



Agenda

Ordinary Council

Wednesday, 27 February 2019 at 7.00 pm

Brentwood County High School, Shenfield Common, Seven Arches Road,
Brentwood CM14 4JF

Membership (Quorum – 10)

Cllrs Mrs Murphy (Mayor), Parker (Deputy Mayor), Aspinell, Barrell, Barrett, Bridge, Chilvers, Clarke, Cloke, Mrs Davies, Mrs Fulcher, Haigh, Hirst, Mrs Hones, Hossack, Keeble, Kendall, Kerslake, McCheyne, McLaren, Mrs McKinlay, Mrs Middlehurst, Morrissey, Mynott, Naylor, Nolan, Poppy, Mrs Pound, Reed, Ms Rowlands, Russell, Ms Sanders, Mrs Slade, Tierney, Trump, Tumbridge and Wiles

Members are respectfully summoned to attend the above meeting to transact the business set out below.

Agenda

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2.	Declarations of Interest		
3.	Medium Term Financial Plan 2019/20 - 2021/22	All Wards	5 - 102
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7.

Urgent Business

An item of business may only be considered where the Chair is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency.

A handwritten signature in dark ink, appearing to read 'P. L. R. 53', with a long horizontal flourish underneath.

Chief Executive

Town Hall
Brentwood, Essex
12.02.2019

Information for Members

Substitutes

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

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Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

Information for Members of the Public

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The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of

these activities, in their opinion, are disrupting proceedings at the meeting.

Private Session

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

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Evacuation Procedures

Evacuate the building using the nearest available exit and congregate at the assembly point in the Car Park.

27 February 2019

Ordinary Council

Medium Term Financial Plan 2019/20 – 2021/22

Report of: *Jacqueline Van Mellaerts, Interim Chief Finance Officer*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 The Draft Medium-Term Financial Plan (MTFP) was considered by Policy, Projects and Resources Committee on 20 November 2018, which gave Members an update on the various significant changes that would impact on the Council's financial position.
- 1.2 The Final Medium-Term Financial Plan (MTFP) was considered by Policy, Projects and Resources Committee on 5 February 2019 and has been recommended to Ordinary Council for consideration and approval.

The fundamental principles of the Council's MTFP are to:

- (i) Maintain a sustainable financial position against a background of unprecedented financial uncertainty and reduced government funding, including the delivery of efficiency targets.
 - (ii) Support the vision of our Borough through appropriate identification of resources required to deliver the key priorities outlined in the 'Vision for Brentwood'.
 - (iii) Maximise opportunities and mitigate risks associated with the fundamental change to the way in which local government is financed.
- 1.3 This report considers:
- (i) The General Fund budget proposals for 2019/20 to 2021/22.
 - (ii) The Housing Revenue Account (HRA) budget proposals for 2019/20 onwards.
 - (iii) The Capital Programme 2019/20 to 2021/22.
 - (iv) The Treasury Management Strategy for 2019/20.
 - (v) Section 151 Officers Assurance Statement.

2. Recommendations

General Fund:

To approve the General Fund - Revised MTFP for 2019/20 as shown in Table 9 which includes the proposed policy initiatives, presenting £185k Funding Gap for 2019/20, to be funded from working balances.

Housing Revenue Account (HRA)

- 2.1 To approve the HRA Business Plan for 2019/20 and beyond as shown in Appendix C of this report.
- 2.2 To approve a 1% decrease in rents for 2019/20 and to note rents will increase by CPI plus 1% from 2020/21.
- 2.3 To recommend to apply the formula rent to all new tenancies from April 2019/20.

Capital programme

- 2.4 To approve the Existing and New Schemes of the proposed Capital Programme for 2019/20 to 2021/22 as set out in Table 19 of this report.

Treasury Strategy

- 2.5 To approve the Treasury Management Strategy as set out in Section 12 of this report.

Section 151 Officer's Assurance Statement

- 2.6 To note the Section 151 Officer's Assurance Statement as set out in Section 13 of this report.

Council Tax 2019/20

- 2.7 To approve a Council Tax increase of 2.99% (Band D of £188.63) for 2019/20.

3. Introduction and Background

3.1 The financial pressures that face Local Government are well known. Despite these pressures however, the Council remains committed to both the maintenance of service delivery and continuing to improve community outcomes that enhance the quality of life for the residents of Brentwood.

3.2 The challenges that Brentwood face, from a finance perspective, are clearly shown in “**Table 1 – Financial Position Statement**”

This table indicates the following results:-

- Table 1A – Summary of funding position reported 2 March 2016
- Table 1B – Summary of funding position reported 1 March 2017.
- Table 1C – Summary of funding position reported 2018.
- Table 1D - Summary of funding position in this report.

3.3 The Council is not unique in having to manage a period of uncertainty, this is even more important when one considers the current situation surrounding BREXIT. That said the Council remains resolute in its wish to:

- a) Continue to provide services of the highest quality.
- b) Be innovative in the way it delivers services.
- c) Always place the community at the heart of its service offering.
- d) Always consider how to protect the needy and vulnerable in our society.
- e) Provide a system of local government which is accountable and responsive to the challenges which the community in Brentwood could face.

3.4 The economic challenges which we face are being addressed by the Council. The work accomplished over the last few years has laid a foundation which should provide for a more certain future. 2019/20 will see a period of great delivery, amongst which will be:

- i. The Return to the Town Hall, which is not just the return to a building, but a place where residents can live (through 19 apartments), the creation of a community hub (offering many services), and an environment where business can flourish, and the return to a Town Hall where Council business can function in a manner appropriate to the time.
- ii. The creation of our joint venture with a partner where a significant value of the Councils land assets, will allow the Council to not only generate income but to benefit the community
- iii. The Local Development Plan (LDP) is advancing rapidly and if agreed by government inspectors, will form the basis of much needed housing, business and other environments to create an area which will be much desired

- iv. Plans to significantly advance play areas and sports areas will allow residents access to improved leisure facilities.
 - v. The completion of work done on the Multi Story Car Park, continues the theme of improving facilities within our town centre
- 3.5 A comparison of the working balances In Table 1 for the four years (2017/2018: 2018/2019: 2019/20: 2020/21) show the positive result of the Council's ability to turn around what is an unprecedented period in the financial life of Brentwood Borough Council.
- 3.6 The evidence of strong financial management can be seen in Table 1 of this report. In March 2016, the Council was looking at a working balance for 2018/19 of a negative £3.6million. Work undertaken since March 2016, means that we are expecting to be delivering a working balance at the end of 2018/19 of £3.3million. An improvement of £6.9million. Most importantly our services continue to be improved, examples of this are:
- a. The Planning, Development Management, department is now ranked 6th in the UK, and 1st in Essex.
 - b. Our Environmental Health Department is ranked in the top 6, nationally
 - c. The Council continues to be recognised as forward thinking and innovative, as witnessed by the number of rewards it has received from the business (Essex Business awards and Brentwood Chamber of Commerce)
- 3.7 The Council will continue to strive to introduce projects (many of which have commenced) to improve further the financial position of the Council. The Council still works towards achieving a more robust financial position as it moves forwards to self-financing by adapting to changes in circumstances and making adjustments which are necessary.

Table 1 – Financial Position Statement

Table 1A – Summary of funding position reported 2 March 2016.

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£'000	£'000	£'000	£'000	£'000	£'000
Funding Gap	1,291	2,323	3,391	-	-	-
Working Balance c/fwd	2,370	(303)	(3,694)	-	-	-

Table 1B – Summary of funding position reported 1 March 2017.

	2016/17 Estimated Outturn £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Funding Gap	285	283	1,537	2,044	-	-
Working Balance c/fwd	3,380	2,629	1,021	(1,023)	-	-

Table 1C – Summary of funding position reported 6 March 2018.

	2016/17 Outturn £'000	2017/18 Estimated Outturn £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Funding Gap	0	274	0	385	298	-
Working Balance c/fwd	3,742	3,118	3,118	2,733	2,435	-

Table 1D – Summary of funding position in this report.

	2016/17 £'000	2017/18 Outturn £'000	2018/19 Estimated Outturn £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Funding Gap	0	437	0	185	326	400
Working Balance c/fwd	3,742	3,305	3,305	3,120	2,794	2,394

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4. Vision for Brentwood 2016/2019

4.1 Vision for Brentwood is the main strategic planning document, providing a framework for the delivery of services for 2016/17 to 2018/19. It is a clear statement of the Councils' priorities that the budget focuses on. The Budget for the coming year continues to be underpinned by these priorities until the Council's new Corporate Plan is in place for 2019/22.

- **Environment and Housing Management** – We will find new ways of working with partners and embrace the support of communities, to enhance the cleanliness of our environment and maintain the attractiveness of our Borough. We will work to ensure our housing stock is managed so that it delivers comfortable and safe homes for our tenants that are efficient and sustainable.
- **Community and Health** – Brentwood is fortunate to benefit from a range of vibrant groups and organisations that enhance and support the local community. The Council will work with local businesses, community groups and the voluntary sector to ensure the future wellbeing of our Borough.
- **Economic Development** – Our superior locational advantage and entrepreneurial spirit means that Brentwood is fortunate to have a strong economic foundation. In partnership with key local and regional business organisations, we can harness that force to promote the Borough, encourage a mixed economy and support sustainable development.
- **Planning and Licensing** – A new Local Development Plan will shape the way our Borough will change over the next fifteen years. We will continue to work in partnership with others and work hard to get the best outcome and achieve a good balance for residents and businesses in a way that celebrates Brentwood's unique history and quality of life; both within the Borough and influencing the outcome of regional developments that will affect Brentwood residents. Our licensing policies will regulate businesses to ensure public safety and minimise environmental nuisance caused by their activities.
- **Transformation** – Between 2016 and 2019 the way the Council looks and works will be transformed. We will continue the drive to make it easier for customers to access services and information, cut out bureaucracy that doesn't add value and make sure taxpayers' money is even more wisely spent. We will explore new income generating ideas and opportunities. We will have services delivered by those best placed to deliver excellence and value-for-money, whilst holding onto and enhancing our role, duties and powers as local council and community leader.

5. Budget 2019/20 and Medium Term Financial Plan to 2021/22

- 5.1 At its meeting on 20 November 2018, the Policy, Project and Resources Committee received information on initial funding and proposals for the MTFP. In accordance with the Budget and Policy Framework.
- 5.2 The information set out in this enclosure represents the financial expression of the Council's Vision for Brentwood Plan over the next three years based on a back drop of significant financial pressures.
- 5.3 The 2018/19 half yearly budget monitoring has been used for the forecast outturn position and this has been reflected in the reserves position as at 31 March 2019 set out in this report. Any variation from this at the year end will be reported to Policy, Projects and Resources Committee in June 2019 with recommendations from the Section 151 Officer regarding any surplus or deficit balances.

Demographic Changes

- 5.4 Between 2011 and 2017, the population across Brentwood increased by 4.0%.
- 5.5 According to the Office for National Statistics, the projection for 2017 to 2027, is that Brentwood will grow by a further 8.52% to give a projected population of 83,125 by 2027.
- 5.6 According to the Office for National Statistics, the unemployment rate in the UK was recorded at 4% for December 2018. This compares to an unemployment rate across Brentwood of 3.1%.
- 5.7 An analysis of the number of Housing Benefit (HB) and Local Council Tax Support (LCTS) claimant numbers for Brentwood is shown in Table 2.

Table 2 – Number of Claimants for Brentwood for HB & LCTS

	March 2016	March 2017	March 2018	March 2019 Estimate
Housing Benefit	2,919	2,859	2,480	2,130
Local Council Tax Support	3,522	3,479	3,245	3,110

- 5.8 We can see the number of claimants decreasing year on year. One factor in this decrease is the introduction of Universal Credit.

2019/20 Provisional Local Government Finance Announcement

5.9 The Provisional Local Government Finance Settlement for 2019/20 was announced on 13 December 2018. Key issues from the announcement are outlined below:

- The 2019/20 New Homes Bonus remains unchanged with the scheme only rewarding growth in homes above 0.4% per annum, this is due to £10m of additional Government funding having been added to the scheme for 2019/20.
- The £153m of Negative RSG for 2019/20 will be eliminated by the government. This will be funded through its share of business rates;
- There is a £180m balance on the national levy account, this will be distributed to authorities in 2019/20 based on need.
- In September 2018, the government invited authorities to bid for pilot status for 75% Business Rate Retention for 2019/20. 15 areas have been awarded the pilot scheme for 2019/20, which does not include Brentwood Council, as well as a London pilot.
- Two consultation papers were also published the first is on the Fair funding Review, a review of local authorities' relative needs and resources. This is a technical consultation on the assessment of local authorities' relative needs, resources and transitional arrangements. The other consultation paper is on Business Rates Retention Reform
- The Council Tax referendum limits for local authorities will remain as previously indicated in the 2018/19 provisional settlement, although for Police and Crime Commissioners the potential annual increase to their precept will be extended to £24 per annum.

Revenue Support Grant

5.10 As announced in December 2015, Revenue Support Grant (RSG) is to be phased out entirely by 2019/20. This will assess the main income streams available to local government and funding for Local Government will be revised from 2020/21 onwards. The RSG allocations previously announced at 2016/17 settlement are unchanged. Brentwood's allocation was as follows.

Table 3 – Government Funding

	2017/18	2018/19	2019/20
	£'000	£'000	£'000
Revenue Support Grant	233	Nil	Nil
TOTAL	233	0	0

- 5.11 Originally, due to the approach taken in making the reductions to RSG, there was requirement for top up/tariff adjustments. This would have hit high tax base/high tax rate authorities. The 2018/19 settlement announcement removed the negative RSG for 2018/19, leaving only the adjusted amounts for 2019/20.
- 5.12 A consultation took place in 2018 regarding 'negative RSG'. The outcome of this consultation has fed into the 2019/20 local government finance settlement. And negative RSG of £370k has been removed in its entirety for 2019/20 and future years.
- 5.13 There has been no forecasts announced yet for years 2020/21 and beyond. As part of the Provisional settlement the government has published two technical papers regarding Fair Funding Review and Business Rate Retention. These consultations will run from 13th December 2018 to 21st February 2019 and will inform wider local government funding issues from 2020/21 onwards. Until the results of the consultation are received, it has been assumed that 2019/20 will also continue into 2020/21.

Fair Funding Review

- 5.14 The technical paper on the "Review of local authorities relative needs and resources", will consult on the assessment relative needs, relative resources and transitional arrangements for Local Government and the funding requirements.
- 5.15 The consultation outlines further proposals to simplify the assessment of local authorities needs by introducing a simple Foundation Formula alongside several 'service-specific' formulas.
- 5.16 The focus around fair funding is to look at the structure of the authority's need's assessment, the weighting between services, weighting of cost drivers, Area Cost Adjustments and future proofing the needs assessment.
- 5.17 Adjustments will be made to an authority's relative needs assessment to take account of resources available to the authority to fund local service such as Council Tax.

Business Rates Retention

- 5.18 The Business Rates retention figure represents the Council's share (40%) of the total amount collected from local businesses, less a tariff payment to central government. The estimated amount for 2018/19 and future year is outlined in Table 4.

Table 4 – Estimated Business Rates Retention

	2018/19	2019/20	2020/21	2021/22
	£'000	£'000	£'000	£'000
Business Rates Retention	2,200	1,800	1,800	1,800

- 5.19 These amounts include a provision for losses resulting from any successful appeals by rate payers against the rateable value of their properties. Appeals are dealt with by the Valuation Office Agency and their success or failure is beyond the Council's control.
- 5.20 The decrease in Business Rates Retention from 2018/19 to 2019/20 onwards is mainly due to an emerging trend of offices being converted to flats. There have been several office conversions in Brentwood this year, resulting in a loss of business rates yield.
- 5.21 The second consultation paper published as part of the provisional settlement, is a technical consultation on "Sharing risk and reward, managing volatility and setting up the reformed system".
- 5.22 This consultation looks to reset the Business Rates baseline from 2020 and seeks views on setting up a new business rates retention system in order to set an accurate baseline.
- 5.23 The technical paper seeks to update the balance of risk and reward to better reflect the wider context for local authorities in 2020 regarding business rates. It suggests a future approach to resets that would smooth potential 'cliff edges' in income, proposes reforms to the levy that would allow more authorities to keep more of their business rates growth, and reaffirms the Government's commitment to a safety net to protect authorities from sudden reductions in income, to mitigate volatility in income and simplify the system.
- 5.24 The Council is part of the Essex wide Pool for Business Rates, the pool consists of eleven Essex local authorities including Essex County Council, Essex Fire Authority and nine Borough and District Councils, including Brentwood, as well as one unitary. By pooling, any levy payments that would have been made to Central Government in relation to Business Rates, growth can be saved and distributed to the members of the pool. No additional income has been budgeted for 2019/20 due to the uncertainty of the pool position, and any surplus/deficits are monitored in year.

