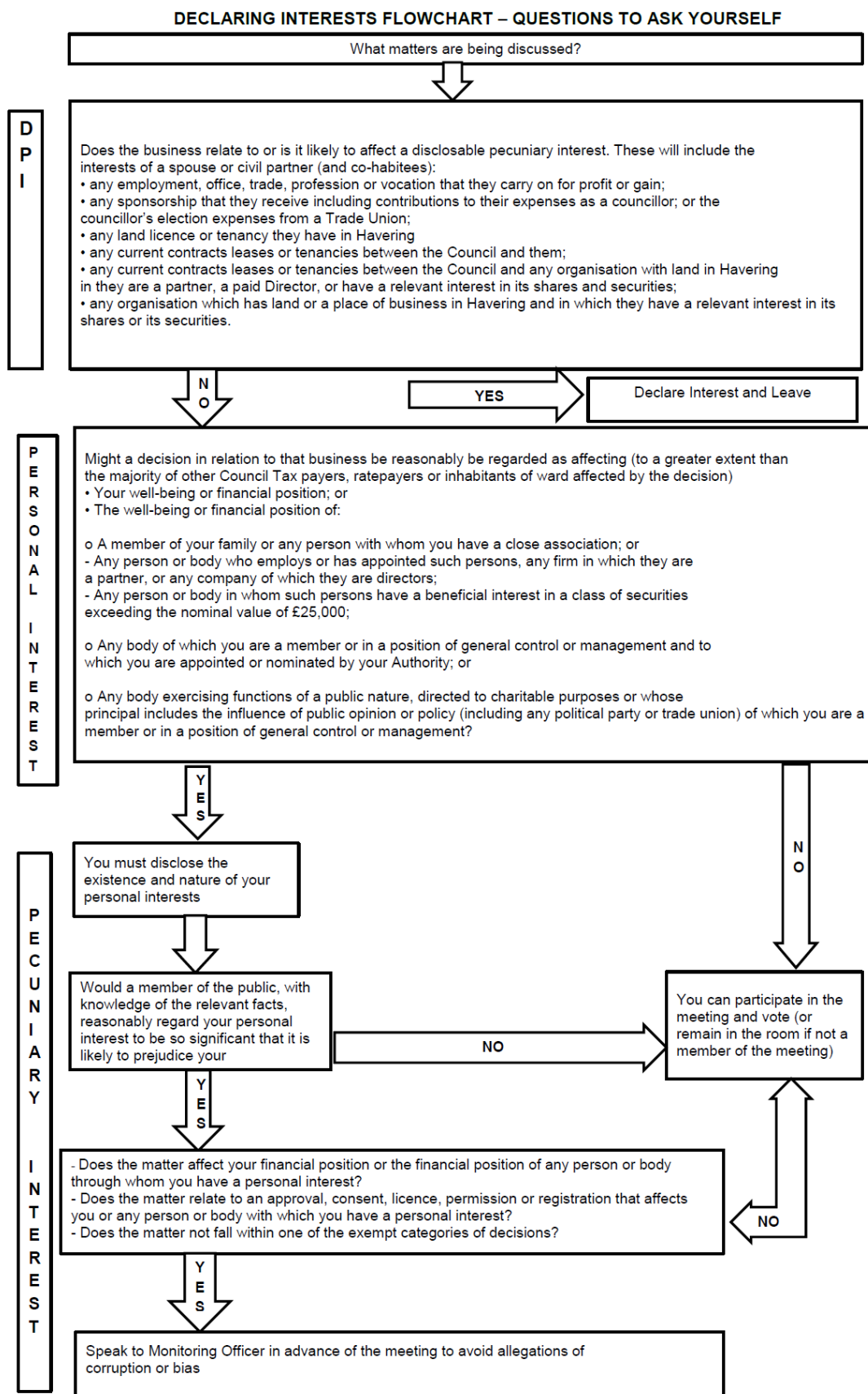
- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing,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

All Councillors are invited to join the Mayor in the saying of prayers in the Council Chamber, before the commencement of the meeting.



AGENDA

1 PRAYERS

2 APOLOGIES FOR ABSENCE

To receive apologies for absence (if any).

3 MINUTES (Pages 1 - 42)

To sign as a true record the minutes of the meeting of the Council held on 17 November 2021 (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: 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.

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 2022/23 (Pages 43 - 486)

A To consider the report of Cabinet on 16 February 2022 (attached)

B To note the decision of the Greater London Authority on its budget and precept for 2022/23 and the effect thereof on the Council's budget

C To agree a budget for 2022/23 and then

D To set the Council Tax for 2022/23

NOTE: ALL RELEVANT REPORTS FROM THE CABINET MEETING OF 16 FEBRUARY 2022 ARE ATTACHED.

8 MEMBERS' ALLOWANCES SCHEME (Pages 487 - 512)

Report attached.



**MINUTES OF A MEETING OF THE COUNCIL OF THE
LONDON BOROUGH OF HAVERING
Havering Town Hall, Council Chamber
17 November 2021 (7.30 – 10.35 pm)**

Present: The Mayor (Councillor John Mylod) in the Chair

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

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

Apologies were received for the absence of Councillors Osman Dervish, Nic Dodin, Gillian Ford and Matt Sutton.

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 Dominic Howarth, of St Edward's Catholic Church, Romford opened the meeting with prayers.

The meeting closed with the singing of the National Anthem.

18 APOLOGIES FOR ABSENCE (agenda item 2)

Apologies for absence were received from Councillors Osman Dervish, Nic Dodin, Gillian Ford and Matt Sutton.

19 MINUTES (agenda item 3)

A lack of responses to supplementary questions to questions 11 and 15 was noted and would be actioned by the Leader's Office.

It was noted that the petition at the meeting presented referred to Taunton Road not Torrington Road.

The minutes of the last meeting were otherwise agreed as a correct record, without division.

20 DISCLOSURE OF INTERESTS (agenda item 4)

There were no disclosures of interest.

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

Council recorded its condolences to Councillor Denis O'Flynn on the recent death of his wife – Maureen, a former Mayoress of Havering. Councillor O'Flynn thanked colleagues for their sympathy and understanding.

A minute's silence was held in memory of David Amess MP, James Brokenshire MP and former Councillor Marjorie Ramsey, all of whom had passed away recently. Tributes were paid from all sides of the Chamber.

The Mayor invited Members and officers to join him at the annual Nine Lessons and Carols on 19 December. The Mayor had recently been presented by the Lord Lieutenant with an oak sapling to mark the Queen's platinum jubilee next year and asked Councillors for suggestions on where the sapling could be planted.

The Chief Executive updated Members on the latest position with the Covid-19 outbreak in Havering.

22 PETITIONS (agenda item 6)

Petitions were received from Councillor Wise concerning a request for repairs to Pages Wood Bridge, Harold Park and from Councillor Holt re a request for speed calming measures in Manor Road, Princes Road, Kings Road and Carlisle Road.

23 HAVERING CLIMATE CHANGE ACTION PLAN (agenda item 7)

A report of Cabinet presented for endorsement by Council the Climate Change Action Plan. This signalled a commitment by the Council to tackle climate change, influence decisions and bring together existing environmental policies.

Deemed motion by the Administration

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

Amendment on behalf of the Independent Residents' Group

That all recommendations in the Cabinet report are replaced by:

Council agrees that the Cabinet's Climate Change Action Plan is too bureaucratic and costly to be adopted at this time.

Following debate, the amendment by the Independent Residents' Group was **NOT AGREED** by 28 votes to 9 with 13 abstentions (see division 2); the deemed motion on behalf of the Administration was **AGREED** by 28 votes to 14 with 8 abstentions (see division 3). It was **RESOLVED**:

That Council endorse the content of the report and associated action plans.

24 **LOCAL GOVERNMENT ASSOCIATION (LGA) INDEPENDENT RACE, EQUALITY, ACCESSIBILITY, DIVERSITY AND INCLUSION (READI) COMMISSIONED REVIEW MAY 2021: APPROVAL OF ACTION PLAN (agenda item 8)**

A report of Cabinet presented to Council for endorsement the Local Government Association (LGA), Independent Race, Equality, Accessibility, Diversity and Inclusion, (READI), Commissioned Review May 2021: Approval of Action Plan. The report focussed on the Council's action plan in response to the READI review and addresses the LGA's 15 priority improvement recommendations.

Deemed motion on behalf of the Administration

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

Amendment on behalf of the Independent Residents' Group

That all recommendations in the Cabinet report are replaced by:

Council agrees that the "READI" review is too generic and institutionally divisive to be adopted at this time.

Amendment on behalf of the Labour Group

As shown in appendix 1 to these minutes.

Following debate, the amendment by the Independent Residents' Group was **NOT AGREED** (see division 4) by 44 votes to 0 with 6 abstentions (see division 4); the amendment by the Labour Group was **NOT AGREED** by 27 votes to 7 with 16 abstentions (see division 5) and the deemed motion on behalf of Administration was **AGREED** by 37 votes to 3 with 10 abstentions (see division 6).

It was **RESOLVED**:

That Council endorses the Cabinet report and action plan.

25 ADOPTION OF THE HAVERING LOCAL PLAN (agenda item 9)

A report of Cabinet proposed the adoption of the Havering Local Plan. This followed the receipt of the final report of the Inspector on 14 October 2021.

Deemed motion on behalf of the Administration

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

Amendment on behalf of the Independent Residents' Group

That all recommendations in the Cabinet report are replaced by:

Council agrees that the shocking news about Beam Park station means the Havering Local Plan cannot be adopted at this time.

The amendment by the Independent Residents' Group was **NOT AGREED** by 39 votes to 5 with 6 abstentions (see division 7) and the deemed motion on behalf of Administration was **AGREED** by 39 votes to 5 with 6 abstentions (see division 8).

It was **RESOLVED**:

That Council:

- (i) Agree to adopt the Local Plan 2016-2031 including:**
 - a. the main modifications to the Submission Local Plan that are set out in the appendix to the Inspector's report (refer to annex 2)**
 - b. The minor modifications as set out in annex 3.**
- (ii) Agree to revoke the Council's current adopted Core Strategy and Development Control Policies Development Plan Document 2008 and the Romford Area Action Plan 2008 (excluding Site Specific Allocations) from the 29th**

December 2021 (following the statutory six week legal challenge period from Local Plan adoption).

26 POLLING DISTRICT AND POLLING PLACE REVIEW FOR HAROLD WOOD WARD (agenda item 10)

A report of the Chief Executive proposed a change to the polling district and polling place for a section of Harold Wood ward. This followed a review of all Polling districts, Polling places and Polling stations in accordance with the requirements of section 18C of the Representation of the People Act 1983 (as amended by section 17 of the Electoral Registration and Administration Act 2013).

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

That Council endorse the changes to the polling place and polling district for Harold Wood Ward HP6-HU set out in Appendix 1 of the report.

27 MEMBERS' QUESTIONS (agenda item 11)

Fifteen questions were submitted to the meeting. Due to time constraints, no questions were dealt with at the meeting. The answers to questions are attached as appendix 2 to these minutes.

28 ROAD AND PAVEMENT RESURFACING (agenda item 12A)

ROAD AND PAVEMENT RESURFACING

Motion on behalf of the Independent Residents' Group

Council calls on the Executive to hold an urgent review of the Horizon system as the formula for deciding road and pavement resurfacing appears to prioritise good roads and pavements over bad!

Amendment on behalf of the Conservative Group

This Council welcomes the additional investment that the administration has brought forward for the Borough's roads and pavements, totalling over £38m in the last four years. Furthermore, Council endorses the policy of worst first for the selection of roads and pavements.

The Amendment by the Conservative Group **CARRIED** by 27 votes to 11 with 12 abstentions (see division 9) and **AGREED** as the substantive motion without division.

RESOLVED:

This Council welcomes the additional investment that the administration has brought forward for the Borough's roads and pavements, totalling over £38m in the last four years. Furthermore, Council endorses the policy of worst first for the selection of roads and pavements.

29 FIRST DO NO HARM (agenda item 12B)

Motion on behalf of the Independent Residents' Group

Council agrees all residents and employees, including our hero nurses and care workers, must retain a choice whether to refuse vaccines to avoid public health staff shortages over winter.

The motion on behalf of the Independent Residents' Group was **NOT AGREED** by 28 votes to 2 with 20 abstentions (see division 10).

30 HAVERING COUNCILLORS (agenda item 12C)

Motion on behalf of the Independent Residents' Group

Council agrees it should be axiomatic for a Havering councillor to call-in any Havering application giving a reasonable explanation and then attending the planning meeting to speak on the item, or send a substitute, albeit as a courtesy ward members should be invited to call-in the item first.

Amendment on behalf of the Conservative Group

Council notes that an independent review into the governance arrangements for planning is being undertaken by the Planning Advisory Service and awaits the outcome of such review before bringing forward changes to the planning system.

The amendment was behalf of the Conservative Group was **AGREED** by 39 votes to 10 with 11 abstentions (see division 11) and **AGREED** as the substantive motion without division.

RESOLVED:

Council notes that an independent review into the governance arrangements for planning is being undertaken by the Planning Advisory Service and awaits the outcome of such review before bringing forward changes to the planning system.

31 HAROLD WOOD PARK/PAGES WOOD BRIDGE (agenda item 12D)**Motion on behalf of the North Havering Residents' Association Group**

The Bridge in Harold Wood Park that provides the vital access to Pages Wood is beyond repair and the Forestry commission who are responsible for the bridge, have said that the cost to replace this is quite high and subsequently are reluctant to replace it, as an urgent project. Without this bridge Pages Wood accessibility becomes problematic and in some cases impossible for our disabled, blind, elderly, lone walkers / runners and families with young children. This green space, being accessible to all, is essential for the physical / mental wellbeing of our community.

Council calls upon the Cabinet Member for Environment to work with the Forestry commission, our local MP's and Friends of Harold Wood Parks to stress the importance of this bridge, which provides essential access to all our visitors of our green spaces and will request to the Forestry Commission for alternative and safe provisions to be made for all park users to use Pages Wood.

Amendment on behalf of the Conservative Group

Council calls upon the administration to effect a meeting on the bridge in Harold Wood Park with relevant stakeholders with the forest commission, including the ward councillors, to discuss possible solutions for bringing back direct access from the park into Pages Wood.

A procedural motion on behalf of the Conservative Group to withdraw the Group's amendment to this motion was **AGREED** by 30 votes to 14 with 6 abstentions (see division 1). The motion on behalf of the North Havering Residents' Association Group was **AGREED** by 41 votes to 0 with 9 abstentions (see division 12).

RESOLVED:

The Bridge in Harold Wood Park that provides the vital access to Pages Wood is beyond repair and the Forestry commission who are responsible for the bridge, have said that the cost to replace this is quite high and subsequently are reluctant to replace it, as an urgent project. Without this bridge Pages Wood accessibility becomes

problematic and in some cases impossible for our disabled, blind, elderly, lone walkers / runners and families with young children. This green space, being accessible to all, is essential for the physical / mental wellbeing of our community.

Council calls upon the Cabinet Member for Environment to work with the Forestry commission, our local MP's and Friends of Harold Wood Parks to stress the importance of this bridge, which provides essential access to all our visitors of our green spaces and will request to the Forestry Commission for alternative and safe provisions to be made for all park users to use Pages Wood.

32 STRATEGIC PLANNING AND PLANNING COMMITTEE SEAT ALLOCATION (agenda item 12E)

Motion on behalf of the Independent Residents' Group

There are 54 Members. 2 Members are Independent and don't count towards Seat Allocation on committees, leaving 52. Political balance rules require seat allocation to be proportionate to group size. To calculate each Members value towards seat allocation you divide the size of the committees by 52.

The Strategic and Planning committees are size 8. This means to ascertain group membership on both committees you divide 8 by 52 and means each members seat allocation value is **0.154** and this results in the following table:

Con group: $25 \times 0.154 = 3.85$
 RA group: $7 \times 0.154 = 1.09$
 UCRA group: $6 \times 0.154 = 0.92$
 IRG group: $5 \times 0.154 = 0.77$
 Lab group: $5 \times 0.154 = 0.77$
 NHRA group: $4 \times 0.154 = 0.62$

Due to levelling up and down rules it means all groups are now entitled to at least one place each on both planning committees. The Con groups **3.85** would normally level up to **4**, but there aren't the positions available to do so.

These are very important quasi-judicial committees and all groups should have membership on them, if they qualify, AND ALL DO and so Council agrees the committee seat allocations should be changed accordingly.

Amendment on behalf of the Conservative Group

Council notes the decision it made at Annual Council in April 2021 in respect of the allocation of seats on all committees which was done so in accordance with political balance rules.

The amendment on behalf of the Conservative Group was **CARRIED** by 39 votes to 4 with 7 abstentions (see division 13) and **AGREED** as the substantive motion, without division.

RESOLVED:

Council notes the decision it made at Annual Council in April 2021 in respect of the allocation of seats on all committees which was done so in accordance with political balance rules.

33 FLOOD MITIGATION FOR THE TAUNTON ROAD AREA OF HAROLD HILL (agenda item 12F)

Motion on behalf of the Labour Group

The Council being a Lead Local Flood Authority calls on the Executive to prepare as a matter of urgency a flood mitigation plan in respect of the area in Harold Hill known as Taunton Road and the roadways adjoining and to provide the necessary resources to ensure prompt implementation of such a plan.

Amendment on behalf of the Conservative Group

The Council, being a Lead Local Flood Authority, has flood risk management responsibilities in respect of flood risk from surface water, ground water and ordinary watercourses. The Council calls on the Executive to revisit earlier work completed to assess the flood risk, review the complex mechanisms that lead to the flood risk, and to report options to mitigate, reduce or remove the risk in the area of Harold Hill known as Taunton Road and adjoining roads. This would include the investigation of any external funding that may be available to enable agreed works to proceed.

The amendment on behalf of the Conservative Group was **AGREED** by 38 votes to 7 with 5 abstentions (see division 14) and **AGREED** as the substantive motion without division.

RESOLVED:

The Council, being a Lead Local Flood Authority, has flood risk management responsibilities in respect of flood risk from surface water, ground water and ordinary watercourses. The Council calls on the Executive to revisit earlier work completed to assess the flood risk, review the complex mechanisms that lead to the flood risk, and to report options to mitigate, reduce or remove the risk in the area of Harold Hill known as Taunton Road and adjoining roads. This would include the investigation of any external funding that may be available to enable agreed works to proceed.

34 **VOTING RECORD**

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

Mayor

Local Government Association (LGA), Independent Race, Equality, Accessibility, Diversity and Inclusion, (READI), Commissioned Review May 2021: Approval of Action Plan – Amendment on behalf of the Labour Group

Labour Group Party Amendment statement

Following the Cabinet's recommendation that the Full Council endorses the attached Cabinet report and action plan presented on Wednesday, 10th 2021. The Labour Group poses the following amendments to the Cabinet report and action plan for consideration and approval by members of the Full Council. The Labour Group further recommends that officers amend the action plan as shown below.

Such amendments ensure we meet our legal responsibilities under The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

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

Labour Party Group Amendments to the Cabinet Report

Section 3: The LGA's Independent Report, Findings and Recommendations

~~Section 3.1. The LGA's full independent report is attached in Appendix A. The report makes for difficult and uncomfortable reading in some places and highlights examples of where staff have experienced things that have no place in an inclusive organisation and will not be tolerated. Amend to the below text (Labour Party Group):~~

Section 3.1 - The LGA's full independent report is attached in Appendix A. The report makes for a difficult and uncomfortable reading in and highlights the following examples as shown in the bullet points immediately below, of where staff have experienced things that have no place in Havering Council, and this will not be tolerated. As per the LGA's recommendations it is important to share the lived experiences of employees to Senior Leadership Team (SLT) and Councillors.

- "The much-repeated allegations of "casual racism" and "casual sexism" being widespread were disturbing, as were the examples of racism, sexism and discriminatory behaviour towards disabled people shared with the review team. There appears to be no consistent approach to dealing with this, and this matter should be addressed urgently.
- In focus groups for this review, the review team heard widespread negative views of LBH as an employer for equality. There are few support mechanisms for sharing lived experiences, and a lack of support for staff experiencing racist, sexist and homophobic abuse from other staff or from customers. Examples were shared with us where an assault or abuse had taken place, but the police were not called, and customers were not challenged appropriately. Partly because of this type of inaction, there are a lot of demoralised Black, Asian and Minority Ethnic staff at LBH.
- Disclosure rates for disability are reported to be very low. As a result, there is a risk of not addressing inequality for disabled people or making reasonable adjustments. There is reported to be a general lack of understanding of LBH's responsibilities around reasonable adjustments, at both the recruitment stage and in terms of the long-term management of disabled staff. The review team heard anecdotes that individuals tend to leave if they develop long-term conditions.

~~**Section 3.2.** The review recognised the commitment of leadership and identified positive steps for the future, including “The borough is in a good position for change. The Leader, Chief Executive and senior officers are committed to changing the reputation of the Borough and working towards being an anti-racist Borough. Senior officers recognise that there is significant work to be done to achieve this aim as demonstrated in the Council’s self-assessment. The LGA review team have been asked to give recommendations to help the organisation progress towards this goal. This is an important start, as it is vital that both managerial and political leaders model the behaviours that are expected of themselves, other councillors and staff”.~~ **Amend to the below text (Labour Party Group):**

Section 3.2. The review recognised the commitment of leadership and identified positive steps for the future, including “ *The borough is in a good position for change. The Leader, Chief Executive and senior officers are committed to changing the reputation of the Borough and working towards being an anti-racist Borough. Senior officers recognise that there is significant work to be done to achieve this aim as demonstrated in the Council’s self-assessment. The LGA review team have been asked to give recommendations to help the organisation progress towards this goal. This is an important start, as it is vital that both managerial and political leaders model the behaviours that are expected of themselves, other councillors and staff*”.

The READI Review Team highlighted that there was scepticism by some staff – with regards to the new commitment by the leadership team – due to managers unaware of their responsibilities, and a “culture of no consequences.” This coupled with the current poor behaviours, structural barriers, and lack of EDI ownership.

~~**Section 3.3.** The review is a snapshot in time and acknowledges that some of the feedback may be about things the Council is already addressing and progressing.~~ **Amend to the below text (Labour Party Group):**

Section 3.3 The current staff sentiment is changing as the Council is committed to reset its EDI work, which is already underway, and the transition is highlighted in the Action Plan.

Section 4 The LGA Review Priority Fifteen Recommendations for Improvement

Section 4.1. ~~The following are the Review Team's priority recommendations for the Council and are addressed in the Action Plan, and recommended for approval, Appendix B:~~

Section 4.2. ~~The LGA's Fifteen Priority Action~~

- ~~1. Clarify and communicate the next stage in the Council's Equality, Diversity & Inclusion review work. We understand the internal READI review is to be followed up by an external review of race relations across the borough, but this is not clearly understood across the organisation~~
- ~~2. Ensure councillors understand the implications of the changing demographics of the borough, including member workshops or training sessions~~
- ~~3. Share lived experiences with the leadership (senior officers and councillors) ensuring that this is done in a safe and supportive environment. These experiences will need to be acted upon~~
- ~~4. Use the self-assessment exercise as the first step in developing accessible service plans~~
- ~~5. Seek understanding from the staff forums as to how they see their role in the organisation and determine what the organisation wants from the staff forums~~
- ~~6. Develop with the EDIC group a clear and immediate EDI action plan that is SMART with clear timelines (e.g., 12 months, 36 months, etc)~~
- ~~7. Establish a clear operational lead for EDI, with ownership and responsibility around delivery, ensuring that this appointment is well-known across the organisation. Ensure that the member lead is also known and visible on this agenda~~
- ~~8. Collect, analyse and publish workforce data on protected characteristics, including pay gap data~~
- ~~9. Work with the staff forums and communications teams to increase disclosure rates of personal race and disability data in particular as well as across all protected characteristics~~
- ~~10. Improve understanding across the board of the complexity of the issues—EDI is not binary~~
- ~~11. Run EDI training for staff and councillors, starting with Corporate Leadership Team and Commissioning and Procurement~~
- ~~12. Political and managerial leaders to ensure that they are meeting their responsibilities as set out in the Public Sector Equality Duty, for example to promote EDI through their actions, and role model appropriately~~
- ~~13. Behavioural expectations of staff, customers and councillors to be made explicit and reinforced with appropriate support and disciplinary mechanisms~~
- 14. Review the effectiveness of the personal development review (PDR) process across the organisation **Amend to the below text (Labour Party Group):****

Section 4 The LGA READI Review team fifty Recommendations For Improvement

Section 4.1 The review team was asked to identify practical steps for the council to take to improve the current situation. Most of the report is therefore about recommendations, grouped into quick wins, priority, medium-term and long-term – in total there are 50 recommendations.

The advice of the Review Team is for the senior managerial and political leadership of the council, to reflect on these findings and suggestions, formulating an action plan in response to this report, and suggest developing a culture of learning, with a service-based approach and council-wide strategic medium- and long-term planning. This work needs to be clearly communicated internally and externally, with clear lines of responsibility, timeframes and demonstrable actions and tangible outcomes.

Based on the findings and Review Team's suggestions – The Council has developed 16 priority actions, which have been developed from the Review Team's recommendations throughout the report (quick wins, priority, medium-term and long-term). This has been used as the foundation of the high-level action plan, Appendix B:

Section 4.2: Havering Council's 16 Priority Actions

1. Clarify and communicate the next stage in the Council's Equality, Diversity & Inclusion review work, and **establish a clear structure for the governance of EDI and communicate this widely**. We understand the internal READI review is to be followed up by an external review of **equality and diversity** relations across the borough, but this is not clearly understood across the organisation.
2. Ensure councillors understand the implications of the changing demographics of the borough, including member workshops or training sessions and **Councillors signing up to the Values and Behaviours of the borough, perhaps as part of the Code of Conduct**
3. Share lived experiences with the leadership (senior officers and councillors) ensuring that this is done in a safe and supportive environment. These experiences will need to be acted upon **through new or revised process for addressing discrimination**.
4. Use the self-assessment exercise as the first step in developing accessible service plans, **and draw on existing internal corporate and partnership documentation to ensure alignment such as:**
 - Voluntary Sector Strategy
 - Volunteering Strategy
 - Corporate Plan
 - Fair to All Equality Policy
 - Single Equality Scheme Action Plan
 - Departmental Service Plans
 - Financial Inclusion Strategy
 - Think: "Service Excellence includes equality and fairness" •
 - Equality in Service Provision Policy
 - Harassment and Bullying Policy
 - Equality & Health Impact Analysis (EqHIA)

- EFLG: Aiming for Excellence
 - Community Safety Plan
 - Health and Wellbeing Strategy
 - Community Cohesion Strategy
 - Race at Work Charter
 - Havering Way
5. Seek understanding from the staff forums as to how they see their role in the organisation and determine what the organisation wants from the staff forums – **with the council committing financial support, and to work with the staff forum to establish Terms of Reference and effective informal and formal processes to report discriminatory practices (e.g., confidential hotline, safe spaces)**
 6. Develop with the EDIC group a clear and immediate EDI action plan that is SMART with clear timelines (e.g., 12 months, 36 months, etc) **and create an EDI page on Havering Council website, including an internal version – to ensure the community, councillors and employees are informed of ongoing work around EDI. And Learn from other organisations in this field – e.g., Croydon & Hackney, the London Leadership Programme, the LGA and work with the READI Review Team.**
 7. Establish a clear operational lead for EDI, with ownership and responsibility around delivery, ensuring that this appointment is well-known across the organisation. Ensure that the member lead is also known and visible on this agenda – **and they will promote the new Set clear corporate Equality Objectives**
 8. Collect, analyse and publish workforce data on protected characteristics, including pay gap data – **establish standardised EDI questions for recruitment to support the work to close the workforce data gap, relating to disability.**
 9. Work with the staff forums and communications teams to increase disclosure rates of personal race and disability data in particular as well as across all protected characteristics
 - 10.. Improve understanding across the board of the complexity of the issues – EDI is not binary
 11. **Review and refresh procurement** pages and run EDI training for staff and councillors, starting with Corporate Leadership Team and Commissioning and Procurement.
 12. Political and managerial leaders to ensure that they are meeting their responsibilities as set out in the Public Sector Equality Duty, for example to promote EDI through their actions, and role model appropriately
 13. Behavioural expectations of staff, customers and councillors to be made explicit and reinforced with appropriate support and disciplinary mechanisms
 14. Review the effectiveness of the personal development review (PDR) process across the organisation
 15. Adopt a communications strategy emphasising a zero-tolerance policy for all forms of discrimination, covering behaviour of Members, officers and customers. Should this policy be breached, ensure that appropriate action is taken, including police involvement if necessary.
 16. **Establish a clear staff development programme, including developing leadership and secondments opportunities internally and externally to address the lack of senior representation from staff with protected characteristics.**

Section 5. Next Steps

~~**Section 5.1** The Council has developed its high-level action plan for the fifteen priority recommendations and is seeking Cabinet approval through this report.~~

~~**Section 5.2.** The new READI programme team will strengthen and take forward the detailed work plan to ensure the changes required are undertaken including working across the Council to ensure that each and every one undertakes their responsibility in making the promise of Havering being an inclusive council, with zero tolerance to racism and discrimination of any kind.~~

~~**Section 5.3.** The Cabinet will monitor progress against the action plan on a regular basis.~~

~~**Section 5.4.** Overview and Scrutiny Board will be asked to consider reviewing progress against the priority improvement actions~~ **Amend to the below text (Labour Party Group):**

Section 5. Next Steps

Section 5.1 The Council has developed its high-level action plan for the sixteen priority actions and is seeking Cabinet approval through this report.

Section 5.2. The new READI programme team will strengthen and take forward the detailed work plan to ensure the changes required are undertaken including working across the Council to ensure that each and every one undertakes their responsibility in making the promise of Havering being an inclusive council, with zero tolerance to racism and discrimination of any kind. This will also be prompted through the council's new Equality and Diversity page on the website.

Section 5.3. The Cabinet will monitor progress against the action plan on a six-monthly basis.

Section 5.4. Overview and Scrutiny Board will be asked to consider reviewing progress against the priority improvement actions on a six-monthly basis.

Section 5.5 External review of equality and diversity across the London Borough of Havering

Page 99

~~This action plan sets out the LGA READI review 15 priority recommendations and the Council's high level response. The READI Programme will take forward a detailed work plan that will support these and other improvements. Amend to the below text (Labour Party Group):~~

This action plan sets out the Council's high-level response to the LGA READI review. The new READI Programme Team will take forward a detailed work plan that will support these and other improvements.

No.	Race Equality, Accessibility, Diversity, and Inclusion (READI) Recommendation Amend to the below text (Labour Party Group): Havering Council's Priority Actions	Comment/Key Action	Timescale	Lead SLT Officer/ Comments Amend to the below text (Labour Party Group): Lead by/Comments
1	Clarify and communicate the next stage in the Council's EDI review work [Insert the following text in bold] establish a clear structure for the governance of EDI and communicate this widely. We understand the internal READI review is to be followed up by an external review of equality and diversity across the borough, but this is not clearly understood across the organisation.	[Insert the following text in bold] <ul style="list-style-type: none"> Quarterly EDI communication underway from the Leader and/or Chief Executive/COO – on EDI work and progress All staff briefing held and LGA report circulated – 23rd September 2021 and 8th September READI programme team established, including Member Champion for EDI and Cooperate Diversity Officer Create a new EDI page on Havering Council website and publish LGA report in public domain, with a news release from the Leader of the Council. Like all London Councils the New EDI website 	<p>Ongoing</p> <p>Completed</p> <p>End October 2021</p> <p>Cabinet October 2021 By December 2021</p>	Chief Operating Officer (COO), READI Programme Manager [Insert the following text in bold] Cooperate Diversity Officer, and Communication Team, READI Review Team Contact

		<p>will including updates, events and other EDI information relating to Havering Council/community.</p> <ul style="list-style-type: none"> • Work with the LGA READI Review Team contact, other EDI local authorities e.g Croydon and Hackney local partners including local public sector organisations, local businesses and the voluntary and community sector to plan for the external review of equality and diversity across the borough • Consult with Group Leaders on proposed plans for external review of equality and diversity across the borough 	<p>Review approach to be agreed and in place by spring 2022</p> <p>Before spring 2022</p>	
2.	<p>Ensure councillors understand the implications of the changing demographics of the borough, including member workshops or training sessions and [Insert the following text in bold] Councillors signing up to the Values and Behaviours of the borough, perhaps as part of the Code of Conduct</p>	<p>[Insert the following text in bold]</p> <ul style="list-style-type: none"> • Devise a rolling training and development programme that ensures all political leaders have the skills, knowledge, experience and behaviours to constructively engage and scrutinise and challenge potentially discriminatory decisions • All Member training on their role required by the Public Sector Equality Duty (PSED). • Group Leaders support for all Members to complete five mandatory training modules • Improve new Councillors induction programme to incorporate – comprehensive EDI section and implement signing up to the Values and 	<p>Rolling training programme to be signed off by Governance Committee by the end of 2021</p> <p>Completed 7th September</p> <p>Launched 7th September</p> <p>To be in place by May 2022</p>	<p>COO, READI Programme Manager [Insert the following text in bold] Cooperate Diversity Officer, Democratic Services, Communication Team, Events Team,</p>

		<p>Behaviours of the borough, as part of the Code of Conduct</p> <ul style="list-style-type: none"> • Include EDI section in weekly Calendar Brief. This will include upcoming Council EDI events, sessions, trainings both internal and external (such as session outlined in No. 3). This will also include Staff Forum events. 	January 2022	
3.	<p>Share lived experiences with the leadership (senior officers and councillors) ensuring that this is done in a safe and supportive environment. These experiences will need to be acted upon [Insert the following text in bold] through new or revised process for addressing discrimination.</p>	<p>[Insert the following text in bold]</p> <ul style="list-style-type: none"> • Programme/All Members Briefing of shared lived experience sessions, with information of how stakeholders can support/encourage staff to safely report discrimination. Feedback EDI progress. • Lunch time listening sessions, with information of how stakeholders can support/encourage staff to safely report discrimination. Feedback EDI progress. • Supportive training programme for Councillors, Cabinet, SLT, CLT and Managers • Active promotion and participation in the extensive range of internal and external EDI events being held in Havering or as part of the Council's network e.g. LGA • Consideration by the trade union joint consultative committee. 	<p>[Insert the following text in bold]</p> <p>In Place by January 2022</p> <p>In Place by January 2022 and ongoing</p> <p>In Place by January 2022 and ongoing</p> <p>Ongoing</p>	<p>[Insert the following text in bold]</p> <p>COO and READI Programme Manager, [Insert the following text in bold] Cooperate Diversity Officer</p> <p>All Members and Staff</p> <p>TUJCC</p>

4.	<p>Use the self-assessment exercise as the first step in developing accessible service plans, [Insert the following text in bold] and draw on existing internal corporate and partnership documentation to ensure alignment. such as:</p> <ul style="list-style-type: none"> • Voluntary Sector Strategy • Volunteering Strategy • Corporate Plan • Fair to All Equality Policy • Single Equality Scheme Action Plan • Departmental Service Plans • Financial Inclusion Strategy • Think: “Service Excellence includes equality and fairness” • • Equality in Service Provision Policy • Harassment and Bullying Policy • Equality & Health Impact Analysis (EqHIA) • EFLG: Aiming for Excellence • Community Safety Plan • Health and Wellbeing Strategy • Community Cohesion Strategy • Race at Work Charter • Havering Way 	<p>[Insert the following text in bold]</p> <ul style="list-style-type: none"> • Develop a READI strategy and programme of work that addresses the self-assessment and all LGA priority recommendations. Ensuring alignment/EDI consistency of existing relevant internal corporate and partnership documentation. • Ensure every service develops a plan to address the improvements needed which are reviewed quarterly and updated annually 	<p>[Insert the following text in bold]</p> <p>Share plan with EDIC group.</p> <p>31 March 2022 and reviewed/update annually</p>	<p>[Insert the following text in bold]</p> <p>READI Programme Manager, READI Review Team Contact</p> <p>Senior Leadership Team, Cooperate Diversity Officer, HR Director, and READI Review Team Contact</p>
5.	<p>Seek understanding from the staff forums as to how they see their role in the organisation and determine what the organisation wants from the staff forums – [Insert the following text in bold] with the council committing financial support, and to work with the staff forum to establish Terms of Reference and effective informal and formal processes to report discriminatory practices (e.g., confidential hotline, safe spaces)</p>	<p>[Insert the following text in bold]</p> <ul style="list-style-type: none"> • Work with staff forums to establish the future role of the forums, including creating Terms of Reference (TOR) and appoint SLT as sponsons for each Fourm • Review resources allocated in support of this, including annual budget for ALL staff fourms • Liaise with local authorities/LGA on structure of staff fourms 	<p>[Insert the following text in bold]</p> <p>End December 2021</p>	<p>[Insert the following text in bold]</p> <p>READI Workforce Programme Adviser/ Senior Leadership Team, Cooperate Diversity Officer, HR Director, READI Review Team Contact, local authority peer(s)</p>

6.	Develop with the EDIC group a clear and immediate EDI action plan that is SMART with clear timelines (e.g., 12 months, 36 months, etc) – [Insert the following text in bold] and create an EDI page on Havering Council website, including an internal version – to ensure the community, councillors and employees are informed of ongoing work around EDI. 1. And Learn from other organisations in this field – e.g., Croydon & Hackney, the London Leadership Programme, the LGA and work with the READI Review Team.	[Insert the following text in bold] <ul style="list-style-type: none"> Review the officer Equality, Diversity, Inclusion and Cohesion (EDIC) Group Terms of Reference and READI Programme work plan Review by the TUJCC Review by READI Review Contact and peer local authority 	[Insert the following text in bold] End December 2021	[Insert the following text in bold] READI Programme Manager, and READI Review Team Contact, Cooperate Diversity Officer and peer local authority TUJCC
7.	Establish a clear operational lead for EDI, with ownership and responsibility around delivery, ensuring that this appointment is well-known across the organisation. Ensure that the member lead is also known and visible on this agenda – [Insert the following text in bold] and they will promote the new Set clear corporate Equality Objectives	[Insert the following text in bold] <ul style="list-style-type: none"> Strategic Lead is Jane West, COO supported by Sandy Hamberger, the Assistant Director of Policy, Performance and Communities to will work with Communication Team see how EDI Lead can be more visible on the agenda and the new Set clear corporate Equality Objectives Councillor Misir, Member Champion for Equality and Diversity to feedback on EDI work in annual Member Champion Report to Full Council Operational Lead will be the READI Programme Manager Annual review/Audit Equality and Health Impact Assements to ensure documents are being completed to standard/ best practice 	[Insert the following text in bold] Ongoing Annually Annually	[Insert the following text in bold] Communication Team Cooperate Diversity Officer

8.	<p>Collect, analyse and publish workforce data on protected characteristics, including pay gap data – [Insert the following text in bold] establish standardised EDI questions for recruitment to support the work to close the workforce data gap, relating to disability.</p>	<p>[Insert the following text in bold]</p> <ul style="list-style-type: none"> First draft of available data analysed and reported to EDIC Group. This included an Ethnicity Pay Gap report. However, the absence of staff self-declaration on protected characteristics limits the value of all reporting currently. HR team to Establish standardised EDI questions for recruitment to support the work to close the workforce data gap, relating to disability, and promote internally the drive for capturing equality data, due to the READI Review – in a sensitive and non-intrusive way. Encourage take up of staff to complete their data on the Fusion HR system and improve data quality Data to be analysed quarterly and reported to the EDIC Group 	<p>[Insert the following text in bold]</p> <p>29th September 2021</p> <p>By January 2022</p> <p>Ongoing</p>	<p>[Insert the following text in bold]</p> <p>Assistant Director of HR, Cooperate Diversity Officer READI Review Contact, local authority peer</p>
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9.	Work with the staff forums and communications teams to increase disclosure rates of race and disability in particular as well as across all protected characteristics	<ul style="list-style-type: none"> Discussions already held at EDIC and staff forums SLT and CLT to encourage completion by staff and explain usage Choose Havering Roadshows to provide paper completion by staff unable to do this online Consideration by JTUCC 	Already underway and ongoing	EDIC and staff forum leads SLT and CLT Choose Havering Campaign JTUCC [Insert the following text in bold] Cooperate Diversity officer
10.	Improve understanding across the board of the complexity of the issues – EDI is not binary.	<ul style="list-style-type: none"> Training programme for staff Training programme for Members Shared lives listening sessions Conscious inclusion training Cultural awareness training [Insert the following text in bold] Developing process and clearly communicating as and when completed 	[Insert the following text in bold] Already underway and ongoing and frequency to determine by READI Manager/Cooperate Diversity Officer	READI Workforce Advisor and SLT, EDIC Sub-Group on Training and Development, Staff Forum Leads and HR
11.	[Insert the following text in bold] Review and refresh procurement pages and run EDI training for staff and councillors, starting with Corporate Leadership Team and Commissioning and Procurement.	[Insert the following text in bold] <ul style="list-style-type: none"> Mandatory online training for managers <ul style="list-style-type: none"> Generic training for all members Develop training programmes (see No.10) Review and refresh procurement page 	[Insert the following text in bold] Completed – 15 th July ongoing and frequency to determine by READI Manager//Cooperate Diversity Officer Completed – 7 th September By April 2022	[Insert the following text in bold] READI Workforce Advisor (to advance), /Cooperate Diversity Officer

12.	Political and managerial leaders to ensure that they are meeting their responsibilities as set out in the Public Sector Equality Duty, for example to promote EDI through their actions, and role model appropriately	<ul style="list-style-type: none"> Political and managerial leaders to ensure that they are meeting their responsibilities as set out in the Public Sector Equality Duty, for example to 	Ongoing	READI Workforce Advisor (to advance), [Insert the following text in bold] Cooperate Diversity Officer, Legal Lead/Monitoring Officer
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		<ul style="list-style-type: none"> • promote EDI through their actions, and role model appropriately. • Councillors signing up to the Values and Behaviours of the borough, perhaps as part of the Code of Conduct. • Senior Leadership Team to act as Strategic Sponsors for Staff Engagement Forums. 	<p>Ongoing but particularly in May 2022</p> <p>Allocated and ongoing</p>	<p>All Members</p> <p>Senior Leadership Team</p>
13.	Behavioural expectations of staff, customers and councillors to be made explicit and reinforced with appropriate support and disciplinary mechanisms.	<ul style="list-style-type: none"> • Training programmes in place • Programme Governance and roles and responsibilities communicated • Ensure existing policies, strategies and procedures clarify the organisation's expectations – [Insert the following text in bold] via new EDI page on Havering Council website 	<p>Ongoing</p> <p>End December 2021</p> <p>Ongoing</p>	<p>HR Advisor READI Program Manager</p> <p>READI Programme Team</p> <p>[Insert the following text in bold] Communication Team, Cooperate Diversity Officer</p>
14.	Review the effectiveness of the Personal Development Review (PDR) process across the organisation	<ul style="list-style-type: none"> • Through effective PDRs, ensure all staff are set meaningful behavioural and value-based expectations and specific activities, from leadership to frontline staff. [Insert the following text in bold] • Capture all exit interview information and take appointee action where necessary, if anything related to discrimination 	<p>End February 2022 (for 22/23 objective setting)</p>	<p>Assistant Director of HR / READI Workforce Advisor Senior Leadership Team and all managers [Insert the following text in bold] Cooperate Diversity Officer</p>
15.	Adopt a communications strategy emphasising a zero-tolerance policy for all forms of discrimination, covering behaviour of Members, officers and customers. Should this policy be breached, ensure that appropriate action is taken, including police involvement if necessary.	<p>[Insert the following text in bold]</p> <ul style="list-style-type: none"> • Immediate EDI and Engagement communications plan/strategy - including launch of Equality and Diversity page on Havering Council website • Reporting routes to be regularly communicated and monitored • Monitor and report on breaches and outcome • Work with IAG and Safer Neighbourhood Board. 	<p>[Insert the following text in bold]</p> <p>By January 2021</p> <p>End of December 2021</p> <p>Ongoing</p> <p>Quarterly</p> <p>January 2022</p>	<p>AD Communications and READI Programme Manager / Work force Advisor and Monitoring Officer [Insert the following text in bold] Cooperate Diversity Officer</p>

		<ul style="list-style-type: none"> Publicize to staff the appropriate police contact, and Hate Crime Unit 	End of December 2021	
16.	<p>[Insert the following text in bold] Establish a clear staff development programme, including developing leadership and secondments opportunities internally and externally to address the lack of senior representation from staff with protected characteristics.</p>	<ul style="list-style-type: none"> [Insert the following text in bold] Establish a clear staff development programme, including developing leadership and secondments opportunities internally and externally to address the lack of senior representation from staff with protected characteristics 	<p>[Insert the following text in bold] Plan By 2023 and ongoing</p>	<p>[Insert the following text in bold] Assistant Director of HR Officer and Cooperate Diversity Officer, READI Review Team Contact</p>



Appendix 2

FULL COUNCIL, Wednesday 17th November 2021

MEMBERS' QUESTIONS

Blue Badge Enforcement

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

The Council have recently launched a campaign to clamp down on the fraudulent use of blue badges. Would the Cabinet Member confirm what action has been taken to date and provide details of the outcomes from such actions?

Answer

In cases where Civil Enforcement Officers suspect the fraudulent use or misuse of a disabled persons blue badge, they will ask the user to disclose the badge and conduct local checks, issuing Penalty Charge Notices and making referrals to the Council's fraud team and/or the police if required.

We are now working in conjunction with a specialist fraud company, BBFI or Blue Badge Fraud Investigators, to conduct targeted covert enforcement operations in the borough. Following the completion of procurement and contracting processes, ground level research and engagement with third party organisations targeted operations will be commencing in the next few weeks continuing through to next year.

Offenders can expect to be prosecuted with both misuse and fraudulent of a blue badge carrying criminal convictions with a potential prison sentence or fine of up to £5,000 for those found guilty of fraud.

BBFI have worked with other local authorities and with a good success rate, at the London Boroughs of Waltham Forest, Redbridge and Westminster they have secured between 40 and 53 criminal convictions in recent years.

Officer will bring a report back to the Highways Advisory Committee on the success of the operation once any court hearings are concluded and will include details in the annual parking report. Regular communications sharing updates and successes will also be provided to continue to highlight the issue, the fact the council is clamping down and to dissuade would-be perpetrators from the practice.

Allotment Leases

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

Residents' Association Councillors have been contacted by allotment plot holders concerned that new leases being proposed by Havering Council do not give their allotment sites Statutory protection, and therefore leave the sites vulnerable to being closed and redeveloped. Would the Cabinet Member for Environment clarify what the position is regarding the new contracts and whether Statutory protection will be provided for all of Havering's allotment sites?

Answer

Havering is very fortunate to have such a wonderful selection of allotment sites allowing residents to grow their own fruit and vegetables.

The sites in the borough are long standing and well established, bringing communities together and enabling residents the option of living more sustainable lives.

It is the intention of this administration to increase the number of allotments in the borough to not only add to the community benefits but also as a measure to help respond to the climate change challenge. This will be a feature in the forthcoming parks strategy consultation.

The current renewal programme of Allotment Agreements (leases) does not reference or affect the status of any of the sites. They are renewals of the previous agreements with no amendments that affect the use of the land and are being completed in partnership with the various allotment societies.

Out of the 27 allotment sites in Havering 23 are statutory and 4 have temporary status and this has been the case since they were first created.

Parking Enforcement in High Street, Rainham

**3) To the Cabinet Member for Environment (Councillor Osman Dervish)
From Councillor Jeffrey Tucker**

Would the Cabinet Member for Environment please explain the parking enforcement regime in operation for Rainham High Street?

Answer

The Pay & Display bays in Upminster Road South are operational 8am to 6:30pm Monday to Saturday inclusive. Parking is limited for one hour, which is free, with no return within 2 hours. This policy was brought in by this administration to aid and assist the local businesses in their recovery from this awful pandemic. Civil Enforcement Officers patrol this location daily to ensure restrictions are complied with and safe parking practices are in place.

As with previous years there will be periods of free pay and display parking on Saturday's for customers visiting local shops within across the borough this year starting on 27th November 2021 and running through to Christmas.

CCTV provision in Havering

- 4) **To the Cabinet Member for Public Protection and Safety (Councillor Viddy Persaud)**
From Councillor Paul McGeary

When will a Cabinet Report be brought forward outlining the proposals for a revised and improved CCTV provision across the Borough?

Answer

Our officers presented a CCTV project update report to O&S Crime and Disorder Sub-Group in September outlining the range of work that has been undertaken to date and setting out an indicative timeframe.

This work includes a complete audit of CCTV equipment and systems across the borough, identification of premises for a CCTV Control Hub as part of the Council's facilities rationalisation programme, and work to maximise efficiencies through collaboration with the Council's fibre infrastructure programme.

Officers are now finalising work on the most efficient models for delivery of CCTV within the Borough and will be presenting a final report to Cabinet early in the New Year.

Supply of HGV Drivers

- 5) **To the Cabinet Member for Environment (Councillor Osman Dervish)**
From Councillor Martin Goode

With the growing concern over the National shortage of HGV drivers, can the Cabinet member for the Environment, please provide an assurance that this situation will not impact on both the quality and the availability of HGV Drivers that this Council currently uses to provide essential front line services?

Answer

The Road Haulage Associations survey of its members estimates a shortage of more than 100,000 drivers across the UK, and as such we are concerned with the potential disruption this could cause to our front-line service delivery and Officers are closely monitoring the impacts on contractors and their business continuity plan suitability.

Through partnership working with our contractors' officers have ensured Business Continuity Plans are robust, receiving confirmation from both the key Highways and Waste contractors that risk levels are currently at a tolerable level.

Officers have also increased the pool of agencies our contractors use to recruit HGV drivers from and worked with them to ensure pay rates remain competitive within the context of market demand.

Additionally, officers have introduced a fast tracked LGV driver training program which will lead to increased driver availability once trained, whilst also advancing

ordered materials with longer lead times such as street lighting parts and lanterns.

Ten HGV drivers are employed directly by the Council in the street cleansing, grounds maintenance and highways DSO services and these are all long serving members of staff. Should any of these choose to leave, agency drivers will be recruited in the short term to minimise any impact on the operation.

A further ten HGV licence holders are permanently employed within Transport (oneSource) and are deployed seasonally to assist with winter gritting when required.

Dumping of Waste in Hornchurch Country Park

**6) To the Cabinet Member for Environment (Councillor Osman Dervish)
From Councillor Stephanie Nunn**

Would the Cabinet Member explain why soil was dumped in Hornchurch Country Park that contained pieces of glass, plastic and other debris that is both harmful and a serious health hazard to both children and animals?

Answer

A sustainable approach to reusing soil has been adopted by the Council and I can confirm that when Officers completed the sift of soil at the point of placement, no hazardous materials were found in any used in Hornchurch Country Park.

This is soil that, rather than having been dumped, is being recycled from other council-led works and is being used to improve the surface of the field by levelling it out.

Officers check the soil before it is used to make sure no harmful objects are present and are checking periodically to ensure that material is not dumped at the site by persons unknown.

These checks will continue until the grass is established.

Reporting Dangerous Conditions on Roads and Pavements

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

Following an incident in Deyncourt Gardens (Cranham Ward) in February this year, where a car left the road in icy conditions and demolished the front wall of a house, I asked officers to look into providing a fast-time telephone number on the Havering Council website, for reporting dangerous stretches of roadway or pavement. I was told that this would be looked into, but there is still no number currently shown. Bearing in mind that we are now coming into the winter period, would the Cabinet Member commit to providing such a number on the website by the end of November this year?

Answer

Council, 17 November 2021

The Council can be contacted 24 hours a day. During normal working hours residents can use the general enquiries line of 01798 434343 and out of hours can call the out of hours emergency contact number of 01708 433999. Where accidents have occurred residents should call the emergency services on 999 first.

The Councils winter service standby operation started on 1 November and is ready 24/7 to respond to forecourts of snow and icy weather and grit the roads and pavement after those conditions are experienced.

The service works in priority order to ensure our resources are targeted to areas of greatest need first. This includes the busiest areas, transport hubs, hospital and emergency services depots and main roads. This ensures vital services can continue to operate; however an emergency call out service is also operational.

As stated above, where an accident does unfortunately occur, or where residents wish to report emergency situations, they can contact the Council's out of hours duty officer via 01708 433999. This number is published on the Councils website (<https://www.haverling.gov.uk/contactus>), about halfway down the page and under the heading "out of hours emergencies") and is always staffed out of hours.

Coronavirus Vaccination Programme

8) To the Cabinet Member for Health and Adult Care Services (Councillor Jason Frost) From Councillor David Durant

Please can the Cabinet Member for Public Health provide details of the Executive decision to promote the Pfizer jab or is the Pfizer jab being promoted in Council publications without Executive and Cabinet approval?

Answer

The Council's constitution does not require every communication made by the Council to be the subject of an Executive Decision.

In January 2021, Council received a report from the Chief Executive describing the importance of Covid-19 vaccination, which at that time was only just starting. On that occasion, Council resolved by a clear majority vote to support and promote the roll out of the vaccination programme including the Pfizer jab. Subsequently the safety and benefits of vaccination have been demonstrated beyond any reasonable doubt.

Vaccination has been a hugely successful element of the national and local response to the pandemic that every member should be actively supporting and the Council's published outbreak management plan makes clear the central role of vaccination in our response to the pandemic.

Any additional costs incurred in promoting the NHS coronavirus vaccination programme have been charged against monies provided by central government as the coronavirus outbreak management fund – the Council's use of COMF has been set out in a number of Executive Decisions.

Review of the Violence Against Women & Girls Strategy

- 9) **To the Cabinet Member for Public Protection and Safety (Councillor Viddy Persaud)**
From Councillor Tele Lawal

When will the review of the Violence Against Women And Girls Strategy be completed?

Answer

The current 3 year Havering Violence Against Women and Girls (VAWG) strategy was approved by Cabinet on the 17th of April 2019 and runs to April 2022.

There is a dedicated work programme in place that is monitored through the multi-agency VAWG strategic group. The Havering Community Safety Partnership (HCSP) receives regular reports on performance against the work programme.

This year we have seen new legislation which impacts on how we must respond to violence against women and girls.

The Domestic Abuse Act received royal assent in April 2021 and the government launched its "Tackling violence against women and girls strategy" in April 2021.

Work on the new Havering violence against women and girls strategy will be led by the Havering Community Safety Partnership and will begin in January 2022, following the completion of the annual strategic assessment of crime and disorder in Havering.

The plan will be developed in partnership with the members of the VAWG strategic partnership which includes the Council, Police, Health, Probation and the voluntary sector.

The final action plan will be presented to the HCSP in April 2022 before presentation to Cabinet.

Beam Park Station

- 10) **To the Leader of the Council (Councillor Damian White)**
From Councillor Natasha Summers

Will the Executive use the non-delivery of a Beam Park station as grounds to appeal the low parking provision for Havering in the London Plan?

Answer

The administration and officers of this Council remain committed to the delivery of the new station at Beam Park as do our key partners the GLA, TfL and the developers in the area such as Countryside and L&Q.

The funding for the new station is provided by the GLA, TfL and Countryside. That remains intact. The issue with the DfT centres around an indemnity for financial loss as a result of building a new station at this location.

To that end, discussions between all parties continue with a shared goal to agreeing a position so that the station can be built as expected.

The administration robustly challenged the parking standards set out in the London Plan throughout its preparation and during the examination in public. The London Plan was adopted in March 2021 by the GLA and cannot now be legally challenged.

The parking standards set out within the London Plan for outer London Opportunity Areas is 0 – 0.5 spaces per unit. Therefore the standards in which developers will submit planning applications within this range will remain unchanged regardless of Beam Park station being delivered.

Staff Pay and Productivity

11) To the Leader of the Council (Councillor Damian White) From Councillor Gerry O'Sullivan

The Government have pledged that it wants the UK to be a high wage, high skill, and high productivity economy. Would the Leader of the Council confirm what steps this Council is taking to bring this about and how the productivity of staff is measured?

Answer

The council has a people performance management framework to maximise the impact of our work and the outcomes for our residents and deploys tools such as Verto to monitor the delivery of projects against budget and projected outcomes.

Additionally, independent measures of Council performance and productivity demonstrates that Havering Council is a productive Council delivering for residents. The IMPOWER Index is a benchmarking tool which grades councils on productivity (outcome value per £). Using publicly available data sets and looking at performance through six different lenses, it allows councils to compare performance against other authorities, and drill down into their own data. Successive IMPOWER Index reports have identified Havering as the most productive local authority in London and in the top five in the country.

The council is currently refreshing its people strategy which defines how we will build the capability, skills and culture we need for our future workforce, and in turn will ensure we are a modern, progressive and diverse council focused on

achieving the best outcomes for our communities. Our approach will include a review of our current performance management framework via which individual performance is assessed, managed and rated against agreed performance objectives. This is in addition to the ongoing conversations between managers and their direct reports/teams where any concerns about under-performance are raised and addressed.

In terms of the UK economy, we are looking at how the Council spends money so that we can maximise spend in the UK. One example of this is the Buy British approach being adopted by our JV with Wates Residential. The redevelopment of Napier and New Plymouth Houses in Rainham has a £32m development value. Over 90% of that has gone to UK based companies. This means that over £29m of business has been given to those UK companies. The JV will continue to invest in UK and local companies and target further development contracts with them.

Pay & Display Machines

**12) To the Cabinet Member for Environment (Councillor Osman Dervish)
From Councillor Linda Van den Hende**

Can the Cabinet Member please confirm that the ability to use cash for parking in pay and display machines will continue to be available in all locations?

Answer

I can confirm that there are currently no plans to remove the payment of cash at pay and display machines. Customers wishing to can also make payment via the Council's cashless payment system operated by RingGo.

New ticket machines will also include contactless card payment and the Council is currently reviewing the use of existing PayPoint terminals provided in shops as a means of paying for parking, maximising the offer and convenience to residents and visitors.

Flag Raising Event

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

Does the Council Leader believe Havering Council is institutionally racist, and if not why did he invite attendees to an unconstitutional Town Hall flag raising event to hold a one minute silence and "take the knee" against racism in Havering as many anti-racists believe this divisive gesture undermines staff morale and community relations?

Answer

As usual, you are able to turn of a positive event for our staff and community into a negative. In fact our own BAME Staff Forum worked hard to ensure we celebrated Black History Month and they offered an excellent programme. This was done with others in our community. It was up to those who attend how they supported this, be that taking a knee or through some other way.

With regards to the raising of flags – the answer is the same as the last time you asked, unless specified in national guidance and our constitution, they are agreed at the discretion of the Chief Executive. It is right for us to make sure we recognise important times like this and other occasions so that we show we are an inclusive organisation respecting all our staff from all backgrounds.

Therefore, I would suggest it is you who is being divisive and undermining staff morale and community relations.

Proposed Beam Park Station

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

Will the Leader of the Council make a statement about the likely implications for the Borough and its residents following the Department of Transport's refusal to approve the proposed Beam Park Station?

Answer

Regrettably, the delivery challenges for Beam Park station at present are a result of poor project management and business case planning from the GLA, leading to the Department for Transport raising concerns about the station's impact on the viability of the rail line.

Having said that, the administration and officers of this Council remain committed to the delivery of the new station at Beam Park as do our key partners the GLA, TfL and the developers in the area such as Countryside and L&Q. The funding for the new station is provided by the GLA, TfL and Countryside. That remains intact.

The issue with the DfT centres around an indemnity for financial loss as a result of building a new station and concerns the government have with the business case the GLA prepared at this location.

To that end, discussions between all parties continue with a shared goal to agreeing a position so that the station can be built as expected.

Parking Meters in the Borough

**15) To the Cabinet Member for Environment (Councillor Osman Dervish)
From Councillor Paul Middleton**

There appears to be a substantial number of parking meters in the borough that are currently out of action. Would the Cabinet Member advise what steps

are being taken to get these metres back into use, together with how much income the Council estimates that it has lost during this extended period when the metres have not been working?

Answer

It is regrettable that some of our Pay & Display machines are currently not working and the main reason for this is mindless vandalism, deliberate damage and attempted theft.

There is a shortage of microchips manufactured in Asia due to factories closing during the pandemic and there has been difficulties in obtaining mechanical spare parts for repairs to the machines. In some cases, machines have been out of order due to the manufacturer closing its UK offices, and parts not being previously available.

However, the parking service have been able to source some alternative parts which has enabled repairs to some of the machines. Metric who supplies most Havering's pay & display machines, and their engineers along with the parking team are currently co-ordinating requirements to fix their machines and add in security modifications on the machines that have been subject to on-going vandalism/theft.

Additionally, Officers are using spare parts from machines than cannot otherwise be repaired to redistribute working components to keep other machines running.

A Capital investment exercise is already underway to procure around 120 new pay and display machines. These new machines will replace ones that have been subjected to consistent vandalism and theft, as the newer style machines are more robust and secure. Whilst this procurement has been underway for some time, unfortunately it has been delayed as a result of a shortage of machines coming in to the country and a lack of interest in the market.

It is estimated that up to £100k has been lost annually due to vandalised, theft and broken machines.

DIVISION NUMBER:	1	2	3	4	5	6	7	8	9	10	11	12	13	14
The Mayor [Cllr. Cllr John Mylod]	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
The Deputy Mayor [Cllr Christine Vickery]	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
CONSERVATIVE GROUP														
Cllr Robert Benham	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Ray Best	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Joshua Chapman	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr John Crowder	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Philippa Crowder	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Michael Deon Burton	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Osman Dervish	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Cllr Jason Frost	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Judith Holt	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Sally Miller	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Robby Misir	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Dilip Patel	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Nisha Patel	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Viddy Persaud	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Roger Ramsey	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Timothy Ryan	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Carol Smith	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Christine Smith	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Matt Sutton	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Cllr Maggie Themistocli	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Ciaran White	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Damian White	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Michael White	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	✓
RESIDENTS' GROUP														
Cllr Nic Dodin	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Cllr Paul Middleton	X	0	0	0	0	0	0	0	0	0	X	✓	✓	✓
Cllr Raymond Morgon	X	0	0	X	0	0	0	0	0	0	X	✓	✓	✓
Cllr Barry Mugglestone	X	0	0	X	0	0	0	0	0	0	X	✓	✓	✓
Cllr Stephanie Nunn	X	0	0	X	✓	0	0	0	X	0	X	✓	✓	✓
Cllr Gerry O'Sullivan	X	0	0	X	✓	0	0	0	0	0	X	✓	✓	✓
Cllr Reg Whitney	X	0	0	X	0	0	0	0	0	0	X	✓	✓	✓
UPMINSTER & CRANHAM RESIDENTS' GROUP														
Cllr Gillian Ford	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Cllr Linda Hawthorn	X	0	0	X	0	✓	X	✓	0	0	✓	0	0	0
Cllr Ron Ower	X	0	X	X	X	✓	X	✓	0	0	✓	0	0	0
Cllr John Tyler	X	0	X	X	X	✓	X	✓	0	0	✓	0	0	0
Cllr Linda Van den Hende	X	0	X	X	X	✓	X	✓	0	0	✓	0	0	0
Cllr Christopher Wilkins	X	0	0	X	0	✓	X	✓	0	0	✓	0	0	0
INDEPENDENT RESIDENTS' GROUP														
Cllr David Durant	0	✓	X	0	0	X	✓	X	X	✓	X	✓	X	✓
Cllr Tony Durdin	0	✓	X	0	0	X	✓	X	X	✓	X	0	X	✓
Cllr Natasha Summers	X	0	X	0	0	0	✓	X	X	0	0	0	0	✓
Cllr Jeffrey Tucker	X	✓	X	0	0	0	✓	X	X	0	X	0	X	✓
Cllr Graham Williamson	X	✓	X	0	0	0	✓	X	X	0	X	✓	X	✓
LABOUR GROUP														
Cllr Carole Beth	✓	✓	X	X	✓	✓	X	✓	X	0	✓	✓	✓	X
Cllr Keith Darvill	0	✓	X	X	✓	✓	X	✓	X	0	✓	✓	✓	X
Cllr Tele Lawal	✓	✓	X	X	✓	X	X	✓	X	0	✓	✓	✓	X
Cllr Paul McGeary	0	✓	X	X	✓	✓	X	✓	X	0	✓	✓	✓	X
Cllr Denis O'Flynn	0	✓	X	X	✓	✓	X	✓	X	0	✓	✓	✓	X
NORTH HAVERING RESIDENTS' GROUP														
Cllr Brian Eagling	✓	X	✓	X	0	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Martin Goode	✓	X	✓	X	0	✓	X	✓	✓	X	✓	✓	✓	✓
Cllr Jan Sargent	✓	X	✓	X	0	✓	X	✓	0	X	✓	✓	✓	X
Cllr Darren Wise	✓	X	✓	X	0	✓	X	✓	✓	X	✓	✓	✓	✓
INDEPENDENT														
Cllr Bob Perry	0	0	X	X	0	0	X	✓	0	0	✓	0	0	✓
Cllr Melvin Wallace	✓	X	✓	X	X	✓	X	✓	✓	X	✓	✓	✓	X
TOTALS														
✓ = YES	30	9	28	0	7	37	5	39	27	2	39	41	39	38
X = NO	14	28	14	44	27	3	39	5	11	28	10	0	4	7
0 = ABSTAIN/NO VOTE	6	13	8	6	16	10	6	6	12	20	1	9	7	5
ID = INTEREST DISCLOSED/NO VOTE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A = ABSENT FROM MEETING	4	4	4	4	4	4	4	4	4	4	4	4	4	4
	54	54	54	54	54	54	54	54	54	54	54	54	54	54

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COUNCIL, 02 March 2022

REPORT OF CABINET

SUBJECT: THE COUNCIL'S BUDGET 2022/23

The purpose of this report is to enable the Council to calculate and set the Council Tax for 2022/23.

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

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

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

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

Members are asked to refer to the Cabinet reports including the appendices and any supplementary paper, as the recommendations before Council make specific reference to these reports.

Attached to this report are:

- **Annex A** which are the draft minutes of the Cabinet meeting.
- **Annex B** for the final notification of the Levies.
- **Annex C** is a revised Council Tax statement, originally provided in the Cabinet report marked as **Appendix G**, amended following the final notification of the levies.
- **Annex D** is the movement in the Council's Budget for 2022/23

The Treasury Management Strategy Statement and the Capital Programme & Strategy with all related documents were reported to Cabinet separately. A separate report also covers the proposed Members Allowances scheme for 2022/23.

The HRA Major Works Capital Programme and Revenue Budget for 2022/23 were also reported separately to Cabinet and approved at the meeting on 16 February 2022. It includes a detailed HRA Budget for 2022/2023 and HRA Major Works Capital Programme 2022/23 – 2026/27.

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 £1,970.97

RECOMMENDATIONS

1. That the following as submitted in the report to Cabinet of 16 February 2022 be approved:
 - The General Fund budget for 2022/23
 - The Council Tax for Band D properties and for other Bands of properties, all as set out in **Appendix G** of the Cabinet report.
 - The Delegated Schools' Budget for 2022/23, as set out in section 5.9 of the Cabinet report.
 - The Capital Programme for 2022/23 as set out in the Capital Strategy and Programme Report reported to Cabinet on 16 February 2022.
2. The Council delegate authority to the Chief Financial Officer to adjust the Corporate Risk Budget to account for any further variations that may arise.
3. That, in accepting recommendation 1, Council is mindful of the advice of the Chief Finance Officer as set out in section 13 of the report to Cabinet.
4. That it be noted that under delegated powers the Chief Finance Officer has calculated the amount of 89,390 (called T in the Act and Regulations) as its Council Tax base for the year 2022/23 in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) made under Section 31B of the Local Government Finance Act 1992 as amended.
5. That the amount of £140,823,218 be now calculated as the Council Tax requirement for the Council's own purposes for 2022/23, with £17,048,461 of that amount being ringfenced for Adult Social Care.
6. That the following amounts be now calculated by the Council for the year 2022/23 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

(a)	£616,425,535	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	(£475,602,317)	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£140,823,218	being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
(d)	£1,575.38	being the amount at (c) above divided by the taxbase, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

7. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown in the table below as the amounts of Council Tax for 2022/23 for each of the categories of dwellings.

Valuation Bands London Borough of Havering			
	Havering	Adult Social Care	Total
	£ p	£ p	£ p
A	923.10	127.15	1,050.25
B	1,076.96	148.34	1,225.30
C	1,230.81	169.53	1,400.34
D	1,384.66	190.72	1,575.38
E	1,692.36	233.10	1,925.46
F	2,000.07	275.48	2,275.55
G	2,307.76	317.87	2,625.63
H	2,769.32	381.44	3,150.76

8. That it be noted for the year 2022/23 the major precepting authority (the GLA) has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below as proposed by the Mayor.

Valuation Bands Greater London Authority	
	£ p
A	263.73
B	307.68
C	351.64
D	395.59
E	483.50
F	571.41
G	659.32
H	791.18

9. That, having calculated the aggregate in each case of the amounts at 7 and 8 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2022/23 for each of the categories of dwellings shown below:

Valuation Bands	£ p
A	1,313.98
B	1,532.98
C	1,751.98
D	1,970.97
E	2,408.96
F	2,846.96
G	3,284.95
H	3,941.94

The effect of adopting this resolution would be to set the Council Tax for a Band D property at £1,970.97

10. That Council having considered the principles approved under the Local Government Finance Act 1992 by the Secretary of State for Communities and Local Government concludes that the Council's basic relevant amount of Council Tax for 2022/23 is not excessive.
11. That any Council Tax payer who is liable to pay an amount of Council Tax to the Authority in respect to the year ending on 31 March 2023, 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 2022, may deduct a sum equivalent to 1.5% of and from the estimated amount and such reduced amount shall be accepted in full settlement of that estimated amount.

12. That Council approves that the Council Tax Support Scheme 2021/22 is adopted for 2022/23 as set out in Section 15 of the Cabinet report of 16 February 2022.
13. That Council approves the Housing Revenue Account (HRA) Major Works Capital Programme, detailed in **Appendix 1a** of the HRA Budget for 2022/2023 and HRA Major Works Capital Programme 2022/23 – 2026/27 report to Cabinet of 16 February 2022.
14. That Council approves the HRA Capital expenditure and financing for the 12 Sites Joint Venture, detailed in paragraphs 4.1 to 4.26 and **Appendix 1b** of the of the HRA Budget for 2022/2023 and HRA Major Works Capital Programme 2022/23 – 2026/27 report to Cabinet of 16 February 2022.
15. That Council approves the Treasury Management Strategy Statement, Prudential Indicators, and the Minimum Revenue Provision Statement for 2022/23 as shown in the separate report to Cabinet of 16 February 2022.
16. That Council approves the Capital Strategy and Programme for 2022/23 as shown in the separate report to Cabinet of 16 February 2022.

REPORT DETAIL

As set out in the reports to Cabinet of 16 February 2022 and the attached Annexes.

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MINUTES OF A CABINET MEETING
Council Chamber - Town Hall
Wednesday, 16 February 2022
(7.30 - 9.50 pm)

Present:

Councillor Damian White (Leader of the Council), Chairman

Cabinet Member responsibility:

Councillor Dilip Patel

Deputy Cabinet Member for
Business Recovery

Councillor Robert Benham

Cabinet Member for Education,
Children & Families

Councillor Osman Dervish

Cabinet Member for Environment

Councillor Joshua Chapman

Cabinet Member for Housing

Councillor Jason Frost

Cabinet Member for Health & Adult
Care Services

Councillor Roger Ramsey

Cabinet Member for Finance &
Property

Councillor Viddy Persaud

Cabinet Member for Public
Protection and Safety

Councillor John Crowder

Councillor Ciaran White

1 ANNOUNCEMENTS

2 APOLOGIES FOR ABSENCE

There were no apologies for absence.

3 DISCLOSURES OF INTEREST

There were no disclosures of interest.

4 MINUTES

There were no minutes to approve.

5 REFERENCE TO CABINET FROM THE OVERVIEW AND SCRUTINY BOARD

A reference to Cabinet in respect of the Budget reports was received from the Overview and Scrutiny Board by way of a supplementary agenda. This document was considered by Cabinet, and in relation to those matters was considered later on the agenda.

6 APPROVAL OF THE HRA BUDGET 2022/23 & CAPITAL PROGRAMME 2022/23–2026/27

Cabinet considered the Approval of the HRA Budget 2022/23 & Capital Programme 2022/23-2026/27 report presented by Councillor Joshua Chapman.

It was explained that a budget for the Council's Housing Revenue Account (HRA) and HRA Major Works and Capital Programme was set out in the report. Cabinet had approved the Housing Asset Management Plan 2021-2051 in October 2021.

Furthermore, the budgets and projections of expenditure required maintenance of the stock to a good standard and was used in the preparation of the capital programme contained in the report. A summary of the HRA Business Plan 2022-52 was provided in the report.

The HRA was a ring-fenced account that was used to manage and maintain the Council's own housing stock. The proposed budget would enable the Council to manage and maintain the housing to a good standard and provide funding for a significant acquisition, new build and estate regeneration programme. It further set the rents, service charges and other charges for Council tenants and leaseholders for the year 2022/23.

It was explained that as part of the new regulatory framework for local government housing services, councils were now subject to the Regulator of Social Housing's (RSH) Rent Standard. This ended the annual 1% reduction and re-established the CPI + 1% increase.

In order to change any HRA rent liability, the local authority was required to notify tenants and give 28 days' notice of any change after the authority had made a properly constituted decision of that change. Therefore, any Cabinet decision on rent levels to be charged in any year, required the local authority to write to all tenants and advise them of the new rent liability for the following 12 months.

Should the Cabinet adopt the recommendations, a notification would be sent to tenants in the first week of March 2022, to make the new charge effective from the first week of April 2022.

Councillor Chapman explained that the increase on council rents was based on inflation and that half of the cost was passed on to help residents. There

was a further provision in the budget for health and safety and recovery from the government. Match funding was available for investment in decarbonisation of council homes and an increased buy back scheme for local families was in place. There was also an increase in affordable homes through joint venture schemes with the HRA and a welcome association centre for the homeless had recently opened.

Concern was raised by Members about tenants being refunded for services they were not receiving. It was noted that service charges were auditing by officers and that any complaints around this were investigated thoroughly. Furthermore, there was an openness and transparency with resident's charges and this was set out in the resident engagement strategy.

It was also explained that a £5m upgrade on CTTV technology would be undertaken and that a report would be provided at the next cabinet meeting.

In terms of the decarbonisation program, there was a requirement to ensure investment was done correctly and building control were already implementing the 2025 changes around no gas boilers.

The Leader summarised the discussion and commented around the new welcome centre. He said he had received comments around the quality of the environment of the centre and the service and support that residents there had received. Havering Council was championing on this and had the numbers to support people. The buyback scheme and wider regeneration synergies created meant that funding was secured to ensure that sites could be acquired and he was confident that a framework would be created across the authority within the next 10 years.

Cabinet:

AGREED the following:

1. To approve the Housing Revenue Account Budget as detailed in paragraph 3.4.
2. To agree that the rents chargeable for tenants in general needs Council properties owned by the London Borough of Havering be increased by 4.1% from the week commencing 5th April 2022.
3. To agree that the rents chargeable for tenants in supported housing Council properties, such as sheltered housing and hostels, owned by the London Borough of Havering, are increased by 4.1% from the week commencing 4th April 2022.
4. To agree the four rent-free weeks for 2021/22 are: week commencing 22nd August 2022, the two weeks commencing 19th and 26th December 2022, and the week commencing 27th March 2022.
5. To agree that service charges and heating and hot water charges for 2022/23 are as detailed in paragraph 2.10 of this report.
6. To agree that charges for Houses in Multiple Occupation (HMO) leased and managed by the Council (General Fund) are set at the LHA applicable on the 4th April 2022.
7. To agree that charges for garages should be increased by 4.1% in 2022/23 as detailed in paragraph 2.7 of this report.

8. To agree that the service charge for the provision of intensive housing management support in sheltered housing for 2022/23 shall be as detailed in paragraph 2.17 of this report.
9. To agree the Supported Housing Charge for HRA Hostels as detailed in paragraph 2.22.
10. To agree that the Careline and Telecare support charge should be increased by 4.1% for 2022/23 as detailed in paragraph 2.19 of this report.
11. To approve the HRA Major Works Capital Programme, detailed in Appendix 1a of this report and refer it to full Council for final ratification.
12. To approve the HRA Capital expenditure and financing for the 12 Sites Joint Venture and other acquisition and regeneration opportunities detailed in section 4 and Appendix 1b of this report and refer it to full Council for final ratification.

7 2022/23 BUDGET AND 2022-2026 MEDIUM TERM FINANCIAL STRATEGY

Cabinet considered the 2022/23 Budget and 2022-2026 Medium Term Financial Strategy report presented by Chief Financial Officer Jane West.

It was explained in the report that the Council's current financial situation and its approach to achieving financial balance over the period 2022/23 to 2025/26.

The Council continued to deliver key services to residents during the pandemic and it remained on track to deliver the four year £40 million capital spend on roads (2019/20- 2022/23).

The 2022/23 budget and four year medium also recognised the additional demand and cost pressures the Council was facing following the pandemic. It assumed there would be no further lockdowns and that services would be able to operate without further restrictions. As this was a national issue, if further restrictions were put in place, the Government would provide funding to cover additional pressures.

It was to be noted that the Council had experienced high increases in demand for Social Care in the period following lockdown. The numbers of discharges from hospitals continued to be at very high levels and placed extreme pressures on the Adult Social Care budget to meet the needs of these clients. Demand was also rising in Children's services as the number of referrals post lockdown increases at a fast rate.

The medium term financial strategy modelled the impact of this demand and also modelled the extent to which the pressure will change in future years. There would be risk associated with those assumptions and they would be monitored closely.

The Council's medium term financial strategy presented to Council in March 2021 identified a financial gap for 2022/23 to be closed. The increased demand on social care together with rising inflation had increased this gap over the last year and required the Council to find significant savings and efficiencies to close the gap and set the balanced budget proposed in the report.

Jane West explained that although there was a balance of the budget there would be challenges in later years. There are savings of £28.4m set over four years but there was lots of uncertainty around future of central government funding and therefore reserves needed to be kept as high as possible. Risks included in the report were those around adult social care, levels of inflation, debt charges and overspend driven by capital programme would need to be monitored closely and carefully.

Other comments were made on how the main focus was on delivery and that £54m of contract value had been awarded with £18.5 of that gone to local businesses. The increase of growth and economic development led to local people getting jobs and upskilling and helped the high street to continue trading.

The Leader and other Members discussed and commented on how the pandemic had brought about many wider far reaching issues and demand specifically within health and social care but that the community had come together and staff within the Council, NHS and wider community had a spirit of dedication and service.

The concept of levelling up was also discussed and the Leader and Andrew Blake Herbert confirmed that they were taking every opportunity to lobby central government on this matter, rather than waiting on an outcome.

In terms of further reduction of the budget, voluntary redundancies for Council staff had been underway and further redundancies were being proposed. However the focus was on a culture change of gaining efficiency and looking at specific jobs and tasks and not individuals. There was a focus on training and finding creative and innovative ways to cut costs and using apprenticeship levies were possible.

Cabinet:

AGREED the following:

1. The Council Tax requirement for 2022/23 to be set at £140.823m as set out in section 6 and Appendix G of the report.
2. The Delegated Schools' draft budget set out in section 5.13 of this report.
3. A 1.99% increase in core Council Tax for 2022/23 as set out in paragraph 6.8.

4. An additional 1% Council tax increase for the Adult Social Care Precept.
5. To note the Medium Term Financial Strategy position as set out in Section 8.
6. To agree the fees and charges schedule as set out in Section 9 and Appendix C.
7. To note the risks to the 2022/23 budget as set out in Section 12.
8. To note the requirements of S106 of the LGA 1992 Act as set out in Section 1.
9. To agree that to facilitate the usage of un-ringfenced resources, the Chief Financial Officer in consultation with Service Directors will review any such new funds allocated to Havering; make proposals for their use; and obtain approval by the Leader and the Cabinet Member for Finance and Property.
10. To delegate to the Chief Financial Officer in consultation with Service Directors the authority to make any necessary changes to service and the associated budgets relating to any subsequent specific grant funding announcements, where delays may otherwise adversely impact on service delivery and/or budgetary control, subject to consultation with Cabinet Members as appropriate.
11. To delegate authority to the Cabinet Member for Adult Social Services and Health and the Leader to approve an annual spend plan for the Public Health grant.
12. To delegate to the Directors of Children's and Adults authority to agree inflation rates with social care providers for 2022/23.
13. To read the Equalities Impact Assessment in respect of the CTS Scheme as set out in Appendix E to this report.
14. To read the summary version of the Council Tax Support Scheme for 2022/23 as set out in Appendix F to this report (unchanged from 2021/22).
15. To delegate authority to the Chief Executive, in consultation with the Leader and with the Council's recognised trade unions, to devise and implement a voluntary release scheme for staff as part of the Medium Term Financial Strategy position set out in Section 8.2.

Recommendations for consideration and agreement at Council Meeting:

1. To agree the Council Tax requirement for 2022/23 to be set at £140.823m as set out in section 6 and Appendix G of the report.
2. The Delegated Schools' draft budget set out in section 5.9 of this report; Page 57.
3. A 1.99% increase in core Council Tax for 2022/23 as set out in paragraph 6.8;
4. An additional 1% Adult Social Care Precept ;

5. That it pass a resolution as set out in section 14 of this report to enable Council Tax discounts for early payment to be given at the 2021/22 level of 1.5%.
6. Recommend to Full Council that the Council Tax Support Scheme for 2022/23 is adopted as set out in Section 15 of this report (unchanged from 2021/22).

8 5 YEAR CAPITAL PROGRAMME AND STRATEGY - 2022/23 TO 2026/27

Cabinet considered the Year Capital Programme and Strategy – 2022/23 to 2026/27 report presented by Chief Financial Officer Jane West.

It was explained in the report that the Council was required by statute (the Prudential Code for Capital Finance in Local Authorities, 2017 Edition) to agree the capital programme and associated capital strategy. Local authorities were required to have regard to the current editions of the code by regulations 2 and 24 of the Local Authorities (Capital Finance and Accounting) Regulations 2003 [SI 3146]. The report set out the Authority's Capital Strategy and presented the Council's proposed capital budget for 2022/23 and five year Capital Programme to 2026/27.

Jane West explained that the report was a rollover capital programme and that it was the 4th year of investment in the road's programme and investment in ICT. Work had also started on the swimming pool and that the paper set out the capital spend requirements and indicators, affordability, and risks (both regulation and reputational).