New Homes Bonus Grant

- 5.25 The New Homes Bonus was introduced from 2011/12 as a financial incentive and reward for housing growth. The grant is based on a national average Council Tax value of additional homes including any properties brought back into use. There is

also an additional premium for affordable homes. The Bonus Grant was intended to be payable for 6 years.

- 5.26 The grant for 2018/19 onwards is based upon 4 years and the scheme will now also only reward growth in homes above 0.4% per annum.
- 5.27 The technical consultation published in September 2018, suggested there would be an increase to the deadweight for the 2019/20 “in-year” allocations. However, there has been no change to the deadweight, and this will remain at 0.4% for 2019/20, which is due to additional £18m being added to the funding of the scheme.
- 5.28 For 2019/20, the Council is due to receive £0.579m in New Homes Bonus Grant. The profile of the Grant payments is outlined in Table 5:

Table 5 – New Homes Bonus Grant

	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20 Est	20/21 Est	21/22 Est
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Yr 1	255	255	255	255	255	255					
Yr 2		214	214	214	214	214					
Yr 3			330	330	330	330	330				
Yr 4				416	416	416	416				
Yr 5					241	241	241	241			
Yr 6						167	167	167	167		
Yr 7							1*	1	1	1	
Yr 8								1	1	1	1
Yr 9									409	409	409
TOTAL	255	469	799	1,215	1,456	1,623	1,155	410	578	411	410

* This figure has been reduced as a result of the top slicing decision announced in December 2016, to fund social care authorities

- 5.29 The New Homes Bonus Grant remains a flexible, non-ringfenced fund for Local Authorities to spend as they deem appropriate. This could include:
- Re-investing in housing or infrastructure.
 - Support for local services or facilities.
 - General financial support to hold down Council Tax levels.

- 5.30 Since its introduction in 2011/12, the Council has used the New Homes Bonus Grant to support the General Fund Budget. For 2019/20, the Council will continue to treat the grant funding as general financial support.

Total Government Funding

- 5.31 A table summarising the Medium-Term Financial Plan's Total Government funding arising from the Local Government Finance Settlement since 2015/16 and Business Rates is shown in Table 6

Table 6 – Summary of Government Funding

	2016/17 Actual £'000	2017/18 Actual £'000	2018/19 Actual £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Revenue Support Grant	710	233	Nil	Nil	Nil	Nil
Tariff-Top Up Adjustment	Nil	Nil	Nil	Nil	Nil	Nil
News Homes Bonus	1,625	1,155	410	578	411	410
Total	2,335	1,388	410	578	411	410
Business Rates Retention	1,751	1,798	2,220	1,800	1,800	1,800
Business Rates Levy Account	Nil	Nil	Nil	25	Nil	Nil
Total	4,086	3,186	2,630	2,403	2,211	2,210

- 5.32 Since 2016/17 to 2021/22 Government Funding without including Business Rates Retention shows a reduction of £1.925m, highlighting the continuous financial pressures the Council has been facing,
- 5.33 An additional £180m was announced by Secretary of State, which has been provisionally allocated via the 2013/14 Settlement Funding amount allocations. It has been funded from the surplus on the Business Rates Retention levy/safety net account. This is a one-off funding for 2019/20 and Brentwood's share is £25,000.

6. Council Tax Base & Collection Rate

- 6.1 Under section 33 of the Local Government Finance Act 1992 (as amended) and supporting Regulations, the Council must make an annual calculation of its tax base. The tax base is the total number of properties on which Council Tax will be charged expressed as a Band D equivalent, after allowing for discounts, exemptions and losses on collection. The method of calculation is prescribed in the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.
- 6.2 The tax base is used in the calculation of the Council Tax Requirement, to produce the standard amount of Council Tax for a Band D property, in relation to both the Borough and the major precepting authorities.
- 6.3 As in previous years, the calculation of the tax base has been amended to take account of the Local Council Tax Support (LCTS) Scheme. The replacement of Council Tax Benefit with LCTS effectively reduces the tax base as LCTS is provided as a discount against the Council Tax liability rather than a rebate which was previously repaid to the Council via Government Subsidy.
- 6.4 The impact of LCTS, has, in part, been offset by the approved changes to the discounts and exemptions awarded to empty homes. The resultant tax base for 2019/20 is 32,863.20. This compares to a figure of 32,592.60 for 2018/19. An assumed growth of 0.5% has been included within the MTFP for future years.
- 6.5 The calculation of the Council Tax Base for a given year includes an assumption of the percentage of amounts due which are actually collected. The forecast collection rate has been assumed as 99% and has been incorporated within the Medium-Term Financial Plan calculations.

Note - Please see Section 9 for Council Tax increase implications.

7. Collection Fund

Council Tax

- 7.1 Following a calculation of the income and expenditure in the Collection Fund relating to Council Tax for this year, it is estimated that there will be an accumulated surplus of £364,723 to be distributed in respect of Council Tax by 31 March 2019. Table 7 shows how this will be distributed.

Table 7 – Estimated Collection Fund Surplus Distribution

Authority	Amount £
Brentwood Borough Council	43,717
Essex County Council	268,411
Police and Crime Commissioner	37,133
Essex Fire Authority	15,462

- 7.2 The Council must take the amount of £43,717 into account when it sets its element of the Council Tax for 2019/20.
- 7.3 This transaction is covered by legislation. Since the Council Tax receipts collected have exceeded our forecast there is additional income. This has to be shared amongst all precepting authorities in accordance with their original precept value (for Brentwood Borough Council that equates to about 12%). This amount must then be included within the budget for 2019/20 to reduce our Council Tax Requirement for that year.

Retained Business Rates

- 7.4 It is estimated that there will be a deficit of £942,644, of which Brentwood Borough Council's share is £377,058.

Table 8 – Estimated Business Rates Collection Fund Deficit Distribution

Authority	Amount £
Brentwood Borough Council	377,058
Essex County Council	84,838
Essex Fire Authority	9,426
Central Government	471,322

- 7.5 The Business Rates retention figure represents the Council's share (40%) of the total amount collected from local businesses, less a tariff payment to central government. The deficit has to be shared amongst the authorities and then included within the budget for 2019/20 to reduce General Fund Working Balance by the deficit amount. The deficit is mainly due to the emerging trend during 2018/19 of offices being converted to flats resulting in a loss of business rates yield.

8 General Fund Revenue Budget

Position Statement

8.1 Overall Revenue Forecast Position to 2021/22 is covered herein

8.2 The summary revenue budget and forecast to 2021/22 is outlined in Table 9.

Table 9 – Summary Revenue Budget & Forecast to 2020/21

	2018/19 Estimated Outturn £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Total General Fund Net Expenditure	10,774	10,787	10,919	10,919
Total Funding	(10,774)	(10,630)	(10,991)	(10,991)
Original Base Funding Gap	-	385	298	298
Current Pressures	2,825	2,619	3,089	3,711
Funding/Anticipated Savings	(2,825)	(2,609)	(2,155)	(2,302)
Revised Funding Gap	-	395	1,232	1,707
Less: 2019/20 Policy Initiatives (Table 12)	-	(210)	(906)	(1,307)
Net Funding Gap	-	185	326	400
Working Balance b/fwd	3,305	3,305	3,120	2,794
Funding Gap	-	185	326	400
Working Balance c/fwd	3,305	3,120	2,794	2,393

8.3 The projected outturn for 2018/19, is that the Council will achieve a break even position this is an improved movement as reported to this Committee on 20 November 2018.

Pressures

- 8.4 The current pressures for the Medium-Term Financial Plan are outlined in Table 10. The pressures have been identified through extensive budget monitoring with service managers and have undergone rigorous budget challenge sessions with the Council's Executive Board. Details of the financial pressures are required in order to sustain existing services as well as providing resources for investment into the Borough through the Council's proposed Capital Programme. An explanation of the pressures are also shown below.

Table 10 – Current Pressures

Description	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Employee Related Expenditure	-	548	431	574
Premises Related Expenditure	-	25	43	43
Transport Related Expenditure	96	-	-	-
Supplies & Services	21	-	11	11
Fees & Services	402	-	-	-
Communication & Computing	59	129	119	119
Third Party Payments	1,198	580	112	139
Transfer Payments	63	-	103	150
Interest Payable	65	444	1,272	1,520
Capital Financing (MRP)	-	-	80	240
Other Grants & Reimbursements	-	78	78	78
Sales Income	11	4	4	4
Fees & Charges	627	369	399	397
Rents Land & Building	85	65	359	359
Miscellaneous Receipts	198	-	78	77
NNDR Deficit	-	377		
TOTAL	2,825	2,619	3,089	3,711

- Employee Related Expenditure – establishment costs have increased as the establishment evolves to fit the business. Some of the growth will be charged to Seven Arches Investment Ltd (SAIL)
- Premises Related Expenditure – Inflationary increases to rates (NNDR) and energy costs.
- Transport Related Expenditure – Vehicle fleet has come to it's end of life and requires capital investment as repairs & maintenance costs to the fleet are increasing.
- Supplies & Services – Small equipment purchases required and increase to maintenance of equipment.
- Fees & Services – Predominantly the increase of costs have been for professional advice regarding Local Development Plan (LDP) and the Joint Venture Partnership. These costs will be funded from earmarked reserves.
- Communication & Computing – Growth required to maintain and develop the cloud working environment

- g) Third Party Payments – Costs here are associated with Project Management Support and contracted services with the Council. A majority of this variance is associated with the resources required for the LDP and Joint Venture Partnership. These costs will be funded from earmark reserves.
- h) Transfer Payments – Additional contribution to earmark reserves for funding received for specific requirements such as Health and Wellbeing grant, as well as Homelessness grant.
- i) Interest Payable – Interest associated with the long term loans the Council will be required to take to finance the loans made to SAIL as well as the proposed capital program detailed in Section 11.
- j) Capital Financing – Minimum revenue Provision (MRP) required by the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 to calculate a level a provision for the repayment of debt liability that it considers to be prudent. Details on the policy can be found in Section 12. This is the forecast based on the MRP policy.
- k) Other Grants & Reimbursements – Reduction in recovery of costs for court and legal fees as well as, loss of contribution from ECC for installation and equipment of community alarms from referrals from ECC.
- l) Sales Income – Reduction in recycling contract income.
- m) Fees & Charges – Realignment of budgets to reflect decrease in demand for certain services such as:
 - Golf Course income as this is weather dependant
 - Cemetery Income as this is led by demand
 - Parking Income, work on improving the MSCP has resulted in the closure of floors, in addition Hunters & Friars car park was not returned to the Council at the beginning of the financial year from Crossrail as assumed, so charging on these car parks have been delayed. Budgets have been realigned based on current demand for 'shoppers' parking income.
- n) Rents, Land & Buildings – Revision to the town hall commercial income. Original office space proposed to be let on a commercial basis has been made available to other organisations that require rental relief, offset by the community value gained for residents.
- o) Miscellaneous Receipts – Income from SAIL for resources of employees charged through a service level agreement.
- p) NNDR Deficit – loss of Business Rates income resulting from office conversions to flats.

Political Initiatives

Included in the above pressures is an element of growth to provide investment into the Borough.

- £10k for Community Enforcement Officers for their patrols both on foot and in the dedicated Enforcement vehicle.

- £10k sponsorship for New Police Special constables, to cover training and expenses, who will have a visible and effective presence around the borough including rural areas.

Funding/anticipated savings

8.5 The current increase in funding and anticipated savings that are currently known are outlined in Table 11.

Table 11 – Increase in Funding/Anticipated Savings

	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Employee Related Expenditure	(15)	-	-	-
Premises Related Expenditure	(275)	-	-	-
Transport Related Expenditure	-	(10)	(24)	(24)
Fees & Services	-	(18)	(63)	(63)
Transfer Payments	-	(309)	(229)	(229)
Capital Financing (MRP)	-	(141)	-	-
Government Grants	(346)	(483)	(458)	(458)
Other Grants & Reimbursements	(622)	-	-	-
Miscellaneous Receipts	-	(409)	-	-
Interest Receivable	(119)	(661)	(1,221)	(1,351)
Recharges	(38)	(73)	(140)	(157)
Transfers/Appropriations	(1,410)	(441)	-	-
Council Tax Surplus	-	(64)	(20)	(20)
TOTAL	(2,825)	(2,609)	(2,155)	(2,302)

- Employee Related Expenditure – For 2018/19 this is the net impact of the vacancy factor.
- Premises Related Expenditure – NNDR rate relief acquired on the Town Hall whilst it is currently unoccupied whilst it is being refurbished.
- Transport Related Expenditure – Reduction in vehicle costs as assumptions are the existing fleet are replaced through the capital program.
- Fees & Services – Procurement savings on internal audit and banking contracts.
- Transfer Payments - Combination of pension strain reduction and election funding aligned to reflect the upcoming required elections.
- Capital Financing (MRP) – no MRP to be provided in 2019/20 as historic credit, where the Council over provided in the past, is being utilised first.
- Government Grants – Removal of negative RSG and increase in New Homes Bonus grant. Further information can be found in Section 5.
- Other Grants & Reimbursements – Forecast of sports exemption VAT reclaim that will be earmarked to Funding Volatility reserve plus reimbursement of costs recovered i.e. insurance claims.

- i) Interest Receivable – Aligned with SAIL’s revised business plan. This is the income on loans to SAIL as outlined in the Capital Program.
- j) Recharges – Increase of support costs passed onto the Housing Revenues Account (HRA)
- k) Transfers/Appropriations – contribution from earmark reserves. For 2018/19 the increase is due to costs associated with the LDP and Joint Venture Partnership.
- l) Council Tax Surplus – It is estimated that the Council Tax base will increase by around 108 Band D equivalent properties above what was forecast for 2018/19. The impact of this will be an increase in income of around £20k to that already budgeted for in the MTFP report agreed on 6 March 2018., Future years Tax Base are then forecasted from this position. In addition to this, the Council Tax Surplus in the Collection fund is forecasting a surplus of £44k.

Addressing the Revised Funding Gap

- 8.6 Taking into account the current pressures and known funding/anticipated savings shown in Tables 10 & 11. The Council recognises that further Initiatives are required in order to bring working balances above the minimum level to continue to keep the Council sustainable.
- 8.7 Included in Table 9, are proposed policy initiatives to reduce the funding gap to £185k for 2019/20 and further for future years. The detail of the proposed policy initiatives are set out below in Table 12.
- 8.8 2018/19 Policy Initiatives are added in for detail and clarity, to show what has already been included in the Original Base Funding Gap in Table 9.

Table 12 - Proposed Policy Initiatives- Detail

Proposed Policy Initiatives	2019/20 £'000	2020/21 £'000	2021/22 £'000
2018/19 Current Policy Initiatives			
Commercial Income/Wholly owned Company	(800)	(780)	(780)
Operational Service Review	(350)	(350)	(350)
Management initiatives	(168)	(168)	(168)
Additional lease Income	(95)	(95)	(95)
Total 2018/19 Policy Initiatives	(1,413)	(1,393)	(1,393)
2019/20 Proposed Policy Initiatives			
Additional Funding			
Council Tax Increase of 2.99% pa (Band D property)	(180)	(181)	(182)
Additional Savings			
Service Reviews	0	(100)	(100)
Leisure Strategy Income	(30)	(275)	(475)
Additional Commercial Income	0	(350)	(550)
Total 2019/20 Proposed Policy Initiatives	(210)	(906)	(1,307)
Total Policy Initiatives	(1,623)	(2,299)	(2,700)

- 8.9 Section 9 of this report explains the current Council Tax referendum limits and option increases. The proposed policy initiatives assumes that Council Tax is increased by 2.99% to maintain long term sustainability.
- 8.10 Services need to continue to drive through efficiencies and continually review their working practices and operations to try and make them as efficient as possible. Following on from existing management initiatives already included in the base budget, it is proposed that results of Service reviews will not come into effect until 2020/21.