Cabinet:

AGREED the following:

1. To recommend to Council for consideration and approval the 2022/23 and 5 year Capital Programme noting the changes in accessing new borrowing set out in section 1.3
2. That the Chief Financial Officer be authorised to allocate funding from the Capital Contingency included within the draft Capital Programme.
3. That externally funded schemes can be added to the capital programme up to £500k as and when funding is confirmed. Any external funding over £500k will be subject to approval by the Chief Financial Officer.
4. To approve the capital strategy contained within this report noting its impact on both the capital programme and the financial implications for setting the revenue budget for 2022/23 and beyond.
5. To note the capital prudential indicators included within the capital strategy when approving the capital programme to ensure affordability.

6. To approve the Minimum Revenue Provision Policy Statement which determines the amount of money set aside each year for the repayment of debt.
7. That the Chief Financial Officer be authorised to re-profile capital budgets mid-year based on the updated forecasts provided by services and reported to the Senior Leadership Team as part of the capital monitoring process. This will assist in producing more accurate information for treasury management purposes.

9 TREASURY MANAGEMENT STRATEGY STATEMENT

Cabinet considered the Treasury Management Strategy Statement 2022/23 and Annual Investment Strategy 2022/23 ("TMSS") report presented by Chief Financial Officer Jane West.

It was explained in the report that The TMSS was part of the authority's reporting procedures as recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) TM Code and its Prudential code ("The CIPFA Prudential Code") for capital finance in local authorities. The Local Government Act 2003 required authorities to comply with both codes. The TMSS also set out recently introduced changes to the legislative framework, which were generally designed to place restrictions on authorities' commercial activity.

The report fulfilled the authority's legal obligation under the Local Government Act 2003 to have regard to both the CIPFA TM Code and Government Guidance, and it covered the following:

- The Borrowing and Investment Strategies.
- Treasury Management and Prudential Indicators - there was a change to them from the revised CIPFA TM published in December 2021 and was discussed later in the report and would be reported upon in the 2023-24 TMSS.

Jane West explained that the report contained information around the governance of treasury spending and borrowing, the surplus cash that was held and set out the Council's appetite for risk which she assured was low and therefore money was kept very safe.

The Cabinet Members took an opportunity to thank Jane for all her hard work and balanced budgets over the years and wished her best of luck in the future as she was leaving her post at the Council.

Cabinet:

AGREED the following:

1. To approve the TMSS 2022/23.
2. To approve the Prudential and Treasury Indicators set out in Appendices 2 and 3 of the report.

3. To recommend the annual TMSS 2022/23 to Council for approval.
4. To delegate future changes required to the Strategy to the Chief Financial Officer in the consultation with the Cabinet Member for Finance and Property. This would provide the additional flexibility to swiftly respond to changing circumstances.

10 **FORMAL ADOPTION OF EAST LONDON JOINT RESOURCES AND WASTE STRATEGY**

Cabinet considered the Formal Adoption of the East London Joint Resources and Waste Strategy report presented by Barry Francis, Director of Neighbourhoods.

It was explained in the report that as Waste Collection Authorities (WCAs) the London Borough of Havering and the other 3 constituent Boroughs of the East London Waste Authority (ELWA) (Barking and Dagenham, Newham, and Redbridge – the ‘Constituent Councils’) collect household and other waste that was subsequently treated and/or disposed of by ELWA as the Joint Waste Disposal Authority (JWDA).

ELWA and its Constituent Councils were statutorily required to produce a Joint Strategy for East London’s Resources and Waste (“Joint Strategy”) to replace the existing strategy which was expiring.

The new Joint Strategy was developed in close cooperation between officers and Members of the Constituent Councils (Appendix 1).

The context around the Constituent Councils delivering waste management services was subject to considerable change over coming years, with changes to national waste policy, obligations through the London Environment Strategy (LES), and the ending of ELWA’s current treatment contract in 2027 with the need to develop successor arrangements.

The Preliminary Draft of the Joint Strategy was agreed by Cabinet in July 2021, and was then subject to public consultation for eight weeks to September 2021 to understand the public opinion on its priorities and actions. The results of this were provided in Appendix 2. Future service changes would be subject to consultation as appropriate in line with statutory obligations.

Barry Francis explained that the strategy that was developed for 30 year ends in 2027. The report further outlined targets, priorities and actions. However, financial implications and funding were not proposed at this stage.

Members commented that this was a timely report due to the work on-going within the internal management of public realm and contract renewal. Concerns of costs were raised and Barry Francis confirmed that regular review points within contracts would be considered.

The Leader also suggested that an incoming training program would be required for incoming Councillors after the election.

Cabinet:

AGREED to approve the adoption of the East London Joint Resources and Waste Strategy (Joint Strategy).

11 THE REQUIREMENTS OF THE BUILDING SAFETY BILL AND REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FOR THE COUNCIL AS A LANDLORD.

Cabinet considered the requirements of the Building Safety Bill and Regulatory Reform (Fire Safety) Order 2005 for the council as a landlord presented by Councillor Joshua Chapman.

It was explained in the report that the implications arising for the Council as a landlord were as a result of the Building Safety Bill. The report set out the requirement of the bill, the progress the council had made to prepare for the bill and made recommendations for what additional actions would be required.

Councillor Chapman further explained that there were implications for the Council and it was a holistic review of building safety of a new bill that had been debated in parliament. The report also set out management plans and best practice.

Concerns were raised by Members regarding compliance and Officers confirmed that there were extensive case files for each property that the Council held and a certification system in place.

Cabinet:

AGREED the following:

1. That Cabinet note the requirements of the Building Safety Bill and Regulatory Reform (Fire Safety) Order 2005 for the council as a landlord.
2. That Cabinet notes the progress that has been made to prepare for the implementation of the bill.
3. That Cabinet recommends to Council that the post of Assistant Director of Property Services is designated as the Accountable Person within the Council's constitution and scheme of delegation and the Monitoring Officer is given delegated authority to make any consequential amendments to the Council's Scheme of Delegation.

4. That the Towns and Communities Scrutiny Committee should be provided with a quarterly report on performance relating to fire, electrical, gas, lifts, asbestos and legionella safety.

12 **SUPPORTED HOUSING STRATEGY**

Cabinet considered The Supported Housing Strategy 2022-2025 report presented by Councillor Joshua Chapman.

It was explained in the report that supported housing was key to providing the right accommodation and support to enable Havering's vulnerable residents' to live fulfilled lives.

The Supported Housing Strategy (*appendix 1*) set out the key commitments and objectives under each aim and the actions that would seek to drive the service delivery in Supported Housing over the coming years.

Councillor Chapman explained that housing solutions for the most vulnerable were being developed to increase provision for adults and young people which aimed to increase and maintain their independence. The private and independent sector could not seem to provide and place people locally and lacked the links to family and support networks. The report contained clear recommendations to meet future demands with a reduction in costs.

Officers pointed out that demand had been researched and for the next five years and to 2030 the report summarised what could be delivered. Sourcing options in various places were being examined and there were people on site and trained to support residents to improve their skills and become independent in the most cost effective manner. The timescale was set at three years and would need to be reviewed due to the dynamic needs of residents.

The Leader suggested that regeneration schemes transformed lives of those who needed it most and that a Member induction and All Member Briefing would be set for the this topic.

Members discussed and made comments on area supply and demand and having a joint commission with other boroughs. It was explained that the consideration was to seek supply within Havering and there was a confidence that could be met but specialist services may be required. Furthermore, it was suggested that there were two to this. There was the procurement required to ensure ownership of the building and then that overhead costs with larger providers so investment was primarily focused on the care. Joint commissioning work with providers would encourage delivery of service at good standing.

Cabinet:

AGREED the proposed Supported Housing Strategy attached to the report.
(*Appendix 1*).

- 13 **EXCLUSION OF THE PUBLIC**
- 14 **HAVERING WATES REGENERATION LLP - UPDATE TO BUSINESS
PLAN FOR 2022/2023**
- 15 **BRIDGE CLOSE REGENERATION LLP BUSINESS PLAN REFRESH
2021-22**

Chairman

LEVIES

The levies are as follows:

	2021/22 £m	2022/23 £m	% Increase (Decrease)	Estimated/ Provisional/ Final
East London Waste Authority	11.524	18.015	56.33%	Final
Environment Agency (Thames)	0.195	0.196	0.29%	Final
Environment Agency (Anglian)	0.023	0.023	0.86%	Final
Lee Valley Regional Park	0.212	0.211	-0.44%	Final
London Pension Fund Authority	0.301	0.300	-0.42%	Final
	12.255	18.745	52.95%	

Note 1 : the above levies were approved at their respective boards in February 2022.

Note 2 : the 2021-22 East London Waste Authority levy (ELWA) contained a one off reduction of £4.8m.

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LONDON BOROUGH OF HAVERING
FINAL COUNCIL TAX STATEMENT – 2022/23 BUDGET

2021/22			Final 2022/23	
£			£	
170,203,101	Havering's Expenditure		175,647,533	
1,000,000	Service Expenditure		1,000,000	
171,203,101	General Contingency		176,647,533	a
	Havering's Own Expenditure			
	Levies			
11,524,000	East London Waste Authority		18,015,000	Final
195,131	Environment Agency (Thames)		195,694	Final
22,609	Environment Agency (Anglia)		22,804	Final
212,413	Lee Valley Regional Park Authority		211,482	Final
301,345	London Pensions Fund Authority (LPFA)		300,075	Final
12,255,498	Sub Total – Levies	b	18,745,055	
(14,902,118)	Unringfenced Grant	c	(22,482,458)	Final
168,556,481	Sub Total – Total Expenditure	d=a+b-c	172,910,130	
	External Finance			
(9,944,858)	Business Rates Top-up		(9,944,858)	Final
(1,405,808)	Revenue Support Grant		(1,453,826)	Final
(23,952,890)	National Non Domestic Rate		(20,862,317)	Final
(35,303,555)	Sub Total – External Finance	e	(32,261,001)	
815,089	Council Tax Deficit/(Surplus)	f	(737,919)	Final
912,008	Business Rates Deficit/(Surplus)	g	912,008	Final
134,980,023	Havering's Precept on the Collection Fund	h=d+e+f+g	140,823,218	

The Collection Fund				Final 2022/23	
2021/22				£	£ p
£	£ p	Expenditure			
119,500,436	1,354.22	Precepts		123,774,757	1,384.66
15,479,587	175.42	London Borough of Havering		17,048,461	190.72
134,980,023	1,529.64	Total London Borough of Havering	h	140,823,218	1,575.38
32,090,449	363.66	Greater London Authority		35,361,790	395.59
23,952,890	271.44	London Borough of Havering Retained Business Rates		20,862,317	233.39
29,541,897	334.78	Greater London Authority - Retained Business Rates		25,730,191	287.84
262,023	2.97	Cost of NNDR collection		261,203	2.92
220,827,282	2,502.49	Total Expenditure	i	223,038,719	2,495.12
		Total Income			
(53,756,810)	(609.19)	National Non-Domestic Rate		(46,853,711)	(524.15)
167,070,472	1,893.30	COUNCIL TAX per Band D property	k=i-j	176,185,008	1,970.97
88,243		Council Tax Base		89,390	
Council Tax percentage change 4.10%					
Council Taxes Per Property Band				Change	
Valuation as at 1/4/91	£ p			£ p	£ p
Under £40,000	1,262.20	Band A		1,313.98	51.78
£40,000 - £52,000	1,472.57	Band B		1,532.98	60.41
£52,001 - £68,000	1,682.93	Band C		1,751.98	69.05
£68,001 - £88,000	1,893.30	Band D		1,970.97	77.67
£88,001 - £120,000	2,314.03	Band E		2,408.96	94.93
£120,001 - £160,000	2,734.77	Band F		2,846.96	112.19
£160,001 - £320,000	3,155.50	Band G		3,284.95	129.45
Over £320,000	3,786.60	Band H		3,941.94	155.34

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Change in the Council's Expenditure

Annex D

	£m
2022/23 Budget	172.9
2021/22 Budget	168.6
Net Total Change	4.3
Budget Pressures	15.6
Inflation	5.3
Increase in Levies	6.5
Provisions & Other Issues (including Grant & Funding Changes)	(10.1)
Sub Total	17.3
Efficiencies/Savings	(13.0)
Net Total	4.3

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CABINET

Subject Heading:

2022/23 Budget and 2022-2026 Medium Term Financial Strategy

SLT Lead:

Jane West
Chief Financial Officer

Report Author and contact details:

Richard Tyler
Head of Financial Strategy, oneSource
01708 433 957

Richard.Tyler@oneSource.co.uk

Policy context:

This report sets out the Council's revenue budget requirement for 2022/23 and MTFS for the following three years. It makes proposals regarding the level of Council Tax required to meet the budget requirement. The report also provides an update on the outcome of the 2022/23 local government financial settlement.

Financial summary:

This report includes:

- the approach to setting the Council's 2022/23 budget and MTFS for the following three years
- the outcome of the local government finance settlement
- The recommended Council Tax level for 2022/23.

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

Communities making Havering
Places making Havering
Opportunities making Havering

[X]
[X]
[X]

EXECUTIVE SUMMARY

The report sets out the Council's current financial situation and its approach to achieving financial balance over the period 2022/23 to 2025/26.

The 2022/23 budget has been prepared following two years where the impact of the COVID pandemic has profoundly affected everything the Council does. The Council responded quickly and decisively to the pandemic and has succeeded in providing a high quality service to its residents in very difficult circumstances. This year the Council has restored its business as usual as well as supporting the recovery of the borough as we come out of the pandemic.

The Council has continued to deliver key services to residents. It remains well on track to deliver the four year £40 million capital spend on roads (2019/20- 2022/23). It has continued to fund additional police officers for the borough, provided weekly bin collections and improved award winning parks. Investment continues in new homes that will provide local residents with good quality living accommodation into the future. The new Harrow Lodge leisure centre opened in Hornchurch in May 2021 and work started on site for the new Rainham Leisure Centre in January 2022. The Council's transformation programme is delivering improved services through initiatives such as the new Local Area Co-ordinators in Harold Hill and Rainham operating from community hubs that are geographically closer to residents. It is also supporting cash savings through investment in state of the art ICT systems that deliver staff efficiency as well as improving the customer experience.

The recovery of the borough has required the Council to provide funding for support to residents with Long Covid, for support to businesses in accessing government grants and for Covid-safe travel to school for children with special educational needs. The Council has used external funds to design and deliver a Memorial Woodland to commemorate residents who lost their lives in the pandemic.

However, the pandemic has had a significant negative impact on the Council's overall financial position and much work has been needed over the last year to ensure it maintains financial sustainability into the future. The 2022/23 budget and four year medium term financial strategy set out in this report recognise the additional demand and cost pressures the Council is facing following the pandemic. However, it assumes that there will be no further lockdowns and that services will be able to operate without further restrictions. Clearly this is a national issue and it is hoped that if further restrictions are put in place the Government will provide funding to cover additional pressures.

The Council has experienced high increases in demand for Social Care in the period following lockdown. The numbers of discharges from hospitals continue to be at very high levels placing extreme pressures on the Adult Social Care budget to meet the

needs of these clients. Demand is also rising in Children's services as the number of referrals post lockdown increases at a fast rate. The medium term financial strategy models the impact of this demand and also models the extent to which the pressure will change in future years. There will be risk associated with these assumptions and they will be monitored closely.

The Government has provided some additional financial support for 2022/23 to partly mitigate these pressures but the 2022/23 Local Government Finance Settlement is largely one off creating uncertainty for future years from 2023/24 onwards. The Government have taken this approach to enable the implementation of the Fair Funding Review and Levelling Up for next year. It is hoped that the Government fully recognises the extreme pressure on social care faced by boroughs such as Havering and redirect significantly more money to this area as part of the re-distribution in 2023/24. The Council has and will continue to lobby hard to exemplify this point to Government at every opportunity.

The Council's medium term financial strategy presented to Council in March 2021 identified a financial gap for 2022/23 to be closed. The increased demand on social care together with rising inflation increased this gap over the last year requiring the Council to find significant savings and efficiencies to close the gap and set the balanced budget proposed in this report.

The medium term financial strategy identified the majority of this pressure at an early stage enabling action to be taken in order to set a balanced budget for 2022/23. Savings options were developed and discussed strategically during the summer of 2021 resulting in a set of clear proposals which were reported to Cabinet in October 2021. The Council has further refined these proposals since October and the resultant savings and efficiencies are set out in Appendix A of this report.

These savings together with the additional funding in the Local Government Finance Settlement has partly closed the gap for 2022/23. The Government's strategy to fund social care has included the expectation that local government will increase Council Tax by 1% to fund a Social Care precept to support pressures in that area. The Council proposes to include this precept plus a further 1.99% general Council Tax increase in order to balance the 2022/23 budget bringing the total council tax increase in relation to London Borough of Havering services to 2.99%.

The Council only ever increases council tax as a last resort but given the extreme pressures on social care and the inadequate local government funding settlement from central Government, this increase is necessary.

It should be noted that the total increase in Council Tax may exceed 2.99% as currently the Mayor of London has published plans to increase the GLA precept on Council Tax by £31.93 in order to help fund transport and policing in the capital. The Mayor is due to set the GLA budget on Thursday 24th February 2022.

This budget paper provides a robust and balanced budget for 2022/23 but also highlights significant risks associated with future years and in particular 2023/24. The medium term financial strategy is showing a gap of £7.9m for 2023/24 even after further savings of £11.5m are included. This is reflective of additional demographics

and inflation and the significant risk of reduced central government funding. The Council will continue to work closely with its health partners and lobby central government for additional funding to meet these pressures.

The Council has reduced its budget significantly over the last decade and whilst this has been largely achieved through efficiency and modernisation the continued requirement for savings place ever increasing risk on the budget position. Appendix D of this report sets out the financial risks facing the Council and all of these risks will be closely monitored in the months ahead.

This report consists of the following sections:

- Introduction (Section 1)
- Background and Strategic Context (Section 2)
- The revenue monitoring position for 2021/22 (Section 3)
- The budget process (Section 4)
- The Local Government finance settlement and update on 2021 three year spending review plans (Section 5)
- 2022/23 Budget Proposals (Section 6)
- Impact of proposals on Council Tax levels (Section 7)
- Update on the Medium Term Financial Strategy (Section 8)
- Proposed Fees and Charges (Section 9)
- Contingencies Reserves and General Balances (Section 10)
- Update on the Capital Programme (Section 11)
- Budget risks and uncertainties (Section 12)
- Chief Financial Officer statement regarding the robustness of the budget (Section 13)
- Discount for Council Tax Payers Paying in Full (Section 14)
- Council Tax Support Scheme 2022/23 (Section 15)

RECOMMENDATIONS

Cabinet is asked to:

- Agree the Council Tax requirement for 2022/23 to be set at £140.823m as set out in section 6 and Appendix G of the report;
- Agree the Delegated Schools' draft budget set out in section 5.13 of this report;
- Agree a 1.99% increase in core Council Tax for 2022/23 as set out in paragraph 6.8;
- Agree an additional 1% Council tax increase for the Adult Social Care Precept;

- Note the Medium Term Financial Strategy position as set out in Section 8
- Agree the fees and charges schedule as set out in Section 9 and Appendix C
- Note the risks to the 2022/23 budget as set out in Section 12
- Note the requirements of S106 of the LGA 1992 Act as set out in Section 1
- Agree that to facilitate the usage of un-ringfenced resources, the Chief Financial Officer in consultation with Service Directors will review any such new funds allocated to Havering; make proposals for their use; and obtain approval by the Leader and the Cabinet Member for Finance and Property.
- Delegate to the Chief Financial Officer in consultation with Service Directors the authority to make any necessary changes to service and the associated budgets relating to any subsequent specific grant funding announcements, where delays may otherwise adversely impact on service delivery and/or budgetary control, subject to consultation with Cabinet Members as appropriate.
- Delegate authority to the Cabinet Member for Adult Social Services and Health and the Leader to approve an annual spend plan for the Public Health grant.
- Delegate to the Directors of Children's and Adults authority to agree inflation rates with social care providers for 2022/23.
- Read the Equalities Impact Assessment in respect of the CTS Scheme as set out in Appendix E to this report.
- Read the summary version of the Council Tax Support Scheme for 2022/23 as set out in Appendix F to this report (unchanged from 2021/22).
- Delegate authority to the Chief Executive, in consultation with the Leader and with the Council's recognised trade unions, to devise and implement a voluntary release scheme for staff as part of the Medium Term Financial Strategy position set out in Section 8.2.

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

- Agree the Council Tax requirement for 2022/23 to be set at £140.823m as set out in section 6 and Appendix G of the report;
- The Delegated Schools' draft budget set out in section 5.9 of this report;

- A 1.99% increase in core Council Tax for 2022/23 as set out in paragraph 6.8;
- An additional 1% Adult Social Care Precept ;
- That it pass a resolution as set out in section 14 of this report to enable Council Tax discounts for early payment to be given at the 2021/22 level of 1.5%.
- Recommend to Full Council that the Council Tax Support Scheme for 2022/23 is adopted as set out in Section 15 of this report (unchanged from 2021/22).

REPORT DETAIL

1. Introduction

- 1.1 This report presents the proposed 2022/23 budget and also an update of the Medium Term Financial Strategy (MTFS) between 2022/23 and 2025/26 that will support the delivery of the Council's objectives and priorities. The report includes a recommendation to increase the Havering element of Council Tax by 2.99% (including the Adult Social Care precept) in order to meet the new budget requirement whilst maintaining tight financial control and ensuring prudent levels of reserves and balances are maintained.
- 1.2 Councillors are reminded that Section 106 of the Local Government Finance Act 1992 requires any Member who is two months or more in arrears on their Council Tax to declare their position and not to vote on any issue that could affect the calculation of the budget or the Council Tax. Any Member affected by Section 106 who fails to declare could be subject to prosecution.

2. Background

- 2.1 Setting the 2022/23 budget and the production of the 2022-26 medium term financial strategy has been one of the most difficult and complex processes for a number of reasons

- The continued impact of COVID on service delivery

COVID continues to affect the delivery of Council services and demand from the public. The Government has provided no new un-ringfenced funding for 2022/23 to recognise ongoing COVID pressures. The variants including the current Omicron variant have resulted in the Council taking further social distancing measures to safeguard the health of our residents. Even if these measures are able to be relaxed by 1 April 2022 it will be some while before footfall reaches pre COVID levels in our leisure facilities and town centres.

More significantly the numbers of discharges from hospitals continue to be at very high levels placing extreme pressures on the Adult Social Care budget to meet the needs of these clients. Demand is also rising in Children's services as the number of referrals post lockdown increases at a fast rate.

- Future pressures opportunities and risks caused in part by the COVID pandemic

The pandemic has changed the way the Council provides its services in a way unimaginable a couple of years ago. Some services in particular social care have seen an explosion in demand and in setting the budget and medium term financial plan the Council has had to model the impact of this demand and also model the extent to which the pressure will change in future years. There will be risk associated with these assumptions and they will be monitored closely

During lockdown the Council workforce has been forced to work from home. This is now well established and Council business is conducted through online mediums such as MS Teams and Skype. As all restrictions ease the Council is developing its new model for working and the office space it may require in the future. This process may require investment in the short term to provide for hybrid facilities but in the medium term is likely to result in savings as the Council reduces the number of buildings it requires.

- Social Care and the demographic pressures being faced by Havering

Havering has been hit very hard by the increase in both demand and unit costs for its Social Care services. Both Adults and Children's have experienced a large increase in client numbers which has caused a revenue pressure in 2021/22 and a significant impact on the MTFS for 2022/23 onwards. The Government has increased grant for this area in the financial settlement but this new funding is not enough to plug the gap.

The pressures are not only increased demand but also the unit cost of that demand as our providers experience rising costs of both staff and running costs. The Government has introduced a 1.25% increase in National Insurance and energy costs which are a particular factor in care homes are increasing at a high rate. These pressures are set out in greater detail in section 6 of this report.

- Uncertainty about future government funding beyond 2022/23

The Local Government Finance Settlement has provided clarity regarding the 2022/23 level of funding. Much of the funding however was allocated for one year only which allows the Government the flexibility to introduce both distributional change through the Fair Funding Review and also to fund other policies such as Levelling Up from 2023/24 onwards. This provides considerable risk and uncertainty for medium term financial planning. We strongly hope the Government realise this and provide exemplifications to allow authorities to plan for 2023/24 onwards in an effective manner

- The changing need of our businesses and residents as we continue through the recovery period

It is nationally recognised that the demand and expectation of residents and businesses from the Council has never been higher. The requirements to the public has changed over time as well with increasing emphasis on online and digital solutions rather than more traditional methods. The pandemic has accelerated this process by requiring residents and the public to access the Council remotely and the Council is now working on the best future solutions to both meet the needs of the public and provide the efficiency to balance the budget.

The Council has invested in its digital infrastructure to help meet this demand and will continue to modernise its methods to adapt to the new environment. Havering has an elderly population and particular regard is always given to ensuring they have access to services in taking any decisions about future provision.

- Managing the current 2021/22 revenue monitoring position and its ongoing impact on the budget for 2022/23

The current revenue budget in 2021/22 is overspent as set out in section 3 of this report. The Council is working hard to bring this overspend under control so that it does not impact on the medium term financial position. The ongoing impact of the social care overspends has been built into the future planning for 2022/23 although there is considerable uncertainty thereafter if demand continues to rise.

3. The current 2021/22 revenue monitoring position

3.1 The Council has had to manage pressures and losses of income as a result of the pandemic throughout 2020/21 and 2021/22. The Government has provided significant support throughout the lockdown period which has largely mitigated the direct COVID pressures and losses of income. The Government however has not provided enough support to offset the continuing large increases in demand for both Adults and Children's services. As a result the Council has reported a projected overspend for 2021/22 which was over £14m at the end of September.

3.2 Senior Management and Councillors acted swiftly to develop an action plan aimed at both curtailing spend in the current year and developing both one off and ongoing savings. The actions included:

- All overspends to be reviewed and challenged to identify any non-recurrent Covid spend
- All use of consultancy to be reviewed by senior management
- All new one-off projects to be put on hold
- A brake on recruitment outside of particularly hard to recruit disciplines such as social workers and planners and excluding non-General Fund funded posts
- Major contracts approaching expiry to be reviewed for potential savings

- Contain Outbreak Management Fund to be examined to ensure the Council is funding all appropriate costs to the scheme
 - oneSource to deliver in-year savings of £1 million against its projected overspend
 - Further in-year savings target for Havering services of £5 million to be spread across departments based on controllable budgets
 - Review of the revenue implications of the Capital programme to take account of the latest forecast spend and use of internal borrowing.
- 3.3 At the same time Adults and Children's have undertaken a full review of all their costs aimed both at reducing costs in 2021/22 and at establishing which of the costs will remain as ongoing pressures to be built in to the Council's budget for 2022/23.
- 3.4 These actions have already had a significant impact on the Council's budget position in 2021/22 reducing the projected overspend to £10.8m at the end of November 2021 (Period 8).
- 3.5 It is expected that these actions will continue to improve the overspend position by year end and the Adults and Children's review has allowed the ongoing pressures that have emerged in 2021/22 to be provided for in 2022/23.
- 3.6 It should be noted that the 2021/22 budget included planned contributions to general reserves of £8m (including a £3m contribution from ongoing base budget) which if achieved would take the general balances to just under £19m. This will be reduced by any remaining overspend at the end of 2021/22.
- 3.7 The Period 8 November budget monitoring position is shown in the table below. Should this position not improve by March 2022, the Council's General Fund balance will be reduced to £8.1m at the end of 2021/22. The Council's strategic aim is to increase its General Fund balance to £20m.

Table 1: 2021/22 Revenue Monitoring position as at 30th November 2021

Financial Position	£m
Projected COVID Expenditure for the year	1.664
Potential income loss for the year	5.175
Potential gap in 2021/22 MTFS savings delivery	4.057
Business As Usual Net Position	10.629
Total Pressures	21.525
Government Support to date	(6.599)
Projected value of Government support on loss of income	(1.428)
Corporate	(2.700)
Remaining Gap (excludes £8m planned contribution to reserves)	10.798

- 3.8 The Council continues to work hard to close the 2021/22 gap and fully expects this position to improve by year end.

4. The Budget Process

- 4.1 The Council has worked tirelessly to meet the pressures and demands caused by the COVID pandemic over the two years. At the same time the Council maintained its medium term financial strategy in order to set a balanced budget for 2021/22. During the summer and early autumn the Council reviewed the pressures it expects to face in 2022/23 in order to determine the level of savings and efficiencies that would be required to balance the budget.
- 4.2 The process to set the budget and medium term financial strategy is an ongoing one and in effect starts at the beginning of the financial year. The process is robust and apart from the impact of the COVID pandemic takes account of the following factors:
- Inflation Rates
 - Demographic Assumptions
 - Interest Rates and the cost of borrowing
 - Current in-year pressures
 - Implications of the future Capital programme
 - Prudent levels of balances and reserves
- 4.3 The identification of demographic pressures moving into 2022/23 has been a robust process using metrics measuring both unit costs and client numbers. This process in Adults in particular has presented a very challenging position which appears to be more acute in Havering than other boroughs in London.
- 4.4 The Government has recognised these pressures and provided grant funding in the local government finance settlement to partially address these issues. The funding is set out in the section below but there is considerable uncertainty both in the extent of the demographic pressures in future years and the extent to which central government will recognise these pressures in future funding.

5 The Local Government Financial Settlement

- 5.1 The Local Government Finance Settlement was a one year settlement and whilst it included welcome extra funds in 2022/23 it also left uncertainty for future years.
- 5.2 In October the Chancellor announced a three year spending review which set out £1.6bn of additional funding for the next three years for Local Government. The finance settlement provided detail on how £1.5bn of this fund was to be allocated at an authority level for 2022/23. Much of the funding however was allocated for one year only which allows the Government the flexibility to introduce both distributional change through the Fair Funding Review and also to fund other policies such as Levelling Up from 2023/24 onwards.
- 5.3 The Government provided early exemplifications of the potential impact of the Fair Funding Review in 2019 and these showed a clear re-direction of funds away from London. The world has changed since then and it is hoped that as the distribution formula is updated the Government recognise the extreme pressures London Boroughs are facing following the pandemic. There is however a clear

risk that both through the new formula and Levelling Up that the Government will move money from London in particular resulting in grant loss for Havering from 2023/24 onwards.

5.4 The key points of the Settlement were as follows:

- Core Spending Power will increase by £3.5bn (6.9% in cash terms) nationally (This is the Government's measure of a Council's overall funding increase and includes the assumption that Council Tax will increase by 3%).
- £1.5bn new grant funding for Local Government in 2022/23 as set out by the Chancellor when he announced the Spending Review 2021 (SR21) in October 2021. This funding will continue into 2023/24 and 2024/25 but there is no detail on its future distribution paving the way for Levelling Up and the Fair Funding Review to move resources between regions, sub-regions and individual councils.
- The main council tax referendum principle will be triggered by a 2% increase in Council Tax and authorities will be able to include an Adult Social Care Precept of a 1% increase in Council Tax.
- Part of the £1.5bn allocation (£822m) for 2022/23 will be in the form of a one off Services Grant. This is an unringfenced grant to support general pressures. (Havering will receive £2.382m).
- A further £636m will be allocated as an addition to the existing Social Care Grant. (Havering will receive £2.437m).
- The Improved Better Care Fund will increase by 3%.
- Revenue Support Grant will increase by 2.7% (Havering only receives an additional £0.048m as its existing Revenue Support Grant is very low).
- There will be a continuation for one more year of the Lower Tier Services Grant (Havering will receive £0.300m). It is expected this grant will be rolled into general funding as part of the reforms in 2023/24.
- New Homes Bonus will continue for one more year funded by a top slice from Revenue Support Grant. Havering was just over the threshold to receive NHB and will receive an allocation of £0.284m.
- The Government have frozen the Business Rate Multiplier for 2022/23 and have compensated local authorities for the resultant loss of income (Havering will receive an additional £1.731m).
- As part of the first steps towards Adult Social Care reform the Government have allocated £162m to Local Authorities to prepare the system (Havering will receive £0.679m). There are a number of specific grant conditions and

requirements attached to this funding and Havering will earmark the fund to deliver these outcomes

- 5.5 The table below sets out the additional funding received by Havering as a result of the funding settlement. This table excludes the loss of the £2.222m CTCS grant which was awarded in 2021/22

Table 2: Havering Financial Settlement figures 2022/23

Havering Settlement figures - Additional Funding	Ongoing Funding	One Off Funding	Total Additional Funding
	(M)	(M)	(M)
Additional Social Care Grant	2.44		2.44
Additional Revenue Support Grant	0.05		0.05
Inflationary Increase to IBCF	0.20		0.20
New Services Grant		2.38	2.38
Lower tier services Grant		0.30	0.30
Additional New Homes Bonus		0.13	0.13
Compensation for not increasing the business rate multiplier		1.73	1.73
TOTAL NEW FUNDING	2.69	4.54	7.23

Havering received £0.153m New Homes Bonus in 2021/22 – This rose to £0.284m in 2022/23 but is set to end in 2023/24

5.6 Core Spending Power

The Government uses Core Spending Power as the measure of additional financing for an authority to meet its pressures. Core Spending Power includes an assumption of both taxbase growth and a maximum permitted increase in Council Tax for every authority

Table 3: Havering Core Spending Power 2022/23

Core Spending Power	Havering		
	2021-22	2022-23	Increase
	£ millions	£ millions	£ millions
Settlement Funding Assessment	35.96	36.01	0.05
Compensation for under-indexing the business rates multiplier	1.80	3.53	1.73
Council Tax Requirement excluding parish precepts	134.98	139.59	4.61
Improved Better Care Fund	6.62	6.82	0.20
New Homes Bonus	0.15	0.28	0.13
Social Care Grant	6.04	8.48	2.44
Market Sustainability and Fair Cost of Care Fund	0.00	0.68	0.68
Lower Tier Services Grant	0.28	0.30	0.02
2022/23 Services Grant	0.00	2.38	2.38
Core Spending Power	185.85	198.09	12.24
Percentage increase in CSP			6.59%

Rather than the national increase in Core Spending Power of 7.4%, the table above confirms that Havering's Core Spending Power increases by just 6.6%.

The Core Spending Power increase includes:

- An assumption of taxbase growth and an assumed 3% increase in Council Tax (totalling together £4.61m) thereby assuming an additional 3.4% in funding is available to Havering from Council Tax Payers collectively
- Funds earmarked for to develop the new cost of social care system (£0.68m)
- One off funds that have no guarantee from 2023/24 onwards (£4.54m)
- Ongoing increases in funding (£2.69m).
- It should be noted that Core spending power increase quoted by the Government excludes the loss of a £2.22m grant from 2021/22 which was allocated to authorities to recognise increases in the numbers of people on the Council Tax support scheme

5.7 Adult Social Care Reform

Funding to cover the costs of adult social care reforms has been included within Core Spending Power (as set out at Spending Review 2021 (SR21)). The "Market Sustainability and Fair Cost of Care Fund" is worth £162m and is intended to support local authorities prepare their markets for reform and move towards paying providers a fair cost of care. It will be allocated using the existing Adult Social Care Relative Needs Formula. Havering will receive £0.679m in 2022/23.

The Government will work closely with local government to determine appropriate grant conditions, national guidance and distribution mechanisms for funding allocations in 2023/24 and 2024/25, but has indicated that £600m will be allocated via this grant in each of those years.

5.8 Apportionment methodology and concern over future settlements

Havering welcomes the additional funding in the finance settlement but has a number of concerns which centre around the methodology used to apportion the grant and the considerable uncertainty for future funding beyond 2022/23.

The Council replied to the consultation on the settlement making the following points:

- The distribution formula for the Adult Social Care Grant is unfair as a proportion of the grant is based on the ability of an authority to raise council tax. The whole grant should purely be based on Adult relative need and there should not be an assumption that local taxpayers will partly fund the pressure through Council Tax.
- Whilst the increase is welcomed it is not enough to meet the current demand increases in Adult Social Care. Havering has potential pressures of over £10m next year in Adult Social Care and the grant of £2.4m does not come anywhere near to offsetting this increase in demand. The majority of the new £822m Services Grant needs to be redirected to local councils experiencing the most acute Adult Social Care spending pressures. If the Government refuse to do this in 2022/23 it is imperative that this happens as part of the re-distribution of the Services Grant in 2023/24
- There is a unique case for Havering regarding Adult Social Care. It has one of the most elderly populations nationally and one of the highest concentrations of care homes in the country. The impact of the pandemic and consequential increases in demand and unit costs have impacted on Havering more than any other London Borough.
- There need to be exemplifications modelling the potential redistribution from the Fair Funding Review and levelling up as soon as possible to provide clarity for 2023/24. The majority of these funds should be redirected to councils with the greatest Adult Social Care spending pressures.
- The allocation of additional Revenue Support Grant should not be based on current RSG levels but be a distribution based on pure need. Ability to raise Council Tax should not impact grant distribution to support need.
- The Government should provide clarity as soon as possible on what system follows New Homes Bonus or whether this funding is simply to be rolled into general support.

It is hoped the Government will take on board these points and provide clarity at an early stage on the 2023/24 proposals. In particular, it is essential that the Government stops using presumptive Council Tax increases as a basis for grant distribution. Councils that have higher Council Tax levels generally have been impacted by historic underfunding, usually owing to increasing relative needs that have not been recognised by the local government funding systems over a significant time period. It is perverse that the Government continues to compound this problem by reducing future funding for these same councils.

5.9 Dedicated Schools Grant and Schools Funding

The Dedicated Schools Grant (DSG) is a ring-fenced grant that is allocated to local authorities to meet their responsibilities for early years' education, the funding of schools and for provision and support for pupils with special educational needs and disabilities and for pupils requiring alternative provision. The grant is allocated in four "blocks" and the Havering's allocation for financial year 2022-23 is shown in table 1 below.

Previously, shortly before the start of the academic year 2019-20, the Government announced a £14 billion cash boost for schools over three years. The third and final year of the cash boost, was 2022-23 where a further £2.3 billion was committed.

Since then, as part of the Autumn Spending Review 2021, the Government have announced an additional £4.7 billion for schools in England by 2024-25, over and above the previous Spending Review settlement for schools in 2022-23.

For 2022-23, outside of the DSG settlement, there is a new £1.2 billion ring-fenced grant of Schools Supplementary Grant, which is to be used to cover the costs of the Health and Social Care Levy cost and wider costs, which also includes the National Insurance increase from April 2022, funding the move towards a starting salary of £30k for new teachers, and for continuing Covid recovery programmes.

Announcements followed in November and December 2021 confirming various elements and provisional allocations. Funding for early years provision has increased by £160m. The Government has now announced updated calculations reflecting the latest pupil numbers (using the January and October 2021 census data). Each local authority will, as usual, receive funding in four blocks, all of which have now been confirmed for 2022-23 (prior to recoupment of funding for Academies, which will be finalised in the coming months):

Table 4 - Havering's DSG allocation

	Schools Block						High Needs Block	Early Years	Central School Services Block	Total DSG
Year	Primary Funding per pupil (£)	Secondary Funding per pupil (£)	Pupil number allocation (£m)	Premises, pupil growth, falling rolls (£m)	NND R (£m)	Allocation (£m)	Allocation (£m)	Allocation (£m)	Allocation (£m)	Allocation (£m)
2022-23	4,667.87	6,285.13	201.78	1.61	2.34	205.74	36.58	19.73	1.66	263.71
2021-22	4,559.26	6,097.05	193.60	1.60	2.24	197.43	31.89	20.74	1.60	251.65
Diff	108.61	188.08	8.18	0.01	0.10	8.31	4.69	-1.01	0.06	12.06

Notes:

1. All of the above figures are before recoupment by the DfE for pupils attending academies, non maintained special schools and post 16 special educational needs provision.
2. The additional Schools Block funding includes funding for an increase of 296 pupils in Havering schools.
3. The Early Years block is indicative and will be recalculated based on the January 2022 and 2023 early years censuses.

- **Schools Block** - The allocations to local authorities include a 3% increase in the formula factor rates within the national funding formula, with at least £5,525 for every secondary school pupil, and £4,265 per primary pupil. Local authorities are required to ensure that these minimum per pupil levels are delivered in constructing their local funding formula although many schools will already be above these levels. In Havering this applies to ten primary schools and one secondary school.

Following agreement with the Schools Funding Forum and consultation with all schools, Havering is able to apply the national funding formula in full with a minimum 1.2% per pupil increase for all mainstream schools and academies with an affordability cap of 2.8% for schools that have received a higher per pupil increase greater than 1.2%.

The effect on Havering schools of implementing the NFF in 2022-23 is as follows:

	No of schools receiving the Minimum Pupil Level (MPL)	No of schools receiving the minimum 1.2% increase per pupil	No of schools receiving an increase between 1.2-2.8% per pupil (on formula)	No of schools increase capped at 2.8% per pupil
Primary	6	1	12	40
Secondary	0	3	3	12
Total	6	4	15	52
	8%	5%	19%	68%

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

In agreeing to the formula for distribution of funding to schools in 2022-23 the Schools Funding Forum has also agreed to use £0.6m of the Schools Block to meet commitments in pupil growth and falling rolls following the reduction in funding from the DfE, and also a transfer of 0.5% of the overall Schools Block to High Needs.

Although the final DSG settlement includes Rates (NNDR) for schools, from 1st April 2022, this will be recouped from LAs and paid by the ESFA directly to billing authorities on behalf of all maintained schools and academies. The ESFA will be making business rates payments directly to billing authorities.

- **Early Years Block** – the additional £160m has been allocated to local authorities by increasing the hourly rates used to fund parents' free entitlement to early years provision for 2 year olds by 21 pence and for 3 and 4 year olds by 17 pence which is to be passed on to providers.

Havering's central government rates' of funding are as follows:

	2 year olds	3-4 year olds
2021-22	£5.74	£5.42
2022-23	£6.03	£5.59
Increase	£0.21	£0.17

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

Consultation with early years providers is currently underway to confirm Havering's funding arrangements for 2022-23.

- **High Needs Block** – as with schools' funding, the distribution of funding from central to local government is through a national formula. The formula for High Needs funding includes a number of factors including historic funding, pupil population, deprivation and the number of pupils attending special schools and post 16 provision. In 2022-23 the allocations include a minimum 8% increase in the funding for pupil population.

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

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

In January 2022 the DfE announced that the School Improvement, Monitoring and Brokerage Grant would be reduced by 50% for financial year 2022-23 and then removed completely from 2023-24. This follows a Government consultation in the autumn entitled 'Reforming how local authorities' school improvement functions are funded,' where 71% of respondents opposed the removal of the grant. The grant enable the LA to carry out all improvement activity, including core activities for maintained schools. The reduction of funding for this grant will lead to a shortfall of £89k in 2022-23 and £169k in 2023-24.

Table 5 – Shortfall in funding	£m
Estimated service costs in 2022-23	1.858
MTFS Contribution to Education Support Functions	(0.600)
DSG Central Services Block for LA central duties (previously ESG grant)	(0.688)
Contribution from schools – Education Functions	(0.320)
Shortfall	0.250

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

6 2022/23 Budget Proposals

- 6.1 A report to Cabinet in October updated the MTFS to reflect the latest assumptions at that time. That report set out a remaining £11.858m funding gap for 2022/23 as set out in the table below.

Table 6: Financial Position presented to October 2021 Cabinet

Updated MTFS	2022/23	2023/24	2024/25	2025/26	4 Year Plan
	£m	£m	£m	£m	£m
Corporate Pressures including govt grant	5.322	7.571	3.511	1.096	17.500
Demographic Pressures	5.527	4.923	3.500	3.500	17.450
Inflationary Pressures	3.544	2.557	2.557	2.557	11.215
TOTAL PRESSURES	14.393	15.051	9.568	7.153	46.165
Savings Proposals	-2.535	-1.150	-0.500	-0.500	-4.685
NET POSITION	11.858	13.901	9.068	6.653	41.480

- 6.2 The report was written prior to the Local Government Finance Settlement and also projected the budget position before additional savings had been built in. Since that time new data has become available and adjustments have been added.
- 6.3 The rising cost of Social Care

Adults

The cost of Adult Social Care has risen sharply through the pandemic driven by increased numbers of clients being discharged by hospitals and increases in numbers across most client groups. At the same time unit costs have significantly increased for these clients. Earlier in the year we had assumed that these numbers were spiking and would slowly reduce during the recovery period.

It has become apparent in the last few months that client numbers are actually still increasing as are the placement weekly rates. The Council is expecting these costs to potentially increase further next year (driven mainly by the National Living Wage and National Insurance increases). Complexity is increasing with more one to one, two to one and even four to one support for individuals. There have been thirty cases of this kind of multi-handed support required in the first half of 2021/22 compared to four in the whole of last year.

The costs locally are being driven at least partly by discharges from the Queen's Hospital, Romford. Its A&E was designed to deal with 80 cases a day but as an example of the pressure they are under, in December there was a day when there were 196 cases, well above their 110 safety trigger point. The clients coming out of Queen's and being discharged straight into care settings are being reviewed by the Council, but they are all extremely ill or extremely frail. Many have advanced dementia and can no longer be supported by elderly partners.

The medium term financial strategy had provided for additional expected costs of social care and the Local Government Finance Settlement also provided extra funding but there is still a further gap based on latest projections. The Council is working closely with its partners, the NHS and the Government to exemplify this situation and ensure that all funding available is directed towards this pressure.

Activity continues to rise across all service areas together with increases in the complexity and costs of provisions which are ongoing beyond the Hospital Discharge Programme Funding available. These pressures include:

- increasing levels of complexity at discharge leading to increases in one to one care (121s) and double handed packages,
- The ongoing impact of Hospital Discharge Programme (HDP) funded placements made above existing residential and nursing market rates, significantly in some cases, to assure a safe placement. Although we will move people to less costly placements, when feasible, this may not be a viable option once a vulnerable resident is settled into a care home setting,
- The ongoing care needs of individuals placed directly by the Health Service into care homes, and funded in the short term through HDP,
- High levels of ongoing nursing care numbers linked to ongoing system pressure and admissions.

The Council is also continuing to see a significant impact due to those who will have either refused care, or not visited the hospital as usual during the pandemic, and as these people continue to present that demand will subsequently rise, with an impact due to care being delayed due to a reluctance to engage with the health and care system.

For those already receiving care the Council has seen a significant increase in the demand for reviews followed by increases to complexity when people are being assessed, resulting in more costly packages.

More widely across the service the Council is also seeing an ongoing impact in 2021/22 in terms of Mental Health implications, Domestic Violence cases coming to the Safeguarding Team, homeless support and social care needs for those released from prison early.

The further impact of this ongoing demand is having a significant impact on Social Work Teams which limits the capacity available to complete reviews and on the potential future financial viability of the care market and local providers.

The service is taking action to mitigate problems where possible:

- The strength based approach, Better Living, is being focused upon by frontline teams to ensure clients maximise community resources over Council lead care.

- A savings plan is in place across the Service to review complex packages and 121s to mitigate increased costs.
- Work is underway with Health Service partners to mitigate nursing care pressures as far as possible by reviewing discharge pathways and scrutinising discharges.

Children's

Children's Services have also experienced a significant increase in demand in 2021/22 causing a budget overspend driven by the factors below.

- Increased placements for Looked After Children
- Increased placements for Children with Special Educational Needs (SEND)
- Additional Transport costs aligned to SEND placements
- Increased numbers of Unaccompanied Asylum Seeking Children (over 18s)

The number of people presenting into the system has increased over the last year as shown in the statistics below:

- Rates of contact to the department (reports of children suspected of suffering harm) up from 8,000 in 2018 to 14,000 in early 2020, 16,000 in 2021.
- Early Help interventions and the Innovation Programme saw Havering's rate of Children in Care decrease over five years to 2020, steadily rising since.
- Number of Care Leavers up from 189 in 2018-19 to 270 pre-pandemic and now 300 of which Unaccompanied Asylum-Seeking Children (UASC) up from approx 50 to 80.

The department has already started implementing measures to contain the current overspend and additional measures are being formulated which may enable the current position to be improved upon, rather than increasing. However, there are many risks associated with this assumption, as the demand data trends indicate increasing numbers of children requiring support unless action is taken to address pressures.

- Savings on placement costs (fostering) are already being achieved following the decision by Members to improve the offer to foster carers in July 2021. The service is able to offer up an MTFs saving in 2022/23 of £0.125m from the ongoing in-house foster carer recruitment project. As of today, we have a record high number of in-house foster carers currently.
- Remodelling and reorganising the Department via comprehensive workforce development, to reduce reliance on agency social workers

and managers by increasing our permanent workforce. Implement a pod of newly qualified social worker posts (less costly, lower caseloads).

- Arrest the increasing rate of referrals by working with and in schools to support them to safely 'hold' families below threshold for social care intervention
- Realign the Families Together service, working with families via earlier intervention and decrease the number of Looked After Children (LAC) by promoting return to home as a viable option.
- Develop and implement a Family Hubs model.
- Recommence Passenger Transport review.
- Continue the review of placements / step down and high cost placements.

Social Care Summary

The budget provides for the expected additional costs of these social care pressures in 2022/23. Additional Government funding for 2022/23 and the proposed 1% Adult Social Care Precept has partly closed the gap but the Council has had to make significant savings to make this possible. The 2021 Spending Review has indicated that no additional funding will be released in the 2023/24 settlement which will place authorities like Havering in a very difficult position if demand continues to increase.

6.4 Additional Costs of Levies

The Medium Term Financial Strategy provided for the expected increases in levy costs as set out in the papers from the various levying bodies. Two additional costs have recently been identified which will cause a further pressure to Havering.

- ELWA – Waste Disposal Costs

The Levy to ELWA for waste disposal is predominantly apportioned between the four constituent boroughs based on audited tonnages in the previous year. The 2020/21 final tonnages have shown that all 4 boroughs have an increase in tonnage but Havering's increase is proportionately greater than the other boroughs. This has directly increased the levy cost for 2022/23.

- LPFA – Costs of the Pension Fund Authority

The LPFA is an Administering Authority for the Local Government Pension Scheme. One of LPFA's functions is to discharge the historic pension liabilities of the Greater London Council (GLC) and Inner London Education Authority (ILEA). Based on the latest valuation there is currently a funding deficit, in relation to these GLC/ILEA liabilities and there is a pan London agreement for boroughs to cover this cost.

6.5 Increased Cost of Inflation

The Council seeks at all times to contain inflationary costs through efficiency and effective procurement. The latest Government figures however project inflation to exceed 4% in 2022 which is well in excess of the 2% currently provided for in the MTFS. The Council has therefore reviewed and uplifted the provisions for inflation in the MTFS.

6.6 Saving Proposals

The October Cabinet paper set out five focus areas where the Council was going to aim to find savings and efficiencies to help balance the 2022/23 budget. It was always recognised that these initiatives would both generate savings for 2022/23 but also make savings over the remaining years of the medium term financial strategy.

The table below sets out the savings that are proposed to be built in to the budget process. It should be noted that work is ongoing on these savings initiatives and it is fully expected that this will lead to further savings in the medium term.

Table 7: New Savings Proposals

New Savings Proposals	2022/23	2023/24	2024/25	2025/26	4 Year Plan
	£m	£m	£m	£m	£m
Business Intelligence Savings	-1.150	-0.600	-0.600	-0.600	-2.950
Regeneration Savings	-0.263	0.099	0.000	0.000	-0.164
New models of delivery savings	-0.797	-2.884	-0.500	-0.500	-4.681
Spans and Layers/Staffing	-7.000	-7.000	0.000	0.000	-14.000
Adults new savings	-3.189	0.000	0.000	0.000	-3.189
Provision for non delivery	2.000	0.000	0.000	0.000	2.000
New Savings	-10.399	-10.385	-1.100	-1.100	-22.984
Existing Savings	-2.629	-1.150	-0.500	-0.500	-4.779
TOTAL SAVINGS	-13.028	-11.535	-1.600	-1.600	-27.763

Further details of these savings proposals can be found at Appendix A

6.7 **Budget Consultation**

The Council has undertaken a comprehensive budget consultation process aimed at understanding the views and priorities of the public and key stakeholders.

The budget consultation, which included ratepayers, used two methods.

- An online Consultation paper
- Two face to face sessions with members of the public to ask for views on Council services and the budget position

Westco were asked to undertake this year's budget consultation through focus groups and analysis of an online survey. The following analysis is taken from the Executive Summary of their full report.

Within the survey, respondents were asked what they feel the most important issues are that the borough is likely to face in the next year. By weighted rank these are:

- Social Care provision
- National Health Service / Healthcare
- Crime / Community Safety

In relation to areas of personal concern, the top three things that respondents are personally most concerned about are:

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

There was some alignment of views on this among the focus groups, commonly identified negative quality of life factors in the younger focus group were street cleaning and bin collections and the older group highlighted litter as an issue. The older focus group also felt community safety was an area the council needs to improve on.

The focus group participants associate value for money with efficient well-run services. The key value for money council services include street cleaning, bin collection, parks, street lighting and community safety and so there is a lot of cross over here with the survey regarding important issues for the area and for individuals personally.

Respondents to the survey were asked about their support for an increase to council tax. Almost three in five respondents (57%) said they support some form of increase, with two in five saying they do not support an increase (41%).

However, it is important to note the difference in opinion among age groups on this question. Those aged 25 to 44 are much less likely to agree to any rise (60%) compared with those aged over 45 (31% say they do not support any rise). It should also be noted that the survey had a higher-than-average proportion of older respondents (68% aged 45+) to the survey and so the data is skewed towards the views of that group for this question and across the survey results generally.

The majority of participants in both focus groups said they did not want to see any rise in council tax. A minority were split on whether to raise council tax by one or two per cent.

Between two in five and two thirds of survey respondents agree with the savings proposals, apart from the proposal around staff reduction – which saw less than half in support.

Proposal	Agree	Neither	Disagree
Better use of data through Business Intelligence	66%	23%	8%
New models of delivery	63%	25%	10%
Prevention	61%	30%	6%
Regeneration proposals	58%	27%	13%
Staff reduction through efficiency	45%	22%	31%

During the focus groups there was also general agreement with the proposals but there were concerns about reducing staff numbers by 400 due to the impact this could have on customer service and other services.

When asked in the survey if they had to remove £1 from one of a list of service areas, the areas for removal were corporate services (24%), support services (12%), highways, traffic and parking (12%) and libraries (11%).

During the focus group the services that saw the least prioritisation by the under 40s were, libraries, planning and community services. Libraries and planning were also among the services given the least prioritisation by the over 40s.

When asked in the survey if they had to add £1 to a list of services areas, the top responses were adult social care (12%), corporate service (11%), children's social care (8%) and enforcement and safety (7%). Children's social care was mentioned by both focus groups as being an area for prioritisation.

The full analysis of the budget consultation is set out in Appendix B1 and Appendix B2. The budget proposals set out in this report largely reflect the feedback from residents on areas for priority spend especially adults and children's social care. The proposed Council Tax increase is broadly in line with residents views.

The proposed staff reduction was less supported than other savings areas but the Council needs to progress this initiative if it is to keep the council tax increase down to 2%. One of the key messages from the residents' feedback is their recognition of the difficulty facing the Council in trying to reconcile residents' service needs with the desire to keep the council tax as low as possible.

6.8 Balancing the budget and setting the 2022-26 Medium Term Financial strategy

These proposals together with the Local Government Finance Settlement have significantly closed the budget gap for 2022/23. It is recommended that the remaining balance is closed by applying a 1.99% general increase to Council Tax and a 1% Social Care Levy, an overall increase of 2.99%. Increasing Council Tax is only ever considered when all other options have been exhausted. Given

the extreme and continued pressure on social care this is a necessary measure to balance the budget.

The table below sets out the journey from the Medium Term Financial Strategy position reported in the October Cabinet report to the current position.

Table 8: Medium Term Financial Strategy updates since October 2021 Cabinet

Update to the MTFS since October	2022/23	2023/24	2024/25	2025/26	4 Year Plan
	£m	£m	£m	£m	£m
OCTOBER CABINET	11.858	13.901	9.068	6.653	41.480
Additional Social Care Pressures	8.746	0.000	0.000	0.000	8.746
Increase inflation provision	1.802	-0.323	0.167	0.167	1.813
New Savings Proposals	-10.399	-10.385	-1.100	-1.100	-22.984
Impact of Financial Settlement	-7.227	3.200	0.000	0.000	-4.027
Corporate Pressures/Reductions	-2.710	1.497	1.681	2.930	3.398
Increase Budgetted Cont to Balances	2.000	0.000	0.000	0.000	2.000
ASC Precept Increase	-1.360	0.000	0.000	0.000	-1.360
1.99% Council Tax increase	-2.710	0.000	0.000	0.000	-2.710
UPDATED POSITION	0.000	7.890	9.816	8.650	26.356

Putting all this together gives a balanced budget for 2022/23 but a medium term financial gap to 2026 of £26.4m.

The future year gap is reflective of ongoing pressures in the following areas:

- Demographic pressures reflecting expected rises in demand for social care
- Inflationary pressures – The MTFS recognises that inflation is currently rising and so provides for assumed future contractual increases and pay awards
- Corporate pressures including the financing cost of the capital programme, increased costs of levies and increased costs of concessionary fares. It should be noted that concessionary fares costs went down for the last two years due to reduced footfall and the expected increase is partially reflective of usage rising back to pre-pandemic levels
- The MTFS also provides for the expected loss of Government grant as the current one year settlement is replaced by new formulae which include Levelling up and the fair funding review

The MTFS also assumes further savings particularly in 2023/24 where a further £11.5m is planned on top of the savings already in the 2022/23 budget. These savings will be closely monitored and reviewed to ensure they are robust and deliverable.

The gap for the Council to close rises by approximately £9m each year meaning that the Council is likely to have a £35m gap over the next 4 years to 2026/27

The table below sets out the revised Medium Term Financial Strategy setting out where the expected pressures will be.

Table 9: 2022-26 Medium Term Financial Strategy

MEDIUM TERM FINANCIAL STRATEGY	2022/23	2023/24	2024/25	2025/26	4 Year Plan
	£m	£m	£m	£m	£m
Corporate Pressures	4.657	8.995	5.192	4.026	22.870
Demographic Pressures	14.322	4.996	3.500	3.500	26.318
Inflationary Pressures	5.346	2.234	2.724	2.724	13.028
Impact of Financial Settlement	-7.227	3.200	0.000	0.000	-4.027
Savings Proposals	-13.028	-11.535	-1.600	-1.600	-27.763
ASC Precept Increase	-1.360	0.000	0.000	0.000	-1.360
1.99% Council Tax increase	-2.710	0.000	0.000	0.000	-2.710
UPDATED POSITION	0.000	7.890	9.816	8.650	26.356

The Council Tax requirement for 22/23 will be £140.823m. Appendix G sets out more detail on the new Council Tax levels

- 6.9 On 3rd February 2022 the Chancellor announced a one off payment of £150 to all Council Tax payers with properties in the Band A - Band D range. This payment will be in recognition of rising energy prices. The payment will be centrally funded by Government and be processed in April. The payment will operate outside of the council tax system, using council tax lists to identify eligible households. The payment does not affect council tax setting and the calculation of bills and the presentation of charges will not be impacted

7 Taxbase

- 7.1 The Council's taxbase is projected to increase during 2022/23. This is as a result of an increase in the number of chargeable properties and a reduction in single person discounts. The Band D taxbase for Havering is set at 89,390 Band D equivalents. This is an increase of 1,147 Band D equivalents in comparison to 2021/22.

8. Updating The Medium Term Financial Strategy 2022-2026

- 8.1 The budget process has closed the gap for 2022/23 enabling a balanced budget to be set. There is however still a significant gap in future years of £26.4m to 2026. The plan is currently over 4 years including 2022/23 but the gap to 2026/27 is expected to rise to £35m reflecting further demographic and inflationary pressures

8.2 Closing the Medium Term Financial Gap

At this stage it is prudent to flag the continuing risks over the next few years but there is work ongoing which it is expected will close the gap for 2023/24 during 2022. This includes:

- Estimation of Future Finance Settlements

The Financial Settlement is for 2022/23 only which makes projecting future years very difficult. It is expected that the next financial settlement will be multiyear but at the moment there is a huge amount of uncertainty for 2023/24 onwards. Many of the grants announced are one off and other existing grants are expected to be rolled into the overall Settlement Funding Assessment (SFA) from 2023/24 onwards. The Council has adopted a prudent approach to these grants by making provision in the MTFS for the reduction or loss of these grants

As stated elsewhere in this report Havering is experiencing unprecedented pressures on the Adult Social Care budget and will continue to lobby the Government to raise awareness of these issues. The funding reforms planned by the Government next year need to fully factor in the social care pressures boroughs like Havering are experiencing. Havering has been penalised for years through grant funding being reduced due to the borough having a high taxbase and Band D Council Tax level. Funding local government this way forces a further Council Tax increase which then accentuates the problem.

- Review of corporate and demographic pressures

The Council has adopted a prudent approach to future corporate and demographic pressures. These assumptions will all be tested during the first part of 2022 and the assumptions will be updated accordingly. This will include an evaluation of any lasting impact of COVID and the associated Government support.

- Specific Reviews of Adults and Children's Social Care budgets

The Council has developed metrics to measure the numbers and unit costs of its clients receiving social care support. These metrics have been used to model future demand and cost in the MTFS and moving forward these models will regularly be updated in both the 2022/23 monitoring and the next iteration of the MTFS.

- Further Savings

The budget is a cyclical process and opportunities to save money, modernise and improve efficiency happen every year. This is a normal process that every authority undertakes every year regardless of the financial position moving

forward. As stated earlier in this report the Council is fully committed to significant digital and IT enhancements which will lead to efficiency and savings.

- Staffing reduction through efficiency reducing headcount by approximately 400.

Undertake a Council wide review of staffing structures to delete vacancies, reduce management costs and remove activities that do not benefit residents.

- Updated Capital Financing Assumptions

The medium term financial strategy assumes a prudent position on all capital schemes including the major regeneration schemes. If the schemes are able to progress as forecasted in the business plans then the level of income generated will potentially exceed the current planned position. The Council has also taken a prudent position on future interest rates as recommended by our treasury advisors. Over time these assumptions can be updated.

9 Fees and Charges

9.1 The Council annually reviews its fees and charges to customers. **Appendix C** sets out the proposed fees and charges for 2022/23. In setting the fees and charges the Council takes account of:

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

10 Contingency, Reserves and Balances

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

10.2 Earmarked Reserves

Earmarked Reserves are time limited reserves for specific purposes. Some reserves such as the Insurance Fund will need to be replenished each year in line with projected future claims whilst others will be expected to be spent over

the next four years. The Council makes decisions to set up reserves where funding is required in future years as projects are identified.

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

10.3 General Balances

The General Fund Balance stood at £10.9m at 31 March 2021. The Council has a further planned contribution built into the 2021/22 budget which will bring the general reserves up to £18.9m at 31st March 2022. The continued pressures on social care following the pandemic has resulted in a significant overspend being predicted in the current revenue monitor. The Council is working tirelessly to reduce this overspend but the outturn position may result in a draw on the general reserves position. The Council will seek to avoid this if possible as it would delay the objective of building reserves up as set out in previous budget reports.

The Council is fully committed to building up reserves in the medium term to the £20m level set out in previous budget reports. The medium term financial plan includes provisions to move towards this target.

11 The Capital Programme and Strategy

11.1 The Capital Strategy and Programme is presented in a separate report on this agenda. The Medium Term Financial Strategy takes full account of the interest and borrowing cost of the proposed programme. This includes the revenue implications of a number of new bids which are included for approval by Council.

11.2 The Table below sets out the proposed General Fund Capital Programme for the next 5 years.

Table 10: Five year Capital Programme to 2026-27

	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
Adults Services						
Adults - DFG	4.945	0.000	0.000	0.000	0.000	4.945
Adults - Other	0.899	1.618	0.000	0.000	0.000	2.517
Adults Services Total	5.844	1.618	0.000	0.000	0.000	7.462
Customer, Communication & Culture						
Leisure - Other	5.535	0.000	0.000	0.000	0.000	5.535
Leisure - SLM	0.100	0.838	3.724	0.000	0.000	4.662
Libraries	0.039	0.000	0.000	0.000	0.000	0.039
Customer, Communication & Culture Total	5.674	0.838	3.724	0.000	0.000	10.236
Transformation	6.199	6.462	3.280	1.980	1.180	19.101
Childrens Services	0.944	0.891	0.000	0.000	0.000	1.835

Environment						
Environment - Highways	25.239	2.970	0.750	0.000	0.000	28.959
Environment - TFL	1.957	0.000	0.000	0.000	0.000	1.957
Environment - Parks	0.724	0.500	0.000	0.000	0.000	1.224
Environment Total	27.921	3.470	0.750	0.000	0.000	32.141
Registration & Bereavement	0.410	0.000	0.000	0.000	0.000	0.410
Asset Management						
Corporate Buildings	0.659	0.000	0.000	0.000	0.000	0.659
Health & Safety	0.100	0.024	0.000	0.000	0.000	0.124
Schools Conditions Programme	4.744	0.100	0.000	0.000	0.000	4.844
Schools Expansions	0.490	7.500	21.730	0.000	0.000	29.720
Vehicle Replacement	2.000	0.000	0.000	0.000	0.000	2.000
Asset Management Total	7.993	7.624	21.730	0.000	0.000	37.347
ICT Infrastructure	5.075	3.980	1.720	1.650	1.650	14.075
Regeneration	167.993	198.106	23.626	2.656	14.395	406.776
Total GF Capital Expenditure	228.053	222.989	54.830	6.286	17.225	529.384
HRA Capital Expenditure	170.642	180.971	195.315	180.575	176.513	904.017
Total Capital Expenditure	398.695	403.961	250.145	186.861	193.738	1,433.401

12 Budget Risks and Uncertainties

12.1 There are a number of risks and uncertainties which could potentially impact on the 2022/23 budget and also medium term forecasting. This section summarises those risks. **Appendix D** sets out these risks in more detail.

12.2 The Government have a number of reviews they have promised to implement. At the moment the financial impact of these reforms are unclear and for Adult Social Care in particular the full cost of the new care system is unknown. Other reviews such as fair funding and levelling up are expected in 2023/24 and it is hoped that the Government will provide exemplifications as soon as possible to show their intentions.

- **Reform of Adult Social Care**

The Government has set out the national funding position for adult social care over the medium term. Funding has been provided with grant conditions to set the new system up but it remains to be seen if either the funding is sufficient to create the system or potentially more significantly whether the future funding planned will be enough to cover the actual costs when it is up and running.

- **Fair Funding Review and Levelling Up**

The Fair Funding Review is expected to be wide ranging and will cover all cost drivers for local authorities. It is unclear at present how the government will choose to weight the various formulae and datasets available. There is therefore a direct risk to Havering's funding if the demographic pressures the borough is facing are not fully reflected in the revised formula. The initial modelling of the impact of the review implied that the overall effect would be to re-distribute funding away from London. Equally the Levelling Up

review has promised to redirect funds to other areas of the country and potentially away from the south east. Unless there is new funding for Levelling Up this will almost certainly be detrimental for London Boroughs and Havering.

- **Loss / Reduction in Business Rates**

The downturn in the economy has hit businesses hard. There is a significant and ongoing risk of business failure in the borough. This in turn will reduce the business rates collectable and also the level of bad debt. The Council almost certainly will bear a proportion of the lost income from reductions in the total amount of collectable business rates.

- **Business Rate reform**

The Government still accepts that reform of the Business Rate system is necessary although it is unclear exactly when and how they are planning the reforms. It is equally unclear what the impacts of this reform will be and as such this is a risk to the medium term position.

- **New Legislation/Burdens**

The Government periodically reviews national service provision and can transfer new burdens onto local government. When this happens there is always a risk that either the amount or the funding mechanism results in a new pressure for authorities. This is a risk particularly relevant to the recovery period following the COVID pandemic where it is entirely possible the Government will place expectation and burdens on local government without the ongoing funding to support those pressures.

- **Changes to Interest Rates/ Inflation**

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

- **Demographic pressures**

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

- **Pension Fund Performance**

The medium term financial strategy takes account of the latest triennial actuarial review of the pension fund. There will be a further review in 2023 and there is a risk of increased general fund and HRA contributions from April 2024 if the deficit has increased on the fund.

- **In-year pressures and overspends**

The 2022/23 budget will be a robust balanced budget that takes account of all known pressures facing services. There remains a risk however that increased demand and other demographic pressures over forecasts will result in service overspend next year.

- **Future waste disposal arrangements**

The current contractual arrangements with Renewi expire in 2027. There is likely to be significant investment required to secure future arrangements after that date. Future potential costs are therefore volatile and subject to those negotiations. It is expected however that the levy payable after 2027 will reduce considerably

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

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

- **Cost of delays:** Delays to the programme result in some work needing to be repeated and updated and the cost of finance being incurred before it is required.
- **Additional cost of re-design and changing plans:** If the plans are changed significantly this can lead to additional costs if the new designs are more expensive but also the delay costs as described above and potentially abortive costs on the original plans.
- **Impact of a downturn in the economy including housing prices:** The schemes assume sales valuations in order to achieve returns on investment. Clearly a downturn in the Housing market will affect these assumptions.
- **Impact of inflation:** The models assume costs over the medium term. If inflation increased significantly this would have a direct impact on these costs.
- **Changing build costs/variations:** As the schemes progress it is possible that variations to the original specifications or additionality is required to deliver the required outcomes.
- **Changes in legislation:** All assumptions are based on current regulations. Should any national legislation change regarding building works then this could affect the overall costs.
- **Changes in Government legislation regarding MRP.** The Government are considering changing the way MRP is calculated for investment in joint ventures which could impact on the level of MRP required on capital expenditure.
- **Issues with land eg. contamination:** There are currently no expected issues with any of the land involved in the various regeneration schemes. It is possible albeit unlikely that an issue may emerge as the projects progress.
- **Overall financial risk:** The Council will invest significantly in the early years of these schemes with a return on investment in some cases maturing only in the medium term. Adverse movement in the assumptions caused by any of the above reasons will affect the financial modelling set out in the business cases and is therefore a material risk to the Council.

In mitigation, the Regeneration Joint Ventures include a number of mechanisms for the partners to exit from arrangements where schemes become unviable or for individual projects to be paused until conditions improve.

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

13.1 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.

13.2 Robustness of Reserves and Balances

The budget has been prepared using a four year Financial Strategy. The Government has provided no assurance over future funding beyond 2022/23 and as such planning even a four year framework is very difficult. If the Government produces exemplifications of future intentions and then a multi year finance settlement in December 2022 this will provide clarity.

The COVID pandemic has presented challenges to local government in a way that was not imaginable two years ago. The Council has acted swiftly and responsibly and has been able to continue its business in a responsive and professional manner. The Council recognises the ongoing impact of COVID particularly in Social Care demand and unit costs and has built this into the medium term financial strategy

The need to have a robust budget and medium term financial plan underpinned by adequate reserves has never been greater and this has been at the forefront of the Council's planning process this winter.

In setting the 2022/23 budget the process has taken account of the following factors

- The forecast position as set out in the Cabinet report in October 2021
- The outcome and forecast impact on the Council of the Provisional Local Government Financial settlement as presented in this report.
- The Spending Review announced in October 2021.

As the development of the budget for 2022/23 has progressed, the position has been the subject to review and challenge with Heads of Service, the Senior Leadership Team, the Leader of the Council and Cabinet Members. Due consideration has been given to the delivery of corporate priorities in this challenge process and this is reflected in the detailed budget proposals.

Budget proposals have been developed within the context of current and future service plans. The Council has reviewed its pressures using the latest

demographic and inflationary trends. In respect of savings, the proposals have been risk assessed and will be monitored closely during the year. A review of legislation takes place on an ongoing basis as part of the budget development process to assess possible implications.

The Council has continued to identify efficiencies and cost reductions for inclusion in the budget. In 2022/23 the budget includes significant savings from reviews of posts across the authority. The scale and complexity of this process means that it is once again prudent for the Council to include a provision for non achievement which has been included in the budget. Departments will work hard to achieve all savings and if this provision is not required then the budget will be available for other priorities or contribution to reserves.

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

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

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

A review of the 2021/22 significant budget variances has taken place to assess any impact on the 2022/23 budget outside of the proposals in order to:

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

This year this has been particularly apparent in Adult Social Care where there have been significant ongoing pressures in 2021/22. A detailed review of all these pressures has been undertaken in order to set a budget for 2022/23 which should meet this demand.

13.3 The Adequacy of Estimates Reserves and Balances

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

of their Chief Financial Officer (CFO), taking into account all local relevant circumstances.

The General Fund Balance stood at £10.9m at 31 March 2021. The Council has a further planned contribution built into the 2021/22 budget which will bring the general reserves up to £18.9m at 31st March 2022. The unprecedented financial situation due to increased costs of social care following the pandemic has resulted in a significant overspend being predicted in the current revenue monitor. The Council is working tirelessly to reduce this overspend but the outturn position may result in a draw on the general reserves position. The Council will seek to avoid this if possible as it would delay the objective of building reserves up as set out in previous budget reports.

The historic rule of thumb from the now defunct Audit Commission was that 5% of net budget should be held as a General Reserve that should be untouchable except in major emergencies. The Council holds slightly more than this at 7% of net budget. However, the volume and complexity of the issues facing local government, the lived experience of the COVID pandemic and the level of public expectation of councils from their residents suggests this is no longer sufficient. The medium term financial strategy includes proposals to increase balances towards the target of £20 million but this will be subject to no further funding gaps from the COVID pandemic.

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

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

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

The sums established within earmarked reserves were agreed by the Senior Leadership Team as at 1st April 2021 and were fully allocated to projects or liabilities. Other reserves continue to be expended/ planned in accordance with their specific approved purpose. A review is planned to take place as part of the accounts closure process over the next few months.

13.4 Opportunity Cost of Reserves

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

On this basis, for every £1m of cash held, the purely financial benefit could be deemed to be £0.040m per annum or approximately £0.400m per year for balances of £10 million. This is dependent on prevailing money market conditions, which in the current economic climate can fluctuate significantly. Using the balances to repay debt earlier would not achieve a matching saving given the costs around early redemption and the similarity in short-term lending rates and long-term borrowing rates. For information, £1.3m equates very approximately to 1% on the level of Band D Council Tax.

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

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

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

As stated above, the use of significant levels of balances to fund ongoing spending or reductions in Council Tax can pose material financial risks, especially given that the Council's ability to generate funds to replenish reserves through Council Tax is severely restricted by the Council Tax capping regime.

Hence the level of reserves held overall requires a balance to be struck between the opportunity cost of holding balances against the unknown risks facing the Council and the need to safeguard the provision of local services if such risk were to crystalize.

13.5 Review of Reserves and Contingency

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

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

13.6 Summary of Robustness of the Budget and MTFS

The 2022/23 budget and 2022/26 MTFS has been prepared taking into account the following:

- The impact of the COVID pandemic on the 2022/23 and future budgets.
- The estimated impact of underlying cost pressures, evidenced by financial monitoring reports in the current year.
- The estimated impact of inflationary pressures and pay awards. Allowance has been made for cost increases over and above the general rate of inflation where these are known.
- The estimated impact of demographic change and the effect of increasing demands on services where these are unavoidable.
- Provision for legislative change and changes to the Council's statutory responsibilities.
- The estimated impact of capital financing charges for the capital programme including regeneration and highways schemes.
- Provision for the impact of government grant changes across the lifetime of the MTFS and the continued risk of further tightening of finances in future years. The nature of the one year settlement has made this particularly difficult and it is hoped that the Government will clarify their intentions early in 2022.

Furthermore, taking into account the budget risks and uncertainties, and assuming that the recommendations set out above are agreed, the Council's contingencies and balances are considered prudent. The S151 Officer is

therefore of the view that the budget is robust. However, Members' attention is drawn to the need for close monitoring of the budget and, in particular, the achievement of the targets for savings. It will be essential for firm financial management to be exercised throughout the year to ensure that expenditure is contained within budget and targets for service improvements are met.

14 Discount for Council Tax Payers Paying in Full

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

14.2 Resolution

"Any Council Tax payer who is liable to pay an amount of Council Tax to the authority in respect to the year ending on 31 March 2023, 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 2022, 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".

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

15 Council Tax Support Scheme 2022/23

- 15.1 The local Council Tax Support (CTS) Scheme in Havering has been designed to support residents on low incomes pay their Council Tax. Council Tax Support rules for claimants of pensionable age are prescribed in law and can cover up to 100% of the Council Tax due. For working age claimants with disabilities and claimants without disabilities, they can receive up to 80% and 75% respectively off their Council Tax bill. Local authority Care Leavers can receive up to 100% in Council Tax Support. The rules within the CTS scheme for working age applicants have been developed the Council.

The Council proposes to maintain the current CTS Scheme for 2022 putting forward no amendment to that scheme in 2021. A copy of the 2021 Council Tax Support Scheme can be found at https://www.havering.gov.uk/downloads/download/367/havering_local_council_tax_support_scheme

In accordance with Schedule 1A of the Local Government Finance Act 1992, Full Council is required to endorse the Council Tax Scheme for 2021 before 11 March 2021. The Council has due regard for the Equality Act 2010 and the need to eliminate unlawful discrimination. Consequently, an Equality and Health Impact

Assessment is attached to this report at Appendix E. An Equality Impact Assessment was also completed in December 2019 and this can be found at <https://www.havering.gov.uk/ctaxeia2020>

A draft summary version of the Council Tax Support Scheme for 2021 is contained within Appendix F. A full version of the draft CTS 2021 scheme can be found at

<https://drive.google.com/file/d/1Y6sESoLmGdKKx1oqUEIUfDSdP13L0Wqg/view?usp=sharing>

REASONS AND OPTIONS

Reasons for the decision:

The Council is required to set a balanced budget in advance of the beginning of each financial year. This report sets out the process to reach a balanced budget for 2022/23 and sets out the Council's future plans for balancing the budget in the medium term from 2022/23 to 2025/26.

Other options considered:

The report outlines all the options identified for balancing the 2022/23 budget. Officers will continue to seek further options for balancing the budgets in future years.

IMPLICATIONS AND RISKS

Financial Implications and Risks

The financial implications of the Council's Medium Term Financial Strategy are fully set out in this report and are therefore implicit in the body of this report.

Legal Implications and Risks

Under S151 of the Local Government Act 1972 a local authority has to make arrangements for the proper administration of its financial affairs. . Each Member has a duty to ensure that the Council complies with its legal obligations by agreeing a balanced budget.

The Council is required under Part 1, Chapter III of the Local Government and Finance Act 1992 (the 1992 Act) to set its council tax for the forthcoming year. In accordance with section 30(6) of the Act this decision must be made before

11 March of the preceding year. The Council's calculation of its "council tax requirement" in accordance with sections 31A and 31 B of the 1992 Act is reflected in the body of this report.

The Council has a duty to maintain a balanced budget throughout the year and, accordingly, members are required to monitor the Council's financial position regularly in accordance with section 28 of the Local Government Act 2003 and take appropriate action if there is any significant deterioration in its financial position

The Council is required to set a balanced budget, taking into account a range of factors, including consultation feedback, and decisions must also have regard to the Council's public sector equality duties under the Equality Act 2010.

The budget consultation and approval process is separate from individual decisions which may need to be taken for example in relation to service delivery; these may require a separate consultation process and equality impact assessment before a final decision is taken.

Local Authorities owe a fiduciary duty to council taxpayers, which means it must consider the prudent use of resources, including control of expenditure, financial prudence in the short and long term, the need to strike a fair balance between the interests of council taxpayers and ratepayers and the community's interest in adequate and efficient services and the need to act in good faith in relation to compliance with statutory duties and exercising statutory powers.

Where consultation is undertaken it must comply with the "Gunning" principles; namely it must be undertaken at a formative stage, sufficient information should be provided to enable feedback, adequate time should be given for consideration of responses and the feedback should be taken into account in any decision taken.

Human Resource Implications and Risks

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

Equalities and Social Inclusion Implications and Risks

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

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

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

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

The Council demonstrates its commitment to the Equality Act in its decision-making processes, the provision, procurement and commissioning of its services, and employment practices concerning its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing of all Havering residents in respect of socio-economics and health determinants.

Any decisions which need to be taken in furtherance of the budget proposals will be undertaken in accordance with the duty set out in Section 149 of the Equality Act 2010 and where appropriate full Equality Assessments will be undertaken and form part of the decision making process.