- 8.11 Leisure Strategy Investments included in the Capital Programme in section 11, propose to seek future revenue savings, subject to Individual business cases being finalised and brought to committee for approval.
- 8.12 The Council continues to embark on embedding commercialisation as an avenue for achieving a significant revenue stream for the Council's General Fund. The Asset Development Programme realises the potential of the Council's property asset base but at the same time securing the regeneration, economic development and housing objectives of the Council. This is provided in three different streams.
- The Council's Wholly Owned Company – Seven Arches Investment Limited, provides (SAIL)
 - Securing a Joint Venture Partner.
 - Early success Programme of the Council's Assets.
- 8.13 A cumulative total of £3.26million is currently included in the above Policy initiatives for 2019/20 budget and Medium-Term to 2021/22.

Pay Awards

- 8.14 The Council is not part of any national terms and conditions for local government employees. Most commonly known as NJC pay scale.
- 8.15 These pay scales are results of negotiations between trade unions and Local Government Association.
- 8.16 Negotiation and consultation are conducted at a local level in relation to levels of pay and benefits for all employees. Local negotiations around pay review are conducted on an annual basis, and any increase is agreed taking into account inflationary factors, local salary levels, affordability and any national award.
- 8.17 Based on this a 1% pay award has been built within the MTFP for all years from 2019/20.
- 8.18 1% pay award is reflected with the current MTFP as suitable increase in these uncertain financial times. The pay award will be reviewed annually and discussed with relevant representatives.

Working Balances and Reserves

- 8.19 Section 32 of the Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating their Council Tax Requirement.
- 8.20 The Section 151 Officer is responsible for providing advice so that decisions taken on reserves represent proper stewardship of public funds. Reserves should be set at a level at least sufficient to meet any unexpected increase in expenditure or shortfall in income in the ensuing year that cannot be met from within the approved budget. Any decision that fails to take into account his advice may require a report

to be made to the Council under Section 114 of the Local Government Finance Act 1988.

- 8.21 Section 25 of the Local Government Act 2003 includes a duty on the Section 151 Officer to report, at the time the Council Tax is set, on the robustness of the budget calculations as well as the adequacy of the Council's reserves and other matters (see Section 13 'Section 151 Officer's Assurance').
- 8.22 The Act also provides an enabling power for the Secretary of State to specify a statutory minimum level of reserves (Section 26 of the 2003 Act). The level of reserves is also a factor the External Auditor will consider in appraising the Council's financial standing. In providing advice to the Council on the level of reserves, the Section 151 Officer has also had regard to professional guidance provided by CIPFA.
- 8.23 These safeguards are further reinforced through detailed scrutiny by our External Auditors, which includes a methodology to assess the financial performance and standing of the authority.
- 8.24 When reviewing medium term financial plans and preparing annual budgets, Members should consider the establishment and maintenance of reserves. These may be held for three main purposes:
- (i) As a working balance to help cushion the impact of unexpected budgetary pressures.
 - (ii) As a contingency to cushion the impact of significant unexpected events or emergencies – for example, the Contingency Reserve can be used only for specific purposes approved by full Council.
 - (iii) As a means of building up funds to meet known or predicted requirements and again to prevent significant fluctuations in net budget cost between years (earmarked reserves).
- 8.25 General Fund reserves consist of several earmarked reserves, together with an unallocated general reserve.
- 8.26 All reserves and balances form part of the General Fund but the Housing Revenue Account balance is specifically 'ring fenced' for use in connection with that account.
- 8.27 In addition to the cash-backed reserves described above, local authorities maintain a number of other reserves in the Balance Sheet. Some are required for statutory reasons and other reserves are required to comply with proper accounting practice. In either case these balances are not available for investment.
- 8.28 As part of the budget approved in March 2018, a minimum General Fund Working Balance of £2.2m was agreed. In accordance with best practice, an annual risk assessment is undertaken to check the level required for 2019/20. This assessment has been assessed alongside the Council's strategic Risk register. Revised calculations show that the assessed level should remain at £2.2million.

- 8.29 Although this report on adequacy of reserves is specific to 2019/20, the Council should bear in mind that adequacy should also be judged against longer-term plans.
- 8.30 The Council is currently predicting the continuation of significant financial pressures every year with the General Fund Reserves further depleted. Whilst it is not permissible or feasible for the Council to rely on the use of reserves on an ongoing basis to balance its budget, it may apply reserves as part of a short-term strategy to manage, for example, a period of transition during which efficiency savings or income generation ideas are identified to provide a longer-term solution. Until the budgets for each year are balanced it is prudent for the Council to maintain a level of reserves in excess of the minimum recommended level. This is the approach that the Council is taking.
- 8.31 In addition to the General Fund Working Balance, the Council keeps a number of Earmarked Reserves on the Balance Sheet. These Reserves are required in order to comply with proper accounting practice, whilst others have been created to earmark resources for known or predicted liabilities. The balance of these Reserves as at 1 April 2018 was around £5.591 million. A list of the Earmarked Reserves is attached as Appendix A.

Fees and Charges 2019/20

- 8.32 Proposed Fees and Charges have been taken to the appropriate Council Committee during the financial year 2018/19. The agreed fees and charges have been collated together for information to form Brentwood Borough Councils Fees and Charges Schedule attached as Appendix B.

Contract Register

- 8.33 The Council has a statutory obligation to publish contracts. Government guidance suggests that over £5,000 is a reasonable value. A Contract register is maintained to enable all officers to be involved in procurement to check if there is already a contract for their requirement. This also supports supplier rationalisation and obtaining best value.
- 8.34 The Contract Register can be accessed from the Councils intranet by all officers and Councillors.

Social Value

- 8.35 The Council is committed to providing support to organisations that enhance and support the local community, as well as social value throughout the whole borough. Table 13 quantifies how the Council provides support to the Borough and it's community and is committed to providing continued support.

Table 13 – Brentwood Borough Councils Social Value

Type	Cost to Council 2018/19 £'000
Direct Grants	151
Assisting in Grant Finder	8

Discretionary Rate Relief (NNDR)	85
Providing Community Events	36
Providing Local Business Events	10
Community Lettings	153
Community Safety & Enforcement	220
Maintenance of Leisure Facilities	315
Total Social Value	978

9. Council Tax Referendum and Council Tax

- 9.1 As part of the 2011 Localism Act, Council Tax Capping in England has been abolished and replaced by new powers for residents to approve or veto excessive tax increases through a referendum. If the residents vote against the increase, the Council will have to revert to a Council Tax level that is compliant with the Government's proposed increase.
- 9.2 Following the Provisional Local Government Settlement 2019/20 announced in December 2018 the Council Tax referendum limit has remained at 3%. For 2019/20 Councils Tax can now increase by a maximum of 3%. This will apply to categories of authority set out by the referendum principals report which include Borough Councils.
- 9.3 Members are reminded that the Provisional Local Government Settlement 2019/20 announced in December 2018 assumes that Councils will increase Council Tax levels. By increasing the Council Tax by 2.99% for 2019/20 there is a cumulative effect for future years and applying the same increase in future years the Council would be able to increase income as well as its budget base by:

Table 14 – Council Tax Increase options

Year	1% Increase in Council Tax	2% Increase in Council Tax	2.99% Increase in Council Tax
2019/20	60	120	180
2020/21	121	241	361
2021/22	181	363	543

- 9.4 By increasing Council Tax by 2.99% for 2019/20 band D equivalent increases by £5.49, from £183.14 to £188.63. This equates to 10.5p increase per week for a band D property.
- 9.5 The MTFP assumes that Council Tax is increased by 2.99%. The impact of the other options are detailed in Table 15.

Table 15 – Financial Impact of Council Tax Increase options.

	2019/20 £'000	2020/21 £'000	2021/22 £'000
Revised Funding Gap	395	1,232	1,707
Saving Targets	(30)	(725)	(1,125)
Funding Gap before increase	365	507	582
<u>Options – Funding Gap Impact</u>			
1% increase	306	447	521
2% increase	246	386	460
2.99% increase	185	326	400
<u>Working Balance Impact</u>			
Council Tax Freeze	2,939	2,432	1,850
1% increase	2,999	2,552	2,031
2% increase	3,059	2,673	2,213
2.99% increase	3,120	2,794	2,394

- 9.6 By increasing Council Tax by 2.99%, this has a cumulative effect on General Fund working balances of £543k over 3 years.
- 9.7 The above excludes Parish Councils, Parish Councils are not subject to the referendum limit. In the provisional settlement for 2018/19, the government announced it will defer the setting of referendum principals for three years.

10. Housing Revenue Account (HRA) Budget 2019/20

- 10.1 The HRA is the budget operated by the Council which contains the income and expenditure of services connected with the Council's Housing Landlord role.
- 10.2 The main source of income into the HRA is the rental income from the properties let by the Council. These rents are calculated by reference to a Government formula which provides a target rent for the Council's properties to charge.
- 10.3 Since April 2012 the HRA has been operating in a new system known as Self Financing for local authorities with social housing.
- 10.4 Self Financing changed the way the Council's housing stock is funded. In principle, it gives more local accountability and responsibility for the operation of the Council's housing stock. The key elements of Self Financing are:
- The Government calculated a level of debt based on a 30 year assessment on expenditure, which was transferred to the authority to compensate the Government for the end of the subsidy scheme. For Brentwood, this was assessed at approximately £64.4million. We have borrowed to service this debt.
 - Councils have full responsibility for the maintenance and development of the housing stock and also the servicing of the debt.
 - A sum for depreciation of the stock is required to be included in the accounts.
- 10.5 The method of setting rents changed in the Government's summer budget 2015. As part of the new Welfare Reform and Work Bill 2015/16 it was announced that rents in the social housing sector will be reduced by 1% a year for the next four years. For 2019/20 this is the final year of applying the 1% rent reduction.
- 10.6 For 2020/21 based on Government proposals, local housing authorities are able to increase rent by CPI + 1% for 5 years. This is a welcomed response from Councils' nationwide as it will provide the stability and certainty it needed to build more new homes and will aid in the funding of investment in existing homes and service for tenants.

Service Charges

- 10.7 **Tenant Service Charges** - Historically, the Council has increased tenant service charges through a 'rolling reconciliation'. The 'rolling reconciliation', compares the previous year's actual to the budgeted figure. The under/over recovery is then passed onto the tenant in the following year. This is however, capped at CPI + 1%. This ensures service charges are cost recovered fairly.
- 10.8 **Leaseholder Service Charges** - These are levied by the Council, to recover the costs the Council incurs in providing services to a dwelling. The way in which the service charge is organised is set out in the leaseholder's lease or tenancy agreement and therefore they will be calculated accordingly.

Fees and Charges – Recharging Policy

- 10.9 On the 23 September 2015 the Environment and Housing Committee approved the new recharge policy. Previously recharges for Housing services have only been recovered on an ad hoc basis. This has led to the council subsidising some of the costs, which is ultimately passed on to the Council.
- 10.10 In addition to reviewing discretionary services, Officers have also reviewed the services the Council pays for, which are deemed rechargeable, but the Council is currently subsidising. It is hoped that the introduction of the re-charging policy, for these services will encourage tenants to be more aware and also more responsible for their property and actions within their property.
- 10.11 Prices have been calculated with the following price mechanism:
- 2018/19 – Cost price less 20%
 - 2019/20 – Cost price less 15%
 - 2020/21 – Cost price less 10%
 - 2021/22 – Cost price less 5%
 - 2022/23 – Cost price

Each year the percentage deducted will decrease by 5% until the full cost price is recovered.

- 10.12 The schedule of the fees and charges were agreed at the Community, Health and Housing Committee on 4th December 2018 and are attached as Appendix B.

Projected Outturn 2018/19

- 10.13 The estimated outturn for the HRA Fund is a potential deficit of £15k as at 31 March 2019 compared to a budgeted surplus of £115k. The main variance to the projected outturn is predominantly caused through the resourcing and expertise required for the re-procurement of the strategic asset management (Repairs and maintenance) contract. The anticipated deficit will deliver a working balance at the end of the financial year of £1.641 million and an earmarked reserve balance of £3million.
- 10.14 The HRA budget for 2019/20 indicates a surplus of £60k. The key variations from the budget are:
- The budget for Repairs and Maintenance has increased by £261k. Following a detailed re-procurement exercise, the Council has awarded its Repairs and Maintenance contract to Axis. It is expected that the beginning of the contract will require more financial resources than currently expended. This is to improve the current condition of the housing stock as well as improve the current service.
 - Other costs associated to the mobilisation of the Repairs and Maintenance contract have increased costs in Supervision and Management by £80k.
 - A Growth of £10k for investment in I.T for Orchard and housing asset management software Keystone.

- Recharges to the HRA have increased approximately by £36k.
- Dwelling Rent Income decreases by £126k taking into consideration the government rent decrease proposed within this report as well as the reduction in income due to the sales of council dwellings.
- Charges for Services and Facilities Income decreases by £15k. Predominantly less income is received as more dwellings are sold under right to buy. In turn, savings made on costs on supplying services are also passed onto the tenant.
- Depreciation charge has increased by £225k this is used to fund the capital program for decent home standards.
- Interest Debt and Management Charges decreased by £72k, transfer of shops to the General Fund also transfers the PWLB debt that finances these shops. Therefore, interest payable is due by the General Fund.
- Payments to the Pension Fund £100k, with current vacancies and in line with 2017/18 actual, pension strain on the HRA has decreased

HRA Working Balance

- 10.15 The HRA working balance must continue to be managed so that it provides the flexibility to manage unexpected demands and pressures without destabilising the Council's overall financial position. The level of the Working Balance should provide a reasonable allowance for unquantifiable risks or one-off exceptional items of expenditure that are not covered within existing budgets. The Working Balance can also be used to act as a source of pump priming investment and/or to deliver "invest to save" projects.
- 10.16 General guidance and practice amongst other authorities varies. Options include a percentage of total income, and a set value per Council Dwelling. However, individual risk assessments undertaken at a local level are considered best practice.
- 10.17 The Working Balance can be used to correct inflation assumptions, increase capital spend, repay debt early or to fund new HRA capital projects.
- 10.18 The average working balance for the period 2019/20 to 2021/22 is expected to be £1.739 million. This is deemed for the Council as an acceptable, assured level of balances.

Earmarked Reserves

- 10.19 In addition to the HRA Working Balance, the Council keeps two HRA Earmarked Reserves on the Balance Sheet. These Reserves are as follows:
- Council Dwellings Investment Fund – this reserve receives an annual contribution from the HRA (as outlined in the Business Plan), to support future investment in

the Council's housing stock. The anticipated balance in this reserve as at 31 March 2019 is £3 million. Voluntary annual contributions will only occur as long as it is affordable within the business plan.

- Repairs and Maintenance Reserve – this reserve will most likely to fully utilized in 2018/19 to fund costs associated to the mobilization of the repairs and maintenance contract.

Rent Levels

- 10.20 For the last six years, the Council has held a consultation process both with our tenants in general, and with Tenant Talkback in particular, so that the views of our tenants are taken into account in this important decision.
- 10.21 As part of the government summer budget 2015, rent policy changed and all social housing rents for General Need Housing are to decrease by 1% from 2016/17 until 2019/20 inclusive.
- 10.22 Under this rent policy, the main changes are:
- Current rents to reduce by 1% from 2016-17 to 2019-20
 - Formula Rents can still be applied to all new tenancies, these must also reduce by 1% from 2016-17 to 2019-20
- 10.23 The rent year for 2019/20 will commence on 1 April 2019 and finish on 5 April 2020. It will be a 53 week rent year.
- 10.24 The Rent Model for 2019/20 applies the Governments assumptions as part of the new Welfare Reform and Work Bill 2015/16.
- 10.25 From 2020/21 the Government is proposing to allow Councils to increase rents by CPI + 1%.

Self Financing Settlement

- 10.26 On 28 March 2012 the Council borrowed £64.166 million from PWLB (Public Works Loan Board) in order for the HRA to become Self Financing as the subsidy system was being demolished. The Council profiled this borrowing over 6 loans ranging from lengths of 5 years to 30 years.
- 10.27 Table 16 shows the profiles of the loans that the Council holds regarding the Self-Financing Debt

Table 16 - Profile of HRA Loans

Loan Amount	Number of Years Held	Date Repayable	Interest %
5,000,000	10	28/03/2022	2.4
10,000,000	15	28/03/2027	3.01
15,000,000	20	28/03/2032	3.3
15,000,000	25	28/03/2037	3.44
14,166,000	30	28/03/2042	3.5

- 10.28 The HRA Business Plan from 2012/13 had been setting aside monies from surplus cash, to repay the loans. As at 31 March 2018 the amount set aside is £1.6 million.

The Council repaid £5 million on 28/03/2017, leaving the total loans outstanding at a value of £59.166 million

- 10.29 On average, the HRA was setting aside £1.5 million a year to repay back the above loans. With the decrease in rental income as well as the HRA contributing its surplus money towards funding the capital programme and affordable housing development scheme, the HRA can no longer set aside £1.5 million for voluntary loan repayment. The HRA therefore, will continue to set aside some money as long as it is affordable to the HRA.
- 10.30 Currently the business plan assumes that the HRA is able to set aside enough funds to repay the current outstanding self-financing loans.
- 10.31 The need for additional borrowing will be reviewed on an annual basis and reflected in the reviewed Business Plan for the HRA.

Housing Rents

- 10.32 The average proposed decrease for Housing Properties in 2019/20 is 1% and the average rent decrease is £0.91 per resident.
- 10.33 If the rents are charged at the model's current calculation then the gross income will be £11.468m (2018/19 £11.642m) for social housing rents. The allowance for properties empty ("Voids") between letting will be 0.5%, therefore the expected Void budget will be £57k (2018/19 £58k).
- 10.34 Based on the current rent policy, the HRA social housing rental income decreases by £173k in 2019/20.
- 10.35 The Analysis of Rent increases/decreases have been outlined in Appendix D.

Tenant Service Charge Policy

- 10.36 The proposed rent decreases do not include service charges – specific additional charges for tenants primarily of flat blocks, relating to the provision of specific services, such as heating, communal lighting and caretaking.
- 10.37 Government guidance suggests service charges should not be increased by more than CPI + 1%. This guidance has been included in the service charge policy.

HRA Business Plan

10.38 The HRA Business Plan has been updated with the recommendations proposed in this report. A sensitivity analysis has been carried out to ensure the robustness of the 30-year plan. A summary is attached in Appendix C.

10.39 The following assumptions have been taken into account when considering the revised Business Plan:

- The financial viability of the HRA.
- Delivering a repairs maintenance programme of £2.681 million for 2019/20 onwards. In addition to a capital program of £3.576 million for 2019/20-2021/22. It is then assumed an average annual capital programme will be £3.1m after 2021/22
- Delivering an Affordable Housing Development Programme in addition to the Decent Home Capital programme. This averages at £10.563m for 2019/20 to 2021/22 and £2 million from 2020/21 onwards. This programme is also dependent on the number of right to buy sales made.
- Affordability for tenants.
- The 1% decrease has been applied to rental income for 19/20 and then rental income is to be increased from 2020/21 by CPI + 1%.

11. Capital Programme

- 11.1 This section considers the Capital Programme for the period 2018/19 to 2021/22.
- 11.2 Capital expenditure is defined as expenditure incurred on the acquisition or creation of assets needed to provide services, for example, houses, vehicles or buildings. There is a clear distinction between capital expenditure and revenue expenditure with the latter relating to spend or investment on the day to day running of services.
- 11.3 The Capital Programme sets out the medium term investment proposals, together with the identified sources of funding. The Capital Programme is aligned to the priorities of the Council.

Funding the Capital Programme

- 11.4 The key sources of funding for the Capital Programme are as follows:
- **Capital Receipts** – capital receipts arising from the sale of assets contribute to resources available to fund the Capital Programme. As there is a significant degree of uncertainty in the level and timing of the capital receipts, a pre-requisite for managing capital investment is that these are kept under close review to minimise the risk of possible exposure to unplanned borrowing with its potential adverse impact on revenue.
 - **Capital Grants** - the Council receives a variety of external funding, normally in the form of capital grants, which are either secured via a bidding process or are automatically allocated through Government departments or agencies for specific purposes.
 - **Leasing** – Local Authorities may fund capital expenditure by way of a finance lease, where all the risks and rewards of ownership are transferred to the lessee. Where appropriate, leasing is considered as a funding option and as with borrowing the revenue consequences need to be considered. It is important to ensure that there is adequate revenue budgetary provision to meet any future leasing liabilities.
 - **Prudential Borrowing** – the Council has freedom to undertake borrowing to finance capital expenditure so long as it is prudent, affordable and sustainable. The Council must consider and meet the whole costs associated with borrowing and be mindful that the interest charges in particular must be funded from the General Fund or Housing Revenue Account.
 - **Section 106 Contributions** – under Section 106 of the Town and Country Planning Act Local Authorities are able to negotiate financial contributions from developers towards the cost of the provision of off-site infrastructure, facilities and/or services. These contributions need to be reasonably related to the development which is the subject of the planning application. Where applicable these will be applied to support capital investment.

Housing Revenue Account – Affordable Housing

- 11.5 On 2 April 2012, Ministers confirmed delivering new homes would be through Local Authorities retaining receipts from right to buys (RTB), to spend in their area.
- 11.6 Brentwood entered into an agreement with the Secretary of State for Communities and Local Government to retain the additional RTB receipts on 26th June 2012.
- 11.7 The key principles of the agreement are as follows:
- The Secretary of State agrees to allow the authority to retain additional RTB receipts to fund the provision of replacement stock.
 - The Secretary of State will allow the authority three years (from commencement of agreement) to invest the receipts before asking for the money to be returned if they have not been invested.
 - The agreement does not require a local authority to complete the building of a home within 3 years.
 - The agreement requires an authority to have incurred expenditure that is no more than 30% of the total spends on replacement stock.
 - Replacement could be one of 3 ways – newly built Council homes, acquiring houses on the open market or provision of grants to Housing Associations to build new homes.
 - Brentwood Council agrees to return any unused receipts to the Secretary of State with Interest.

To date the Council has provided 23 number of properties let at Affordable Rent. 7 of these properties have been developed and 16 have been acquired off the open market.

- 11.8 Officers are currently investigating other methods to supply future affordable homes in the Borough and will report back to the relevant committee on how to take these alternative methods forward.
- 11.9 Table 17 details the proposed amounts to be spent on Affordable Housing in the Borough. Since June 2012 to March 2018 the Council has committed £5.763 million on providing Affordable Housing.

Table 17 – Retained Right to Buy Receipts Affordable Housing Program

Year	Program Amount £'000
2018/19	1,479
2019/20	6,881
2020/21	3,071
2021/22	611
Total	12,042

- 11.10 Only 30% of the programme total can be funded from right to buy receipts. The Business Plan also assumes that the 70% additional costs will come from the HRA

earmarked reserve or revenue funding. However, there is the possibility of using Section 106 Contributions which have the provision of Affordable Homes as part of the conditions. If the program cannot be fully funded by revenue or Section 106 contributions, then the HRA will borrow to fund the remaining project. The need to borrow is reviewed on an annual basis along with the 30-year business plan.

Estimated Outturn of Capital programme

11.11 Following on from the Revised Capital Programme reported on 20th November 2018 Policy, Projects and Resources meeting. Table 18 outlines the Estimated Outturn of the 2018/19 Capital Programme.

Table 18 – Estimated outturn 2018/19 for Capital Programme

Description	2018/19 Estimated Outturn £'000
Town Hall Remodelling	7,347
Asset Development Program	150
Multi Storey Car Park	1,800
ICT Strategy	127
Play Area Refurbishments (incl S106 monies)	215
Parks Infrastructure Improvements	100
Irrigation to Golf Course	29
Open Space Incursions	60
Cemetery Infrastructure Improvements	191
Cemetery Headstones	17
Cemetery Memorial Wall	100
Home Repair Assistance Gran	5
Renaissance Group	39
Disabled Facilities Grant	250
Equipment Purchase S106	41
CCTV System Upgrade	19
Vehicle & Plant Replacement Programme	300
Loan to Wholly Owned Company	13,000
TOTAL GENERAL FUND	23,790
HRA Decent Homes	2,115
New Homes Build	2,832
TOTAL HRA	4,947

11.12 Any final Slippage to the projects that is required, will be reviewed and funded from Capital Receipts as originally budgeted.

Capital Programme 2019/20 to 2021/22

Table 19 – Capital Programme 2019/20 to 2021/22

Description	2019/20	2020/21	2021/22
	£'000	£'000	£'000
Existing Schemes – approved from previous year budgets			
Loan to Wholly Owned Company**	13,000	4,000	-
Town Hall Remodelling**	1,777	-	-
Asset Development Programme	542	-	-
Disabled Facilities Grant	250	250	250
Vehicle & Plant Replacement Programme	175	175	-
ICT Strategy	125	100	100
Home Repair Assistance Grant	10	10	10
Total Existing Schemes	15,879	4,535	360
Additional Investment to Existing Schemes			
Vehicle & Plant Replacement Programme*	793	593	200
ICT Strategy*	50	25	25
Asset Development Programme*	-	250	200
Investment of New Schemes			
Leisure Strategy Developments	8,750	1,250	825
Car Parking Improvements	300	20	20
Depot Enhancements	163	-	-
CCTV Upgrades	60	-	-
Total of New Capital Investments	10,116	2,138	1,270
Total General Fund Capital Program	25,995	6,673	1,630
HRA Decent Homes	3,576	3,576	3,576
HRA Parking Spaces – New Investment	25	-	-
New Homes Build	6,882	3,072	611
Total HRA Capital Program	10,483	6,648	4,187
Total Capital Programme	36,478	13,321	5,817

*Existing Schemes on Rolling Programmes

** Budget Reprofiled

11.13 The existing schemes do not include projected carry forwards from 2018/19. Any slippage on the Capital Projects will be decided once the final outturn 2018/19 is confirmed and approved at Committee.

11.14 New Capital Investments have been formalised by an extensive Capital Bid process. Bids were submitted by service managers, which were then reviewed and challenged by finance and the Executive Board. The new schemes included in Table 19 are considered to be priority investments for the Council. Not all bids received have been included in the Capital Programme.

11.15 The Town Hall budget has been reprofiled to reflect the cashflows of the project. The budget for 2018/19 was £5.205 million and £3.919 million for 2019/20. The

increase of £2.142 million for 2018/19 requires 2019/20 budget requirement to be reduced by the same amount.

11.16 Loan to Wholly Owned Company has been reprofiled to reflect Seven Arches Investment Limited's (SAIL) business plan of the £30m loan with £13m allocated in 2018/19.

11.17 The Council will continue its investment in its Housing Stock (estimated at £10.7 million over the next 3 years). HRA decent homes has been realigned with the current requirement of the Housing Stock.

11.18 Explanation of Investments to New and Existing Schemes are listed below:

- a) Vehicle Replacement Program - Existing fleet is currently being 'sweated' whilst service review was completed. Fleet now requires replacement to offset the increase in vehicle repairs & maintenance costs.
- b) ICT Strategy - Growth is required to keep equipment up to date on a rolling program, this is to enable greater flexible working using these devices that are compliant offsite workstations must be appropriate.
- c) Asset Development Programme - Following a stock condition survey to be carried out in 2019/20, an informed planned capital program will be required to enhance and maintain the condition of current General Fund assets.
- d) Leisure Strategy Developments - The total 3 year programme of £10.825 million includes funds for potential development.

Leisure Strategy Developments	2019/20 £'000	2020/21 £'000	2021/22 £'000
King Georges Playing Field Pavilion	7,000	-	-
Play Area Strategy Developments	350	500	825
Community Hall Enhancements	650	-	-
Football Hub Development	750	750	-

- King Georges Playing Field Pavilion was agreed in principal at Policy, Project & Resources Committee on 23rd January subject to a final business case being brought to Committee for approval.
- A Play Area Strategy has been approved for a 5 year programme of £2.2 million subject to Budget approval.
- Community Hall's – Costs of dilapidation works for Hall sites in order to receive full revenue potential.
- Football Hub Development – This budget will only be utilised subject to approval of Feasibility works which are required in order for this project to go ahead as well as a Full Business case being brought to Committee for approval.

- e) Car Parking Improvements - There is a requirement to improve the infrastructure of the Car Parks including improved payment kiosks and moving to cashless payment provision.
- f) Depot Enhancements - Health and Safety works required at the depot site for toilet upgrades as well as costs for demolition of the depot hanger due to emerging maintenance costs.
- g) CCTV Upgrades - The current cameras with exception of some already replaced have reached end of life from a maintenance perspective. In order to maximise quality and make the most of modern technology. The back-office storage also requires expansion to store HD quality footage, along with the required licenses
- h) HRA Parking spaces – Feasibility works were carried out in 2018/19 to inform additional car parking spaces within HRA land. Additional expenditure is required in order to carry out the works.

Capital Programme Funding Sources

11.19 Assuming all of the New Schemes are approved, the total investment for the three-year programme will be £61.051 million and the funding sources are outlined in the Table 20

Table 20 - Capital Programme 2019/20 to 2021/22 – Funding Sources

	2018/ 19	2019/20	2020/21	2021/22
	£'000	£'000	£'000	£'000
General Fund	23,790	25,995	6,673	1,630
HRA	4,947	10,483	6,648	4,187
Total Expenditure	28,737	36,478	13,321	5,817

Financed by:				
General Fund Capital Receipts	(3,593)	(200)	(200)	(200)
Government grants	(250)	(250)	(250)	(250)
Section 106 Funding	(238)	-	-	-
Other Grants (FA Funding)	-	(450)	(450)	-
Borrowing (GF)	(6,709)	(12,095)	(1,773)	(1,180)
Borrowing (Wholly owned Company)	(13,000)	(13,000)	(4,000)	-
HRA Capital Receipts	(850)	(2,064)	(921)	(183)
HRA Major Repairs Reserve	(2,115)	(3,602)	(3,577)	(3,577)
HRA Revenue	(1,982)	(4,000)	-	(427)
HRA Borrowing	-	(817)	(2,150)	-
Total Financing	(28,737)	(36,478)	(13,321)	(5,817)

11.20 The proposals above exclude any property acquisitions/developments where a business case can demonstrate that a capital investment can be converted to a revenue income stream. The Council currently has sufficient headroom to allow for borrowing of this nature, but each case would be the subject of a report and business case.

12. Treasury Management Strategy

12.1 This report presents the Treasury Management Strategy for 2019/20. It covers the following areas:

- a) The Council's capital plans and the prudential indicators
- b) The Council investment policy and strategy
- c) The minimum revenue provision (MRP) policy

12.2 CIPFA defines 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."

12.3 The Council is required to receive and approve the following documents:-

- a) An annual treasury management strategy (this document)
- b) A mid-year review of treasury activity
- c) A year-end report on treasury activity

Treasury management consultants

12.4 The Council uses Link Asset Services (LAS) as its external treasury management advisor and much of the content of this report closely follows their advice. The Council recognises, however, that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon its external service providers.