Health and Wellbeing Implications and Risks

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

Climate Change Implications and Risks

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

BACKGROUND PAPERS

None

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APPENDIX A - PROPOSED SAVINGS

TOTAL NEW SAVINGS BY CATEGORY	Decscription	2022/23	2023/24	2024/25	2025/26	4 Year total
		£m	£m	£m	£m	£m
Staffing Reduction through Efficiency		-7.000	-7.000	0.000	0.000	-14.000
New Models of Delivery Savings		-0.797	-2.884	-0.500	-0.500	-4.681
Adult Social Care Savings and cost mitigation		-3.189	0.000	0.000	0.000	-3.189
Better use of data through Business Intelligence		-1.150	-0.600	-0.600	-0.600	-2.950
Regeneration Proposals		-0.263	0.099	0.000	0.000	-0.164
Full Year effect of existing savings		-2.629	-1.150	-0.500	-0.500	-4.779
Provision for non delivery of savings		2.000	0.000	0.000	0.000	2.000
TOTAL		-13.028	-11.535	-1.600	-1.600	-27.763

STAFFING REDUCTION THROUGH EFFICENCY	DESCRIPTION	2022/23	2023/24	2024/25	2025/26	4 Year total
		£m	£m	£m	£m	£m
Staffing Reduction through Efficiency	Undertake and Council wide review of staffing structures to delete vacancies, reduce management costs and remove activities that do not benefit residents. Voluntary release scheme to be offered to staff (with some exceptions to be agreed) subject to business case and subject to a cap on numbers.					
	Reduce the Council's dependency on expensive agency staff and consultants.					
	Improve retention, career management and succession planning.					
	Create a One stop shop for residents for 'Life Events' or change of circumstances					
	Review of Business Processes across the Council to deliver greater efficiency There are a number of processes in the Council that have not been updated for some time. Technology has moved on significantly and in some cases systems have been introduced on a like for like basis, but the processes have not been changed to exploit the new capability or functionality within the system. There are also some process issues that are being highlighted through the Transformation Team service reviews.					
	Review of oneSource – This would be a joint review with Newham to see if there are any further services that could be shared. In addition, the review of oneSource should include the potential to expand the reach of oneSource to include services in other councils.					
	Efficiencies from the development of the Havering Digital Portfolio: - The Council has included significant investment in its current Capital programme to develop its digital offer. This is expected to allow significant efficiencies through modernising work processes and improving service offers to our customers and partners					
TOTAL SAVINGS		(7.000)	(7.000)	0.000	0.000	(14.000)

NEW MODELS OF DELIVERY SAVINGS	DESCRIPTION	2022/23	2023/24	2024/25	2025/26	4 Year total
		£m	£m	£m	£m	£m
Introduce price per property repairs service for PSLs.	Review of pricing structure for the PSL repairs service	-0.102	-0.173			-0.275
increased number of internal foster carers	Targetted programme to increase the number of internal foster carers	-0.125				-0.125
Housing Support for Social Care and the MASH	Funding of social care from the HRA where that support is directly for the benefit of HRA tenants. This support would be additional to core services	-0.050				-0.050
Review of income from Green Waste	<p>A review of income generated from green waste to ensure the budget is reflective of increased volumetric take up and the fees charged are uplifted to reflect increased cost of collection</p> <p>There were existing savings targets in 22/23 and 23/24 for contract reviews - Contract reviews are ongoing and similar savings can be targetted for 25/26 and 26/27</p> <p>A review of traffic enforcement has identified sites where enforcement could be introduced to improve road safety</p>	-0.270				-0.270
Review of contracts				-0.500	-0.500	-1.000
Review of Traffic Enforcement		-0.250	-0.250			-0.500
Other New ways of working initiatives			-2.461			-2.461
TOTAL SAVINGS		(0.797)	(2.884)	(0.500)	(0.500)	(4.681)

ADULT SOCIAL CARE SAVINGS AND COST MITIGATION	DESCRIPTION	2022/23	2023/24	2024/25	2025/26	4 Year total
		£m	£m	£m	£m	£m
Contract renegotiation	Adult social care has reviewed a range of contracts and will be seeking better value for money through renegotiating with some providers. This includes reviewing a historic health contract novated to the council which is coming to an end.	-0.189				-0.189
Better Living	This savings builds on the successful roll out of the Better Living approach to Working differently with residents to develop and link into their own personal networks rather than relying on a statutory service. This strength based approach is being focused upon by frontline teams to ensure clients maximise community resources over Council led care. Better Living has delivered significant savings to date and is consistently applied as part of the Social Work assessment process for all new care packages and as part of the annual review of existing packages to ensure value for money.	-1.500				-1.500
Targetted Reviews	This proposal will be delivered through the review of complex care package to reduce costs where possible, and ensure health funding is negotiated where applicable. It should be noted that this is dependent on resources to identify and carry out reviews and to undertake detailed negotiations with providers.	-1.500				-1.500
TOTAL SAVINGS		(3.189)	0.000	0.000	0.000	(3.189)

BETTER USE OF DATA THROUGH BUSINESS INTELLIGENCE	DESCRIPTION	2022/23	2023/24	2024/25	2025/26	4 Year total
		£m	£m	£m	£m	£m

Bringing properties into Council Tax	Additional Council tax yield through regeneration and the associated additional properties in the borough	-0.700	-0.500	-0.500	-0.500	-2.200
Removing erroneous Single Person Discounts	Additional Council Tax yield through a review of single persons discounts to ensure that all data is up to date and claims are stopped where circumstances have changes and there are multiple occupants	-0.160	-0.100	-0.100	-0.100	-0.460
Removing erroneous Freedom Passes	Review to ensure that freedom passes for those who have moved out of the borough or have sadly passed away are returned and not illegally used	-0.040	0.000	0.000	0.000	-0.040
Improving debt collection	Review of debt collection procedures to maximise collection and chase all debt where possible.	-0.250	0.000	0.000	0.000	-0.250
TOTAL SAVINGS		(1.150)	(0.600)	(0.600)	(0.600)	(2.950)

TOTAL REGENERATION SAVINGS	DESCRIPTION	2022/23	2023/24	2024/25	2025/26	4 Year total
		£m	£m	£m	£m	£m
80-84 Market Place	This property is no longer managed by the Council and therefore carries no cost to LBH. This generates a saving on business rates	-0.032				-0.032
Social Value Sponsorship	Social Value Sponsorship to an Existing Community Scheme or Project: There is an opportunity to utilise the Social Value programme to deliver a saving to the Council of around £40k, either through sponsorship from the JV/supply chain or by having partners deliver a Council project.	-0.040	0.040			0.000
Asset Appropriation	General Fund Savings by Appropriating Acquired Bridge Close Assets to the HRA. This will generate a saving in borrowing costs to the general fund	-0.161	0.029			-0.132
Acceleration of works	Acceleration of works previously planned for 2022/23 in order to maximise use of Business Support Government Grants	-0.030	0.030			0.000
TOTAL REGENERATION SAVINGS		(0.263)	0.099	0.000	0.000	(0.164)

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The London Borough of Havering

Budget Consultation Research Report

26 January 2022

Contents

Introduction	3
Methodology and sample	4
Survey	4
Focus Groups.....	4
Executive Summary	7
Life in Havering	9
Perceptions of Havering Council	16
Perceptions of Value for Money and Council Tax	18
Savings Proposals.....	21
Budget Exercise	25
Survey Respondent Profile.....	31
Appendices	Error! Bookmark not defined.
Appendix 1: Online Survey.....	Error! Bookmark not defined.
Appendix 2: Screening questionnaire for Residents	Error! Bookmark not defined.
Appendix 3: Residents Discussion guide.....	Error! Bookmark not defined.

Introduction

This report summarises the findings from two pieces of budget consultation research conducted by the London Borough of Havering.

Online Survey

The council ran an online survey, from 2nd November 2021 to 4th January 2022 and received 456 responses. Of the responses, 95% came from Havering residents. The survey consisted of questions on:

- Issues and concerns in the local area
- Issues and concerns of personal importance
- Budget and Council Tax
- Saving proposals

Focus Groups

The council commissioned Westco, a market research agency, to conduct two qualitative online focus groups with residents to understand their budget priorities, their perceptions of the council's approach to budget saving and to find out their views on the level of council tax. The focus groups took place online on the 14th and 15th December 2021, using the Zoom platform.

The objectives for these focus groups were the following:

- To explore what is important to Havering residents in public service delivery
 - To explore the role public service delivery has on their quality of life in Havering
 - To explore satisfaction with perception and expectations of Havering Council
 - To explore residents' relative priorities in public service delivery in Havering
-

Methodology and sample

Survey

The council conducted an online survey to which 456 people responded. The breakdown of respondent types is detailed below:

- 432 identified as residents of the borough AND/OR
- 5 representing / owning a local business
- 5 representing a charity that covers the Havering area
- 2 representing a community group in Havering
- 18 working for Havering Council (resident)
- 8 working for Havering Council (non-resident)
- 6 representing a public sector organisation

Sample

It should be noted that this survey was self-selecting and is not a representative sample of residents. Therefore, results should be treated as indicative only.

The demographic profile of responses to the survey is broadly in line with the Havering population on characteristics including gender and ethnicity. However, the online survey respondents are not as closely aligned with the local population on age. The survey is quite heavily skewed towards older age groups, and this should be borne in mind when reading the results of the survey. Younger residents (aged under 45) made up 32% of the survey responses, whereas ideally, they would have made up 44%.

Age	Survey respondents %	Havering Population Estimates %	Difference
18-24	1%	7%	-6
25-34	12%	18%	-6
35-44	19%	18%	+1
Under 45	32%	44%	-12
45-54	18%	17%	+1
55-64	21%	16%	+5
65-74	20%	12%	+8
75+	8%	12%	-4
Over 45	68%	56%	+12

Focus Groups

Westco conducted two online focus groups over the course of two days in December 2021:

- Residents Focus Group 1 – 14th December 2020, 12:00pm – 1:00pm;
- Residents Focus Group 2 – 15th December 2020, 12:00pm – 1:00pm;

The first group contained participants aged 40 and under. The second group contained participants who were aged over 40 years old. This was done so that the groups felt more at ease expressing their opinions and were more likely to identify life stage themes. Ten participants were recruited for each focus group for a total of 20. Overall, 17 of participants attended the focus groups. The participants were asked to complete some pre-tasks prior to the discussions around their key positive and negative issues for the area and to perform a budgeting exercise.

The focus groups took place on Zoom and lasted for around an hour and 15 minutes. Feedback was recorded anonymously. Observers from Havering Council were present during the two focus groups but did not participate in discussions. The Finance Team gave a presentation on the current state of the council finances and gave an outline of savings and efficiency proposals.

Approach

Employing a qualitative approach allowed researchers to gather rich insights into participants' reflection on the budget and council tax. An online approach was necessary to mitigate the potential for lockdowns and general health and safety concerns arising from COVID-19. Zoom allowed participants to engage with us and one another freely and we were able to video capture their insights and feedback.

Recruitment

In order to recruit a broad range of participants we worked with a market research recruitment agency called Criteria who employed three professional recruiters to source Havering residents for the focus groups.

In order to identify suitable candidates, Westco developed a recruitment screener. The screener ensured that a mixture of residents with different demographic characteristics were recruited. It also ensured residents with a range of views and knowledge about the Council and Covid-19 government guidelines. Finally, the screening questionnaire was designed to also identify participants who were communicative and articulate, ensuring that everyone attending the focus group would provide lively debate and discussion.

The screening questionnaire can be found in Appendix 1.

Sample and Quotas

The following criteria were taken into account to ensure a good mix of participants:

- Demographics (age, gender, ethnicity)
- Mix of working status
- Mix of social grades
- Mix of attitudes towards the Council

Incentives

Participants were offered a cash incentive for attending the focus groups. Residents were offered £60 to attend. Offering incentives is considered best practice when conducting qualitative research, and incentives for this project were given in

accordance with the Market Research Society (MRS) guidelines. The use of incentives improves attendance and it ensures that those who are motivated to attend are not only those with strong opinions that they wish to share. There were no other conditions participants were required to meet in order to receive the incentive, other than to attend the focus group.

Discussion Guide

To facilitate the focus group, Westco produced a discussion guide for the focus groups. This discussion guide was approved by Havering Council.

The discussion guide can be seen in Appendix 2.

Analysis

The nature of qualitative research reflects opinions and is not designed to be statistically representative of the general public. It is rather an opportunity to discuss issues and probe deeply into the views held by the participants. Therefore, conclusions and recommendations from these groups cannot be applied to the general population.

Executive Summary

Life in Havering

Within the survey, respondents were asked what they feel the most important issues are that the borough is likely to face in the next year. By weighted rank these are:

- Social Care provision
- National Health Service / Healthcare
- Crime / Community Safety

In relation to areas of personal concern, the top three things that respondents are personally most concerned about are:

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

There is some alignment of views on this among the focus groups, commonly identified negative quality of life factors in the younger focus group were street cleaning and bin collections and the older group highlighted litter as an issue. The older focus group also felt community safety was an area the council needs to improve on.

The focus group participants associate value for money with efficient well-run services. The key value for money council services include street cleaning, bin collection, parks, street lighting and community safety and so there is a lot of cross over here with the survey regarding important issues for the area and for individuals personally.

Council Tax

Respondents to the survey were asked about their support for an increase to council tax. Almost three in five respondents (57%) said they support some form of increase, with two in five saying they do not support an increase (41%).

However, it is important to note the difference in opinion among age groups on this question. Those aged 25 to 44 are much less likely to agree to any rise (60%) compared with those aged over 45 (31% say they do not support any rise). It should also be noted that the survey had a higher-than-average proportion of older respondents (68% aged 45+) to the survey and so the data is skewed towards the views of that group for this question and across the survey results generally.

The majority of participants in both focus groups said they did not want to see any rise in council tax. A minority were split on whether to raise council tax by one or two per cent.

Spending Priorities

Between two in five and two thirds of survey respondents agree with the savings proposals, apart from the proposal around staff reduction – which saw less than half in support.

Proposal	Agree	Neither	Disagree
Better use of data through Business Intelligence	66%	23%	8%
New models of delivery	63%	25%	10%
Prevention	61%	30%	6%
Regeneration proposals	58%	27%	13%
Staff reduction through efficiency	45%	22%	31%

During the focus groups there was also general agreement with the proposals but there were concerns about reducing staff numbers by 400 due to the impact this could have on customer service and other services.

Budget Prioritisation

When asked in the survey if they had to remove £1 from one of a list of service areas, the areas for removal were corporate services (24%), support services (12%), highways, traffic and parking (12%) and libraries (11%).

During the focus group the services that saw the least prioritisation by the under 40s were, libraries, planning and community services. Libraries and planning were also among the services given the least prioritisation by the over 40s.

When asked in the survey if they had to add £1 to a list of services areas, the top responses were adult social care (12%), corporate service (11%), children's social care (8%) and enforcement and safety (7%).

Children's social care was mentioned by both focus groups as being an area for prioritisation.

Life in Havering

Most important issues Havering is likely to face in the next year

The three most important issues that respondents considered that the borough is likely to face in the next year by weighted rank are:

- Social Care provision
- National Health Service / Healthcare
- Crime / Community Safety

Crime and community safety remains an important issue from the previous year. However, the pandemic and the economic situation appear less of a concern compared to the healthcare and social care provision.

Issue	Issue 1 score	Issue 2 score	Issue 3 score	Total score
Crime/Community Safety	240	144	50	434
NHS/Healthcare	162	120	50	332
Social Care	129	72	39	240
Ageing population	126	60	37	223
COVID/Pandemic	141	58	20	219
Economy/economic situation	102	66	35	203
Environment/climate change	99	38	28	165
Population levels/over-population	63	54	45	162
Education/schools	45	62	28	135
Housing	54	48	24	126
Inflation/prices	54	26	20	100
Immigration	51	30	15	96
Morality and individual behaviours	18	28	16	62
EU/Brexit	15	26	4	45
Low pay/wages	6	24	10	40
Unemployment	6	16	7	29
Personal finances	12	10	6	28
Race relations	9	4	5	18
Other	30	20	13	63

Issues the survey respondents feel the borough is facing, which they commented about via the open comment question include:

- Public transport and transportation links (e.g. Beam Park)
- Condition of pavements, roads and local landmarks
- Council Tax

- Social care support
- Health and wellbeing
- Overspending of council budget (e.g. housing benefits, Members' allowance)
- Education
- Waste Management e.g. wheelie bins, bin collection
- High streets
- Activities for children and young people

Things of most personal concern to respondents

The three things that respondents are personally most concerned about are:

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

Physical health and fitness remains an important concern for respondents with cleanliness of street and local area, and anti-social behaviour is becoming a more pressing concern compared to employment stability and mental health & wellbeing from the previous year.

	Rank 1 score	Rank 2 score	Rank 3 score	Total score
Cleanliness of street and local area	153	94	69	316
Anti-social behavior in my community	123	146	35	304
My physical health and fitness	201	54	25	280
Being a victim of crime	123	64	37	224
Paying bills	120	54	26	200
The local environment/pollution	57	90	50	197
Climate change	111	56	27	194
My mental health and wellbeing	99	56	21	184
Staying in work/employment stability	84	44	19	147
Keeping a roof over my head	69	28	6	103
Raising children	48	28	17	93
Housing affordability	39	30	17	86
Public transport	33	38	12	83
Educational provision	24	24	16	64
Future job prospects	12	26	8	46
Community relations	9	16	18	43
Being lonely	6	10	3	19
None of these	18	10	11	39
Other	33	20	25	78

Issues the survey respondents feel are of personal concern to them, which they commented via the open comment question include:

- Health and wellbeing (e.g. lack of GP or face-to-face appointments, family health, waiting lists)
- Waste Management
- Social Care (care homes, Adult and Children's)
- Council Tax increase
- Parking
- Racism
- Shortage of housing
- Road and cycling infrastructure
- Local Government corruption and maladministration
- Crime and safety
- Overpopulation and immigration
- Climate change

A number of the areas listed above were identified during the focus groups as issues including street cleaning, litter and bin collections, anti-social behaviour and community safety.

Respondents were asked how the Council could support them with the issues that they are most concerned about. Responses are summarised and categorised under the Council's priorities.

CLEANER & SAFER

- More policing, CCTV and visible enforcement
- Preventing crime and antisocial behaviour (ASB) through education
- Reducing and enforcing against littering, noise pollution, ASB and crime
- Repairing roads, potholes and pavements
- Enforcing COVID-19 guidelines
- Schemes to reduce congestion and traffic
- More affordable public transport
- Better walking and cycling infrastructure
- Regular meetings with local residents about concerns
- Regular refuse collection and reducing fly-tipping
- Provision of wheelie bins
- Improving recycling facilities (including kerbside glass collection)
- Higher standards of cleanliness and maintenance of roads, pavements open areas, green spaces and parks
- Providing more parks and open spaces (that are well maintained and litter free)
- Addressing climate change, developing green policies and supporting green initiatives

TOGETHER

- Promoting religious tolerance and inter-cultural events
- Community meeting, groups and events
- Strengthen voluntary sector and increase volunteering opportunities
- Increasing volunteering opportunities and skill development courses

- Invest in community projects
- Prioritising and funding education and schools
- Build more primary and secondary schools
- Better support for mental health issues
- Supporting the NHS (e.g. GP availability)
- Better funding of mental health services
- Protecting social care support and funding
- More youth provision and engagement
- More sporting facilities, clubs and activities

VALUE FOR MONEY (and other Council related suggestions)

- No increase in Council Tax or Business Rates
- Supporting local businesses
- Reducing allowances and pay for staff and councillors
- Providing employment and training opportunities
- Lobbying for more funding from Central Government
- Budgeting well and targeted funding to priority areas
- Ensure value for money and better procurement processes
- Better customer service

PROUDER

- Building and investing in more affordable housing and social housing
- Regulating housing prices and rentals
- Reducing homelessness
- Reducing overdevelopment (and ensuring the right level of infrastructure is in place)
- Improving town centres
- Beam Park development
- Removing car parking charges
- Supporting sustainability / climate change agendas (e.g., planting trees, better recycling, reducing cars)

Quality of life factors

The first part of the focus groups asked participants, unprompted, about positive and negative impacts on their quality of life in Havering.

Positive quality of life factors

Many individuals in both focus groups identified Havering as a good location as it is both close to central London, with good connections, and far enough outside of the city to enjoy the benefits of outer London. Many of the participants had moved at different times from inner London to Havering.

Access and proximity to London

A key advantage of living in Havering is close access to central London whether via road or public transport.

One of the best things about living here is that it is so quick into London

Group 1, U40

*I love shopping in Romford, and I sold my car because the transport links are so good.
I can be in London in 18 minutes.*

Group 2, O40

Parks and open spaces

A reason many of the participants chose to live in Havering is because it has great open spaces and parks. The benefits of these spaces have also taken on new meaning since the beginning of the pandemic. Ready access to open spaces has had important quality of life benefits during lockdowns and the pandemic in general.

Good, clean parks, you know, these are...important for your quality of life.

Group 1, U40

*I like the area because it's very green. Yeah, there's so much open space. And it's not too
overly dense.*

Group 2, O40

*I'm enjoying lockdown. We went on some nice long walks in the Bedfords Park and all round,
and it was lovely.*

Group 2, O40

Shopping

Havering is seen by participants as having good shopping facilities by those that live in the area.

There are good shopping facilities here

Group 1, U40

Good schools

The final area where there is broad agreement, and broad agreement between younger and older groups, is that Havering has good schools.

*My daughter - she goes to local school, I have no complaints in terms of the school, I
think they might need a bit more funding.*

Group 1, U40

*I've got one in secondary and one in primary school. And where we live, I like the fact
that there is a variety of schools you can pick from, and most of them are pretty good.
In fact, they are very good. And I can't fault the schools I picked for both my children,
and they seem quite happy and content.*

Group 2, O40

It is important in terms of budgetary thinking and communications, that when asked about positive quality of life issues there is an absence of spontaneous identification of social care or, affordable decent housing or social housing from participants.

Negative quality of life factors

The most commonly identified negative quality of life factors in the younger focus group were street cleaning, bin collections and parking. The older group equally highlighted litter, parking and traffic issues. Some of the issues they highlighted align with issues raised in the survey about the local area and personal concerns.

Street cleaning, litter and bin collections

Research conducted by LG Comms has consistently shown that a select few universal services contribute most strongly to the public's overall perceptions of councils, and these are street cleaning, bin collections along with perceptions of parks and open spaces. Participants mentioned issues they perceive with these services in Havering.

I will say probably be a bit more punctual on the rubbish collection.

Group 1, U40

I think the bins aren't emptied often enough.

Group 2, O40

The parks I think the bins aren't empty often enough

Group 2, O40

Parking

Earlier in the pandemic and during lockdowns, Havering Council brought in some innovation around parking which proved popular with residents. Participants expressed concern that these changes were being reverted.

They [the council] can do something in regard to the parking, maybe revert back to the suggestion that was made earlier about half an hour free parking and maybe having some kind of concession or something for residents.

Group 1, U40

Allow them to increase parking spaces

Group 1, U40

I say it's more to do with the Ringo because all it's at the Ringo system, and a lot of my neighbours are really elderly, and they all have issues because the metres don't work and then they haven't got mobile phones so then they're sort of really limited to where they can go and do their shop.

Group 2, O40

Local road changes, traffic and potholes

Participants highlighted a range of issues with road changes, traffic flow through the borough and potholes.

the roadblocks seem to last forever, it's not helping the traffic.

Group 1, U40

Traffic at peak times I know you probably can't do a lot about that but certainly where I live...The traffic round there is a nightmare... it's especially the junction after gallows corner, with the filter... you're lucky to get two cars through before [they change].

Group 2, O40

Key council services like social care, affordable housing and council housing did not appear significantly as negative components of quality of life among the participants.



Perceptions of Havering Council

Council strengths

Focus group participants identified a number of strengths of the council:

- **Good communications** - *I like their newsletters. I get the newsletters every week or so. I think; their newsletters are informative.*
- **Good recycling** - *I like the fact that we get the orange recycle bags, they make sure that we get every couple of weeks as well, which is good.*
- **Community hubs** - *it's the information that you get like the community hubs when they have session times - information where you can be signposted to particular issues that you might have*
- **Good libraries** - *I think we're very fortunate. We have wonderful libraries in Havering. And that is the top of my list. One of the things that the council do well.*

Council areas for improvement

The participants were able to identify more areas for improvement than council strengths. Many of the perceived areas for improvement correspond to the factors that the public identified as issues which were having a negative impact on their lives.

- **Parking, traffic and state of the roads** - *I'd say the parking on the road, the state of the roads as well.*
additional parking available or what's going on in terms of roadworks
The potholes we have in the surrounding roads around here [are very hazardous]
- **Community safety** - *Safety in the area. You need to have CCTV cameras everywhere and put in good street lighting.*
In terms of youngsters and keeping people off the streets
- **Litter and flytipping** - *I know the council sort of deals with the rubbish but I notice more and more bigger items being left and being dumped at the end of the roads. So maybe that's something that needs to be looked at, fly tipping.*
- **Customer contact and customer care** - *just trying to get through to somebody can be a bit difficult, but you know, when they provide information for certain sectors it's quite good.*

Customer service is appalling.

- **Wasting money** - *They waste a lot of money, that's what I find so annoying. It's a lot of money, wasted by the council.*
- **Concern about social infrastructure being large enough to support new developments** - *it is great for the area to see that old developments are knocked down, but you worry what the infrastructure of the area will be after that.*

If new houses are going up and flats, those people might have children and that then means more who don't get into the local school places and preschool places, these are done on distance from the school to your residence. So yeah, I don't know if there's any plans for any new primary schools to be built.

Partnership working

Havering Council were also interested to find out what the participants thought about how the council works with their partners. Building on the issues already raised, regarding quality of life, participants directly raised issues of crime and anti-social behaviour and housing developments:

The police... For me, that would be the partnership that needs to be strengthened.

Group 1, U40

I don't know who it is but whoever does the housing developments, work closely with them. Maybe keep a consistent standard or a consistent way of building houses or new developments.

Group 1, U40

The relationship with public health and the NHS was not raised when we asked about partnership working but the following points were made in the general conversation that took place:

I had COVID back in July and I had a knock on the door actually from two council representatives and I don't know how they managed to do that, obviously I must have signed up for something, but they came just to check to see if I was okay. It was a bit weird, but I found that was quite helpful.

Group 1, U40

I was really impressed with the response that council had because my parents live in Havering. And when you had the lockdown, they were getting provisions and stuff sent to them and stuff like that.

Group 1, U40

Perceptions of Value for Money and Council Tax

What does value for money look like

Participants in both focus groups identified a range of different things which could be seen as 'value for money' or evidence of value for money. Perhaps one of the main challenges is that many people do not have the knowledge about how the council spends its money or where the money comes from. So, it can be hard for people to understand if and how money is being spent well.

Participants identified things that they feel do not make sense, or look like duplication, and see these things as waste but it is much harder for them to recognise when something is working well.

I think it goes down again to the council tax. I mean, that needs to be more transparent as to what my 155 pounds a month actually goes towards, because, apart from picking up my bins and some lighting on my road, really what else am I paying for... they need to demonstrate value for money, because you just don't know how they're spending it.

Group 1, U40

In both discussions, participants associate value for money with efficient well-run services:

Just more efficiency.

Group 2, O40

You need systems to be in place to deal with something - so you don't have to go from department to department and they have to get approved for different things.

Group 2, O40

Good customer service and answer your queries in good time.

Group 2, O40

There is also a pattern to the services they identify as value for money –universal services they said were important for quality of life, and services that contribute to an orderly public realm. These services are also fairly easy to see if they are working effectively – for instance having litter on the streets, having bins lying around and streetlights working.

Weekly refuse collections. That's good. Parks are in a good condition.

Group 2, O40

I think in terms of the council tax... I think the minimum expectation is cleanliness, right?

Group 1, U40

So, I can see that they are investing back into community... So, I think that's quite good. Like keeping everything neat keeping everything clean. So, once you see a clean-cut area, you don't really want to ruin it. If they don't take good care of it and then maybe people litter more etc.

Views on changing Council Tax

Survey respondents

Within the survey, respondents were asked about their support to increase council tax. Almost three in five respondents (57%) said they support some form of increase, with two in five saying they do not support an increase (41%).

	Frequency	Percentage (%)
I support an increase of 2% or above	60	13%
I support an increase of between 1% and 2%	101	22%
I support an increase of between 0% and 1%	96	21%
I do not support an increase	188	41%
Don't know/no opinion	9	2%
Total	456	100%

Views by age group of respondents

However, it is important to note the difference in opinion among age groups on this question. Those aged 25 to 44 are much less likely to agree to any rise (60%) compared with those aged over 45 (31% say they do not support any rise). It should also be noted that the survey had a higher-than-average proportion of older respondents (68% aged 45+) to the survey and so the data is skewed towards the views of that group for this question and across the survey results generally.

	Aged 25 to 44		Aged over 45	
	Frequency	Percentage (%)	Frequency	Percentage (%)
I support an increase of 2% or above	10	7%	47	16%
I support an increase of between 1% and 2%	18	13%	80	27%
I support an increase of between 0% and 1%	25	18%	64	22%
I do not support an increase	81	60%	94	32%
Don't know/no opinion	2	1%	7	2%
Total	136	100%	292	100%

Though not representative in terms of quantifying perceptions, the focus groups through stratified sampling are representative in terms of validating perceptions.

By this we mean the voting responses of the participants might not be the same as the wider population, but if the general public say council tax should go up then participants in the group who think council tax should go up are likely to be able to explain to us the kind of reasons the wider public think council tax should go up.

In the over 40s group, none of the participants thought Council Tax should be increased:

I've got a Tory MP. I'm sure he could wrangle another 14 million from the government. [They] Waste enough money and strangely enough [they can find money when they want to] So another 14 million

Group 2, O40

The majority in the under 40s focus group also did not want to see a rise in Council Tax:

personally, for me, I know what I want to pay. I want it to be reduced. I just think the whole system needs to be reformed.

Group 1, U40

The remainder of the group then split evenly between wanting a one per cent and a two per cent rise. The opinion among the under 40s focus group is not dissimilar from the in the findings of the online survey conducted last year about council tax increases.

Savings Proposals

During the focus group, the Havering Council Finance team gave a presentation regarding the £14m overspend, explaining that extra demands, especially around the adult and children's social care budget during COVID and lockdown, which have led to significant cost increases.

In order to bring the budget back into balance, the Finance team listed a set of savings proposals and wanted participant's feedback on these.

The Finance team identified the following areas to enable a range of budgetary savings - totalling £14 million.

Proposal	Saving	Details
Staffing reduction through efficiency	£7m anticipated saving	<ol style="list-style-type: none"> 1. Reduce headcount by approximately 400 2. Undertake review of staffing 3. Improve staff retention 4. Create a One stop shop for residents for 'Life Events' circumstances 5. Review Business Processes across the Council to deliver greater efficiency 6. Review of oneSource 7. Efficiencies from the development of the Havering Digital Portfolio: - The Council has invested to develop its digital offer which should allow significant savings through modernising work processes and improving service offers to customers and partners
New Models of Delivery	£4m anticipated saving	Including: <ol style="list-style-type: none"> 1. Review of Passenger Transport 2. Retendering of the waste contract 3. Review of enforcement activity 4. Front Door / prevention demand in Children's Services 5. Placements / sufficiency in Children's Services 6. Housing Services 7. Adult Services
Prevention	£1.5m anticipated saving	Reviewing opportunities that the new Borough Partnership between the Health system and the Council gives us, particularly around the prevention agenda
Better use of data through Business Intelligence	£1m anticipated saving	Including: <ol style="list-style-type: none"> 1. Data matching in relation to tracking people in temporary accommodation e.g., Private Sector Leased properties 2. Bringing properties into Council Tax 3. Removing erroneous Single Person Discounts 4. Removing erroneous Freedom Passes 5. Improving debt collection

Regeneration proposals	£0.5m anticipated saving	Including <ol style="list-style-type: none"> 1. 80-84 Market Place: no longer managed by the Council and therefore carries no cost to LBH. 2. Social Value Sponsorship to an Existing Community Scheme or Project: 3. General Fund Savings 4. Corporate 5. Impact of reviewing the Rainham Beam Park Joint Venture: 6. Review of all Regeneration JVs and major schemes 7. Assess whether the management of new regeneration sites could be overseen by the Council and used to create income. 8. Acceleration of works previously planned for 2022/23 in order to maximise use of Government Grants Land 9. Increased income from telecom masts 10. Income from Electric vehicle charging points 11. Refurbishment of white goods/furniture and onward sale through a social enterprise 12. Monetisation of government credits – carbon neutrality, research & development, recycling, new technologies 13. Income derived from letting out council office space 14. Central Romford business hub offering wraparound business support
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In the under 40s group, there was universal agreement with the savings proposals and that this is part and parcel of the kind of savings councils' need to be looking for:

[The council] was always going to be making savings - always, there's always gonna be a drive to reduce costs. I mean, this isn't anything that's new, really look at it as probably if we looked at last year's I'm sure last year will be similar.

Group 1, U40

Maybe not that many in terms of reducing headcount but I'm sure improving technology improving your online portals and things like that. behaviour and portals... so, this isn't ground-breaking.

Group 1, U40

I just wanna add in terms of children's services and social services, you always find that there's a lot of social workers are always in demand. They're always busy. They're always overworked. I've heard is that there's a lot of paperwork, there's a lot of fluff around it, maybe streamline the process and maybe get to the problem quicker...I find a lot of time is wasted.

Group 1, U40

However, in this group, there was more push-back on the council being able to reduce the number of staff by the numbers suggested:

I just want to say about reducing the headcount. I think you've touched on it, but it's 400. Sounds like a lot to me. I would just want to say that if the headcount has to be reduced by that amount, then ensure that the digital platforms are much easier to use, and to get access to, and that there's integration across the portal and other systems

The under 40s group did not suggest any areas of potential saving which had been overlooked.

Again, the over 40s group were in agreement with the main thrust of the savings proposals. However, they were more sceptical about the council being able to achieve its head count savings.

If you reduce staff numbers, your wait time to get through to a specific department would be that much longer. But one stop shop thing you really need someone in there really qualified to cover multiple subjects, rather than someone who generically deals with something. Other than that, we're looking through the rest of it. It's all fairly straightforward stuff ... the reduction of staff if you've got 20 people in a core team, and you'd knock it down to 10 the wait time is going to be longer, and it does have a knock-on effect. People don't spend most of their day sitting on the phone waiting for someone to answer it.

Group 2, O40

If they are reducing the number of staff, then quality of service will be affected as well, I don't want it to compromise the quality of service you give to residents.

Group 2, O40

Survey responses on savings proposals

Survey respondents were asked whether they agree with a range of savings proposals set out to allow the council to balance its budget. Between two in five and two thirds of survey respondents agree with the savings proposals, apart from the proposal around staff reduction – which saw less than half in support. These findings align with the sentiment about staff reductions among the focus group attendees.

	Agree (%)	Neither agree nor disagree (%)	Disagree (%)
Better use of data through Business Intelligence	66%	23%	8%
New models of delivery	63%	25%	10%
Prevention	61%	30%	6%
Regeneration proposals	58%	27%	13%
Staffing reduction through efficiency	45%	22%	31%

Survey respondents were asked for other areas that the Council should be considering for balancing the budget. Responses are summarised and categorised under the Council's priorities.

CLEANER & SAFER

- Better provision of services to prevent crime and antisocial behaviour
- Introducing Sunday parking fees
- Free 30mins – 1-hour local parking

- Review of discretionary fees e.g. planning
- Reducing car usage to support climate change agenda
- Enforcement of fly-tipping fines, including use of ANP cameras
- Better recycling
- Provision of wheelie bins

TOGETHER

- Invest in local charities
- Engage the voluntary sector (e.g. in libraries)
- Reduce funding for education as disproportionately high
- Better medical services
- Invest in social care
- Reduce funding for private support

VALUE FOR MONEY (and other Council related suggestions)

- Reducing energy usage in council buildings
- Reducing benefits (including means-testing)
- Creating a one-stop shop for council services
- Reallocating council spend
- Increasing income generation
- Ensure payment of Council Tax
- Better management of outsourced services (or bring services in-house)
- Reduce number of consultants

PROUDER

- Do not sell council housing
- Increase income generation through rents and rates
- Poor housing contractors
- Rationalise libraries
- More robust town planning
- Invest in regeneration of town centres
- Ensure no vacant or abandoned buildings or sites

Budget Exercise

Within the survey, as part of a budget exercise, respondents were asked about a hypothetical scenario where they needed to remove £1 from a Havering Council service. Almost a quarter of respondents said they would remove their £1 from Corporate services (24%).

Slightly over one in ten would remove £1 from Support Services (Finance, ICT, Legal, HR) services or Highways Parking & Traffic or Libraries, Arts and Music School (11%).

Service	Frequency	Percentage (%)
Corporate services	109	24%
Support Services (Finance, ICT, Legal, HR)	52	11%
Highways Parking & Traffic	52	11%
Libraries, Arts and Music School	48	11%
Leisure Centres and Sports	29	6%
Planning	28	6%
Housing	26	6%
Regeneration and Economic development	23	5%
Bereavement & Registration	14	3%
Adult Social Care	12	3%
Building Control	12	3%
Education Services	11	2%
Transport Services	8	2%
Early Help	7	2%
Environment Services	6	1%
Community Services	4	0.9%
Waste Services	4	0.9%
Children's Social Care	3	0.7%
Enforcement & Safety	3	0.7%
Public Protection & Licensing	1	0.2%

Survey respondents were then asked a similar question and were asked about what services they would add £1 to.

The most popular services which respondents would personally add their £1 to are Adult Social Care or Corporate Services (both 11%).

Service	Frequency	Percentage (%)
Adult Social Care	52	11%
Corporate Services	49	11%
Children's Social Care	33	7%
Enforcement & Safety	31	7%
Highways, Parking & Traffic	29	6%
Public Health	26	6%
Regeneration and Economic Development	23	5%
Environment Services	23	5%
Leisure Centres & Sport	21	5%
Libraries, Arts and Music School	21	5%
Community Services	19	4%
Transport Services	16	4%
Support Services (Finance, ICT, Legal, HR)	15	3%
Education Services	14	3%
Housing	14	3%
Building Control	11	2%
Waste Services	10	2%
Planning	9	2%
Bereavement & Registration	9	2%
Early Help	7	2%
Public Protection and Licensing	7	2%
Not answered	1	0.2%

Survey respondents were asked for other areas that the Council should be considering for balancing the budget. Responses are summarised and categorised under the Council's priorities.

CLEANER & SAFER

- Better provision of services to prevent crime and antisocial behaviour
- Introducing Sunday parking fees
- Free 30mins – 1-hour local parking
- Review of discretionary fees e.g. planning
- Reducing car usage to support climate change agenda
- Enforcement of fly-tipping fines, including use of ANP cameras
- Better recycling
- Provision of wheelie bins

TOGETHER

- Investing in local charities
- Engage the voluntary sector (e.g. in libraries)

- Reduce funding for education as disproportionately high
- Better medical services
- Investing in social care
- Reduce funding for private support

VALUE FOR MONEY (and other Council related suggestions)

- Employing more local residents
- Reducing benefits
- Review council spend (e.g. split per capita, restrict funds to non-borough initiatives)
- Full commitment to balancing the books
- Remove contribution to Mayor's office
- Reducing council spend
- Fix anticipated borrowing
- Freeze Council Tax
- Review staff and Councillors' pay and rewards
- Lobby for Central Government funding

PROUDER

- Do not sell council housing
- Increase income generation through rents and rates
- Poor housing contractors
- Rationalise libraries
- More robust town planning
- Investing in regeneration of town centres
- Ensure no vacant or abandoned buildings or sites

The Focus Group Pre-Task

Prior to the focus groups, participants in both groups were asked to undertake a simple budgeting exercise using council services. It was explained that the financial challenge Havering faces in 2022-23 is significant and means the council will need to make some difficult decisions in February 2022 if they do not get sufficient Government funding. It is important to understand what the participants would do in this situation, so they were asked what their priorities for funding are.

Our first observation was that participants in both groups shied away from making these difficult choices – they were more likely to give services more funding than identify what they would take away.

Participants were given 14 council service areas where they could choose to prioritise more, prioritise the same, or prioritise less. If they wanted to spend more in one area, they had to spend less in another. Equally, they were tasked with only leaving three services on the current level of spending so that their priorities between services were revealed.

Nine participants in each of the focus groups completed the budgeting exercise. As has already been stated, the voting responses are on too smaller scale to be statistically reliable but offer insights on the reasons for their choices.

Group 1, Under 40s Budget Exercise Table

Answer Choices	Prioritise more	Stay the same	Prioritise less
Children's Social Care (e.g. fostering, residential, family support, adoption, care leavers, safeguarding, children's centres)	67%	33%	0%
Education Service (e.g. Early years, Education, Special Education Needs, Youth services)	67%	33%	0%
Regeneration and Economic Development (e.g. Improving communities, town centres, infrastructure, supporting businesses and local economy)	56%	44%	0%
Waste Services (e.g. Collections, recycling & green collections, Household Waste Recycling Centres)	56%	33%	11%
Public health (e.g. Covid response, health and wellbeing, mental health)	56%	44%	0%
Environnent Services (e.g. Parks, Environment Management)	44%	44%	11%
Highways (e.g. Maintenance, footpaths, road signage, streetlights, traffic management, flood management)	44%	56%	0%
Community Services (e.g. Arts, Adult Education, Contact Centre, leisure centres, sports)	33%	44%	22%
Adult Social Care (18+) (e.g. residential & nursing accommodation, supported living, day care)	22%	78%	0%
Transport Services (e.g. Home to School transport)	22%	67%	11%
Housing services (e.g. housing benefit, homelessness, council housing, temp accommodation)	11%	89%	0%
Planning (e.g. building regulations and planning permission)	11%	67%	22%
Libraries, Registration and Archives	11%	44%	44%
Social Support (e.g. Carers, Information & Early Intervention, Safeguarding, Housing Related Support)	11%	89%	0%
Public Protection (e.g. Community Safety, Coroners, Trading Standards, Emergency Planning)	0%	89%	11%

The services that saw the most prioritisation by the under 40s were education services, children's social care, waste services, public health and regeneration. Some of these services align with the top 10 areas survey respondents would add £1 to.

I wished all mine would have stayed the same, but obviously the instruction was maximum of three - it was a very difficult so I can't imagine the members of the council that have to actually sit through this and make those decisions. But it took me over an hour just to kind of do this last bit. But I think the biggest things for me were kind of social care, children and adults, that it was easy for me to click to prioritise those.

If I'm honest, I looked at which ones I felt the most towards, and I picked one for prioritise more, then I went down the list looking for ones that I felt the least towards and prioritise less. I was kind of selfish when thinking about my own needs.

Group 1, U40

The prioritisations, to some extent, can be seen as following the concerns expressed by the under 40s in terms of quality of life with a focus on children and development:

Prioritise more education, and check for special education needs and new services, as I highlighted before it can be doing some more for young children and community centres and things like that.

Group 1, U40

The services that saw the least prioritisation by the under 40s were, libraries, planning and community services. Again, some of these services were within the top 10 areas for removal of £1 among survey respondents.

I put less priority for libraries, I think was it libraries and registration. For libraries just because there's so much more access to information, the majority of us have computers at home, we've got access to the internet... that was the only reason why I'd personally prioritise less - not saying that we don't have a need for those.

Group 1, U40

By way of comparison, the over 40s group prioritise the following council services: social support, children's social care, highways and regeneration. The under 40s and over 40s both shared a focus in the budget consultation on the provision of care.

Group 2, Over 40s Budget Consultation Table

Answer Choices	Prioritise more	Stay the same	Prioritise less
Children's Social Care (e.g. fostering, residential, family support, adoption, care leavers, safeguarding, children's centres)	67%	33%	0.00%
Highways (e.g. Maintenance, footpaths, road signage, streetlights, traffic management, flood management)	67%	11%	22%
Social Support (e.g. Carers, Information & Early Intervention, Safeguarding, Housing Related Support)	67%	33%	0%
Regeneration and Economic Development (e.g. Improving communities, town centres, infrastructure, supporting businesses and local economy)	56%	11%	33%
Adult Social Care (18+) (e.g. residential & nursing accommodation, supported living, day care)	44%	44%	11%
Public health (e.g. Covid response, health and wellbeing, mental health)	44%	56%	0%
Housing services (e.g. housing benefit, homelessness, council housing, temp accommodation)	33%	56%	11%
Education Service (e.g. Early years, Education, Special Education Needs, Youth services)	33%	67%	0%

Community Services (e.g. Arts, Adult Education, Contact Centre, leisure centres, sports)	22%	56%	22%
Environment Services (e.g. Parks, Environment Management)	22%	78%	0%
Public Protection (e.g. Community Safety, Coroners, Trading Standards, Emergency Planning)	22%	44%	33%
Transport Services (e.g. Home to School transport)	22%	44%	33%
Waste Services (e.g. Collections, recycling & green collections, Household Waste Recycling Centres)	22%	78%	0%
Planning (e.g. building regulations and planning permission)	11%	33%	56%
Libraries, Registration and Archives	11%	33%	56%

A range of focus group participants, who were over 40, highlighted care as an important issue:

children's one was them, I did because, you know, they're born into that situation and there's nothing they can do about it. And they've got to be looked after. Whether it's mental health or foster care.

Group 2, O40

I did children's for the same reasons. That's worth spending money on the Children's Services and the family support, all that kind of thing. I think that should be a priority

Group 2, O40

I think there's got to be more priority on adult social care. Definitely. There just isn't enough at the moment. Havering has always had an older population. It's getting harder and harder ...you know, to get anybody to do anything.

Group 2, O40

I think I put on there about the highways. Because I think even in the parks, after four o'clock, it's really dark in there. Probably needs more lighting. Footpaths are uneven. potholes are on the road.

Group 2, O40

Obviously, I support the social care for older and younger people. And generally, sort of mental health things like that, I think is to be prioritised.

Group 2, O40

The services that saw the least prioritisation by the over 40s were: libraries, planning, transport and public protection.

Where I live, it's very green. And the last thing I want them to do is take away what I call greenbelt and put houses there unnecessarily.

Group 2, O40

The libraries again I haven't been in the library for probably 15 years.

Group 2, O40

Survey Respondent Profile

Postcode

The postcode of those who responded to the survey are listed below. Responses came from across the borough - Hornchurch, Romford, Upminster and Rainham.

Postcode	Frequency	Percent
RM11	71	16%
RM14	66	14%
RM12	62	14%
RM3	53	12%
RM13	51	11%
RM1	48	11%
RM7	44	10%
RM2	28	6%
RM5	25	5%
CM1	1	0%
CM11	1	0%
E35BN	1	0%
EC1	1	0%
RM4	1	0%
RM6	1	0%
RM8	1	0%
SS17	1	0%

How did you find about this consultation?

The top channels used to find out about the consultation were emails from the council and the council website.

Channel	Frequency	Percentage %
Email from the council	158	35%
Havering Council website	133	29%
Facebook	59	13%
Friend/relative	26	6%
Newspaper	12	3%
Twitter	29	6%
Councillor	8	2%
VCS organisation	8	2%
Other	19	4%

How old are you?

Age group	Frequency	Percentage %
18-24	3	1%
25-34	53	12%
35-44	84	18%
45-54	80	18%
55-64	93	20%
65-74	85	19%
75-84	35	8%
Prefer not to say	22	5%
Not answered		

With which gender do you most identify?

Gender	Frequency	Percentage %
Man	217	48%
Woman	210	46%
Non-Binary	1	0.2%
Trans Man	1	0.2%
Gender Neutral / Agender	1	0.2%
Prefer not to say	25	6%
Not answered	1	0.2%

How would you describe your sexual orientation?

Sexual orientation	Frequency	Percentage %
Heterosexual	387	85%
Bisexual	7	2%
Gay man	5	1%
Lesbian/Gay woman	2	0.4%
Other	3	1%
Prefer not to say	50	11%
Not answered	2	2%

What is your marital or civil partnership status?

Relationship status	Frequency	Percentage %
Married	264	58%
Single	75	16%
Co-habiting	45	10%
Widowed	19	4%
Civil partnership	3	1%
Other	8	2%
Prefer not to say	40	9%
Not answered	2	0.4%

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong

Ethnic group	Frequency	Percentage %
White British	329	72%
White European	19	4%
White Irish	7	2%
White Other	14	3%
Mixed/multiple groups - White and Black Caribbean	6	1%
Mixed/multiple groups - other	7	2%
Indian	9	2%
Asian Other	11	2%
Black /Black British - Caribbean	6	1%
Black Other	4	1%
Other ethnic group	5	1%
Prefer not to say	4	1%
Not answered	47	10%

Faith, Religion or Belief

Religion	Frequency	Percentage %
Christian	217	48%
No Religion	137	30%
Muslim	9	2%
Hindu	5	1%
Jewish	4	1%
Sikh	1	0.2%
Buddhist	1	0.2%
Other	15	3%
Prefer not to say	58	13%
Not Answered	9	2%

Do you consider yourself to have a disability, impairment or health condition?

	Frequency	Percentage %
No	316	69%
Yes	94	21%
Prefer not to say	38	8%
Not answered	8	2%

Type of disability

	Frequency	Percentage %
Sensory - e.g. mild deafness; partially sighted; blindness	17	4%
Physical - e.g. wheelchair user	13	3%
Mental Illness - e.g. bi-polar disorder; schizophrenia; depression	14	3%
Development or Educational - e.g. autistic spectrum disorders (ASD); dyslexia and dyspraxia	12	3%
Learning Disability / Condition - e.g. Down's syndrome; Cerebral palsy	2	0.4%
Long-term Illness / Health Condition - e.g. cancer, HIV, diabetes, chronic heart disease, stroke	50	11%
Other	18	4%
Not answered	316	69%

What is your employment status?

Employment status	Frequency	Percentage %
Employed – Permanent	219	48%
Retired	144	32%
Self-employed	22	5%
Employed - Fixed term	14	3%
Unemployed and looking for work	3	1%
Unemployed and not looking for work	3	1%
Apprenticeship scheme / training	1	0.2%
Student	1	0.2%
Other	15	3%
Prefer not to say	28	6%
Not Answered	6	1%

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January 2022



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Havering

LONDON BOROUGH

Budget Consultation 2021 Summary Results and Analysis January 2022

The budget consultation for Havering Council opened on 2nd November 2021 and closed on 4th January 2022. This is a report on the responses. Further engagement was conducted through two focus groups – those under 40 and those over 40 – on 14th and 15th December 2021.

Page 152

40% respondents found out about the online consultation through other means, mainly via the Council's Living Magazine and newsletter. 29% responded directly via the Council's consultation page.

Respondents were asked questions regarding the following:

- Main issues and concerns
- Budget and Council Tax
- Saving proposals

There were 456 responses received in 2021, compared to 201 responses in 2020.

Page 153

432 identified as residents of the borough AND/OR

5 representing / owning a local business

- 5 representing a charity that covers the Havering area
- 2 representing a community group in Havering
- 18 working for Havering Council (resident)
- 8 working for Havering Council (non-resident)
- 6 representing a public sector organisation

The three most important issues that respondents considered that the borough is likely to face in the next year by weighted rank are:

- Social Care provision
- National Health Service / Healthcare
- Crime / Community Safety

Crime and community safety remains an important issue from the previous year, however with pandemic and the economic situation appearing to less of a concern compared to healthcare and social care provision.

Question 4 – Most important issues facing the borough (weighted ranking)

Most important issues facing the borough (all respondents)

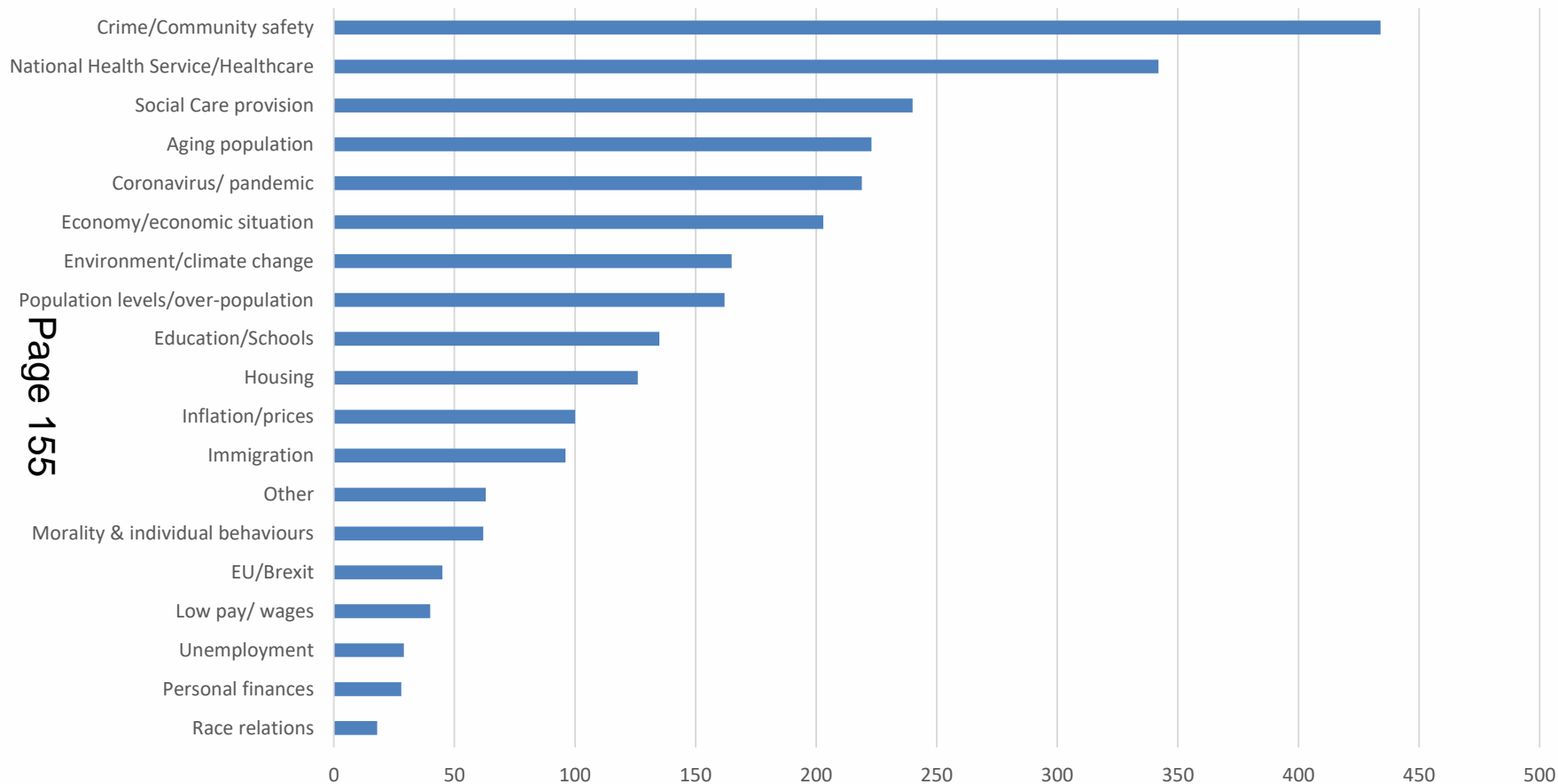


Chart shows weighted scores where rank 1 = 3 points, rank 2 = 2 points and rank 3 = 1 points.

Other issues that respondents thought that borough is facing, include:

- Public transport and transportation links (e.g. Beam Park)
- Condition of pavements, roads and local landmarks
- Council Tax
- Social care support
- Health and wellbeing
- Overspending of council budget (e.g. housing benefits, Members' allowance)
- Education
- Waste Management e.g. wheelie bins, bin collection
- High streets
- Activities for children and young people

Q5 – Most important things personally concerning respondents

The three things that respondents were personally most concerned about are:

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

Physical health and fitness remains an important concern for respondents with cleanliness of street and local area, and anti-social behaviour becoming a more pressing concern compared to employment stability and mental health & wellbeing from the previous year.

Question 5 – Most important things personally concerning respondents (weighted ranking)

Most important concerns (all)

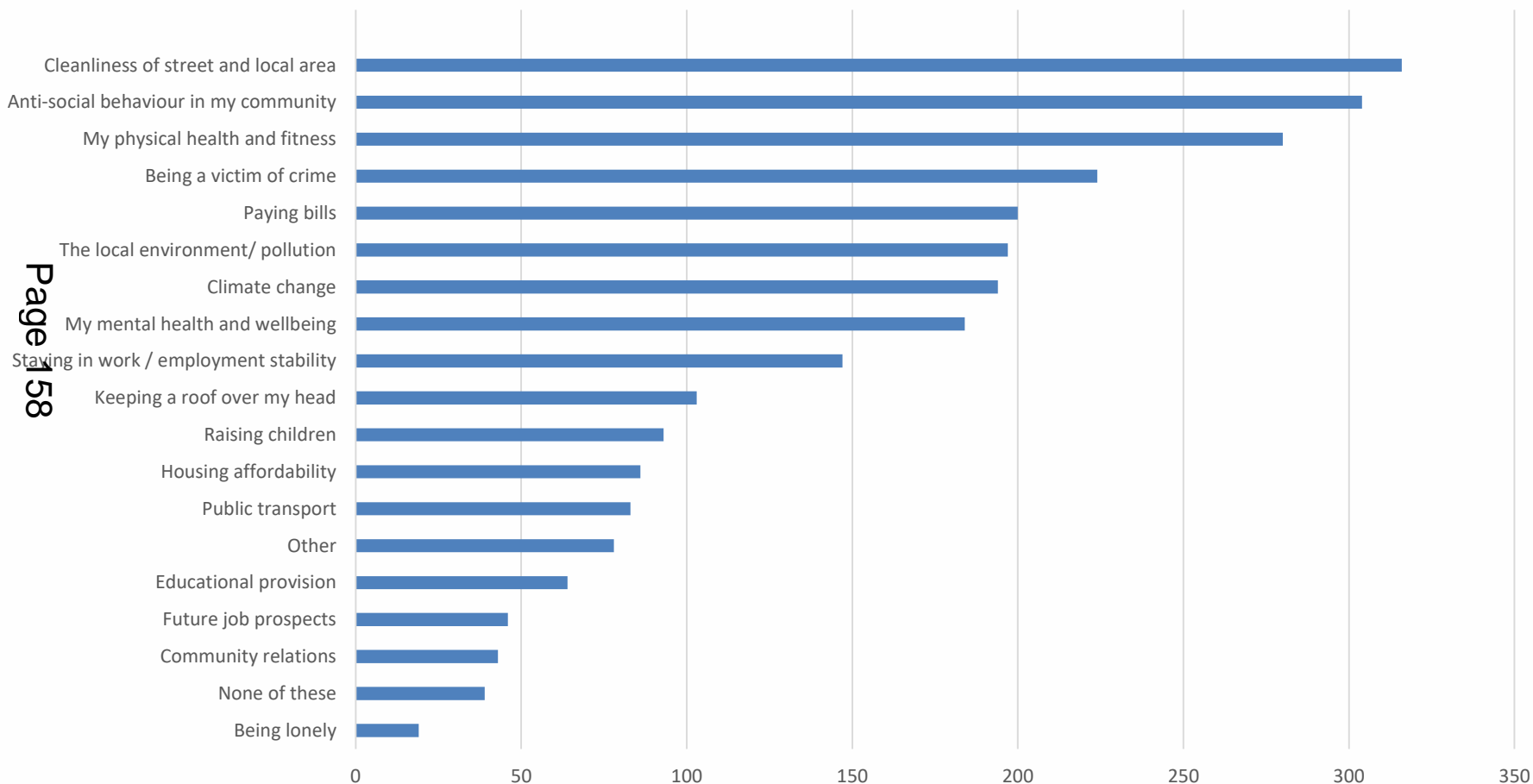


Chart shows weighted scores where rank 1 = 3 points, rank 2 = 2 points and rank 3 = 1 points.

Other issues that were concerning respondents, include:

- Health and wellbeing (e.g. lack of GP or face-to-face appointments, family health, waiting lists)
- Waste Management
- Social Care (care homes, Adult and Children's)
- Council Tax increase
- Parking
- Racism
- Shortage of housing
- Road and cycling infrastructure
- Local Government corruption and maladministration
- Crime and safety
- Overpopulation and immigration
- Climate change

Respondents were asked how the Council could support them with the issues that they are most concerned. Responses are summarised and categorised under the Council's priorities.

CLEANER & SAFER

- More policing, CCTV and visible enforcement
- Preventing crime and antisocial behaviour (ASB) through education
- Reducing and enforcing against littering, noise pollution, ASB and crime
- Repairing roads, potholes and pavements
- Enforcing COVID-19 guidelines
- Schemes to reduce congestion and traffic
- More affordable public transport
- Better walking and cycling infrastructure
- Regular meeting with local residents about concerns
- Regular refuse collection and reducing fly-tipping
- Provision of wheelie bins
- Improving recycling facilities (including kerbside glass collection)
- Higher standards of cleanliness and maintenance of roads, pavements open areas, green spaces and parks
- Providing more parks and open spaces (that are well maintained and litter free)
- Addressing climate change, developing green policies and supporting green initiatives

TOGETHER

- Promoting religious tolerance and inter-cultural events
- Community meeting, groups and events
- Strengthen voluntary sector and increase volunteering opportunities
- Increasing volunteering opportunities and skill development courses
- Invest in community projects
- Prioritising and funding education and schools
- Build more primary and secondary schools
- Better support for mental health issues
- Supporting the NHS (e.g. GP availability)
- Better funding of mental health services
- Protect social care support and funding
- More youth provision and engagement
- More sporting facilities, clubs and activities

Q6 – How the Council could support people

VALUE FOR MONEY (and other Council related suggestions)

- No increase in Council Tax or Business Rates
- Supporting local businesses
- Reducing allowances and pay for staff and councillors
- Providing employment and training opportunities
- Lobbying for more funding from Central Government
- Budgeting well and targeted funding to priority areas
- Ensure value for money and better procurement processes
- Better customer service

PROUDER

- Building and investing in more affordable housing and social housing
- Regulating housing prices and rentals
- Reducing homelessness
- Reducing overdevelopment (and ensuring the right level of infrastructure is in place)
- Improving town centres
- Ensure Beam Park development
- Removing car parking charges
- Support sustainability / climate change agenda (e.g. planting trees, better recycling, reducing cars)

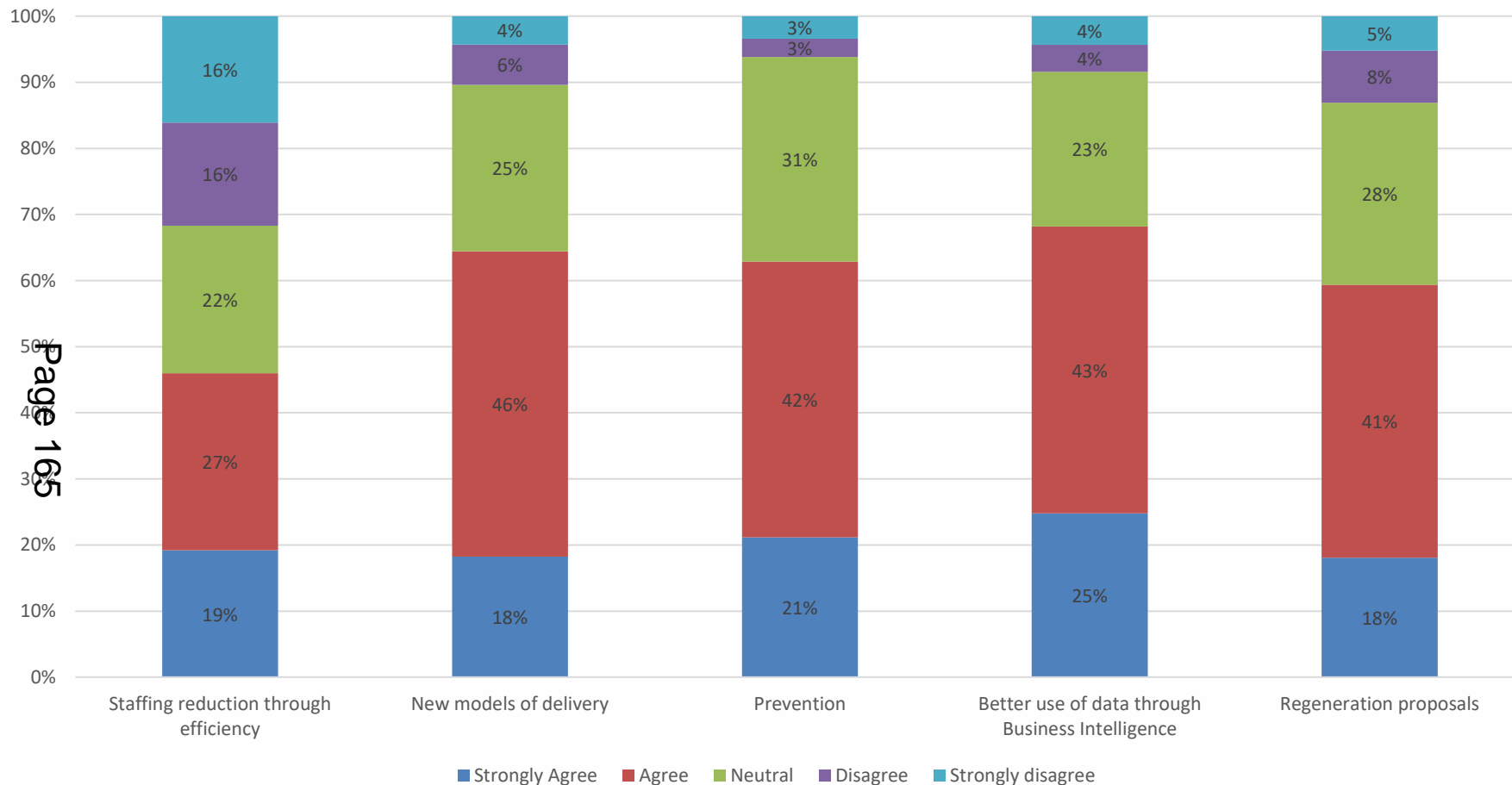
- A number savings in different services were proposed in the Medium Term Financial Strategy (MTFS) to help offset budgetary pressures.
- Savings proposals were proposed under the following:
 - Staffing reduction through efficiency
 - New models of delivery
 - Prevention
 - Better use of data through Business Intelligence
 - Regeneration

The following proposals were highly rated:

- Better use of data through Business Intelligence (68%)
- New models of delivery (64%)
- Prevention (63%)

Most responses were highly rated about the corporate saving proposals with highest disagree regarding staffing reductions through efficiency with 32% disagreeing with this proposal.

Budget Savings Proposals



**Please note percentages are taken from total of responses given to each question and exclude blank responses. Responses were aggregated to agree and disagree for summary.*

Q8 – Are there any other areas that the Council should be considering?

Respondents were asked for other areas that the Council should be considering for balancing the budget. Responses are summarised and categorised under the Council's priorities.

CLEANER & SAFER

- Better provision of services to prevent crime and antisocial behaviour
- Introducing Sunday parking fees
- Free 30mins – 1 hour local parking
- Review of discretionary fees e.g. planning
- Reducing car usage to support climate change agenda
- Enforcement of fly-tipping fines, including use of ANP cameras
- Better recycling
- Provision of wheelie bins

TOGETHER

- Invest in local charities
- Engage the voluntary sector (e.g. in libraries)
- Reduce funding for education as disproportionately high
- Better medical services
- Invest in social care
- Reduce funding for private support

Q8 – Are there any other areas that the Council should be considering?

VALUE FOR MONEY (and other Council related suggestions)

- Reducing energy usage in council buildings
- Reducing benefits (including means-testing)
- Creating a one-stop shop for council services
- Reallocating council spend
- Increasing income generation
- Ensure payment of Council Tax
- Better management of outsourced services (or bring services in-house)
- Reduce number of consultants

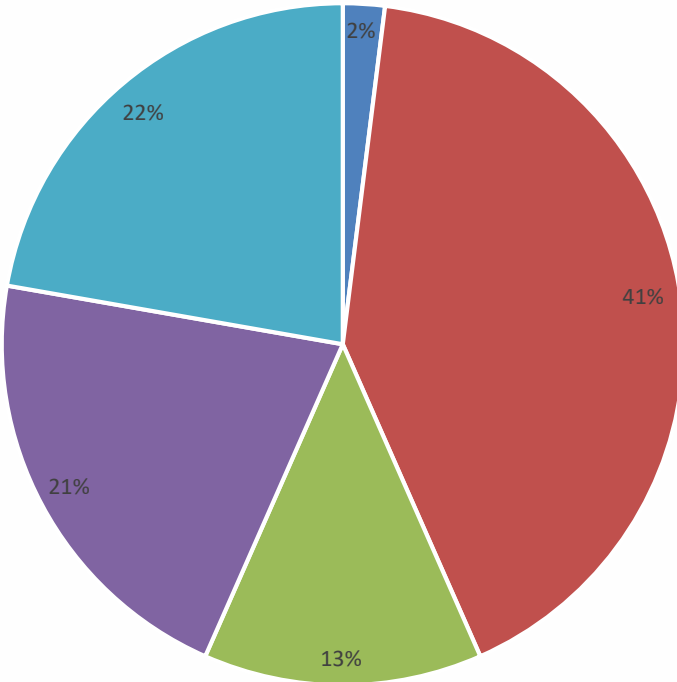
PROVIDER

- Do not sell council housing
- Increase income generation through rents and rates
- Poor housing contractors
- Rationalise libraries
- More robust town planning
- Invest in regeneration of town centres
- Ensure no vacant or abandoned buildings or sites

The Council did not include any include particular assumptions on a Council Tax increase but provided an illustration on how 1% increase in Council Tax adds 29p per week (£15.30 per year) to a typical band D property and increases the Council's income by approximately £1.3 million.

- 41% did not support an increase
- 43% supported an increase of up to 2%
- 13% supported an increase above 2%

Increasing Council Tax

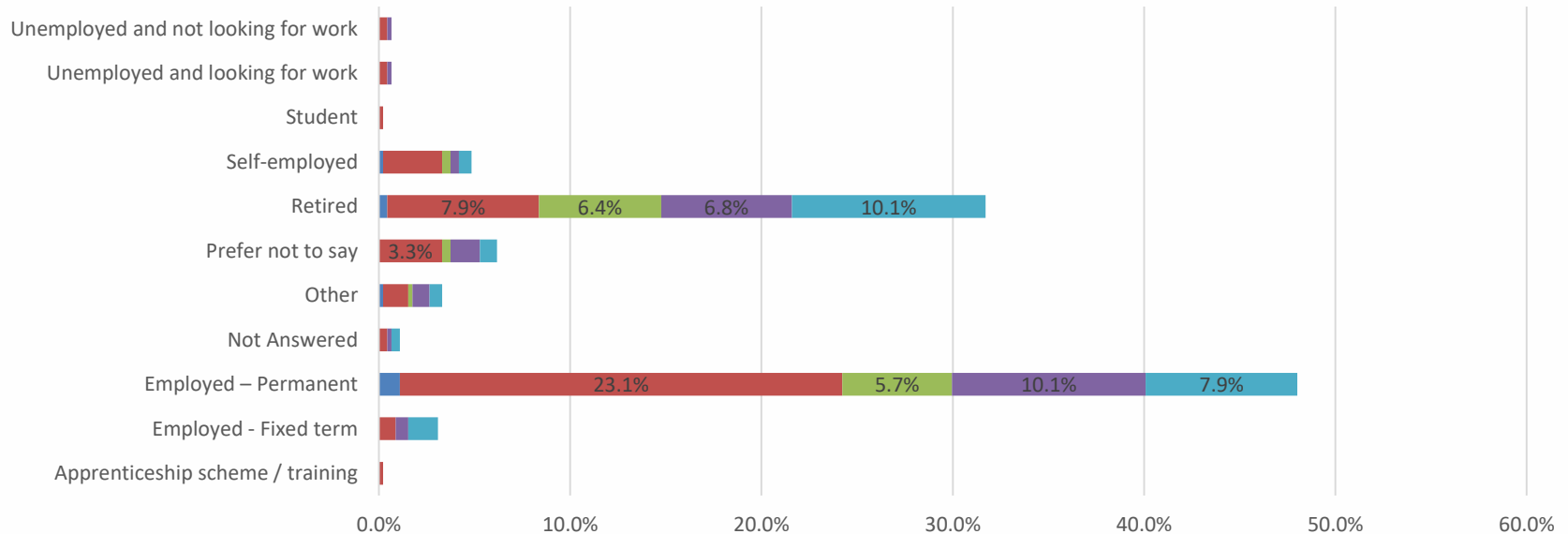


- Don't know / no opinion
- I do not support an increase
- I support an increase of 2% or above
- I support an increase of between 0% and 1%
- I support an increase of between 1% and 2%

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

Q9 – Increasing Council Tax

Increasing Council Tax - by employment status



Page 170

	Apprentice ship scheme / training	Employed - Fixed term	Employed - Permanent	Not Answered	Other	Prefer not to say	Retired	Self- employed	Student	Unemploy ed and looking for work	Unemploy ed and not looking for work
■ Don't know / no opinion	0.0%	0.0%	1.1%	0.0%	0.2%	0.0%	0.4%	0.2%	0.0%	0.0%	0.0%
■ I do not support an increase	0.2%	0.9%	23.1%	0.4%	1.3%	3.3%	7.9%	3.1%	0.2%	0.4%	0.4%
■ I support an increase of 2% or above	0.0%	0.0%	5.7%	0.0%	0.2%	0.4%	6.4%	0.4%	0.0%	0.0%	0.0%
■ I support an increase of between 0% and 1%	0.0%	0.7%	10.1%	0.2%	0.9%	1.5%	6.8%	0.4%	0.0%	0.2%	0.2%
■ I support an increase of between 1% and 2%	0.0%	1.5%	7.9%	0.4%	0.7%	0.9%	10.1%	0.7%	0.0%	0.0%	0.0%

The chart shows that 23.1% of those permanently employed do not support a Council Tax increase, with 23.7% supporting an increase of some kind. For those retired, 23.3% supported some kind of increase.

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

Respondents were asked which service area would they remove £1 from if savings were to be made in the Council in order to provide an understanding of priorities.

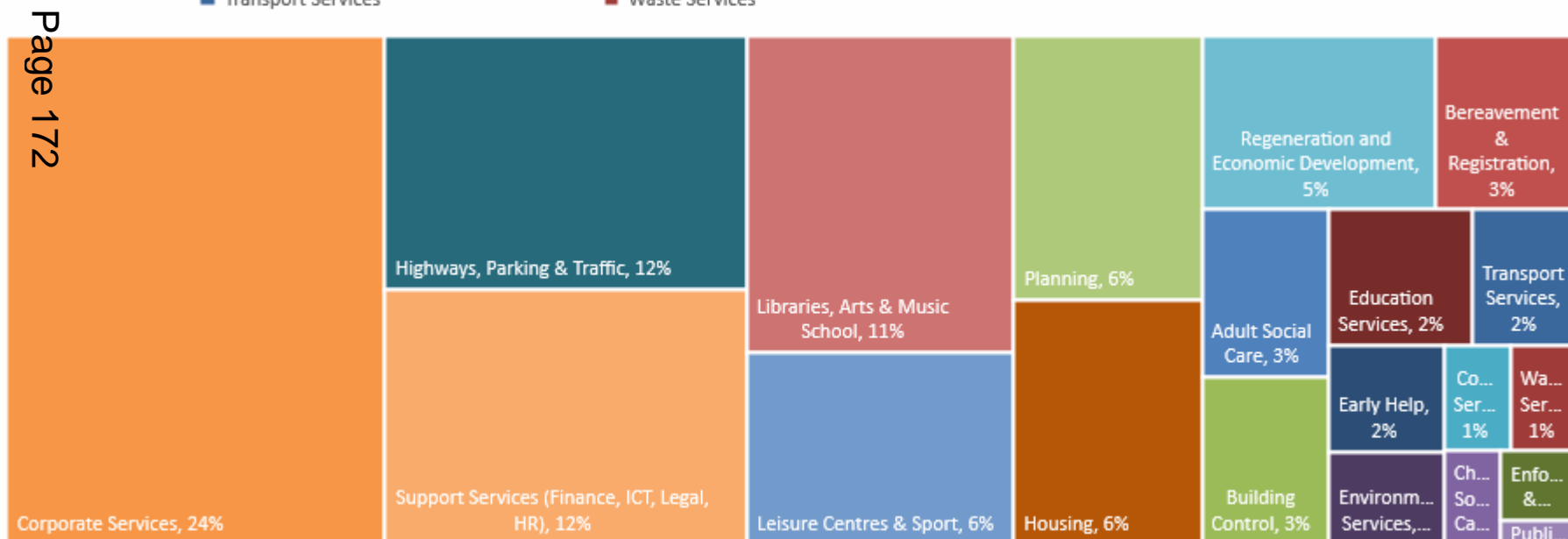
The top three services that respondents would remove £1 from are:

- Corporate Services (24%)
- Support Services (12%)
- Highways, Parking and Traffic (12%)

These remain the top three areas to remove £1 since the 2020 Budget Consultation.

Remove £1

- Adult Social Care
- Children's Social Care
- Early Help
- Environment Services
- Leisure Centres & Sport
- Public Protection & Licensing
- Transport Services
- Bereavement & Registration
- Community Services
- Education Services
- Highways, Parking & Traffic
- Libraries, Arts & Music School
- Regeneration and Economic Development
- Waste Services
- Building Control
- Corporate Services
- Enforcement & Safety
- Housing
- Planning
- Support Services (Finance, ICT, Legal, HR)



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

Respondents were asked which service area would they add £1 in order to provide an understanding of priorities.

The top three services that respondents would add £1 are:

- Adult Social Care (12%)
- Corporate Services (11%)
- Children's Social Care (8%)

The responses were generally balanced across the service areas in which £1 should be added, and therefore implies that all services are important.

Add £1

- Adult Social Care
- Bereavement & Registration
- Building Control
- Children's Social Care
- Community Services
- Corporate Services
- Early Help
- Education Services
- Enforcement & Safety
- Environment Services
- Highways, Parking & Traffic
- Housing
- Leisure Centres & Sport
- Libraries, Arts & Music School
- Planning
- Public Health
- Public Protection & Licensing
- Regeneration and Economic Development
- Support Services (Finance, ICT, Legal, HR)
- Transport Services



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

Q12 – Anything else to consider as the Council sets the budget?

Respondents were asked for other areas that the Council should be considering for balancing the budget. Responses are summarised and categorised under the Council's priorities.

CLEANER & SAFER

- Better provision of services to prevent crime and antisocial behaviour
- Introducing Sunday parking fees
- Free 30mins – 1 hour local parking
- Review of discretionary fees e.g. planning
- Reducing car usage to support climate change agenda
- Enforcement of fly-tipping fines, including use of ANP cameras
- Better recycling
- Provision of wheelie bins

Page 175

TOGETHER

- Invest in local charities
- Engage the voluntary sector (e.g. in libraries)
- Reduce funding for education as disproportionately high
- Better medical services
- Invest in social care
- Reduce funding for private support

Q12 – Anything else to consider as the Council sets the budget?

VALUE FOR MONEY (and other Council related suggestions)

- Employing more local residents
- Reducing benefits
- Review council spend (e.g. split per capita, restrict funds to non-borough initiatives)
- Full commitment to balancing the books
- Remove contribution to Mayor's office
- Reduce council spend
- Fix anticipated borrowing
- Freeze Council Tax
- Review staff and Councillors' pay and rewards
- Lobby for Central Government funding

PROUDER

- Do not sell council housing
- Increase income generation through rents and rates
- Poor housing contractors
- Rationalise libraries
- More robust town planning
- Invest in regeneration of town centres
- Ensure no vacant or abandoned buildings or sites

**Fees and Charges
Schedule
2022/23**

Adults
Adult Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 Respite Care				
Weekly charges*				
Age over Pension Credit age	139.75	tbc	01/04/20	L
Age 25 up to Pension Credit age	87.90	tbc	01/04/20	L
Age 18 to 24	69.40	tbc	01/04/20	L
Annual increase subject to DWP minimum income allowance				
Net of personal expense allowance set by DOH				
* These charges will change in Jan/Feb 2019 when the new benefit, pension, and personal expense allowance rates are announced.				