12.5 It also recognises that there is value in employing external providers of treasury management services to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

Capital Prudential Indicators 2019/20 – 2021/22

12.6 The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the following prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

12.7 Capital Expenditure. This indicator is a summary of the Council's capital expenditure plans and how they will be financed. This is covered in Tables 21 and 22 and is summarised as follows. The Commercial activities line refers to lending by the Council to SAIL:

Table 21 – Capital Expenditure

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
General Fund	3,170	10,790	12,995	2,673	1,630
HRA	2,769	4,947	10,483	6,648	4,187
Commercial activities	0	13,000	13,000	4,000	0
Total	5,939	28,737	36,478	13,321	5,817

12.8 The table below summarises the plan for financing the capital expenditure programme:

Table 22 – Capital Financing Projections

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Capital receipts	(3,360)	(4,443)	(2,264)	(1,121)	(383)
Capital grants	(1,206)	(488)	(700)	(700)	(250)
Revenue	(564)	(1,982)	(4,000)	0	(427)
Major repairs reserve	(809)	(2,115)	(3,601)	(3,576)	(3,576)
Borrowing	0	(19,709)	(25,912)	(7,923)	(1,180)
Total Financing	(5,939)	(27,737)	(36,478)	(13,321)	(5,817)

12.9 The expenditure on commercial activities will be fully financed by borrowing. This is highlighted in the following table:

Table 23 – Commercial Activity

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Capital Expenditure	0	13,500	13,000	4,000	0
Amount financed by borrowing	0	13,500	13,000	4,000	0

12.10 The Council's borrowing need (the Capital Financing Requirement).
The Capital Financing Requirement (CFR) is the total historic outstanding capital expenditure not yet been paid for from either revenue or capital resources. It is a measure of the Council's underlying borrowing need. Members are requested to approve the CFR projections below:

Table 24 – Capital Financing Requirement

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
General Fund	11,096	17,805	29,872	31,238	31,851
HRA	61,544	61,544	62,361	64,261	62,511
Commercial activities	0	13,000	26,000	30,000	30,000
Total CFR	72,640	92,349	118,233	125,499	124,362
Movement in CFR		19,709	25,884	7,266	(1,137)

Movement in CFR represented by:					
Net financing need for the year		19,709	25,912	7,923	1,180
Less MRP/VRP		0	(28)	(657)	(2,317)
Movement in CFR		19,709	25,884	7,266	(1,137)

Borrowing Strategy and Prudential Indicators 2019-20 to 2021-22Current borrowing position

- 12.11 The Council's treasury portfolio position at 31 March 2018, with forward projections are summarised below. The table shows the actual external debt against the Capital Financing Requirement, highlighting the Council's under borrowing position.

Table 25 – Current Borrowing Position

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
External Debt					
Debt at 1 April	61,166	61,166	74,666	100,801	108,724
New borrowing	0	13,500	26,135	7,923	1,180
Repayment of borrowing	0	0	0	0	(5,000)
Actual gross debt at 31 March	61,166	74,666	100,801	108,724	104,904
Capital Financing Requirement	72,640	90,506	116,141	123,564	124,244
Under borrowing	(11,474)	(15,840)	(15,340)	(14,840)	(19,340)

- 12.12 The Council is required 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 2018/19 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 Council will comply with this prudential indicator in the current year and does not envisage difficulties for the future.

- 12.13 Operational Boundary for External Debt. This is the limit beyond which external debt would not normally be expected to rise. It is proposed that this set at the CFR plus an allowance of £5m for any short-term borrowing needs.

Table 26 - Operational boundary for external debt

Operational boundary	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Capital Financing Requirement	92,349	118,233	125,499	124,362
Short term borrowing needs	5,000	5,000	5,000	5,000
Total	97,349	123,233	130,499	129,362

- 12.14 Authorised Limit for External Debt. This is the maximum level of borrowing that the Council is permitted to hold. It is proposed that this be aligned set at the operational boundary plus £3m for any future long-term liabilities.

Table 27 - Authorised limit for external debt

Authorised limit	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Operational boundary	97,349	123,233	130,499	129,362
Other long-term liabilities	3,000	3,000	3,000	3,000
Total	100,349	126,233	133,499	132,362

Borrowing Strategy

- 12.15 The Council has not needed to borrow externally over the last few years to fund its capital programme, as in the main it has had sufficient capital receipts and other resources to fund its capital spend. Where there has been a shortfall in resources, it has funded the capital programme from internal cash balances, which has been a prudent approach as investment returns have been low.
- 12.16 There is an ambitious capital programme over the next few years, and there is no the scope to deliver the programme without external borrowing. The Council expects to borrow £13.5m during 2018/19 and a further £34m over the next three years. The £13.5m will be borrowed short-term from other local authorities. This is also a prudent approach as short-term borrowing rates are lower than long-term rates.
- 12.17 The Council's primary objective is to strike an appropriate balance between securing low interest costs and achieving cost certainty over the period for which funds are required. It will work closely with its treasury advisors to formulate an approach that meets this objective. An update will be given to members in the next treasury management report.

Debt Rescheduling

12.18 It is not envisaged that any debt rescheduling will take place during 2019/20.

Policy on borrowing in advance of need

- 12.19 The 2017 Prudential Code issued by CIPFA states that a council should not borrow more than or in advance of its needs purely to profit from investment of the extra sums borrowed. However, it is widely accepted that “borrowing in advance of its needs” is not specifically defined and is therefore open to interpretation.
- 12.20 Some of the Council’s borrowing will be to finance the activities of its wholly owned company Seven Arches Investments Ltd (SAIL) by way of a state aid compliant loan in order for SAIL to invest in properties for a commercial return. The Council is satisfied that the loan to SAIL is expenditure for capital purposes, which will increase its Capital Financing Requirement. The Council interprets the financing of this loan to be within the scope of the Prudential Code and an appropriate use of its borrowing powers
- 12.21 The Localism Act 2011 positively enables the Council to act commercially, through a company. The Interim Chief Finance Officer is satisfied that SAIL has robust processes in place to mitigate the inherent risks of undertaking commercial activity. A Loan Drawdown Facility was approved by Full Council in June 2018 and no drawdowns are undertaken until the funds are required. Drawdown of the Loan Facility can only take place once the CFO, in consultation with the Leader and Group Leaders, is satisfied that due diligence has taken place. A major part of this due diligence is the appointment of a top London firm of Investment Property Advisors, top City Lawyers, and well-respected external Surveyors and Valuers. In addition, an investment strategy has been drawn up which ensures that a diverse portfolio will be achieved and that all properties will meet the criteria set out including yield, location, alternative uses, length of lease, tenant strength and good covenant.

Interest rate forecasts

12.22 LAS’s interest rate forecasts are set out below.

Table 28 – LAS Base Rates & PWLB Borrowing Rates

	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20
Base Rate View	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%
5 year PWLB Rate	2.00%	2.10%	2.20%	2.20%	2.30%	2.30%	2.40%
10 year PWLB Rate	2.50%	2.50%	2.60%	2.60%	2.70%	2.80%	2.90%
25 Year PWLB Rate	2.90%	2.90%	3.00%	3.10%	3.10%	3.20%	3.30%
50 year PWLB Rate	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%

	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Base Rate View	1.25%	1.50%	1.75%	1.75%	1.75%	1.75%	2.00%
5 year PWLB Rate	2.50%	2.50%	2.60%	2.60%	2.70%	2.80%	2.80%
10 year PWLB Rate	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%
25 Year PWLB Rate	3.30%	3.40%	3.40%	3.50%	3.50%	3.60%	3.60%
50 year PWLB Rate	3.10%	3.20%	3.20%	3.30%	3.30%	3.40%	3.40%

- 12.23 Investment returns are likely to remain low during 2019/20 but to be on a gently rising trend over the next few years. Borrowing interest rates have been volatile so far in 2018-19 and while they were on a rising trend during the first half of the year, they have back tracked since then until early January. They are also expected to rise gradually over the next few years.

Affordability Prudential Indicator

12.24 Ratio of Financing Costs to Net Revenue Stream

These indicators provide an indication of the impact of the capital investment plans on the Council's overall finances by identifying the trend in the cost of capital, (borrowing and other long-term obligation costs net of investment income), against the net revenue stream. The Commercial activities line represents the net income to the Council from its long-term lending to SAIL. For the HRA, income from dwelling rents and other sources is used as a proxy for net revenue stream.

Table 29 - Ratio of General Fund Financing Costs to Net Revenue Stream

	2017/18 Actual	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate
General Fund	2%	1%	4%	7%	8%
Commercial activities	0%	-1%	-2%	-4%	-4%
HRA	18%	14%	15%	16%	27%
Total	11%	9%	10%	11%	18%

Treasury prudential Indicators for debt

- 12.25 The following debt related treasury activity limits are intended 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.
- 12.26 Upper limits on fixed and variable interest rate exposures.

Table 30 - Upper limits on fixed and variable interest rate exposures

	2018/19	2019/20	2020/21
Fixed interest rate exposures	100%	100%	100%
Variable interest rate exposures	20%	20%	20%

12.27 Maturity Structure of Borrowing

The purpose of this indicator is to reduce the Council's exposure to large amounts of debt falling due and requiring repayment or refinancing. This ensures that the Council's repayments are affordable.

Table 31 - Maturity Structure of Borrowing

	Proportion of Borrowing	
	Lower Limit	Upper Limit
Under 12 months	0%	50%
12 months and within 24 months	0%	50%
24 month and 5 years	0%	50%
5 year and within 10 years	0%	50%
10 years and above	0%	100%

Investment Strategy

Investment policy

- 12.28 The Council's investment policy has regard to the MHCLG Guidance on Local Government Investments, the CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 and the CIPFA Treasury Management Guidance Notes 2018. The primary investment priorities of the Council are:

- a) the security of its capital
- b) liquidity of its portfolio, i.e. keeping funds readily available for expenditure when needed.

Durational limits and creditworthiness policy

- 12.29 To determine the duration of investments with bank and building societies, the Council will use the creditworthiness service provided by Link Asset Services. This service employs a modelling approach utilising credit ratings from the three main credit rating agencies, Fitch, Moody's and Standard & Poor, supplemented by other information. The model indicates the relative creditworthiness of counterparties and recommends a maximum duration for investments with them. The Council will follow these recommended durations, up to a maximum duration of one year. The Link Asset Services model does not apply to local authorities, with which the maximum duration for investments will also be one year.

Investment Strategy

- 12.30 The Council will continue its approach of investing the majority of its funds in parcels of £1-£2m with other local authorities and UK banks and building societies.

Investment instruments and limits

- 12.31 Table 31 summarises the investment instruments available to the Council during 2019/20, and the respective credit rating, value and durational limits that will apply:-

Table 31 – Proposed Investment Instruments

Instrument	Minimum short term credit rating	Minimum long term credit rating	Maximum value of investment	Maximum duration of investment
Term Deposits with UK Local Authorities	N/a	N/a	£5m per local authority	1 year
Term deposits or notice accounts with UK banks	Fitch F1 Moody's P-1 S&P A-1	Fitch A- Moody's A3 S&P A-	£5m per bank	1 year
Term deposits with banks part nationalised by the UK Government (currently Royal Bank of Scotland & NatWest)	Minimum credit ratings not required as long as these banks continue to be part nationalised		£5m per bank	1 year
Term deposits with UK Building Societies	Fitch F1 Moody's P-1 S&P A-1	Fitch A- Moody's A3 S&P A-	£5m per Building Society	1 year
Debt Management Account Deposit Facility (DMADF)	N/a	N/a	Unlimited	6 months (DMADF imposed time limit)
Ultra Short/Short Dated Bond Funds	Selection Process	Selection Process		
Treasury Bills issued by the UK Government	N/a	N/a	Unlimited	1 year
Money Market Funds CNAV	N/a	AAA	£5m per fund	Liquid
Money Market Funds LVNAV	N/a	AAA	£5m per fund	Liquid
Money Market Funds VNAV	N/a	AAA	£5m per fund	Liquid
Certificates of Deposit issued by UK institutions	Fitch F1 Moody's P-1 S&P A-1	Fitch A- Moody's A3 S&P A-	£5m per institution	1 year

- 12.32 All investments will be transacted in UK Sterling, and all investments will be with UK financial institutions only.

- 12.33 The monetary limits included in the investment strategy does not apply to balances on our suite of current accounts provided by Lloyds Bank plc. As a result, we may

operate from time to time with monies held with Lloyds Bank marginally above the investment limits shown because of these current account balances. The Council endeavours to keep balances of no more than £2m on its current accounts.

Ultra-Short/Short-Dated Bond Funds

- 12.34 These are pooled investment vehicles where risk is diversified because of the spread of investments. They are a potential new investment instrument for the Council, and a selection process will be undertaken should to ensure that the most suitable fund is chosen, if officers consider that it is worthwhile pursuing them.

Investment returns expectations

- 12.35 On the assumption that the UK and the EU agree a Brexit deal in Spring 2019, the Bank Rate is forecast to increase steadily but slowly over the next few years reaching 2% by quarter 1 2022. Bank Rate forecasts for financial year ends are:

- 2018/19 0.50%
- 2019/20 1.25%
- 2020/21 1.50%
- 2021/22 2.00%

- 12.36 The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows:

- 2018/19 0.40%
- 2019/20 0.60%
- 2020/21 1.50%
- 2020/21 1.75%

Specified and not specified investments

- 12.37 Specified investments are high security, high liquidity investments in sterling with high credit quality and a maturity of no more than one year. All of the instruments identified in Table 31 meet the definition of specified instruments.

- 12.38 Non-specified investments are any other type of investments, one of their characteristics being that their duration is over one year, which is in excess of the Council's maximum duration. The Council will therefore not use non-specified investments during 2019/20.

Minimum Revenue Provision Policy

- 12.39 The Council is required by the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 to calculate a level a provision for the repayment of debt liability that it considers to be prudent, known as the Minimum Revenue Provision (MRP). The regulations also require the full Council to approve an MRP policy in advance of each financial year. These regulations and supplementary guidance recommend four options for the calculation of the provision.

- 12.40 The Council commissioned LAS to carry out a review of its MRP policy during 2018 and, as a result, a revised MRP policy was agreed at Council on 5 December 2018.
- 12.41 The Council is recommended to approve this policy for 2019/20. The policy is as follows:
1. Debt Liability pre 1 April 2008
For capital expenditure funded by borrowing before 1 April 2008, minimum revenue provision will be provided in accordance with existing practice outlined in the pre-2008 regulations, but on a 2% straight-line basis, i.e. provision for the repayment of debt over 50 years.
 2. Debt Liability 1 April 2008 onwards
Minimum revenue provision for new capital expenditure incurred wholly or partly by unsupported (Prudential) borrowing or credit arrangements is to be determined by reference to the expected life of the asset on an annuity basis. The asset life is deemed to begin once the asset becomes operational. Minimum revenue provision will commence from the financial year following the one in which the asset becomes operational.
 3. Minimum revenue provision in respect of unsupported (prudential) borrowing taken to meet expenditure, which is treated as capital expenditure by virtue of either a capitalisation direction or regulations, will be determined in accordance with the asset life method as recommended by the statutory guidance.
 4. The Council retains the right to make additional voluntary payments to reduce debt if deemed prudent.
- 12.42 There is no requirement on the HRA to make a minimum revenue provision but under HRA reform there is a requirement to charge depreciation on its assets, which will have a revenue effect. The HRA business plan will need to fund this depreciation over the life of the assets.
- 12.43 A change introduced by the revised MHCLG MRP Guidance was the allowance that any charges made over the statutory minimum revenue provision, voluntary revenue provision or overpayments, can, if needed, be reclaimed in later years if deemed necessary or prudent. In order for these sums to be reclaimed, this policy must disclose the cumulative overpayment made each year.
- 12.44 Between 2003/04 and 2010/11 the Council provided MRP totalling £1.269m. Most of this has been offset in the subsequent years against the MRP charges in those years. The remaining overprovision as at 31 March 2019 is forecast to be £0.069m.