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Adults Adult Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
2 Court of Protection				
Annual charges - Fixed Costs as directed by Court of Protection*				
1 Work up to and including the date upon which the court makes an order appointing a deputy for property and affairs	745.00	745.00	01/04/17	Court Direction
Annual management fee where the court appoints a local authority deputy for property and affairs, payable on the anniversary of the court order for the first year:	775.00	775.00	01/04/17	Court Direction
2b for the second and subsequent years: Where the net assets are below £16,000, an annual management fee not exceeding 3.5% of net assets on the anniversary of the court order appointing the local authority as deputy	650.00	650.00	01/04/17	Court Direction
3 Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc or the ongoing maintenance of property including management and letting of a rental property	300.00	300.00	01/04/17	Court Direction

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Adults Adult Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
2 Court of Protection (cont)				
4 Preparation of Annual Report from the Public Guardian	216.00	216.00	01/04/17	Court Direction
5 Preparing basic HMRC tax return	70.00	70.00	01/04/17	Court Direction
6 Preparing complex HMRC tax return	140.00	140.00	01/04/17	Court Direction
7 Travel time £40 per hour in units of £10/15 mins	40/hour	40/hour	01/04/17	Court Direction
8 Recoup of Application fee paid from HMRC Account	365.00	365.00	24/07/18	Court Direction
Increase subject to Court of Protection/Direction and the 2017 Rate is the 1st increase since 2011				

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Adults Adult Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Burials & Cremations (Public Health Act 1984 Section 46)				
1 Administration of arrangements to Bury/Cremate -Liaison with Hospital Bereavement Team -Investigation to trace next of kin -Liaison with various friends of the deceased, regarding funeral arrangements -Death Registration and purchase of certificates -Liaison with Funeral Directors and Travel -Liaison with the Local Authority Housing Department, regarding termination of tenancy and property clearance -Referral to Treasury Solicitor -Investigation of assets and liaison with financial institutions by post and in person	745.00	745.00	01/04/17	Section 46 of the Public Health Act (Point 5)
2 Forensic searches of property with 2 staff	300.00	300.00	01/04/17	Section 46 of the Public Health Act (Point 5)

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Adults Adult Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<u>1. Personal care and Support</u>				
Provision of homecare delivery to Service Users				
Homecare rate - hourly charge; per minute of actual care	18.58	tbc	01/04/21	D/L
<i>The individual contribution is subject to the individual means test assessment</i>				
Homecare rates are currently subject to review and may change following the publishing of these fees and charges				
<u>2. Care home</u>				
Provision of care home delivery to Service Users				
Care home rate based on authority's 'usual costs' -weekly charge				
Residential Standard Rate	584.00	tbc	01/04/21	L
Residential Enhanced Rate	656.00	tbc	01/04/21	L
Nursing Standard Rate	596.00	tbc	01/04/21	L
Nursing Enhanced Rate	640.00	tbc	01/04/21	L
Care home rates are currently subject to review and may change following the publishing of these fees and charges				
<u>3. Day Centre - Avelon Road & Yew Tree</u>				
Day care delivery to Service Users				
Day Centre daily rate	40.00	tbc	01/04/14	L
Transport to Day Centre (inclusive of return journey)	10.00	tbc	01/04/14	L

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Adults Adult Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<u>4. Day Centre - HOPWA & Paines Brook</u>				
Day care delivery to Service Users				
Day Centre daily rate	55.00	55.00	01/04/14	L
Transport to Day Centre (inclusive of return journey)	20.00	20.00	01/04/14	L
<u>5. Extra Care Housing</u>				
Dreywood Court - hourly rate	16.64	tbc	01/04/21	I/L
St Ethelburga Court - hourly rate	16.64	tbc	01/04/21	I/L
Paines Brook Court - hourly rate	16.64	tbc	01/04/21	I/L
<u>6. Deferred Payment Admin fees</u>				
Initial set-up fee	658.00	658.00	11/04/16	L
Annual review charge	89.00	89.00	11/04/16	L
<u>7. Court of Protection Filing Fee</u>		tbc	01/04/22	NEW

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
LIBRARY SERVICES:				
Fines (per item, per day)				
Adults	0.41	0.41	01/04/21	L
Children	No Charge	No Charge	01/04/14	L
Spoken Words	0.41	0.41	01/04/21	L
Lost Tickets	4.50	4.50	01/04/21	D/I/P
Lost Items - Replacement Cost (Minimum charge £10 + fines)	Cost + fines	Cost + fines	01/04/14	I/L
Pre Overdue by email	Cost + fines	Cost + fines	01/04/14	I/L
Overdue notifications				
1st Overdue (E-Mail)	No Charge	No Charge	01/04/14	L
1st Overdue (Text/Telephone)	No Charge	No Charge	01/04/19	L
Reservations- Internal				
Adult (E-mail)	No Charge	No Charge	01/04/19	L
Adult (Text/Telephone)	No Charge	No Charge	01/04/19	L
Children	No Charge	No Charge	01/04/14	L

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Items not held within borough				
Adult - Items within the London Library Consortium (LLC)	1.50	1.50	01/04/21	L
British Library Loans (plus postage)	Quoted	Quoted	01/04/20	I/L
Children	No Charge	No Charge	01/04/14	L
CDs N/A We no longer have CD's for hire.				
Per week:				
Singles	1.55	Borough's Rate*	01/04/21	L
Sets	2.60	Borough's Rate*	01/04/21	L
Per 3 weeks:				
Spoken Word	No Charge	No Charge	01/04/19	L
DVDs (per week)	N/A	N/A	01/04/21	L
Music Scores (3 Months)				
Cost to be agreed with customer before progressing order	Quoted	Quoted	01/04/15	D/L
Computer Use				
IT Hub - reservation fee per computer, per hour	No Charge	No Charge	01/04/15	D/L
*At the rate of the borough the CD's have been hired from				

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Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Photo Copies				
B/W A4	0.36	0.37	01/04/22	D/P
B/W A3	0.45	0.46	01/04/22	D/P
Colour A3	2.30	2.36	01/04/22	D/P
Colour A4	0.36	0.50	01/04/22	D/L
Photocopying single sided	0.36	0.37	01/04/22	D/P
Photocopying double sided	0.55	0.56	01/04/22	D/P
People's Network - Printing				
B/W A4 (Printout per page)	0.36	0.37	01/04/22	D/P
Colour A4 (Printout per page)	0.36	0.50	01/04/22	D/L
Library Space				
2 hours for sole & guaranteed use of specific space, to include use of a desk/table & chair(s) to organisations for activities that benefit their members or participants, or where "drop in" services are being offered	16.00	17.00	01/04/22	D/P
Office Space in libraries	16.00	17.00	01/04/22	D/P

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Community Group Room Hire	20% discount		01/04/17	D/P
Elm Park Library				
Elm Park Meeting Room per hour (Equiv. Hornchurch CR2)	19.00	20.00	01/04/22	D/P
Harold Hill Library				
Harold Hill Meeting Room per hour	24.00	25.00	01/04/22	D/P
Harold Hill Office Space per hour	17.00	18.00	01/04/22	D/P
Hornchurch Library				
Hornchurch Large meeting room - First Hour	29.00	30.00	01/04/22	D/P
Hornchurch Large meeting room - Additional Hours	24.00	25.00	01/04/22	D/P
Hornchurch - After 10pm, locking up fees	30.00	40.00	01/04/22	D/P
Hornchurch Class Room One, per hour	24.00	25.00	01/04/22	D/P
Hornchurch Class Room Two, per hour	19.00	20.00	01/04/22	D/P
Hornchurch Office Space per hour	15.00	16.00	01/04/22	D/P

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Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Rainham Library				
Rainham Library Meeting Room 1 (large room) First Hour	29.00	30.00	01/04/22	D/P
Rainham Library Meeting Room 1 (large room) Additional Hours	24.00	25.00	01/04/22	D/P
Rainham Library Meeting Room 2 per hour	24.00	25.00	01/04/22	D/P
Rainham Library Meeting Room 3 per hour	24.00	25.00	01/04/22	D/P
Rainham Library Meeting Room 4 per hour	18.50	20.00	01/04/22	D/P
Rainham Library Meeting Room 5 per hour	18.50	20.00	01/04/22	D/P
Rainham - After closing time, locking up fees	30.00	40.00	01/04/22	D/P
Nursery Room	24.00	25.00	01/04/22	D/P
South Hornchurch Library				
South Hornchurch Library Room 1 per hour	15.00	16.00	01/04/22	D/P
South Hornchurch Library Room 2 per hour	15.00	16.00	01/04/22	D/P
South Hornchurch Library Room 3 per hour	18.50	20.00	01/04/22	D/P
Harold Wood Library				
Harold Wood Library Meeting Room per hour	18.00	19.00	01/04/22	D/P

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Culture and Customer Access**

(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	75% of room hire	01/04/14	L
Notice of cancellation of room hire 1-3 days	50% of room hire	50% of room hire	01/04/15	L
Notice of cancellation of room hire 3-7 days	25% of room hire	25% of room hire	01/04/15	L

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Exhibitions (per week)				
Upminster at exhibitors liability for one week	No Charge	No Charge	01/04/12	L
Hornchurch at exhibitors liability for one week	No Charge	No Charge	01/04/12	L
Cost of Digital images				
Image on disc (including disc)	4.50	4.65	01/04/22	D/P
Image on USB (excluding USB)	4.50	4.65	01/04/22	D/P
Image on Paper price on application plus postage	No Charge	No Charge	01/04/20	L
Commercial Reproduction price on application	No Charge	No Charge	01/04/20	L
Hourly rate for project work +	20.00	30.00	01/04/22	D/L

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
MUSIC SCHOOL:				
Peripatetic tuition in schools and colleges (per hour pro rata)				
Academies and non-LA				
Basic	45.50	47.00	01/04/22	L
Over 15 hours per week	44.50	No Charge	01/04/22	
Whole class instrumental	38.50	40.00	01/04/22	L
LA schools in Havering				
Basic	45.50	47.00	01/04/22	L
Over 15 hours per week	44.50	No Charge	01/04/22	
Over 25 hours per week	43.50	No Charge	01/04/22	
Whole class instrumental	38.50	40.00	01/04/22	L
NCC A-Level Tuition				
Basic	45.00	46.50	01/04/22	L

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
MUSIC SCHOOL:				
Direct Debit (weekly cost, charged monthly over 52.14 weeks)				
Bronze (36 shared 20mn lessons, Musicianship & 30mn Ensemble)				
First instrument	7.20	7.50	01/04/22	L
Second instrument	5.77	6.00	01/04/22	L
Third instrument	5.25	6.00	01/04/22	L
Silver (36 shared 15min lessons, including Musicianship & Ensemble & Summer School)				
First instrument	12.00	12.50	01/04/22	L
Second instrument	9.12	9.50	01/04/22	L
Third instrument	6.92	7.50	01/04/22	L
Adult: First instrument	9.12	9.50	01/04/22	L
Gold (36 shared 30min lessons, including Musicianship & Ensemble & Summer School)				
First instrument	19.27	20.00	01/04/22	L
Second instrument	15.12	16.00	01/04/22	L
Third instrument	13.21	13.50	01/04/22	L
Adult: Second instrument	15.50	16.00	01/04/22	L
Summer School (individual purchase)	180.00	185.50	01/04/22	L

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<u>MUSIC SCHOOL:</u>				
Direct Debit (continued)				
Kindergarten	3.58	No Charge	01/04/22	L
Reception Pupils - Saturdays per month per pupil	15.50	16.00	01/04/22	L
One Ensemble only	3.58	No Charge	01/04/22	
One Ensemble only - per month per pupil	15.50	16.00	01/04/22	L
Unlimited Ensembles only	6.46	No Charge	01/04/22	
Unlimited Ensembles - per month per pupil	28.50	29.50	01/04/22	L
Note: DDs are charged monthly and the weekly DD amounts are set to make the monthly figures rational.				

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(B) Charges determined by Committee

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<u>MUSIC SCHOOL:</u>				
Remissions Scheme charges (reduced fees)				
Pupil Premium students:				
Bronze first instrument	2.65	No Charge	01/04/22	L
Silver first instrument	4.32	No Charge	01/04/22	L
Gold first instrument	6.92	No Charge	01/04/22	L
Kindergarten	1.62	No Charge	01/04/22	L
One Ensemble only	1.62	No Charge	01/04/22	L
Unlimited Ensembles only	2.65	No Charge	01/04/22	L
Instrument Hire (annual charge)	10.00	No Charge	01/04/22	L
Looked After Children (all services in scope of Remissions Scheme)	No Charge	No Charge	01/04/22	L
Eligibility for reduced fees for children aged 5-18:				
Students school receive pupil premium for child or child is LAC				
Current Free School Meals eligibility or similar				
One package fee remitted but Music School Manager retains discretion, e.g. where existing multi-instrumentalist becomes eligible for remission.				

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<u>MUSIC SCHOOL:</u>				
Associate Ensemble Membership (termly charge) Associate Member (Adult)	52.50	No Charge	01/04/22	
Sounds Company Choir/Adult Music Groups - per term	51.00	53.00	01/04/22	L
Hire of Instruments (annual charge)	41.00	42.50	01/04/22	L
Administration fees				
Examination entries	2.00	2.50	01/04/22	L
Assisted Instrument Purchase Scheme	6.50	7.00	01/04/22	L
Timetable changes	20.00	21.00	01/04/22	L
Exam fees Including piano accompaniment as required (most instruments except piano/guitar/percussion) collected on a cost recovery basis	Cost recovery	No Charge	01/04/17	L

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	21.00	22.00	01/04/22	I/N/P
Three hour hire discounted rate	44.50	46.00	01/04/22	I/N/P
Room 12	16.50	17.00	01/04/22	I/N/P
Three hour hire discounted rate	35.00	36.00	01/04/22	I/N/P
Room 13	13.00	13.50	01/04/22	I/N/P
Three hour hire discounted rate	27.50	28.50	01/04/22	I/N/P
Room 9	13.00	13.50	01/04/22	I/N/P
Three hour hire discounted rate	27.50	28.50	01/04/22	I/N/P
Art Room	16.50	17.00	01/04/22	I/N/P
Three hour hire discounted rate	34.00	35.50	01/04/22	I/N/P
Sculpture (includes access to Kiln Room when available)	13.00	13.50	01/04/22	I/N/P
Three hour hire discounted rate	27.50	28.50	01/04/22	I/N/P
Studio 1	30.00	31.00	01/04/22	I/N/P
Three hour hire discounted rate	64.00	66.00	01/04/22	I/N/P
Studio 2	20.00	21.00	01/04/22	I/N/P
Three hour hire discounted rate	43.50	45.00	01/04/22	I/N/P

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Culture and Customer Access**

(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Off Peak: Mon-Fri** up to 6pm*** (continued) (per hour unless otherwise stated)				
Studio 3	13.00	13.50	01/04/22	I/N/P
Three hour hire discounted rate	27.50	28.50	01/04/22	I/N/P
Billet Studio 1	20.50	21.00	01/04/22	I/N/P
Three hour hire discounted rate	43.50	45.00	01/04/22	I/N/P
Billet Studio 2	14.00	14.50	01/04/22	I/N/P
Three hour hire discounted rate	29.00	30.00	01/04/22	I/N/P
Gallery Studio	18.00	19.00	01/04/22	I/N/P
Three hour hire discounted rate	39.00	40.00	01/04/22	I/N/P
Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays (per hour unless otherwise stated)				
Main Room	25.00	26.00	01/04/22	I/N/P
Three hour hire discounted rate	52.50	54.00	01/04/22	I/N/P
Room 12	20.50	21.00	01/04/22	I/N/P
Three hour hire discounted rate	44.00	45.00	01/04/22	I/N/P
Room 13	16.00	16.50	01/04/22	I/N/P
Three hour hire discounted rate	34.50	35.50	01/04/22	I/N/P
Room 9	16.00	16.50	01/04/22	I/N/P
Three hour hire discounted rate	34.00	35.50	01/04/22	I/N/P

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays (per hour unless otherwise stated)				
Art Room	20.50	21.00	01/04/22	I/N/P
Three hour hire discounted rate	44.00	45.00	01/04/22	I/N/P
Sculpture (includes access to Kiln Room when available)	14.00	14.50	01/04/22	I/N/P
Three hour hire discounted rate	29.00	30.00	01/04/22	I/N/P
Studio 1 ****	39.00	40.00	01/04/22	I/N/P
Three hour hire discounted rate	82.00	84.50	01/04/22	I/N/P
Studio 2	23.50	24.00	01/04/22	I/N/P
Three hour hire discounted rate	50.00	51.50	01/04/22	I/N/P
Studio 3	15.00	15.50	01/04/22	I/N/P
Three hour hire discounted rate	32.00	33.00	01/04/22	I/N/P
Billet Studio 1	23.50	24.00	01/04/22	I/N/P
Three hour hire discounted rate	50.00	51.50	01/04/22	I/N/P
Billet Studio 2	16.50	17.00	01/04/22	I/N/P
Three hour hire discounted rate	34.50	35.50	01/04/22	I/N/P
Gallery Studio	22.00	23.00	01/04/22	I/N/P
Three hour hire discounted rate	48.00	49.50	01/04/22	I/N/P

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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)	215.00	225.00	01/04/22	I/N/P
Private/Commercial Function Rates in Studio 1 (Main Hall)**** (The below charged at a flat rate per hire including staffing charge)				
Saturday 6.00pm - 11pm †	310.00	320.00	01/04/22	I/N/P
Sunday & Public Holidays 6.00pm - 10.30pm †	280.00	290.00	01/04/22	I/N/P
Friday 6.00-10.30pm †	220.00	230.00	01/04/22	I/N/P

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HORNCHURCH STADIUM				
Weekday Use by Athletics Clubs (excluding training session)*				
Half Day*	92.00	94.75	01/04/22	I/N/P
Full Day*	174.00	179.25	01/04/22	I/N/P
Saturday Use by Athletics Clubs (excluding training session)*				
Half Day*	116.00	119.50	01/04/22	I/N/P
Full Day*	214.00	220.50	01/04/22	I/N/P
Sunday Use by Athletics Clubs (excluding training session)*				
Half Day*	152.00	156.50	01/04/22	I/N/P
Full Day*	290.00	299.00	01/04/22	I/N/P
Use by Schools (excluding training session)**				
Half Day**	110.00	113.50	01/04/22	I/N/P
Full Day**	227.00	234.00	01/04/22	I/N/P
Schools Training Sessions (per hour Inc. equipment)**	41.00	42.25	01/04/22	I/N/P
Occasional use - Football - without lights Seniors (3 hours)**	214.00	220.50	01/04/22	I/N/P
Occasional use - Football - without lights Juniors (2.5 hours)**	118.00	121.50	01/04/22	I/N/P
Occasional use - Football - with lights Seniors (3 hours)**	336.00	346.00	01/04/22	I/N/P
Occasional use - Football - with lights Juniors (2.5 hours)**	149.00	153.50	01/04/22	I/N/P
* VATable unless block (10 or more) booking				
** VATable unless block (10 or more) booking or Havering schools				

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Marketing Advertising in Fairkytes and other culture publications				
Full page (A4)	273.00	282.00	01/04/22	I/N/P
Full page (A5) or Half page (A4)	137.00	141.00	01/04/22	I/N/P
Half page (A5) or Quarter page (A4)	71.00	72.50	01/04/22	I/N/P
Quarter page (A5) or Eighth page (A4)	38.50	39.50	01/04/22	I/N/P
Online ticket sales				
10% of ticket price to be added to the charge for Culture Events when sold on-line	10% of ticket price	10% of ticket price	01/04/16	L

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Neighbourhoods Bereavement Services

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BEREAVEMENT SERVICES:				
Interments - Cemeteries (fees doubled for non-residents of LBH)				
Over 16 years	1,420.00	1,420.00	01/04/21	C/L
2 simultaneous full body interments aged over 16 years	2,120.00	2,120.00	01/04/21	C/L
Cremated remains	268.00	268.00	01/04/21	C/L
2 simultaneous cremated remains burials	480.00	480.00	01/04/21	C/L
Surcharge for cremated remains in full coffin	247.00	247.00	01/04/21	C/L
Non resident child cremated remains not over 16 years in any grave type	118.00	118.00	01/04/21	C/L
Extra depth (each interment over two) or casket/walled grave per depth	260.00	260.00	01/04/21	C/L
Resident child not over 16 Years	No Charge	No Charge	01/04/20	
Non resident stillborn to 1 month in child's grave or public grave	260.00	260.00	01/04/21	C/L
2 simultaneous non resident stillborn/to 1 month in child's or public grave	390.00	390.00	01/04/21	C/L
Non resident child not over 10 years in child's grave or public grave	402.00	402.00	01/04/21	C/L
Non resident child not over 16 years in child's grave	2,725.00	2,725.00	01/04/21	C/L
Use of chapel without organist	170.00	170.00	01/04/21	C/L
Hospital contract NVB (Non Viable baby) burials	262.00	262.00	01/04/21	C/L
Exclusive Right of Burial (50 years with option of further 10 years)				
Lawn section Grave	2,200.00	2,200.00	01/04/21	C/L
Traditional Grave	3,420.00	3,420.00	01/04/21	C/L
Children's section (under 10)	468.00	468.00	01/04/21	C/L
Children's section (under 16)	938.00	938.00	01/04/21	C/L

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Surcharges				
Child (under 16) Week-end full burial surcharge	710.00	710.00	01/04/21	C/L
Child (under 16) Week-end cremated remains burial surcharge	267.00	267.00	01/04/21	C/L
Adult Week-end full burial surcharge	1,066.00	1,066.00	01/04/21	C/L
Adult Week-end cremated remains surcharge	268.00	268.00	01/04/21	C/L
Funeral after published time or 48 hours of booking	340.00	340.00	01/04/21	C/L
Booking cancelled after 48 hours of booking	340.00	340.00	01/04/21	C/L
Booking cancelled within 48 hours of burial	340.00	340.00	01/04/21	C/L
 Extension of Right of Burial for 10 years				
Lawn section Grave	545.00	545.00	01/04/21	C/L
Traditional Grave	700.00	700.00	01/04/21	C/L
Children's section (under 10)	124.00	124.00	01/04/21	C/L
Children's section (under 16)	254.00	254.00	01/04/21	C/L
Walled graves	1,337.00	1,337.00	01/04/21	C/L
Other Charges				
Transfer of Exclusive Rights by Will, Letters of administration or assignment	56.00	56.00	01/04/21	C/L
Transfer of Exclusive Rights by statutory declaration/combination of methods	101.00	101.00	01/04/21	C/L
Certified extract from Burial Register	66.00	66.00	01/04/21	C/L

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Other Charges (continued)				
Staff attendance to select a new grave by appointment	52.00	52.00	01/04/21	C/L
Exhumation of cremated remains resident	268.00	268.00	01/04/21	C/L
Exhumation of cremated remains non-resident	536.00	536.00	01/04/21	C/L
Permit Charge				
Clean and renovate/National Association of Memorial Massons(NAMM) fixing	No Charge	No Charge	01/04/20	
Lawn (standard) headstone & kerb / additional memorial	135.00	135.00	01/04/20	C/L
Additional inscription on headstone or permit for a vase only / Lawn kerb	90.00	90.00	01/04/20	C/L
Full kerb traditional grave	347.00	347.00	01/04/20	C/L
Child Grave Memorial	135.00	135.00	01/04/20	C/L
Grave Maintenance Fees				
Biannual Spring and Summer planting service	285.00 *	285.00 *	01/04/21	C/L
Annual maintenance clean and tidy service	178.00 *	178.00 *	01/04/21	C/L
Turfing (winter months only after grave has settled)	115.00	115.00	01/04/21	C/L
Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	649.00	649.00	01/04/21	C/L
Extension of exclusive rights of burial for 10 years flat stone cremated remains plot	387.00	387.00	01/04/21	C/L
Tablet with first inscription	494.00	494.00	01/04/21	C/L

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Cremated Remains Burial Plots (continued)				
Additional / subsequent inscriptions	160.00	160.00	01/04/21	C/L
Blank stone	378.00	378.00	01/04/21	C/L
Photograph fixed to memorial	318.00	318.00	01/04/21	C/L
Granite memorial vases for use with cremated remains tablets (includes 45 letters)	362.00	362.00	01/04/21	C/L
Regilding or additional letter on granite vase	3.80	3.80	01/04/21	C/L
South Essex Crematorium				
Cremation includes organ/organist/polytainer or biodegradable casket:				
1 Hospital Contract Non-viable foetus cremation	83.00	83.00	01/04/21	C/L
2 Resident child not exceeding 16 years	No Charge	No Charge	01/04/20	
3 Non resident up to 6 years	120.00	120.00	01/04/21	C/L
4 Non resident from 6 years but not exceeding 16 yrs	235.00	235.00	01/04/21	C/L
5 Unattended Cremation (adult)	580.00	580.00	01/04/21	C/L
6 Early morning adult cremation 15 minute service	780.00	780.00	01/04/21	C/L
7 Over 16 years	995.00	995.00	01/04/21	C/L
8 Week-end cremation (Subject to availability)	1,742.00	1,742.00	01/04/21	C/L

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Additional Services and Surcharges				
Bookings cancelled after 10am one working day before reserved time	284.00	284.00	01/04/21	C/L
Surcharge for services over-running	284.00	284.00	01/04/21	C/L
Surcharge for cremation after 4pm	284.00	284.00	01/04/21	C/L
Surcharge for unattended cremation and use of chapel at a different time	140.00	140.00	01/04/21	C/L
Use of chapel for private memorial service or extra time	285.00	285.00	01/04/21	C/L
Strewing (burial) of cremated remains from elsewhere	Withdrawn	119.00	01/04/22	C/L
Witness committal	58.00	58.00	01/04/21	C/L
Week-end witness committal	116.00	116.00	01/04/21	C/L
Witness committal week-end child resident	58.00	58.00	01/04/21	C/L
Witness committal weekday child non-resident	58.00	58.00	01/04/21	C/L
Witness committal week-end child non-resident	116.00	116.00	01/04/21	C/L
2 Simultaneous week-end witness committals	200.00	200.00	01/04/21	C/L
2 Simultaneous weekday witness committals	100.00	100.00	01/04/21	C/L

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Additional Services and Surcharges				
CD audio recording of service	65.00	Withdrawn	01/04/22	C/L
CD audio recording additional copy	24.00	Withdrawn	01/04/22	C/L
DVD recording of service	65.00	Withdrawn	01/04/22	C/L
DVD recording of service additional copy	24.00	Withdrawn	01/04/22	C/L
Webcast of service	60.00	Withdrawn	01/04/22	C/L
Initial visual tribute set up and 1 photo	32.00	Withdrawn	01/04/22	C/L
Subsequent visual tribute per segment and 1 photo	16.00	Withdrawn	01/04/22	C/L
Visual tributes per additional 1 photograph	2.20	Withdrawn	01/04/22	C/L
Visual tribute video set up and 1 minute of video used	27.00	Withdrawn	01/04/22	C/L
Visual tribute per additional 1 minute of video used	6.00	Withdrawn	01/04/22	C/L
Tribute embedded into DVD recording of the service	75.00	Withdrawn	01/04/22	C/L
DVD or USB of visual tribute only (first disc)	45.00	Withdrawn	01/04/22	C/L
DVD or USB of visual tribute only, additional copy	24.00	Withdrawn	01/04/22	C/L
Download link of service only	60.00	Withdrawn	01/04/22	C/L
Download link of service and visual tribute	70.00	Withdrawn	01/04/22	C/L
Download link of visual tribute only	40.00	Withdrawn	01/04/22	C/L

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Additional Services and Surcharges				
Live webcast	30.00 *	30.00 *	28/04/21	C/L
Live webcast plus watch again and downloadable link	45.00 *	45.00 *	28/04/21	C/L
Keepsake copy of service including pro-tribute if ordered	50.00 *	50.00 *	28/04/21	C/L
Visual tribute (VT) slideshow	38.00 *	38.00 *	28/04/21	C/L
Pro-tribute	70.00 *	70.00 *	28/04/21	C/L
Family made VT with Video	18.00 *	18.00 *	28/04/21	C/L
Keepsake copy of tribute	25.00 *	25.00 *	28/04/21	C/L
Downloadable copy of VT	10.00 *	10.00 *	28/04/21	C/L
Additional keepsake copies	25.00 *	25.00 *	28/04/21	C/L
Extra 25 photos	21.00 *	21.00 *	28/04/21	C/L
Extra work	21.00 *	21.00 *	28/04/21	C/L
Webcast surcharge to include watch again and downloadable link	15.00 *	15.00 *	28/04/21	C/L
Storage of cremated remains after one month per quarter	60.00 *	60.00 *	01/04/21	C/L
Storage of cremated remains after one month per year	140.00 *	140.00 *	01/04/21	C/L
Genealogy searches per search not through deceased online	29.00 *	29.00 *	01/04/21	C/L

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Containers				
Bronzed metal urns	80.00 *	80.00 *	01/04/21	C/L
Standard wooden or metal casket	92.00 *	92.00 *	01/04/21	C/L
Juvenile caskets	37.00 *	37.00 *	01/04/21	C/L
Various decorative urns/caskets (price provided upon request)	RRP *	RRP *	01/04/20	-
Dedicated hymn book	90.00 *	90.00 *	01/04/21	C/L
Various keepsake memorials made from or to contain cremated remains including diamonds, paperweights, jewellery (price provided upon request)	RRP *	RRP *	01/04/20	-
Memorials				
Kerb Plaques				
Perspex plaque only	130.00 *	130.00 *	01/04/21	C/L
Bronze plaque only	257.00 *	257.00 *	01/04/21	C/L
Rights to second dedication (plus cost of plaque)	123.00	123.00	01/04/21	C/L
	255.00	255.00	01/04/21	C/L
Single motif on a perspex or bronze plaque	31.00 *	31.00 *	01/04/21	C/L
Two motifs on a perspex or bronze plaque	58.00 *	58.00 *	01/04/21	C/L
Bronze Wall Plaque				
Bronze wall plaque only	257.00 *	257.00 *	01/04/21	C/L
Bronze wall plaque renewal	255.00	255.00	01/04/21	C/L
Supplier refurbishment of a Bronze plaque	75.00	75.00	01/04/21	C/L

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Large Wall Plaques				
Single Slate or Large Bronze Wall Plaques				
Single plaque only (slate or bronze tablet)	344.00 *	344.00 *	01/04/21	C/L
Single plaque - Rights or Renewal fee for 10 years	255.00	255.00	01/04/21	C/L
Double Slate Wall Plaque single inscription	516.00 *	516.00 *	01/04/21	C/L
Double Slate Wall Plaque double inscription	834.00 *	834.00 *	01/04/21	C/L
Double Slate Wall Plaque second inscription within 1 year of original dedication	185.00 *	185.00 *	01/04/21	C/L
Double Plaque - Rights or Renewal 10 year renewal	510.00	510.00	01/04/21	C/L
Wall Niche for 10 years				
Renewal or Pre-purchase for Single Niche for 10 years	880.00	880.00	01/04/20	L
Renewal for Single Niche for 5 years	536.00	536.00	01/04/20	L
Replacement single plaque	590.00 *	590.00 *	01/04/20	L
Renewal rights or Pre-purchase for Double Niche for 10 years	1,780.00	1,780.00	01/04/20	L
Renewal for Double Niche for 5 years	981.00	981.00	01/04/20	L
Replacement double plaque	912.00 *	912.00 *	01/04/20	L
Wall Niche rights for second inscription	151.00	151.00	01/04/20	L

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Wall Niche Additional Items:				
Motif (optional)	98.00	98.00	01/04/21	C/L
Additional bud vase	34.00	34.00	01/04/21	C/L
Additional inscription	288.00	288.00	01/04/21	C/L
Casket including nameplate	98.00	98.00	01/04/20	C/L
Photograph	316.00	316.00	01/04/20	C/L
Sanctum ii Vaults for 10 years				
Second interment	175.00	175.00	01/04/21	C/L
2 simultaneous Sanctum interments	300.00	300.00	01/04/21	C/L
Sanctum second inscription	590.00 *	590.00 *	01/04/21	C/L
Sanctum plaque	470.00 *	470.00 *	01/04/21	C/L
10 year Rights or Renewal	1,164.00	1,164.00	01/04/21	C/L
5 year Renewal	677.00	677.00	01/04/21	C/L
Regilding (Inc. postage)	126.00 *	126.00 *	01/04/21	C/L
Replacement vase	21.00 *	21.00 *	01/04/21	C/L
Vase Blocks and Tablets (includes Scented Garden Memorials)				
Vaseblock tablet	280.00	280.00	01/04/21	C/L
Vaseblock Rights or Renewal for 10 years	590.00	590.00	01/04/21	C/L

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Memorials				
Summer House Memorial				
Floris plaque only	175.00 *	175.00 *	01/04/21	C/L
Floris plaque Renewal Rights for 10 years	257.00	257.00	01/04/21	C/L
Posy holder rights or Renewal for 10 years	160.00	160.00	01/04/21	C/L
Posy holder memorial	22.00 *	22.00 *	01/04/21	C/L
Shrub, Rose or Tree with 10 Year dedication				
Shrub or Rose (including Bronze stem plaque)	257.00 *	257.00 *	01/04/20	C/L
Shrub 10 year Rights or Renewal (also applies to vase block with rose)	685.00	685.00	01/04/21	C/L
Shrub 5 year Renewal Rights (also applies to vase block with rose)	443.00	443.00	01/04/21	C/L
Tree (including bronze stem or Strap plaque)	257.00 *	257.00 *	01/04/21	C/L
Tree 10 year Rights or Renewal	835.00	835.00	01/04/21	C/L
Tree 5 year Renewal Rights	515.00	515.00	01/04/21	C/L
Benches and Chairs - 10 Year dedications				
Bench / Replacement bench	1,277.00 *	1,277.00 *	01/04/21	C/L
Chair / Replacement chair	746.00 *	746.00 *	01/04/21	C/L
Bench 10 year Rights or Renewal	1,160.00	1,160.00	01/04/21	C/L
Chair 10 year Rights or Renewal	1,030.00	1,030.00	01/04/21	C/L

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Neighbourhoods Bereavement Services

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Benches and Chairs - 10 year dedications (continued)				
Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001)	53.00 *	53.00 *	01/04/21	C/L
Renovation of bench	230.00 *	230.00 *	01/04/21	C/L
Renovation of chair	146.00 *	146.00 *	01/04/21	C/L
Replacement summerhouse chair	753.00 *	753.00 *	01/04/21	C/L
Summerhouse chair - Renewal Rights	502.00	502.00	01/04/21	C/L
Bench, Tree & Shrub additional dedications				
Rights to second dedication within 1 year of original (plus cost of plaque)	124.00	124.00	01/04/21	C/L
Rights to second dedication after 1 year of original or renewal per remaining year of lease (plus cost of plaque)	24.00	24.00	01/04/21	C/L
Rights to second dedication life time of item (plus cost of plaque)	504.00	504.00	01/04/21	C/L
Replacement bronze plaque	257.00 *	257.00 *	01/04/21	C/L
Replacement perspex plaque	130.00 *	130.00 *	01/04/21	C/L

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Miscellaneous Memorials				
Mallard bridge	356.00 *	356.00 *	01/04/21	C/L
Administration fee for private purchase of plaque (plus cost of plaque)	52.00 *	52.00 *	01/04/21	C/L
Replacement metal vase	21.00 *	21.00 *	01/04/21	C/L
Floral arrangements stand - plus cost of flowers	35.00 *	35.00 *	01/04/21	C/L
Hanging baskets (per year)	142.00 *	142.00 *	01/04/21	C/L
Sculpture garden memorial	280.00	280.00	01/04/21	C/L
Sculpture garden rights	590.00	590.00	01/04/21	C/L
Birdbath rights	590.00	590.00	01/04/21	C/L
Books of Remembrance				
2 line entry	117.00 *	117.00 *	01/04/21	C/L
3 - 5 lines	167.00 *	167.00 *	01/04/21	C/L
6 - 8 lines	242.00 *	242.00 *	01/04/21	C/L
Additional line	26.00 *	26.00 *	01/04/21	C/L
Cards of Remembrance & additional entries in existing miniature books				
2 line entry	42.00 *	42.00 *	01/04/21	C/L
3 - 5 lines	72.00 *	72.00 *	01/04/21	C/L
6 - 8 lines	112.00 *	112.00 *	01/04/21	C/L

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Miniature Triptych of Remembrance/Book of Remembrance				
2 line entry	83.00 *	83.00 *	01/04/21	C/L
3 - 5 lines	117.00 *	117.00 *	01/04/21	C/L
6 - 8 lines	153.00 *	153.00 *	01/04/21	C/L
Book of Remembrance Sundries				
Motif	87.00 *	87.00 *	01/04/21	C/L
Triptych photograph	87.00 *	87.00 *	01/04/21	C/L
Mini Headstone Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	1,133.00	1,133.00	01/04/21	C/L
Extension of exclusive rights of burial for 10 years mini headstone cremated remains plot	475.00	475.00	01/04/21	C/L
Memorial and installation with first 60 characters	1,205.00	1,205.00	01/04/21	C/L
Additional inscription rate per letter	3.80	3.80	01/04/21	C/L
Blank headstone only	305.00	305.00	01/04/21	C/L
Photograph fixed to memorial	318.00	318.00	01/04/21	C/L
Replacement Granite memorial vase only for Mini headstone	100.00	100.00	01/04/21	C/L
Inscription first 60 characters on a pre purchased memorial	270.00	270.00	01/04/21	C/L
Blank memorial headstone only	876.00	876.00	01/04/21	C/L

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Neighbourhoods Bereavement Services

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Mini Headstone Cremated Remains Burial Plots (continued)				
Stone chippings per bag	62.00	62.00	01/04/21	C/L
Flower holder	22.00	22.00	01/04/21	C/L
Book of Remembrance Memorial Tree				
Memorial Tree leaf 10 year Rights or Renewal	255.00	255.00	01/04/21	C/L
Memorial Tree leaf plaque	163.00 *	163.00 *	01/04/21	C/L
Rights for second inscription - Rights remain the same (plus cost of plaque)	123.00	123.00	01/04/21	C/L
Advertising Fees - Pre Funeral Brochure				
Display Advertisement quarter A4 page	660.00 *	660.00 *	01/04/21	C/L
Display and Directory entry quarter A4 page	855.00 *	855.00 *	01/04/21	C/L
Display Advertisement half A4 page	876.00 *	876.00 *	01/04/21	C/L
Display and Directory entry half A4 page	1,040.00 *	1,040.00 *	01/04/21	C/L
Display Advertisement full A4 page	1,072.00 *	1,072.00 *	01/04/21	C/L
Display and Directory entry full A4 page	1,231.00 *	1,231.00 *	01/04/21	C/L
Display Advertisement full inside back A4 page	1,316.00 *	1,316.00 *	01/04/21	C/L
Display and Directory entry full inside back A4 page	1,475.00 *	1,475.00 *	01/04/21	C/L
Copy design simple half page	54.00 *	54.00 *	01/04/21	C/L
Copy design complex full page	80.00 *	80.00 *	01/04/21	C/L
All fees discounted by 10% for repeat customers				

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Neighbourhoods Bereavement Services

(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Arboria Plaques				
Arboria Plaque with text only	190.00 *	190.00 *	01/04/21	C/L
Arboria Plaque with text and engraved motif	221.00 *	221.00 *	01/04/21	C/L
Arboria Plaque with text; engraved and painted motif	252.00 *	252.00 *	01/04/21	C/L
Arboria Plaque with text and ceramic photo	304.00 *	304.00 *	01/04/21	C/L
Arboria Plaque Rights or Renewal for 10 years	255.00	255.00	01/04/21	C/L

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Neighbourhoods Public Realm

(B) Charges determined by Committee

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Borough Roads:				
Note: Unlicensed Skips/Materials will be on the spot fined & removed	658.00	677.00	01/04/22	I/N/P
(i) Each Skip / Builders materials on public highway				
Up to first 14 days	80.00	82.00	01/04/22	I/N/P
Each additional period of up to 7 days	70.00	72.00	01/04/22	I/N/P
(ii) Structures / Hoardings / Scaffolds				
Bond				
£149.50 per linear metre - Minimum 6 Metres	871.00	897.00	01/04/22	I/N/P
Licence				
Minimum charge length 6 mtrs & combined inspection	698.00	718.00	01/04/22	I/N/P
(iii) Vehicle Crossovers (per square metre)	233.00	240.00	01/04/22	I/N/P
Non refundable charge for assessing applications	204.00	210.00	01/04/22	I/N/P
Waste disposal surcharge	26.00	27.00	01/04/22	I/N/P
(iv) Road Closures (per road)	3,047.00	3,138.00	01/04/22	I/N/P
(v) Clearance of Blocked Drains				
(VAT will be added unless working under Statutory power)	155.00	159.00	01/04/22	I/N/P

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(vi) Crane license (charges based on TMA 2004 permitted charges)				
Minimum	334.00	344.00	01/04/22	I/N/P
Maximum	605.00	623.00	01/04/22	I/N/P
(vii) Section 50 Licence (private individual to place/maintain apparatus in highway)				
Major works permit	1,385.00	1,426.00	01/04/22	I/N/P
Standard works permit	1,179.00	1,214.00	01/04/22	I/N/P
Minor works permit	1,025.00	1,055.00	01/04/22	I/N/P
(viii) Building materials licenses				
Up to first 14 days	93.00	95.00	01/04/22	I/N/P
Each additional period of up to 7 days (renewal)	81.00	83.00	01/04/22	I/N/P
(ix) Compound / welfare unit				
Up to first 14 days	250.00	257.00	01/04/22	I/N/P
Each additional period up to 7 days (renewal)	67.00	69.00	01/04/22	I/N/P
(x) Over sail license				
Base fee	385.00	396.00	01/04/22	I/N/P
Fee per month	86.00	88.00	01/04/22	I/N/P

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Refuse Collection:				
(i) Bulky Household Refuse				
1 to 3 items	44.50	45.50	01/04/22	I/N/P
Each additional item	11.50	11.50	01/04/21	I/N/P
(ii) Compostable garden refuse sacks (Year's supply of 5 rolls of 10 sacks per roll)				
Standard	55.00	60.00	01/04/22	S/L
Top up roll (10 sacks)	11.00	11.00	01/04/20	L
Top up roll delivery	5.00	5.00	01/04/20	L
(iii) Green Waste Collection Service (per annum) (Wheeled bin hire included)				
Full year	55.00	60.00	01/04/22	S/L
Late payment charge	5.00	5.00	01/04/20	L
Late payment charge after bin collection	11.50	11.50	01/04/21	I/N/P
Replacement bin charge	30.00	30.00	01/04/21	I/N/P

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(iv) Trade Refuse Collection Service From 1st April 2015 this service has been independently operated by Serco. These charges will only apply if a business within the borough exercises its legal right to require the Council to undertake the collection.				
Trade refuse sacks (pack of 26)	167.00	172.00	01/04/22	I/N/P
Trade refuse sacks (pack of 26) for Charity shops	131.00	135.00	01/04/22	I/N/P
Cardboard Collection	6.50	6.50	01/04/21	I/N/P
Container emptying and disposal:				
1100 / Palladin / 660 litre bin -1st bin per visit	36.00	37.00	01/04/22	I/N/P
2nd & subsequent bins	35.00	36.00	01/04/22	I/N/P
360 litre wheeled bin	30.00	31.00	01/04/22	I/N/P
Charity shops	30.00	31.00	01/04/22	I/N/P
LBH Schools	30.00	31.00	01/04/22	I/N/P
2nd collection from residential blocks per bin	10.50	10.50	01/04/21	I/N/P

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(iv) Trade Refuse Collection Service (continued)				
Container hire (per annum):				
Eurobins:				
1100 litres	248.00	255.00	01/04/22	I/N/P
660 litres	184.00	189.50	01/04/22	I/N/P
Chamberlains:				
940 litres	184.00	189.50	01/04/22	I/N/P
Palladin:				
940 litres	184.00	189.50	01/04/22	I/N/P
Container Sale				
360 litres recycling	87.50	90.00	01/04/22	I/N/P
(v) Clinical Waste				
Contracted collection service	14.50	14.50	01/04/21	I/N/P
Ad hoc collections	-	20.00	01/04/22	NEW/P
(vi) Special clearances of rubbish:				
Up to 30 minutes on site	115.50	118.50	01/04/22	I/N/P
Up to 1 hour on site	231.00	237.50	01/04/22	I/N/P
Each 15 minute thereafter	59.00	60.50	01/04/22	I/N/P

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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**	1,831.34	1,886.00	01/04/22	I/N/P
Each alternate Saturday or Sunday during Season**	915.67	943.00	01/04/22	I/N/P
No Pavilion Facilities				
Junior (under 18)				
Each Saturday or Sunday during Season**	530.45	546.50	01/04/22	I/N/P
Each alternate Saturday or Sunday during Season**	302.82	312.00	01/04/22	I/N/P
**Bookings of less than 10, will attract a VAT charge.				

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FOOTBALL AT PARKS WITH CRICKET (32 WEEKS)				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	2,107.38	2,170.50	01/04/22	I/N/P
Each alternate Saturday or Sunday during Season**	1,054.72	1,086.50	01/04/22	I/N/P
Junior (under 18) 7v7 & 9v9				
Each Saturday or Sunday during Season**	692.16	713.00	01/04/22	I/N/P
Each alternate Saturday or Sunday during Season**	346.08	356.50	01/04/22	I/N/P
Junior (under 18) 11v11				
Each Saturday or Sunday during Season**	628.30	647.00	01/04/22	I/N/P
Each alternate Saturday or Sunday during Season**	314.15	323.50	01/04/22	I/N/P

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FOOTBALL AT WESTLANDS FIELD				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	2,472.00	2,546.00	01/04/22	I/N/P
Each alternate Saturday or Sunday during Season**	1,236.00	1,273.00	01/04/22	I/N/P
MINI SOCCER				
1 Hour Slots (during season)				
Each Saturday or Sunday**	401.70	414.00	01/04/22	I/N/P
Alternate Saturday or Sunday**	200.85	207.00	01/04/22	I/N/P
CRICKET				
No Pavilion Facilities				
Adults Each Saturday or Sunday during Season**	1,668.60	1,719.00	01/04/22	I/N/P
Pitches with Pavilions				
Adults Each Saturday or Sunday during Season**	2,996.27	3,086.00	01/04/22	I/N/P

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BOOT CAMPS, PERSONAL TRAINING, SPORTS & FITNESS GROUPS (annual licence)				
1-5 clients 1- 3 sessions per week	610.79	Withdrawn	01/04/22	NEW/P
1-5 clients 4 - 7 sessions per week	1,683.02	Withdrawn	01/04/22	
6-20 clients 1 - 3 sessions per week	1,136.09	Withdrawn	01/04/22	
6-20 clients 4 - 7 sessions per week	3,125.02	Withdrawn	01/04/22	
Up to 20 clients (details to be agreed with service)	-	500.00	01/04/22	
ALLOTMENTS				
Land charge per acre	213.21	220.00	01/04/22	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 (except Langtons Gardens)	58.71	60.50	01/04/22	I/N/P
FUNFAIRS & CIRCUSES				
Ground rent per day of operation (up to 7 rides, adult & juvenile / 500 seating capacity)	566.50	583.50	01/04/22	I/N/P
Ground rent per day of operation (more than 7 rides, adult & juvenile / 500 seating capacity)	1,148.45	1,183.00	01/04/22	I/N/P
Returnable deposit per visit	Negotiated according to size of event			

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FUNFAIRS & CIRCUSES (continued)				
Additional ground rent for extra non-operational days spent on site	393.46	Withdrawn	01/04/22	
Up to 7 rides, adult & juvenile / 500 seating capacity	-	175.00	01/04/22	NEW/P
More than 7 rides, adult & juvenile / 500 seating capacity	-	354.00	01/04/22	NEW/P
COMMUNITY/CHARITY EVENTS				
London Borough of Havering charities - a 20% discount can be applied (only if the charity is raising funds/providing entertainment/information which directly benefits the residents of Havering). The charity must be located in Havering and benefit all the community. Private/Religious Schools are exempt from this discount.				
The London Borough of Havering objective for charging large commercial events is to cover the cost of impact on residents and services				
Small event (free entry/non-profit) max capacity - 300	-	150.00	01/04/22	NEW/L
Community/charity fundraising event (income generating)				
max capacity - 1000	-	500.00	01/04/22	NEW/L
max capacity - 2000	-	1,000.00	01/04/22	NEW/L
max capacity - 6000	-	3,000.00	01/04/22	NEW/L
max capacity - 8000	-	4,000.00	01/04/22	NEW/L
Non-operational day	-	150.00	01/04/22	NEW/L

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(B) Charges determined by Committee

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COMMERCIAL EVENTS The fees will be negotiated on application, taking into account size, impact on the site and site operators, impact on the borough and surrounding environs. Minimum charge at least double the rate charged for charities/community hires		By Negotiation		
INFLATABLE FUNDAYS (per item)				
Busier sites (based on footfall)	-	25.00	01/04/22	NEW/L
Quieter sites (based on footfall)	-	10.00	01/04/22	NEW/L
Memorial Tree				
Supply and planting of tree	-	350.00	01/04/22	NEW/L
Plaque	-	100.00	01/04/22	NEW/L
Memorial Bench				
Supply and installation of bench	-	1,200.00	01/04/22	NEW/L
Plaque	-	100.00	01/04/22	NEW/L
PARKS (all events and activities are subject to appropriate licence fees at a separate charge)				
Minimum charge for the hire of park & open space (private/commercial)	97.00	Withdrawn	01/04/22	
MISCELLANEOUS CHARGES				
Mobile catering unit (per month)	273.98	282.00	01/04/22	I/N/P
Raphael Park Meeting Room (charge per hour)	22.66	23.50	01/04/22	I/N/P
Westlands Pavilion hire (charge per hour)	22.66	Withdrawn	01/04/22	
Tennis courts (fee per court per day for Coach/Club)	20.00	20.50	01/04/22	I/N/P

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CHARGES FOR NON SCHEDULED WORKS				
Week day rates				
18 tonne grab lorry and driver per hour	173.00 *	178.00 *	01/04/22	I/N/P
2 staff & a van (includes tools & machinery) per hour	83.50 *	86.00 *	01/04/22	I/N/P
1 staff & a van (includes tools & machinery) per hour	48.50 *	49.50 *	01/04/22	I/N/P
Tractor & implement, or trailer with operator per hour	54.00 *	55.50 *	01/04/22	I/N/P
Ride on mower & operator per hour	48.50 *	49.50 *	01/04/22	I/N/P
Member of staff per hour (standard hours)	35.00 *	36.00 *	01/04/22	I/N/P
Charge hand per hour (standard hours)	44.50 *	45.50 *	01/04/22	I/N/P
Supply & plant memorial tree (up to 2metre football Inc. stakes & ties)	333.00 *	Withdrawn *	01/04/22	I/N/P
Initial mark - rugby pitch per pitch per occasion	137.00 *	Withdrawn *	01/04/22	I/N/P
Re-mark - rugby pitch per pitch per occasion	48.50 *	Withdrawn *	01/04/22	I/N/P
Initial mark – football pitch per pitch per occasion	125.00 *	Withdrawn *	01/04/22	I/N/P
Re-mark football pitch per pitch per occasion	42.50 *	Withdrawn *	01/04/22	I/N/P
Initial mark six lane 400 metre running track per occasion	542.00 *	Withdrawn *	01/04/22	I/N/P
Re-mark six lane 400 metre running track per occasion	125.00 *	Withdrawn *	01/04/22	I/N/P
Initial mark hockey pitch per occasion	83.50 *	Withdrawn *	01/04/22	I/N/P
Re-mark hockey pitch per occasion	29.00 *	Withdrawn *	01/04/22	I/N/P
Remove or install goal post socket each (excludes socket)	83.50 *	Withdrawn *	01/04/22	I/N/P

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Neighbourhoods Public Realm

(B) Charges determined by Committee

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Week day rates (continued)				
Preparation of new or renovation of shrub beds per m2	58.00 *	Withdrawn *	01/04/22	
Shrub bed planting (five 3 litre container grown shrubs) per m2	50.50 *	Withdrawn *	01/04/22	
Shrub bed mulching (using composted whole tree mulch) per m2	4.00 *	4.00 *	01/04/20	P
Hedge cutting per linear metre	9.50 *	Withdrawn *	01/04/22	
Prepare ground, supply & lay turf per m2	9.50 *	Withdrawn *	01/04/22	
Prepare ground, supply and sow grass seed per m2	6.00 *	Withdrawn *	01/04/22	
Saturday rates				
1 staff & a van (includes tools & machinery) per hour	66.00 *	67.50 *	01/04/22	I/N/P
2 staff & a van (includes tools & machinery) per hour	118.50 *	122.00 *	01/04/22	I/N/P
Member of staff per hour (standard hours)	53.50 *	55.00 *	01/04/22	I/N/P
Charge hand per hour (standard hours)	65.00 *	66.50 *	01/04/22	I/N/P

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Neighbourhoods Public Realm

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRAFFIC & PARKING CONTROL:				
Parking Facilities				
Penalty Charge Notices				
(Levels set by London Councils and agreed by the Mayor of London and endorsed by the Secretary of State)				
Less Serious Contravention Band A	80.00	80.00	01/04/11	P
Less Serious Contravention Band A if paid within 14 days	40.00	40.00	01/04/11	P
Serious Contravention Band A	130.00	130.00	15/04/11	P
Serious Contravention Band A paid within 14 days	65.00	65.00	15/04/11	P
Less Serious Band B	60.00	60.00	01/04/11	P
Less Serious paid within 14 days	30.00	30.00	01/04/11	P
Serious Band B	110.00	110.00	15/04/11	P
Serious Band B if paid within 14 days	55.00	55.00	15/04/11	P
Vehicle Clamping and Removal				
Vehicle Immobilisation release fee	70.00	70.00	01/04/11	P
Vehicle Pound release fee (if clamped)	200.00	200.00	01/04/11	P
Disposal Fee	70.00	70.00	01/04/11	P
Vehicle Pound storage fee (per day)	40.00	40.00	01/04/11	P

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Neighbourhoods Public Realm

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRAFFIC & PARKING CONTROL:				
PARKING FACILITIES				
Romford Area Car Parks - Mixed Tariff				
Monday to Saturday (Period Hours)				
0 - 1	1.50 *	1.50 *	01/04/21	C/L
1 - 2	2.50 *	2.50 *	01/04/21	C/L
2 - 3	3.50 *	3.50 *	01/04/21	C/L
3 - 4	4.50 *	4.50 *	01/04/21	C/L
4 - 5	5.50 *	5.50 *	01/04/21	C/L
5 - 6	6.50 *	6.50 *	01/04/21	C/L
6 - 7	10.50 *	10.50 *	01/04/21	C/L
7 - 8	11.50 *	11.50 *	01/04/21	C/L
over 8	12.50 *	12.50 *	01/04/21	C/L
Lost Ticket	12.50 *	12.50 *	01/04/21	C/L
Solo Motorcycle	No Charge *	No Charge *	01/04/21	C/L
Overnight (Period Hours)	1.50 *	1.50 *	01/04/21	C/L

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Market Place (Non-market days)				
0 - 1	1.50 *	1.50 *	01/04/21	C/L
1 - 2	2.50 *	2.50 *	01/04/21	C/L
Overnight (Non-market days & Period Hours)	1.50 *	1.50 *	01/04/21	C/L
<div> <p><i>Reminder and extention texts from the supplier are charges directly to the customer. These are optional charges and not charged by the Council</i></p> <p><i>A 20% discount is applied to car parking charges in carparks for all customers</i></p> </div>				

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Hornchurch & Upminster Area Car Parks				
Monday to Saturday (Period Hours)				
0 - 1	1.50 *	1.50 *	01/04/21	C/L
1 - 2	2.50 *	2.50 *	01/04/21	C/L
2 - 3	3.50 *	3.50 *	01/04/21	C/L
3 - 4	4.50 *	4.50 *	01/04/21	C/L
4 - 5	5.50 *	5.50 *	01/04/21	C/L
5 - 6	6.50 *	6.50 *	01/04/21	C/L
6 - 7	10.50 *	10.50 *	01/04/21	C/L
7 - 8	11.50 *	11.50 *	01/04/21	C/L
8 - 12	12.50 *	12.50 *	01/04/21	C/L
Solo Motorcycles	No Charge *	No Charge *	01/04/21	C/L
Overnight (Period Hours)	1.50 *	1.50 *	01/04/21	C/L

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Collier Row, Cranham, Elm Park, Gidea Park & Rainham Area Car Parks				
Monday to Saturday (Period Hours)				
0 - 30 mins	No Charge *	No Charge *	01/04/21	C/L
30 min - 1	1.50 *	1.50 *	01/04/21	C/L
1 - 2	2.50 *	2.50 *	01/04/21	C/L
2 - 3	3.50 *	3.50 *	01/04/21	C/L
3 - 4	4.50 *	4.50 *	01/04/21	C/L
4 - 5	5.50 *	5.50 *	01/04/21	C/L
5 - 6	6.50 *	6.50 *	01/04/21	C/L
6 - 7	10.50 *	10.50 *	01/04/21	C/L
7 - 8	11.50 *	11.50 *	01/04/21	C/L
8 - 12	12.50 *	12.50 *	01/04/21	C/L
Solo Motorcycles	No Charge *	No Charge *	01/04/21	C/L
Sunday				
0 - 30 mins	No Charge *	No Charge *	01/04/19	C/L
Overnight (Period Hours)	1.50 *	1.50 *	01/04/19	C/L

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Season Tickets				
Romford Central Area				
All car parks:				
Per quarter	210.00 *	210.00 *	01/04/21	I/N/P
Per month	75.00 *	75.00 *	01/04/21	I/N/P
Outside Romford Central Area				
5 Day season – Balgores Square:				
per quarter	210.00 *	210.00 *	01/04/21	I/N/P
per month	75.00 *	75.00 *	01/04/21	I/N/P
All other car parks:				
per quarter	170.00 *	170.00 *	01/04/21	I/N/P
per month	65.00 *	65.00 *	01/04/21	I/N/P

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On Street Pay and Display				
Upminster Road South Monday to Saturday (Maximum Stay 1 hour)				
0 - 30 mins	No Charge	No Charge	06/04/15	L
30 min - 1 hour	No Charge	No Charge	01/04/21	L
Sunday				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
Overnight (Period Hours)	No Charge	No Charge	01/04/19	C/L
 Romford, Hornchurch & Upminster Town Centres. Monday to Saturday (Maximum Stay 3 hours)				
0 - 1	No Charge	No Charge	01/04/21	C/L
1 - 2	2.50	2.50	01/04/21	C/L
2 - 3	3.50	3.50	01/04/21	C/L
Overnight (Period Hours)	No Charge	No Charge	01/04/19	C/L

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On Street Pay and Display (continued)				
Ardleigh Green, Collier Row, Cranham, Elm Park, Gidea Park, Harold Hill, Harold Wood & Rainham Monday to Saturday (Maximum Stay 3 hours)				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
30 min -1 hour	No Charge	No Charge	01/04/21	C/L
1 - 2 hours	2.50	2.50	01/04/21	C/L
2 - 3 hours	3.50	3.50	01/04/21	C/L
Sunday				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
Overnight (Period Hours)	No Charge	No Charge	01/04/19	C/L

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Controlled Parking Zones				
Resident's parking permit (per annum)				
1st Permit per household	35.00	35.00	01/04/21	L
2nd Permit per household	60.00	60.00	01/04/21	L
3rd Permit per household	85.00	85.00	01/04/21	L
Resident's visitor permits (book of 10)	13.00	13.00	01/04/21	L
Resident's All Day visitor permits (book of 10)	39.00	39.00	01/04/21	L
Resident's Hourly visitor permits (book of 10)	10.00	10.00	01/04/21	L
Business parking permits (per annum)	200.00	200.00	01/04/21	L
Commuter Bays (per annum)	500.00	500.00	01/04/21	L
Domestic Carer Permit (per annum)	40.00	40.00	01/04/21	L
Amendment to existing permit	25.50	25.50	01/04/21	L
Cancellation of permit	15.00	15.00	01/04/21	L
Other Miscellaneous Charges				
Waiver	20.00	20.00	01/04/21	L
Health and Homecare Permit (per annum)	60.00	60.00	01/04/21	L
Amendment to existing permit	22.50	22.50	01/04/21	L
Cancellation of permit	15.00	15.00	01/04/21	L
License Holder Car Parks (per annum)	200.00 *	200.00 *	01/04/21	D/L

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Neighbourhoods Public Realm

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Disabled Blue Badge (per 3 years)	10.00	10.00	01/01/12	L
Car Parking in Parks and Open Spaces Effective 01/04/2015 Maximum Stay 5 hours Mon - Saturday 8.00am to 6.30pm.				
0 - 1	1.50	1.50	01/04/21	C/L
1 - 2	2.50	2.50	01/04/21	C/L
2 - 3	3.50	3.50	01/04/21	C/L
3 - 4	4.50	4.50	01/04/21	C/L
4 - 5	5.50	5.50	01/04/21	C/L
Blue Badge holders (for up to 5 hours)	No Charge	No Charge	01/04/21	C/L
VEHICLE PARKING - WITHIN PARKS AND OPEN SPACES ONLY				
Release of vehicles that have been locked in a car park	80.00	80.00	01/04/21	L
Fee for vehicle left in car park overnight	107.00	107.00	01/04/21	L

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Events Charging For Traffic Management and Parking				
0 - 50 attendees	107.00 *	110.00 *	01/04/22	I/N/P
51 - 100 attendees	213.00 *	219.00 *	01/04/22	I/N/P
101 - 1000 attendees	531.00 *	546.00 *	01/04/22	I/N/P
1001+ attendees	1,061.00 *	1,092.00 *	01/04/22	I/N/P
plus hourly rate of £72 per hour	70.00 *	72.00 *	01/04/22	I/N/P
NRSW (Mayrise) fees and charges apply				
Road closure per road	3,047.00 *	3,138.00 *	01/04/22	I/N/P
 (i) Parking Bay suspensions				
Price per parking space per day (1 - 7 days)	50.00	51.00	01/04/22	I/N/P
Price per parking space per day (8 - 14 days)	100.00	103.00	01/04/22	I/N/P
Price per parking space per day (15 days +)	150.00	154.00	01/04/22	I/N/P

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D - Increase recommended by Head of Service

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Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL HEALTH:				
Defra				
Stray Dog Service - Environmental Protection (Stray Dogs) Regulation 1992				
Impounding fee per dog	25.00	25.00	01/04/92	P
Gambling Act 2005				
Bingo club - Gambling Act 2005 Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Betting shop - Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Betting premises tracks - Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Family entertainment centres - Dept. of Culture and Media and Sport				
Application to vary	1,000.00	1,000.00	01/10/06	P
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Adult gaming centres - Dept. of Culture and Media and Sport				
Application to vary	1,000.00	1,000.00	01/10/06	P
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Lottery - Dept. of Culture and Media and Sport				
New registration	40.00	40.00	01/10/06	P
Annual re registration	20.00	20.00	01/10/06	P
Permit fees - Dept. of Culture and Media and Sport				
Notification of right of licensed premises to have 2 gaming machines	50.00	50.00	01/10/06	P
Family entertainment centre - Dept. of Culture and Media and Sport				
New application	300.00	300.00	01/10/06	P
Change of name	25.00	25.00	01/10/06	P
Copy of permit	15.00	15.00	01/10/06	P

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Neighbourhoods Civil Protection

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Prize Gaming permit (S 16) Dept. of Culture and Media and Sport				
New application	300.00	300.00	31/03/05	P
Change of name	25.00	25.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P
Licensed premises gaming machine permit - Dept. of Culture Media and Sport				
New application (new operator)	150.00	150.00	31/03/05	P
New application (existing operator)	100.00	100.00	31/03/05	P
Vary a permit	100.00	100.00	31/03/05	P
Transfer application	25.00	25.00	31/03/05	P
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	P
Change of name	25.00	25.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Club gaming machine permit - Dept. of Culture and Media and Sport				
New application	200.00	200.00	31/03/05	P
Renewal	100.00	100.00	31/03/05	P
New application (existing operator)	100.00	100.00	31/03/05	P
Vary a permit	100.00	100.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	P
Environment Protection Act (Defra)				
Application Fee				
Standard Process	1,650.00	1,650.00	01/04/18	P
Additional fee for operating without a permit	1,188.00	1,188.00	01/04/18	P
Reduced fee activities (except VRs)	155.00	155.00	01/04/19	P
Vehicle refinisher	362.00	362.00	01/04/18	P
Service station PVR I & II combined	257.00	257.00	01/04/18	P
Reduced fee activities: Additional fee for operating without a permit.	71.00	71.00	01/04/19	P

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Environment Protection Act (Defra) (continued)				
Mobile screening and crushing plant	1,650.00	1,650.00	01/04/18	P
For the third to seventh applications	985.00	985.00	01/04/18	P
For the eight and subsequent applications	498.00	498.00	01/04/18	P
Note: Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts			01/04/18	P
Annual subsistence charge				
Standard process Low (+£103)	772.00	772.00	01/04/18	P
Standard process Medium (+£156)	1,161.00	1,161.00	01/04/18	P
Standard process High (+£207)	1,747.00	1,747.00	01/04/18	P
(+) 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	79.00	79.00	01/04/18	P
Medium	158.00	158.00	01/04/18	P
High	237.00	237.00	01/04/18	P

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Environment Protection Act (Defra) (continued)				
Vehicle refinisher				
Low	228.00	228.00	01/04/18	P
Medium	365.00	365.00	01/04/18	P
High	548.00	548.00	01/04/18	P
Service station PVRI and II combined				
Low	113.00	113.00	01/04/18	P
Medium	226.00	226.00	01/04/18	P
High	341.00	341.00	01/04/18	P
Odourising of natural gas				
Low	79.00	79.00	01/04/19	P
Medium	158.00	158.00	01/04/19	P
High	237.00	237.00	01/04/19	P
Mobile screening and crushing plant				
For the first and second plants				
Low	626.00	626.00	01/04/19	P
Medium	1,034.00	1,034.00	01/04/18	P
High	1,551.00	1,551.00	01/04/19	P

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Environment Protection Act (Defra) (continued)				
For the third to seventh applications				
Low	385.00	385.00	01/04/18	P
Medium	617.00	617.00	01/04/18	P
High	924.00	924.00	01/04/18	P
For the eighth and subsequent applications				
Low	198.00	198.00	01/04/18	P
Medium	316.00	316.00	01/04/19	P
High	473.00	473.00	01/04/18	P
Transfer and Surrender of a permit				
Standard process transfer	169.00	169.00	01/04/18	P
Standard process partial transfer	497.00	497.00	01/04/18	P
New operator at low risk reduced fee activity	78.00	78.00	01/04/18	P
Surrender: all Part B activities	No Charge	No Charge	01/05/12	P
Transfer : Service Stations and Waste Oil burners <0.4MW	No Charge	No Charge	01/05/12	P
Reduced fee activities: Transfer	No Charge	No Charge	01/05/12	P
Reduced fee activities: partial transfer	47.00	47.00	01/04/18	P

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Transfer and Surrender of a permit (continued)				
Temporary				
First transfer	53.00	53.00	01/04/19	P
Transfer for mobiles				
Repeat transfer	11.00	11.00	01/04/19	P
Repeat following enforcement or warning	53.00	53.00	01/04/19	P
Substantial changes to s10 and s11				
One off annual payment				
Standard process	1,050.00	1,050.00	01/04/18	P
Standard process where the substantial change results in a new PPC activity	1,650.00	1,650.00	01/04/18	P
Reduced fee activities	102.00	102.00	01/04/18	P
Note: Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil burners under 0.4MW				

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Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Environmental Protection Act (DEFRA): LAPPC mobile plant charges				
Number of Permits				
1 Low	646.00	646.00	01/04/19	P
1 Medium	1,034.00	1,034.00	01/04/19	P
1 High	1,506.00	1,506.00	01/04/19	P
2 Low	646.00	646.00	01/04/19	P
2 Medium	1,034.00	1,034.00	01/04/19	P
2 High	1,506.00	1,506.00	01/04/19	P
3 Low	385.00	385.00	01/04/19	P
3 Medium	617.00	617.00	01/04/19	P
3 High	924.00	924.00	01/04/19	P
4 Low	385.00	385.00	01/04/19	P
4 Medium	617.00	617.00	01/04/19	P
4 High	924.00	924.00	01/04/19	P
5 Low	385.00	385.00	01/04/19	P
5 Medium	617.00	617.00	01/04/19	P
5 High	924.00	924.00	01/04/19	P
6 Low	385.00	385.00	01/04/19	P
6 Medium	617.00	617.00	01/04/19	P
6 High	924.00	924.00	01/04/19	P

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Environmental Protection Act (DEFRA): LAPPC mobile plant charges (continued)				
7 Low	385.00	385.00	01/04/19	P
7 Medium	617.00	617.00	01/04/19	P
7 High	924.00	924.00	01/04/19	P
8 and over Low	198.00	198.00	01/04/19	P
8 and over Medium	316.00	316.00	01/04/19	P
8 and over High	473.00	473.00	01/04/19	P
Note: Subsistence charges can be paid in four equal quarterly instalments paid on 1st april, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.				

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Licensing Act 2003 fees set by Home Office				
Application for the grant or renewal of a personal licence	37.00	37.00	01/11/05	P
Temporary event notice	21.00	21.00	01/11/05	P
Theft, loss, etc. of premises licence or summary	21.00	21.00	01/11/05	P
Application for a provisional statement where premises being built etc.	10.50	10.50	01/11/05	P
Notification of change of name or address	10.50	10.50	01/11/05	P
Application to vary licence to specify individual as premises supervisor	23.00	23.00	01/11/05	P
Application for transfer of premises licence	23.00	23.00	01/11/05	P
Interim authority notice following death etc. of licence holder	10.50	10.50	01/11/05	P
Theft, loss etc. of certificate or summary	23.00	23.00	01/11/05	P
Notification of change of name or alteration of rules of club	23.00	23.00	01/11/05	P
Change of relevant registered address of club	23.00	23.00	01/11/05	P
Theft, loss etc. of temporary event notice	10.50	10.50	01/11/05	P
Theft, loss etc. of personal licence	10.50	10.50	01/11/05	P
Duty to notify change of name or address	10.50	10.50	01/11/05	P
Right of freeholder etc. to be notified of licensing matters	10.50	10.50	01/11/05	P

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

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Premises Licences (continued)				
Annual maintenance fee to keep premises licence current.				
Band A	70.00	70.00	01/11/05	P
Band B	180.00	180.00	01/11/05	P
Band C	295.00	295.00	01/11/05	P
Band D	320.00	320.00	01/11/05	P
Band E	350.00	350.00	01/11/05	P
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	640.00	640.00	01/11/05	P
Band E x 3	1,050.00	1,050.00	01/11/05	P
Additional Fees				
There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of the licensing Act (Fees) Regulations 2005.				

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Additional Premises licence fee				
Numbers in attendance at any one time				
5,000 - 9,999	1,000.00	1,000.00	01/11/05	P
10,000 - 14,999	2,000.00	2,000.00	01/11/05	P
15,000 - 19,999	4,000.00	4,000.00	01/11/05	P
20,000 - 29,999	8,000.00	8,000.00	01/11/05	P
30,000 - 39,999	16,000.00	16,000.00	01/11/05	P
40,000 - 49,999	24,000.00	24,000.00	01/11/05	P
50,000 - 59,999	32,000.00	32,000.00	01/11/05	P
60,000 - 69,999	40,000.00	40,000.00	01/11/05	P
70,000 - 79,999	48,000.00	48,000.00	01/11/05	P
80,000 - 89,999	56,000.00	56,000.00	01/11/05	P
90,000 and over	64,000.00	64,000.00	01/11/05	P

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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	N/P
10,000 - 14,999	1,000.00	1,000.00	01/11/05	N/P
15,000 - 19,999	2,000.00	2,000.00	01/11/05	N/P
20,000 - 29,999	4,000.00	4,000.00	01/11/05	N/P
30,000 - 39,999	8,000.00	8,000.00	01/11/05	N/P
40,000 - 49,999	12,000.00	12,000.00	01/11/05	N/P
50,000 - 59,999	16,000.00	16,000.00	01/11/05	N/P
60,000 - 69,999	20,000.00	20,000.00	01/11/05	N/P
70,000 - 79,999	24,000.00	24,000.00	01/11/05	N/P
80,000 - 89,999	28,000.00	28,000.00	01/11/05	N/P
90,000 and over	32,000.00	32,000.00	01/11/05	N/P

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Club premises certificates				
New application variation				
Band A	100.00	100.00	01/11/05	P
Band B	190.00	190.00	01/11/05	P
Band C	315.00	315.00	01/11/05	P
Band D	450.00	450.00	01/11/05	P
Band E	635.00	635.00	01/11/05	P
Annual maintenance fee				
Band A	70.00	70.00	01/11/05	P
Band B	180.00	180.00	01/11/05	P
Band C	295.00	295.00	01/11/05	P
Band D	320.00	320.00	01/11/05	P
Band E	350.00	350.00	01/11/05	P

Basis of Increase:

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I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Explosives Regulations 2014 (set by HSE)				
Registration (Unlimited) initial application	500	500	01/04/17	P
Fireworks Explosives Regulations Health & Safety and Nuclear (Fees) Regulations 2016 Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, no minimum separation distance or a 0 metres separation distance is prescribed: (Storage of up to 250kg NEQ)				
New				
New application 1 year	109.00	111.00	01/04/22	P
New application 2 years	141.00	144.00	01/04/22	P
New application 3 years	173.00	177.00	01/04/22	P
New application 4 years	206.00	211.00	01/04/22	P
New application 5 years	238.00	243.00	01/04/22	P
Renewals				P
Renewal 1 year	54.00	55.00	01/04/22	P
Renewal 2 years	86.00	88.00	01/04/22	P
Renewal 3 years	120.00	123.00	01/04/22	P
Renewal 4 years	152.00	155.00	01/04/22	P
Renewal 5 years	185.00	189.00	01/04/22	P

Basis of Increase:

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Explosives Regulations 2014 (set by HSE) continued				
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is required: (Storage between 250kg and 2,000kg NEQ)				
New				
New application 1 year	185.00	189.00	01/04/22	P
New application 2 years	243.00	248.00	01/04/22	P
New application 3 years	304.00	311.00	01/04/22	P
New application 4 years	374.00	382.00	01/04/22	P
New application 5 years	423.00	432.00	01/04/22	P
Renewals				
Renewal 1 year	86.00	88.00	01/04/22	P
Renewal 2 years	147.00	150.00	01/04/22	P
Renewal 3 years	206.00	211.00	01/04/22	P
Renewal 4 years	266.00	272.00	01/04/22	P
Renewal 5 years	326.00	333.00	01/04/22	P
Varying a licence (For any other variation-the reasonable cost to the licensing authority of having the work carried out)				
Varying the name of licensee or address of site	36.00	37.00	01/04/22	P
Transfer of licence	36.00	37.00	01/04/22	P
Replacement of licence if lost	36.00	37.00	01/04/22	P

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL HEALTH:				
Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976)				
New application Part A	361.00	372.00	01/04/22	I/N/P
New application Part B	109.00	112.00	01/04/22	I/N/P
Note: total fee for new application £484				
Renewal Part A	361.00	372.00	01/04/22	I/N/P
Renewal Part B	109.00	112.00	01/04/22	I/N/P
Note: total fee for renewal £484				
Replacement or Copy of Keeping of dangerous wild animals Application/Renewal	47.00	48.00	01/04/22	D/L/N

Basis of Increase:

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

Basis for setting charge increase above complies with either:

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

Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL HEALTH:				
Animal Welfare Licences (The Animal welfare (Licensing of Activities Involving Animals) England) Regulations 2018				
Providing and arranging boarding for cat/dog kennels, home boarding for dogs	371.00	382.00	01/04/22	L/N
New Application Part B (Issue Fee)	185.00	191.00	01/04/22	L/N
Note: total fee for new application £573				
Renewal Part A (Application Fee)	340.00	350.00	01/04/22	L/N
Renewal Part B (Issue Fee)	124.00	128.00	01/04/22	L/N
Note: total fee for renewal application £478				
Dog Daycare				
Dog Daycare Part A (Application Fee)	371.00	382.00	01/04/22	L/N
Dog Daycare Part 3 (Issue Fee)	185.00	191.00	01/04/22	L/N
Note: total fee for new application £573				
Renewal Part A (Application Fee)	340.00	350.00	01/04/22	L/N
Renewal Part B (Issue Fee)	124.00	128.00	01/04/22	L/N
Note: total fee for renewal application £478				

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Animal Welfare Licences (continued)				
Dog Breeding				
Dog Breeding Part A (Application Fee) (plus vet visit fee)	402.00	414.00	01/04/22	L/N
Dog Breeding Part B (Issue Fee)	185.00	191.00	01/04/22	L/N
Note: total fee for new application £605				
Renewal Part A (Application Fee)(plus vet fee visit fee)	371.00	382.00	01/04/22	L/N
Renewal Part B (Issue Fee)	124.00	128.00	01/04/22	L/N
Note: total fee for renewal application £510				
Pet Shop Operation				
Pet Shop Operation Part A (Application Fee)	371.00	382.00	01/04/22	L/N
Pet Shop Operation Part B (Issue Fee)	185.00	191.00	01/04/22	L/N
Note: total fee for Pet Shop Operation £573				
Renewal Part A (Application Fee)	340.00	350.00	01/04/22	L/N
Renewal Part B (Issue Fee)	124.00	128.00	01/04/22	L/N
Note: total fee for renewal application £478				

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Animal Welfare Licences (continued)				
Hiring of Horses				
Hiring of Horses (riding and/or instruction) Part A (Application Fee) (plus vet visit fee)	402.00	414.00	01/04/22	L/N
Hiring of Horses (riding and/or instruction) Part B (Issue Fee)	185.00	191.00	01/04/22	L/N
Note: total fee for Hiring of Horses £605				
Renewal Part A (Application Fee)(plus vet fee visit fee)	371.00	382.00	01/04/22	L/N
Renewal Part B (Issue Fee)	124.00	128.00	01/04/22	L/N
Note: total fee for renewal application £510				
Keeping or Training of Animals for Exhibitions				
Keeping or training of animals for exhibition Part A (Application Fee)	371.00	382.00	01/04/22	L/N
Keeping or training of animals for exhibition Part B (Issue Fee)	185.00	191.00	01/04/22	L/N
Note: total fee for Keeping or training of animals for exhibition £573				
Renewal Part A (Application Fee)	340.00	350.00	01/04/22	L/N
Renewal Part B (Issue Fee)	124.00	128.00	01/04/22	L/N
Note: total fee for renewal application £478				
Variation of Licence	309.00	318.00	01/04/22	L/N
Re-rating of Premises	278.00	286.00	01/04/22	L/N
Amendment Fee/Replacement Licence for a lost or defaced Licence	47.00	48.00	01/04/22	L/N
Transfer Fee	185.00	191.00	01/04/22	L/N

Basis of Increase:

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Special treatment establishments (London Local Authority Act 1991)				
High risk single treatment New Part A	557.00	574.00	01/04/22	I/N/P
High risk single treatment New Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for new application £744				
High risk Multiple treatment New Part A	688.00	709.00	01/04/22	I/N/P
High risk Multiple treatment New Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for new application £879				
High risk renewal single treatment Part A	165.00	170.00	01/04/22	I/N/P
High risk renewal single treatment Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for renewal £340				
High risk Renewal multiple treatment Part A	229.00	236.00	01/04/22	I/N/P
High risk Renewal multiple treatment Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for renewal £406				
Variation (additional treatment High risk)	328.00	338.00	01/04/22	I/P

Basis of Increase:

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Special treatment establishments (Cont)				
<p>**surcharge to be paid for renewal applications that are received within 30 days from the date the licence lapsed. Any renewal applications received after that period will not be accepted and a new application and associated fee will be required.</p>				
low risk single treatment New Part A	361.00	372.00	01/04/22	I/N/P
low risk single treatment New Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for new application £542				
low risk multiple treatment New Part A	492.00	507.00	01/04/22	I/N/P
low risk multiple treatment New Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for new application £677				

Basis of Increase:

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

Basis for setting charge increase above complies with either:

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

Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Special treatment establishments (Cont)				
Low risk renewal single treatment Part A	109.00	112.00	01/04/22	I/N/P
Low risk renewal single treatment Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for renewal £282				
Low risk renewal multiple treatment Part A	165.00	170.00	01/04/22	I/N/P
Low risk renewal multiple treatment Part B	165.00	170.00	01/04/22	I/N/P
Note: total fee for renewal £340				
Variation (additional treatment low risk)~	165.00	170.00	01/04/22	I/N/P
Change of details/transfer	109.00	112.00	01/04/22	I/N/P
Late renewal surcharge	43.00	44.00	01/04/22	I/N/P
Change of Therapist	31.00	32.00	01/04/22	I/N/P
Duplicate Special treatment establishments licence	47.00	48.00	01/04/22	D/L/N
~ if the additional treatment is high risk the higher fee must be paid.				