Section 151 Officer's Assurance

General Fund

- 13.1 Section 25 of the Local Government Act 2003 requires that, when the Council is considering next year's budget and Council Tax levels, the Council's Section 151 Officer must report on:
- The robustness of the estimates, and
 - The adequacy of the proposed financial reserves.
- 13.2 The estimates are considered to be robust. Realistic assumptions have been incorporated with regards to inflationary increases, and where appropriate these have been reflected in both expenditure and fees and charges income.
- 13.3 Proposed Policy Initiatives over the next three years totalling £2.423million have been anticipated from 2019/20 as well as using working balances to ensure that the Council remains within the minimum level of reserves.
- 13.4 Potential risks in respect of the budget and their estimated impact on the projections have been undertaken and have been used to inform the levels of reserves required.
- 13.5 A list of the Council's Earmarked Reserves is attached at Appendix A. The levels of reserves are considered to be adequate to fund the planned expenditure identified by the Council.
- 13.6 Deciding how and when to utilise the General Fund Working Balance and Earmarked Reserves is a matter to be determined locally depending on the priorities of the Council. However, it is my opinion that there is a requirement for maintaining the current reserve levels and a minimum working balance at £2.2 million during 2019/20. This will continue to be kept under review.

Housing Revenue Account (HRA)

13.8 Section 25 of the Local Government Act 2003 also requires that, when the Council is considering the HRA budget and rent levels, the Council's Section 151 Officer must report on:

- The robustness of the estimates, and
- The adequacy of the proposed financial reserves.

13.9 The estimates are considered robust. Realistic assumptions have been incorporated with regards to inflationary increases, and where appropriate these have been reflected in both expenditure and income.

13.10 The budget includes planned contributions to the reserves which will provide resources for investment and debt repayment requirements.

14. Council Tax Requirement 2019/20

14.1 The full Council Tax resolution is included as a separate report to Full Council on 27th February 2019.

15. Reasons for Recommendation

15.1 The Council is required to approve the Budget as part of the Budget and Policy Framework.

16. Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Interim Chief Finance Officer

Tel & Email: 01277 312829 / jacqueline.vamellaerts@brentwood.gov.uk.

16.1 The financial implications are set out in the report.

Legal Implications

Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer.

Tel & Email: 01277 312860 / daniel.toohey@brentwood.gov.uk.

16.2 The Council is obliged by Section 151 of the Local Government Act 1972 to make proper arrangements for the management of its financial affairs. It is consistent with sound financial management and the Council's obligation under Section 151 of the Local Government Act 1972 for the Council to adopt and monitor a medium-term financial plan. The medium-term financial plan informs the budget process and may be viewed as a related function.

- 16.3 The report provides information about risks associated with the medium-term financial plan and the budget. This is consistent with the Council's obligation to make proper arrangements for the management of its financial affairs. It is also consistent with the Council's obligation under the Accounts and Audit (England) Regulations 2011 to have a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

17 Appendices to this report

Appendix A – Earmarked Reserves

Appendix B – Fees and Charges Schedule

Appendix C – HRA Business Plan

Appendix D – Analysis of Rent Increases/Decreases

Report Author Contact Details:

Name & Title: Jacqueline Van Mellaerts – Interim Chief Finance Officer

Tel & Email: 01277 312 829 /jacqueline.vanmellaerts@brentwood.gov.uk

Earmarked Reserves

Reserve	Reserve Type	Balance as at April 2018	Amounts in/(out) 2018/19	Amounts in/(out) 2019/20	Amounts in/(out) 2020/21	Amounts in/(out) 2021/22	Balance as at March 2022
General Fund Balance B/F			5,591	3,816	2,816	2,513	
Funding Volatility Reserve	Funding	946	(180)	(336)	0	0	430
Housing Benefit Subsidy Reserve	Funding	150					150
Pension Reserve	Funding	177					177
Brexit Reserve	Funding		100				100
Asset Management Reserve	Service	165					165
Brentwood Community Fund Reserve	Service	9					9
Civic Dinner Reserve	Service	2	(2)				0
Community Alarms Reserve	Service	191	(40)	(10)	(10)	(10)	121
Economic Development Reserve	Service	40	(40)				0
Electoral Registration Reserve	Service	43					43
ICT Investment Reserve	Service	100	(37)	(50)			13
Public Consultation Reserve	Service	5	(5)				0
Brentwood Community Hospital Reserve	Specific	45					45
Community Rights Grants Reserve	Specific	38					38
Duchess Of Kent/Nightingale Reserve	Specific	319	(12)	(12)	(12)	(12)	271
Dunton Hills Development Reserve	Specific	421	(200)	(221)			0
Health and Wellbeing Reserve	Specific	34	30	(12)			52
Land at Hanover House Reserve	Specific	16					16
Leisure Strategy Reserve	Specific	100	(95)				5
Neighbourhood Plan Reserve	Specific	26					26
Planning Delivery Grant Reserve	Specific	255	(255)				0
Preventing Homelessness Reserve	Specific	174	65	(93)	(50)	(50)	46
S106 Monies Reserve	Specific	7	(7)				0
Waste Management Reserve	Specific	636	(64)	(50)	(50)	(50)	422
Building Control Reserve	Trading	14	13				27
Organisational Transformation Reserve	Transformation	1,679	(1,046)	(216)	(181)	(180)	56
Total General Fund Reserves		5,591	3,816	2,816	2,513	2,211	2,211
HRA Balance B/F			3,400	3,000	0	0	0
Housing Development Fund Reserve	Service	3,000	0	(3,000)			0
Repairs & Maintenance Reserve	Service	400	(400)				0
Total HRA Reserves		3,400	3,000	0	0	0	0
Total Earmark Reserve Balance		8,991	6,816	2,816	2,513	2,211	2,211

Reserve Type

Funding	Earmarked specifically to mitigate financial risks to the Council.
Service	Monies that have been requested by the service from existing budgets to be used on specific plans or projects.
Specific	Monies the Council has received that have restricted conditions on how the money can be used.
Trading	A trading account should balance to zero over a period of three financial years, any surplus is taken into account when setting future years fees and charges.
Transformation	Monies specifically earmarked to fund the Councils transformational activity.

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Fees and Charges Schedule

2019/20

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Key to VAT

- S - Standard Rate - 20%
- Z - Zero Rate - 0%
- E - Exempt from VAT
- O - Outside the scope of VAT

Key to Fee

- S - Statutory
- D - Discretionary

ENVIRONMENT AND ENFORCEMENT

ENVIRONMENT AND ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: CEMETERIES

CHARGING AREA: CEMETERIES

A Brentwood resident is anyone currently living in the Borough or someone who spent 75% of their life in the Borough.

Purchase of Exclusive Rights of Burial for 50 years

			£	£	£	£
All full burial graves	E	D	997.00	997.00	1,220.00	1,220.00
Cremated remains grass plot	E	D	396.00	396.00	439.00	439.00
Non-Brentwood resident - all full burial graves	E	D	9,970.00	9,970.00	2,440.00	2,440.00
Non-Brentwood resident - cremated remains grass plot	E	D	3,960.00	3,960.00	878.00	878.00

Purchase of Exclusive Rights of Burial for 25 years (Vaults and Niches Only)

Granite vaults	E	D	N/A	N/A	916.00	916.00
Niches In granite columbarium	E	D	N/A	N/A	616.00	616.00
Non- Brentwood resident - granite vaults	E	D	N/A	N/A	1,832.00	1,832.00
Non-Brentwood resident - niches in granite Columbarium	E	D	N/A	N/A	1,232.00	1,232.00

Interment Fees

Graves dug down for one or two	O	D	724.00	724.00	882.00	882.00
Additional charge for dig down to 9ft	O	D	179.00	179.00	218.00	218.00
Cremated remains grass plot	O	D	140.00	140.00	189.00	189.00
Granite vault	O	D	N/A	N/A	340.00	340.00
Niche In granite Columbarium	O	D	N/A	N/A	340.00	340.00
Child under 12 years	O	D	0.00	0.00	0.00	0.00
Non-Brentwood resident-graves dug down for one or two	O	D	7,240.00	7,240.00	1,764.00	1,764.00
Non-Brentwood resident -additional charge for dig down to 9ft	O	D	1,790.00	1,790.00	436.00	436.00
Non-Brentwood resident-cremated remains grass plot	O	D	1,400.00	1,400.00	378.00	378.00
Non-Brentwood resident -granite vault	O	D	N/A	N/A	680.00	680.00
Non-Brentwood resident -Niche In granite Columbarium	O	D	N/A	N/A	680.00	680.00
Non-Brentwood resident -Child under 12 years	O	D	0.00	0.00	0.00	0.00

Option to Extend Exclusive Rights of Burial for a further 25 years

All full burial graves	E	D	198.00	198.00	204.00	204.00
Cremated remains plot	E	D	99.00	99.00	102.00	102.00
Non-Brentwood resident -all full burial graves	E	D	1,980.00	1,980.00	408.00	408.00
Non-Brentwood resident -cremated remains plot	E	D	990.00	990.00	204.00	204.00

Option to Extend Exclusive Rights of Burial for a further 10 years (Vaults and Niches Only)

Granite vaults	E	D	N/A	N/A	366.00	366.00
Niches In granite Columbarium	E	D	N/A	N/A	246.00	246.00
Non-Brentwood resident - granite vaults	E	D	N/A	N/A	732.00	732.00
Non-Brentwood resident -Niches In granite Columbarium	E	D	N/A	N/A	492.00	492.00

Monuments

Monument/Inscription approval fee	O	D	134.00	134.00	137.00	137.00
Additional approval fee charge for kerbed monuments	O	D	134.00	134.00	137.00	137.00
Inscription on a vault or niche	S	D	N/A	N/A	244.00	244.00

Other Charges

Deed Transfer	O	D	58.00	58.00	60.00	60.00
Search of Burial Records	O	D	0.00	0.00	0.00	0.00
Chapel hire - Woodman Road Cemetery	E	D	55.00	55.00	57.00	57.00

**ENVIRONMENT AND ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019	April 2019-March 2020	April 2019-March 2020	April 2019-March 2020
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: WASTE MANAGEMENT

CHARGING AREA: REFUSE

<u>Dog waste and litter bin emptying</u>				£	£	£	£
Empty dog waste/litter bins	Per Empty	S	D	2.75	3.30	2.83	3.40
<u>Domestic Refuse Collection</u>							
Bulky Household Collections - Charge per item	Min 2 Items	O	D	10.80	10.80	11.00	11.00
Biodegradable sacks for garden waste per wrap of 10		O	D	3.10	3.10	3.20	3.20
Biodegradable sacks for garden waste per wrap of 100 (Wholesale)		S	D	232.50	279.00	240.00	288.00
Garden Waste Bin hire per annum - including fortnightly emptying		O	D	50.00	50.00	52.50	52.50
Garden Waste Bin - Replacement if lost/stolen		O	D	0.00	0.00	20.00	20.00
Hire of 1280 litre container		S	D	103.00	123.60	105.75	126.90
Hire of 770, 940 and 1100 litre Container		S	D	97.83	117.40	100.50	120.60
Hire of 240 litre container		S	D	30.92	37.10	31.75	38.10
Hire of 360 litre container		S	D	41.17	49.40	42.25	50.70
<u>Residual Trade Waste Collection & Disposal</u>							
1280 litre Container	Per Lift	O	D	21.50	21.50	22.00	22.00
1100 litre Container		O	D	19.50	19.50	20.00	20.00
940 litre Container		O	D	17.90	17.90	18.40	18.40
770 litre Container		O	D	15.90	15.90	16.30	16.30
360 litre Container		O	D	10.80	10.80	11.10	11.10
240 litre Container		O	D	9.30	9.30	9.50	9.50
Prepaid Residual Sacks (25)	Per roll	O	D	53.80	53.80	55.30	55.30
Extra collection		O	D	25.60	25.60	26.30	26.30
Collection/delivery (T&Cs S.14)		O	D	52.00	52.00	53.40	53.40
Amendment (T&Cs S.14)		O	D	26.40	26.40	27.10	27.10
<u>Residual Waste - Collection only</u>							
1280 litre Container	Per Lift	O	D	10.80	10.80	11.10	11.10
1100 litre Container		O	D	9.70	9.70	9.90	9.90
940 litre Container		O	D	9.70	9.70	9.90	9.90
770 litre Container		O	D	9.70	9.70	9.90	9.90
360 litre Container		O	D	8.70	8.70	8.90	8.90
240 litre Container		O	D	8.20	8.20	8.40	8.40
<u>Trade Glass Collection</u>							
1100 litre Container		O	D	12.30	12.30	12.60	12.60
360 litre Container		O	D	8.70	8.70	8.90	8.90
240 litre Container		O	D	8.20	8.20	8.40	8.40
<u>Trade Dry Recycling Collection</u>							
1280 litre Container	Per Lift	O	D	12.80	12.80	13.10	13.10
1100 litre Container		O	D	12.30	12.30	12.60	12.60
940 litre Container		O	D	11.30	11.30	11.60	11.60
770 litre Container		O	D	9.70	9.70	10.00	10.00
360 litre Container		O	D	8.70	8.70	8.90	8.90
240 litre Container		O	D	8.20	8.20	8.40	8.40
Prepaid Recycling Sacks (25)	Per roll	O	D	25.60	25.60	26.30	26.30
<u>School Dry Recycling Collection</u>							
One off charge for 2019/20		O	D	51.50	51.50	53.00	53.00
<u>School/Trade Dry Recycling Sacks for Use in Containers Only</u>							
Purple sacks - 400 sacks per box.	Box	O	D	20.00	20.00	20.50	20.50
<u>Trade Food Waste</u>							
140 litre bin	Per Lift	O	D	5.00	5.00	5.10	5.10
<u>Events - Residual Waste (Maximum hire 5 days)</u>							
1100 litre Container	Per Lift	O	D	N/A	N/A	40.00	40.00
770 litre Container		O	D	N/A	N/A	32.60	32.60
360 litre Container		O	D	N/A	N/A	22.20	22.20
240 litre Container		O	D	N/A	N/A	19.00	19.00
<u>Events - Dry Recycling (Maximum hire 5 days)</u>							
1100 litre Container	Per Lift	O	D	N/A	N/A	25.20	25.20
770 litre Container		O	D	N/A	N/A	20.00	20.00
360 litre Container		O	D	N/A	N/A	17.80	17.80
240 litre Container		O	D	N/A	N/A	16.80	16.80
<u>Events - Glass (Maximum hire 5 days)</u>							
1100 litre Bin	Per Lift	O	D	N/A	N/A	25.20	25.20
360 litre bin		O	D	N/A	N/A	17.80	17.80
240 litre Bin		O	D	N/A	N/A	16.80	16.80

ENVIRONMENT AND ENFORCEMENT FEES & CHARGES SCHEDULE FROM 1 APRIL 2019
--

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: OFFICE ACCOMMODATION

CHARGING AREA: WEDDINGS & ROOM HIRE
--

Committee Room Hire (Town Hall)

Council Chamber Half Day	S	D	N/A	N/A	350.00	420.00
Council Chamber Full Day	S	D	N/A	N/A	600.00	720.00
Committee Rooms 1 Half Day	S	D	N/A	N/A	150.00	180.00
Committee Rooms 1 Full Day	S	D	N/A	N/A	250.00	300.00
Committee Rooms 2 Half Day	S	D	N/A	N/A	60.00	72.00
Committee Rooms 2 Full Day	S	D	N/A	N/A	100.00	120.00
Civic Foyer Half Day	S	D	N/A	N/A	100.00	120.00
Civic Foyer Full Day	S	D	N/A	N/A	175.00	210.00
Leader's room Half Day	S	D	N/A	N/A	75.00	90.00
Leader's room Full Day	S	D	N/A	N/A	140.00	168.00

Weddings (Town Hall - From August 2019)

Council Chamber Thursday	S	D	N/A	N/A	350.00	420.00
Council Chamber Friday	S	D	N/A	N/A	350.00	420.00
Council Chamber Saturday	S	D	N/A	N/A	350.00	420.00

* Please note fees for wedding ceremonies in the Council Chamber are administered by BBC and does not include registrar fee

Committee Rooms Thursday	E/S	D	N/A	N/A	180.00	198.00
Committee Rooms Friday	E/S	D	N/A	N/A	245.00	271.00
Committee Rooms Saturday	E/S	D	N/A	N/A	305.00	338.00

Weddings (from November 2017 to August 2019)

Seven Arches Road - Thursday	E/S	D	170.00	187.00	180.00	198.00
Seven Arches Road - Friday	E/S	D	235.00	260.00	245.00	271.00
Seven Arches Road - Saturday	E/S	D	295.00	326.90	305.00	338.00

* Please note fees for wedding ceremonies are adminstered by County Council and include the registrar fee
VAT only applies to the room hire element, which is the only element received by Brentwood Council

ENVIRONMENT AND ENFORCEMENT						
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019						
DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT
SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES & CORPORATE ENFORCEMENT						
SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES & CORPORATE ENFORCEMENT						
<u>Dog Control</u>						
Statutory Seizure Fee	O	S	25.00	25.00	25.00	25.00
Dog Warden Collection Costs	O	D	70.00	70.00	70.00	70.00
Kennelling Costs (per day charged by Kennel)	O	D	14.00	14.00	14.00	14.00
<u>Skin Piercing</u>						
Premises Registration	O	D	257.50	257.50	257.50	257.50
Practitioner Registration	O	D	91.50	91.50	91.50	91.50
<u>Other Charges</u>						
Level 2 CIEH Food Hygiene/Health & safety	E	D	67.00	67.00	67.00	67.00
Contaminated Land Search Enquiries	O	D	115.00	115.00	115.00	115.00
<u>Pollution Prevention and Control Act 1999*</u>						
<i>* Note these fees are set by DEFRA and are usually published after 1 April. Therefore fees from 1 April 2019 are subject to change</i>						
Standard Process	O	S	1,650.00	1,650.00	1,650.00	1,650.00
Reduced fee activities	O	S	99.00	99.00	99.00	99.00
Mobile screening and crushing plant	O	S	1,650.00	1,650.00	1,650.00	1,650.00
<u>Annual Subsistence Charge*</u>						
<i>* Note these fees are set by DEFRA and are usually published after 1 April. Therefore fees from 1 April 2019 are subject to change</i>						
Standard process Low Risk	O	S	772.00	772.00	772.00	772.00
Standard process Medium Risk	O	S	1,161.00	1,161.00	1,161.00	1,161.00
Standard process High Risk	O	S	1,747.00	1,747.00	1,747.00	1,747.00
Reduced fee activities Low Risk	O	S	79.00	79.00	79.00	79.00
PVR I & II combined	O	S	113.00	113.00	113.00	113.00
Mobile screening and crushing plants	O	S	646.00	646.00	646.00	646.00
<u>Fixed Penalty Notices</u>						
<u>ASB, Crime and Policing Act 2014</u>						
Breach of Community Protection Notice	O	D	100.00	100.00	100.00	100.00
Early payment	O	D	75.00	75.00	75.00	75.00
Breach of Public Spaces Protection Order	O	D	100.00	100.00	100.00	100.00
Early payment	O	D	75.00	75.00	75.00	75.00
<u>Environmental Protection Act 1990/ Clean Neighbourhoods & Env Act 2005</u>						
Failure to provide a waste transfer note	O	D	300.00	300.00	300.00	300.00
Littering						
* Full penalty	O	D	80.00	80.00	150.00	150.00
* Early payment	O	D	75.00	75.00	75.00	75.00
Unauthorised distribution of free literature						
* Full penalty	O	D	150.00	150.00	150.00	150.00
* Early payment	O	D	50.00	50.00	50.00	50.00
Domestic waste receptacle offences						
* Full penalty	O	D	80.00	80.00	80.00	80.00
* Early payment	O	D	60.00	60.00	60.00	60.00
* Dog control offences	O	D	0.00	0.00	80.00	80.00
Alarm noise - failure to nominate key-holder or to notify local authority key-holder's details	O	D	0.00	0.00	80.00	80.00
Nuisance parking						
* Full penalty	O	D	100.00	100.00	100.00	100.00
* Early payment	O	D	60.00	60.00	60.00	60.00
Abandoning a vehicle						
* Full penalty	O	D	200.00	200.00	200.00	200.00
* Early payment	O	D	120.00	120.00	120.00	120.00
Industrial and commercial waste receptacle offences						
* Full penalty	O	D	110.00	110.00	110.00	110.00
* Early payment	O	D	75.00	75.00	75.00	75.00
Fly-tipping	O	D	400.00	400.00	400.00	400.00
Littering from vehicles						
* Full penalty	O	D	150.00	150.00	150.00	150.00
* Early payment	O	D	75.00	75.00	75.00	75.00
Abandoned shopping trolleys						
Seizure fee	O	D	35.00	35.00	40.00	40.00
Storage fee (per week or part thereof)	O	D	5.00	5.00	10.00	10.00
Delivery fee	O	D	25.00	25.00	30.00	30.00
<u>Anti-social Behaviour Act 2003</u>						
Graffiti						
* Full penalty	O	D	150.00	150.00	150.00	150.00
* Early payment	O	D	50.00	50.00	50.00	50.00
Fly posting						
* Full penalty	O	D	150.00	150.00	150.00	150.00
* Early payment	O	D	50.00	50.00	50.00	50.00
High Hedge Complaint	O	D	330.00	330.00	500.00	500.00
<u>Noise Act 1996</u>						
Noise exceeding permitted level - domestic premises						
* Full penalty	O	D	110.00	110.00	110.00	110.00
* Early payment	O	D	75.00	75.00	75.00	75.00
Noise exceeding permitted level - licensed premises						
* Full penalty	O	D	500.00	500.00	500.00	500.00
<i>* Levels set by Environment and Enforcement Committee July 2018</i>						

ENVIRONMENT AND ENFORCEMENT FEES & CHARGES SCHEDULE FROM 1 APRIL 2019
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: STREET SERVICES

CHARGING AREA: STREET NAMING & NUMBERING

<u>Residential Charges</u>						
Renaming/renumbering of domestic dwelling	OS	D	30.00	30.00	30.00	30.00
Industrial/Retail renumbering/renameing	OS	D	60.00	60.00	60.00	60.00
<u>Developer Charges</u>						
Naming of street – per street	OS	D	100.00	100.00	100.00	100.00
Numbering of development plots	OS	D	75.00	75.00	75.00	75.00
Numbering of development plots 2-10 units	OS	D	145.00	145.00	145.00	145.00
Numbering of development plots over 10 units	OS	D	145.00 + £10 per extra unit		145.00 + £30 per extra unit	

COMMUNITY HEALTH AND HOUSING

COMMUNITY HEALTH AND HOUSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: COMMUNITY INITIATIVES AND PARTNERSHIPS

CHARGING AREA: COMMUNITY EVENTS
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Stallholder Pitch fees per 3 x 3m pitch

Lighting Up Brentwood - £30 street trading licence is included with the fees

Catering Unit - serving food e.g burgers, hot dogs etc.	E	D	154.50	154.50	155.00	155.00
Catering Unit - serving alcohol <i>(new category from 2018/19)</i>	E	D	154.50	154.50	155.00	155.00
Large Business - more than 10 employees	E	D	123.60	123.60	125.00	125.00
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	82.40	82.40	85.00	85.00
Small business - less than 10 employees	E	D	82.40	82.40	85.00	85.00
Crafters and Artists - all hand made by the seller	E	D	51.50	51.50	55.00	55.00
Registered charity	E	D	41.20	41.20	45.00	

Strawberry Fair and other Community Events

Catering Unit - serving food e.g. Burgers, hot dogs etc.	E	D	123.60	123.60	125.00	125.00
Catering Unit - serving alcohol <i>(new category from 2018/19)</i>	E	D	123.60	123.60	125.00	125.00
Large business - more than 10 employees	E	D	92.70	92.70	95.00	95.00
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	60.00	60.00	60.00	60.00
Small business - less than 10 employees	E	D	60.00	60.00	60.00	60.00
Crafters and Artists - all handmade by the seller	E	D	30.90	30.90	35.00	35.00
Registered charity	E	D	30.90	30.90	35.00	35.00
Ice Cream Van (Exclusive) - Strawberry Fair	E	D	412.00	412.00	420.00	420.00
Ice Cream Van (Exclusive) - Family Fun Days	E	D	154.50	154.50	155.00	155.00
Face Painters (any event)	E	D	61.80	61.80	65.00	65.00

Family Fun Days

Wristbands - Rides and Bouncy castles	Per Child	E	D	3.50	3.50	3.50	3.50
Stalls - selling children's pocket money gifts and toys (new category)				0.00	0.00	15.00	15.00
Sole Catering unit by tender						Tender**	Tender**

COMMUNITY HEALTH AND HOUSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: GOLF COURSE

CHARGING AREA: GOLF COURSE

The Council applied the Sports VAT Exemption with effect 01/10/2018. Prior to this, fees would have included VAT at the standard rate.

<u>Annual Season Ticket</u>						
7 day Adult	E	D	715.00	715.00	737.00	737.00
7 day Junior (under 17)	E	D	52.00	52.00	54.00	54.00
7 day Intermediate (under 25)	E	D	N/A	N/A	550.00	550.00
5 day Adult	Mon - Fri	E	602.00	602.00	621.00	621.00
5 day Concessionary	Mon - Fri	E	488.00	488.00	503.00	503.00
<u>20 Round Ticket (Life of one year from purchase) - Proposed to remove in 2019</u>						
7 day Adult	E	D	363.00	363.00	N/A	N/A
5 day Adult	Mon - Fri	E	255.00	255.00	N/A	N/A
5 day Concessionary	Mon - Fri	E	182.00	182.00	N/A	N/A
<u>Weekday</u>						
Per Round - 18 holes - Adult	E	D	19.00	19.00	19.00	19.00
Per Round - 18 holes - Junior (under 17) & OAPs	E	D	16.00	16.00	16.00	16.00
<u>Weekends and Public Holidays</u>						
Per Round - 18 holes - Adult	E	D	25.00	25.00	25.00	25.00
Juniors (under 17) & OAP's	After 1pm	E	16.00	16.00	16.00	16.00
<u>Other Charges</u>						

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2018-March 2019		CHARGES April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: OPEN SPACES

CHARGING AREA: SPORTS FACILITIES AND OPEN SPACES

The Council applied the Sports VAT Exemption with effect 01/10/2018. Prior to this, fees not meeting the block booking requirements would have included VAT at the standard rate.

Football & Rugby

King George's Playing Field & Warley Playing Fields (with Changing Facilities)

Pitch & Pavilion - Fortnightly - Adult - Season	Sunday/Bank Holidays	E	D	1,007.00	1,007.00	1,038.00	1,038.00
Pitch & Pavilion - Fortnightly - Adult - Season	Other Days	E	D	985.00	985.00	1,015.00	1,015.00

Pitch & Pavilion - Weekly - Adult - Season	Sunday/Bank Holidays	E	D	2,014.00	2,014.00	2,075.00	2,075.00
Pitch & Pavilion - Weekly - Adult - Season	Other Days	E	D	1,966.00	1,966.00	2,025.00	2,025.00

Occasional Matches - Adult	Any Day	E	D	99.00	99.00	102.00	102.00
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Other Playing Fields (No Changing Facilities)

Pitch - Fortnightly - Adult - Season	Any Day	E	D	639.00	639.00	659.00	659.00
Pitch - Weekly - Adult - Season	Any Day	E	D	1,274.00	1,274.00	1,313.00	1,313.00

Junior Matches All Sites (No Changing Facilities)

Pitch - Fortnightly - Junior - Season	Any Day	E	D	350.00	350.00	361.00	361.00
Pitch - Weekly - Junior - Season	Any Day	E	D	698.00	698.00	719.00	719.00

Occasional Matches (No Changing Facilities)

Adult	Any Day	E	D	62.00	62.00	64.00	64.00
Juniors (under17)	Any Day	E	D	37.00	37.00	39.00	39.00

Mini Soccer - All Sites (No Changing Facilities)

Seasonal Booking every week	Weekly	E	D	369.00	369.00	381.00	381.00
Occasional	Any Day	E	D	32.00	32.00	33.00	33.00

Bowling Greens

Bowls - Season	Adult	E	D	152.00	152.00	157.00	157.00
Bowls - Season	Juniors/OAP's	E	D	96.00	96.00	99.00	99.00
Match Reservations + per rink (inclusive of visitors fees non returnable)	Club Charges	E	D	5.20	5.20	6.00	6.00
Other Reservations (not inclusive of visitors fees non returnable)	Club Charges	E	D	3.10	3.10	4.00	4.00

Large Open spaces with facilities (King Georges Playing Field and The Brentwood Centre)

Large Events - more than 1/2 Field with £5 or more admission fee		E	D	2,165.00	2,165.00	2,230.00	2,230.00
Medium Events - less than 1/2 field and less than £5 admission fee		E	D	758.00	758.00	781.00	781.00
Small Events - less than 1/4 field		E	D	325.00	325.00	335.00	335.00
Keep Fit sessions - No cordoning off of field	Single	S	D	32.50	39.00	41.00	41.00
Keep Fit sessions - No cordoning off of field	Annual	S	D	132.50	159.00	164.00	164.00
Litter picking post event		S	D	81.67	98.00	101.00	101.00
Non commercial or charitable events (following approval by ward members) 50% discount							

Note - Block bookings of large events of 10 or more in a 12 month period will be eligible for a 25% discount on the above.

Other Open Spaces

Open Space (following approval by Ward members)	Daily Charge	E	D	325.00	325.00	335.00	335.00
Filming Rights - No defined area	Open Space Only	S	D	N/A	N/A	N/A	N/A
Filming Location Fee (subject to conditions & credits)	Open Space Only	S	D	166.67	200.00	166.67	206.00
Repeat Fee - 1% of original fee							

ENVIRONMENT AND HOUSING MANAGEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: COMMUNITY ALARMS

CHARGING AREA: COMMUNITY ALARMS

Note - VAT indicator should be zero if recipient is chronically sick or disabled and provides a certificate confirming this

Community Alarms

Main Unit and Pendant (Purchase)	Per Unit	S	D	0	0	99.00	118.80
Main Unit and Pendant (Rental)	Per	S	D	0	0	1.90	2.28
Monitoring Fee for alarm plus up to five sensors per week	Per week	S	D	3.25	3.90	3.50	4.20
Monitoring Fee for alarm plus up to five sensors per week (if in receipt of full	Per week	S	D	2.75	3.30	3.00	3.60
Alarm installation fee	Per Unit	S	D	0.00	0.00	32.87	39.44
Annual Alarm Check (Review)	Per Visit	S	D	0.00	0.00	18.55	22.26

Other Charges

Extra 2nd pendant (Purchase)	Per Unit	S	D	0.00	0.00	41.22	49.46
Extra 2nd pendant (Rental)	Per Week	S	D	1.25	1.50	1.50	1.80
Lost Pendant	Per Unit	S	D	0.00	0.00	41.22	49.46
Smoke Detector (Purchase only - Rental no longer available)	Per Unit	S	D	1.25	1.50	44.88	53.86
Key Safe - (Purchase only - Rental no longer available)	Per Unit	S	D	62.75	75.00	49.46	53.35
Bogus Caller Button/Panic Button (Purchase only - Rental no longer available)	Per Unit	S	D	1.25	1.50	43.75	52.50
Temperature extreme sensor (Purchase only - Rental no longer available)	Per Unit	S	D	1.25	1.50	60.78	72.94
CO2 Detectors (Purchase only - Rental no longer available)	Per Unit	S	D	1.75	2.10	88.83	106.60
Fall Detector (Purchase only - Rental no longer available)	Per Unit	S	D	1.75	2.10	82.50	99.00
Flood Detector (Purchase only - Rental no longer available)	Per Unit	S	D	1.75	2.10	74.80	89.76
Bed sensor (Purchase only - Rental no longer available)	Per Unit	S	D	2.75	3.30	44.00	52.80
Chair sensor	Per Unit	S	D	0.00	0.00	36.30	43.56
Medication Dispenser (Purchase only - Rental no longer available)	Per Unit	S	D	2.75	3.30	165.00	198.00
Jewellery Pendant	Per Unit	S	D	0	0	41.25	49.50
Replacement cord	Per Unit	S	D	0	0	0.77	0.92
No Fault call out charge or adhoc site visits charge	Per Visit	S	D	0	0	18.55	22.26
Postage & Packing	Per Item	E	D	0	0	At Cost	At Cost