Basis of Increase:

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Zoo Licensing (Zoo Licensing Act 1981)				
New Application Part A (Part B no charge) (plus vet visit fee)	688.00	709.00	01/04/22	I/N/P
Renewal (no change) Part A fee plus vet inspection fee	492.00	507.00	01/04/22	I/N/P
Alteration Part A plus vet inspection fee	602.00	620.00	01/04/22	I/N/P
Sex Establishment Licensing (Local Govt. Miscellaneous Provisions Act 1982)				
New application Part A (Part B no charge)	2,229.00	2,296.00	01/04/22	I/N/P
Renewal Part A fee	328.00	338.00	01/04/22	I/N/P
Renewal Part B fee	109.00	112.00	01/04/22	I/N/P
Note: total fee for renewal £450				
Hypnotism consent (Hypnotism Act 1952)				
New application Part A	328.00	338.00	01/04/22	I/N/P

Basis of Increase:

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

Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Street Trading Licences (London Local Authorities Act 1990)				
Subject to review and a separate consultation for proposed street trading protocol				
Trading between 05:00 - 20:00				
Seven days per week	2,297.00	2,366.00	01/04/22	I/N/P
Six days per week	1,969.00	2,028.00	01/04/22	I/N/P
Five days per week	1,646.00	1,695.00	01/04/22	I/N/P
Four days per week	1,313.00	1,352.00	01/04/22	I/N/P
Three days per week	988.00	1,018.00	01/04/22	I/N/P
Two days per week	657.00	677.00	01/04/22	I/N/P
One day per week	330.00	340.00	01/04/22	I/N/P
Trading between 20:00 - 02:00				
Seven days per week	2,843.00	2,928.00	01/04/22	I/N/P
Six days per week	2,438.00	2,511.00	01/04/22	I/N/P
Five days per week	2,031.00	2,092.00	01/04/22	I/N/P
Four days per week	1,626.00	1,675.00	01/04/22	I/N/P
Three days per week	1,217.00	1,254.00	01/04/22	I/N/P
Two days per week	806.00	830.00	01/04/22	I/N/P
One day per week	404.00	416.00	01/04/22	I/N/P
These can be paid annually in advance				

Basis of Increase:

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Temporary Street Trading Licences (up to 6 months)				
Trading between 05:00 and 20:00				
Seven days per week	1,151.00	1,186.00	01/04/22	I/N/P
Six days per week	987.00	1,017.00	01/04/22	I/N/P
Five days per week	809.00	833.00	01/04/22	I/N/P
Four days per week	657.00	677.00	01/04/22	I/N/P
Three days per week	494.00	509.00	01/04/22	I/N/P
Two days per week	329.00	339.00	01/04/22	I/N/P
One day per week	167.00	172.00	01/04/22	I/N/P
Temporary Street Trading Licences (up to 6 months) (continued)				
Trading between 20:00 and 02:00				
Seven days per week	1,422.00	1,465.00	01/04/22	I/N/P
Six days per week	1,223.00	1,260.00	01/04/22	I/N/P
Five days per week	1,018.00	1,049.00	01/04/22	I/N/P
Four days per week	813.00	837.00	01/04/22	I/N/P
Three days per week	610.00	628.00	01/04/22	I/N/P
Two days per week	408.00	420.00	01/04/22	I/N/P
One day per week	212.00	218.00	01/04/22	I/N/P

Basis of Increase:

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I - Based on relevant inflationary change

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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

Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Daily Temporary Licence for special events	47.00	48.00	01/04/22	I/N/P
Duplicate Licence	50.00	52.00	01/04/22	I/N/P
Variations to existing Licences	108.15	111.00	01/04/22	I/N/P
Pavement Licence (Business and Planning Act 2020) Until 30th September 2022	100.00	100.00	01/04/21	L
Stray Dog Service				
Administration Fee	11.00	11.00	01/04/20	L
<i>The below Stray Dog Service fees are charged by the supplier directly to the customer.</i>				
Weekdays 08:00 - 16:59	50.00	50.00	01/04/20	L
Weekdays 17:00 - 23:59	65.00	65.00	01/04/20	L
Weekends	70.00	70.00	01/04/20	L
Bank Holidays	70.00	70.00	01/04/20	L
Kennelling boarding charge per day per dog/part day	14.00	14.00	01/04/20	L

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

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Land Quality Reports				
Written report that takes less than 2 hours to complete:				
a) 5 working day response (where available and on request)	575.00 *	592.00 *	01/04/22	I/N/P
b) 20 working day response	317.00 *	327.00 *	01/04/22	I/N/P
For every hour over 2 hours	94.00 *	97.00 *	01/04/22	I/N/P
To respond to specific questions on land quality hourly rate	94.00 *	97.00 *	01/04/22	I/N/P
5 – Year Licence				
Mandatory HMO Licensing (Housing Act 2004)				
Additional HMO Licence has a fixed fee of £900 and its usually valid for 5 years				
Part A	550.00	550.00	01/04/20	L
Part B	350.00	350.00	01/04/20	L
Note: If landlord is accredited by a recognised body there is a discount of £35 off the Part B fee				

Basis of Increase:

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

Basis for setting charge increase above complies with either:

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

Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
5 – Year Licence				
Mandatory HMO Licensing (Housing Act 2004)				
New licences:				
Up to 5 lettings	1,149.00	1,183.00	01/04/22	I/N/P
6 - 9 lettings	1,323.00	1,363.00	01/04/22	I/N/P
10 - 14 lettings	1,517.00	1,563.00	01/04/22	I/N/P
15 - 19 lettings	1,679.00	1,729.00	01/04/22	I/N/P
20 lettings and above	1,842.00	1,897.00	01/04/22	I/N/P
Additional fee for processing paper applications (discretionary)	100.00	103.00	01/04/22	L
Caravan site licence (Caravan Sites and Control of Development Act 1960)	413.00	425.00	01/04/22	I/N/P
Selective Licensing for Privately Rented Homes				
New licence Application (Part A application fee)	450.00	450.00	01/04/20	L
New licence Application (Part B enforcement fee)	450.00	450.00	01/04/20	L
Additional fee for processing paper applications (discretionary)	100.00	103.00	01/04/22	L

Basis of Increase:

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Miscellaneous housing-related fees				
Fee for each type of statutory Notice served under Housing Act 2004 with the ability to add the cost of any report required from external experts such as Gas, Electricity or Structural Surveyors	525.00	541.00	01/04/22	I/L
Gambling Act 2005 Bingo Club premises Fees set by LA (subject to maxima set by Govt.)				
New premises application	3,500.00	3,500.00	01/04/20	I/N/P
Annual fee	737.00	759.00	01/04/22	I/N/P
Application to vary	1,226.00	1,262.00	01/04/22	I/N/P
Application to transfer	620.00	639.00	01/04/22	I/N/P
Application for reinstatement	960.00	989.00	01/04/22	I/N/P
Application for a provisional statement	1,281.00	1,319.00	01/04/22	I/N/P
License application (provisional statement holders)	960.00	989.00	01/04/22	I/N/P

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Betting shop				
New premises application	1,258.00	1,296.00	01/04/22	I/N/P
Annual fee	600.00	600.00	01/04/20	P
Application to vary	941.00	969.00	01/04/22	I/N/P
Application to transfer	620.00	639.00	01/04/22	I/N/P
Application for reinstatement	961.00	990.00	01/04/22	I/N/P
Application for a provisional statement	1,282.00	1,320.00	01/04/22	I/N/P
License application (provisional statement holders)	961.00	990.00	01/04/22	I/N/P
Betting premises tracks				
New premises application	2,500.00	2,500.00	01/04/20	I/N/P
Annual fee	970.00	999.00	01/04/22	I/N/P
Application to vary	1,238.00	1,250.00	01/04/22	I/N/P
Application to transfer	620.00	639.00	01/04/22	I/N/P
Application for reinstatement	929.00	950.00	01/04/22	I/N/P
Application for a provisional statement	2,500.00	2,500.00	01/04/20	I/N/P
License application (provisional statement holders)	929.00	950.00	01/04/22	I/N/P

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Family Entertainment centres				
New premises application	1,684.00	1,735.00	01/04/22	I/N/P
Annual fee	739.00	750.00	01/04/22	I/N/P
Application to vary	1,000.00	1,000.00	01/04/20	I/P
Application to transfer	620.00	639.00	01/04/22	I/N/P
Application for reinstatement	929.00	950.00	01/04/22	I/N/P
Application for a provisional statement	1,721.00	1,773.00	01/04/22	I/N/P
License application (provisional statement holders)	950.00	950.00	01/04/21	I/N/P
Adult gaming centres				
New premises application	1,708.00	1,759.00	01/04/22	I/N/P
Annual fee	739.00	761.00	01/04/22	I/N/P
Application to vary	1,000.00	1,000.00	01/04/20	I/N/P
Application to transfer	620.00	639.00	01/04/22	I/N/P
Application for reinstatement	929.00	957.00	01/04/22	I/N/P
Application for a provisional statement	1,705.00	1,756.00	01/04/22	I/N/P
License application (provisional statement holders)	929.00	957.00	01/04/22	I/N/P

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Scrap Metal Dealers Act 2013				
Application for a new scrap metal site licence	935.00	963.00	01/04/22	I/N/P
Application for a new scrap metal collectors licence	302.00	311.00	01/04/22	I/N/P
Application for a variation of an existing site licence to a collectors licence	151.00	156.00	01/04/22	I/N/P
Application for a variation of an existing collectors licence to a site licence	789.00	813.00	01/04/22	I/N/P
Application for a variation of an existing licence not listed above	209.00	215.00	01/04/22	I/N/P
Renewal application for a site licence under Scrap Metal Dealers Act 2013	935.00	963.00	01/04/22	I/N/P
Renewal application for a collectors licence under Scrap Metal Dealers Act 2013	282.00	290.00	01/04/22	I/N/P
Lost licence replacement	28.00	29.00	01/04/22	I/N/P
Marriage Act 1949				
Wedding Registration				
New application Part A fee	737.00	759.00	01/04/22	I/N/P
New Application Part B fee	197.00	203.00	01/04/22	I/N/P
Note: Total fee parts A and B £962				
Renewal of Premises Licensing				
Renewal Part A fee	213.00	219.00	01/04/22	I/N/P
Renewal Part B fee	197.00	203.00	01/04/22	I/N/P
Note: Total fee parts A and B £422				

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Primary Authority Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act) Hourly rate, agreed in advance for work beyond 20 hours.	1,350.00 68.00	1,391.00 70.00	01/04/22 01/04/22	I/N/P I/N/P
Food Health Export Certificates (these are issued on request to food businesses who wish to export foodstuff outside the EU. They are provided to assist local exporters in meeting the food safety requirements. Only the local authority can provide them).	58.00	60.00	01/04/22	I/N/P
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	220.00	227.00	01/04/22	I/N/P

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Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL ENFORCEMENT				
Environmental offences				
Fixed penalty notices				
Levels are set by legislation and London Councils Transport and Environment Committee Guidelines.				
Fly Tipping	400.00	400.00	01/04/20	P
Householder Duty of Care	-	400.00	01/04/22	NEW/P
Fail to produce Waste Transfer Notes	300.00	300.00	01/04/20	P
Litter	150.00	150.00	01/04/20	P
Fail to comply requirement or condition in Abatement Notice	110.00	110.00	01/04/20	P
Fail to comply Community Protection Notice	100.00	100.00	01/04/20	P
Fail to comply Public Space Protection Order	100.00	100.00	01/04/20	P
Fail to produce authority to carry waste	300.00	300.00	01/04/20	P
Fail to comply with receptables notice (Commercial)	110.00	110.00	01/04/20	P
Unlicensed Street Trading	150.00	150.00	01/04/20	P
Fail to comply conditions Street Trading License / temp License	100.00	100.00	01/04/20	P
Fail to produce a Street Trading Licence / Temp Licence on demand	100.00	100.00	01/04/20	P
Making a false statement to obtain a Street Trading Licence	125.00	125.00	01/04/20	P
Resisting or obstructing an authorised officer	250.00	250.00	01/04/20	P
Nuisance Vehicles exposed for sale Unlicensed Trade	150.00	150.00	01/04/20	P

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Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Fixed penalty notices (Continue)				
Abandoned Vehicles	200.00	200.00	01/04/20	P
Fail to comply dog control / CPN	80.00	Withdrawn	01/04/22	
Unauthorised distribution of printed matter	75.00	75.00	01/04/20	P
Fly Posting	150.00	150.00	01/04/20	P
Display advertisement in contravention of regs	75.00	75.00	01/04/20	P
Graffiti	150.00	150.00	01/04/20	P
Marks / picture/ sign on highway or highway furniture	100.00	100.00	01/04/20	P
Wilful obstruction	100.00	100.00	01/04/20	P
Erect building / fence / hedge on highway	100.00	100.00	01/04/20	P
Deposit skip on highway without authority	100.00	100.00	01/04/20	P
Deposit skip on highway failure to light or sign	100.00	100.00	01/04/20	P
Deposit skip on highway failure to display name and address	100.00	100.00	01/04/20	P
Deposit skip on highway fail to remove	100.00	100.00	01/04/20	P
Deposit skip on highway fail to comply conditions / permit	100.00	100.00	01/04/20	P
Deposit skip on highway fail to remove / reposition	100.00	100.00	01/04/20	P
Deposit material on made up carriageway	100.00	100.00	01/04/20	P
Deposit material within 15 feet of centre carriageway	100.00	100.00	01/04/20	P
Deposit material on highway to interruption of user	100.00	100.00	01/04/20	P
Pitching booths / stalls / stands / camp on highway	100.00	100.00	01/04/20	P

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Neighbourhoods Civil Protection

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Fixed penalty notices (Continue)				
Fail to prevent soil / mud / refuse escape to sewer / road	100.00	100.00	01/04/20	P
Fail to remove projection	100.00	100.00	01/04/20	P
Fail to prevent door etc, opening onto street	100.00	100.00	01/04/20	P
Deposit things on highway which cause injury or danger	100.00	100.00	01/04/20	P
Erect scaffold or structure on highway w/o licence ftc condition	100.00	100.00	01/04/20	P

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRADING STANDARDS:				
<p>Trading Standards NE London Metrology Partnership Income Income is credited to the joint trading account</p> <p>Section 11 (4) of the Weights and Measures Act 1985</p>				
Measuring Instruments:				
(a) Linear (with or without divisions/sub divisions)				
First Tape	13.00 *	13.00 *	01/04/20	I/N/P
(b) Capacity (without divisions, not exceeding 1 litre) - each measure				
	11.00 *	11.00 *	01/04/20	I/N/P
(c) Cubic ballast				
Other than brim (each measure)	232.00 *	239.00 *	01/04/22	I/N/P
Brim/bucket type (each measure)	102.00 *	105.00 *	01/04/22	I/N/P
1. Liquid capacity measures for making and checking average quantity purchases each measure	36.00 *	37.00 *	01/04/22	I/N/P

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
2. Templates (per scale)				
First item	64.00 *	66.00 *	01/04/22	I/N/P
Second and subsequent items	26.00 *	27.00 *	01/04/22	I/N/P
(d) Liquid fuel, Lubricants etc. (each instrument)				
1. Container type (not sub-divided)	118.00 *	122.00 *	01/04/22	I/N/P
2. Other types (multi-outlets)				
1 meter tested	153.00 *	158.00 *	01/04/22	I/N/P
Each additional meter tested	95.00 *	98.00 *	01/04/22	I/N/P
3. Test of peripheral equipment on separate visit	118.00 *	122.00 *	01/04/22	I/N/P
4. Test of credit card acceptor	118.00 *	122.00 *	01/04/22	I/N/P
5. MID verification				
1 meter tested	193.00 *	199.00 *	01/04/22	I/N/P
Each additional meter	118.00 *	122.00 *	01/04/22	I/N/P

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
(e) Intoxicating liquor (each instrument)				
Not exceeding 150ml (individual submissions)	24.00 *	25.00 *	01/04/22	I/N/P
Other	28.00 *	29.00 *	01/04/22	I/N/P
(f) Each weight (stamping)				
1. Weights exceeding 5kg or not exceeding 500mg, 2cm	12.00 *	12.00 *	01/04/20	I/N/P
2. Other weights	9.00 *	9.00 *	01/04/20	I/N/P
3. Other weights (more than one submitted)	8.00 *	8.00 *	01/04/20	I/N/P
4. Adjusting weights (per hour)	119.00 *	123.00 *	01/04/22	I/N/P
(g) Verification - Weighing Machines / Weighing Equipment				
1. Calibrated to weigh only metric:				
Not exceeding 15kg	39.00 *	40.00 *	01/04/22	I/N/P
Exceeding 15kg to 100kg	57.00 *	59.00 *	01/04/22	I/N/P
Exceeding 100kg to 250kg	94.00 *	97.00 *	01/04/22	I/N/P
Exceeding 250kg to 1 tonne	135.00 *	139.00 *	01/04/22	I/N/P
Exceeding 1 tonne to 10 tonne	216.00 *	222.00 *	01/04/22	I/N/P
Exceeding 10 tonnes to 30 tonnes	453.00 *	467.00 *	01/04/22	I/N/P
Exceeding 30 tonnes to 60 tonnes	676.00 *	696.00 *	01/04/22	I/N/P

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
2. When testing instruments incorporate peripherals such as remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged at the standard hourly rate:	121.00 *	125.00 *	01/04/22	I/N/P
3. Medical weighing scales				
Not exceeding 15kg	39.00 *	40.00 *	01/04/22	I/N/P
Exceeding 15kg to 100kg	57.00 *	59.00 *	01/04/22	I/N/P
Exceeding 100kg to 250kg	94.00 *	97.00 *	01/04/22	I/N/P
Exceeding 250kg to 1 tonne	135.00 *	139.00 *	01/04/22	I/N/P
Certificate of errors				
For supplying a certificate containing results of errors found on testing (certificate supplied upon request of the submitter, fee applies when no other fee is payable)	54.00 *	56.00 *	01/04/22	I/N/P
Measuring Instrument Directive				
Measuring Instruments for liquid fuel and lubricants (initial verification not re-verification) (surcharge over fee listed above)	10% Surcharge *	10% Surcharge *	01/04/20	L

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(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
Other Weighing or Measuring Equipment				
Brake tester/spring balance type	64.00 *	66.00 *	01/04/22	I/N/P
For equipment other than the categories specifically described above, or equipment submitted for testing by means of statistical sampling techniques, or in pursuance of a Community obligation other than EEC. Initial or partial verification per man hour spent at place of submission of equipment etc. (pro rata for one quarter hour periods)	121.00 *	125.00 *	01/04/22	I/N/P
Standards Services provided to Other Local Authorities				
Testing and Associated Services (per hour)	101.00	104.00	01/04/22	I/N/P
Collection Delivery charge (price shown is per mile) return trip + congestion charge where applicable	1.00	1.00	01/04/20	I/N/P
Inspections during standard office hours, including travelling time	101.00	104.00	01/04/22	I/N/P
Block Booked and Pre-paid Inspections totalling more than £5,000 (per hour)	69.00	71.00	01/04/22	I/N/P

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Neighbourhoods Civil Protection

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
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)	101.00	104.00	01/04/22	I/N/P
UKAS Laboratory				
Charge for calibration to M1 level 25kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	23.00 *	Withdrawn *	01/04/22	I/N/P
Certificate where total order is less than 100	35.00 *	Withdrawn *	01/04/22	I/N/P
Charge for calibration to F2 level 20kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	54.00 *	Withdrawn *	01/04/22	I/N/P
Certificate where total order is less than £100 (Where multiple weights are submitted of the same nomination a 10% reduction may apply)	35.00 *	Withdrawn *	01/04/22	I/N/P

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

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
GLC (General Powers) Act 1985				
Competitive Bidding - Licence Registration fee	388.00	400.00	01/04/22	I/N/P
Financial Investigation by Accredited Financial Investigator (LA)				
Where no individual agreement exists, per hour spent by AFI	74.00	76.00	01/04/22	I/N/P
'PASS' Alcohol awareness retailer training fee (per delegate - Inc. VAT)	72.00 *	74.00 *	01/04/22	I/N/P

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Planning Performance Agreements				
Strategic Applications Early Principles/Introductory Meeting	1,060.00	1,090.00	01/04/22	I/P
S106 Monitoring Fees				
Key non-financial obligations (per obligation)	-	1,000.00	01/04/22	NEW/P
Fixed Financial Obligations				
5% of the value of the total contributions				
minimum fee	-	1,000.00	01/04/22	NEW/P
maximum fee	-	40,000.00	01/04/22	NEW/P
Financial Obligations with future calculation				
Per Obligation	-	1,000.00	01/04/22	NEW/P
Additional 5% of value of total contribution with a:				
minimum fee	-	1,000.00	01/04/22	NEW/P
maximum fee	-	40,000.00	01/04/22	NEW/P
Other S106 Fees				
Confirmation as to whether S106 obligations have been discharged	-	150.00	01/04/22	NEW/P
Fee for Request to vary S106 obligations less than 5 years old (does not include monitoring fee if S106 DoV approved)	-	500.00	01/04/22	NEW/P

Basis of Increase:

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
PLANNING AND BUILDING CONTROL:				
Photocopying per A4 and A3 sheet (minimum charge £1)	0.31 *	0.32 *	01/04/22	I/P
Photocopying of plans (per sheet)	22.00 *	23.00 *	01/04/22	I/P
Other Planning requests - per hour (minimum 1/2 hour)	81.00	83.00	01/04/22	I/N/P
Other Building Control requests - per hour	81.00	83.00	01/04/22	I/N/P
[The Building (Local Authority Charges) Regulations 2010] Committee reports (available from website for free)				
Section 106 Monitoring - A percentage of the total tariff payment required under the Council's Planning Obligations Supplementary Planning Document. For further details please contact the Planning service.		Withdrawn	01/04/22	
Demolition Notices (Per Site) (larger sites will be assessed separately, customers are invited to contact Building control for a bespoke price)	256.00	264.00	01/04/22	I/P
Building Control - Dangerous Structure charge				
8am - 5pm - per hour	85.00	88.00	01/04/22	I/N/P
5pm - 8am - per hour	85.00	88.00	01/04/22	I/N/P
(Travelling costs will also be charged as appropriate as well as Dangerous Structures Consortium Contractors Costs)				

Basis of Increase:

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Pre-Application advice				
Pre-Application advice				
Householder/Small Business - Face to Face	59.00 *	61.00 *	01/04/22	I/P
Householder/Small Business - Written Response	94.00 *	97.00 *	01/04/22	I/P
Change of Business Premises up to 99 sq.m	174.00 *	179.00 *	01/04/22	I/N/P
Pre-Application advice - Residential units/Commercial or Industrial Floor space				
1 residential unit	174.00 *	179.00 *	01/04/22	I/N/P
1 residential unit - Follow up advice	35.00 *	36.00 *	01/04/22	I/P
2-3 residential/100-499sq m floor space	348.00 *	358.00 *	01/04/22	I/P
2-3 residential/100-499sq m floor space - Follow up advice	69.50 *	71.50 *	01/04/22	I/P
4-9 residential/500-999 sq. m floor space	928.00 *	956.00 *	01/04/22	I/P
4-9 residential/500-999 sq. m floor space - Follow up advice	230.00 *	237.00 *	01/04/22	I/P
10-24 residential/1000-1999 sq.m floor spc/telecoms	1,740.00 *	1,792.00 *	01/04/22	I/P
10-24 residential/1000-1999 sq.m floor spc/telecoms - Follow up advice	345.00 *	355.00 *	01/04/22	I/P

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Planning Performance Agreements (PPA)				
Initiation Fee	5,300.00	5,500.00	01/04/22	I/P
Residential 25-49 Dwellings, Non-residential Up to 3000 sq m	21,200.00	21,850.00	01/04/22	I/P
Residential 50-100 dwellings, Non-residential Up to 3001 - 5000 sq m, Mineral extraction up to 10 hectares	31,800.00	32,800.00	01/04/22	I/P
Residential 101-150 dwellings, Non-residential 5001-10000 sq m, Mineral extraction 10.1- 20 hectares	42,400.00	43,700.00	01/04/22	I/P
Residential 151-300 dwellings, Non-residential Up to 20,000 sq m, Mineral extraction 20.1 – 30 hectares	53,000.00	54,600.00	01/04/22	I/P
Residential 301-600 dwellings, Mineral extraction more than 30 hectares	74,300.00	76,500.00	01/04/22	I/P
Residential 601-900 dwellings	95,500.00	98,400.00	01/04/22	I/P
Residential 901+ dwellings	106,000.00	109,000.00	01/04/22	I/P
Research, retrieval and copy of one document for domestic properties	45.00	46.35	01/04/22	I/P
Research, retrieval and copy of one document for non-domestic properties	68.00	70.00	01/04/22	I/P
For each additional document	21.75	22.40	01/04/22	I/P
Planning Condition History Search (30 minutes)	40.75	42.00	01/04/22	I/P
Additional research time (per 15 minutes)	20.25	21.00	01/04/22	I/P

Basis of Increase:

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Basis for setting charge increase above complies with either:

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Supply of letter detailing inspections (where no completion certificate exists) per hour	127.00	131.00	01/04/22	I/P
Request for written confirmation that Enforcement Notice complied with or of no effect	157.50	162.00	01/04/22	I/P
Request to withdraw Enforcement Notice where no longer of effect	900.00	927.00	01/04/22	I/P
High Hedge Complaint	546.50	950.00	01/04/22	I/P

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

Basis for setting charge increase above complies with either:

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

Table 1:**Charges for New Dwellings <150m2****New Houses and Blocks of Flats on the same site constructed at the sametime**

Number of Dwellings	Total
1	£1,105.00
2	£1,474.00
3	£1,720.00
4	£2,088.00
5	£2,334.00
6	£2,701.00
More than 6 - Please contact Building Control for individually assessed charges	

Table 2:**Charges for: Extensions, Garage Conversions and Loft Conversions****Separate Extensions constructed at the sametime may be aggregated together**

Type of work	Total
1. Detached non-habitable building having a floor area not exceeding 40m ² in total	£573.00
2. Garage Conversions where the total floor area does not exceed 30m ² , including means of access and work in connection with that extension.	£573.00
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.	£732.00
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.	£1,008.00
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.	£1,198.00
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	£264.00
£2,000-5,000	£394.00
£5,000-10,000	£573.00
£10,000-20,000	£749.00
£20,000-30,000	£911.00
£30,000-40,000	£1,045.00
£40,000-50,000	£1,178.00
£50,000-60,000	£1,277.00
£60,000-70,000	£1,376.00
£70,000-80,000	£1,474.00
£80,000-90,000	£1,586.00
£90,000-100,000	£1,695.00
£100,000-120,000	£1,812.00
£120,000-140,000	£1,959.00
£140,000-170,000	£2,076.00
£170,000-200,000	£2,315.00
Over £200,000 - Please contact Building Control for individually assessed charges.	

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

Explanatory Notes

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

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

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

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

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

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

7. **Refunds** will be calculated in accordance with the Charge Regulations and any costs incurred will be deducted. Breakdown of costs can be provided upon request.

8. **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.

9. **Break Down of Costs:** can be provided upon request. 10.

Making a Payment: Payment can be made by credit/debit card by telephoning 01708 432700.

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

Further information is available on our website at: www.havering.gov.uk/buildingcontrol

Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
LOCAL LAND CHARGES:				
Certain fees are laid down in regulations made under the Local Land Charges Act 1975.				
Fees for Official Local Land Charge Certificates				
Registration of a charge in Part II of the registers	97.00	100.00	01/04/22	I/P
Official search (including issue of official certificate of search)				
a) in only part of the register (one parcel)	10.00	10.30	01/04/22	I/P
b) in only part of register (each additional parcel thereafter),	3.00	3.20	01/04/22	I/N/P
c) in the whole of the register - post or fax (one parcel)	24.00	24.70	01/04/22	I/P
d) in the whole of the register - post or fax (each additional parcel thereafter)	6.00	6.40	01/04/22	I/N/P
e) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (one parcel)	24.00	24.70	01/04/22	I/P
f) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (each additional parcel thereafter)	6.00	6.40	01/04/22	I/N/P
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)	2.00	2.10	01/04/22	I/N/P

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Office copy of any plan or other document filed pursuant to these rules:				
Extract of register in place of personal search				
First Page	3.00	3.20	01/04/22	I/N/P
Subsequent pages	1.00	1.00	01/04/21	I/P
CON29(R) Enquiries				
One parcel of land	115.00	118.00	01/04/22	I/P
Several parcels of land				
Each additional (fees that exceed 100 to be fixed by arrangement)	49.00	50.50	01/04/22	I/P
Part 2 Enquiries				
Each printed enquiry	24.00	24.70	01/04/22	I/P
With exception to Question 4	37.00	38.00	01/04/22	I/P
With exception of surrounding area enquiries	41.00	42.00	01/04/22	I/N/P

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

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Copying Charges - Legal Documents				
Certified Copy of Land Search - Paper Copy	17.00	17.50	01/04/22	I/P
First Page	3.00	3.20	01/04/22	I/N/P
Subsequent pages	0.50	0.60	01/04/22	I/N/P
Certified copy of extract of Highways Register (letter and extract)	34.00	35.00	01/04/22	I/P
Certified copy of extract of Highways Register (extract only and collection only)	17.00	17.50	01/04/22	I/P
New Residential Addresses - (building names included) in an existing road				
1 dwelling	68.00	75.00	01/04/22	I/P
2 - 5 dwellings	90.00	93.00	01/04/22	I/P
6 - 25 dwellings	107.00	110.00	01/04/22	I/P
26 - 45 dwellings	219.00	226.00	01/04/22	I/P
46 - 100 dwellings	468.00	482.00	01/04/22	I/P
100+ plots (plus an extra fee of £95 for each additional 10 dwellings (or part thereof))	788.00	812.00	01/04/22	I/P
	107.00	110.00	01/04/22	I/P

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
New Residential Addresses (building names included) plus single road name				
1 - 5 dwellings	152.00	157.00	01/04/22	I/P
6 - 25 dwellings	175.00	180.00	01/04/22	I/P
26 - 45 dwellings	281.00	289.00	01/04/22	I/P
46 - 100 dwellings	529.42	545.00	01/04/22	I/P
100+ plots (plus an extra fee of £155 for each additional 10 dwellings (or part thereof)	850.00	876.00	01/04/22	I/P
	175.00	180.00	01/04/22	I/P
For each additional road name	73.00	75.00	01/04/22	I/P
New Commercial/Industrial Addresses (building name included) in an existing road				
1 unit	68.00	75.00	01/04/22	I/N/P
2 - 5 units	90.00	93.00	01/04/22	I/P
6 - 10 units	107.00	110.00	01/04/22	I/P
11 units plus	151.00	156.00	01/04/22	I/P

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Neighbourhoods Planning

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
New Commercial/Industrial Addresses (building name included) plus a single road name				
1 unit	90.00	93.00	01/04/22	I/P
2 - 5 units	107.00	110.00	01/04/22	I/P
6 - 10 units	129.00	133.00	01/04/22	I/P
11 units plus	175.00	180.00	01/04/22	I/P
For each additional road name	73.00	75.00	01/04/22	I/P
New street name without any new dwellings or units	73.00	75.00	01/04/22	I/P
Naming of land parcel	73.00	75.00	01/04/22	I/P
Renaming of existing road or building (residential, commercial or industrial)	73.00	75.00	01/04/22	I/P
(plus an extra fee of £21.50 for each additional dwelling or building affected)	23.00	24.00	01/04/22	I/N/P
Research time: flat fee for 2 hour research into possible building/street names	140.00	144.00	01/04/22	D
Non-refundable in the event that the suggested name(s) are not selected. One set of research to be undertaken on each application site only.				

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Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Registrar of Births, Deaths and Marriages and Civil Partnerships:				
Places of Worship Registration Act 1855 Section 5 Certification of place of meeting for religious worship	29.00	29.00	01/09/14	P
Marriage Act 1949:				
Section 27 (6) Entering a notice of marriage in a marriage notice book				
(A) Where both parties to the proposed marriage are exempt persons within the meaning of section 49 Immigration act 2014	35.00	35.00	01/04/12	P
(B) In any other cases from 2nd March 2014	47.00	47.00	02/03/15	P
Section 41 (6) Registration of building for solemnization of marriages	123.00	123.00	01/09/14	P
Section 51 Fee of registrar for attending marriage/civil partnership:				
(i) At a register office	46.00	46.00	01/04/12	P
(ii) At a registered building or at a place where the house hold or detained person usually resides	86.00	86.00	01/09/14	P
(iii) Fee of Superintendent Registrar for attending marriage/civil partnership at the place where:				
a) Housebound or	84.00	84.00	01/09/14	P
b) Detained person usually resides	94.00	94.00	01/09/14	P

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Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Immigration Act 2016 :				
Consideration by a Superintendent Registrar of a divorce/civil partnership dissolution obtained outside of the British Isles (from 01/11/17)	50.00	50.00	01/04/18	P
Consideration by the Registrar General of a divorce/civil partnership dissolution obtained outside of the British Isles (from 01/11/17)	75.00	75.00	01/04/18	P
Consideration of a reduction in the 28 day notice to marry or form a civil partnership (from 01/11/17)	60.00	60.00	01/04/18	P
Marriage Act 1949 (continued):				
Section 64(1)				
Certified copy of entry issued under the subsection:				
(i) When application is made at the time of registering	11.00	11.00	16/02/19	P
(ii) After the time of registration	11.00	11.00	16/02/19	P
Certified copy of entry for Civil Partnerships:				
(i) At the time of registration	11.00	11.00	16/02/19	P
(ii) After the time of registration	11.00	11.00	16/02/19	P

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Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Marriage Act 1949 (continued):				
Section 64(2) General search of indexes of register of books kept by superintendent registrars	18.00	18.00	01/04/04	P
Certified copy of entry issued under that sub-section	11.00	11.00	16/02/19	P
Section 65(2) Certified copy of entry ,following search of indexes kept at General Register Office	11.00	11.00	16/02/19	P
Births, Deaths Registration Act 1953:				
At the time of registration	11.00	11.00	16/02/19	P
After the time of registration	11.00	11.00	16/02/19	P
Section 30(2) certified copy of entry following search of indexes kept at General Register Office	11.00	11.00	16/02/19	P

Basis of Increase:

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Immigration Act 2016 :				
Fees for corrections to Initial Registration				
Forename added within 12 months of birth registration	40.00	40.00	01/11/17	P
Consideration by Registrar/Superintendent Registrar of a correction application (from 01/11/17)	75.00	75.00	01/11/17	P
Consideration by Registrar General of a correction application	90.00	90.00	01/11/17	P
Priority Certificate Fee 24 hr service	35.00	35.00	16/02/19	P
Fees for conversion of a Civil Partnership into Marriage				
Conversion of a civil partnership into marriage At the Register Office	45.00	45.00	01/11/17	P
Two stage procedure on other premises				
Completing the declaration	27.00	27.00	01/11/17	P
Signing the declaration in a religious building registered for the marriage of same sex couples	91.00	91.00	01/11/17	P

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Neighbourhoods Registrars (B) - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Registrar of births, deaths, marriages and civil partnerships:				
Off site attendance to officiate at an approved premise wedding/civil partnership:				
Monday to Friday	655.00	655.00	01/04/21	C/L
Saturday	772.00	772.00	01/04/21	C/L
Sunday/ Bank Holiday	788.00	788.00	01/04/21	C/L
On site attendance to officiate at a CEREMONY held in Langtons Hall & Orangery - HIGH SEASON				
Monday to Thursday	625.00	650.00	01/04/22	I/N/L
Friday (Inc. red carpet)	760.00	780.00	01/04/22	I/N/L
Saturday (Inc. red carpet)	1,040.00	900.00	01/04/22	C/L
Sunday/ Bank Holiday (Inc. red carpet)	1,090.00	1,100.00	01/04/22	I/N/L
On site attendance to officiate at a CEREMONY held in Langtons Hall - LOW SEASON				
Monday to Thursday	545.00	550.00	01/04/22	I/N/L
Friday	660.00	680.00	01/04/22	I/N/L
Saturday	905.00	800.00	01/04/22	C/L
Sunday/ Bank Holiday	915.00	900.00	01/04/22	C/L

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Neighbourhoods Registrars (B) - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
On site attendance to officiate at a CEREMONY held at Langtons House - HIGH SEASON				
Monday to Thursday	375.00	400.00	01/04/22	I/N/L
Friday	610.00	600.00	01/04/22	C/L
Saturday	750.00	750.00	01/04/20	C/L
Sunday	920.00	920.00	01/04/20	C/L
On site attendance to officiate at a CEREMONY held at Langtons House - LOW SEASON				
Monday to Thursday	300.00	330.00	01/04/22	I/N/L
Friday	485.00	500.00	01/04/22	I/N/L
Saturday	600.00	625.00	01/04/22	C/L
Sunday	735.00	770.00	01/04/22	I/N/L
(An additional amount is charged if any ceremony falls on the following three days: Valentine's Day, Christmas Eve or New Year's Eve)	120.00	120.00	01/04/20	C/L

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Neighbourhoods Registrars (B) - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Individual Citizenship Ceremony	195.00	195.00	01/04/21	C/L
Wedding Rehearsal fee (per half hour)	60.00	60.00	01/04/21	C/L
Wedding Packages				
Friday Silver Package (exc.linen) - LOW SEASON	1,750.00	1,750.00	01/04/20	C/L
Friday Silver Package (exc.linen) - HIGH SEASON	2,250.00	2,250.00	01/04/20	C/L
Sunday Gold Package (inc. linen) - LOW SEASON	2,500.00	2,500.00	01/04/20	C/L
Sunday Gold Package (inc.linen) - HIGH SEASON	3,250.00	3,250.00	01/04/20	C/L
Non Refundable deposit payable for packages	500.00	500.00	01/04/20	C/L
Surcharge Evening Wedding (after 5pm) ALL YEAR	210.00	220.00	01/04/22	I/N/L
Surcharge Evening Candlelight Wedding (5pm) 1 Nov - 28 Feb	210.00	250.00	01/04/22	I/N/L

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Neighbourhoods Registrars (B) - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Payment in advance of a non-refundable booking fee for Register Office Weddings only (in line with statutory fee for Register Office wedding)	57.00	57.00	01/04/20	C/L
Change of ceremony appointment fee	57.00	60.00	01/04/22	I/N/L
Premium Appointment Service (additional casual registrars used to cover up to one hour)	57.00	60.00	01/04/22	I/N/L
Non-Refundable booking fee for Notice of Marriage (applies to non-attendees only -in line with statutory fee for notice of marriage)	35.00	35.00	01/04/20	C/L
Langtons Hall Hire (Hourly)				
Monday - Friday 9.00-17.00	45.00	45.00	01/04/20	C/L
Monday - Thursday 17.00-24.00	60.00	60.00	01/04/20	C/L
Friday Evening, Saturday and Sunday	95.00	95.00	01/04/20	C/L
Damage deposit for Langton's Hall function bookings	250.00	250.00	01/04/20	C/L
Change of Name Fee (includes one certificate)	-	60.00	01/04/22	NEW/L
Additional copies purchased on same day of appointment	-	11.00	01/04/22	NEW/L

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Neighbourhoods Registrars (B) - Non Statutory

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Langtons Room Hire (Hourly Minimum 2 hours)				
Room Hire Monday - Sunday 09.00 - 21.00	42.00	42.00	01/04/20	C/L
Charity Room Hire Monday - Thursday 09.00 - 21.00 (A discount of 40% applies for Charity/Community groups by application)	16.80	16.80	01/04/20	C/L
Sponsorship for Langtons Ceremony Brochure				
Whole A5 page - Portrait	770.00 *	650.00 *	01/04/22	C/L
Half A5 Page - Landscape	432.00 *	400.00 *	01/04/22	C/L
Quarter A5 Page - Portrait	267.00 *	267.00 *	01/04/20	C/L
Back Cover - Whole A5 Page - Portrait	1,200.00 *	1,200.00 *	01/04/20	C/L
Inside Front and Back Cover - Whole A5 Page - Portrait	1,134.00 *	1,134.00 *	01/04/20	C/L
Postage Costs:				
Copy certificates by 1st class recorded delivery	5.00	5.00	01/04/20	C/L
Special guaranteed next day delivery	-	8.00	01/04/22	NEW/L

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

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Licenced Trader Market Charges				
Monthly Charges (Includes Weds, Fri & Sat Markets)				
Market - All Locations				
Ground space/6ft frontage	171.00	171.00	01/04/15	L
Electricity Charge per Ground Space/6ft frontage (Electricity Charges will be applied to all licences other than to	11.70	11.70	01/04/15	L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	L
Other one-off charges				
Nomination of Licence	255.00	255.00	01/04/15	L
Nomination of Licence to member of Family	185.00	185.00	01/04/15	L
Other alterations to Licences	42.50	42.50	01/04/15	L
Casual Trader Market Charges				
Daily Charges				
Saturday Market – Ground Space/6ft frontage including electricity	27.00	27.00	01/04/15	L
Wed or Friday Market – Ground Space/6ft frontage including electricity	19.00	19.00	01/04/15	L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	L

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**oneSource
Asset Management**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Extra Market Days – At Christmas/Sundays/Banks Holidays				
Daily Charges				
Market - All Locations				
Licenced Traders - Ground space/6ft frontage including electricity (Must have held a Licence for at least 2 mths to qualify for this rate)	18.00	18.00	01/04/15	L
Casual Traders - Ground space/6ft frontage including electricity	24.00	24.00	01/04/15	L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	L

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D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

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oneSource
Exchequer and Transactional Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Legal Fees				
Recovery of Rates/Community Charge/Council tax				
Summons Council Tax (inc £3 paid to the court)	105.00	105.00	01/04/11	P
Liability Order	10.00	10.00	01/04/10	P
Summons NNDR (inc £3 paid to the court)	180.00	180.00	01/04/11	P
Liability Order NNDR	47.00	47.00	01/04/11	P
Means Enquiry Summonses Council Tax (£245.00 paid to the court)	305.00	305.00	22/04/14	P
Arrest Warrants with Bail Council Tax (inc. £75 paid to the court)	145.00	145.00	22/04/14	P
Arrest Warrants without Bail Council Tax (inc. £75 paid to the court)	130.00	130.00	22/04/14	P

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Legal & Democratic Services				
Licences to Assign (Seal)	876.00	902.00	01/04/22	D/L
Licence to Alter	876.00	902.00	01/04/22	D/L
Sale of Council Houses - Mortgage Fees	162.00	167.00	01/04/22	D/L
Mortgage Redemption Fees:				
Early redemption	147.00	151.00	01/04/22	D/L
Complete term	77.00	79.00	01/04/22	D/L
Deeds of release for pre-emption discount repayment	172.00	177.00	01/04/22	D/L
Release from Mortgage Covenant	114.00	117.00	01/04/22	D/L
Second Charge Questionnaire	116.00	119.00	01/04/22	D/L
Enquiries re: Discount repayment from Commercial sources	83.00	85.00	01/04/22	D/L
Administration fee re:enquiries from commercial sources on 2nd charges	62.00	64.00	01/04/22	D/L

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Reserve/Access Licences: Single payment Annual payment	66.00 21.00	68.00 22.00	01/04/22 01/04/22	D/L P
Lease of shops/offices: Town centre Other	1,700.00 1,133.00	1,751.00 1,167.00	01/04/22 01/04/22	D/L D/L
Complex Commercial Leases (fees dependent on complexity, urgency and time)				
Sale of surplus land/property N.B. All other conveyancing costs where Council can charge when terms so provide are by agreement in terms of solicitors Remuneration Order 1972.				

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- S - An increase above inflation in line with a corporate saving plan
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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Planning Agreements (Section 106 Town & Country Planning act 1990)	£163-£268 ph	£168 - £276 ph	01/04/22	D/L
Unilateral Undertaking	£163-£268 ph	£168 - £276 ph	01/04/22	D/L
Legal Charges				
S38 Highways Act 1980 Supervision	£163-£268 ph	£168 - £276 ph	01/04/22	D/L
Section 278 Highways Act 1980	£163-£268 ph	£168 - £276 ph	01/04/22	D/L
Highway Agreements (Minimum Fee)	567.00	584.00	01/04/22	D/L

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	390.00	402.00	01/04/22	I/N/P
Monday to Friday - per half day	196.00	202.00	01/04/22	I/N/P
Weekends - per whole day	540.00	556.00	01/04/22	I/N/P
Weekends - per half day	272.00	280.00	01/04/22	I/N/P
Evenings - after 6pm (Fridays and weekends only)	236.00	243.00	01/04/22	I/N/P
Committee Room 3				
Monday to Friday - per whole day	243.00	250.00	01/04/22	I/N/P
Monday to Friday - per half day	121.00	125.00	01/04/22	I/N/P
Monday to Friday - per 2 hour session	93.00	96.00	01/04/22	I/N/P
Evening - after 6pm (Fridays and weekends only)	121.00	125.00	01/04/22	I/N/P
Other Committee Rooms - per hour (daytime & evening)				
Room 1	37.00	38.00	01/04/22	I/N/P
Room 2	37.00	38.00	01/04/22	I/N/P
Room 4	37.00	38.00	01/04/22	I/N/P
Lettings to Charities and Voluntary Organisations				
Lettings to charities and voluntary organisations will usually attract a 50%				

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	33.00	34.00	01/04/22	I/N/P
All Departments Local Government (Access to Information) Act 1985 Inspection of papers in background paper list				
Copying				
Supply of photocopies of background papers				
First page	2.00	2.06	01/04/22	I/N/P
Cost per additional page	0.20	0.21	01/04/22	I/N/P

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	I/N/P
Per processed appeal withdrawn less than three weeks before hearing	170.00	175.00	01/04/22	I/N/P
Per appeal withdrawn once papers for hearing have been distributed	206.00	212.00	01/04/22	I/N/P
Per appeal heard	274.00	282.00	01/04/22	I/N/P
Per appeal referred to the Secretary of State alleging maladministration	Charge to be agreed on per appeal basis	Charge to be agreed on per appeal basis	01/04/20	I/N/P
Per appeal subject to judicial review proceedings			01/04/20	I/N/P
Fixed Term Contract (min 2 yrs) per appeal	216.00	222.00	01/04/22	I/N/P
Exclusion reviews				
Per review withdrawn before processing	No Charge	No Charge		
Per processed review withdrawn less than three weeks before hearing	166.00	171.00	01/04/22	I/N/P
Per review withdrawn once papers for hearing have been distributed	197.00	203.00	01/04/22	I/N/P

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	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	323.00	333.00	01/04/22	I/N/P
For each subsequent hour or part of an hour of hearing; plus	73.00	75.00	01/04/22	I/N/P
For each subsequent hour or part of an hour of clerk's time	50.00	52.00	01/04/22	I/N/P
Per review referred to the Secretary of State alleging maladministration	Charge to be	Charge to be	01/04/20	I/N/P
Per review subject to judicial review proceedings	agreed on per appeal basis	agreed on per appeal basis	01/04/20	I/N/P
Applications to correct the Registers of Common Land and Town and				
Declaration of entitlement to exercise a right of common	40.00	40.00	01/04/20	I/N/P
Creation of a right of common resulting in the registration of new common	No Charge	No Charge		
Creation of a right of common over existing common land	155.00	155.00	01/04/20	I/N/P
Variation of a right of a common	155.00	155.00	01/04/20	I/N/P
Apportionment of a right of common	155.00	155.00	01/04/20	I/N/P
Attachment of a right of common	No Charge	No Charge		
Re-allocation of attached rights	155.00	155.00	01/04/20	I/N/P
Transfer of a right in gross	64.00	64.00	01/04/20	I/N/P

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Surrender or extinguishment of a right of common	100.00	103.00	01/04/22	P
Statutory disposition pursuant to section 14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	230.00	236.00	01/04/22	D/L
Registration of a new town or village green other than by owner	No Charge	No Charge	15/12/14	
Registration of a new town or village green by the owner	No Charge	No Charge	15/12/14	

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

oneSource
Legal & Governance

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Electoral Registration				
Sale of Electoral Registers				
Data format	20.00	20.00	01/02/01	P
Additional charge per 1000 entries	1.50	1.50	01/02/01	P
Paper format	10.00	10.00	01/02/01	P
Additional charge per 1000 entries	5.00	5.00	01/02/01	P

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Electoral Registration				
Registration Certificate	0.00	0.00	01/04/19	P
Charge for each additional year checked	0.00	0.00	01/04/18	P
Ward Map	4.20	4.20	01/04/20	P
Photocopying:				
First page	2.40	2.40	01/04/20	P
Cost per additional page	0.36	0.36	01/04/20	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

Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
MY PLACE: (All charges are for 1hr unless stated otherwise)				
Off Peak (Mon - Fri 9am - 6pm)				
Performance Hall	24.50	25.25	01/04/22	I/N/P
Performance Hall with sound and lighting:	31.50	32.45	01/04/22	I/N/P
Performance Hall with staging			01/04/22	
4 hrs (if stage erected by myplace staff)	149.25	153.75	01/04/22	I/N/P
Music Studio			01/04/22	
1 hr	12.00	12.50	01/04/22	I/N/P
Technician	25.25	26.00	01/04/22	I/N/P
Games Room	19.00	19.50	01/04/22	I/N/P
Art Room	10.75	11.00	01/04/22	I/N/P
Health Room	9.00	9.25	01/04/22	I/N/P
IAG Room	8.50	8.75	01/04/22	I/N/P
Counselling Room	8.50	8.75	01/04/22	I/N/P
Large Meeting Room	16.00	16.50	01/04/22	I/N/P
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Off Peak (Mon - Fri 9am - 6pm)				
Small Meeting Room	11.00	11.50	01/04/22	I/N/P
Bike Workshop	14.50	15.00	01/04/22	I/N/P
IT Hub - reservation fee per computer	No Charge	No charge		
Peak (Mon - Fri after 6pm)				
Performance Hall	29.50	30.50	01/04/22	I/N/P
Performance Hall with sound and lighting:	43.50	45.00	01/04/22	I/N/P
Performance Hall with staging				
4 hrs (if stage erected by myplace staff)	209.00	215.00	01/04/22	I/N/P
Music Studio				
1 hr	15.50	16.00	01/04/22	I/N/P
Technician	25.25	26.00	01/04/22	I/N/P
Games Room	26.00	27.00	01/04/22	I/N/P
Art Room	14.50	15.00	01/04/22	I/N/P
Health Room	12.00	12.50	01/04/22	I/N/P
IAG Room	11.50	12.00	01/04/22	I/N/P
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Peak (Mon - Fri after 6pm)				
Counselling Room	11.50	11.85	01/04/22	I/N/P
Large Meeting Room	19.50	20.00	01/04/22	I/N/P
Small Meeting Room	14.00	14.50	01/04/22	I/N/P
Bike Workshop	18.00	18.50	01/04/22	I/N/P
IT Hub - reservation fee per computer	No Charge	No 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 such discounts to be agreed by the Head of Service.				

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Saturday and Sunday				
Performance Hall	79.00	81.50	01/04/22	I/N/P
Performance Hall with sound and lighting:	103.00	106.00	01/04/22	I/N/P
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	463.50	477.50	01/04/22	I/N/P
Music Studio				
1 hr	51.50	53.00	01/04/22	I/N/P
Technician	31.00	32.00	01/04/22	I/N/P
Games Room	78.00	80.00	01/04/22	I/N/P
Art Room	57.25	59.00	01/04/22	I/N/P
Health Room	53.50	55.00	01/04/22	I/N/P
IAG Room	52.00	53.50	01/04/22	I/N/P
Counselling Room	53.50	55.00	01/04/22	I/N/P
Large Meeting Room	66.00	68.00	01/04/22	I/N/P
Small Meeting Room	55.50	57.00	01/04/22	I/N/P
Bike Workshop	63.00	65.00	01/04/22	I/N/P
IT Hub - reservation fee per computer	No Charge	No 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 such discounts to be agreed by the Head of Service.				

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Childrens Childrens Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Weekly Charges Storage Charge for Hirers (per week)	5.50	5.70	01/04/22	I/N/P
<p>N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.</p>				

Basis of Increase:

C - An increase dependent on committee approval

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

I - Based on relevant inflationary change

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

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

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Childrens Learning & Achievement

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 Non Attendance and Holiday Fines 1a Penalty Notices Penalty Notice paid within 21 days Penalty Notice paid after 21 days Charges are per child, per parent Fines must be paid within 28 days to avoid prosecution				
	60.00	60.00	01/09/12	P
	120.00	120.00	01/09/12	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

Childrens Learning & Achievement

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2021/22 (from April 2021) £	Charges 2022/23 (from April 2022) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 Schools Meals				
1a Primary School Meal	2.30	2.37	01/04/22	I/P
1b Secondary School Meal	2.55	2.63	01/04/22	I/P
1c Special Infant	2.30	2.37	01/04/22	I/P
Special Junior	2.30	2.37	01/04/22	I/P
Adult	3.40	3.50	01/04/22	I/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:

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Appendix B – Corporate Finance Risk Register

Page 329

Ref	Title	Description	Value	Likelihood	Impact
COVID 1	Financial Pressures caused by the pandemic	The continued Pressures through both demand and rising unit costs to support our most vulnerable clients following the pandemic is not fully supported by Government Funding	Unclear	4	3
COVID 2	Lower Collection rates	The pandemic caused hardship across the borough. This is directly affecting the ability of households to pay Council Tax and the ability of businesses to pay rates – the impact of this is being monitored closely but is a risk over the MTFS	Unclear	4	3
COVID 3	Hidden extra demand	The pandemic has resulted in changing circumstances for everyone especially during lockdown periods. There is a significant risk particularly in Children's that the difficulties caused by the effects of COVID will result in additional demand for Council services	Unclear	4	3
COVID 4	Delayed Savings and efficiencies	The Pandemic continues to cause a delay to many of the 2021/22 savings proposals. The Council has taken this into account in setting the 2022/23 budget but recognises the continued risk of non-delivery. There is a risk that if the effects of the pandemic continues well into 2022 and beyond that again proposals will be delayed	£17m Savings Proposals	2	2
COVID 5	Recruitment of Staff	For the Council to run efficiently there is a need to recruit high calibre staff to replace those who leave either through retirement or to move to other jobs. The pandemic is preventing population mobility both from elsewhere in the country and from abroad. This could impact on the need to recruit qualified staff to key positions such as social care and result in expensive temporary cover being needed	Unclear	2	2

C1	Future finance settlements	The 2021 Spending Review has determined control totals for the next three years but the finance settlement has only confirmed authority allocations for 2022/23. Future settlements may well include the impact of levelling up and fair funding together with other potential changes such as business rate reform	Unclear	2	2
C2	Rising Inflation and Unit Costs	The Government figures indicate rising inflation over the next 18 months. This will present potential staffing and running cost pressures if the current MTFS provisions for inflation prove insufficient	Unclear	3	2
C3	Impact of Leaving the EU	The potential implications of leaving the EU are wide ranging on local authorities including interest rates, the value of the pound and the costs of products, services and staffing.	Unclear	4	1
C4	Loss/reduction in Business Rates	In recent years as a result of austerity and the general reduced footfall from the high streets, a number of local businesses have failed. Business rates are in part locally retained meaning that significant downturn in yield will have a direct impact. This risk has increased as a direct result of the pandemic. This will be a national issue and it is hoped that the Government will fully recognise this in future settlements.	Potentially significant	3	2
C5	Affordability of Capital Programme	The Capital programme is based on a robust funding strategy. Significant overspends or enhancements to projects will result in a revenue pressure through increased contributions <u>interest charge</u> on higher borrowing and <u>increased debt principal repayment (Minimum Revenue Provision or MRP)</u> costs	Unlikely to be significant	1	1
C6	New Legislation	The Government could at any time introduce new legislation or transfer new burdens to local government. History has shown that frequently new legislation is not accompanied by	Unlikely to be significant	2	1

		enough associated funding			
C7	The impact of delays, changes, and market fluctuations to the Regeneration Programme	The regeneration models contained in the business cases make assumptions regarding inflation, interest rates and the property market. Changes to these factors could affect the expected yields. There is also a significant cost associated with delays to the programme either caused by changes to proposals or any other reason	Could be significant	2	3
C8	Interest Rate change	An increase in interest rates will have a direct impact on the Council's treasury strategy. Potential increases in borrowing will directly impact on the Council's MTF SP and affordability decisions on major future Capital Plans	£1m per 1%	2	1
C9	New proposed Legislation on MRP	The Government is considering changes in the ways <u>that the debt principal repayment (Minimum Revenue Provision or MRP)</u> is calculated for joint ventures which could potentially increase the level of MRP payable by the authority	Unclear	2	2
C10	Higher than expected population growth/ demographics	The Council's plans recognise the effect of population growth and the demographic pressures that brings particularly to Social Care. If either the population increased at a higher rate or factors such as poverty and deprivation resulted in increased demand above current planned amounts then this would have a direct impact on the MTFS	Unclear	1	2
C11	IBCF and other Grants	The 2022 settlement largely continued previous grant funding. The position for 2023/24 onwards is far less clear and whilst this is taken into account in the MTFS a loss of smaller grants will impact on planning.	Unlikely to be significant	2	1
C12	Pension Fund Performance/Actuarial Review	A downturn in the performance of the pension fund could result in increased contributions being required at the next triennial review. This will have a direct impact on the MTFS assumptions	Unlikely to be significant	1	2
C13	Budget Failure/ Overspends	The MTFS allows for any recognised ongoing budget pressures. Unbudgeted overspends will depleted general	Potentially	3	2

		and earmarked reserves. This could lead to future year budget pressures either through planned contributions to reserves or through continued overspends. There is a significant risk that the <u>2021/22</u> budget will overspend and officers are working hard to control spend in order to minimise this risk.	significant in <u>20201/242</u> but a lower risk thereafter		
C14	Income assumptions from Health	The Adults budget contains assumptions regarding <u>the impact of the local hospital trust's Hospital Discharge Policy (HDP) funding</u> and <u>subsequent</u> contributions from the <u>local Health services CCG</u> towards future pressures. If the pressures	Potentially significant	2	3
C15	IT System Failure	Significant IT failure could result in loss of service provision, potential loss of data and additional repair or replacement costs	Unclear	1	3
C16	Future Waste disposal arrangements	Preparations are well underway for the next steps following the end of the current 25 year contract. There is a risk however that the cost of the levy may increase in the short term as preparation for 2027 accelerates	Unlikely to be significant	1	2
C17	Adverse Weather/Cold winter	A cold or wet winter can result in increased environmental costs through gritting or possibly flood alleviation. Freezing weather also can break up road surfaces resulting in emergency repairs	Unclear	2	1
C18	Fraud	The Council has measures in place to minimise the risk of fraud. If a major financial fraud were discovered this could have a reputational risk and result in additional costs both to improve systems and to mitigate any uninsured losses.	Unclear	1	2
C19	JV Failure	The JV's all have business cases with returns on investments at various points to the Council. Failure of a JV could be for a number of reasons but will result in both additional costs and loss of income to the Council	Significant - several £m	1	3
C20	Collection Rates	Council Tax is set on assumed collection rates. Failure to achieve those rates will have an impact on the collection	Unlikely to be	1	1

		fund and the level of bad debt provision required. Both of these items will impact on future planning	significant		
C21	Public Health Joint Funding	The Public Health Grant has reduced over the last two years and is quite likely to continue to be squeezed. This could potentially impact on the future funding of Council Services	Unclear	1	1
C22	Green Waste Charging	The Council currently charge for green waste collection. The Government is currently considering new legislation which would prevent Councils from charging for this service. This would impact on the Council's income budget if implemented	£800K	2	2

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Equality & Health Impact Assessment (EqHIA)

Document control

Title of activity:	Council Tax Support Scheme 2022
Lead officer:	Chris Henry, Head of Council Tax & Benefits, Exchequer & Transactional Services, oneSource
Approved by:	Sarah Bryant, Director of Exchequer & Transactional Services
Date completed:	2022
Scheduled date for review:	October 2022

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

1. Equality & Health Impact Assessment Checklist

Please complete the following checklist to determine whether or not you will need to complete an EqHIA and ensure you keep this section for your audit trail. If you have any questions, please contact EqHIA@havering.gov.uk for advice from either the Corporate Diversity or Public Health teams. Please refer to the Guidance in Appendix 1 on how to complete this form.

About your activity

1	Title of activity	Council Tax Support Scheme 2022		
2	Type of activity	This is a scheme which provides assistance to people on low incomes to help them pay their Council Tax.		
3	Scope of activity	<p>The Council Tax Support (CTS) Scheme helps many working age people on low incomes pay their Council Tax bills.</p> <p>While Government funding is insignificant, the Council is committed to maintaining the current 2021 CTS scheme in 2022.</p> <p>The proposed scheme will continue to protect pensioners by law who will get the same level of council tax support as they do now which be up to 100%.</p> <p>Disabled working age applicants can have up to 80% off their Council Tax Bill. Working age applicants can have up to 75% off their Council Tax bill.</p> <p>It is proposed the CTS 2022/23 Scheme remains unchanged for working age and pension age claimants in 2022/23.</p>		
4a	Are you changing, introducing a new, or removing a service, policy, strategy or function?	No	If the answer to <u>any</u> of these questions is 'YES', please continue to question 5.	If the answer to <u>all</u> of the questions (4a, 4b & 4c) is 'NO', please go to question 6.
4b	Does this activity have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?	Yes		
4c	Does the activity have the potential to impact (either positively or negatively) upon any factors which determine	No		

	people's health and wellbeing?			
5	If you answered YES:	Please complete the EqHIA in Section 2 of this document. Please see Appendix 1 for Guidance.		

Completed by:	Chris Henry, Head of Council Tax & Benefits
Date:	October 2022

2. The EqHIA – How will the strategy, policy, plan, procedure and/or service impact on people?

Background/context:
<p>The Council has a statutory obligation to provide a local Council Tax Support Scheme under the Local Government Act 2012.</p> <p>The Council proposes to maintain the Council Tax Support (CTS) Scheme in place since April 2021/22 for 2022/23. The scheme provides assistance to people on low incomes to help them pay their Council Tax.</p>

Who will be affected by the activity?
<p>The 2022 scheme will continue to protect pensioners who will get the same level of Council Tax Support as they do now. This can provide up to 100% off their Council Tax bill.</p> <p>Disabled working age applicants can have up to 80% off their Council Tax Bill. Working age applicants can have up to 75% off their Council Tax bill.</p> <p>At 31 August 2021, 9498 working-age claimants and 5287 pensionable age claimants were in receipt of Council Tax Support.</p> <p>Support remains in place through the Council Tax Discretionary policy for those who suffer hardship. Support workers and advisors continue to direct customers where appropriate to the online application which is available on the Havering website.</p> <p>In terms of the number of Council Tax Support Claimants and their household and personal status, the overall total, compared to last year, has increased from 14,472 to 14,785 (Aug 2021).</p>

<u>Council Tax Support Case Group Descriptions</u>	<u>Count</u>
Elderly - Non-Passported - Carer	120
Elderly - Non-Passported - Child Under 5	0
Elderly - Non-Passported - Enhanced Disability	0
Elderly - Non-Passported - Family Premium	1
Elderly - Non-Passported - Family Premium - 1 Child	3
Elderly - Non-Passported - Family Premium - 2 Child	1
Elderly - Non-Passported - Family Premium - 3 Child	0
Elderly - Non-Passported - Non Dependant	296
Elderly - Non-Passported - Other	1465
Elderly - Non-Passported - Severe Disability	407
	10
Elderly - Non-Passported - War Pensioners	
Elderly - Non-Passported - Working	63
Elderly - Passported - Carer	146
Elderly - Passported - Child Under 5	0
Elderly - Passported - Enhanced Disability	0
Elderly - Passported - Family Premium	7
Elderly - Passported - Family Premium - 1 Child	5
Elderly - Passported - Family Premium - 2 Child	2
Elderly - Passported - Family Premium - 3 Child	0
Elderly - Passported - Family Premium - 4 Child	0
Elderly - Passported - Non Dependant	379
Elderly - Passported – Other	1542
Elderly - Passported - Severe Disability	825
Elderly - Passported – Working	15
TOTAL (Elderly) =5287 (36%)	
Working Age - Non-Passported - Carer	467
Working Age-Non-Passported – Care Leavers	72
Working Age - Non-Passported - Child Under 5	324
Working Age - Non-Passported - Disability	320
Working Age - Non-Passported - Disabled Child	
Premium	72
Working Age - Non-Passported - Enhanced Disability	296
Working Age - Non-Passported - Family Premium	197
Working Age - Non-Passported - Family Premium - 1 Child	905
Working Age - Non-Passported - Family Premium - 2 Child	615
Working Age - Non-Passported - Family Premium - 3 Child	214
Working Age - Non-Passported - Family Premium - 4 Child	38
Working Age - Non-Passported - Family Premium - 5 and above	6

Working Age - Non-Passported - Lone Parent Child Under 5	873
Working Age - Non-Passported - Non Dependant	215
Working Age - Non-Passported - Other	850
Working Age - Non-Passported - Severe Disability	512
Working Age - Non-Passported - War Pensioners	4
Working Age - Non-Passported - Working	423
Working Age - Passported - Carer	313
Working Age- Passported- Care Leavers	4
Working Age - Passported - Child Under 5	5
Working Age - Passported - Disability	72
Working Age - Passported - Disabled Child Premium	14
Working Age - Passported - Enhanced Disability	894
Working Age - Passported - Family Premium	22
Working Age - Passported - Family Premium - 1 Child	115
Working Age - Passported - Family Premium - 2 Child	42
Working Age - Passported - Family Premium - 3 Child	13
Working Age - Passported - Family Premium - 4 Child	3
Working Age - Passported - Family Premium - 5 and Above	1
Working Age - Passported - Lone Parent Child Under 5	171
Working Age - Passported - Non Dependant	108
Working Age - Passported - Other	286
Working Age - Passported - Severe Disability	1025
Working Age - Passported - Working	7
TOTAL (Working Age) = 9498 (64%)	
Grand Total Working Age & Elderly)	14785

**Expand box as required*

Protected Characteristic - Age: Consider the full range of age groups		
Please tick (✓) the relevant box:		Overall impact: There are no changes proposed to the CTS 2022 Scheme. The impact of this scheme, as compared to the current scheme will remain the same as in the Equality Impact Analysis prepared in Dec 2019. Legislation means that the 2022/23 scheme will continue to protect pensioners by law. Consequently the pension age scheme and the working age scheme have become more disparate overtime. Within the scope of the 2022 scheme, there continues to be a Council Tax Discretionary policy to enable the Council to consider cases of
Positive		
Neutral	✓	
Negative		

		<p>hardship which will help mitigate any negative impacts</p> <p>At present approximately 64% of Council Tax Support claimants are working age and 36% are pension age. For comparison, the working age population (18-64 years) in Havering is 76% and the pension age population is 24%.</p> <p>A full range of online services are available including a Text relay service: 18001 01708 434343. Customers can contact the council in person at the Public Advice & Service Centre or by telephone to the dedicated Call Centre. Customer Services staff are able to give advice and assist. Outside organisations such as Peabody, CAB and Age UK are widely promoted to provide assistance to the elderly population.</p> <p style="text-align: right;"><i>*Expand box as required</i></p>
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Evidence:

Havering Customer Services
Peabody
CAB
Age UK

**Expand box as required*

Sources used:

NEED SOURCES

Council Tax Support caseload data

**Expand box as required*

Protected Characteristic - Disability: Consider the full range of disabilities; including physical mental, sensory and progressive conditions

Please tick (✓)
the relevant box:

Positive

Overall impact:

There are no changes proposed to the CTS 2022 Scheme.

Neutral

✓

The impact of this scheme, as compared to the scheme available in 2021/22, will remain the same as in the Equality Impact Analysis prepared in Dec 2019. <https://www.havering.gov.uk/ctaxeia2020>

Negative

Within the scope of the 2022 scheme, there continues to be a Council Tax Discretionary policy to enable the Council to consider cases of hardship which will help mitigate any negative impacts.

The Recovery Policy also sensitively considers vulnerable persons under whom disabled CTS applicants are categorized, in the collection of Council Tax.

In terms of Council Tax Support, disabled claimants are defined as people who have a disability income that entitles them to one of the

	<p>following premiums: disability, severe disability, enhanced disability, disabled child and/or carer when calculating their benefit.</p> <p>Approximately 27% of working age Council Tax Support claimants meet the above definition compared with 21% of the working age population of Havering.</p> <p>Disabled people are historically disadvantaged and face greater barriers when accessing (information about) services and therefore disabled households are considered to be more vulnerable than other households. Disabled people who are unable to work receive higher levels of state benefits and while based on the proposals they will be subject to the 20% liability reduction, disabled working age claimants are likely to have a higher income than other unemployed, working age claimants whose council tax support will also be reduced.</p> <p>A full range of online services are available and a Text relay service exists: 18001 01708 434343. Customers can contact the council in person at the Public Advice and Service Centre or by telephone to the dedicated service Call Centre. Details of AccessAble are available on the council's website. Customer Services staff are able to advise and assist, as can Havering's Community Learning Disability Team (CLDT) which assists adults with a learning disability and their carers. The Language Shop also exists providing the following services:</p> <p>Proofing and editing of translated documents; Reproduction of print material in large print; Reproduction of print material in Braille; Audio and transcription services; Subtitling; Reproduction of information in "Easy Read" (simplifying information using pictures and plain English); Certification and authenticity checks of documents Other outside organisations such as Peabody, CAB and Age UK are widely promoted to provide assistance customers with disabilities</p> <p style="text-align: right;"><i>*Expand box as required</i></p>
<p>Evidence: Havering Customer Services Peabody CAB Age UK The Corporate Translation & Interpreting Policy The Language Shop</p> <p style="text-align: right;"><i>*Expand box as required</i></p>	

Sources used: Council Tax Support caseload data <div style="text-align: right;"><i>*Expand box as required</i></div>

Protected Characteristic - Sex/gender: Consider both men and women	
Please tick (✓) the relevant box:	Overall impact: <div> <div style="display: flex; border-bottom: 1px solid black;"> <div style="width: 15%; padding: 5px;">Positive</div> <div style="width: 10%; border: 1px solid black; text-align: center;"> </div> <div style="padding: 5px;">There are no changes proposed to the CTS 2022 Scheme.</div> </div> <div style="display: flex; border-bottom: 1px solid black;"> <div style="width: 15%; padding: 5px;">Neutral</div> <div style="width: 10%; border: 1px solid black; text-align: center;">✓</div> <div style="padding: 5px;">The impact of this scheme, as compared to the scheme available in 2021/22, will remain the same as in the Equality Impact Analysis prepared in Dec 2019. https://www.haverling.gov.uk/ctaxeia2020</div> </div> <div style="padding: 5px;"> Negative Within the scope of the 2022 scheme, there continues to be a Council Tax Discretionary policy to enable the Council to consider cases of hardship which will help mitigate any negative impacts </div> </div> <div style="text-align: right;"><i>*Expand box as required</i></div>
Evidence: <div style="text-align: right;"><i>*Expand box as required</i></div>	
Sources used: <div style="text-align: right;"><i>*Expand box as required</i></div>	

Protected Characteristic - Ethnicity/race: Consider the impact on different ethnic groups and nationalities	
Please tick (✓) the relevant box:	Overall impact: <div> <div style="display: flex; border-bottom: 1px solid black;"> <div style="width: 15%; padding: 5px;">Positive</div> <div style="width: 10%; border: 1px solid black; text-align: center;"> </div> <div style="padding: 5px;">There are no changes proposed to the CTS 2022 Scheme.</div> </div> <div style="display: flex; border-bottom: 1px solid black;"> <div style="width: 15%; padding: 5px;">Neutral</div> <div style="width: 10%; border: 1px solid black; text-align: center;">✓</div> <div style="padding: 5px;">The impact of this scheme, as compared to the scheme available in 2021/22, will remain the same as in the Equality Impact Analysis prepared in Dec 2019. https://www.haverling.gov.uk/ctaxeia2020</div> </div> <div style="padding: 5px;"> Negative Providing comprehensive translation and interpretation services is becoming increasingly important in light of the significant demographic </div> </div>

	<p>changes occurring across the Borough. Havering's non-English speaking population has grown steadily. It is estimated that the percentage of adults is greater than 10% (last Census only recording if English as main language in a household) Interpretation, translation or alternative formats can be obtained from The Language Shop which includes:</p> <p>Face to face interpreting (Spoken Language Interpreting, this can be simultaneous or consecutive); Telephone interpreting (connecting to a spoken language interpreter over the telephone); Multilingual telephone information service; Translation (to have written documents translated from the source language to the target language):</p> <p style="text-align: right;"><i>Expand box as required</i></p>
<p>Evidence: The Corporate Translation and Interpreting Policy The Language Shop</p> <p style="text-align: right;"><i>*Expand box as required</i></p>	
<p>Sources used:</p> <p>Demographic, Diversity and Socio-economic Profile of Havering's Population March 2017 Havering Data Intelligence Hub</p> <p style="text-align: right;"><i>*Expand box as required</i></p>	

Protected Characteristic - Religion/faith: Consider people from different religions or beliefs including those with no religion or belief	
Please tick (✓) the relevant box:	Overall impact:
Positive	There are no changes proposed to the CTS 2022 Scheme.
Neutral	The impact of this scheme, as compared to the scheme available in 2021/22, will remain the same as in the Equality Impact Analysis prepared in Dec 2019. https://www.havering.gov.uk/ctaxeia2020
Negative	Providing comprehensive translation and interpretation services is becoming increasingly important in light of the significant demographic changes occurring across the Borough. Havering's non-English speaking population has grown steadily. It is estimated that the percentage of adults is greater than 10% (last Census only recording if English as main language in a household) Interpretation, translation or alternative formats can be obtained from The Language Shop which includes:

		<p>Face to face interpreting (Spoken Language Interpreting, this can be simultaneous or consecutive);</p> <p>Telephone interpreting (connecting to a spoken language interpreter over the telephone);</p> <p>Multilingual telephone information service;</p> <p>Translation (to have written documents translated from the source language to the target language)</p> <p>Reproduction of information in “Easy Read” (simplifying information using pictures and plain English);</p>
<i>*Expand box as required</i>		

Evidence:

Faith diversity in the borough.
The Corporate Translation and Interpreting Policy
The Language Shop

Expand box as required

Sources used:

ONS Sources

**Expand box as required*

Protected Characteristic - Sexual orientation: Consider people who are heterosexual, lesbian, gay or bisexual

*Please tick (✓)
the relevant box:*

Positive

Overall impact:

There are no changes proposed to the CTS 2022 Scheme.

Neutral

The impact of this scheme, as compared to the scheme available in 2021/22, will remain the same as in the Equality Impact Analysis prepared in Dec 2019. <https://www.haverling.gov.uk/ctaxeia2020>

Negative

Evidence:

**Expand box as required*

Sources used:
<p style="text-align: right;"><i>*Expand box as required</i></p>

Protected Characteristic - Gender reassignment: Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth

Please tick (✓) the relevant box:	Overall impact:
Positive	There are no changes proposed to the CTS 2022 Scheme.
Neutral	The impact of this scheme, as compared to the scheme available in 2021/22, will remain the same as in the Equality Impact Analysis prepared in Dec 2019. https://www.havering.gov.uk/ctaxeia2020
Negative	There is no information available to make an assessment on the impact of the proposals on this protected characteristic Name changes actioned through uk deed poll office
<p style="text-align: right;"><i>*Expand box as required</i></p>	

Evidence: ONS
<p style="text-align: right;"><i>*Expand box as required</i></p>

Sources used:
<p style="text-align: right;"><i>*Expand box as required</i></p>

Protected Characteristic - Marriage/civil partnership: Consider people in a marriage or civil partnership

Please tick (✓) the relevant box:	Overall impact:
Positive	There are no changes proposed to the CTS 2022 Scheme.
Neutral	The impact of this scheme, as compared to the scheme available in 2021/22, will remain the same as in the Equality Impact Analysis prepared in Dec 2019. https://www.havering.gov.uk/ctaxeia2020
Negative	Same sex couples and civil partnerships are recognised within the scheme however there is insufficient information available to make an assessment on the impact of the proposals on this protected

		characteristic <i>*Expand box as required</i>
Evidence:		
<i>*Expand box as required</i>		
Sources used:		
<i>*Expand box as required</i>		

Protected Characteristic - Pregnancy, maternity and paternity: Consider those who are pregnant and those who are undertaking maternity or paternity leave	
Please tick (✓) the relevant box:	
Positive	
Neutral	
Negative	<p>Overall impact: There are no changes proposed to the CTS 2022 Scheme.</p> <p>The impact of this scheme, as compared to the scheme available in 2021/22, will remain the same as in the Equality Impact Analysis prepared in Dec 2019. https://www.havering.gov.uk/ctaxeia2020</p> <p>There is insufficient information available to make an assessment on the impact of the proposals on this protected characteristic. However, working mothers on maternity leave and women with caring responsibilities tend to have less income and/or reduced access to the labour market.</p> <p>It is perceived that there may also be equality implications for parents with young children and babies, particularly lone parents who may experience a negative impact. Support is in place through the Council Tax Discretionary policy for those who suffer hardship as a result of these proposals in order to mitigate any negative impacts.</p> <p style="text-align: right;"><i>*Expand box as required</i></p>
<p>Evidence:</p> <p>ONS</p> <p style="text-align: right;"><i>*Expand box as required</i></p>	

Sources used: ONS
--

**Expand box as required*

Socio-economic status: Consider those who are from low income or financially excluded backgrounds

Please tick (✓) the relevant box:		Overall impact: There are no changes proposed to the CTS 2022 Scheme. The impact of this scheme, as compared to the scheme available in 2021/22, will remain the same as in the Equality Impact Analysis prepared in Dec 2019. https://www.havering.gov.uk/ctaxeia2020 Council Tax Support is a means tested scheme available to households on low incomes. Therefore all recipients would be considered to be at a socio-economic disadvantage, particularly lone parents (most likely to be women), part-time workers (most likely to be women), working-age couples on low income, large households (more likely to be from BME backgrounds) and carers (most likely to be women). Support is in place through the Council Tax Discretionary policy for those who suffer hardship as a result of these proposals in order to mitigate any negative impacts. Pension age Council Tax Support claimants will not be affected and will continue to receive similar levels of support with their council tax bills as they do at present.
Positive		
Neutral		
Negative		

**Expand box as required*

Evidence: ONS Please refer to breakdowns of Council Tax Support claimants available above
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**Expand box as required*

Sources used: Council Tax Support caseload data Demographic, Diversity and Socio-economic Profile of Havering's Population March 2017 Havering Data Intelligence Hub Office of National Statistics (ONS)

**Expand box as required*

Health & Wellbeing Impact: Consider both short and long-term impacts of the activity on a person's physical and mental health, particularly for disadvantaged, vulnerable or at-risk

groups. Can health and wellbeing be positively promoted through this activity? Please use the Health and Wellbeing Impact Tool in Appendix 2 to help you answer this question.

Please tick (✓) all the relevant boxes that apply:		Overall impact: There are no changes proposed to the CTS 2022 Scheme. The impact of this scheme, as compared to the scheme available in 2021/22, will remain the same as in the Equality Impact Analysis prepared in Dec 2019. https://www.havering.gov.uk/ctaxeia2020 Do we think that this positively contributes to financial wellbeing and alleviates stress and poor mental health? Entitlement to Council Tax Support assists low income households to pay their council tax bill which in turn contributes to financial wellbeing and alleviates stress and poor mental health Do you consider that a more in-depth HIA is required as a result of this brief assessment? Please tick (✓) the relevant box <div style="text-align: right;"> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> </div>
Positive		
Neutral		
Negative		
Evidence: <div style="text-align: right;"><i>*Expand box as required</i></div>		
Sources used: <div style="text-align: right;"><i>*Expand box as required</i></div>		

3. Outcome of the Assessment

The EqHIA assessment is intended to be used as an improvement tool to make sure the activity maximises the positive impacts and eliminates or minimises the negative impacts. The possible outcomes of the assessment are listed below and what the next steps to take are:

Please tick (✓) what the overall outcome of your assessment was:

✓	1. The EqHIA identified <u>no significant concerns</u> OR the identified <u>negative concerns</u> have already been <u>addressed</u>	➔	Proceed with implementation of your activity
	2. The EqHIA identified some <u>negative impact</u> which still needs <u>to be addressed</u>	➔	COMPLETE SECTION 4: Complete action plan and finalise the EqHIA
	3. The EqHIA identified some <u>major concerns</u> and showed that it is <u>impossible to diminish negative impacts</u> from the activity to an acceptable or even lawful level	➔	Stop and remove the activity or revise the activity thoroughly . Complete an EqHIA on the revised proposal.

4. Action Plan

Protected characteristic / health & wellbeing impact	Identified Negative impact	Recommended actions to mitigate Negative impact* or further promote Positive impact	Outcomes and monitoring**	Timescale	Lead officer
All	✓	<p>Monitor implication of change in Council Tax Support.</p> <p>Opportunities with the Ctax Support Scheme</p>	<p>We will monitor the impact of the continuing scheme and take-up of hardship funds as part of our performance and quality checking systems. The performance data collated, including satisfaction surveys and community profile monitoring will form part of regular reporting arrangements to senior management and members.</p> <p>Citizens' Advice Bureau commissioned to assist provides debt counselling and advice.</p>	December 2022	Debbie Wheatley

		<p>to challenge amount of benefit through internal/external review procedures to maximize support.</p> <p>Availability of the Emergency Assistance Scheme in LB Havering delivered with DABD</p>	Applications monitored & awards recorded by Disablement Association of Barking & Dagenham (DABD)	December 2022	Debbie Wheatley
All	✓	The Council Tax Discretionary Policy	<p>The policy is available on the Internet for any claimant struggling to pay their Council Tax.</p> <p>32 applications were received & awarded in 2020/21. The majority</p>	December 2022	Chris Henry

			<p>being from Havering care leavers.</p> <p>The Discretionary Policy is promoted by several internal departments and external organizations who engage with vulnerable residents.</p>		
Disability	✓	<p>International Day of the Disabled Person</p> <p>Ctax Recovery Policy. Individual circumstances taken into account.</p>	<p>This is a practical event planned for International Day of the Disabled Person to engage with and advance the rights and wellbeing of persons with disabilities.</p> <p>The agenda will include public Speakers, open forum discussions and opportunities to develop and contribute local policy.</p>	<p>3 December 2022</p> <p>December 2022</p>	<p>Chris Henry</p>

Age	✓	Referral to Havering Works to assist careers advice & getting back into employment	Positive outcomes recorded by Havering Works	September 2022	Debbie Wheatley
Socio-Economic	✓	Referral to external bodies for income maximization and debt advice eg CAB, Peabody, The Money Advice Service, Stepchange etc		December 2022	Council Tax & Benefit Services, Housing

Add further rows as necessary

* You should include details of any future consultations and any actions to be undertaken to mitigate negative impacts

** Monitoring: You should state how the impact (positive or negative) will be monitored; what outcome measures will be used; the known (or likely) data source for outcome measurements; how regularly it will be monitored; and who will be monitoring it (if this is different from the lead officer).

5. Review

In this section you should identify how frequently the EqHIA will be reviewed; the date for next review; and who will be reviewing it.

Review:

The EIA will be reviewed on an annual basis.

Scheduled date of review: September 2022

Lead Officer conducting the review: Chris Henry

Please submit the completed form via e-mail to EqHIA@haverling.gov.uk thank you.

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Havering
LONDON BOROUGH

London Borough of Havering Summary: Council Tax Support Scheme 2022/23

Introduction

Council Tax Benefit was abolished from 1 April 2013. In its place each local authority was required by Section 9 of the Local Government Finance Act 2012 (the Act) to produce its own scheme to reduce the liability of working age applicants whom it considers to be in financial need.

This document summarises the proposed Council Tax Support Scheme (2022/23 scheme) from 1 April 2022 which the Council has produced in accordance with of Schedule 4 of the Act.

The Council adopted its own local scheme from April 2013 which has due regard to the Department for Communities and Local Government's policy intentions and unequivocally protects pensioners.

Havering's Local Council Tax Support scheme has been interpreted and applied in accordance with the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 which set out what must be included in the scheme.

Summary of Council Tax Support Scheme from April 2022

The 2022/23 scheme will adopt the existing Council Tax Support scheme in place at 31 March 2022 including the following amendments in place since 1 April 2019:

1. The maximum Council Tax Support is 75% of the Council Tax due for working age claimants who are not considered disabled. This means that every working age household that is not considered disabled will continue to pay a minimum charge of 25% towards their council tax bill.
2. The maximum Council Tax Support is 80% of the council tax due for working age claimants who are considered disabled. This means that every working age household that is considered disabled continues to pay a minimum charge of 20% towards their Council Tax Bill

Disabled claimants for the purposes of the scheme are defined as people who have a disability income that entitles them to one of the following premiums: disability, severe disability, enhanced disability, disabled child and/or carer when calculating their benefit.

Havering's Local Council Tax Support Scheme

In this document 'the current scheme' means Havering's existing Council Tax Support scheme which was adopted in January 2013 and then amended with effect from April 2014, 2015 and again with effect from April 2019.

Unless expressly stated otherwise, the provisions outlined below relate solely to working age applicants under the current scheme.

This document summarises the Council's proposed Scheme for eligible working age Council Tax payers to receive council tax support.

The scheme applicable to pensioners is defined in The Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012, Part 3, and Schedules 1 to 6, which is adopted within this scheme.

The procedure for the application and calculation of the 2022/23 scheme is summarised below and is made in accordance with Schedules 7 and 8 of the Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012.

The principles embodying the Local Council Tax Support Scheme include:

- Local authorities will be expected to manage significant reductions in subsidised expenditure.
- Regulations have been set to protect claimants of state pension credit age.
- Local authorities will consult on changes to their schemes with precepting authorities and the public.
- The Council will adopt the final scheme before 31 March 2022 or the default scheme will apply.
- Local authorities should aim to protect vulnerable groups.
- In developing schemes, local authorities should consider incentivising claimants into work.

The Local Council Tax Support Scheme includes the following:

- Introduction and definitions
- Prescribed of persons
- Provisions relating to entitlement under the scheme
- Applicable amounts
- Maximum Council Tax Reduction
- Amount of reduction under the scheme
- Assessment of Income and Capital under the scheme
- Students
- Applications
- Extended reductions
- Period of entitlement and changes of circumstances
- Schedules

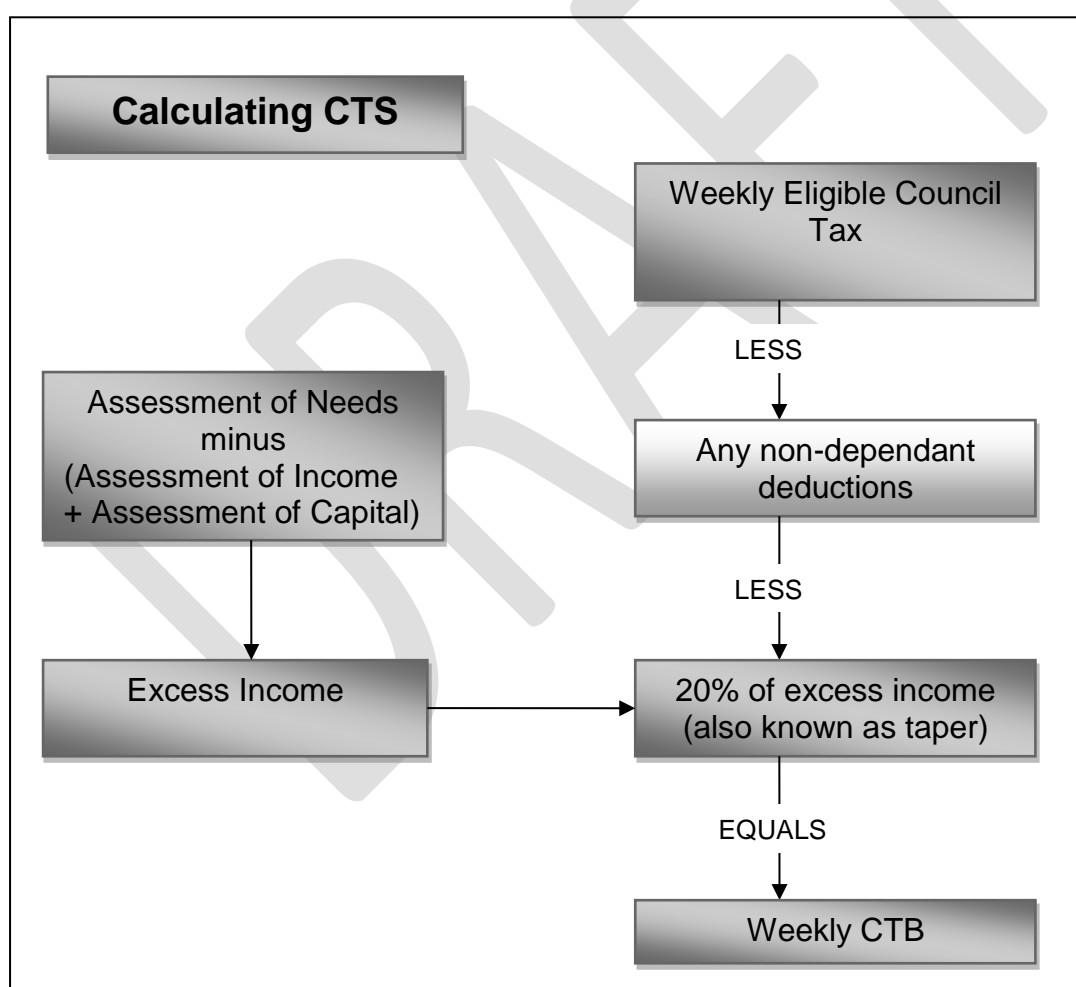
The Council Tax Support Calculation

The starting point for all calculations of Council Tax Support is the claimant's 'maximum benefit'. This is the claimant's weekly eligible Council Tax less any non-dependant deductions that apply.

Income and capital are compared to the claimant's applicable amount. Any income over the applicable amount is known as the Excess Income.

The claimant qualifies for maximum support less 20% of any excess income figure. The 20% reduction to the maximum benefit is known as a taper.

Claimants in receipt of Job Seeker's Allowance, Income Support or Universal Credit have already been assessed by the Department for Work and Pensions (DWP) as having income lower than their applicable amount and so will receive maximum council tax support less any non-dependant deductions.



Non-dependant deductions

A non-dependant deduction is an amount of council tax that is due from the CTS claimant because there is another adult (non-dependant), who is not the claimant's partner, living in the household who receives an income. This reduces the amount of

CTS a claimant will receive which is described in paragraph 30A of the 2022 scheme as follows:

- (1) Subject to the following provisions of this regulation, the non-dependant deductions in respect of a day referred to in regulation 29A (maximum council tax benefit) shall be—
 - (a) in respect of a non-dependant aged 18 or over in remunerative work, $\text{£}20.00 \times \frac{1}{7}$;
 - (b) in respect of a non-dependant aged 18 or over to whom sub-paragraph (a) does not apply, $\text{£}6.00 \times \frac{1}{7}$.
- (2) In the case of a non-dependant aged 18 or over to whom paragraph (1)(a) applies, where it is shown to the appropriate authority that his normal gross weekly income is—
 - (a) Less than $\text{£}217.00$, the deduction to be made under this regulation shall be that specified in paragraph (1) (b);
 - (b) Not less than $\text{£}217.00$ but less than $\text{£}377.00$, the deduction to be made under this regulation shall be $\text{£}9.00$;
 - (c) Not less than $\text{£}377.00$ but less than $\text{£}469.00$, the deduction to be made under this regulation shall be $\text{£}15.00$.

From April 2014 onwards, the eligible weekly council tax used to calculate council tax support shall be no higher than the weekly Council Tax Band D value for a property in Havering.

Paragraph 29A (1) of the CTS scheme 2022/23 provides that:

- (1) Subject to paragraphs (2) to (5), the amount of a person's maximum council tax benefit in respect of a day for which he is liable to pay council tax, shall be 85 per cent of the amount A/B where—
 - (a) A is the amount set by the appropriate authority as the council tax for the relevant financial year in respect of the dwelling in which he is a resident and for which he is liable, subject to any discount which may be appropriate to that dwelling under the 1992 Act; and
 - (b) B is the number of days in that financial year, less any deductions in respect of non-dependants which fall to be made under regulation 58 (non-dependant deductions).
- (2) In calculating a person's maximum council tax benefit any reduction in the amount that person is liable to pay in respect of council tax, which is made in consequence of any enactment in, or made under, the 1992 Act, shall be taken into account.
- (3) The level of any Council Tax Support awarded shall be restricted to the level of band D
- (4) Subject to paragraph (5), where a claimant is jointly and severally liable for council tax in respect of a dwelling in which he is resident with one or more other persons but excepting any person so residing with the claimant who is a student to whom regulation 45(2) (students who are excluded from entitlement to council tax benefit) applies, in determining the maximum council tax benefit in his case in

accordance with paragraph (1), the amount A shall be divided by the number of persons who are jointly and severally liable for that tax.

- (5) Where a claimant is jointly and severally liable for council tax in respect of a dwelling with only his partner, paragraph (4) shall not apply in his case.

From April 2019 onwards, Maximum Council Tax Support for working age claimants is 25% (previously 15%). The exception is working age claimants classified as disabled for the purposes of the CTS scheme where maximum council tax support is reduced by 20% (previously 15%).

This means that working age households (not disabled) continue to pay a minimum charge of 25% of their Council Tax Bill and working age disabled households continue to pay a minimum charge of 20% of their Council Tax bill.

Paragraph 29A of the CTS scheme 2022/23 provides that:

(1) Subject to sub-paragraphs (2) to (5), for persons in classes D to E in this scheme a person's maximum council tax reduction amount in respect of a day is 75 per cent for working age (not disabled) & 80% for working age (disabled) of the amount A/B where—

(a) A is the amount set by the authority as the council tax for the relevant financial year in respect of the dwelling in which he is a resident and for which he is liable, subject to any discount which may be appropriate to that dwelling under the 1992 Act; and

(b) B is the number of days in that financial year, less any deductions in respect of non-dependants which fall to be made under paragraph 30A (non-dependant deductions: persons who are not pensioners) and any award restricted to the level of Band D

From April 2015 onwards, the amount of savings and investments people are allowed to have and still be entitled to claim CTS was reduced from £16,000 to £6,000.

The CTS scheme 2013/14 and 2014/15 did not accept claims from applicants who have savings and investments of more than £16,000. These individual were not entitled to any CTS.

From April 2015, applicants who have more than £6,000 in savings or investments are not eligible to claim and therefore have no entitlement to CTS.

Paragraph 23 of the CTS scheme 2022/23 states that:

(1) The class of person described in this paragraph consists of -

(a) Persons in class A and B whose capital exceeds £16,000

(b) Persons in class D and E whose capital exceeds £6,000.

From April 2015 onwards, Second Adult Rebate was abolished.

Second Adult Rebate supported working age council tax payers whose income was too high in their own right for Council Tax Support but who had other adults living in the household whose income was low.

Applications for Council Tax Support

This part applies to both pension-age and working-age applicants

The following procedure has been set in accordance with the Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012, referred to as 'the Regulations' below.

Entitlement to CTS is dependent on an application being made in the following way:

An application may be made:

- (a) In writing
- (b) By means of an electronic communication or
- (c) By telephone following publication by the Council of a number for this purpose.

The form provided by the Council for this purpose must be properly completed, and the Council may require the applicant to complete the form in the proper manner, and may further require that further information and evidence is provided by the applicant.

An application will be made defective if the applicant does not provide all of the information the Council requires.

Applications made by telephone will only be accepted if the applicant provides a written statement of their circumstances in the format required by the Council.

The Council will allow a certain length of time for applicants to correct any defects in their application.

The Regulations provide for which classes of people are eligible to make application for Council Tax Support.

Evidence and information

Any person who makes an application or any person to whom a reduction under the CTS scheme 2022/23 has been awarded shall furnish such certificates, documents, information and evidence in connection with the application or award, or question arising out of it as may reasonably be required by the Council in order to determine the person's entitlement. Where the Council requests information it shall inform the applicant or person of their duty to notify the Council of any change of circumstances and shall indicate the kind of changes of circumstances which are to be notified.

Matters related to the electronic communication of information, proof of delivery and content of information will be determined in accordance with Part 4 of Schedule 7 of the Regulations.

Where the person is a pensioner paragraph 7(4) (5) (6) and (7) of Schedule 8 of the Regulations apply which specify matters relevant to evidence and information related to pensioners.

Amendment and withdrawal of applications

Any person who has made an application may amend it at any time before a decision had been made by serving a notice in writing to the Council in accordance with paragraph 8 of Schedule 8 of the Regulations.

Decisions by the Council

The Council will make a decision in respect of any application for a reduction under this scheme in accordance with the criteria set out within the CTS scheme 2022 rules.

The decision will be made within 14 days or as soon as reasonably practicable of the Council receiving at its designated office the properly completed application or the information requested to complete it or the evidence required. The date upon which the Council is deemed to have received the properly completed application shall be determined in accordance with paragraphs 6 of Schedule 1, paragraph 7 and Part 1 of Schedule 7 of the Regulations being satisfied, or as soon as reasonably practicable thereafter.

The Council will notify the applicant or any person affected by its decision under the scheme in writing forthwith, or as soon as reasonably practicable.

Any person affected to whom the Council sends or delivers a notification of a decision to may, within one month of the notification of the decision, request in writing from the Council a statement setting out the reasons for its decision on any matter set out in the notice.

Following receipt of a request for a written statement the Council will provide this within 14 days or as soon as reasonably practicable thereafter.

Where an award or payment of reduction is made the time and manner of granting the reduction under the scheme will be in accordance with Part 5 of Schedule 8 of the Regulations.

Change of circumstances

For persons who are not pensioners the date on which changes of circumstances are to take effect will be determined in accordance with paragraph 4 of Part 2 of Schedule 8 of the Regulations.

Procedure for making an appeal

Any applicant who is not in agreement with the decision of the Council taken under this scheme may service a notice in writing on the Council setting out their reasons and grounds upon which they believe the Council has made the wrong decision.

Following receipt of an appeal in writing the Council will:

- (1) Consider the appeal
- (2) Notify the applicant in writing of the following:
 - (i) Any decision not to uphold the appeal and the reasons for that; or
 - (ii) That steps are being taken to proceed with the appeal and set out what steps.

Where an applicant remains dissatisfied following receipt of any written notice sent by the Council in response to their appeal, they may within two months of the service of that notice, appeal to the valuation tribunal.

Applications for further discretionary reductions

Under Section 13A(1)(c) of the Local Government Finance Act 1992 and The Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012, the Authority will consider applications for a further reduction in Council Tax.

There will be financial implications in that the cost of any reduction will be a direct cost to the Council. The cost of any discretionary reduction will, therefore, have to be met by the rest of the council taxpayers.

Applications must be made in writing or by prescribed electronic communications.

The Council will, in making decisions for further discretionary reductions, have due regard to its duties under The Child Poverty Act 2010, The Housing Act 1996, and The Equality Act 2010.

The Council will review all relevant matters when deciding whether to award a reduction including, but not limited to:

- The circumstances of any other person with whom the applicant is jointly and severally liable for Council Tax.
- The overall financial situation of the applicant and the applicant's family.
- The effect the council believes making an award will have on the applicant and any members of the applicant's family.
- Protecting the public purse and maintaining financial budgets.

A person who applies for a discretionary reduction may request that the Council review its decision. Any such request must be made in writing and be received within one month of the date the notification of the decision.

If practicable, another more senior officer, will reconsider the decision in light of all available evidence and, if appropriate amend it. Any change may lead to either a reduction or an increase in any award.

A further right of review will be available against the decision as reviewed which will be considered by a manager but only against the legality of the decision and not the actual outcome.

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03/02/2022

LONDON BOROUGH OF HAVERING - PROVISIONAL COUNCIL TAX STATEMENT - 2022/23 BUDGET

2021/22			2022/23	
£			£	
170,203,101		HAVERING'S EXPENDITURE	174,946,477	
1,000,000		Committee expenditure	1,000,000	Final
		General Contingency		
171,203,101		HAVERING'S OWN EXPENDITURE	175,946,477	
		LEVIES		
11,524,000	Final	East London Waste Authority	18,015,000	Final
195,131	Final	Environmental Agency (Thames)	195,728	Provisional
22,609	Final	Environmental Agency (Anglian Eastern)	22,806	Provisional
212,413	Final	Lee Valley Regional Park	212,413	Estimate
301,345	Final	London Pension Fund	301,345	Estimate
12,255,498		SUB TOTAL - LEVIES	18,747,292	
(14,902,118)	Final	Unringfenced Grants	(21,783,639)	Provisional
168,556,481		SUB TOTAL - TOTAL EXPENDITURE	172,910,130	
		EXTERNAL FINANCE		
(9,944,857)	Final	Business Rate Baseline (Top-Up)/Tariff	(9,944,858)	Provisional
(1,405,808)	Final	Revenue Support Grant	(1,453,826)	Provisional
(23,952,890)	Final	Retained Business Rates	(20,862,317)	Final
(35,303,555)		SUB TOTAL - EXTERNAL FINANCE	(32,261,001)	
815,089		Final Council Tax (Surplus) / Deficit	(737,919)	Final
912,008		Final Business Rates (Surplus) / Deficit	912,008	Final
134,980,023		HAVERING'S PRECEPT ON THE COLLECTION FUND	140,823,218	

THE COLLECTION FUND

2021/22		Expenditure	2022/23	
£	£ p		£	£ p
119,500,436	1,354.22	Precepts:	123,774,757	1,384.66
15,479,587	175.42	London Borough of Havering	17,048,461	190.72
		Adults Social Care		
134,980,023	1,529.64	London Borough of Havering Total	140,823,218	1,575.38
32,090,449	363.66	Greater London Authority (based on Mayor's Budget) from NNDR1	35,361,790	395.59
23,952,890	271.44	London Borough of Havering Retained Business Rates	20,862,317	233.39
29,541,897	334.78	Greater London Authority - Retained Business Rates	25,730,191	287.84
262,023	2.97	Cost of NNDR collection	261,203	2.92
220,827,282	2,502.49	Total Expenditure	223,038,719	2,495.12
		Total Income		
		National Non-Domestic Rate		
(53,756,810)	(609.19)	NNDR receivable	(46,853,711)	(524.15)
167,070,472	1,893.30	COUNCIL TAX per Band D property	176,185,008	1,970.97
		Council Tax percentage increase		4.10 %

COUNCIL TAXES PER PROPERTY BAND

2021/2022 Council Tax base	88,243	2021/22		2022/23		Increase
		£ p		£ p	Valuation as at 1/4/91	£ p
2022/2023 Council Tax base	89,390	1,262.20	Band A	1,313.98	under £40,000	51.78
		1,472.57	Band B	1,532.98	£40,001 - £52,000	60.41
		1,682.93	Band C	1,751.98	£52,001 - £68,000	69.05
		1,893.30	Band D	1,970.97	£68,001 - £88,000	77.67
		2,314.03	Band E	2,408.96	£88,001 - £120,000	94.93
		2,734.77	Band F	2,846.96	£120,001 - £160,000	112.19
		3,155.50	Band G	3,284.95	£160,001 - £320,000	129.45
		3,786.60	Band H	3,941.94	over £320,000	155.34

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CABINET

16 February 2022

Subject Heading:

HRA Business Plan update, Budget 2022/23 & Capital Programme 2022/23–2026/27

Cabinet Member

Councillor Joshua Chapman – Lead Member for Housing

SLT Lead:

Patrick Odling-Smee, Director of Housing

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Policy context:

This report presents the HRA Budget recommendations for agreement by Cabinet and recommendations on to Council for consideration and approval.

Financial summary:

The Council is required to set an annual HRA Revenue Budget for 2022/23. This report includes recommendations to agree the HRA revenue spend budget, the rents and other charges, the HRA Major Works Capital Programme, detailed in Appendix 1a and the Business Plan projections as outlined in Appendix 2a and 2b.

Is this a Key Decision?

Yes

Is this a Strategic Decision?

Yes

When should this matter be reviewed?

September 2022

Reviewing OSC

Towns and Communities

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

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

SUMMARY

This report sets a budget for the Council's Housing Revenue Account (HRA) and HRA Major Works and Capital Programme. Cabinet approved the Housing Asset Management Plan 2021-2051 in October 2021 and the budgets and projections of expenditure required to maintain the stock to a good standard have been used in the preparation of the capital programme in this report. A summary is provided of the HRA Business Plan 2022-52.

The HRA is a ring-fenced account that is used to manage and maintain the Council's own housing stock. The proposed budget will enable the Council to manage and maintain the housing to a good standard and provide funding for a significant acquisition, new build and estate regeneration programme. It further sets rents, service charges and other charges for Council tenants and leaseholders for the year 2022/23.

As part of the new regulatory framework for local government housing services, councils are now subject to the Regulator of Social Housing's (RSH) Rent Standard. This has ended the annual 1% reduction and re-established the CPI + 1% increase.

In order to change any HRA rent liability, the local authority must notify tenants and give 28 days' notice of any change after the authority has made a properly constituted decision of that change. This means that, following a Cabinet decision on rent levels to be charged in any year, the local authority must write to all tenants to advise them of the new rent liability for the following 12 months.

Should the Cabinet adopt the recommendations, a notification will be sent to tenants in the first week of March 2021, to make the new charge effective from the first week of April 2021.

RECOMMENDATIONS

That Cabinet:

- 1 Approve the Housing Revenue Account Budget as detailed in paragraph 3.4.
- 2 Agree that the rents chargeable for tenants in general needs Council properties owned by the London Borough of Havering be increased by 4.1% from the week commencing 5th April 2022.
- 3 Agree that the rents chargeable for tenants in supported housing Council properties, such as sheltered housing and hostels, owned by the London Borough of Havering, are increased by 4.1% from the week commencing 4th April 2022.

- 4 Agree the four rent-free weeks for 2021/22 are: week commencing 22nd August 2022, the two weeks commencing 19th and 26th December 2022, and the week commencing 27th March 2022.
- 5 Agree that service charges and heating and hot water charges for 2022/23 are as detailed in paragraph 2.10 of this report.
- 6 Agree that charges for Houses in Multiple Occupation (HMO) leased and managed by the Council (General Fund) are set at the LHA applicable on the 4th April 2022.
- 7 Agree that charges for garages should be increased by 4.1% in 2022/23 as detailed in paragraph 2.7 of this report.
- 8 Agree that the service charge for the provision of intensive housing management support in sheltered housing for 2022/23 shall be as detailed in paragraph 2.17 of this report.
- 9 Agree the Supported Housing Charge for HRA Hostels as detailed in paragraph 2.22
- 10 Agree that the Careline and Telecare support charge should be increased by 4.1% for 2022/23 as detailed in paragraph 2.19 of this report.
- 11 Approve the HRA Major Works Capital Programme, detailed in Appendix 1a of this report and refer it to full Council for final ratification.
- 12 Approve the HRA Capital expenditure and financing for the 12 Sites Joint Venture and other acquisition and regeneration opportunities detailed in section 4 and Appendix 1b of this report and refer it to full Council for final ratification.

REPORT DETAIL

1. BACKGROUND

- 1.1 This report sets out what HRA income the Council has available to spend on housing, the current HRA financial position and the proposed spending plans for 2021/22.
- 1.2 The regulation of social housing has changed as a result of the Grenfell Tower disaster and the Housing Green Paper of 2019. The Government has instructed the Regulator of Social Housing to take a more proactive role in the implementation of the standards and quality of management of council housing. The Housing White Paper has set out a “Charter for Social Housing Residents” that aims to improve the way that residents engage with their landlords. The Government has also implemented a new rent standard for all social housing and issued guidance to local authorities on the implementation of this standard.

- 1.3 The Council recognises that there is a need for good quality affordable homes, especially for vulnerable residents such as the elderly, those on low income and first-time buyers, and has set out its ambition to meet these needs by using resources generated through the Housing Revenue Account Business Plan. The formula for setting social rent should enable registered providers, including councils, to set rents at a level that allows them to meet their obligations to their tenants, maintain their stock, to at least Decent Homes Standard, and continue to function as financially viable organisations.
- 1.4 However, there are many influences on the resources available to the HRA. These are all identified and quantified within the HRA Business Plan (HRA BP). The Business Plan is composed of various income and expenditure lines. Some of the lines are under the complete control of the Council, whilst some are affected by market conditions, government policy and legislation.
- 1.5 The lines in the business plan that have a direct impact on the income into the HRA BP include:
- Rent policy regarding supported housing rents.
 - Service charge recovery.
- 1.6 The elements which affect the levels of expenditure in the HRA BP include:
- Planned maintenance to existing stock.
 - Responsive repairs costs to existing stock.
 - Delivery of new build homes.
 - Staffing costs.
 - Financing costs of the borrowing in the HRA and interest rates.
 - Losses from bad debts, voids etc.
- 1.7 The Government has published the Building Safety Bill that is currently being considered in Parliament. The key elements of the Bill that will impact on the HRA are:
- Building Safety and maintaining homes:
 - A strengthened role of the existing Regulator of Social Housing (RSH) in consumer regulation and safety with links to the new Building Safety Regulator.
 - Social landlords must identify a nominated person responsible for Health & Safety
 - Requirement to have data relating to the construction and maintenance of buildings.
- 1.8 A separate report was presented to Cabinet in January 2022 setting out in detail the implications of the Bill and the actions that the council, as a landlord, will be required to take to prepare for its implementation.

2. INCOME

2.1 Rents

- 2.2 The previous Government required Councils to reduce rents by 1% against July 2015 levels for four years. This reduced the rental income available to the HRA over the four years of the reduction by just under £8m. This significantly reduced the income in the business plan model by £68m over 10 years and this loss can never

be recovered. Since 2020/21 however, the HRA has reverted to the original rent setting formula of up to CPI +1% for 5 years. This provides certainty for rents in council housing up to 2025. CPI for September 2021 was 3.1% so the rent increase for 2021/22 will be 4.1%. The council does have discretion to set a lower rent however, given the increase comes after 4 years of rent cuts, it is recommended to implement the maximum increase allowed. The analysis of the Business Plan in Section 7 demonstrates that given the inflationary impact on building and maintenance costs, and the likely salaries increases, the proposed rent increase only just keeps the HRA in balance within the performance measures.

- 2.3 Following the implementation of Universal Credit a new social housing rents cap at LHA levels was introduced in 2019/20 to replace “limit rents”. In Havering, given the historically low level of council rents, the LHA levels for each bedroom size is above the proposed levels of the 2022/23 social rents and so there is no impact on the HRA BP. Future announcements on LHA levels may have a future impact and this will be kept under review and reported annually as part of the rent setting report.
- 2.4 The 2022/23 average weekly rent, applying the 4.1% increase to all General Needs properties and Sheltered Housing units is £104.88. Individually, the average weekly rent for the general needs properties is £105.83 and £90.07 for the sheltered housing.
- 2.5 The rent charged to hostel residents will be increased in line with new general needs rents for 2022/3 – 4.1%.
- 2.6 **Garages**
- 2.7 It is proposed to increase the level of charges for garages in 2021/22 by 4.1%. There are currently a range of charges for garages within the high, medium and low demand bands. Over one third of our garages have low rates of occupancy. This is due to a combination of poor condition and low marketability. There is significant investment needed to bring the buildings and sites up to a good standard that will enable better utilisation of these assets and increase revenue whilst at the same time improving the amenities for residents. The increased charges will enable revenue to be raised to carry out a number of much needed improvements and support a review of the garages and parking arrangements. This issue is one of our tenants’ key priorities. The increase means that the average charge for a high-demand garage will be £16.21 per week (£15.57 in 2021/22), £15.10 per week (£14.51 in 2021/22), for a medium demand garage and £11.75 per week (£11.29 in 2022/22) for a low-demand garage.
- 2.8 **Service charges**
- 2.9 The Council is required to only recover the costs of providing a service. We also ensure that the services tenants and leaseholders receive deliver value for money. There will continue to be a regular programme of reviews of services to make sure we deliver value to tenants and leaseholders.
- 2.10 The basis for calculation of service charges, to ensure full recovery of the cost of the service, is accepted practice where landlords are able to fully justify the cost base and calculation method and conforms to our legal requirements. It also maintains equality of charging between leaseholders and tenants. On that basis, the

service charges and heating and hot water charges for 2022/23 are detailed in the following table with a comparison with the costs for the current year.

Service Charges	2021/22 Weekly charge (£)	2022/23 Weekly charge (£)
Caretaking	3.85	3.92
Internal Block Cleaning	3.80	4.25
Bulk Refuse Collection	0.96	0.80
CCTV - Static Service	1.70	1.70
Housing Enforcement Services	1.18	1.44
Door Entry	0.32	0.34
Grounds Maintenance	4.64	4.88
TV access	1.86	1.88
Heating	5.74	6.31
Heating and Hot Water	9.28	10.21
Communal electricity	1.36	1.53

2.11 Caretaking, Internal Block Cleaning & Bulk Refuse Collection

- 3 The reorganisation of this service has led to a 3% reduction in the overall costs for this trio of cleaning services directly provided by the Estate Service Team.

3.8 Enforcement Services

- 3.9 Housing service has a service level agreement (SLA) with the Enforcement Service, which is subject to an annual review and ensures that housing residents receive an enhanced service and good value for money. The proposed increase of 22% allows for the addition of an Anti-Social Behaviour Casework Service (ASB) to be included on the Enforcement Service SLA. This increase enables the council to achieve full cost recovery of service delivery cost.

3.10 Communal Electricity & Heating Charges

- 3.11 It is estimated that the average weekly charge for communal electricity for tenants will be £1.53 per week, a 12.5% increase from 2021/22. This is due to the increased costs of electricity. The communal electricity charge is full recoverable through Housing Benefit and Universal Credit.
- 3.12 LBH is part of a consortium of 25 local authorities which enables the council to continue to deliver considerable efficiencies and cost savings for our residents in the current volatile market conditions.
- 3.13 2021 has seen the most unprecedented wholesale gas and power price movement ever witnessed, rising some 250% during the year and an exceptional 70% from August alone. The soaring increase in the cost of wholesale gas has put pressure

on energy companies resulting in a number of wholesale energy suppliers ceasing to trade and being forced into administration.

- 3.14 The long-term hedging and procurement strategies adopted by the consortium has enabled this council to continue to deliver considerable efficiencies and cost savings for our residents in the current volatile market conditions. Therefore, the council is paying considerably less, on average 30% less, than domestic customers.
- 3.15 The council has maintained the cost of gas and communal electricity charged to residents in 2021/22, however an increase in the energy price cap in October 2021 and the proposed increase in April 2022 will see resident's heating and hot water bills increase by 20%. This still represents a significant saving for our residents given that energy prices are expected to increase by 40-50% by the spring of 2022. However, given the concern on the standard of living due to this and other inflationary increases this report is recommending capping the increase for heating and hot water charges to 10%.
- 3.16 The table below shows the cost of the proposed council 2022 charges compared to the latest government data. This demonstrated that council tenants will be paying less for heating and hot water in 2022 than comparable bills in the private sector in 2021, ahead of the expected hike in fuel prices in 2022.

	WEEKLY	PER MONTH	DIFFERENCE	DIFFERENCE %
LBH Gas - Heating & Hot Water 2022	£11.14	£44.56		
UK Average Gas 2021	£11.98	£47.93	£3.37	+8%
LBH Gas - Heating Only 2022	£6.89	£27.56	£20.37	-74%

3.17 Sheltered Intensive Housing Management Charge

- 3.18 The sheltered housing service directly supports residents in schemes and in their homes. The service charges reflect the full cost of providing this service. Charges in relation to Sheltered Intensive Housing Management service will increase from £13.80 to £16.68.

Service Charges	2021/22 Weekly charge (£)	2022/23 weekly charge (£)
Sheltered Cleaning	10.48	11.28
Sheltered Intensive Housing Management	13.80	16.68

3.19 Service charges – Careline and Telecare support

- 3.20 It is proposed that the Careline and Telecare service charges will be increased by 4.1% for 2022/23 as detailed below:

Service	2021/2022 Weekly charge (52 Wks) (£)	2022/2023 Weekly charge (52 Wks) (£)
Careline – sheltered tenants	5.08	5.29
Careline – community users	5.43	5.65

Service	2021/2022 Weekly charge (52Wks) (£)	2022/23 Weekly charge (52 Wks) (£)
Telecare – base unit plus two sensors	7.88	8.20
Additional Telecare sensor	1.30	1.35

- 3.21 These charges compare favourably with other boroughs who provide a comparable service as shown in the table below.

Borough	Careline Charge (£)
Croydon	13.70
Islington	9.20
Portsmouth	10.00

3.22 **Hostels in the HRA**

- 3.23 There are two hostels in the housing revenue account. Following a review of service charges, we have moved to ensure that the charges meet the full recovery of costs. The service provides security and facilities across 24-hour coverage.

Additional Hostel Support

Service	2021/22 Weekly charge (£)	Full cost recovery 2022/23 Weekly charge (£)
Hostels - Additional Staffing Support (ASS)	24.90	31.13
Hostels – Service Charges (HSC)	51.70	60.77

3. THE HRA BUDGET 2022/23

- 3.1 The major expenditure from the HRA Business Plan is the investment in existing stock or the capital programme. The level of expenditure is controlled by each local authority and is dependent on the investment levels in the Asset Management Strategy (AMS). During 2020/21, the council carried out a new stock condition

survey, the results of which have informed investment decisions in the new Asset Management Strategy.

- 3.2 As detailed in the AMS, this level of expenditure allows decent homes levels to be maintained and all health and safety requirements to be met. In order to meet the decent homes target, planned expenditure on new kitchens, bathrooms and electrical systems remain at previous levels.
- 3.3 As the main level of income to the HRA BP comes from rents, it is imperative that the number of rental properties is maximised. The current HRA BP expects to lose 65 properties per year through RTB and other stock due to regeneration. This reduces rental income by around £0.179m per year, assuming a full year loss of income per property. Rent loss will also be incurred from the loss of properties through the regeneration programme. These losses have been factored into the business plan income projections.

3.4 Proposed HRA Budget 2022/23

	2021-22 Final Budget	2022-23 Final Budget	Variance
Income and Expenditure		£	£
Income			
Dwelling rents	(46,480,130)	(49,025,150)	(2,545,020)
Garages	(332,080)	(369,600)	(37,520)
Charges for services and facilities - Tenants	(6,140,200)	(6,546,900)	(406,700)
Charges for services and facilities - Leaseholders	(1,597,960)	(1,744,570)	(146,610)
Shared ownership	(267,670)	(278,640)	(10,970)
Other	(1,088,560)	(733,060)	355,500
Total Income	(55,906,600)	(58,697,920)	(2,791,320)
Expenditure			
Repairs and maintenance	8,149,740	10,864,490	2,714,750
Supervision and management plus recharges	25,244,710	26,859,400	1,614,690
Depreciation and impairment	16,590,400	16,590,400	0
Debt management costs	47,820	47,820	0
Bad debt	665,080	665,080	0
Total Expenditure	50,697,750	55,027,190	4,329,440
Net cost of HRA services	(5,208,850)	(3,670,730)	1,538,120
Interest payable and similar charges	7,756,350	9,700,850	1,944,500
Interest and investment income	(35,640)	(35,640)	0
Surplus or deficit for the year on HRA services	2,511,860	5,994,480	3,482,620
Statement on movement of HRA balances			
Surplus or deficit for the year on HRA services	2,511,860	5,994,480	3,482,620
Capital expenditure funded by the HRA	8,000,000	4,270,110	(3,729,890)
Reversal of impairment charge	(7,110,110)	(7,110,110)	0
Net (income)/Expenditure	3,401,750	3,154,480	(247,270)
HRA balance brought forward		(17,028,520)	
Net (income)/Expenditure		3,154,480	
HRA balance carried forward	(17,028,520)	(13,874,040)	

3.5 Depreciation & Impairment

- 3.6 Depreciation is the decline in the value of assets over time due to wear and tear. The Housing Revenue Account receives an annual charge, but an adjustment is also made for the same amount to the Major Repairs Reserve. This can be used to fund capital expenditure, or to pay off debt.
- 3.7 Impairments are reductions/increases in the book value of capital assets, compared with their market value. In accounting for these annual entries, the Housing Revenue Account is allowed to reverse these amounts out to the Capital Adjustment Account, removing the impact on the HRA. The impairment is only realised if the asset is sold.

4. Capital programme

4.1 12 Sites Joint Venture Funding

- 4.2 The remaining provisions for expenditure below relate to the 12 sites joint venture proposals. A report on the revised Havering and Wates Regeneration Joint Venture (HWR JVLLP) Business Plan and Budget 2022/2023, is to be presented to Cabinet on 16th February 2022. One of the provisional recommendations on this report is:

That Cabinet agree:

Agree and endorse the inclusion of a budget of £106.5m equity for the scheme together with a budget of £70.3m for potential land acquisition/CPO costs within the proposed HRA capital programme that will be considered by Cabinet in February 2021 in the annual rent setting and Capital Strategy and Programme report, and this is recommended to Council for final approval in February 2021

- 4.3 The gross capital requirement for the scheme is £560.8 million to deliver 1,562 units of affordable housing. HRA Borrowing for the scheme is set to peak at £247.5 million. At scheme completion, scheme borrowing is projected to fall to £206.3 million.
- 4.4 The following summarises the potential key changes that have been incorporated into the latest refresh of the HWR JVLLP Business Plan and Opportunity Site Assessments.
- 4.5 A detailed review of the Phase 1 development budget on Waterloo & Queen Street. The Phase would deliver 370 new homes, with construction scheduled to commence in Q3 2022.
- 4.6 The periodic review of site assembly commitments, taking account of the latest information linked to Waterloo & Queen Street, acquisition of family housing linked to the Solar Serena Sunrise estate and the WP234 sites.

4.7 Farnham Hildene – Council Direct Delivery

- 4.8 The regeneration of Farnham and Hildene, is to be progressed under a Council led option. A HRA capital budget of £176.9 million was approved to progress the scheme. HRA Borrowing for the scheme is set to peak at £55.6 million, before falling to £51.8 million at completion.

4.9 Bridge Close – Council Direct Delivery

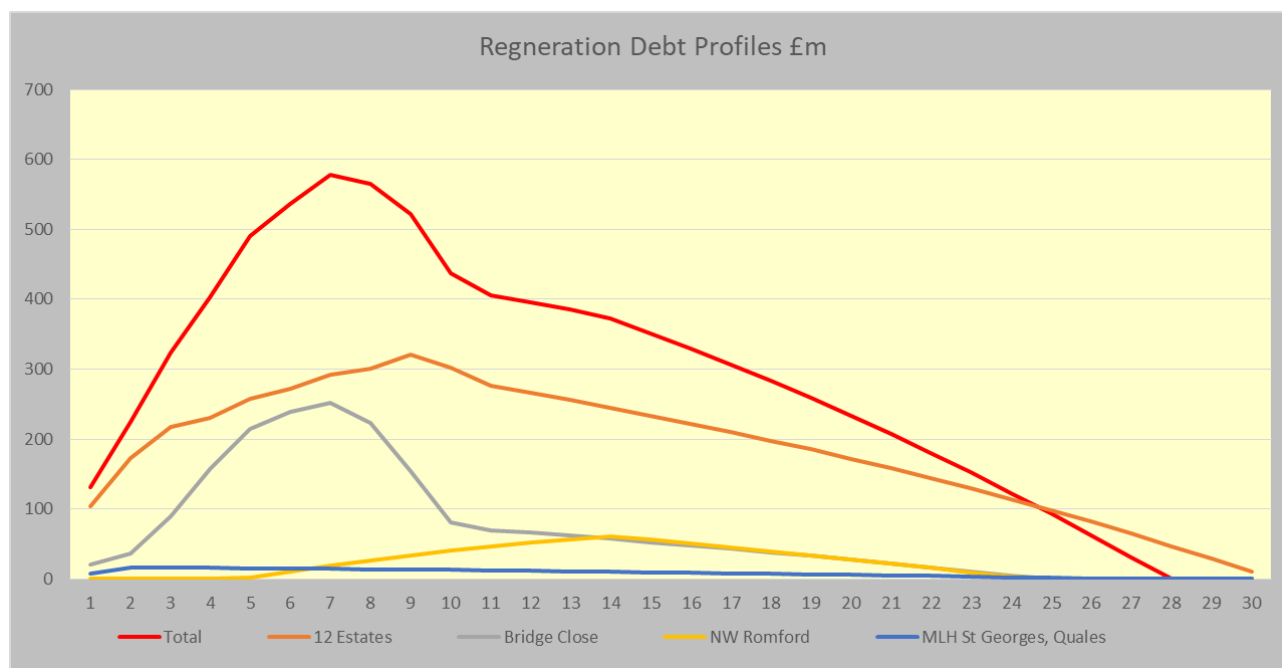
- 4.10 Cabinet approved the provision of a gross HRA capital budget of £462.9 million to progress the scheme, to fund site assembly and construction activities.
- 4.11 HRA Borrowing for the scheme is set to peak at £211.3 million. At scheme completion, scheme borrowing is projected to fall to £70.4 million.
- 4.12 The proposed budget incorporates the outputs from the latest refresh of the Bridge Close Business Plan. The key changes incorporated the latest review of the cost and review assumptions provided by the Council's external advisors, and an update to the scheme tenure assumptions.
- 4.13 Next Phase Development. It is proposed that the HRA will purchase the shared ownership and social rent properties in later years. This will be subject to review of the HRA Business Plan and any necessary approvals by Cabinet and/or Council of the revised Housing Capital Programme. A provisional sum of £152m has been reflected in the business plan in anticipation of progression of such schemes.

4.14 St Georges and Quarles

- 4.15 Cabinet approved the acquisition of land and properties on the St Georges Hospital site. The development would provide 36 units of affordable housing (14 affordable rent, 22 shared ownership). A gross HRA capital budget of £9.9 million has been set aside, including fees and Stamp Duty Land Tax. The gross budget will be funded by a combination of initial disposal receipts, GLA grant, and HRA borrowing.
- 4.16 A further £13.0 million, including SDLT has been set aside to progress the acquisition of 34 units of affordable housing on the Quarles development. The scheme will be led by Mercury Land Holdings and is incorporated in its current Business Plan. The gross budget will be funded by a combination of initial disposal receipts, RTB receipts, GLA grant, and HRA borrowing.

Scheme Name	Years of deliver	No. of units	Total HRA (peak) borrowing requirements
Napier New Plymouth	2022-2023	197	£33m
Solar Serena Sunrise	2021-2023	134	£30m
Waterloo Estate	2022-2030	568	£100M
WP234 Sites	2022-2031	663	£130M
Council Buy-back scheme including regen	2020-2030		£43M
Farnham & Hildene	2022-2331	685	£56M
Family Welcome Centre	2022-2024		£15m
Bridge Close	2020-2028	535	£211M
St Georges Hospital Quarles	2020- 2024	87	£28M

- 4.17 The graph below shows specifically the financial impact of the various schemes to the HRA, if long-term borrowing is assumed at 2%.



5.0 Major Works Budget – HRA 2021/22 – 2025/26 major works resources and proposed spend.

- 5.1 Appendix 1a sets out proposed the investment needs for the stock over the next 30 years as agreed by Cabinet in the Housing Asset Management Strategy in October 2021. In principle, the investment in existing stock should be funded through revenue contributions to capital rather than borrowing as the investment maintains the value of the asset rather than creating an asset.
- 5.2 This 30-year plan has been updated to reflect the new Housing Asset Management strategy which will include our continued approach to Decent Homes and the impending Decent Homes 2, our continued programme of environmental improvement across our estates, the continued focus on building safety and compliance programmes plus our commitment to decarbonising our housing assets by 2040.
- 5.3 The table shows spend broken down by some core themes including our statutory requirements in maintaining the Decent Homes standard for both internal elements (kitchens, bathrooms, heating etc.) and external elements (roofs, wall finished, and windows and doors), this level of spend will maintain our near 100 decent home compliance position.
- 5.4 Total expenditure in the stock over the 30-year plan period is £645m and this includes £18m for fire related works and £72m to reduce the carbon emissions from the stock, although significant further work is continuing to determine the scope, extent and types of works are required in these areas.

- 5.5 We have included monies for the refurbishment of our garage sites, which will help address void issues and bring sites back into use. These monies will be used to improve the access where possible, refurbish the hard standings and improve lighting and security where possible.
- 5.6 We acknowledge that our housing stock does not always match the demand profile of our residents, especially in regard to larger family properties. As part of the Asset Management Strategy, we will develop approaches to how we can better match the need through active asset management and have therefore included monies to undertake extensions, infills, rooftop development or loft conversions where feasible.
- 5.7 We have also included monies to support the refurbishment of properties to support residents moving from regeneration sites, this will support the enabling approach of the 12 sites programme.
- 5.8 Also included are the ongoing projects such as the estate improvement works and Hitchin Close balconies project and a number of replacement lifts across the estate. including the addition of a number of lifts to sheltered properties, both improving accessibility for residents and improving desirability to support lettings.
- 5.9 Budgets have been included for the provision of additional cyclical programmes of work, including gutter and drain clearance and replacement and cyclical decorating programmes. These programmes will allow us to proactively manage our stock and move from a predominantly responsive service to a more planned approach, which will improve the service for our customers, and provide better long-term value for money.
- 5.10 The addition of pro-active cyclical programmes will also ensure we minimise legal disrepair claims, reduce the cost of both managing the claims and any compensation and helping to reduce some of the inherent issues which arise when these programmes are stopped, such as leaks from guttering and damp issue. This in turn will help to reduce complaints from our customers.

6.0 Repairs, Maintenance and Compliance Budgets

- 6.1 We have undertaken a comprehensive review of our repairs, voids, maintenance and compliance budgets to ensure they adequately reflect current and future needs. This shows an increase in budget requirement from previous years, the growth being a reflection of changing requirements, under budgeting in previous years and programmes moving from capital to revenue.
- 6.2 We have included sufficient monies to continue to address our compliance regimes, both to support our current approaches and to address the future requirements flowing from the Fire Safety Act 2020, and the Building Safety Bill and Regulatory Reform (Fire Safety) Order, including the likely need for a bi-annual check of all fire doors and improved building safety information.
- 6.3 We have also included specific budgets for other compliance areas, over and above the core six areas which will help ensure we meet all of our statutory duties as a landlord and comply with the Regulator of Social Housing consumer standards. Included is the budget required for a full asbestos survey of our domestic properties

which will help us with improved risk management of homes. Additionally, monies are allocated to provide third party assurance on compliance going forward.

- 6.4 The ongoing requirement for risk assessments, principally around fire and legionella has been included in our revenue budgets, previously these had been capitalised as they drove the initial capital works programmes to bring our properties up to the relevant requirements, going forward the required resurveys should only identify day-to-day repair issues.
- 6.5 We have completed the tendering exercise for the new repairs, maintenance and voids contract, which should start in April 2022. The Tender prices and the new delivery model are reflected in the revised budgets.
- 6.6 The build-up of repairs and maintenance costs is comparable to costs of other organisation as provided by Savills and does include reasonable contingencies to reflect market uncertainties and potential legislation changes in the future.

7.0 30-year Business Plan 2021/22 to 2049/50

- 7.1 Attached at Appendix 2a and 2b are extracts from the HRA 30-year Business Plan financial model. Year 1 of the business plan is based on the 2021/22 budget.
- 7.2 The plan for the HRA is based on keeping a minimum of £10m in working balances and using current reserves above this figure to invest in the major works programme. It has been assumed that all available resources over and above those required for revenue spend, payment of interest on debt and maintaining reserves at £10m, are available for major works, for as long as the Asset Management Strategy requires it.
- 7.3 The Business Plan projections are based on the following assumptions:
- Voids and bad debts
The assumptions of void losses at 2% and bad debts at 1.41% are consistent throughout the plan and in line with other authorities.
 - Inflation
Management, maintenance, service costs and charges are all inflated at 2% pa at the assumed CPI rate and therefore aligned with rent increases in the medium to longer-term.
 - Operating costs
Operating costs cover such items as staffing costs and responsive repairs. Havering's costs are below average however an assumption has been made of a growth 0.5% in year 21/22 and then CPI per year with an adjustment for stock numbers.
 - Stock Numbers
As at 31st March 2021, the stock numbers were 9,125 tenanted properties. Stock loss is assumed Right to Buys losses of 50 in 21/22 and 50 pa thereafter. Increase in stock due to regeneration and acquisitions are based on the numbers set out in this report.
 - Interest rates

All new borrowing for development and refinancing of existing loans if they cannot be fully repaid within the plan has been set at 2.0%. At the time of writing, we anticipate being able to access borrowing at lower rates following the recent government consultation which proposed discounted levels if borrowing for the purposes of housing and regeneration however there are risks that interest rates may increase in 2022 due to the impact of inflation.

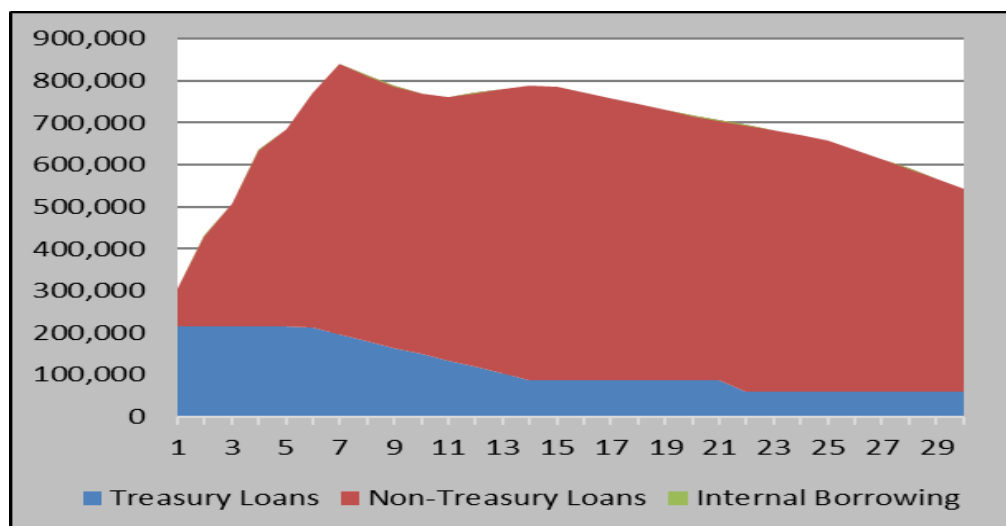
- **Minimum Reserve Balance**

The minimum balance for the HRA needs to be determined and the existing level of £10 million has been applied in this model.

- 7.4 In October 2018 the Government announced the immediate removal of the HRA borrowing cap. This means the Council can borrow against the HRA assets to fund new development as long as the prudential borrowing rules are followed. The Business Plan assumes borrowing of £600m over and above the current £196m treasury debt. The borrowing is against the following projects, some of which is funded by HRA reserves, land and reinvestment of capital receipts.

Scheme	Capital £m
12 Estates	366
Bridge Close	77
MLH/Other Schemes	96
HRA Acquisitions Fund	51
Welcome Centre	16
Total	606

- 7.5 The HRA continues to increase borrowing until 2027/28, at which point the debt peaks at £838m with total additional borrowing of £623m.



CFR = Capital Finance Requirement

- 7.6 From 2028/29, the HRA debt begins to reduce to £542m in year 2050/51 and over the 30 years, the average annual cost of servicing this debt is £18.7m against an average annual rental income of £78m. This is because the debt is made up of long-

term loans that are not repaid until after the 30-year plan. There is enough income to cover the cost of debt.

- 7.7 The Business Plan makes provision for the repayment of some of treasury debt. It would be prudent, in future Business Plans, once projects have been completed, to make provision to reduce debt levels. This level of debt needs to be sustainable in the long term and supported through the Council's Treasury Management policy.

8 CONCLUSION

- 8.1 The Self-Financing Business Plan extracts (Appendix 2a and 2b) show that the Council is able to maintain and improve its stock and provide good quality housing services over the next 5 years. The Housing Revenue Account budget, which is set out in this report is designed to maintain a good level of service and inject further resources into a programme of major investment in the housing stock that will maintain the Homes Standard of existing housing stock and provide significant funding for wide-ranging estate regeneration programmes. The long-term implications of this investment needs to be assessed when considering the viability and affordability of future investments.

REASONS AND OPTIONS

Reasons for the Decision

The Council is required to set the housing rent, service charges and a budget in accordance with the Local Government and Housing Act 1989 and set a budget that is not in deficit.

Alternative Options Considered

There are no alternative options in so far as setting a budget is concerned. However, there are options in respect of the various elements of the budget. These are considered in preparing the budget and cover such things as the rent and service charge increases, budget growth and major works programme proposals. The rationale for the levels of investment and levels of charges are contained within the body of this report.

IMPLICATIONS AND RISKS

Financial implications and risks:

HRA Revenue

This report largely concerns the financial implications and risks concerning the setting of the HRA budget for 2022/23 and the revision of the figures for the 30-year Business Plan. The HRA is sufficiently robust to generate a minimum estimated annual working balance reserve of £10m at the end of 2021/22 and for the following 3 years.

In addition to £10m reserves on the HRA, there is a bad and doubtful debt provision of £3.326m.

HRA Investment Capital Budget

Appendix 1a sets out the Major Works Programme 2022-27. This is funded from resources available for housing expenditure, which is summarised in the table below: -

Year Financial Year	1 2021.22	2 2022.23	3 2023.24	4 2024.25	5 2025.26	6 2026.27
HRA CAPITAL PROGRAMME						
Stock capital investment	27,412,643	32,957,045	29,735,320	29,334,867	34,483,369	32,543,372
Other Improvements	0	0	0	0	0	0
Development/Acquisition	71,400,524	71,785,864	66,208,239	47,535,664	44,365,744	42,322,855
Demolition	16,659,187	31,317,997	62,479,624	109,861,475	95,389,830	89,597,517
Other Regeneration	25,498,630	34,581,227	22,548,308	8,583,320	6,335,880	12,049,735
Capital programme	140,970,984	170,642,133	180,971,492	195,315,326	180,574,823	176,513,480
Scheduled Debt Repayment	0	0	0	0	0	0
<i>Financed by...</i>						
Major Repairs Reserve	-22,682,680	-9,480,294	-9,659,419	-9,842,128	-10,028,490	-10,218,580
RTB receipts (Allowable Debt)	-1,065,028	-1,072,634	-1,080,254	-1,087,889	-1,081,427	-1,074,836
1-4-1 receipts	-5,020,224	-13,976,516	-13,016,287	-13,536,864	-11,181,874	-8,717,642
Other receipts and grants	-7,828,727	-16,626,391	-75,782,440	-40,219,423	-96,638,650	-60,774,135
Revenue contributions	-14,973,302	-4,891,315	-2,906,837	-4,519,818	-10,517,968	-8,423,608
HRA borrowing	-89,401,023	-124,594,984	-78,526,254	-126,109,204	-51,126,414	-87,304,680
Capital financing	-140,970,984	-170,642,133	-180,971,492	-195,315,326	-180,574,823	-176,513,480

The capital programme incorporates the HRA capital funding requirements for the 12 Estates HWR JVLLP and sets aside sufficient capital resources to fund the acquisition of 321 affordable dwellings (30% affordable) from the Bridge Close HWR JVLLP. These commitments will require the Council (HRA) to borrow an additional £557m by the close of 2026/27.

Risks

Legal implications and risks:

Under Part VI of the Local Government and Housing Act 1989, any local authority that owns more than 200 units of housing stock is obliged to maintain a Housing Revenue Account. The HRA is a record of revenue expenditure and income in relation to an authority's own housing stock. The items to be credited and debited to the HRA are prescribed by statuteⁱ. It is a ring-fenced account within the authority's General Fund, which means that local authorities have no general discretion to transfer sums into or out of the HRA.

By section 76 of the Local Government and Housing Act 1989, the Council is required in January and February each year to prepare, and make available for public inspection, proposals relating to the income of the authority from rents and other charges, expenditure in respect of repair, maintenance, supervision and management of HRA property and other prescribed matters. The proposals should be made on the best assumptions and estimates available and should be designed to secure that the housing revenue account for the coming year does not show a debit balance. The report sets out information relevant to these considerations.

Section 76 also places a duty on local housing authorities: (a) to ensure that the annual budget for their HRA avoids a deficit; (b) to review and if necessary, revise that budget from time to time and (c) if it seems that an end-of-year deficit may occur, to take all reasonably practicable steps to avoid it. The proposed HRA budget fulfils these requirements.

The report seeks approval for major investment estimates in relation to a variety of schemes. In compliance with Section 151 of the Local Government Act 1972, the Council has in place Financial Regulations and Financial Procedures that provide appropriate arrangements for the approval of major works estimates. The various major works schemes must be capable of being carried out within the Council's statutory powers. To the extent that the details of the schemes appear from the body of the report, it does appear that the proposed works meet this requirement. In particular the maintenance and repair of dwellings may be considered consistent with the Council's repairing obligations under Sections 9Aⁱⁱ and 11 of the Landlord and Tenant Act 1985.

The regulator may under section 194(2A) of the Housing and Regeneration Act 2008 set standards for registered providers requiring them to comply with specified rules about their levels of rent (and the rules may, in particular, include provision for minimum or maximum levels of rent or levels of increase or decrease of rent). The current Rent Standard allows for a rent increase of CPI +1% and so the proposed rent increase as set out within in this paper is in line with the Rent Standard.

The Equality Act 2010 requires the Council to have due regard to the public sector equality duty when carrying out its functions and have due regard to the need to eliminate discrimination and advance equality of opportunity. They must also show they have carried out an Equality Impact Assessment in reaching such decisions as introducing charges to tenants.

Human Resources implications and risks:

There are no HR implications arising from this report.

Equalities, Health and Well-being implications and risks:

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

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

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

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

An equalities impact assessment has been carried out and is attached as appendix 3. Of note, central government influences rent levels and the rent increases proposed within this report will be affordable to households on welfare benefits. Furthermore, best practice and guidance dictates that service charges should be set at a level that covers the cost of providing the service to which the charge relates. Therefore, the Council cannot operate in an unfettered way within regard to the rents and service charges it sets. That said, the Council has examined the proposals in this report from an equalities perspective.

68% of council tenants are in receipt of welfare benefits and this rises to 75% for tenants over 65 years old. The proposed rents and service charges eligible for housing benefit, or universal credit, are within the benefit caps for Havering, therefore those in most financial hardship, which can include particular minority groups, will be protected.

The investment in new homes through the HRA will benefit those in housing need in the borough and will therefore have a positive impact on households with protected characteristics. With the higher percentage of people with disabilities and disadvantages, the ongoing partnership working and future opportunities for engaging with those groups to improve overall health and wellbeing is essential.

The Council will monitor the impact of the increase across protected characteristics. We will ensure that anyone affected by the increase has equal access to advice and information in relation to income maximisation should they be unable to meet their rent/service charge liabilities. We will follow the guidelines set out in the income maximisation policy. The EqHIA will be updated in 6 months with information provided through the monitoring process and if required further activity will be undertaken to mitigate any adverse impact.

BACKGROUND PAPERS

- Appendix 1a** Draft 2022/23– 2026/27 HRA Major Works
- Appendix 1b** 2022/23– 2026/27 HRA Regeneration and Acquisition Programme.
- Appendix 2a:** Draft HRA Projections from Business Plan - Years 1-10.
- Appendix 2b:** Draft HRA Capital Investment Requirement Projection from Business Plan
- Appendix 3** Equalities & Health Impact Assessment

APPENDICES

Appendix 1a – Draft 2022/23– 2026/27 HRA Major Works Capital

Work Stream	2021/22	2022/23	2023/2024	2024/25	2025/26	2026/27
Decent Homes Works - Internals	£ 4,045,667	£ 5,427,512	£ 4,949,402	£ 4,699,402	£ 5,199,402	£ 5,981,179
Decent Homes Works - External	£ 3,443,299	£ 6,935,138	£ 5,685,138	£ 3,685,138	£ 3,935,138	£ 8,438,364
Environment Improvement Works	£ 3,094,291	£ 9,944,291	£ 2,494,291	£ 1,994,291	£ 1,994,291	£ 3,493,052
Energy Saving works	£ 3,025,280	£ 5,000,280	£ 4,000,280	£ 6,000,280	£ 10,000,280	£ 5,004,000
Garages and garage site Work	£ 1,185,142	£ 684,142	£ 634,142	£ 634,142	£ 634,142	£ 228,731
Residents Safety Related Works	£ 7,427,600	£ 6,200,000	£ 5,900,000	£ 5,800,000	£ 5,800,000	£ 250,000
Stock alignment	£ 1,217,400	£ 2,150,000	£ 1,150,000	£ 1,150,000	£ 1,150,000	£ 1,200,000
Professional Support Services	£ 1,075,000	£ 690,000	£ 690,000	£ 690,000	£ 690,000	£ 185,000
Unidentified Asset Works	£ 200,000	£ 200,000	£ 200,000	£ 200,000	£ 200,000	£ 200,000
Regeneration voids	£ 500,000	£ -	£ -	£ -	£ -	£ -
Cyclical works	£ -	£ 1,065,000	£ 1,080,300	£ 1,095,906	£ 1,111,824	£ 1,020,606
Capitalisation of Salaries	£ 717,000	£ 717,000	£ 717,000	£ 717,000	£ 717,000	£ 717,000
Leaseholder Works	£ 873,260	£ 873,260	£ 873,260	£ 873,260	£ 3,069,158	£ 873,260
Multi disciplinary team	£ 450,000	£ 450,000	£ 450,000	£ 450,000	£ -	£ 450,000
Total	£ 27,253,939	£ 40,336,623	£ 28,823,813	£ 27,989,419	£ 34,501,235	£ 28,041,191

Appendix 1b - 2022/23– 2026/27 HRA Regeneration and Acquisition Programme.

HRA BUDGET REPORT - 5 YEARS	2022.23	2023.24	2024.25	2025.26	2026.27	5 year
	£m	£m	£m	£m	£m	Totals
12 Estates Budgets						
Affordable Housing (inc SDLT)	27.649	50.115	36.986	30.586	16.865	162.200
Partner Loan (Land)	3.981	0.395	0.077	0.018	1.669	6.139
Partner Loan (Cash)	15.193	18.518	3.969	6.318	10.381	54.379
Forward Funding	20.447	16.659	16.043	19.330	21.367	93.847
Vacant Possession	3.971	6.408	10.050	9.213	9.213	38.854
Tenant compensation	3.807	2.252	0.500	0.500	0.500	7.559
Demolition & Other Costs	10.871	0.300	0.000	0.000	0.000	11.171
Total 12 Estates Gross Budget	85.917	94.647	67.625	65.965	59.994	374.148
Bridge Close Budgets						
Partner Loan (Cash)	15.408	3.635	4.537	0.000	0.000	23.580
Forward Funding	0.000	45.520	93.818	76.059	68.230	283.628
Total Bridge Close Gross Budget	15.408	49.155	98.356	76.059	68.230	307.209
Other Regeneration Schemes						
NW Romford	0.000	0.000	0.000	4.068	15.745	19.813
HRA Buybacks	20.000	0.000	0.000	0.000	0.000	20.000
Welcome Centre	8.928	4.783	0.000	0.000	0.000	13.711
Crow Lane	0.000	0.000	0.000	0.000	0.000	0.000
MLH Schemes	6.282	2.650	0.000	0.000	0.000	8.932
HRA Prev New Build	1.150	0.000	0.000	0.000	0.000	1.150
Total Other Regen Schemes	36.360	7.433	0.000	4.068	15.745	63.606
Total HRA Regeneration Schemes	137.685	151.236	165.980	146.091	143.970	744.963

Appendix 2a: Draft HRA Projections from Business Plan - Years 1-10.

Year	1	2	3	4	5	6	7	8	9	10	11
Financial Year	2021.22	2022.23	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30	2030.31	2031.32

HRA 30 YEAR SUMMARY

Dwelling rents	48,012,648	50,709,466	53,343,743	55,761,864	57,735,081	60,198,580	62,168,361	65,211,882	67,364,902	69,778,728	72,517,339
Non-dwelling rents	332,080	338,722	345,496	352,406	359,454	366,643	373,976	381,456	389,085	396,866	404,804
Service charge income	7,841,120	7,997,942	8,157,901	8,321,059	8,487,480	8,657,230	8,830,375	9,006,982	9,187,122	9,370,864	9,558,282
Other income and contributions	1,111,810	1,710,451	2,015,742	3,929,810	12,925,818	10,899,136	8,087,022	11,886,839	15,067,904	12,480,592	19,770,479
Total income	57,297,658	60,756,582	63,862,883	68,365,139	79,507,833	80,121,589	79,459,734	86,487,158	92,009,013	92,027,051	102,250,903
Repairs & maintenance	8,116,930	11,560,890	12,747,661	12,368,075	12,970,693	13,264,322	13,546,159	13,909,839	14,200,591	14,504,693	14,834,169
Management (incl RRT)	25,072,100	25,691,743	26,388,602	27,057,956	27,741,531	28,543,219	29,240,448	30,092,619	30,874,370	31,679,382	32,538,693
Bad debts	683,001	514,011	540,788	565,357	585,419	610,482	630,506	661,485	683,376	707,926	735,789
Dwelling Depreciation	9,304,680	9,480,294	9,659,419	9,842,128	10,028,490	10,218,580	10,422,952	10,631,411	10,844,039	11,060,920	11,282,138
Debt management	47,820	48,776	49,752	50,747	51,762	52,797	53,853	54,930	56,029	57,149	58,292
Total costs	43,224,531	47,295,714	49,386,222	49,884,263	51,377,895	52,689,400	53,893,918	55,350,284	56,658,405	58,010,070	59,449,082
Net income from services	14,073,127	13,460,868	14,476,661	18,480,876	28,129,938	27,432,189	25,565,816	31,136,874	35,350,608	34,016,980	42,801,821
Interest payable	-7,056,078	-10,153,695	-12,627,006	-14,805,244	-18,244,452	-20,224,675	-22,765,738	-24,258,509	-23,578,953	-23,005,026	-22,622,259
Interest income	579,729	761,996	745,668	586,408	303,869	501,622	600,142	886,499	726,099	497,610	74,527
Net income/expenditure before appropri	7,596,777	4,069,169	2,595,323	4,262,040	10,189,356	7,709,136	3,400,220	7,764,864	12,497,754	11,509,564	20,254,090
Set aside for debt repayment	0	0	0	0	0	0	0	-7,511,585	-11,741,758	-11,448,247	-7,489,505
Revenue contributions to capital	-14,624,777	-3,869,169	-2,391,323	-4,053,960	-9,977,114	-7,492,649	-3,179,404	0	0	0	-12,906,857
Net HRA Surplus/Deficit	-7,028,000	200,000	204,000	208,080	212,242	216,486	220,816	253,279	755,996	61,318	-142,273
HRA Balance brought forward	17,028,000	10,000,000	10,200,000	10,404,000	10,612,080	10,824,322	11,040,808	11,261,624	11,514,903	12,270,899	12,332,217
HRA surplus/(deficit)	-7,028,000	200,000	204,000	208,080	212,242	216,486	220,816	253,279	755,996	61,318	-142,273
HRA Balance carried forward	10,000,000	10,200,000	10,404,000	10,612,080	10,824,322	11,040,808	11,261,624	11,514,903	12,270,899	12,332,217	12,189,944

Appendix 2b: Draft HRA Capital Investment Requirement Projection from Business Plan

Year	1	2	3	4	5	6	7	8	9	10	11
Financial Year	2021.22	2022.23	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30	2030.31	2031.32

HRA CAPITAL PROGRAMME

Stock capital investment	42,495,543	39,873,218	29,735,320	29,334,867	34,483,369	32,543,372	33,226,162	33,903,719	34,611,491	35,397,860	34,569,584
Other Improvements	0	0	0	0	0	0	0	0	0	0	0
Development/Acquisition	88,330,018	62,084,656	59,800,635	46,717,442	44,365,744	42,322,855	45,869,466	44,561,256	45,169,018	34,554,600	16,658,247
Demolition	31,059,976	16,917,208	66,068,202	109,957,224	95,549,134	89,686,012	100,597,428	36,110,790	24,034,269	23,051,670	18,767,786
Other Regeneration	14,633,453	26,259,588	22,519,075	8,585,033	6,335,880	12,049,735	12,548,418	15,440,380	6,548,029	913,521	0
Capital programme	176,518,990	145,134,670	178,123,232	194,594,567	180,734,126	176,601,975	192,241,474	130,016,145	110,362,808	93,917,649	69,995,617
Scheduled Debt Repayment	0	0	0	0	0	0	0	0	0	0	0
<i>Financed by...</i>											
Major Repairs Reserve	-22,682,680	-9,480,294	-9,659,419	-9,842,128	-10,028,490	-10,218,580	-10,422,952	8,732,942	568,465	-5,201,399	-11,282,138
RTB receipts (Allowable Debt)	-1,065,028	-1,072,634	-1,080,254	-1,087,889	-1,081,427	-1,074,836	-1,068,112	-1,061,255	-1,054,260	-1,047,125	-1,039,848
1-4-1 receipts	-7,209,062	-11,146,098	-12,988,383	-13,526,153	-11,181,259	-8,711,930	-9,758,238	-3,202,039	-864,081	-38,108	0
Other receipts and grants	-4,717,164	-19,737,954	-75,364,397	-40,239,552	-96,628,684	-60,652,484	-99,898,480	-134,485,793	-109,012,931	-87,631,018	-44,763,028
Revenue contributions	-14,624,777	-3,869,169	-2,391,323	-4,053,960	-9,977,114	-7,492,649	-3,179,404	0	0	0	-12,906,857
HRA borrowing	-126,220,278	-99,828,522	-76,639,456	-125,844,884	-51,837,152	-88,451,496	-67,914,289	0	0	0	-3,746
Capital financing	-176,518,990	-145,134,670	-178,123,232	-194,594,567	-180,734,126	-176,601,975	-192,241,474	-130,016,145	-110,362,808	-93,917,649	-69,995,617

Net balance on capital programme

Alert

Major Repairs Reserve b/fwd	13,378,000	0	0	0	0	0	0	0	0	0	0
HRA depreciation (net)	9,304,680	9,480,294	9,659,419	9,842,128	10,028,490	10,218,580	10,422,952	10,631,411	10,844,039	11,060,920	11,282,138
Financing for capital programme	-22,682,680	-9,480,294	-9,659,419	-9,842,128	-10,028,490	-10,218,580	-10,422,952	8,732,942	568,465	-5,201,399	-11,282,138
Debt Repayment	0	0	0	0	0	0	0	0	0	0	0
Debt Repayment (Max)	0	0	0	0	0	0	0	-19,364,353	-11,412,504	-5,859,521	0
Major Repairs Reserve c/fwd	0	0	0	0	0	0	0	0	0	0	0

Appendix 5

Equality & Health Impact Assessment (EqHIA)

Document control

Title of activity:	HRA Budget & Business Plan 2022/23
Lead officer:	Philip Dewar, Strategy & Policy Officer Patrick Odling-Smee, Director of Housing
Approved by:	Patrick Odling-Smee, Director of Housing
Date completed:	24 January 2022
Scheduled date for review:	Annual

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

Please submit the completed form via e-mail to EqHIA@havering.gov.uk thank you.

1. Equality & Health Impact Assessment Checklist

Please complete the following checklist to determine whether or not you will need to complete an EqHIA and ensure you keep this section for your audit trail. If you have any questions, please contact EqHIA@havering.gov.uk for advice from either the Corporate Diversity or Public Health teams. Please refer to the Guidance in Appendix 1 on how to complete this form.

About your activity

1	Title of activity	HRA Budget & Business Plan 2020/21		
2	Type of activity	This report recommends the capital and revenue budgets for the council owned housing stock for 2022/3 and the investment in housing for the next 30 years.		
3	Scope of activity	<p>Setting the rent, and services charges for council owned housing for the coming financial year.</p> <p>Approving the housing capital program for the next three years. This includes the investment in the existing housing stock and the new build programme through the regeneration programme.</p> <p>Advising on the review of the HRA 30-year business plan.</p>		
4a	Are you changing, introducing a new, or removing a service, policy, strategy or function?	No	If the answer to <u>any</u> of these questions is 'YES', please continue to question 5.	If the answer to <u>all</u> of the questions (4a, 4b & 4c) is 'NO', please go to question 6.
4b	Does this activity have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?	Yes		
4c	Does the activity have the potential to impact (either positively or negatively) upon any factors which determine people's health and wellbeing?	Yes		
5	If you answered YES:	Please complete the EqHIA in Section 2 of this document. Please see Appendix 1 for Guidance.		
6	If you answered NO:			

Completed by:	Patrick Odling-Smee, Director of Housing
Date:	24 January 2022

2. The EqHIA – How will the strategy, policy, plan, procedure and/or service impact on people?

Background/context:

Who will be affected by the activity?

Tenants and leaseholders of the council stock and occupants of temporary accommodation owned or leased by the council.

Protected Characteristic - Age: Consider the full range of age groups

Please tick (ü) the relevant box:		Overall impact: Overall impact: The majority of council tenants are of working age in Havering. 30% of all council tenants in the Borough are of pension age, compared to 18% of the general population. Of the over 65s, 74.9% of tenants are on full or partial benefits, compared to 68% of all tenants. Housing Benefit or Universal Credit payments will cover or reduce the impact for many tenants, although for benefit purposes, heating and water charges are exempt and tenants are expected to pay these costs themselves. The council also collects these water charges on behalf of the Water Authority which reduces the cost to the residents. The remaining 25% of older tenants will be responsible for meeting all of their rent and service charge costs. The biggest impact is likely to be on low income working households and pensioner households whose income and savings respectively take them above the Housing Benefit threshold. We recognise that the increase in service charges could potentially impact negatively on tenants who are not in receipt of Housing Benefit. The decision to increase Telecare and Careline costs may affect those residents who self-fund this service. These services enable tenants to stay in their homes for longer, allowing the tenant to maintain their independence. There is the potential consequence that affected tenants may withdraw their subscription to this scheme. The costs are similar or lower than those charged in other London boroughs. All tenants regardless of their age who are affected by the increase in service charges will be notified of the specific changes to their service charges and will be provided with information and guidance for money and debt advice.
Positive		
Neutral		
Negative	X	

Housing services has a dedicated resource in our Financial Inclusion and Welfare Benefit team who can provide advice and support to assist tenants to manage this increase in service charges. This applies to all tenants whether in general needs or supported housing accommodation.

Housing Services' will advise tenants to make welfare benefits claims and to refer tenants to sources of support. To this end, as part of 'business as usual', details of the increase in service charges will be included in the end of year rent statement sent out to tenants. We will also include information on Housing Services' pages on the Havering website, the tenant magazine 'At the Heart' and in any direct contact our officers have with tenants.

On request, Housing Services can provide this information in an appropriate format according the needs of the tenant.

The impact of the increase in fuel costs is likely to affect older people as the majority of those receiving heat and hot water are in sheltered blocks. The recommendation to cap the increase in heating costs to 50% of the actual will mitigate that impact and will put those residents in a preferable position to other tenants who pay for their own gas and will be subject to the signifiant increases due this year.

Evidence:

The estimated population of Havering is 260,651¹ is the twelfth smallest population in London. It has a median age of approximately 39.2 and the highest percentage of people aged over 65 (18%) out of the London boroughs, although this is below the proportion of over 65's for England as a whole.

Table 1: Population by age range in Havering, London and England including percentage of the population

Age Ranges	Havering	Havering %	London	London %	England	England %
0 - 4	17,167	6.6	595,799	6.6	3,239,447	5.7
5 - 9	17,251	6.6	606,333	6.7	3,539,458	6.3
10 - 14	15,719	6	550,753	6.1	3,435,579	6.1
15 - 19	14,105	5.4	474,456	5.3	3,115,871	5.5
20 - 24	14,117	5.4	556,594	6.2	3,472,522	6.1
25 - 29	17,407	6.7	757,848	8.4	3,771,493	6.7
30 - 34	18,900	7.3	822,084	9.1	3,824,652	6.8
35 - 39	18,698	7.2	779,934	8.7	3,738,209	6.6
40 - 44	16,677	6.4	677,463	7.5	3,476,303	6.2
45 - 49	15,913	6.1	598,535	6.7	3,638,639	6.4
50 - 54	17,227	6.6	569,938	6.3	3,875,351	6.9
55 - 59	16,644	6.4	508,722	5.7	3,761,782	6.7
60 - 64	14,308	5.5	405,576	4.5	3,196,813	5.7
65 - 69	11,672	4.5	318,142	3.5	2,784,300	4.9
70 - 74	12,035	4.6	280,432	3.1	2,814,128	5
75 - 79	8,509	3.3	196,419	2.2	2,009,992	3.6
80 - 84	6,833	2.6	150,980	1.7	1,449,189	2.6

85+	7,469	2.9	152,480	1.7	1,406,410	2.5
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Household types in Havering are mainly composed of pensioners or married couples with dependants², with the highest proportion of one person households occupied by a persons aged 65 years and over, at 48% of one person households. 32% of the over 65 population live in a one-person household.

It is projected that the proportion of people aged 0-15 and over 65 will increase, with a slight decrease in the proportion of working age population ³.

In relation to Havering tenants, 30.4% of main tenants are aged 65 and over⁴. When we look at the proportion of over 65's as part of the Havering adult population, this is almost 7% lower, at 23.7%.

Table 2: Age range of Havering Councils main tenants and the percentage of these as part of the main tenant population

Age Ranges	Havering Main Tenants	Percentage of main tenants
15 - 19	1	0.01
20 - 24	134	1.59
25 - 29	365	4.32
30 - 34	652	7.72
35 - 39	702	8.31
40 - 44	752	8.90
45 - 49	725	8.58
50 - 54	889	10.52
55 - 59	871	10.31
60 - 64	784	9.28
65 - 69	674	7.98
70 - 74	616	7.29
75 - 79	505	5.98
80 - 84	361	4.27
85+	415	4.91

For people at a working age in Havering (16 – 64), approximately 83% are economically active ⁵. Data is limited in terms of the working age population who are Havering tenants, as this is ongoing gathered at the time of applying to the housing register, then at the time of offer if needed.

Most tenants receive a form of benefit (housing benefit or universal credit), an estimated 68% of all tenants. The proportion varies amongst age groups with the lowest proportion at age 55-59 (59% of this age group) and over 65's at 74.9% of tenants. Whilst the highest percentage is in the 15-19 age range, this relates to only one tenant.

As the taper that is applied to UC takes away from the housing element in the first instance, the data received from DWP and uploaded on to the system does not distinguish between those that are in receipt of this element and those that are not, only whether they receive UC.

Table 3: Proportion of tenants within each age range who receive either UC or HB.

Age Range	Percentage of main applicants in receipt of UC or HB within each age group (% rounded)
-----------	--

15-19	100
20-24	79.9
25-29	66.3
30-34	71.8
35-39	69.4
40-44	66.2
45-49	61.1
50-54	63.6
55-59	59
60-64	64.3
65-69	70.8
70-74	70.8
75-79	79
80-84	78.7
85-89	82.3
90-94	73
95-99	83.7
100 - 104	75

Life Expectancy

A new-born male baby in the UK today can expect to live for 79.2 years and a girl to 82.9 years, with 22.6% of new-born boys and 28.3% of new-born girls projected to live to 100 years.

The life expectancy at age 65 years in Havering is 19 years for males and 21.7 years for females.

The life expectancy at birth for people living in Havering is 80.2 years for males and 83.9 years for females.

Sources used:

1 - Midyear estimates of population for 2020 – ONS – Published June 2021

2 - Census 2011; Office for National Statistics (ONS)

3 – Projected population growth by age by 2043 – ONS, 2018

4 – Open housing report – Current tenancies E&D dated 14 January 2022

5 - https://www.haveringdata.net/business-and-employment/#/view-report/e20793b6fb0647e4980a5868fa1d817c/_iaFirstFeature

Protected Characteristic - Disability: Consider the full range of disabilities; including physical mental, sensory and progressive conditions

Please tick (ü) the relevant box:

Positive

Neutral

Negative

x

Overall impact:

There will be some disabled people on low incomes who may find that the rent and service charge increases may cause them financial difficulties, particularly those who may have income or savings which are just above the threshold to qualify for Housing Benefit. Tenants within this protected characteristic who receive a full or partial award of Housing Benefit or UC may find that this covers or reduces the impact of the increase in service charges.

We recognise that any increase in rent and service charges could potentially impact negatively on tenants who are not in receipt of Housing Benefit. The decision to increase Telecare and Careline costs may affect those tenants who self-fund this service. These services enable tenants to stay in their homes for longer allowing them to maintain their independence. There is the potential consequence that

	<p>tenants withdraw their subscription to this scheme. The charges are similar or below those charged by other boroughs.</p> <p>Housing Services has a dedicated resource in our Financial Inclusion and Welfare Benefit team who can provide advice and support to assist tenants to manage this increase in service charges. This applies to all tenants whether in general needs or sheltered housing accommodation.</p> <p>Information on the increase in rent and service charges will be made accessible to disabled people. To this end, details of the increase in service charges will be included in the end of year rent statement sent out to tenants. We will also include information on Housing Services' pages on the Havering website, the tenant magazine 'At the Heart' and in any direct contact our officers have with tenants.</p> <p>On request, Housing Services can provide this information in an appropriate format according to the needs of the tenant.</p>
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Evidence:

At a national level individuals with a disability aged 16 – 64 were less likely to own their own home 40.9% than non-disabled people (53.4%), and more likely to have rented social housing (at 24.9% compared with 7.8%)

The following shows the estimated prevalence of various disabilities in Havering in 2020 for working age people^{2, 3}.

Table 4: Number of people aged 18-64 with disabilities in Havering by age band, 2020

Age band	Number with learning disability	Number with impaired mobility	Number with serious visual impairment	Number with moderate or severe, or profound hearing impairment
18-24	519	192	12	347
25-34	911	366	24	791
35-44	882	1,790	23	1,652
45-54	792	1,685	22	4,271
55-64	721	4,438	21	8,143
18-64	3,824	8,471	102	15,204

Table 5: Number of people aged 18-64 with mental health problems in Havering, 2020

Mental health problem	Number
Common mental disorder	29,906
Borderline personality disorder	3,796
Antisocial personality disorder	5,184
Psychotic disorder	1,100
Two or more psychiatric disorders	11,327

Table 6: Number of people aged 65 & over unable to manage at least one mobility activity on their own in Havering, 2020

Age band	Number
65-69	1,023

70-74	1,642
75-79	1,506
80-84	1,740
85 and over	3,410
65 and over	9,321

It is also worth mentioning that research on the impact of COVID-19 shows that the coronavirus pandemic has increased psychological distress both in the general population and among high-risk groups. Behaviours such as physical distancing, as well as their social and economic impacts, are worsening mental health consequences. Research on the psychological impact of mass trauma (e.g., natural disasters, flu outbreaks) suggests that the pandemic might particularly harm the mental health of marginalized populations who have less access to socioeconomic resources and supportive social networks (Galea S, 2020).

There are unique stressors and challenges that could worsen mental health for people with disabilities during the COVID-19 crisis. Research on past pandemics shows that disabled people find it harder to access critical medical supplies which can become even more challenging as resources become scarce (Goldmann E, 2014).

Some people with disabilities report higher levels of social isolation than their non-disabled counterparts. They may experience intensified feelings of loneliness in response to physical distancing measures.

Data on disabilities in Havering council stock is limited. The Housing Services diversity report in 2017 led to 18% of tenants self-declaring that they had a physical and/or mental disability, and 3% a sensory disability, albeit without any measurement of disability related benefit or medical evidence. Data extracted from Open housing indicates that 21.5% of council tenants have identified themselves as having a disability at some point during the process of applying and holding a tenancy.

In terms of demand, of the live applications on the housing register at this time, the primary reason is medical for 77 applicants meaning that they have a severe health condition that is significantly impacted by their current housing situation.

Sources used:

1. Outcomes for Disabled People in the UK – 2020
2. Projecting Older People Population Information:
<https://www.poppi.org.uk/index.php>Projecting Adults Needs and Services Information:
3. <https://www.pansi.org.uk>
4. Housing Service Diversity Report – November 2017
5. Housing Waiting list report dated 14 January 2021

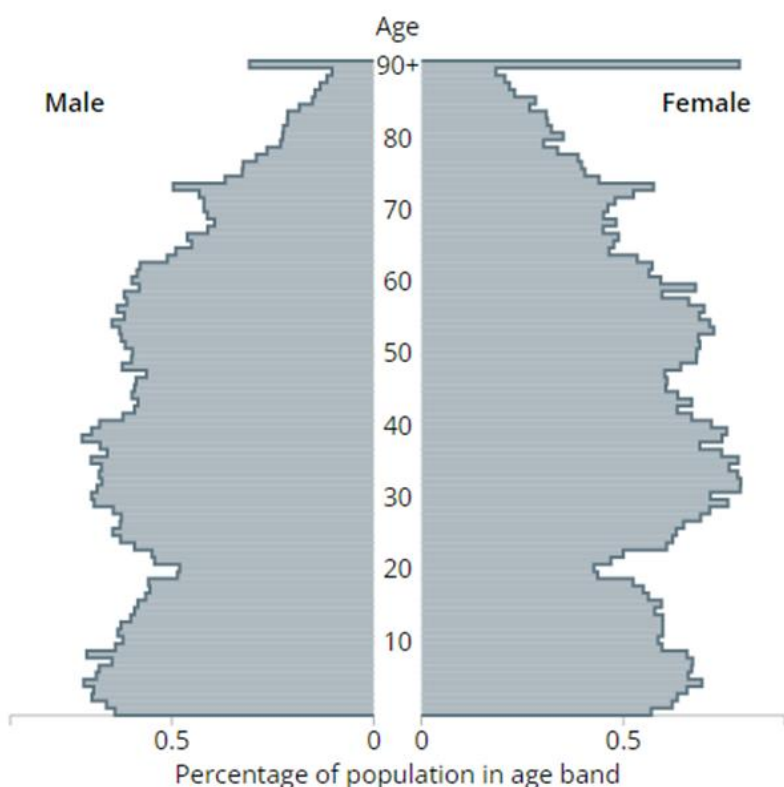
Protected Characteristic - Sex/gender: Consider both men and women		
Please tick (ü) the relevant box:		Overall impact:
Positive		The demographic profile of Havering council tenants indicates that an increase in service charges is more likely to affect woman rather than men. Many of these tenants will be the heads of single parent families who may be in lower paid/lower
Neutral		

<p>Negative</p>	<p>x</p>	<p>income jobs. The decision to increase rent and service charges might cause an increased financial burden on some of our vulnerable tenants, regardless of gender, when considered alongside other elements of welfare reform.</p> <p>Tenants within this protected characteristic who receive a full or partial award of Housing Benefit or UC may find that this covers or reduces the impact of the increase in rent and service charges. While they will still be responsible for meeting the service charges for heating and water charges.</p> <p>Tenants will be paying a fuller contribution towards the costs of these services and the increase genuinely reflects, and is required to meet, the actual cost of providing this service.</p> <p>We recognise that any increase in rent and service charges could potentially impact negatively on tenants who are not in receipt of Housing Benefit or UC. Housing services has a dedicated resource in our Financial Inclusion and Welfare Benefit team who can provide advice and support to assist tenants to manage this increase in service charges. This applies to all tenants whether in general needs or sheltered housing accommodation.</p> <p>To this end, details of the increase in rent and service charges will be included in the end of year rent statement sent out to tenants. We will also include information on Housing Services' pages on the Havering website, the tenant magazine 'At the Heart' and in any direct contact our officers have with tenants.</p>
<p>Of the estimated 260,651 people in Havering, 48.2% are male and 51.8% are female ¹.</p> <p>Table 7 – Percentage of population in each age band</p>		

All ages

125,614 males
135,037 females

48.2%
51.8%



Working aged women are less likely to be economically active in Havering (78%, compared to 86% for men) and when they are in work, they continue to earn less than men because of a gender pay gap in Havering (15.4%). Women are also more likely than men to live in poverty. As a result, women are more likely to be eligible for social housing with 58% of social rented homes nationally are headed by a female

In terms of demand for local authority housing in Havering, of the main applicant's active on the housing register, 84.3% (of 1502 applicants) identify as female.

Within current housing stock, 64.5% main tenants identify as female and 35.48% identify as male, with one tenant identified as "other". A slightly higher proportion of female tenants (70%) receive either UC or HB than men (64%). Only one lead tenant identified as "other" and in receipt of a benefit.

Sources used:

- 1 - Midyear estimates of population for 2020 – ONS – Published June 2021
- 2 – <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/datasets/annualsurveyofhoursandearningsashegenderpaygaptables>
- 3 – Open housing report - Housing Waiting List 14 January 2022
- 4 - Open housing report – Current tenancies E&D dated 17 January 2022

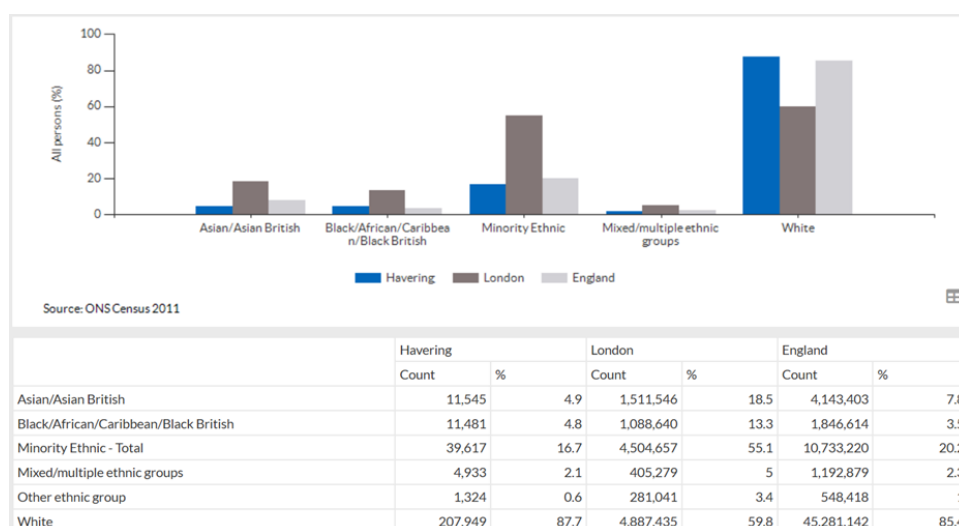
Protected Characteristic - Ethnicity/race: Consider the impact on different ethnic groups and nationalities

Please tick (ü) the relevant box:		Overall impact: 17% of the Havering population is from an ethnic minority. For those tenants who have provided us with the information only 8.3% are from ethnic minorities. However 22.0% of households on the Housing Register are from ethnic minorities so it is anticipated that the porportion of tenants from ethnicminotities will grow in future years. We recognise that the increase in rent and service charges could potentially impact negatively on tenants who are not in receipt of Housing Benefit or UC. Housing Services has a dedicated resource in our Financial Inclusion and Welfare Benefit team who can provide advice and support to assist all affected tenants to manage this increase in service charges. This applies to all tenants whether in general needs or sheltered housing accommodation. To this end, details of the increase in rent and service charges will be included in the end of year rent statement sent out to tenants. We will also include information on Housing Services' pages on the Havering website, the tenant magazine 'At the Heart' and in any direct contact our officers have with tenants. Any potential impact to this protected characteristic group is thought to be minimal and will be managed through translation services where necessary. These resources are available to the Council as part of its daily business which will ensure that tenants, whose first language is not English receive the help and support which they may need.
Positive		
Neutral		
Negative	x	

Evidence:

Havering continues to be considered one of the most ethnically homogenous places in London, with 83% of its residents recorded as White British in the 2011 census, higher than both London and England.

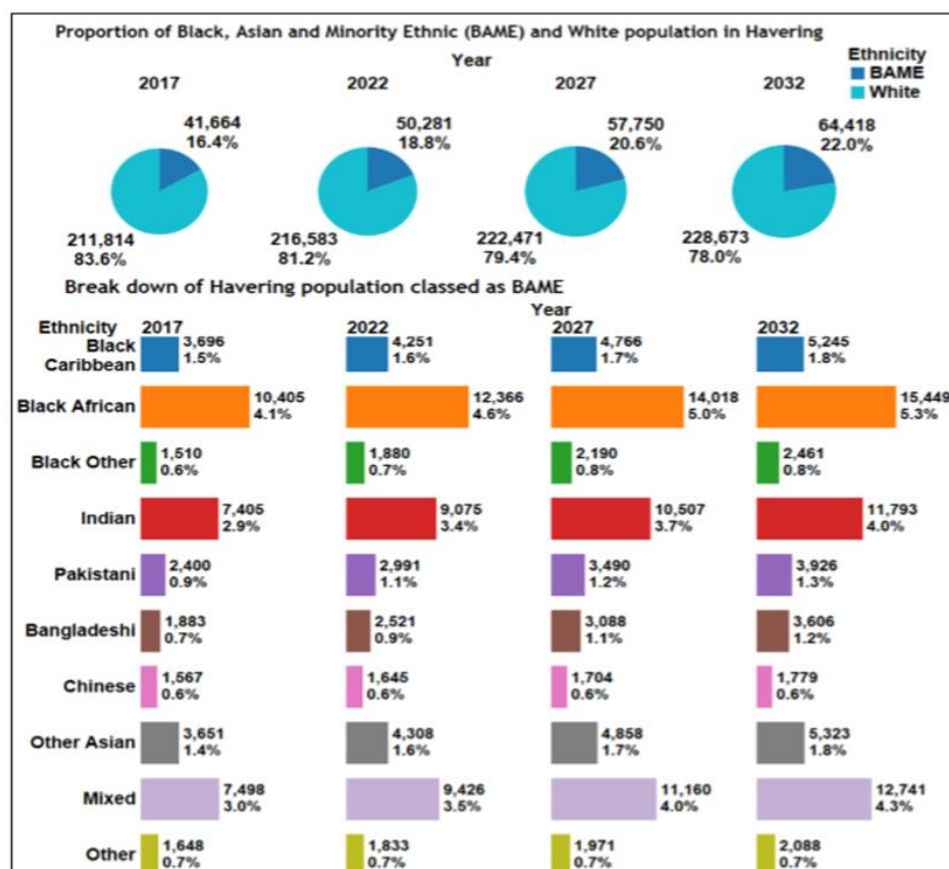
Table 8 – Population of Havering, London, and England by ethnicity¹



It is estimated that the ethnically homogenous characteristic of Havering is gradually changing due to its growing cultural diversity. In this regard, the Borough's white population is projected to decrease from the current 84% to 78% in 2032. The BME population, notably those from Black African heritage (though many of whom are likely to be British born) is projected to increase from 4.1% in 2017 to 5.3% of the Havering population in 2032. The number of Black & minority ethnic group residents in the borough is expected to rise from 18% currently to 22% by 2032.

This is further highlighted in the GLA ethnic projections (2020) There are approximately 40,500 (18%) people from BAME (Black Asian Minority Ethnic) groups living in Havering, the majority being of a Black African ethnicity (11,700, 4.5%).

Table 9: GLA projections of changes in ethnicity of the Havering population²



The UK poverty rate is twice as high for black & minority ethnic groups as for white British groups. Nationally, ethnic minority groups are more likely than white British households to spend a high proportion of income on rent, regardless of whether they live in social or private rented housing. However, the housing they live in tends to be of lower quality, especially among households of Pakistani origin, and overcrowding is more common, particularly among households of Bangladeshi origin.

Within Havering council stock, we see the current population by ethnicity where the tenant has made the decision to provide this information:

Table 10: Ethnicity of Havering Council main tenants as a percentage of the tenant population ³

Ethnicity	No. Tenants	Proportion of tenant population (%)

Asian or Asian British Bangladeshi	14	0.2
Asian or Asian British Chinese	10	0.1
Asian or Asian British Indian	16	0.2
Asian or Asian British Other	38	0.4
Asian or Asian British Pakistani	11	0.1
Black or Black British African	262	3.1
Black or Black British Caribbean	86	1.0
Black or Black British Other	52	0.6
Mixed Other	33	0.4
Mixed White & Asian	15	0.2
Mixed White & Black African	41	0.5
Mixed White & Black Caribbean	53	0.6
Other Ethnic Group: Other	4	0.0
Refused	595	7.0
White British	6658	78.8
White Irish	74	0.9
White Other	206	2.4
(blank)	279	3.3

Most tenants are White British as would be expected with a homogenous population and secure tenancies, followed quite distantly by Black or Black British African.

There is, however, quite a notable change in ethnicity based on housing demand. Housing needs, based on the housing register data, see an increase in the proportion of Black or Black British African applicants, making up 9% of households, with White British households at 59.3% of applicants

Table 11: Ethnicity of applicants with an assessed housing need ⁴

Ethnicity	Percentage (%) with an assessed housing need
Asian or Asian British Bangladeshi	0.7
Asian or Asian British Indian	0.7
Asian or Asian British Other	1.3
Asian or Asian British Pakistani	0.6
Black or Black British African	9.7
Black or Black British Caribbean	2.4
Black or Black British Other	1.0
Mixed Other	0.7
Mixed White & Asian	0.4
Mixed White & Black African	1.5
Mixed White & Black Caribbean	2.3
Other Ethnic Group: Arab	0.1

Other Ethnic Group: Other	0.1
Refused	4.9
White British	59.3
White Irish	0.5
White Other	4.3
(blank)	9.6

Sources used:
1 - Census 2011; Office for National Statistics (ONS); Produced by Public Health Intelligence
Diversity Report from OHMS – May 2018
2 - [Ethnic group population projections - London Datastore](#)
3 - Open housing report – Current tenancies E&D dated 17 January 2022
4 - Open housing report - Housing Waiting List 14 January 2022

Protected Characteristic - Religion/faith: Consider people from different religions or beliefs including those with no religion or belief		
<i>Please tick (ü) the relevant box:</i>		Overall impact:
Positive		<p>There is insufficient data to suggest that an increase in rent and service charges will have any greater or lesser effect on the grounds of a tenant's faith or religious beliefs. There is a deficit within our data on this protected characteristic with 32% of our tenants preferring not to say or where we have been unable to record this information. A further 30% of our tenants stated that they did not have a faith or religious belief.</p> <p>All tenants regardless of their religion or faith who are affected by the increase in service charges will be notified of the specific changes to their service charges and will be provided with information and guidance for money and debt advice.</p> <p>Housing Services has a dedicated resource in our Financial Inclusion and Welfare Benefit team who can provide advice and support to assist tenants to manage this increase in service charges. This applies to all tenants whether in general needs or supported housing accommodation.</p> <p>Housing Services' will advise tenants to make welfare benefits claims and to refer tenants to sources of support. To this end, details of the increase in rent and service charges will be included in the end of year rent statement sent out to tenants. We will also include information on Housing Services' pages on the Havering website, the tenant magazine 'At the Heart' and in any direct contact our officers have with tenants.</p>
Neutral	X	
Negative		

Evidence:

Most recent available data (Census 2011) show most Havering residents are Christians.

Table 12: Religion and Belief 2011 Census, Havering

Faith	Number	%
Christian	155,597	65.6%
Buddhist	760	0.3%
Hindu	2,963	1.2%
Jewish	1,159	0.5%
Muslim	4,829	2.0%
Sikh	1,928	0.8%
Other Religion	648	0.3%
No Religion	53,549	22.6%
No Response	15,799	6.7%
Totals	237,232	100%

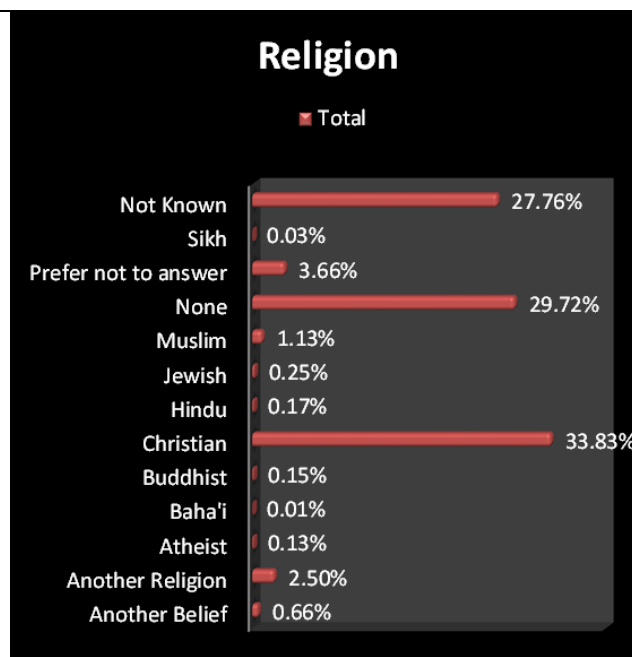
However, data is lacking in relation to Havering tenants, with many tenants either refusing to provide this information or the field in Open housing has been left blank, meaning that this may not even have been an option for most tenants to answer. The limited information is as follows:

Table 13: Religion/belief of Havering Council main tenants

Agnostic	6
Another Religion/Belief	49
Atheist	12
Buddhist	6
Christian	459
Hindu	2
Jewish	2
Muslim	35
No religion	565
Prefer not to answer	90
Sikh	2
(blank)	7219

Alternatively, the Housing Diversity report from 2017 also sought to gather information on religion/belief of tenants.

Table 14: Religion/belief of Havering council tenants from the Housing Diversity Report 2017



The majority of current Council Tenants who provided this information have indicated that they follow the Christian faith, 31% have not provided this information while 30% have indicated that they do not have a particular religious or faith belief.

However, the Service recognises that as the demographics of the borough and London are changing, the variety of religious beliefs and faiths among our tenants will widen.

Sources used:

- 1 - Census 2011; Office for National Statistics (ONS)
- 2 - Open housing report – Current tenancies E&D dated 17 January 2022
- 3 - Housing Services Diversity Report – November 2018

Protected Characteristic - Sexual orientation: Consider people who are heterosexual, lesbian, gay or bisexual

Please tick (ü) the relevant box:

Positive

Neutral

Negative

Overall impact:

Although Housing Services has very limited data available, we have been unable to identify where the increase in service charges will have a disproportionate impact on this protected characteristic

Sexuality is not relevant to the majority of housing services, with the exception of tackling harassment, hate crime or domestic abuse.

The increase in rent and service charges will be applied to tenants regardless of their sexual orientation. The increase will not have a disproportionate effect on the ground of this protected characteristic.

Housing Services has a dedicated resource in our Financial Inclusion and Welfare Benefit team who can provide advice and support to assist tenants to manage this increase in service charges. This applies to all tenants whether in general needs or supported housing accommodation.

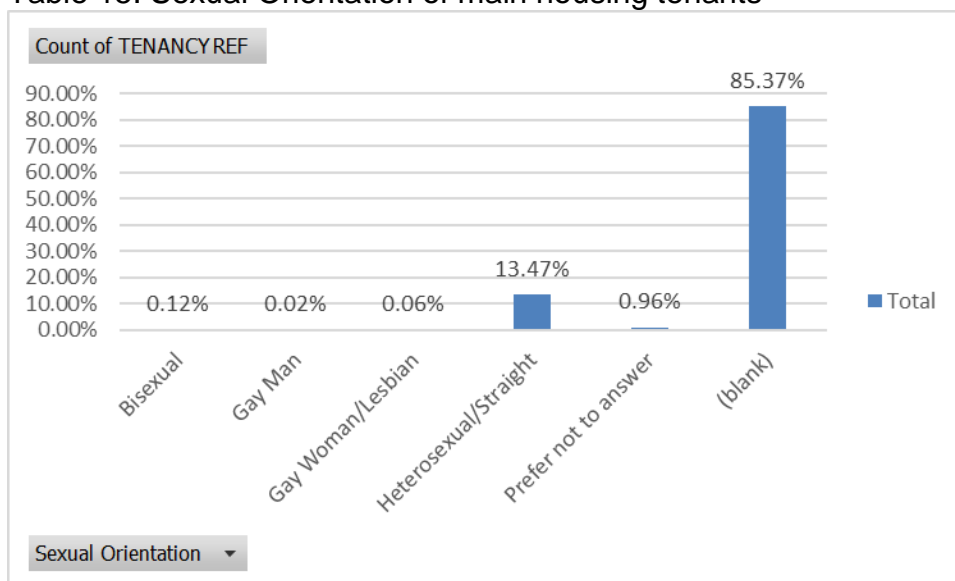
Housing Services' will advise tenants to make welfare benefits claims and to refer tenants to sources of support. To this end, details of the increase in rent service charges will be included in the end of year rent statement sent out to tenants. We will also include information on Housing Services' pages on the

		<p>Havering website, the tenant magazine 'At the Heart' and in any direct contact our officers have with tenants.</p> <p>On request, Housing Services can provide this information in an appropriate format according the needs of the tenant.</p> <p>Housing Services would benefit from a better understanding of service take up by all service users. This information can then be provided to management so that they can have a clear picture of need, and therefore take appropriate action to plan services. It is anticipated that once Housing Services new IT system is embedded, we will be able to do so.</p>
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Evidence:

There remains a deficit in the data held on the sexual orientation of residents within the Borough. The data held has empty fields for over 85% of tenants.

Table 15: Sexual Orientation of main housing tenants



Nationally an estimated two-thirds (64%) of LGBTQ+ people had experienced anti-LGBT+ violence or abuse and 18% have experienced homelessness at some point in their lives ² Additionally, people who are part of the LGBT+ community generally have an increased likelihood of mental health problems which are more likely to be exacerbated by external factors

Sources used:

- 1 - Open housing report – Current tenancies E&D dated 17 January 2022
- 2 - Stonewall LGBTQ+ facts and figures, Galops Hate crime report 2021

Protected Characteristic - Gender reassignment: Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth

Please tick (ü) the relevant box:

Positive

Overall impact:

Neutral	X	There is no qualitative or quantitative data to suggest that the increase in Rent and Service Charges would have a greater or lesser effect on people from this protected characteristic
Negative		<p>Housing Services would benefit from a better understanding of service take up by all service users. This information can then be provided to management so that they can have a clear picture of need, and therefore take appropriate action to plan services. It is anticipated that once Housing Services new IT system is embedded, we will be able to do so.</p> <p>Gender reassignment is not relevant to the majority of housing services, with the exception of tackling harassment, hate crime or domestic abuse.</p> <p>The increase in rent and service charges will be applied to the tenant regardless of any protected group they may belong to. The increase will not have a disproportionate effect on the ground of this protected characteristic.</p> <p>Tenants within this protected characteristic who receive a full or partial award of Housing Benefit may find that this covers or reduces the impact of the increase in service charges.</p> <p>We recognise that the increase in rent and service charges could potentially impact negatively on tenants who are not in receipt of Housing Benefit. Housing Services has a dedicated resource in our Financial Inclusion and Welfare Benefit team who can provide advice and support to assist all affected tenants to manage this increase in service charges. This applies to all tenants whether in general needs or sheltered housing accommodation.</p> <p>Housing Services' will advise tenants to make welfare benefits claims and to refer tenants to sources of support. To this end, details of the increase in rent and service charges will be included in the end of year rent statement sent out to tenants. We will also include information on Housing Services' pages on the Havering website, the tenant magazine 'At the Heart' and in any direct contact our officers have with tenants.</p>
Evidence: <p>There is a deficit in the data held on residents who have undergone or are undergoing gender reassignment. In a similar vein to the protected characteristic of sexual orientation, there is a reticence among residents and tenants to disclose this information.</p> <p>We recognise that this is an elective process on the part of the tenant and Housing Services will respect the confidence given to our officers when a tenant discloses this information to us.</p>		

Sources used:

No data is currently available concerning this protected characteristic

Protected Characteristic - Marriage/civil partnership: Consider people in a marriage or civil partnership

Please tick (ü) the relevant box:

Positive

Overall impact:

There is no qualitative or quantitative data to suggest that the policy would have a greater or lesser effect on people on account of their marital status

Neutral

X

Negative

The marital status of residents does not have any impact on the management and delivery of Havering's housing services. Evidence of marriage or civil partnership holds use only to enable officers to determine if a person has the right to succeed a tenancy when their partner passes away.

It is thought that this policy will not have any negative impact on persons within this protected characteristic.

Evidence:

We do not collate data on the marital status of council tenants, only at the point of entry on to the Housing Register and for the purposes of succession of a tenancy.

Sources used:

No data is currently available concerning this protected characteristic.

Protected Characteristic - Pregnancy, maternity and paternity: Consider those who are pregnant and those who are undertaking maternity or paternity leave

Please tick (ü) the relevant box:

Positive

Overall impact:

An impact on this protected characteristic may be more likely as tenants within this group may be on a lower income, particularly where they are receiving maternity/paternity leave pay or benefits.

Neutral

Negative

x

Tenants within this protected characteristic who receive a full or partial award of Housing Benefit may find that this covers or reduces the impact of the increase in rent and service charges.

To minimise the effect of any increase in rent and service charges, the Council have applied a cap of 25% on all service charges. Tenants will be paying a fuller contribution towards the costs of these services and the increase genuinely reflects, and is required to meet, the actual cost of providing this service.

We recognise that the increase in rent and service charges could potentially impact negatively on tenants who are not in receipt of Housing Benefit. Housing Services has a dedicated resource in our Financial Inclusion and

		<p>Welfare Benefit team who can provide advice and support to assist tenants to manage this increase in rent and service charges.</p> <p>Housing Services has a dedicated resource in our Financial Inclusion and Welfare Benefit team who can provide advice and support to assist tenants to manage this increase in rent and service charges.</p>
<i>*Expand box as required</i>		
<p>Evidence:</p> <p>The only data which Housing Services collects for this protected characteristic is due dates for pregnancy, usually collated at the point of entry to the Housing Register. This data is used to ascertain the size of property/ the number of bedrooms a tenant is requires under the 'bedroom standard'.</p> <p>However, due to the nature of the protected characteristic, it would be difficult to collect accurate and up to date data.</p>		
<p>Sources used:</p> <p>No data is currently available concerning this protected characteristic</p>		

Socio-economic status: Consider those who are from low income or financially excluded backgrounds		
<i>Please tick (ü) the relevant box:</i>		<p>Overall impact:</p> <p>The increase in rent and service charges may have a disproportionate effect on those with a lower income, as they may have a lower level of disposable income available to cover this increase.</p> <p>An increase in rent and service charges will have a negative impact upon the finance of residents not currently in receipt of full Housing Benefit, or for those tenants who are working in lower paid employment. It could affect tenants of pension age whose income and savings fall just above the threshold to qualify for Housing Benefit.</p> <p>45% of council tenants will be affected as they do not receive full or partial housing benefit. Approximately 55% of our tenants will have the impact reduced by their entitlement to Housing Benefit.</p> <p>To minimise the effect of any increase in service charges, the Council have applied a cap of 25% on supported housing service charges. Tenants will be paying a fuller contribution towards the costs of these services and the increase genuinely reflects, and is required to meet, the actual cost of providing this service.</p> <p>We recognise that the increase in service charges could potentially impact negatively on tenants who are not in receipt of Housing Benefit. Housing Services has a dedicated resource in our Financial Inclusion and Welfare Benefit team who can provide advice and support to assist tenants to manage this increase in service charges.</p>
Positive		
Neutral		
Negative	ü	

Evidence:

Across London, the raw number of households in poverty in socially rented properties sits at 950,000. Whilst this is similar to the total number of private renters in a similar position (870,000) the actual rate of poverty is higher, at 51% (PRS 33%).

As one of the least deprived boroughs in London, it still has over 8500 (16.6%) of children in households with a relatively low income, and almost 7000 (13.4%) children with absolute low incomes¹. After housing costs, 30-33% of children would be living in poverty, with the most deprived areas including Gooshays and Heaton. The map below shows deprivation patterns in Havering based on the IMD 2019 child poverty index by Lower Super Output Areas (LSOAs).²

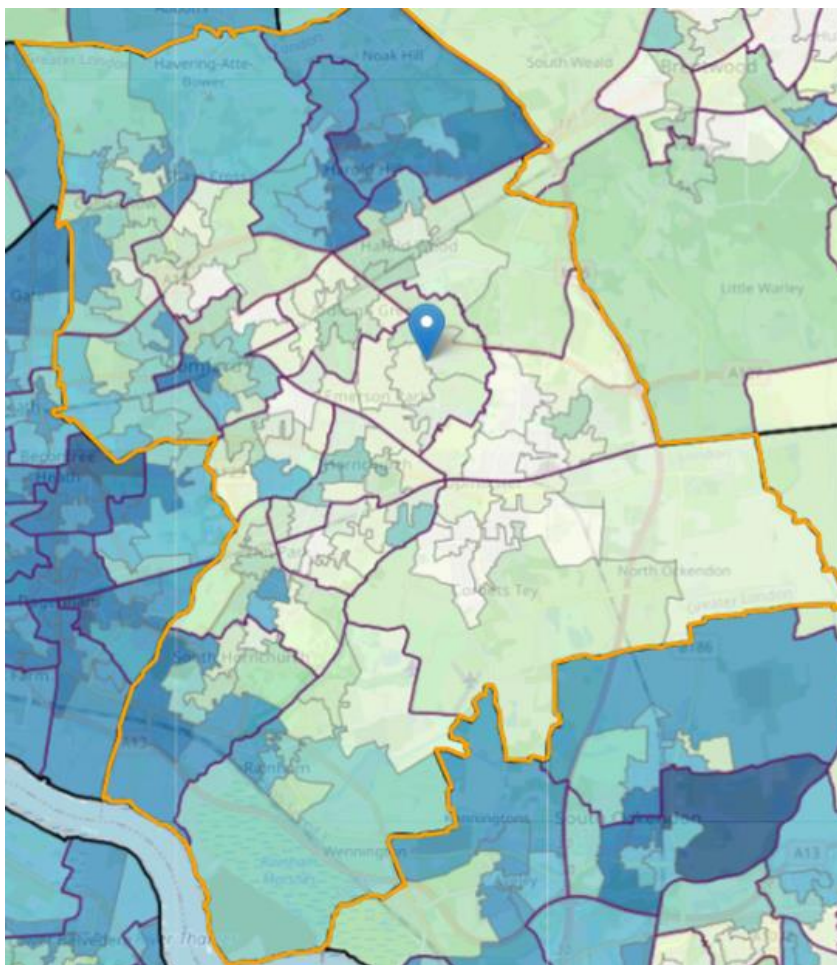


Figure 1: Map showing the index of multiple deprivation, darker blues equal more deprived areas.

Gooshays is the most deprived ward, with an IMD average score rank of 50 out of 633 and 2165 out of 32844 LSOAs, making it amongst the 10% most deprived neighbourhoods in the country. Upminster is the least deprived with an IMD average score rank average of 615 out of 633, and ranked 32563 out of 32844 LSOA's, meaning it is in the top 1% of least deprived neighbourhoods.

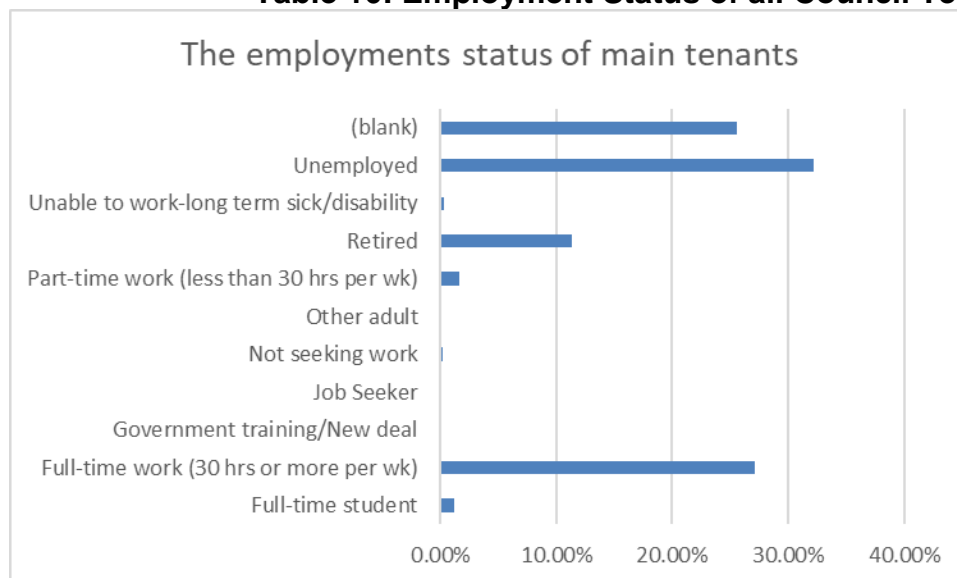
Despite generally low deprivation scores and high employment rates (economic activity 83%, 16 – 64), the median full time annual salary in Havering is £33,836, as measured in 2021, is low in comparison to the London median of £41,017 and slightly higher than the England median of £31,777.

The proportion of working age residents in Havering claiming out-of-work benefits (7.0%) is significantly lower than England (8.6%).

The employment rate within the Borough is higher than the London and England averages. About 79.4% of working age residents in Havering was employed in 2021, compared to 73.8% and 74.7% in London and England respectively.

The proportion of working age residents claiming out of work benefits (12.3%)⁴ is significantly lower than England (13.8%)

Table 16: Employment Status of all Council Tenants



Data held on current Council Tenants demonstrates that 28.8% of all Council Tenants are employed on a full-time or part-time basis, while just over 30% are unemployed. The number of tenant's whose employment status remains unrecorded will change as the process of reviews takes place over time.

It is worth adding once more that this data is not reliable in that this data is only picked up at the point where a tenant accepts an offer of council home, and individual circumstances can change over time.

Sources used:

- 1 - HM Revenue and Customs - Personal Tax Credits: Children in low-income families local measure
- 2 - [Indices of Deprivation 2015 and 2019 \(communities.gov.uk\)](https://communities.gov.uk/publications/indices-of-deprivation-2015-and-2019)
- 3 - Annual Survey of Hours and Earnings (ASHE), ONS and ONS CPI series – June 2021
- 4 - People on out-of-work benefits, by London borough | Trust for London
- 5 - Open housing report – Current tenancies E&D dated 17 January 2022

Health & Wellbeing Impact: Consider both short and long-term impacts of the activity on a person's physical and mental health, particularly for disadvantaged, vulnerable or at-risk groups. Can health and wellbeing be positively promoted through this activity? Please use the Health and Wellbeing Impact Tool in Appendix 2 to help you answer this question.

Please tick (ü) all the relevant boxes that apply:

Positive

Neutral

ü

Overall impact:

[Section 210\(1\)](#) of the Housing Act (1996) requires a housing authority to have regard to the following provisions when assessing the suitability of accommodation for an applicant:

<p>Negative</p>	<ol style="list-style-type: none"> 1. (a) Parts 9 and 10 of the Housing Act 1985 (the ‘1985 Act’) (slum clearance and overcrowding); and, 2. (b) Parts 1 to 4 of the Housing Act 2004 (the ‘2004 Act’) (housing conditions, licensing of houses in multiple occupation, selective licensing of other residential accommodation, additional control provisions in relation to residential accommodation). <p>The rent increase and increase in service charges will provide the resources to fund the development programme to deliver new high quality affordable housing in the borough through the regeneration programme. This will alleviate levels of overcrowding and households living in poor housing in the borough thereby improving the health outcomes.</p> <p>Do you consider that a more in-depth HIA is required as a result of this brief assessment? Please tick (ü) the relevant box</p> <p style="text-align: right;"> Yes O No X </p>
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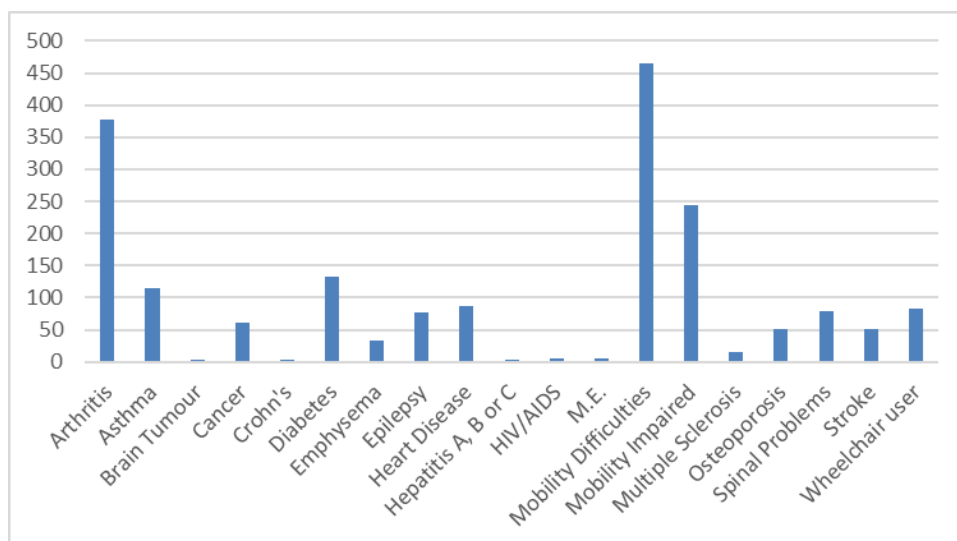
Evidence:

Average self-reported wellbeing in Havering has declined slightly from 2019/20 to 2020/21, decreasing from 7.7 to 7.5 out of 10 for Life Satisfaction, which is still high. For anxiety we see a continuation of this increase, seen from 2015/16 (2.6 out of 10) to 2020/21 (3.1 out of 10), albeit this is still in the low category. “Happiness” saw a slight increase to 7.5 in 2020/21 from the previous year and “worthwhile” remained around the same at 8.

Equalities data from the current Housing Register, (as at 2018), shows that 5.1% of applicants accepted on to the Housing Register have a sensory or physical disability which may necessitate the allocation of a property with a level of adaptation to meet their need.

Where the tenant continues to have an ongoing housing need and continues to meet the eligibility criterion for social housing according to the Council’s Allocation Scheme, the Council will offer the tenant a new tenancy for an appropriate property.

Table 17: Council Tenants who have identified a health issue



Data extracted from Open housing indicates that 21.5% of council tenants have identified themselves as having a disability. This is, however, a figure reliant on the self-reportage of tenants

and does not necessarily mean that all instances of physical disability require an adaptation or change in housing.

Sources used:

1 - [Personal well-being in the UK - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk/people-in-the-uk/population-and-demography/health-and-social-care/personal-well-being-in-the-uk)

2 - Open housing report – Current tenancies E&D dated 17 January 2022

3. Outcome of the Assessment

The EqHIA assessment is intended to be used as an improvement tool to make sure the activity maximises the positive impacts and eliminates or minimises the negative impacts. The possible outcomes of the assessment are listed below and what the next steps to take are:

Please tick (✓) what the overall outcome of your assessment was:

	1. The EqHIA identified <u>no significant concerns</u> OR the identified <u>negative concerns</u> have already been <u>addressed</u>	➔	Proceed with implementation of your activity
	2. The EqHIA identified some <u>negative impact</u> which still needs <u>to be addressed</u>	➔	COMPLETE SECTION 4: Complete action plan and finalise the EqHIA
	3. The EqHIA identified some <u>major concerns</u> and showed that it is <u>impossible to diminish negative impacts</u> from the activity to an acceptable or even lawful level	➔	Stop and remove the activity or revise the activity thoroughly . Complete an EqHIA on the revised proposal.

4. Action Plan

The real value of completing an EqHIA comes from the identifying the actions that can be taken to eliminate/minimise negative impacts and enhance/optimize positive impacts. In this section you should list the specific actions that set out how you will address any negative equality and health & wellbeing impacts you have identified in this assessment. Please ensure that your action plan is: more than just a list of proposals and good intentions; sets ambitious yet achievable outcomes and timescales; and is clear about resource implications.

Protected characteristic / health & wellbeing impact	Identified Negative or Positive impact	Recommended actions to mitigate Negative impact* or further promote Positive impact	Outcomes and monitoring**	Timescale	Lead officer
Increase in rent and service charges	Negative impact on most groups.	That the increases are covered through welfare benefits. Letters and advice provided to tenants on UC.	That increases in rent and service charges are covered by Universal Credit and Housing Benefit.	Within one month of the increase.	Evonne Hudson, AD Housing Management

Add further rows as necessary

* You should include details of any future consultations and any actions to be undertaken to mitigate negative impacts

** Monitoring: You should state how the impact (positive or negative) will be monitored; what outcome measures will be used; the known (or likely) data source for outcome measurements; how regularly it will be monitored; and who will be monitoring it (if this is different from the lead officer).

5. Review

In this section you should identify how frequently the EqHIA will be reviewed; the date for next review; and who will be reviewing it.

Review:

The assessment will be reviewed on an annual basis.

Scheduled date of review: February 2020

Lead Officer conducting the review: Patrick Odling-Smee

Please submit the completed form via e-mail to EqHIA@havering.gov.uk thank you.

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Cabinet

16th February 2022

Subject Heading:

Treasury Management Strategy
Statement 2022/23 and Annual
Investment Strategy 2022/23 ("TMSS"),
Treasury Indicators

Cabinet Member:

Councillor Roger Ramsey
Cabinet Member for Finance & Property

SLT Lead:

Jane West
Chief Financial Officer

Report Author and contact details:

Tony Piggott / Stephen Wild
Tony.Piggott@onesource.co.uk
Stephen.Wild@onesource.co.uk
01708 434 368 / 0203 373 3881

Policy context:

The CIPFA Code of Practice ("CIPFA TM Code") on treasury management 2017 recommends that the TMSS is reported to a scrutiny committee for effective scrutiny- this role is undertaken by the Audit Committee and this report will be reviewed at its re scheduled meeting on the 22nd February 2022 and final version of the report will be presented to Full Council on 2nd March 2022.

Financial summary:

The TMSS forms part of the Authority's overall budget strategy and financial management framework.

Is this a Key Decision?

No

When should this matter be reviewed? **Annually**

Reviewing OSC: **Overview and Scrutiny Committee**

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

Communities making Havering	□
Places making Havering	□
Opportunities making Havering	□
Connections making Havering	□

SUMMARY

The TMSS is part of the authority’s reporting procedures as recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) TM Code and its Prudential code (“The CIPFA Prudential Code”) for capital finance in local authorities. The Local Government Act 2003 requires authorities to comply with both codes. The TMSS also sets out recently introduced changes to the legislative framework, which are generally designed to place restrictions on authorities’ commercial activity.

This report fulfils the authority’s legal obligation under the Local Government Act 2003 to have regard to both the CIPFA TM Code and Government Guidance, and it covers:

- The Borrowing and Investment Strategies
- Treasury Management and Prudential Indicators - there is a change to them from the revised CIPFA TM published in December 2021 and is discussed later in this report and will be reported upon in the 2023-24 TMSS.

RECOMMENDATIONS

Cabinet is asked to:

1. Approve the TMSS 2022/23.
2. Approve the Prudential and Treasury Indicators set out in Appendices 2 and 3 of this report.
3. Recommend the annual TMSS 2022/23 to Council for approval.
4. Delegate future changes required to this Strategy to the Chief Financial Officer in the consultation with the Cabinet Member for Finance and Property. This will provide the additional flexibility to swiftly respond to changing circumstances.

REPORT DETAIL

1. Introduction

- 1.1 The Authority is required to set a balanced budget each financial year, which broadly means that income received during the year will meet its operational expenditure. As part of the overall financial management arrangements, a primary objective of the Treasury Management service is to ensure that the Authority's cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in counterparties or instruments in accordance with the Authority's appetite for risk and liquidity requirements, as priorities before considering investment return.
- 1.2 The other main function of treasury management is to help fund the Authority's capital plans. These capital plans provide a guide to the borrowing need of the Authority, essentially the longer term cash flow planning required to meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet the Authority's risk or cost objectives
- 1.3 CIPFA define treasury management as "The management of the local Authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated

with those activities; and the pursuit of optimum performance consistent with those risks.”

1.4 Whilst any regeneration initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day to day treasury management activities. This expenditure is shown throughout this report as the “regeneration programme”.

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

a. Prudential and treasury indicators and treasury strategy, TMSS (this report) - The first, and most important report is forward looking and covers:

- The capital plans, (including prudential indicators)
- The treasury management strategy statement, (how the investments and borrowings are to be organised), including treasury indicators
- An investment strategy, (the parameters on how investments are to be managed).

b. A mid-year treasury management report – a progress report and updates Members on the capital position, amending prudential/treasury indicators as necessary, and whether any policies require revision.

c. An annual treasury report – a backward looking review document providing outturn details on actual prudential and treasury indicators and treasury activity compared to the estimates within the strategy.

1.6 The minimum revenue provision policy is now included in the 5 Year Capital Programme and Strategy Report which is presented to Cabinet alongside the Budget report.

1.7 The above reports are required to be adequately reviewed before being adopted by the Authority. This role is undertaken by the Audit Committee.

2. Key Considerations and Sustainability

2.1 TMSS 2022/23

2.1.1 The strategy for 2022/23 covers two main areas:

a) Treasury Management Issues

- The borrowing strategy
- Debt rescheduling
- The investment strategy
- TM regulation – newly agreed changes and consultations
- The policy on use of external service providers
- The current treasury position as shown in **appendix 1**
- The treasury indicators which limits the treasury risk and activities of the Authority; **appendix 3** these indicators are unchanged from the approved 2021/22 TMSS
- The prospects for interest rates; **appendix 4**
- The policy on borrowing in advance of need; **appendix 5** This policy is unchanged from the approved 2021/22 TMSS
- The Counterparty & Investment policy; **appendix 6 & 7** This policy is unchanged from the approved 2021/22 TMSS

b) Capital issues

- the capital expenditure plans and the associated prudential indicators are set out in **appendix 2**

2.1.2 These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, the CIPFA TM Code and the Department for Levelling-Up Housing and Communities or DLUHC (formerly MHCLG) Investment Guidance.

2.2 Training

2.2.1 A key requirement of the CIPFA TM Code is Member consideration of treasury management matters and the new Knowledge and Skills framework set out in the revised CIPFA TM Code published in December 2021. The Authority addresses this important issue by:

- Providing training sessions, briefings and reports on treasury management and investment issues to those Members responsible for the monitoring and scrutiny of treasury management.

- Requires all relevant Officers to keep their skills up to date through training, workshops and seminars, and participating in the CIPFA Treasury Management Forum and other relevant local groups and societies.

2.3 **Treasury Management Consultants**

- 2.2.1 The Authority uses **Link Asset Services (“Link”)** as its external treasury management adviser. The Authority recognises that responsibility for treasury management decisions remains with itself at all times and ensures that undue reliance is not placed upon external service providers. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Authority will ensure that the terms of their appointment and the methods by which their value will be assessed are agreed and subjected to regular review.

3. **Service Delivery and Performance Issues**

- 3.1 The Authority’s capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, shown in **appendix 2**, which are designed to assist Members’ overview and confirm capital expenditure plans.

3.2 **Borrowing Strategy**

- 3.2.1 The Authority continues to utilise internal borrowing, (£125.8m at 31/3/21). This means that the capital borrowing needed as measured by the Capital Financing Requirement (CFR), has not been fully funded with external loan debt as cash supporting the Authority’s reserves, balances and cash flow has been used as a temporary expedient to fund capital spend and generate revenue savings. This strategy has been prudent as investment returns have approached zero while counterparty risk has remained an issue. As the Authority’s CFR continues to grow, external cash balances will be maintained to provide a liquidity buffer of £50m (or at a level the CFO determines to be appropriate) and which is consistent with the liquidity benchmark approach advocated by CIPFA. Going forward the growth in CFR increases the Authority’s exposure to short term interest rates and refinancing risk in its debt portfolio and as such is not a sustainable approach over the long term. Those risks need to be carefully managed through the judicious introduction of new long term external borrowing into the debt portfolio.

3.2.2 The CFO in conjunction with treasury will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- Where there is a significant risk of a much sharper rise in long and short term rates than that currently forecast, facilitated by an increase in global demand, rises in central bank rates and further increases in inflation risks, then the portfolio position will be re-appraised. Long term fixed rate funding will be drawn whilst interest rates are lower than they are projected to be over the medium to long term.

New Borrowing

3.2.3 The Authority's borrowing strategy will give consideration to the following forms of borrowing to finance capital requirements:

- Internal borrowing: The need to undertake external borrowing can be reduced by the temporary use of internal balances held for provisions and reserves within the Authority's accounts and cash flow movements on a day-to-day basis. The option of postponing borrowing and running down investment balances may provide short term revenue savings and reduce investment risk. The use of internal balances, however, must be monitored in order to mitigate the risks arising from the need to externally refinance when rates are unfavourable and protect the budget strategy from volatility in short term and long term interest rates;
- Temporary Borrowing: from the money market or other local authorities;
- Shorter Term Borrowing (1 – 5 years): from non PWLB and other sources;
- Long Term Market Debt: where rates are significantly below those offered by the PWLB for an equivalent maturity period, and to provide diversity within the debt portfolio;
- PWLB: borrowing for periods across all durations where rates offer best value.
- Other borrowing arrangements: such as the use of leasing, specialist 'green' funding that may be more cost efficient for some types of capital expenditure such as for vehicles, equipment and decarbonisation schemes.

3.2.4 The Authority will continue to borrow in respect of the following

- Maturing debt
- Approved (prudential) capital expenditure / capital investment
- To finance short-term cash flow fluctuations.

3.2.5 The type, period, rate and timing of new borrowing will be determined by the CFO under delegated powers, taking into account the following factors

- Expected movements in interest rates as outlined above
- Maturity profile of the debt portfolio set out in graph 1 and table 1 below
very little new borrowing will be required to replace maturing long term debt until 2026/27 when £85m will be required over the next five years
- The impact on the medium term financial strategy, MTFS
- Proposed Prudential Indicators and limits as set out in **appendix 2**.

Graph 1: Debt Maturity Profile

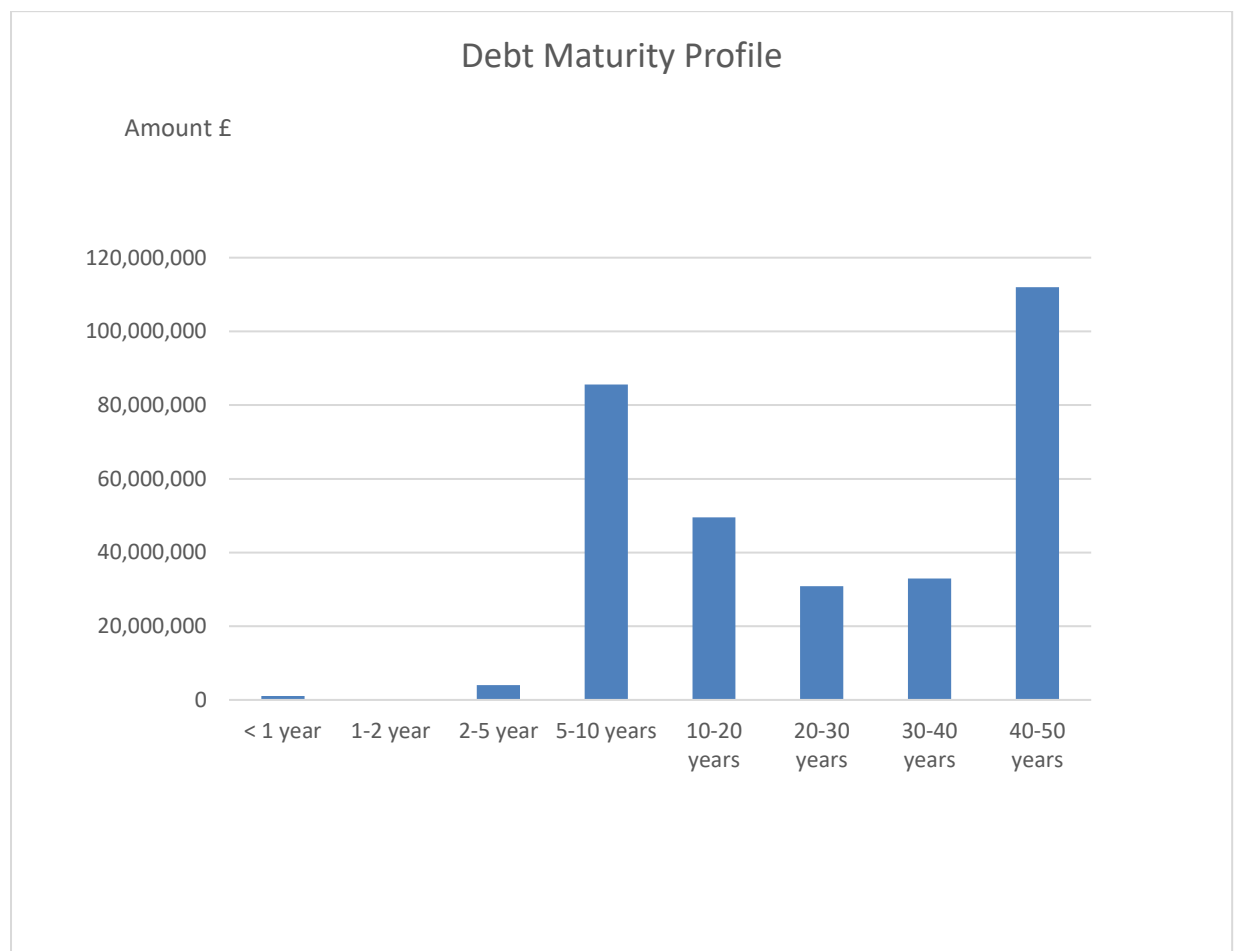


Table 1: Debt Maturity profile and cost

Tenor by time Bucket	Total £,000	Average rate %
< 1 Year	1,109	4.88
1 - 2 Years	0	N/A
2 - 5 years	4,028	3.40
5 - 10 years	85,561	3.21
10 - 20 years	49,574	3.34
20 - 30 years	30,853	3.41
30 - 40 years	32,959	5.03
40 - 50 years	112,000	1.66
> 50 Years	0	N/A
Total	316,087	2.90%

3.2.6 Appendix 2 table 2 shows estimated new borrowing of £605.1m required to fund capital expenditure between financial year end 2020/21 and 2024/25 at of which £50m PWLB borrowing has already been drawn down in 2021/22. However it should be noted that this increase in debt is unlikely to be that high due to external factors, for example, if new government grants are announced, new decisions that the Authority may take such as if new items are added/removed from the capital programme or disposals of surplus assets were to be agreed. Moreover, it also depends on the amount of slippage in the capital programme and to what extent the Authority may borrow in advance. This growth in debt will be reviewed annually against the available budget and will be adjusted to what the Authority can afford.

Treasury Management Limits on borrowing activity

3.2.7 There are three debt related treasury activity limits. The purpose of these are to manage the activity of the treasury function within a flexibly set remit for risk management, yet not impose undue restraints that constrict opportunities for cost reduction or performance improvement. The indicators are:

- Upper limits on variable interest rate exposure net of investments
- Upper limits on fixed interest rate exposure
- Maturity structure of borrowing to manage refinancing risk.

3.2.8 The indicators cover 2020/21 - 2024/25. The CIPFA Prudential Code and the CIPFA TM Code requires authorities to set treasury indicators and these are set out in **Appendix 3**. No breaches in the indicators are expected in the period covered in this report.

Policy on borrowing in advance of need

3.2.9 This is set out in **appendix 5** of this report.

Debt Rescheduling

3.2.10 All rescheduling will be reported to the Cabinet at the earliest meeting following its action.

Where short term borrowing rates are considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

- The generation of cash savings and / or discounted cash flow savings
- To fulfil the treasury strategy
- To enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility)
- Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.

3.3 **Annual Investment Strategy**

3.3.1 The DLUHC and CIPFA have extended the meaning of ‘investments’ to include both treasury and non-treasury investments. This report deals solely with treasury investments, (as managed by the treasury management team).

3.3.2 The Authority’s investment policy has regard to the following

- DLUHC’s Guidance on Local Government Investments (“the Guidance”)
- CIPFA Treasury Management in Public Services Code of Practice 2017 (“the TM Code”).

- CIPFA Treasury Management Guidance Notes 2018 and have regard to the TM Code and Guidance Notes from 2021 once the guidance notes are published.
- 3.3.3 The key intention of the Guidance is to maintain the requirement for authorities to invest prudently and that priority is given to the security and liquidity of investments before yield. The Authority's objective is therefore to achieve, within this constraint, the optimum return on its investments with the appropriate levels of security and liquidity. Within the prudent management of its financial affairs, the Authority may temporarily invest funds that are borrowed for the purpose of expenditure expected to be incurred in the reasonably near future. Borrowing purely to invest or on-lend for speculative purposes remains unlawful and this Authority does not engage in such activity.
- 3.3.4 The above guidance from the DLUHC and CIPFA place a high priority on the management of risk. This Authority has adopted a prudent approach to managing risk, its minimum credit criteria is set out in Appendix 6. This policy is unchanged from the approved 2021/22 TMSS.
- 3.3.5 The Authority will consider placing longer term treasury deals while investment rates are at historically low levels and where attractive interest rates with high quality counterparties become available.
- 3.3.6 Investments will make reference to the core balance, cash flow requirements and the outlook for short and medium term interest rates.
- 3.3.7 Credit ratings should not be the sole determinant of the quality of an institution, this Authority is not bound by the agency with the lowest rating and, importantly, officers will continually assess and monitor the financial sector and the economic/political environment in which institutions operate.
- 3.3.8 Treasury investment instruments identified for use in the financial year are listed in **Appendix 7** This policy is unchanged from the approved 2021/22 TMSS. The 'specified' and 'non-specified' investment categories are in accordance with the DLUHC Investment Guidance.
- 3.3.9 The CFO will, on advice, make operational changes to these limits in response to prevailing market conditions and regulatory changes.
- 3.3.10 All investments will be denominated in sterling.
- 3.3.11 The Authority will also pursue value for money in treasury management and will monitor the yield from investment income against appropriate benchmarks

for investment performance. Regular monitoring of investment performance will be carried out during the year.

3.4 Loans to Third Parties or Non Treasury investments

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

3.4.2 Pension Fund Cash - The Local Government Pension Scheme (Management and Investment) Regulations 2016 requires the Authority to maintain a separate bank account for the Pension Fund. For the management of Pension Fund cash, there is in place an agreement to pool internally held pension fund balances (working cash and those pending external investment) with the investment balances of the Authority. These balances are invested in accordance with the Authority's Treasury Management Strategy.

The Pension Fund receives interest annually on their cash balances at a rate commensurate with that received by the Authority. Pension Fund cash balances may be withdrawn anytime. In the event of loss of any investment, this will be borne on a pro rata basis equivalent to the value of each party's contribution to the investment which incurred the loss.

3.4.3 Pension Fund Prefunding – The Authority can choose to enter into an agreement to made advance payment to fund the employee pension contribution for up to 3 years. The benefit of this is to take advantage of discount rate provided by the Pension Fund Actuary which may result in cash saving for the Authority. The Authority has not previously adopted such advance payments.

3.5 TM regulation – newly agreed changes and consultations

3.5.1 CIPFA published revised codes on 20th December 2021 and has stated that formal adoption is not required until the 2023/24 financial year. The Authority has to have regard to these codes of practice when it prepares the Treasury Management Strategy Statement and Annual Investment Strategy, and related reports during the financial year..

3.5.2 The revised codes will have the following implications

A requirement for the Authority to adopt a new debt liability benchmark treasury indicator to support the financing risk management of the capital financing requirement

Clarify what CIPFA expects a Local Authority to borrow for and what they do not view as appropriate. This will include the requirement to set a proportionate approach to commercial and service capital investment

Address Environment Social and Governance (ESG) issues within the Capital Strategy

- Require implementation of a policy to review commercial property, with a view to divest where appropriate and a requirement to have an annual strategy/policy on reviewing commercial portfolios.

Create new Investment Practices to manage risks associated with non-treasury investment (similar to the current Treasury Management Practices)

Ensure that any long term treasury investment is supported by a business model

A requirement to effectively manage liquidity and longer term cash flow requirements

Amendment to Treasury Management Practices (TMP) 1 to address ESG policy within the treasury management risk framework (TMPs are detailed operational practice notes that support the treasury strategy)

Amendment to the knowledge and skills register for individuals involved in the treasury management function - to be proportionate to the size and complexity of the treasury management conducted by each council

A new requirement to clarify reporting requirements for service and commercial investment, (especially where supported by borrowing/leverage).

3.5.3 In addition, all investments and investment income must be attributed to one of the following three purposes

Treasury management

Arising from the organisation's cash flows or treasury risk management activity, this type of investment represents balances which are only held until the cash is required for use. Treasury investments may also arise from other treasury risk management activity which seeks to prudently manage the risks, costs or income relating to existing or forecast debt or treasury investments.

Service delivery

Investments held primarily and directly for the delivery of public services including housing, regeneration and local infrastructure. Returns on this category of investment which are funded by borrowing are permitted only in cases where the income is "either related to the financial viability of the project in question or otherwise incidental to the primary purpose".

Commercial return

Investments held primarily for financial return with no treasury management or direct service provision purpose. Risks on such investments should be proportionate to a council's financial capacity – i.e., that 'plausible losses' could be absorbed in budgets or reserves without unmanageable detriment to local services. A Council must not borrow to invest primarily for financial return.

REASONS AND OPTIONS

Reasons for the decision:

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

Other options considered:

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

Alternative	Impact on income and expenditure	Impact on risk management
Invest in a narrower range of counterparties and/or for shorter times	Interest income will be lower	Lower chance of losses from credit related defaults, but any such losses may be greater
Invest in a wider range of counterparties and/or for longer times	Interest income will be higher	Increased risk of losses from credit related defaults, but any such losses may be smaller
Borrow additional sums at long-term fixed interest rates	Debt interest costs will rise; this is unlikely to be offset by higher investment income	Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs may be more certain
Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long-term costs may be less certain

IMPLICATIONS AND RISKS

Financial implications and risks:

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

For the financial year 2022/23, the budget for investment income has been set at £0.25m, based on known maturities in 2022/23 and a forecasted future investment yield at 0.25%. However this may need to be revised down during the year

depending on the balance between internal and external borrowing and the level of liquidity buffer kept, with any corresponding offset made to the interest payable budget.

The budget for long term debt interest payable in 2022/23 based on the current debt portfolio and future anticipated borrowing is forecasted to be £11.5m. The budget was increased in 2021/22 in anticipation of borrowing for the capital programme, Theme Board agreed borrowing increase of £121m. The ongoing COVID pandemic has led to both delays in the programme and accordingly only £50m of new long term debt being taken at historically low levels.

Based on existing and planned long term borrowing the 2022-23 budget for HRA debt interest payable has been set at £8m and General Fund interest payable at £3.5m.

Progress made on the TMSS will be reported in an half year report to Audit Committee.

Legal implications and risks:

Local Authorities are required by Regulations 2 and 24 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003/3146 as amended to have regard to the “Prudential Code for Capital Finance in Local Authorities” and Treasury Management in the Public Services Code of Practice published by CIPFA when considering their duties under Part 1 of the Local Government Act 2003.

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

The Authority has fiduciary duties toward its tax payers to act in good faith in the interests of those tax payers with the considerable sums of money at its disposal. The Strategies being proposed for approval seek to discharge those duties in a reasonable and prudent manner.

There are no other apparent legal implications arising as a result of this Report.

Human Resources implications and risks:

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

Equalities Implications and Risks:

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

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

The Authority is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce.

There are no equalities implications within this report

Health and Wellbeing Implications and Risks:

The Authority is committed to improving the quality of life and wellbeing for all Havering employees and residents in respect of socio-economics and health determinants. There are no direct implications to the Authority's workforce and resident's health and wellbeing as a result of this report.

BACKGROUND PAPERS

NONE

Appendix 1

Current Treasury Position and Capital Financing Requirement (CFR)

As at 31 March 2021 and 31st December 2021, Investments and borrowings set in table 1 below includes new borrowing of £50m from PWLB, pending capital spend.

Table1: Treasury Portfolio Position

TREASURY PORTFOLIO				
	Actual 31/3/21 £m	Actual 31/3/21 %	Actual 31/12/21 £m	Actual 31/12/21 %
Treasury Investments				
Banks & Building Societies	35.0	68.2	89.9	58.0
Government (including Local Authorities)	75.0	31.8	45.0	29.1
Money Market funds	0	0	20.0	12.9
Total Treasury Investments	110.0	100	154.9	100
Treasury Borrowing				
PWLB	258.2	93.7	308.3	97.5
LOBO loan from bank	7.0	2.5	7.0	2.2
Temporary loan (LA)	10.0	3.6	0	0
Other loans	0.4	0.2	0.8	0.3
Total External Borrowing	275.6	100	316.1	100
Net Treasury Investments/(Borrowing)	(165.6)		(161.2)	

The Authority's forward projections for borrowing are summarised below in Table 2. The table shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement - CFR), highlighting any over or under borrowing. The expected change in debt will be influenced by changes in the CFR and long term interest rates.

However it should be noted that this change in debt is due to external factors set out in the covering report and capital slippage. Table 2 shows internal borrowing of £230m but this is dependent on the changes to the Authority's cash backed reserves and changes in net working capital. External cash balances of £50m are maintained over the medium term to mitigate liquidity risk.

Table 2: Capital Financing Requirement (CFR) and Borrowing

£m	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
External Debt					
Debt at 1 April	265.6	275.7	354.3	574.7	751.5
Expected change in Debt	10.1	78.6	220.4	176.8	111.5
Actual gross debt at 31 March	275.7	354.3	574.7	751.5	863.0
The Capital Financing Requirement	401.5	584.3	804.7	981.5	1,093.0
Under / (over) borrowing	125.8	230.0	230.0	230.0	230.0

Within the above figures the level of debt relating to regeneration activities is detailed in table 3 below.

Table 3: Regeneration Programme debt

	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
CFR at 31 March £m	63.4	81.6	168.7	259.3	269.4
Percentage of total CFR %	15.80	13.97	20.96	26.42	24.65

Capital expenditure

This prudential indicator is a summary of the Authority's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts:

Table 1: Capital expenditure forecast 2020/21 - 2024/25

Capital expenditure £m	2020/21 Actual	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget
Non-HRA	41.3	79.9	60.1	24.9	31.2
HRA	59.2	207.8	170.6	181.0	195.3
Regeneration Program *	17.2	28.6	168.0	198.1	23.6
Total **	117.7	316.3	398.7	404.0	250.1

* these activities relate to areas such as capital expenditure on investment properties, loans to third parties etc.

Other long-term liabilities - The above financing need excludes other long-term liabilities that already include borrowing instruments.

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

Table 2: Financing of Capital expenditure forecast 2020/21 - 2024/25

Financing of capital expenditure £m	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Capital receipts	20.6	57.0	119.4	120.2	14.6
Capital grants	21.1	34.7	29.9	83.7	61.9
Revenue and Reserves	21.1	33.3	16.4	12.6	14.4
Net financing need for the year ***	54.9	191.2	233.1	187.5	159.2

*** Net financing need, example (**117.7- 20.6-21.1-21.1) = 54.9m)

The net financing need for regeneration programme activities included in the above table against expenditure is shown below:

Table 3: Regeneration Programme forecast 2020/21 - 2024/25

Regeneration Programme £m	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Capital Expenditure	17.2	28.6	168.0	198.1	23.6
Other Sources of Financing	0	0	78.0	103.5	0
Net financing need for the year	17.2	28.6	90.0	94.6	23.6
Percentage of total net financing need	31.3%	14.9%	38.6%	50.5%	14.8%

The Authority's borrowing need (the Capital Financing Requirement)

The second prudential indicator is the Authority's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Authority's indebtedness and so its underlying borrowing need. Any capital expenditure above, which has not immediately been paid for (e.g. by capital grants), through a revenue or capital resource, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each assets life, and so charges the economic consumption of capital assets as they are used.

The CFR includes any other long-term liabilities (OLTL) which relates to PFI schemes and finance leases. The Authority currently has no such liabilities within the CFR.

The Authority is asked to approve the CFR projections below:

Table 4: Capital financing requirement forecast 2020/21 - 2024/25

Capital Financing Requirement £m	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Non Housing	125.3	153.3	167.5	176.3	177.6
Housing	212.8	349.4	468.5	546.0	645.9
Regeneration	63.4	81.6	168.7	259.3	269.5
Total CFR	401.5	584.3	804.7	981.5	1,093.0
Movement in CFR		182.8	220.4	176.8	111.5
Movement in CFR represented by					
Net financing need for the year	-	191.2	233.1	187.5	159.3
Less MRP	-	4.7	7.0	9.5	13.4
Less receipts set aside	-	3.7	5.6	1.2	34.4
Movement in CFR	-	182.8	220.5	176.8	111.5

A key aspect of the regulatory and professional guidance is that elected Members are aware of the size and scope of any commercial/regeneration activity in relation to the Authority's overall financial position. The capital expenditure figures and the details above demonstrate the scope of this activity and, by approving these figures, consider the scale proportionate to the Authority's remaining activity.

Within the range of prudential indicators there are a number of key indicators to ensure that the Authority operates its activities within well-defined limits. One of these is that the Authority needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2021/22 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue or speculative purposes.

The Chief Financial Officer reports that the Authority complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

Core funds and expected investment balances

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.).

The Authority's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist Members' overview and confirm capital expenditure plans are affordable, prudent and sustainable.

Affordability prudential indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Authority's overall finances. The Authority is asked to approve the following indicator:

Ratio of financing costs to net revenue stream

Table 5 identifies the trend in the cost of capital, (borrowing and other long term obligation costs), against HRA rents. The estimates of financing costs include current commitments and the proposals in this budget report.

Table 5: Ratio of financing costs to net revenue stream / HRA rents 2020/21 - 2024/25

%	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
HRA	10.48	14.37	20.90	25.93	30.46

Table 6 shows the trend in the Non-HRA cost of capital (borrowing and other long term obligation costs), regeneration finance costs are shown both gross and net of Mercury Land Holding (MLH) investment income, against net revenue stream.

Table 6: Ratio of Non HRA net financing costs to net revenue stream 2020/21 – 2024/25.

%	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Main services	3.74	4.49	5.65	6.04	7.31
Regeneration - gross	1.67	2.08	3.35	5.76	7.18
- net	1.20	1.24	1.90	3.67	4.81

Regeneration investment income from MLH is forecast at £45m in the nine year period 2025/26 to 2033/34 (approx. £5m per year). It is expected that MLH will make loan repayments of £14m over the same period (of which £8m will be repaid in 2025/26) and the balance thereafter. Equity repayments of £7.2m are expected in 2024/25.

The Operational boundary

This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

Table 7: Operational boundary 2020/21 - 2024/25

Operational boundary £m	2020/21 Limit	2021/22 Limit	2022/23 Limit	2023/24 Limit	2024/25 Limit
Debt	328.1	496.4	696.3	770.7	852.5
Other long term liabilities	10	10	10	10	10
Regeneration Programme	63.4	81.6	168.7	259.3	277.5
Total	401.5	588	875	1,040	1,140

The authorised limit for external debt TM code

This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Authority. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

1. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all Authorities' plans, or those of a specific Authority, although this power has not yet been exercised.
2. The Authority is asked to approve the following authorised limit:

Table 8: Authorised limit 2020/21 - 2024/25

Authorised limit £m	2020/21 Limit	2021/22 Limit	2022/23 Limit	2023/24 Limit	2024/25 Limit
Debt	468	642	805	853	903
Other long term liabilities	10	10	10	10	10
Regeneration Programme	88	162	248	300	350
Total	566	814	1,063	1,163	1,263

TREASURY LIMITS

Treasury Management Limits on Activity

There are two debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair opportunities to reduce costs/improve performance.

The Code requires that for LOBO loans the maturity date is now deemed to be the next call date.

The indicators are

Maturity structure of borrowing

These gross limits are set to reduce the Authority's exposure of large fixed rate sums falling due for refinancing; these have been kept deliberately wide to provide flexibility for any restructuring that might be carried out to de-risk the debt portfolio.

Maturity structure of fixed interest rate borrowing 2022/23		
	Lower	Upper
Under 12 months	0%	40%
12 months to 2 years	0%	60%
2 years to 5 years	0%	70%
5 years to 10 years	0%	80%
10 years to 20 years	0%	100%
20 years to 30 years	0%	100%
30 years to 40 years	0%	100%
40 years to 50 years	0%	100%
Maturity structure of variable interest rate borrowing 2022/23		
	Lower	Upper
Under 12 months	0%	90%
12 months to 2 years	0%	90%
2 years to 5 years	0%	100%
5 years to 10 years	0%	100%
10 years to 20 years	0%	100%
20 years to 30 years	0%	100%
30 years to 40 years	0%	100%
40 years to 50 years	0%	100%

Investment treasury indicator and limit

Total principal funds invested for greater than 365 days. These limits are set with regard to the Authority's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

The Authority is asked to approve the following treasury indicator and limit

Upper limit for principal sums invested for longer than 365 days			
£m	2021/22	2022/23	2023/24
Principal sums invested for longer than 365 days	£120m	£120m	£100m

Appendix 4

PROSPECTS FOR INTEREST RATES

The Authority has appointed Link Asset Services as its treasury advisor and part of their service is to assist the Authority to formulate a view on interest rates. The following commentary and table gives their central view.

Bank Rate

The forecast on interest rates hinges on inflation. The Bank of England MPC expect inflation to fall back to its 2% target rate in late 2023 after the peaking at 7.2% in April 2022. Link are forecasting four increases in Bank Rate over the forecast period to March 2025, ending at 1.25%. – at the time of writing officers expect that the 1.25% rate will be reached by the end of 2022.

PWLB rates and gilt yields

Since the start of 2021, we have seen a lot of volatility in gilt yields, and hence PWLB rates. Our forecasts show a steady, rise in both Bank Rate and gilt yields during the forecast period to March 2025.

Link Group Interest Rate View 7.2.22													
	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25
BANK RATE	0.75	1.00	1.00	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
5 yr PWLB	2.20	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30
10 yr PWLB	2.30	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40
25 yr PWLB	2.40	2.50	2.50	2.60	2.60	2.60	2.60	2.60	2.60	2.60	2.60	2.60	2.60
50 yr PWLB	2.20	2.30	2.30	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40

POLICY ON BORROWING IN ADVANCE OF NEED

The Authority must ensure that its total debt does not, except in the short-term, exceed the total of the CFR in the preceding year i.e. 2021/22, plus the estimates of any additional CFR for the year 2022/23 and the following two financial years. This allows some flexibility for early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

Any decision to borrow in advance will be considered carefully to ensure that value for money can be demonstrated, and that the Authority can ensure the security of such funds.

In determining whether borrowing will be undertaken in advance of need the Authority will

- Ensure that the ongoing revenue liabilities created, and the implications for future capital plans and budgets have been considered
- Evaluate economic and market factors that might influence the manner and timing of the decision to borrow
- Consider the pros and cons of alternative forms of funding, interest rate structures and repayment profiles
- Consider the positive and negative impacts of borrowing in advance of need on the Authority's cash balances, in particular the increased exposure to credit risk that will arise as a result of investing this additional cash in advance of need.

The Authority's Counterparty Credit policy, minimum credit ratings criteria

Credit Rating: Investment decisions are made by reference to the lowest appropriate published credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

Within the parameters set out below the Authority works together with Link Asset Services (the treasury management advisor) to establish an operational lending list using Link's creditworthiness methodology. The CFO will agree an operational lending list within these parameters.

The notes below should be read in conjunction with table 1 overleaf.

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

For non UK Banks, the Authority's credit criteria will require that banks from AA+ rated countries and above can be used.

Current bank accounts: the Authority's own banker, Should the credit rating fall below A-, for liquidity purposes the Authority may continue to deposit surplus cash with the group providing that investments can be withdrawn on the next working day. Balances will be reviewed on a daily basis to assess their appropriateness.

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

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

2. **Rated Building Societies** - The Authority's credit rating criteria for UK Building Societies in 2021/22 will continue to limit deposits to those UK Building Societies that meet the credit criteria in table 1 below.
3. **Non Rated Building Societies** – The criteria in table 1 overleaf will apply.
4. **Government:** Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.
5. **Corporates:** Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made following an external credit assessment as part of a diversified pool in order to spread the risk widely.
6. **Registered providers:** Loans and bonds issued by, guaranteed by or secured on the assets of registered providers of social housing, formerly known as housing associations. These bodies are tightly regulated by the Regulator of Social Housing and, as providers of public services, they retain the likelihood of receiving government support if needed.
7. **Residential Mortgage Based Schemes** - Investment will be restricted to AAA rated funds with only UK exposure. These funds offer stronger risk-adjusted returns whilst maintaining high daily liquidity with time plus two days (T+2) access.
8. **Pooled funds:** Shares in diversified investment vehicles consisting of any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee.
9. **Money Market Funds (MMF):** The Authority will continue to use MMF's, which provide lower interest returns but do provide a highly liquid, diversified investment via a highly credit-rated pooled investment vehicle.

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

continued suitability in meeting the Authority's investment objectives will be monitored regularly.

- 10. Ring Fenced Banks, (RFB)** The largest UK banks, (those with more than £25bn of retail / Small and Medium-sized Enterprise (SME) deposits), were required, by UK law, in response to the global financial crisis to separate core retail banking services from their investment and international banking activities by 1st January 2019. This is known as "ring-fencing". Whilst smaller banks with less than £25bn in deposits are exempt, they can choose to opt up. In general, simpler, activities offered from within a ring-fenced bank (RFB) will be focused on lower risk, day-to-day core transactions, whilst more complex and "riskier" activities are required to be housed in a separate entity, a non-ring-fenced bank **(NRFB)**. The Authority will continue to assess the new-formed entities in the same way that it does others and those with sufficiently high ratings, (and any other metrics considered), will be considered for investment purposes.

Table 1: Approved investment counterparties and limits

These limits are unchanged from last years approved TMSS report.

Credit rating	Banks unsecured*	Banks secured	Government	Corporates	Registered Providers
UK Govt	n/a	n/a	£ Unlimited 50 years	n/a	n/a
AAA	£35m 5 years	£35m 20 years	£35m 50 years	£15m 20 years	£15m 20 years
AA+	£35m 5 years	£35m 10 years	£35m 25 years	£15m 10 years	£15m 10 years
AA	£35m 4 years	£35m 5 years	n/a	£15m 5 years	£15m 10 years
AA-	£35m 3 years	£35m 4 years	n/a	£15m 4 years	£15m 10 years
A+	£35m 2 years	£35m 3 years	n/a	£25m 3 years	£15m 5 years
A	£35m 13 months	£35m 2 years	n/a	£25m 2 years	£15m 5 years
A-	£35m 6 months	£35m 13 months	n/a	£15m 13 months	£15m 5 years
None	£1m 6 months	n/a	n/a	£5m 5 years	£10m 5 years
	UK Local Authorities £35m per Authority; 50 years				
Pooled funds	£25m per fund These include Bond Funds, Gilt Funds, Equity, Enhanced Cash Funds, Mixed Asset Funds and Money Market Funds, Residential Mortgage Based Schemes (RMBS)				

* Includes Building Societies

Investment Limits

The Authority further proposes the investment limits as set out in the table below to protect the security of its investments. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers' nominee accounts, foreign countries and industry sectors as below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

Table 2: Investment limits

	Cash limit
UK Central Government	unlimited
Any single organisation, except the UK Central Government	£35m each
Any group of organisations under the same ownership	£35m per group
Any group of pooled funds under the same management	£35m per manager
Financial instruments held in a broker's nominee account	£50m per broker
Foreign countries	£35m per country
Registered providers	£35m in total
Unsecured investments with building societies	£50m in total
Loans to unrated corporates	£35m in total
Money Market Funds	£50m in total
UK Residential Mortgage Backed Securities (RMBS)	£25m in total

Appendix 7

Specified and Non Specified Investments

Specified investments:

The DLUHC Guidance defines specified investments as those:

- Denominated in pound sterling, due to be repaid within 12 months of arrangement,
- Not defined as capital expenditure by legislation, and invested with one of
- The UK Government
- A UK local Authority, parish Authority or community Authority, or A body or investment scheme of “high credit quality”.

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

Table 1: Specified Investments

Instrument	Institution Type	Instrument Minimum 'High' Credit Criteria	Limit	Max. Maturity Period
Accounts, deposits, certificates of deposit and senior unsecured bonds with banks other than multilateral development banks, UK Government Gilts.	UK Banks and UK Banking Groups ¹	per Appendix 6, Table 1	£35m	per Appendix 6, Table 1
	UK Building Societies	per Appendix 6, Table 1	£35m	per Appendix 6, Table 1
	Non UK Banks	Sovereign Rating of AA+ and above and meet Credit Criteria in Appendix 6, Table 1	£35m	per Appendix 6, Table 1
Covered bonds, floating rate notes, reverse repurchase agreements and other collateralised arrangements with banks and building societies	UK Banks and Building Societies and Non UK Banks	Per Appendix 6, Table 1 (and Sovereign Rating of AA+ minimum for Non UK Banks)	See Note 2	per Appendix 6, Table 1
Term Deposits	Local Authorities and other Public Institutions	UK Sovereign Rating	£35m	per Appendix 6, Table 1
Loans and bonds issued by, guaranteed by or secured on the assets of registered providers of social housing.	Registered Social Housing Providers	per Appendix 6, Table 1		per Appendix 6, Table 1
Money Market Fund		AAA ³	£25m	
Enhanced Cash Funds		AA/Aa ⁴	£25m	
Residential Mortgage Based Schemes (RMBS)		UK AAA	£25m	

1. £35m Limit per bank / banking group.
2. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.
3. Investments will be made with those MMF's which have a rating of AAA
4. Minimum of Fitch / Standard & Poor's AA or Moody's Aa rating

Table 2 : NON SPECIFIED INVESTMENTS

Instruments	Non Specified Investments	Institution Type	Minimum Credit Criteria	Maximum Duration	Cash limit
Accounts, deposits, certificates of deposit, structured deposits and senior unsecured bonds with banks other than multilateral development banks. Covered bonds, reverse repurchase agreements, and other collateralised arrangements with banks and building societies. Short Dated Bond Funds, Diversified Growth Funds, Absolute Return Funds and Property Funds. Unrated Bonds.	Total long-term investments (investments over 1 year)	UK and Non UK Banks and Building Societies, Rated Registered Social Housing Providers (RSP)	Per Appendix 6, Table 1	10 yrs.	£120m
	Total investments without credit ratings or rated below A- (except UK Government and local authorities)	Unrated Registered Social Housing Providers (RSP), Unrated Banks and Building Societies	N/A	5 yrs.	£40m
	Total Investments made in pooled investment vehicles.			7 yrs.	
	Total Investments made in un-rated bonds.				
	Total non-specified investments				£160m

Non-specified investments:

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

definition on high credit quality. Limits on non-specified investments are shown in table 3 below.

Table 3: Non-specified investment limits

	Cash Limit £m
Total long-term investments	120
Total Investments without credit ratings or rated below A- (subject to due diligence)	40
Total non-specified investments	160



CABINET

16 February 2022

Subject Heading:

5 Year Capital Programme and Strategy – 2022/23 to 2026/27

Cabinet Member:

Councillor Damian White, Leader

SLT Leads:

Jane West
(Chief Financial Officer)

Report Author and contact details:

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Policy context:

This report presents the Council's 5 year Capital Strategy and associated Capital Programme for agreement by Cabinet and recommendation on to Council for consideration and approval.

Financial summary:

The Council is required to approve the Capital Strategy as per the Prudential Code for Capital Finance in Local Authorities and the Treasury Management in the Public Services Code of Practice. The Council is required to set a balanced budget and the capital strategy and subsequent 5 year capital programme forms part of this process. The financial implications of this strategy are included as part of the 2022/23 Budget and tax setting report elsewhere on this agenda.

Is this a Key Decision?

Yes

When should this matter be reviewed?

Annually

Reviewing OSC:

Overview and Scrutiny Board

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

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

SUMMARY

The Council is required by statute (the Prudential Code for Capital Finance in Local Authorities, 2017 Edition) to agree the capital programme and associated capital strategy. Local authorities are required to have regard to the current editions of this code by regulations 2 and 24 of the Local Authorities (Capital Finance and Accounting) Regulations 2003 [SI 3146].

This report sets out the Authority's Capital Strategy and presents the Council's proposed capital budget for 2022/23 and five year Capital Programme to 2026/27.

RECOMMENDATIONS

Cabinet is asked to:

1. **Recommend to Council for consideration and approval** the 2022/23 and 5 year Capital Programme noting the changes in accessing new borrowing set out in section 1.3
2. **Agree** that the Chief Financial Officer be authorised to allocate funding from the Capital Contingency included within the draft Capital Programme.
3. **Agree** that externally funded schemes can be added to the capital programme up to £500k as and when funding is confirmed. Any external funding over £500k will be subject to approval by the Chief Financial Officer.
4. **Approve** the capital strategy contained within this report noting its impact on both the capital programme and the financial implications for setting the revenue budget for 2022/23 and beyond
5. **Note** the capital prudential indicators included within the capital strategy when approving the capital programme to ensure affordability.
6. **Approve** the Minimum Revenue Provision Policy Statement which determines the amount of money set aside each year for the repayment of debt
7. **Agree** that the Chief Financial Officer be authorised to re-profile capital budgets mid-year based on the updated forecasts provided by services and reported to the Senior Leadership Team as part of the capital monitoring process. This will assist in producing more accurate information for treasury management purposes.

REPORT DETAIL

1. Capital Strategy

1.1 Overview

- 1.1.1 This capital strategy gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. It should be read in conjunction with the following reports, all of which can be found elsewhere on this agenda:

- Treasury Management Strategy Statement (TMSS)
- 2022/23 Revenue Budget and Medium Term Financial Strategy (MTFS)
- HRA rent setting report

The capital strategy is underpinned by the strategic aims of the Council which are – Cleaner, Safer and Prouder Together. The future capital investment will be focused into the delivery of these objectives for the Council.

- 1.1.2 The Council is investing in major developments across the borough as part of its ambitious Regeneration programme which will deliver new and replacement affordable homes and enabling self-sustaining communities to grow.
- 1.1.3 The capital programme also includes investment in the core infrastructure of carriageways and footways, and also recognises the commitment to managing the performance, risk and expenditure on its infrastructure assets.
- 1.1.4 The Council has brought together its budgets in relation to its operational asset management into a Corporate Landlord function which prioritises repairs and maintenance across the office estate and operational buildings. The cost of ongoing repairs and maintenance budgets, including funding for health and safety work, are built into both the revenue budget and capital programme.
- 1.1.5 The digital portfolio investment brings together all current and future technology and digital transformation projects clearly setting out how advances in the application of digital data and smart technologies will help to shape the digital future of our borough. It is essential to future proof and protect the resilience of council's systems against the risk of cyber-attacks. The Capital programme includes investment in the digital strategy to fund this modernisation and minimise the risk of cyber-attacks.

1.2 Governance of capital approvals

- 1.2.1 The capital programme, which is updated for new proposed schemes, revised profiling, slippage and changes in expenditure projections is presented to full Council every year for approval. The capital programme reported provides financial implications for the current MTFS reporting period of four years, however with the Council's engagement in longer term capital investments the timeframe over which the capital programme and financing costs are monitored extend beyond this period.
- 1.2.2 The process for including new schemes in the 2022/23 capital programme was undertaken as part of the corporate budget setting process. Project outlines were considered by senior officers in terms of delivery of corporate objectives or operational plans, and a shortlist of schemes was selected for the production of outline business cases to be considered by Cabinet.
- 1.2.3 Any bids for capital funding outside the approved capital programme in year will need to include a business case demonstrating either a clear link to corporate objectives or the requirement to meet an operational imperative, establish the funding source to meet the cost and follow approval processes laid down in the Council's standing orders and financial regulations.
- 1.2.4 There is an established methodology for the development of project documentation and business cases which is overseen by the Corporate Programme Management Office. There is a corporate system containing programme performance and delivery information which is used to manage and monitor the milestones, risk and outcomes of the programmes.
- 1.2.5 The above investments and processes are taking place against a background of austerity and significant uncertainty in the future sources of funding for local government. It is therefore a key aim of the Council's capital strategy that it delivers a financial return on investment, such as capital receipts or new revenue streams, or delivers key strategic priorities and benefits to the borough.
- 1.2.6 Value for money (VFM) is a key component of capital projects. As part of the business case development and evaluation process, projects will need to show that all options have been considered and that the option that has been chosen is cost efficient and effective. The monitoring and management of these projects against the business case assumptions ensures that the focus on value for money remains for the life of the project.
- 1.2.7 The Council has chosen not to invest in purely commercial projects. Its capital investment is primarily related to increasing and improving the provision of a rich mix of housing tenures that help to address the acute housing need in the borough. Whilst there may be a commercial return resulting from a number of the schemes, this is not the predominant focus for the Council.

1.3 Access to Borrowing

- 1.3.1 The government has acknowledged the valuable contribution that local authorities make to the social and economic infrastructure of this country, and is committed to the approach of local decision-making and accountability under the prudential regime when setting its capital programme
- 1.3.2 To support local investment and to encourage capital investment, local authorities can access low cost loans through the Public Works Loan Board (PWLB). The purpose of the PWLB is to offer long-term, affordable loans to support local authority investment in service delivery, housing, economic regeneration, treasury management, and occasionally preventative action, under the prudential regime.
- 1.3.3 In February 2020 Parliament reformed the statutory basis of the PWLB, transferring its lending powers to HM Treasury. In March 2020 the government consulted on revising the PWLB's lending terms to reflect these new governance arrangements, and to end the situation in which a minority of local authorities used PWLB loans to support the acquisition of investment assets primarily for yield. The government published its response to this consultation and implemented these reforms in November 2020.
- 1.3.4 The key change in the PWLB lending change as a result of these reforms is Local Authorities can no longer access PWLB funds without confirmation from the S151 Officer that the authority does not plan to buy investment assets primarily for yield in the next 3 years. This is confirmed both at the start of the year in a return to HM Treasury setting out the authorities capital plans and in any application to the PWLB for additional loans.
- 1.3.5 In addition to borrowing from the PWLB local authorities must not pursue a deliberate strategy of using private borrowing or internal borrowing to support investment in an asset that the PWLB would not support and then refinancing or externalising this with PWLB loans. Under the prudential code, local authorities cannot borrow from the PWLB or any other lender for speculative purposes, and must not use internal borrowing to temporarily support investments purely for yield.
- 1.3.6 As set out in the proposed capital programme below, prudential borrowing is a key financing source in the funding of the authority's capital programme so it is important that the approved capital programme does not include any schemes that are primarily for investment purposes. Investment assets would usually have one or more of the following characteristics
- Buying land or existing buildings to let out at market rates
 - Buying land or buildings which were previously operated on a commercial basis which is then continued by the local authority

- Buying land or buildings other than housing which generate income and are intended to be held indefinitely rather than until the achievement of some meaningful trigger

The Council does not have any such schemes in its Capital programme.

2. 2022/23 – 2026/27 5 Year Capital Programme

2.1 Overview

- 2.1.1 After taking into consideration the existing approved capital programme and associated reprofiling, new bids and the capital investment plans, the full proposed capital programme has been developed for Members to approve.
- 2.1.2 Requirements under the Prudential Code and the changes to PWLB lending require the Council to separate out its capital programme between its main Service Spending (education, highways & transport, social care, public health, culture & related services and environmental & regulatory services), Housing (HRA and GF) and Regeneration projects.

The following sections of this report do this:-

- Existing Service Spending capital projects (section 2.2)
 - New Service Spending capital projects (section 2.3)
 - Revised Housing capital projects (section 2.4)
 - Revised Regeneration capital projects (section 2.5)
- 2.1.3 The capital budgets submitted for approval of expenditure are presented reflecting anticipated slippage from the existing capital programme. Any additional slippage will be reported and rolled forward into 2022/23 as part of the closure of the 2021/22 accounts.

2.2 Existing Service Spending Capital Projects

- 2.2.1 The existing capital programme was approved as part of last year's budget setting process. This programme is reviewed as part of the corporate monitoring processes each quarter and the progress against the budget is scrutinised. As a result of this review, reprofiling of certain projects spending plan are identified and have been included in the revised Capital programme in this report.

Table 1 - Existing Service Spending Capital Programme

Summary of Existing Approved GF Capital Programme	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
Adults Services						
Adults - DFG	2.889	0.000	0.000	0.000	0.000	2.889
Adults - Other	0.899	1.618	0.000	0.000	0.000	2.517
Adults Services Total	3.788	1.618	0.000	0.000	0.000	5.406
Customer, Communication & Culture						
Leisure - Other	5.535	0.000	0.000	0.000	0.000	5.535
Leisure - SLM	0.100	0.838	3.724	0.000	0.000	4.662
Libraries	0.039	0.000	0.000	0.000	0.000	0.039
Customer, Communication & Culture Total	5.674	0.838	3.724	0.000	0.000	10.236
Transformation	6.199	6.462	3.280	1.980	1.180	19.101
Childrens Services	0.944	0.891	0.000	0.000	0.000	1.835
Environment						
Environment - Highways	16.969	1.050	0.750	0.000	0.000	18.769
Environment - Parks	0.500	0.500	0.000	0.000	0.000	1.000
Environment Total	17.469	1.550	0.750	0.000	0.000	19.769
Registration & Bereavement Services	0.250	0.000	0.000	0.000	0.000	0.250
Asset Management						
Corporate Buildings	0.659	0.000	0.000	0.000	0.000	0.659
Health & Safety	0.100	0.024	0.000	0.000	0.000	0.124
Schools Conditions Programme	2.644	0.100	0.000	0.000	0.000	2.744
Schools Expansions	0.490	7.500	21.730	0.000	0.000	29.720
Vehicle Replacement	2.000	0.000	0.000	0.000	0.000	2.000
Asset Management Total	5.893	7.624	21.730	0.000	0.000	35.247
ICT Infrastructure	5.075	3.980	1.720	1.650	1.650	14.075
Regeneration - Externally Funded	0.726	0.000	0.000	0.000	0.000	0.726
Total GF Capital Expenditure	46.019	22.963	31.204	3.630	2.830	106.646

2.2.9 The funding streams to finance the above spend is as follows

Table 2 - Existing Service Spending Financing

Financing	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
Capital Receipts	18.101	2.591	0.000	0.000	0.000	20.692
Revenue and Reserve Contributions	2.005	0.000	0.000	0.000	0.000	2.005
Grants & Other Contributions	6.877	7.900	21.730	0.000	0.000	36.507
Borrowing	19.036	12.472	9.474	3.630	2.830	47.442
Total Funding	46.019	22.963	31.204	3.630	2.830	106.646

2.3 New Service Spending Capital Projects

2.3.1 In addition to the existing capital programme there has also been a review of the future capital requirements undertaken across the business. The updated new bids

are shown in Table 3 below. Cabinet is asked to recommend these bids to Council for approval as part of the approval of the total Capital Programme.

Table 3 – New Service Spending Capital Projects

Internally Funded Schemes Presented for Approval	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
Environment						
Potential Capital Requirement of Waste Contract	8.220	1.920	0.000	0.000	0.000	10.140
Registration & Bereavement						
Childrens Memorial Lawn	0.030	0.000	0.000	0.000	0.000	0.030
Redcrofts Lake Pumping System	0.025	0.000	0.000	0.000	0.000	0.025
Redcrofts Lake - Creation of Waterfall	0.030	0.000	0.000	0.000	0.000	0.030
Crematory - Roof Shielding	0.040	0.000	0.000	0.000	0.000	0.040
Romford Cemetery Fence	0.020	0.000	0.000	0.000	0.000	0.020
SEC Raised Pond Beds	0.015	0.000	0.000	0.000	0.000	0.015
Total Internally Funded Schemes	8.380	1.920	0.000	0.000	0.000	10.300
Externally Grant Funded Schemes Presented for Approval	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
Asset Management						
Schools Conditions Programme (indicative)*	2.100	0.000	0.000	0.000	0.000	2.100
Adults						
Better Care Fund/ Disabled Facilities Grant (indicative)	2.056	0.000	0.000	0.000	0.000	2.056
Environment						
TFL - Core Local Implementation Plan (indicative)	1.957	0.000	0.000	0.000	0.000	1.957
Total Externally Grant Funded Schemes	6.113	0.000	0.000	0.000	0.000	6.113
Externally CIL/S106 Funded Schemes Presented for Approval	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
Regeneration						
Covid Memorial Project - Hard landscaping & Memorial	0.224	0.000	0.000	0.000	0.000	0.224
Sunrise Avenue - Traffic Calming	0.050	0.000	0.000	0.000	0.000	0.050
Total Externally Funded S106/CIL Schemes	0.274	0.000	0.000	0.000	0.000	0.274
TOTAL NEW GF CAPITAL PROGRAMME	14.767	1.920	0.000	0.000	0.000	16.687

* The indicative schools conditions programme is set out in detail in appendix 2. If the grant differs from the indicative allocation the schemes will be adjusted accordingly.

2.3.2 Included in the new bids are potential capital costs that may arise from the procurement of the new Waste contract. The procurement will progress over the next 6 months and competitive dialogue process will develop requirements for future depot facilities, fleet replacement for waste collection and possibly capitalisation of vessels for waste collection. The scale of the investment will become clearer as the procurement process continues. The need for a depot location and fleet acquisitions will depend on discussions with the contractor and what facilities they bring to the table, however there are scenarios where we may

need to procure further assets to enable service delivery. The Capital programme allows for this possibility and will be updated as further information becomes available

- 2.3.3 Registration and Bereavement service have put forward a series of small bids to support elements of the service and to enhance the customer experience. The total capital bid comes to £0.160m with a full year ongoing revenue cost of £8k
- 2.3.4 There are other indicative additional allocations for the schools condition programme, Disabled Facilities Grant and the TfL Local Implementation Plan for Highways. These sums are funded from a grant allocation and do not incur revenue financing costs.
- 2.3.5 A Community Infrastructure Levy (CIL) scheme was initiated in Havering in 2020/21 and the council has started to receive CIL payments. There has been significant work undertaken by the Infrastructure Steering Group on a protocol for managing the CIL process and to ensure that the council gets the best added value for the CIL it receives. The aim for the investment of the CIL is to ensure it is utilised to enhance the infrastructure of the council and it should therefore link to the Infrastructure and Local area plan. The development of the CIL monitoring and pipeline forecasting information will enable strategic decisions about where that investment should be made. The latest figures on the availability of CIL identifies the contributions banked and potential pipeline receipts. Prudent financial planning would dictate that the council allocates CIL funding in line with its priorities
- 2.3.6 There are a number of schemes coming forward at present asking for funding from the corporate CIL resource. The following two schemes have been approved and are being added to the capital programme:
- The Covid 19 Memorial project is a multi-funded project involving the creation of various sites around the Borough in memory of those that have fallen victim to the Covid-19 pandemic. The bid is for the installation of paths, site furniture, landscaping and a central memorial.
 - The Sunrise Avenue traffic calming is a scheme to ensure drivers slow down and improve the safety of the public highway as a result of a number of large regeneration schemes in the area. It will consist of the installation of speed cushions and a pedestrian crossing.
- 2.3.7 Work is also ongoing on the Supported Housing programme that has approval for the development of supported housing within borough as part of the regeneration programmes. There is the potential with the success of the initial schemes that further schemes could be developed. This will require further capital investments with business cases that demonstrate significant revenue savings and improved services for our people living within these developments.

2.3.12 The funding streams to finance the proposed new projects are as follows:

Table 4 – New Service Spending Financing

Funding Sources of Schemes Presented for Approval	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
Capital Receipts	8.220	0.000	0.000	0.000	0.000	8.220
Revenue and Reserve Contributions	0.000	0.000	0.000	0.000	0.000	0.000
Grants	6.113	0.000	0.000	0.000	0.000	6.113
Section 106/ CIL	0.274	0.000	0.000	0.000	0.000	0.274
Borrowing	0.160	1.920	0.000	0.000	0.000	2.080
TOTAL FUNDING	14.767	1.920	0.000	0.000	0.000	16.687

2.3.13 As can be seen from the above table a significant element of the new capital projects are funded from prudential borrowing. This will have the result of additional capital financing costs charged to revenue over the life of the assets. These costs are factored into the Councils medium term financial strategy. The capital financing costs as a result of the additional borrowing for the additional projects are set out below:

Table 5 – Revenue Impact of New Service Spending

	Incremental Impact to Revenue			
	2022/23 £m	2023/24 £m	2024/25 £m	Total £m
Interest Costs associated with additional Borrowing	0.002	0.031	0.029	0.062
Repayment of Principal (MRP) associated with additional borrowing	0.000	0.006	0.240	0.246
Total Capital Financing Costs associated with additional borrowing	0.002	0.037	0.269	0.308

2.3.14 Whilst these costs are factored into the MTFS for prudent financial planning purposes, alternative funding sources will be investigated and used where possible to mitigate these costs, delivering a saving on the revenue budget.

2.4 Revised Housing (HRA) Capital Projects

2.4.1 The HRA business plan and the 2022/23 HRA Rent Setting report is included elsewhere on this agenda. As well as setting out the revenue budgets for the financial year 2022/23 the plan also sets out the medium term capital programme for Housing. A summary of the plans can be seen in the table below:

Table 6 – Revised Housing (HRA) Capital Programme

Proposed HRA Capital Programme	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
Stock capital investment	32.957	29.735	29.335	34.483	32.543	159.054
Other Improvements	0.000	0.000	0.000	0.000	0.000	0.000
Development/Acquisition	71.786	66.208	47.536	44.366	42.323	272.218
Demolition & Forward Funding	31.318	62.480	109.861	95.390	89.598	388.646
Other Regeneration	34.581	22.548	8.583	6.336	12.050	84.098
Total HRA Capital Expenditure	170.642	180.971	195.315	180.575	176.513	904.017

2.4.2 Whilst there is no direct provision made for the repayment of debt (and therefore no MRP) the inclusion of the repayment of loans is included in the long term business plan for the HRA. To reflect this in the service revenue expenditure, unlike for the GF, depreciation is a true cost to the service which is then used to finance capital expenditure through the mechanism known as the Major Repairs Reserve (MRR).

2.4.3 Included within the HRA business plan is how the service are proposing to finance the capital expenditure and is summarised in the table below:

Table 7 – Revised Housing (HRA) Capital Financing

	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
Major Repairs Reserve (MRR)	9.480	9.659	9.842	10.028	10.219	49.229
RTB receipts (Allowable Debt)	1.073	1.080	1.088	1.081	1.075	5.397
RTB receipts (1-4-1 receipts)	13.977	13.016	13.537	11.182	8.718	60.429
Other Grants & Contributions	16.626	75.782	40.219	96.639	60.774	290.041
Revenue contributions (HRA)	4.891	2.907	4.520	10.518	8.424	31.260
HRA Prudential Borrowing	124.595	78.526	126.109	51.126	87.305	467.662
Total Funding	170.642	180.971	195.315	180.575	176.513	904.017

2.5 Revised Regeneration Capital Projects

2.5.1 Included within the capital programme are a number of Regeneration schemes that because of their size, are reported separately in the authority's capital programme. Each scheme has an individual business case setting out the risks and merits which have either been reviewed or are in the process of being reviewed by Members. The capital strategy brings together all these schemes, along with the Council's full capital programme, but Members are asked to review the individual business cases for a full understanding of each of the schemes.

2.5.2 The table below shows the current spending plans (based on latest business plans) for all of the regeneration schemes being proposed.

Table 7 – Revised Regeneration Capital Programme

	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
<u>Regeneration Programme</u>						
Bridge Close						
Bridge Close - New School	0.000	0.000	15.654	0.000	0.000	15.654
Bridge Close - New Medical Facility	0.000	0.000	5.146	0.000	0.000	5.146
Rainham & Beam Park						
Rainham & Beam Park Housing Zone	7.500	8.271	0.000	0.000	0.000	15.771
Rainham & Beam Park (potential CPO's funded from sales to JV)	8.000	33.510	0.000	0.000	0.000	41.510
Rainham & Beam Park Commercial Acquisitions	0.000	0.000	0.000	0.000	0.000	0.000
Farnham & Hildene						
Farnham & Hildene - Commercial Properties	0.000	0.000	0.000	2.656	14.395	17.051
Farnham & Hildene - Medical Centre	2.884	1.718	0.000	0.000	0.000	4.602
Provision for Future Regeneration Opportunities	70.000	70.000	0.000	0.000	0.000	140.000
Mercury Land Holdings						
North Street - loans	0.000	0.000	0.000	0.000	0.000	0.000
Quarles JV - Equity	0.000	0.000	0.000	0.000	0.000	0.000
Quarles JV - Loans	1.625	2.063	0.000	0.000	0.000	3.688
Quarles PRS - Equity	0.000	0.000	0.000	0.000	0.000	0.000
Quarles PRS - Loans	2.375	1.313	0.000	0.000	0.000	3.688
Homelessness - equity	4.746	18.996	0.000	0.000	0.000	23.742
Homelessness - loan	7.119	28.492	0.000	0.000	0.000	35.611
Crow Lane - Equity	0.000	0.000	0.000	0.000	0.000	0.000
Crow Lane - Loans	0.000	0.000	0.000	0.000	0.000	0.000
Waterloo - Equity	13.793	0.000	0.000	0.000	0.000	13.793
Waterloo - Loans	21.732	23.224	0.000	0.000	0.000	44.956
Roneo - Equity	0.000	0.000	0.000	0.000	0.000	0.000
Roneo - Loans	7.993	0.019	0.000	0.000	0.000	8.012
Rainham JV/LBH - Equity	9.000	0.000	0.000	0.000	0.000	9.000
Rainham JV/LBH - Loans	10.500	10.500	0.000	0.000	0.000	21.000
Reactive Acquisition Fund Balance	0.000	0.000	2.826	0.000	0.000	2.826
Total Regeneration Programme	167.267	198.106	23.626	2.656	14.395	406.050

2.5.3 The proposed funding of these schemes is from prudential borrowing and capital receipts. Details are set out in the table below:

Table 8 – Revised Regeneration Capital Financing

Funding Sources	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
Capital Receipts	78.000	103.510	0.000	0.000	0.000	181.510
Revenue and Reserve Contributions	0.000	0.000	0.000	0.000	0.000	0.000
Grants	0.000	0.000	0.000	0.000	0.000	0.000
Section 106/ CIL	0.000	0.000	0.000	0.000	0.000	0.000
Borrowing	89.267	94.596	23.626	2.656	14.395	224.540
TOTAL FUNDING	167.267	198.106	23.626	2.656	14.395	406.050

2.5.4 Details of the regeneration schemes included as part of the capital programme are:

- Rainham & Beam Park Housing Zone

This scheme was originally approved for progression at Cabinet on 13 December 2017 with capital expenditure forecasts based on the original business plan. Since the original approval the project has developed with the capital expenditure above based on latest business plans.

- Bridge Close

This scheme was originally approved for progression at Cabinet on 15 November 2017 and again was based on the original business case for the project. Like with Rainham & Beam Park the scheme has developed and the latest capital expenditure forecasts are based on the new business plan. A report outlining a revised approach to funding Bridge Close was approved by Cabinet on 16 December 2020, and the capital requirements are included in the capital programme.

- Mercury Land Holdings

The original business plan was approved at Cabinet on 15 November 2017. Since this approval new schemes and opportunities have been identified and this new capital programme includes a number of new projects. Inclusion in the capital programme ensures that the capital expenditure approvals are in place subject to the full business cases being approved setting out the individual projects and their risks and benefits associated with them.

2.5.5 Like with the new capital projects, if schemes within these regeneration schemes are approved and progress then additional prudential borrowing will be required. This borrowing will result in revenue capital financing costs over the profile of the schemes as shown below. Whilst these costs are factored into the MTFS for prudent financial planning purposes, alternative funding sources will be used where possible to mitigate these costs, delivering a saving on the revenue budget.

Table 9 – Revenue Impact of the Regeneration Capital Programme

	Incremental Impact to Revenue						
	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	Total £m
Interest Costs associated with additional Borrowing	1.684	2.758	1.773	0.394	0.256	0.216	7.081
Repayment of Principal (MRP) associated with additional borrowing	0.717	1.816	1.402	0.604	0.059	0.320	4.917
Total Capital Financing Costs associated with additional borrowing	2.401	4.574	3.175	0.998	0.315	0.536	11.999

- 2.5.6 It is important to acknowledge that once the developments move into the delivery phase, the costs of the programmes become more significant, including for example the costs of borrowing or the costs of maintaining an operational construction site. Therefore any delays in the programme that add time into the development phase plans will bring with it additional material costs over and above these business plan assumptions.
- 2.5.7 It should also be acknowledged that as these regeneration ventures progress, there are costs incurred in the preparation of the schemes and the establishment of the delivery vehicles that are sunk costs, and have occurred in this or previous years. If any of the schemes at any stage in the future do not progress to final delivery and completion, then these costs could fall to the Council with no mechanism for recovery.
- 2.5.8 The primary reason for undertaking these schemes is regeneration delivering new homes in accordance with the Councils strategic aims and plans. The business cases have also identified a number of additional benefits arising alongside the regeneration. One of the benefits is the estimated financial return to the Council that will arise as a result of the delivery of the projects. The return generated from these regeneration projects will offset the budget pressure arising from the capital financing costs of borrowing and provide future funds for reinvestment. There will also be a return to support the Council's MTFS from MLH as a result of the Council making loans to the company. Full details of the additional pressures and savings for the individual schemes are included in the Medium Term Financial Strategy.
- 2.5.9 In addition to the income streams, dividends will also be payable from MLH, although at present it is assumed these are reinvested in further regeneration schemes.
- 2.5.10 The primary existence of these regeneration projects are for regeneration purposes and it's important to acknowledge that these income streams can be more volatile than other investments made solely for treasury purposes (details of which are set out in the Treasury Management Strategy Statement (TMSS) elsewhere in the

agenda). Members are reminded that over reliance on these income streams should not be made when setting a balanced budget and that by approving these schemes, Members are happy with the overall balance of income that these projects contribute to the budget setting process.

2.6 2022/23-2026-27 5 year Capital Programme

2.6.1 Subject to Member approval, the following table sets out the proposed total capital programme for the financial years 2022/23 through to 2026/27 covering the existing capital programme, new bids, HRA and Regeneration:

Table 10 – Proposed Total Capital Programme

	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
Adults Services						
Adults - DFG	4.945	0.000	0.000	0.000	0.000	4.945
Adults - Other	0.899	1.618	0.000	0.000	0.000	2.517
Adults Services Total	5.844	1.618	0.000	0.000	0.000	7.462
Customer, Communication & Culture						
Leisure - Other	5.535	0.000	0.000	0.000	0.000	5.535
Leisure - SLM	0.100	0.838	3.724	0.000	0.000	4.662
Libraries	0.039	0.000	0.000	0.000	0.000	0.039
Customer, Communication & Culture Total	5.674	0.838	3.724	0.000	0.000	10.236
Transformation	6.199	6.462	3.280	1.980	1.180	19.101
Childrens Services	0.944	0.891	0.000	0.000	0.000	1.835
Environment						
Environment - Highways	25.239	2.970	0.750	0.000	0.000	28.959
Environment - TFL	1.957	0.000	0.000	0.000	0.000	1.957
Environment - Parks	0.724	0.500	0.000	0.000	0.000	1.224
Environment Total	27.921	3.470	0.750	0.000	0.000	32.141
Registration & Bereavement	0.410	0.000	0.000	0.000	0.000	0.410
Asset Management						
Corporate Buildings	0.659	0.000	0.000	0.000	0.000	0.659
Health & Safety	0.100	0.024	0.000	0.000	0.000	0.124
Schools Conditions Programme	4.744	0.100	0.000	0.000	0.000	4.844
Schools Expansions	0.490	7.500	21.730	0.000	0.000	29.720
Vehicle Replacement	2.000	0.000	0.000	0.000	0.000	2.000
Asset Management Total	7.993	7.624	21.730	0.000	0.000	37.347
ICT Infrastructure	5.075	3.980	1.720	1.650	1.650	14.075
Regeneration	167.993	198.106	23.626	2.656	14.395	406.776
Total GF Capital Expenditure	228.053	222.989	54.830	6.286	17.225	529.384
HRA Capital Expenditure	170.642	180.971	195.315	180.575	176.513	904.017
Total Capital Expenditure	398.695	403.961	250.145	186.861	193.738	1,433.401

2.6.3 If the capital programme is agreed the capital expenditure will be financed as follows:

Table 11 – Financing of Capital Programme

Financing	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	Total £m
Capital Receipts	119.370	120.198	14.625	12.263	9.792	276.248
Revenue and Reserve Contributions	16.377	12.566	14.362	20.546	18.642	82.493
Grants & Other Contributions	29.616	83.682	61.949	96.639	60.774	332.661
Section 106/ CIL	0.274	0.000	0.000	0.000	0.000	0.274
Borrowing	233.058	187.515	159.209	57.412	104.530	741.724
Total Funding	398.695	403.961	250.145	186.861	193.738	1,433.401

3. Prudential Indicators

3.1 Capital expenditure is incurred where the Council spends money on assets, such as property or vehicles that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. Details of the Council's policy on capitalisation can be found in the Council's accounting policies included within the annual statement of accounts.

3.2 In 2022/23, including the Housing Revenue Account, the Council is planning capital expenditure of £398m as set out in the table below:

Table 12 – Prudential Indicator: Estimate of Capital Expenditure

	2020/21 Actual £m	2021/22 Budget £m	2022/23 Budget £m	2023/24 Budget £m	2024/25 Budget £m
Service Spending	41.337	79.881	60.060	24.883	31.204
Council Housing (HRA)	59.155	207.837	170.642	180.971	195.315
Regeneration Programme	17.202	28.573	167.993	198.106	23.626
Total	117.694	316.292	398.695	403.961	250.145

The Service Spending on capital projects include highways, schools maintenance and expansions, IT infrastructure and leisure, and these can be seen in the detailed capital programme section of this report.

The Council Housing (HRA) is a ring-fenced account which ensures that council housing does not subsidise, or is itself subsidised, by other local services. The HRA capital programme supports the ongoing capital maintenance of the housing stock, the delivery of decent homes standards alongside a significant investment in the 12 Estates regeneration programme and the acquisition of affordable homes across other regeneration schemes, particularly the Bridge Close scheme. The

HRA business plan (which includes full details of the proposed HRA capital programme) is an item elsewhere on the agenda.

- 3.3 All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council's own resources (revenue, reserves and capital receipts) or debt (borrowing, leasing and Private Finance Initiative). The planned financing of the above expenditure is as follows:

Table 13 – Prudential Indicator: Capital Financing

	2020/21 Actual £m	2021/22 Budget £m	2022/23 Budget £m	2023/24 Budget £m	2024/25 Budget £m
Capital Receipts	20.638	57.046	119.370	120.198	14.624
Revenue Contributions & Reserves	21.100	33.313	16.377	12.566	14.362
Grants & Other Contributions	21.052	34.744	29.891	83.682	61.949
Borrowing	54.904	191.188	233.058	187.515	159.209
Total	117.694	316.292	398.695	403.961	250.145

- 3.4 Debt (Borrowing) is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as Minimum Revenue Provision (MRP). Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance. The Council's full Minimum Revenue Provision statement is available as part of the Treasury Management Strategy Statement.

- 3.5 The Council's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The CFR is expected to increase by £220m during 2022/23 raising from £584m to £804m. Based on the above figures for expenditure and financing, the Council's estimated CFR is as follows:

Table 14 – Prudential Indicator: Estimates of Capital Financing Requirement

	2020/21 Actual £m	2021/22 Forecast £m	2022/23 Forecast £m	2023/24 Forecast £m	2024/25 Forecast £m
Service Spending	125.307	153.276	167.510	176.282	177.643
Council Housing (HRA)	212.752	349.438	468.530	545.973	645.905
Regeneration Programme	63.444	81.615	168.695	259.280	269.448
Total Capital Financing Requirement	401.503	584.229	804.735	981.535	1,092.996

* The CFR projections include loan repayments of £45m treated as capital receipts which are set aside for the repayment of debt and therefore reduce the CFR figures.

- 3.7 Additional Prudential Indicators can be found in the Treasury Management Strategy Statement (TMSS) which can be found elsewhere on the agenda

4. Disposals

- 4.1 As the Council has pursued a policy of selling surplus sites for many years it becomes more difficult to identify new sites for disposal that do not pose challenges, either technically or in terms of planning, and especially in respect of objections to disposal that arise in many cases. Nonetheless, constant and on-going appraisal of property assets to identify disposal opportunities is a best practice tenet on all local authorities.
- 4.2 Nationally, councils are shifting their approach and considering sites for self-development in line with corporate need. Through capital spend; they are able to generate savings and new forms of revenue income.
- 4.3 The Council's Asset Management Plan states that land and property assets should only remain in Council ownership if they:
- need to be retained in Council control for the provision of services
 - are of great value to the Council, community and other stakeholders and are in need of the degree of protection from development or other uses afforded only by ownership
 - are investment properties providing a financial return that can fully satisfy relevant investment criteria.
- 4.4 As well as ensuring that the portfolio of retained property is suitable for the operational needs of the Council, there is a continuing need to generate capital receipts from the disposal of assets in order to pursue capital projects. The review and identification of new disposal and capital receipt opportunities makes an essential contribution to funding the Council's capital programme.
- 4.5 The COVID pandemic has significantly changed the ways the Council both provides its frontline services and operates its other back office functions. These changes have provided an opportunity for the Council to review its changing needs and building requirements.
- 4.6 In November 2021 full Council received an update on the Council's approach to climate change and reducing its carbon footprint. The Council's asset strategy will also take account of these medium term aims ensuring that decisions regarding asset retention factor in requirements such as energy efficiency.

- 4.5 The combination of these factors has highlighted the need for a continuing systematic review of the Council's assets to ensure that those that continue to be retained match one of the definitions referred to above and those that do not are considered for disposal or re-use.

5. Capital Receipts

- 5.1 A review was undertaken of the council's asset schedule with a view to identifying plots that could be disposed of to generate capital receipts funding. The generation of such receipts would enable the funding of transformation schemes using the flexible use of capital receipts permissions or to reduce the requirement for borrowing to fund capital investments. The work on developing options for consideration has been undertaken and will be presented separately. It should be noted that there is a lead in time to the generation of receipts from when properties are identified.

6. Flexible Use of Capital Receipts and Transformation

- 6.1 In December 2017, the Secretary of State announced the continuation of the flexible use of capital receipts directive which allows Authorities to use capital receipts to finance revenue transformation expenditure for any project that is designed to generate ongoing revenue savings. Authorities are required to list each project and the savings that are being generated as a result of the project.
- 6.2 The flexible use of receipts directive was due to end for the financial year 2021/22 however in February 2021 the government announced that they would extend these permissions for a further three years from 2022/23 and that further details would be provided.
- 6.3 Due to the delay in the release of details of the extension to the flexible use of receipts policy it is felt prudent that details of schemes that qualify under this directive will be reported to Members once confirmation of the extension and qualifying criteria have been established.

7. Regeneration Programme

7.1 Overview

- 7.1.1 With central government financial support for local public services declining, the Council has invested in a number of joint ventures and subsidiaries.
- 7.1.2 Mercury Land Holdings (MLH) is the Council's wholly owned property development company established to:

- Make use of existing Council capital assets
- To contribute to dealing with the housing supply issue in the Borough
- Ensure a mix of housing in terms of type, size and tenure best matched to the needs of Havering
- To support the Council's regeneration and growth aim
- Generate a financial return to support front line services

The Council's investment in MLH in terms of loans and equity are included in the capital programme. The investment is managed via a shareholder's board arrangement and MLH submit a business plan each year with investment plans for consideration and approval by Cabinet.

- 7.1.3 In addition the Council is the partner in three other regeneration vehicles. One has been established to regenerate the Council's own housing provision, predominantly within the HRA. The other two are to support regeneration and bring in new affordable housing across Havering.

- 12 Estates programme
- Bridge Close
- Beam Park

- 7.1.4 With regeneration being the key objective, the Council accepts higher risk on capital investments in the Regeneration Programme than with treasury investments where the emphasis is on Security, Liquidity and Yield (SLY) in that order. The principal risk exposures for each regeneration scheme are set out in the individual business cases but include risks such as fall in capital values, inflation and interest rate risk. These risks are managed through the individual business cases which show detailed modelling of the risk factors and their impact. In order that commercial investments remain proportionate to the size of the authority, whilst there is no overall maximum investment limit, every business case is reviewed with the full impact of the decision assessed before a decision to proceed or abandon the scheme being made.

- 7.1.5 Further details on the capital expenditure plans and the associated prudential indicators which include the commercial activities can be found in the Treasury Management Strategy Statement. The Council's capital expenditure plans are the key driver of treasury management activity with the output of these plans reflected in the TMSS and prudential indicators. These are designed to assist Member's overview and confirm capital expenditure plans.

7.2 Risk Management and Mitigation

7.2.1 Specific risks for individual schemes are contained within the project business cases. The scale and importance of the project will dictate the level of business case evaluation. Sound business case protocols can mitigate the risk of business case collapse with appropriate levels of contingency being built into the business case to mitigate risks.

7.2.2 In addition to specific risks associated with projects there are a number of cross cutting risks that apply to all capital investments.

- Interest Rate Risk - This is managed indirectly through the TMSS and through our treasury advisers Link Asset Services
- Inflation Risk – The Governments latest inflation forecasts indicate that inflation could rise up to nearly 5% in the next 12 months. Inflation risk is always a concern as slippage can potentially decrease the purchasing power. This can be mitigated by good project management and clearly identified cash flow projections.
- Legal Risk – Capital schemes need to comply with the latest relevant regulations which can change and lead to an impact on construction costs for example. This is mitigated by awareness of pipeline changes and through contingencies
- Market health and commercial values – when projects are entered, the business case often depends on key assumptions or estimates of future market positions. Should market movements mean that these assumptions are inaccurate then this may lead to a change in the project financials. This risk can be mitigated through performance monitoring and contingencies.
- Supplier financial stability – To mitigate this, the Council considers the financial robustness of all contractors and partners and requests appropriate financial standing assurance.
- Reputational Risk – This is particularly relevant to the public sector and can result in the public losing faith in the organisation. The risk can be mitigated by good project management and communication with clear expectations of all stakeholders being key.
- Financial risk due to programme delay – as the schemes progress into delivery phase the costs of the programmes become more significant, including the costs of any borrowing, of the holding costs of construction sites and the operating costs of the joint venture partners, which will be incurred even during times of delay. This can occur for external reasons – e.g. inclement weather that stops work on site – or reasons internal to the council – e.g. delays from slipped planned phasing or decision making deadlines. Many external causes can be mitigated by insurance cover or

contingency sums, and close contract management with partners. The internal process risk can be mitigated by clear planning and timetabling of key decisions and project approval phasing, and monitoring and management of the project plans against those deliverables.

8. Minimum Revenue Provision Policy Statement

- 8.1 Where the Authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP). Although there has been no statutory minimum provision requirement since 2008, The Local Government Act 2003 requires the Authority to have regard to the MHCLG *Guidance on Minimum Revenue Provision* last updated in 2020.

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

- 8.2 The MHCLG Guidance requires the Authority 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, but under exceptional circumstances the annuity method may apply. Furthermore, where appropriate provision of MRP will commence in the year after the asset becomes operational.

- 8.3 Estimated life periods will be determined under delegated powers. The Authority may defer to the estimated useful economic life periods specified in the MRP guidance, but reserves the right to determine such periods and prudent MRP. As some types of capital expenditure incurred by the Authority are not capable of being related to an individual asset, asset lives will be assessed on a basis which most reasonably reflects the anticipated period of benefit that arises from the expenditure. Also, whatever type of expenditure is involved, it will be grouped together in a manner which reflects the nature of the main component of

expenditure and will only be divided up in cases where there are two or more major components with substantially different useful economic lives.

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

8.4 No MRP will be charged in respect of assets held within the Housing Revenue Account as repayment of debt is incorporated in the long term HRA business plan.

8.5 **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 providing the loan repayment means that the debt will be repaid quicker than if MRP was provided based on the asset life method.

The Authority keeps under review all loans to 3rd parties and should there be an expectation that loans will not be repaid in full MRP would be made in this respect to insure that provision is put aside prudently for the repayment of debt.

8.6 There is currently consultation issued from the Department for Levelling up, Housing and Communities seeking views on proposed changes to regulations to better enforce the duty of local authorities to make prudent Minimum Revenue Provision each year. Officers will ensure that the provision complies with any future changes to this regulation.

9. Knowledge and Skills

9.1 The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. The Council also has a training and development programme to support staff to study towards relevant professional qualifications.

9.2 Where Council staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. This approach is more cost effective than employing such staff directly, and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.

9.3 Member training is undertaken as part of the induction programme following any election and in particular for new Members. Specialist training and advice is also provided to relevant cabinet portfolio members which is either conducted by members of staff or external specialist sources.

REASONS & OPTIONS

Reasons for the Decision

The Council is required to approve the Capital Strategy as per the 2017 updates to the Prudential Code for Capital Finance in Local Authorities and the Treasury Management in the Public Services Code of Practice.

Alternative Options Considered

There are no alternative options in so far as approving the capital strategy and setting the capital programme. However, there are options in respect of the various elements of the capital programme.

IMPLICATIONS & RISKS

Financial Implications and Risks

The Council needs to manage and control its future capital programme and investment very carefully to ensure that it meets its fiduciary responsibilities. It will need to carefully prioritise future capital investment to deliver optimum outcomes as resources become increasingly scarce. A number of new schemes rely upon borrowing which creates a long term budgetary commitment for the Council for which it anticipates that it will receive financial returns of income in addition to meeting the primary objectives of economic development and regenerations. It is therefore essential that there is robust and proactive management of all capital projects going forward in order to deliver the financial plans set out in each approved business case. In particular, the delivery of income streams due from the series of Regeneration led projects for housing development are crucial and underpin the Council's ability to meet the cost of this capital investment and generate future revenue returns to support the delivery of the MTFS. Failure to deliver to plan, could result in significant financial pressures for the Council and therefore robust programme and project governance will be essential. This framework and the expected returns on investment will be included in the revised Capital Strategy.

In allocating funding to these proposals the principle of financing capital expenditure from prudential borrowing as a last resort, was used. Going forward, the use of external funding sources will be maximised, pulling together the co-ordination of grant funding, s106 and any future CIL payments and the use of capital receipts, revenue and reserves.

Legal Implications and Risks

There are no apparent direct legal implications arising from this report. The Capital Strategy is a requirement of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required by regulation to have regard to both codes when carrying out its duties under Part 1 of the Local Government Act 2003. This report has been produced in accordance with those requirements.

Human Resource Implications and Risks

There appear to be no HR implications or risks arising directly that impact on the Councils workforce.

Equalities Implications and Risks

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

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

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce.

Health and Wellbeing Implications and Risks

The Council is committed to improving the quality of life and wellbeing for all Havering employees and residents in respect of socio-economics and health determinants. Whilst there are no direct implications to the Council's workforce and residents health and wellbeing as a result of this report, the way the Council spends its budgets on facilities and services does have the potential to impact on our overall health and wellbeing.

For example investment in social infrastructure for public services is likely to have a positive impact on health and wellbeing in terms of providing facilities and services, social connectivity, skills improvement, employment and wealth creation. If social infrastructure is not invested and there is a lack of good quality roads, paths and public buildings the aesthetic quality of the environment can impact negatively on both physical and mental health and wellbeing.

The extensive investment in the regeneration programme with the aim of delivering more affordable homes will also have a significant impact on health and wellbeing

Sitting behind this strategy are a number of processes to assess and improve the health impacts of the projects being proposed. For example, any capital building works such as the 12 estates regeneration project will be subject to the new local plan which includes a new policy requirement for development applications of 10 units or more to have a

commensurate scale health impact assessment. This will highlight any positive impacts of the development on improved health and wellbeing and look for ways to mitigate any negative impacts.

In addition where appropriate, individual projects/programmes within this strategy will themselves be subject to a separate equalities and health impact assessment (EqHIA) which will identify in more detail potential negative impacts for mitigation or positive impacts.

Climate Change Implications and Risks

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

BACKGROUND PAPERS

None

Directorate	Service	Programme	Project Number	Project Name	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget	Total
Adults Services	Adults Services	Adults - DFG	C10260	HGF Cap. Bal. (From DFG Schemes): All years	1,335,565	0	0	0	0	1,335,565
Adults Services	Adults Services	Adults - DFG	C30090	Disabled Facilities Grant	456,970	0	0	0	0	456,970
Adults Services	Adults Services	Adults - DFG	C35200	Better Care Fund - Disabled Facilities Grant (indicative)	1,096,733	0	0	0	0	1,096,733
	Adults Services	Sub total		Adults - DFG	2,889,268	0	0	0	0	2,889,268
Adults Services	Adults Services	Adults - Other	C28160	Adults Learning Disabilities Provision Build	899,000	1,618,000	0	0	0	2,517,000
	Adults Services	Sub total		Adults - Other	899,000	1,618,000	0	0	0	2,517,000
Chief Operating Officer	Customer, Communication & Culture	Leisure - Other	C35070	Sports Centre	5,534,919	0	0	0	0	5,534,919
	Customer, Communication & Culture	Sub total		Customer, Communication & Culture	5,534,919	0	0	0	0	5,534,919
Chief Operating Officer	Customer, Communication & Culture	Leisure - SLM	C26860	SLM - Central Park Leisure Centre - Refurbishment	20,000	10,000	476,878	0	0	506,878
Chief Operating Officer	Customer, Communication & Culture	Leisure - SLM	C26870	SLM - Hornchurch Sports Centre - Redevelopment	0	0	126,168	0	0	126,168
Chief Operating Officer	Customer, Communication & Culture	Leisure - SLM	C26880	SLM - Sapphire Ice and Leisure - Fit Out	80,000	828,484	0	0	0	908,484
Chief Operating Officer	Customer, Communication & Culture	Leisure - SLM	C28070	SLM - Awaiting Allocation	0	0	3,120,755	0	0	3,120,755
	Customer, Communication & Culture	Sub total		Leisure - SLM	100,000	838,484	3,723,801	0	0	4,662,285
Chief Operating Officer	Customer, Communication & Culture	Libraries	C22130	Libraries CCTV Replacement	5,073	0	0	0	0	5,073
Chief Operating Officer	Customer, Communication & Culture	Libraries	C22150	Libraries Redecoration	20,000	0	0	0	0	20,000
Chief Operating Officer	Customer, Communication & Culture	Libraries	C25260	Library Building Works	14,000	0	0	0	0	14,000
	Customer, Communication & Culture	Sub total		Libraries	39,073	0	0	0	0	39,073
Chief Operating Officer	Transformation	Transformation	C38180	CRM System	1,021,000	42,000	0	0	0	1,063,000
Chief Operating Officer	Transformation	Transformation	C36070	Smart Working Plus	220,798	0	0	0	0	220,798
Chief Operating Officer	Transformation	Transformation	C38040	Cyber Security	192,500	200,000	160,000	160,000	160,000	872,500
Chief Operating Officer	Transformation	Transformation	C38060	Platforms & Integration	2,165,000	1,680,000	1,600,000	300,000	0	5,745,000
Chief Operating Officer	Transformation	Transformation	C38080	Hardware Device Refresh	0	2,400,000	0	0	0	2,400,000
Chief Operating Officer	Transformation	Transformation	C38120	Organisational Data Capability	2,032,500	2,040,000	1,500,000	1,500,000	1,000,000	8,072,500
Chief Operating Officer	Transformation	Transformation	C38130	Business Systems, BI and Data Analytics	50,000	0	0	0	0	50,000
Chief Operating Officer	Transformation	Transformation	C38140	Borough Wide Connectivity and Digital Inclusion	432,500	0	0	0	0	432,500
Chief Operating Officer	Transformation	Transformation	C38150	Automation & Innovation (RPA & Chatbots)	85,000	100,000	20,000	20,000	20,000	245,000
	Transformation	Sub total		Transformation	6,199,298	6,462,000	3,280,000	1,980,000	1,180,000	19,101,298
Childrens Services	Childrens Services	Childrens - Other	C28150	Childrens Residential and Attached Semi Independ Provision Home	939,286	890,714	0	0	0	1,830,000
Childrens Services	Childrens Services	Childrens - Other	C29360	Locality Based Childrens Centres Transformation	4,863	0	0	0	0	4,863
	Childrens Services	Sub total		Childrens Services	944,149	890,714	0	0	0	1,834,863
Neighbourhoods	Environment	Environment - Highways	C38000	Traffic CCTV Cameras	1,000,000	750,000	750,000	0	0	2,500,000
Neighbourhoods	Environment	Environment - Highways	C38010	Infrastructure - Verges for parking	300,000	300,000	0	0	0	600,000
Neighbourhoods	Environment	Environment - Highways	C38020	Enforcement CCTV	3,500,000	0	0	0	0	3,500,000
Neighbourhoods	Environment	Environment - Highways	C28210	Five Year Carriageway Resurfacing Programme	6,000,000	0	0	0	0	6,000,000
Neighbourhoods	Environment	Environment - Highways	C28560	Five Year Footway Resurfacing Programme	6,000,000	0	0	0	0	6,000,000
Neighbourhoods	Environment	Environment - Highways	C29390	Former Oldchurch Hospital Site (Swan) - Highways Works	169,319	0	0	0	0	169,319
	Environment	Sub total		Environment - Highways	16,969,319	1,050,000	750,000	0	0	18,769,319
Neighbourhoods	Environment	Environment - Parks	C35030	Park Improvements	500,000	500,000	0	0	0	1,000,000
	Environment	Sub total		Environment - Parks	500,000	500,000	0	0	0	1,000,000
Neighbourhoods	Registration & Bereavement Services	Cemeteries & Crematoriums	C35010	Cremator Replacement	250,000	0	0	0	0	250,000
	Registration & Bereavement Services	Sub total		Cemeteries & Crematoriums	250,000	0	0	0	0	250,000
OneSource	Asset Management	Corporate Buildings	C28270	Central Depot Expansion	527,015	0	0	0	0	527,015
OneSource	Asset Management	Corporate Buildings	C22390	Mercury House External Repairs	71,878	0	0	0	0	71,878
OneSource	Asset Management	Corporate Buildings	C38200	Asbestos Survey	60,000	0	0	0	0	60,000
	Asset Management	Sub total		Corporate Buildings	658,893	0	0	0	0	658,893
OneSource	Asset Management	Health & Safety	C12000	H&S Fire Extinguisher Acquisitions	0	7,000	0	0	0	7,000
OneSource	Asset Management	Health & Safety	C18010	H and S Corporate Buildings - Legionella Assessments	15,000	10,000	0	0	0	25,000
OneSource	Asset Management	Health & Safety	C28250	H and S Corporate Buildings - Legacy Works	25,292	0	0	0	0	25,292
OneSource	Asset Management	Health & Safety	C30860	H&S - Gates	20,000	0	0	0	0	20,000
OneSource	Asset Management	Health & Safety	C30870	H and S Corporate Buildings - Fire Risk Assessments	20,000	6,800	0	0	0	26,800
OneSource	Asset Management	Health & Safety	C30890	H&S Corporate Buildings - Asbestos	20,000	0	0	0	0	20,000
	Asset Management	Sub total		Health & Safety	100,292	23,800	0	0	0	124,092
OneSource	Asset Management	Schools Building Maintenance	C25490	Unplanned works to Education Buildings	261,620	0	0	0	0	261,620
OneSource	Asset Management	Schools Building Maintenance	C25510	Asbestos Removal 2017/18	147,292	0	0	0	0	147,292
OneSource	Asset Management	Schools Building Maintenance	C31190	Parklands Jr Sch replacement of dilapidated building	1,161,740	100,000	0	0	0	1,261,740
OneSource	Asset Management	Schools Building Maintenance	C35230	Crownfield Inf School Replace Lighting	30,000	0	0	0	0	30,000
OneSource	Asset Management	Schools Building Maintenance	C35260	Gidea Park School Heating and Controls	90,000	0	0	0	0	90,000
OneSource	Asset Management	Schools Building Maintenance	C35270	Harold Court School Roofs 1,2,3,4,5,7	132,309	0	0	0	0	132,309
OneSource	Asset Management	Schools Building Maintenance	C35360	Nelmes Jr School Lighting Upgrade 1st Floor	20,000	0	0	0	0	20,000
OneSource	Asset Management	Schools Building Maintenance	C38360	Crowfield Inf - Flat roofs B,C	60,000	0	0	0	0	60,000
OneSource	Asset Management	Schools Building Maintenance	C38370	Engayne - Flat roof 9	120,000	0	0	0	0	120,000
OneSource	Asset Management	Schools Building Maintenance	C38390	Langton Infants - Flat roof	5,000	0	0	0	0	5,000
OneSource	Asset Management	Schools Building Maintenance	C38410	Newtons - Flat roofs Infant block	150,000	0	0	0	0	150,000
OneSource	Asset Management	Schools Building Maintenance	C38420	Rainham Village - Flat roofs 3,4,5,6,7,8,9,10	10,000	0	0	0	0	10,000
OneSource	Asset Management	Schools Building Maintenance	C38430	Scotts - Flat roof Infant block	20,000	0	0	0	0	20,000
OneSource	Asset Management	Schools Building Maintenance	C38440	Towers Infants - Flat roofs roof 3,7	5,000	0	0	0	0	5,000
OneSource	Asset Management	Schools Building Maintenance	C38450	Towers Juniors - Flat roofs A,D,G	50,000	0	0	0	0	50,000
OneSource	Asset Management	Schools Building Maintenance	C38470	Squirrels Heath Inf & Jun - Phase 4 electrical distribution	2,000	0	0	0	0	2,000
OneSource	Asset Management	Schools Building Maintenance	C38480	Parklands Inf - Fire Alarm and Emergency lighting	2,000	0	0	0	0	2,000

Directorate	Service	Programme	Project Number	Project Name	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget	Total
OneSource	Asset Management	Schools Building Maintenance	C38490	Parklands Jun - Fire Alarm and Emergency lighting	2,000	0	0	0	0	2,000
OneSource	Asset Management	Schools Building Maintenance	C38560	Harold Wood - Upgrade classroom lighting	20,000	0	0	0	0	20,000
OneSource	Asset Management	Schools Building Maintenance	C38570	Mead - Flat roofs	5,000	0	0	0	0	5,000
OneSource	Asset Management	Schools Building Maintenance	C39020	Unallocated Schools condition grant	350,000	0	0	0	0	350,000
	Asset Management	Sub total		Schools Building Maintenance	2,643,961	100,000	0	0	0	2,743,961
OneSource	Asset Management	Schools Expansions	C26030	Phase 4 Expansions Unallocated	0	0	6,850,000	0	0	6,850,000
OneSource	Asset Management	Schools Expansions	C30070	Schools Basic Needs 2020/21	0	7,500,000	14,879,700	0	0	22,379,700
OneSource	Asset Management	Schools Expansions	C23300	Crownfield Jr Expansion 3FE to 4FE - Phase 3	50,000	0	0	0	0	50,000
OneSource	Asset Management	Schools Expansions	C23320	Crownfield Inf Expansion 3FE to 4FE - Phase 3	50,000	0	0	0	0	50,000
OneSource	Asset Management	Schools Expansions	C24010	Brady Primary Expansion - 1 to 2 FE Phase 3	100,000	0	0	0	0	100,000
OneSource	Asset Management	Schools Expansions	C26080	Bower Park Sch - 6 to 7 FE Phase 4	90,000	0	0	0	0	90,000
OneSource	Asset Management	Schools Expansions	C31230	A new nursery at Forest Approach Academy	50,000	0	0	0	0	50,000
OneSource	Asset Management	Schools Expansions	C36330	Clockhouse Primary School ARP	150,000	0	0	0	0	150,000
	Asset Management	Sub total		Schools Expansions	490,000	7,500,000	21,729,700	0	0	29,719,700
OneSource	Asset Management	Vehicle Replacement	C38880	Procurement of 29 vehicles for Passenger Travel Services	2,000,000	0	0	0	0	2,000,000
	Asset Management	Sub total		Vehicle Replacement	2,000,000	0	0	0	0	2,000,000
OneSource	ICT	ICT Infrastructure	C28180	Infrastructure Improvements and Resilience	620,000	0	0	0	0	620,000
OneSource	ICT	ICT Infrastructure	C38050	Data Centre & Core Network	2,662,379	280,000	0	0	0	2,942,379
OneSource	ICT	ICT Infrastructure	C35110	IT Devices Refresh	250,000	1,750,000	70,000	0	0	2,070,000
OneSource	ICT	ICT Infrastructure	C35120	Server Infrastructure	50,000	50,000	0	0	0	100,000
OneSource	ICT	ICT Infrastructure	C35130	Data Centre Improvements	20,000	10,000	0	0	0	30,000
OneSource	ICT	ICT Infrastructure	C35140	Networking (Core & Campus)	80,000	80,000	0	0	0	160,000
OneSource	ICT	ICT Infrastructure	C35150	WiFi Infrastructure	50,000	300,000	0	0	0	350,000
OneSource	ICT	ICT Infrastructure	C35160	Audio Visual Equipment	10,000	10,000	0	0	0	20,000
OneSource	ICT	ICT Infrastructure	C38100	Evergreening Capital - IT	1,332,500	1,500,000	1,650,000	1,650,000	1,650,000	7,782,500
	ICT	Sub total		ICT Infrastructure	5,074,879	3,980,000	1,720,000	1,650,000	1,650,000	14,074,879
Regeneration Programme	Regeneration	Regeneration - TFL	C29000	Beam Parkway Major Scheme LIP 18-19 TFL	725,615	0	0	0	0	725,615
	Regeneration	Sub total		Regeneration - TFL	725,615	0	0	0	0	725,615
		Total		Total	46,018,666	22,962,998	31,203,501	3,630,000	2,830,000	106,645,165

LA Schools	2022/23 Condition Grant Scheme's	Priority	Budget £
Clockhouse	Flat Roofs 1 2 3	1	190,000
Harold Wood	Flat Roof A, B, C	1	190,000
Parklands Jun	Flat roof (expansion)	1	140,000
Nelmes	Flat roof junior block	1	200,000
Branfil	Pitched roofs (3 no)	1	200,000
Crowlands	Pitched roofs	2	200,000
Nelmes Infant	Replacement ceiling and lighting upgrade	1	60,000
Various Schools	LED Lighting	1	120,000
James Oglethorpe	Electrical upgrade	1	60,000
Various Schools	Fire doors	1	150,000
Various Schools	School ventilation (Windows)	1	120,000
Rainham Village	Pedestrian bridge for fire evacuation	1	20,000
Parsonage farm	Fire escape staircase	1	25,000
Hilldene	Structural works	1	20,000
Various Schools	Asbestos (top up code C25510)	1	250,000
Various Schools	Roof cost uplift for previous schemes	1	245,000
Total			2,200,000

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COUNCIL, 2 MARCH 2022

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.

The report does not propose any revisions to the existing scheme, excluding any inflationary rate increases in either basic or special responsibility allowances. It should be noted however that as a consequence of Havering's electoral review by the Local Government Boundary Commission for England, the total number of Members in Havering will increase from 54 to 55 after the local elections take place in May 2022.

Members are reminded that 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.

In reviewing the scheme, regard was given to the January 2018 report of the Independent Remuneration Panel of London Councils. The recommended revised allowances in the scheme are set with regard to their bands of recommendations.

RECOMMENDATIONS

It is recommended:

1. That the proposed Members' Allowances scheme, attached at Appendix A, becomes effective from 1st April 2022 and the existing scheme be revoked with effect from the same date.

Category of Allowance	Proposed Amount Per Member £
Special Responsibility Allowances:	
Leader of the Council	45,901
Deputy Leader of the Administration	32,048
Cabinet Members	29,356
Deputy Cabinet Members	14,677
Leader of Principal Opposition	14,706
Leader of Minority Opposition Groups	4,080
Mayor	12,240
Deputy Mayor	8,160
Overview and Scrutiny Board Chairman	14,706
Overview and Scrutiny Board Vice Chairman	7,803
Overview and Scrutiny Sub-Committee Chairmen	7,803
Licensing, Strategic Planning and Planning Committee Chairmen	14,706
Strategic Planning Committee Vice-Chairman	7,803
Planning Committee Vice Chairman	2,040
Licensing Committee Vice Chairmen	*119
Audit, Pensions, Highways and Governance Committees Chairmen	7,803
Adjudication & Review Committee Chairman	2,040
Joint Venture Working Party Chairman	7,803

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

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 2022*", in January 2022. 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 3 March 2021.
- 1.5 Provided below is a table which details the current level of allowances and the recommended allowances as suggested in the London Council's Independent Review Panel report:

Category of Allowance	Current Amount Per Member £	Minimum London Scheme (where applicable)
<u>Basic Allowance</u>	10,412	12,014
Special Responsibility Allowances:		
Leader of the Council	45,901	62,092
Deputy Leader of the Administration	32,048	39,860
Cabinet Members	29,356	39,860
Deputy Cabinet Member	14,677	n/a
Leader of Principal Opposition	14,706	17,628
Leader of Minority Opposition Groups	4,080	2,807
Mayor	12,240	17,628
Deputy Mayor	8,160	2,807
Overview and Scrutiny Board Chairman	14,706	39,860
Overview & Scrutiny Board Vice Chairman	7,803	2,807
Overview and Scrutiny Sub-Committee Chairmen	7,803	2,807
Licensing, Strategic Planning and Planning Committee Chairmen	14,706	17,628
Strategic Planning Committee Vice-Chairman	7,803	2,807

Planning Committee Vice Chairman	2,040	2,807
Licensing Committee Vice Chairmen	*119	n/a
Audit, Pensions, Highways and Governance Committees Chairmen	7,803	2,807
Adjudication & Review Committee Chairman	2,040	2,807
Joint Venture Working Party Chairman	7,803	2,807

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

Financial Implications and Risks:

The cost of the proposed scheme on the basis of existing occupancy and inclusive of a new Member from May 2022, is £1,008,000. Should there be any significant fluctuation in the occupancy of positions which give rise to an increase in costs this will be raised through the appropriate channels.

Human Resource Implications and Risks:

None arising directly.

Legal Implications and Risks:

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

The Regulations set out various detailed requirements in respect of:

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

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

Regulation 19 provides that before a local authority makes or amends a scheme, the authority shall have regard to the recommendations made to it by an independent remuneration panel. This does not mean that a local authority has to adopt only those recommendations but it does mean that if an authority is going to depart from those recommendations it should objectively

justify those departures and the rationale for them so that if the decision making of the authority is called in to challenge there are both reasoned and reasonable grounds for its decision taking into account all the material factors in issue.

Background Papers

Independent Remuneration Panel's Report

Members' Allowances Scheme

Agreed at the meeting of the Council on ?? ?? 2022:

The new Scheme is agreed with effect from 1st April 2022 and the revocation of the Members' Allowance Scheme (2020) is effective from 31st March 2022.

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 2022.
- 2 In this scheme, "councillor" means a councillor of the London Borough of Havering and "year" means the period ending on 31st March 2023 and any period of 12 months ending on 31st March in any year after 2023.

3 Basic allowance (Schedule 1)

Subject to paragraphs 7 and 11, for each year a basic allowance of £10,412 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 & Inflationary rate increase

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 2022/23 by any 2022/23 increases as agreed under the annual Local Government Pay Settlement of the Joint Negotiating Committee for Chief Officers of Local Authorities or its replacement under the local pay agreement. The amounts so calculated are to be rounded up to be divisible for payment purposes.

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

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

(b) Suspension of Basic and Special Responsibility Allowance

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

12 Mayor and Deputy

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

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

- Havering Civic receptions, award pins/coins and certificates at the civic award ceremony;
- Medals, certificates and frames in the event of there being any ceremony associated with Honorary Alderman/Freeman of the Borough awards;

- Gifts given on behalf of the Council in reciprocation or gifts initiated by the Council for promotional purposes;
- Postage costs and all costs associated with the Mayoral transport, robes etc.

13 Co-Optees and Independent Persons' Allowances

The standard rate of allowance for statutory co-optees is £119 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>	10,412
Special Responsibility Allowances:	
Leader of the Council	45,901
Deputy Leader of the Administration	32,048
Cabinet Members	29,356
Deputy Cabinet Member	14,677
Leader of Principal Opposition	14,706
Leader of Minority Opposition Groups	4,080
Mayor	12,240
Deputy Mayor	8,160
Overview and Scrutiny Board Chairman	14,706
Overview and Scrutiny Board Vice Chairman	7,803
Overview and Scrutiny Sub-Committee Chairmen	7,803
Licensing, Strategic Planning and Planning Committee Chairmen	14,706
Strategic Planning Committee Vice-Chairman	7,803
Planning Committee Vice Chairman	2,040
Licensing Committee Vice Chairmen	*119
Audit, Pensions, Highways and Governance Committees Chairmen	7,803
Adjudication & Review Committee Chairman	2,040
Joint Venture Working Party Chairman	7,803

*Per meeting chaired

NOTES: The basic allowance can 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 Finance and Property.

The Remuneration of Councillors in London 2022

Report of the Independent Panel



Contents

Summary.....p3

Background.....p3

The role of elected membersp3

Recruitment of councillorsp4

The current financial climatep5

Level of Basic Allowance.....p5

Special Responsibility Allowances.....p5

Training and support.....p6

Barriers to being a councillor.....p6

Travel and Subsistence Allowances.....p7

Allowances for Mayor or Civic Head.....p7

Update for inflation.....p7

Appendix A: Special responsibilities – beyond the basic allowance p8

Appendix B: On behalf of the community – a job profile for councilors.....p11

Appendix C: The independent panel members.....p12

Summary

At the time of writing this report the country is still responding to the shock of the tragic death of Sir David Amess MP. It is a sad reminder of the vital role that all elected representatives play in the life of our country and how your roles are at the heart of our democratic and civic society. It is also a reminder of the risks that are linked to your roles. It is vital that we have a system of support in place that recognises the full scale of the responsibilities of councillors and one that supports residents in both wanting to come forward to undertake these roles and then when they are elected enables them to be effective. Our work as an independent remuneration panel can play a part in that endeavour.

The report below details our position as the output for the 2021 review. In short, we are very conscious about the huge changes that have taken place as a society during the last few years. Our residents, businesses and communities have been dealing with, and continue to deal with, major challenges. The feedback we have received supports our view that this has had a major impact on the demands placed on all councillors and of those councillors charged with special responsibilities. There is now greater than ever demands for time spent on wider partnership working, the situations faced by many residents are ever more challenging and complex, the ease of access afforded by technology has increased expectations for almost constant access and rapid responses. The burden of responsibility for effective government at a local level is extremely significant.

At the same time, many aspects of the current situation are still relatively recent. It remains rather unclear how these recent patterns of demands and increased expectations will play out and settle over time. With this level of uncertainty, we do not believe that at the current time we have the evidence available to recommend any significant changes in the remuneration of councillors.

However, given the wider background, we have concluded that, instead of waiting four years to undertake the next review, it would be preferable to undertake a review commencing in the summer of 2022 with the aim of concluding it in the latter half of 2023. As well as enabling us to re-assess the situation, this timescale would enable us to undertake more detailed consultations and seek wider views as part of the evidence gathering that will be needed.

As well as the substantive recommendations in the report, we therefore recommend that we undertake a further review of the remuneration of councillors during 2022-23.

Background

The Local Authorities (Members' Allowances) (England) Regulations 2003 ('the Regulations') authorise the establishment by the Association of London Government (now London Councils) of an independent remuneration panel to make recommendations in respect of the members' allowances payable by London boroughs. Such a panel ('the Panel') was established and reported in 2001, 2003, 2006, 2010, 2014 and 2018. It now comprises Mike Cooke (Chair), Sir Rodney Brooke CBE DL and Anne Watts CBE.

The Regulations require a review of the scheme every four years as a minimum. The current Panel has therefore completed a review of remuneration for councillors in London. We present our findings and recommendations in this report.

As a preparation for our work, we invited all London boroughs to give their views on the operation of the existing scheme. We are grateful for the feedback, which confirms that the existing London scheme of members' allowances is still fit for purpose. We make recommendations accordingly. However, where issues have arisen from the comments we received, we have addressed them in this report.

The role of elected members

In our previous reports we reflected on the importance of the role of elected members. We repeat at Appendix B the 'job profile' for councillors which we originally included in our 2010 report.

Our last report reflected on research that identified that councillors oversee million-pound budgets, balancing complex financial pressures at a time of severe cutbacks in local authority spending, making decisions which will affect their areas for decades to come. These challenges continue and have been exacerbated by the impact of the Covid-19

Pandemic and the continuing recovery effort from it.

In London, each borough is responsible for services crucial to its residents. Each has a revenue budget of up to £1.4bn as well as a substantial capital programme. The scale of their turnover and other financial activities are in many instances comparable with those of large publicly quoted companies.

Councillors are faced with difficult choices. Demand for local authority services continues to grow. In particular there is rapid growth in the number of old people with a corresponding increase in demand for social care. London itself faces acute housing problems coupled with higher levels of homelessness than other parts of the country. Councillors have an increased responsibility for local and place-based health outcomes. Thus, the strain on and competition for resources increase the demands made on elected members.

The feedback we received is that the workload and responsibilities of councillors continues to increase and that their role has become more complex, and not only in the areas of social care and housing. There has been a growth in other public sector activities including community safety with increasing engagement with the Police, increasing expectations for closer working with health services, and in some boroughs more involvement with joint venture partnerships and local authority trading companies. Since the start of the Pandemic, there has been an important and significant role for councillors in local welfare support and greater liaison with the voluntary sector. This all requires the commitment and time of leaders, cabinet members and front-line councillors. The Pandemic has also heightened the significant role of councillors as a point contact for information, advice and reassurance for communities.

While valuable to democracy, the growth in digital connectivity and the availability and use of social media and other forms of messaging applications adds to the pressure on councillors by increasing demands from their constituents in several different ways. Communication with councillors is not only easier but immediate. The public expects a speedy response, so that it is now more difficult for councillors to deal with concerns as quickly as voters expect. Not only does social media make it easier for their constituents to access councillors, but they also enable an isolated concern to become an organised campaign. The expectations of the public continue to rise.

Recruitment of councillors

We received feedback that it continues to be challenging to recruit candidates generally but also from a diverse background and of a high enough calibre who are prepared to stand for office as councillors. Though financial deterrents were cited amongst a number of reasons for this, a major disincentive is the time commitment required of a councillor. Time pressures (as well as finance) can make it difficult to combine the role with a job and caring responsibilities. As was pointed out in the responses we received, the problem is exacerbated in London, where councillors are on the whole younger than in other parts of the country and often in employment. They also face substantially higher costs of living which are continuing to rise.

Though the time commitment may be the main disincentive to service as a councillor, it is important that, as far as reasonably possible, financial loss does not prevent people from becoming councillors. Allowances are not shown by polls to be something which influences councillors to take on the role, though they are instrumental in making it possible for some people to do so. Allowances should be set at a level that enables people to undertake the role of councillor, while not acting as an incentive to do so. If it is important that there are no financial incentives to being a councillor, it is equally important that there should not be a financial disincentive. It is clearly desirable that service as a councillor is not confined to those who have retired or with independent means.

In 2014 the Government removed the possibility of councillors joining the local government pension scheme. Almost half of the responses we received cited the lack of pension provision as a factor that influences people whether to run for council office. Access to the pension scheme can be an important factor in making service as a councillor financially possible for a wider range of people. It is particularly significant for those who, like elected mayors, leaders and portfolio holders, give most or all of their time to service in local government and lose the opportunity for advancement in their particular profession and to contribute to a pension scheme elsewhere. In view of the importance this could have for recruiting a diverse range of councillors in future and to wider issues for local democracy, the Panel intends to look at lobbying opportunities on this issue as part of its further review in 2022-23.

The current financial climate

Because of the financial climate over the last decade, the local government pay settlement over much of this period has been either frozen or severely limited. Since our last report there have been modest increases from 2% in 2018-19 to 2.75% last year.

Acutely sensitive to the ongoing financial austerity, our recent reports have made no recommendations for increasing the levels of members' allowances other than continuing provision for annual adjustments in accordance with the annual local government pay settlement.

Our recommendations have led to some convergence of members' allowances across London. There is now considerable congruity in the basic allowance made by London boroughs.

However, most London boroughs have not adopted our recommendations in their entirety and there remain substantial differences in the amount of special responsibility allowances.

In reaching our views this year, we have been acutely conscious of the continuing financial challenges to council budgets including the impact from the Covid-19 Pandemic. This adds to the view that now is not the time to contemplate a general increase in councillors' allowances.

Level of Basic Allowance

In our last report we recommended that there should be a Basic Allowance paid to every councillor of £11,045. Updated for the local government staff pay awards since then (and including an indicative 1.75% award for 2021-22 which is still the subject of negotiation), the figure is now £12,014. Given all the circumstances including growth in the volume and complexity of the work of councillors and the limited increase in the Basic Allowance since our last report, we believe that there is a strong case for looking again at the level of the allowance. The basic allowance is now less than the allowances paid by many similar authorities outside London. In our last report we highlighted that in Wales, for example, the government-appointed commission set the basic allowance at £13,400 for members of local authorities with populations which are generally substantially lower than those of London boroughs. In its most recent report, published in February 2021, this had increased to £14,368.

However, the wider context is one of considerable uncertainty including whether trends in demands will be sustained. If they are so, as seems likely, the consequences of the changing patterns of work remains unclear added to which is the current financial climate. All this suggests to us that now is not the right moment to recommend major changes to the current allowances (beyond the annual updating). Linking the allowances to an annual increase to staff pay awards will ensure that councillors can receive annual increases which are in line with those received by staff. We therefore recommend that the Basic Allowance be set at £12,014 pending the outcome of the 2021-22 award. We believe that it remains sensible to frame recommendations which are common across London.

Special Responsibility Allowances

Given the extent of the responsibilities of leaders of London boroughs, the Panel's first report in 2001 recommended that their remuneration should equate to that of a Member of Parliament. [Our recommendations for other special responsibility allowances are related to that recommended for leaders.]

Since then, the increase in the remuneration of Members of Parliament has substantially exceeded the annual local government pay increase to which we tied the special responsibility allowance for the leader of a London borough. At the time of our last report an MP received a salary of £76,011 while our recommendation for a borough leader (increases having been restricted to the local government staff pay increases) was for a total remuneration of £68,130, a difference of £7,881. Updated for the local government pay awards (and indicative 2021-22 award), our recommendation for the current total remuneration of a London borough leader would be £74,106. Meanwhile the salary of MPs has increased to £81,932, a difference of £7,826. Moreover, MPs continue to be entitled to a pension as well as to other benefits (such as termination payments) which are not available to leaders.

In our current consultation we enquired whether the remuneration of an MP remains a sound comparator to fix the remuneration of a borough leader. In general, the responses suggested that the comparator was appropriate with some feedback noting that the Leaders of London boroughs warranted a higher remuneration than an MP, because they had greater financial responsibility and legal burdens, and especially given the differential pension arrangements. Indeed, a couple of respondent authorities suggested that the direct responsibilities of a Leader should command the salary of a junior minister.

We sympathise with the responses. Certainly, the way in which MPs' remuneration has progressed compared to that of leaders could be argued to warrant a review of the Leaders' allowances.

We are also aware of the very significant expectations on leaders and leading members to participate in wider cross borough, pan-London and partnership working, the demands of which (both in terms of time commitments but importantly in terms of responsibility and significance) appear to have increased dramatically over the last 18 months. Our report makes no recommendations in respect of remuneration for these roles at this stage but we propose to return to this issue as part of the further review that is proposed.

However, for the same reasons which prompt us to maintain the current Basic Allowance, (namely a significant uncertainty over the long term implications of the changes we have been witnessing in the last 18 months, combined with the financial challenges faced at this time) we recommend that the special responsibility allowance for a Leader should be in accordance with our former recommendation, plus the subsequent local government staff pay awards (including an indicative uplift of 1.75% for 2021-22 which is still the subject of negotiation), ie £62,092. We recommend the maintenance of its relation to other special responsibility allowances, as set out in the Appendix to this report.

However, we believe that it is important to undertake a more detailed review, along with the Basic Allowances, of the special responsibility allowances having allowed further time for the new patterns of demands and expectations to become even clearer. We envisage beginning this review in the summer of 2022 and concluding the review during the latter half of 2023.

Training and support

The responsibilities of councillors are substantial, extensive and complex. We have mentioned the increased role that councillors have delivered particularly during the Pandemic. The Pandemic has also resulted in an acceleration of more flexible ways of working including greater use of digital technology. While this has provided a range of benefits including less travelling for work it has required councillors to have the necessary digital skills. Additionally, the move to audio-visual conferencing has resulted in a growth in meetings for many contributing to an overall increase in 'screen time'. Training and development is beyond the direct remit of our Panel but is an important part of ensuring that residents can step forward and become successful and effective elected local representatives. Addressing the financial aspects but not the support aspects would be counter-productive. For this reason, we believe that every borough should have an ongoing programme of member training and development and that members should be provided with the logistical and clerical support and the appropriate IT equipment to help them deal with their workload.

Barriers to being a councillor

It is important that obstacles to becoming a councillor should be removed wherever possible. Care costs can be a significant deterrent to service as a councillor. Our strong view is that in appropriate cases when they undertake their council duties, councillors should be entitled to claim an allowance for care of dependents. The dependents' carers' allowance should be set at the London living wage but (on presentation of proof of expense) payment should be made at a higher rate when specialist nursing skills are required.

One respondent authority stressed that member allowances schemes present an opportunity to better support councillors by providing not just remuneration but wider support packages. Our view is that members' allowances schemes should allow the continuance of Special Responsibility Allowances in the case of sickness, maternity and paternity leave in the same terms that the council's employees enjoy such benefits (that is to say, they follow the same policies).

Travel and Subsistence allowances

The Basic Allowance should cover basic out-of-pocket expenses incurred by councillors, including intra-borough travel costs and expenses. The members' allowances scheme should, however, provide for special circumstances, such as travel after late meetings or travel by councillors with disabilities. The scheme should enable councillors to claim travel expenses when their duties take them out of their home borough, including a bicycle allowance.

Allowances for Mayor or Civic Head

Many councils include the allowances for the mayor (or civic head) and deputy in their members' allowance scheme. However, these allowances do serve a rather different purpose from the 'ordinary' members' allowances, since they are intended to enable the civic heads to perform a ceremonial role. There are separate statutory provisions (ss 3 and 5 of the Local Government Act 1972) for such allowances and councils may find it convenient to use those provisions rather than to include the allowances in the members' allowance scheme.

Update for inflation

We continue to recommend that all allowances should be updated annually in accordance with the headline figure in the annual local government pay settlement.

We have been asked whether it is necessary for the annual updating to be formally authorised by the council each year. The Regulations do seem to make this obligatory.

Mike Cooke

Sir Rodney Brooke CBE DL

Anne Watts CBE

London, 6 January 2022

Appendix A

Basic allowance £12,014

Special responsibilities – beyond the basic allowance

The case for special allowances

The reasons for payment of additional special responsibility allowances should be clearly set out in local allowances schemes. Special allowances should come into play only in positions where there are significant differences in the time requirements and levels of responsibility from those generally expected of a councillor.

Calculation of special allowances

The proposed amounts for each band are a percentage of the figure suggested for a council leader depending upon levels of responsibility of the roles undertaken and are explained below. We believe that the SRA, which the previous panel recommended for the leader of a London council (updated), continues to be appropriate.

Categories of special allowances

The regulations specify the following categories of responsibility for which special responsibility allowances may be paid:

- Members of the executive where the authority is operating executive arrangements
- Acting as leader or deputy leader of a political group within the authority
- Presiding at meetings of a committee or sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee
- Representing the authority at meetings of, or arranged by, any other body
- Membership of a committee or sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods
- Acting as spokesperson of a political group on a committee or sub-committee of the authority
- Membership of an adoption panel
- Membership of a licensing or regulatory committee
- Such other activities in relation to the discharge of the authority's functions as require of the member an amount of time and effort equal to or greater than would be required of him by any one of the activities mentioned above, whether or not that activity is specified in the scheme.

Local discretion

It is for the councils locally to decide how to allocate their councillors between the different bands, having regard to our recommendations and how to set the specific remuneration within the band. They must have regard to our recommendations. We believe these should have the merits of being easy to apply, easy to adapt, easy to explain and understand, and easy to administer.

BAND ONE

The posts we envisage falling within band one, include:

- Vice chair of a service, regulatory or scrutiny committee
- Chair of sub-committee
- Leader of second or smaller opposition group

- Service spokesperson for first opposition group
- Group secretary (or equivalent) of majority group
- First opposition group whip (in respect of council business)
- Vice chair of council business
- Chairs, vice chairs, area committees and forums or community leaders
- Cabinet assistant
- Leadership of a strategic major topic
- Acting as a member of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods
- Acting as a member of an adoption panel where membership requires attendance with exceptional frequency or for exceptionally long periods
- Leadership of a specific major project.

Remuneration

We propose that band one special responsibility allowances should be on a sliding scale of between 20 – 30 per cent of the remuneration package for a council leader.

This would be made up as follows:

Basic allowance: £12,014

Band One allowance: £2,807 to £10,218

Total: £14,821 to £22,232

BAND TWO

The types of office we contemplate being within band two are:

- Lead member in scrutiny arrangements, such as chair of a scrutiny panel
- Representative on key outside body
- Chair of major regulatory committee e.g planning
- Chair of council business (civic mayor)
- Leader of principal opposition group
- Majority party chief whip (in respect of council business).

Remuneration

We propose that band two allowances should be on a sliding scale between 40 – 60 per cent, pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic allowance £12,014

Band two allowances: £17,628 to £32,450

Total: £29,642 to £44,464

BAND THREE

We see this band as appropriate to the following posts:

- Cabinet member
- Chair of the Health and Wellbeing Board
- Chair of the main overview or scrutiny committee
- Deputy leader of the council

Remuneration:

We propose that band three allowances should be between 70 – 80 per cent pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic allowance: £12,014

Band three allowance: £39,860 to £47,271

Total: £51,874, to £59,285

BAND FOUR

Leader of cabinet

This is a full-time job, involving a high level of responsibility and includes the exercise of executive responsibilities. It is right that it should be remunerated on a basis which compares with similar positions in the public sector, while still retaining a reflection of the voluntary character of public service.

Remuneration:

We propose that the remuneration package for a council leader under band four of our scheme should be £74,106.

This is made up as follows:

Basic allowance: £12,014

Band four allowance: £62,092.

Total: £74,106

BAND FIVE

Directly elected mayor

A directly elected mayor has a full-time job with a high level of responsibility and exercises executive responsibilities over a fixed electoral cycle. It is right that it should be remunerated on a basis which compares with similar positions in the public sector, while still retaining a reflection of the voluntary character of public service. However, we believe this post remains different to that of the strong leader with cabinet model. The directly elected mayor is directly elected by the electorate as a whole. The strong leader holds office at the pleasure of the council and can be removed by the council. We believe that the distinction is paramount and this should be reflected in the salary level.

Remuneration:

We propose that a directly elected mayor should receive a remuneration package of 25 per cent higher than that recommended for a council leader and that it should be a salary set at £92,633.

Appendix B

On behalf of the community – a job profile for councillors

Purposes:

1. To participate constructively in the good governance of the area.
2. To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
3. To represent effectively the interests of the ward for which the councillor was elected, and deal with constituents' enquiries and representations.
4. To champion the causes which best relate to the interests and sustainability of the community and campaign for the improvement of the quality of life of the community in terms of equity, economy and environment.
5. To represent the council on an outside body, such as a charitable trust or neighbourhood association.

Key Tasks:

1. To fulfil the statutory and local determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full council (for example, setting budgets, overall priorities, strategy).
2. To participate effectively as a member of any committee or panel to which the councillor is appointed, including related responsibilities for the services falling within the committee's (or panel's) terms of reference, human resource issues, staff appointments, fees and charges, and liaison with other public bodies to promote better understanding and partnership working.
3. To participate in the activities of an outside body to which the councillor is appointed, providing two-way communication between the organisations. Also, for the same purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.
4. To participate in the scrutiny or performance review of the services of the authority, including where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the authority.
5. To participate, as appointed, in the area and in service-based consultative processes with the community and with other organisations.
6. To represent the authority to the community, and the community to the authority, through the various forums available.
7. To develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties, and constraints, and to develop good working relationships with relevant officers of the authority.
8. To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity.
9. To represent effectively the interests of the ward for which the councillor was elected, and deal with constituents' enquiries and representations including, where required, acting as a liaison between the constituent and the local authority and where appropriate other public service providers.
10. To contribute constructively to open government and democratic renewal through active encouragement of the community to participate generally in the government of the area.
11. To participate in the activities of any political group of which the councillor is a member.
12. To undertake necessary training and development programmes as agreed by the authority.
13. To be accountable for his/her actions and to report regularly on them in accessible and transparent ways.

Appendix C

The independent panel members

Mike Cooke

Mike Cooke was the Chief Executive of the London Borough of Camden for seven years, where he had also been Director of Housing and Adult Social Care and HR Director. He has extensive experience of partnership working across London including as the CELC lead on children and chairing the London Safeguarding Children Board. Mike also has worked for seven years in financial services where he developed an expertise in remuneration.

Until November 2020 Mike had been a Non-Executive Director of the Central and North West London NHS Foundation Trust where he was chair of the HR Committee. Mike's current role is the independent Chair of the North Central London Integrated Health and Care System.

Sir Rodney Brooke CBE, DL

Sir Rodney Brooke has a long career in local government, including as chief executive of West Yorkshire County Council, Westminster City Council and the Association of Metropolitan Authorities.

He was knighted in 2007 for his contribution to public service.

Dr Anne Watts CBE

Anne Watts has an extensive career in governance, diversity and inclusion spanning commercial, public and voluntary sectors. She has held executive roles for HSBC and Business in the Community and was chair of the Appointments Commission. She has carried out reviews of Government departments and the Army. In addition she has been a member of Government Pay review bodies and Deputy Chair, University of Surrey where she chaired Remuneration Committee and the new Vet School.

She is a non-exec of Newable (previously Greater London Enterprise) where she chairs ESG Committee and is a non-exec of Newflex subsidiary. In addition she continues to sit on the Race and Gender Equality Leadership teams for Business in the Community.

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