<p align="center">COMMUNITY HEALTH AND HOUSING</p> <p align="center">FEES & CHARGES SCHEDULE FROM 1 APRIL 2019</p>
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: HOMELESSNESS

CHARGING AREA: RECHARGES TO TENANTS
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Recharges to Tenants

Daily Bed and Breakfast Room Charge	O	D	£40 - £85	£40 - £85	£25 - £85	£25 - £85
Amenity Charge 1 person household per day	O	D	3.00	3.00	2.89	2.89
Amenity Charge 2 person household per day	O	D	0.00	0.00	3.37	3.37
Amenity Charge 3 person household per day	O	D	0.00	0.00	3.84	3.84
Amenity Charge 4 person household per day	O	D	0.00	0.00	4.31	4.31
Amenity Charge 5 person household per day	O	D	0.00	0.00	4.78	4.78
Amenity Charge Additional persons per day	O	D	0.00	0.00	0.48	0.48
Removals	Minimum	S	D	Cost Price	Cost Price	Cost Price
Furniture		S	D	Cost Price	Cost Price	Cost Price
Storage - Homeless	per square foot	S	D	Cost Price	Cost Price	Cost Price

<p style="text-align: center;">ENVIRONMENT AND HOUSING MANAGEMENT FEES & CHARGES SCHEDULE FROM 1 APRIL 2019</p>

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: HOUSING REVENUE ACCOUNT
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CHARGING AREA: ESTATES

Housing Estates

Storage - Evictions	Per week	S	D	11.42	13.70	11.53	13.83
Copying of Housefile		O	D	10.00	10.00	10.00	10.00
Copying of Tenancy Agreement		O	D	10.00	10.00	10.00	10.00
Garage Clearance		S	D	125.00	150.00	125.00	150.00
Property Clearance 1 or 2 Beds		S	D	At Cost	At Cost	At Cost	At Cost
Property Clearance 3 or 4 Beds		S	D	At Cost	At Cost	At Cost	At Cost
Bulk Waste Removal per item	Min 2 items	O	D	10.50	10.50	10.50	10.50

Tenancy Management

Court Costs	Average	O	D	376.00	376.00	376.00	376.00
Gas Servicing Warrant Fee		O	D	20.00	24.00	20.00	20.00
Gas Servicing Warrant Enforcement		S	D	35.00	42.00	35.00	42.00
Forced entry		S	D	65.00	78.00	65.00	78.00
Administration Charge		S	D	10.00	12.00	10.00	12.00

ENVIRONMENT AND HOUSING MANAGEMENT FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: HOUSING REVENUE ACCOUNT
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CHARGING AREA: REPAIRS

Note: Pricing Mechanism: Cost Price - 15% rounded to the nearest £5 the % reduction will reduce by 5% each year until the full cost is recovered

Rechargeable Repairs

Replacement Key/Key Fob	S	D	10.00	12.00	10.00	12.00
Lock Change	S	D	65.00	78.00	65.00	78.00
Single Glaze Window Replacement upto 1 Square Metre	S	D	50.00	60.00	77.00	92.40
Single Glaze Window Replacement over 1 Square Metre	S	D	75.00	90.00	85.00	102.00
Double Glazed Window Replacement upto 1 Square Metre	S	D	85.00	102.00	125.00	150.00
Double Glazed Window Replacement over 1 Square Metre	S	D	125.00	150.00	125.00	150.00
Internal Fire door Replacement	S	D	125.00	150.00	180.00	216.00
External Door Replacement	S	D	600.00	720.00	600.00	720.00
Paint Pack	S	D	70.00	84.00	70.00	84.00
Correction of Unauthorised Alterations (Where Tenants have conducted works without the permission of the Council and retrospective permission can not be granted)	S	D	Cost Price	Cost Price	Cost Price	Cost Price
			Cost Price	Cost Price	Cost Price	Cost Price
Any other repair deemed re-chargeable	S	D	less 20%	less 20%	less 15%	less 15%

<p style="text-align: center;">ENVIRONMENT AND HOUSING MANAGEMENT FEES & CHARGES SCHEDULE FROM 1 APRIL 2019</p>

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: HOUSING REVENUE ACCOUNT
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CHARGING AREA: LEASEHOLDERS

Leaseholders

Leasehold Information Pack (LPE1)	S	D	309.00	370.80	125.00	150.00
Leasehold Alterations Consent	S	D	123.58	148.30	125.00	150.00
Leasehold property valuations (request for amendment)	S	D	Cost Price	Cost Price	Cost Price	Cost Price
Registration of Notices	O	D	51.50	61.80	55.00	55.00

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2018-March 2019		CHARGES April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES

CHARGING AREA: HOUSES IN MULTIPLE OCCUPATION AND HOUSING ACT NOTICES

Houses in Multiple Occupation

New licence - 5 years	O	D	840.00	840.00	840.00	840.00
Renewal of licence - 5 years	O	D	570.00	570.00	570.00	570.00

Housing Act Notices

Issuing notices under Housing Acts	O	D	230.00	230.00	230.00	230.00
Immigration Survey checks	O	D	80.00	80.00	80.00	80.00

POLICY PROJECTS & RESOURCES

POLICY PROJECTS AND RESOURCES
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking

Note - New Parking Charges were effective from 2 October 2017

Chatham Way

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.67	2.00	1.67	2.00
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
3 hours	S	D	2.50	3.00	2.50	3.00
4 hours	S	D	3.33	4.00	3.33	4.00
5 hours	S	D	4.17	5.00	4.17	5.00
6 hours	S	D	5.00	6.00	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00

Monday to Saturday - 7:00pm to 6:00am

Overnight Charge	S	D	1.67	2.00	1.67	2.00
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Sunday Charge

All day	S	D	0.00	0.00	0.00	0.00
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Coptfold Road

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.67	2.00	1.67	2.00
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
3 hours	S	D	2.50	3.00	2.50	3.00
4 hours	S	D	3.33	4.00	3.33	4.00
5 hours	S	D	4.17	5.00	4.17	5.00
6 hours	S	D	5.00	6.00	5.00	6.00
6 hours+ to close	S	D	6.67	8.00	6.67	8.00

Monday to Saturday - 7:00pm to 10:00pm

Overnight Charge	S	D	1.67	2.00	1.67	2.00
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Sunday Charge - 6:00am to 10:00pm

Flat Charge	S	D	0.83	1.00	0.83	1.00
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Lost Ticket	S	D	8.33	10.00	8.33	10.00
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Exit charge after 10:00pm	S	D	41.67	50.00	41.67	50.00
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William Hunter Way

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.67	2.00	1.67	2.00
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
3 hours	S	D	2.50	3.00	2.50	3.00
4 hours	S	D	3.33	4.00	3.33	4.00
5 hours	S	D	4.17	5.00	4.17	5.00
6 hours	S	D	5.00	6.00	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00

Sunday Charge

All day	S	D	0.83	1.00	0.83	1.00
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POLICY PROJECTS AND RESOURCES
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking

Note - New Parking Charges were effective from 2 October 2017

Town Hall

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.67	2.00	1.67	2.00
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
3 hours	S	D	2.50	3.00	2.50	3.00
4 hours	S	D	3.33	4.00	3.33	4.00
5 hours	S	D	4.17	5.00	4.17	5.00
6 hours	S	D	5.00	6.00	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00

Sunday Charge

All day	S	D	0.00	0.00	0.00	0.00
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Note - Staff car park (north) and south closed to public during redevelopment

Westbury Road

Saturday - all day	S	D	3.33	4.00	3.33	4.00
Sunday - all day	S	D	0.83	1.00	0.83	1.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00

King George's Playing Field

4 Hours	S	D	0.00	0.00	0.00	0.00
Over 4 Hours	S	D	4.17	5.00	4.17	5.00
Coaches	S	D	12.50	15.00	12.50	15.00

Monday to Friday 09:00am - 6:00pm

Ingatestone

Maximum stay 2 hours no return for 4 hours	S	D	0.00	0.00	0.00	0.00
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Note - This is for Bellmead and Market Square Monday to Saturday 8:00am - 6:00pm

Friars Avenue

Maximum stay 2 hours no return for 4 hours	S	D	N/A	N/A	N/A	N/A
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Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.67	2.00	1.67	2.00
2 hours with discount card	S	D	1.17	1.40	1.17	1.40
3 hours	S	D	2.50	3.00	2.50	3.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00

Sunday Charge

All day	S	D	0.83	1.00	0.83	1.00
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Note - The above charges are due to be introduced in early 2018

Hunters Avenue

Maximum stay 2 hours no return for 4 hours	S	D	N/A	N/A	N/A	N/A
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Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	1.00	1.00
2 hours	S	D	1.67	2.00	2.00	2.00
2 hours with discount card	S	D	1.17	1.40	1.40	1.40
3 hours	S	D	2.50	3.00	3.00	3.00
Overnight Charge	S	D	1.67	2.00	2.00	2.00

Sunday Charge

All day	S	D	0.83	1.00	1.00	1.00
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Note - The above charges are due to be introduced in early 2018

POLICY PROJECTS AND RESOURCES
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking - Season Tickets and Penalty Charge Notices

Season Tickets - Standard Charge

7 days	S	D	25.00	30.00	29.17	35.00
1 month	S	D	85.00	102.00	91.67	110.00
3 months	S	D	250.00	300.00	266.67	320.00
6 months	S	D	458.33	550.00	508.33	610.00
12 months	S	D	791.67	950.00	916.67	1,100.00

Note - For Coptfold Road, Sir Francis Way, Westbury Road and William Hunter Way car parks

Penalty Charge Notice

Higher Level Penalty Charge Notice	O	S	70.00	70.00	70.00	70.00
Higher Level Penalty Charge Notice (if paid within 14 days)	O	S	35.00	35.00	35.00	35.00
Lower Level Penalty Charge Notice	O	S	50.00	50.00	50.00	50.00
Lower Level Penalty Charge Notice (if paid within 14 days)	O	S	25.00	25.00	25.00	25.00

PLANNING AND LICENSING

PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: LAND CHARGES

CHARGING AREA: Land Charges

Search Fees

LLC1	O	S	20.00	20.00
CON 29R	S	S	81.65	97.98
CON 29R including LLC1	S/O	S	101.65	117.98
CON 290 optional enquiries, except Q22	S	S	11.75	14.10
CON 290 optional enquiries, Q22 only	S	S	14.00#	16.80#
Any other additional enquiries	O	S	28.75	28.75
Additional parcels of Land	S	S	35.80	42.96

In relation to CON 290, Q.22 only, additonal parcels of land are processed at £1 per parcel, subject to maximum of 6 parcels of land, there being a £20 maximum fee payable in this regard

Copy Documents

Tree Preservation Order	O	S	16.90	16.90
Planning Decision Notice	O	S	14.98	14.98
S106 etc	O	S	33.80	33.80
Enforcement notice	O	S	16.90	16.90

<p align="center">PLANNING AND LICENSING</p> <p align="center">FEES & CHARGES SCHEDULE FROM 1 APRIL 2019</p>
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Street Trading

Independent Permanent Stall - Annual	O	D	350.00	350.00	350.00	350.00
Independent 'One Off Stalls'	O	D	85.00	85.00	85.00	85.00
Lighting Up Brentwood	O	D	30.00	30.00	30.00	30.00

Scrap Metal

Site Application - New - 3 years	O	D	495.00	495.00	495.00	495.00
Collector Application - New - 3 years	O	D	280.00	280.00	280.00	280.00
Variation	O	D	89.00	89.00	89.00	89.00
Site Renewal Application - 3 years	O	D	445.00	445.00	445.00	445.00
Collector Renewal Application - 3 years	O	D	230.00	230.00	230.00	230.00

Skin Piercing

Premises Registration	O	D	257.50	257.50	257.50	257.50
Practitioner Registration	O	D	91.50	91.50	91.50	91.50

Animals

** Please note vet costs are in addition to these fees*

Pet Shops - 1 year	O	D	257.50	257.50	N/A	N/A
Boarding Kennels - 1 year	O	D	257.50	257.50	N/A	N/A
Dog Breeders - 1 year	O	D	257.50	257.50	N/A	N/A
Riding Establishments - 1 year	O	D	257.50	257.50	N/A	N/A
Dangerous Wild Animals - 2 years	O	D	257.50	257.50	280.00	280.00
Zoo Premises New - 6 years	O	D	927.00	927.00	927.00	927.00
Zoo Premises Renewal - 4 years	O	D	566.50	566.50	566.50	566.50
Animal Boarding - Application Fee	O	D	N/A	N/A	280.00	280.00
Animal Boarding - Grant Fee	O	D	N/A	N/A	75.00	75.00
Selling animals as pets - Application Fee	O	D	N/A	N/A	280.00	280.00
Selling animals as pets - Grant Fee	O	D	N/A	N/A	75.00	75.00
Dog Breeding - Application Fee	O	D	N/A	N/A	280.00	280.00
Dog Breeding - Grant Fee	O	D	N/A	N/A	75.00	75.00
Hiring out horses - Application Fee	O	D	N/A	N/A	280.00	280.00
Hiring out horses - Grant Fee	O	D	N/A	N/A	75.00	75.00
Keeping animals for exhibitions - Application Fee	O	D	N/A	N/A	280.00	280.00
Keeping animals for exhibitions - Grant Fee	O	D	N/A	N/A	75.00	75.00
Combination of Activities - Application fee (per additional activity)	O	D	N/A	N/A	140.00	140.00
Combination of Activities - Grant fee (per additional activity)	O	D	N/A	N/A	75.00	75.00
Variation to licence/re-evaluation of rating - Application Fee	O	D	N/A	N/A	85.00	85.00
Variation to licence/re-evaluation of rating - Inspection Fee	O	D	N/A	N/A	137.00	137.00
Appeal (All Licences)	O	D	N/A	N/A	137.00	137.00
Variations to reduce the licensable activities or numbers of animals	O	D	N/A	N/A	85.00	85.00

Sex Establishment Licensing

Premises Application	O	D	2,322.50	2,322.50	2,323.00	2,323.00
Premises Renewal	O	D	1,583.50	1,583.50	1,584.00	1,584.00
Premises Variation	O	D	528.00	528.00	528.00	528.00

Pavement Permit

New application Tables and Chairs 1-2 tables	O	D	257.50	257.50	258.00	258.00
New Application Tables and Chairs 3-6 tables	O	D	463.50	463.50	464.00	464.00
New Application Tables and Chairs over 6 tables.	O	D	669.50	669.50	670.00	670.00
Renewal application Tables and Chairs 1-2 tables	O	D	154.50	154.50	155.00	155.00
Renewal Application Tables and Chairs 3-6 tables	O	D	360.50	360.50	361.00	361.00
Renewal Application Tables and Chairs over 6 tables.	O	D	566.50	566.50	567.00	567.00

Road Closure

Application to close road with 0 - 499 people attending	O	D	200.00	200.00	200.00	200.00
Application to close road with 500 - 1999 people attending	O	D	360.00	360.00	360.00	360.00
Application to close road with 2000+ people attending	O	D	680.00	680.00	680.00	680.00

PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019	April 2019-March 2020	April 2019-March 2020	April 2019-March 2020
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Gambling Act 2005

Bingo Clubs

New Application	O	D	3,500.00	3,500.00	3,500.00	3,500.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O	D	1,750.00	1,750.00	1,750.00	1,750.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	3,500.00	3,500.00	3,500.00	3,500.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Betting Premises

New Application	O	D	3,000.00	3,000.00	3,000.00	3,000.00
Annual Fee	O	D	600.00	600.00	600.00	600.00
Application to Vary	O	D	1,500.00	1,500.00	1,500.00	1,500.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	3,000.00	3,000.00	3,000.00	3,000.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Tracks

New Application	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O	D	1,250.00	1,250.00	1,250.00	1,250.00
Application to Transfer	O	D	950.00	950.00	950.00	950.00
Application to Re-instatement	O	D	950.00	950.00	950.00	950.00
Application for Provisional Statement	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Licence Application (Provisional Statement Holders)	O	D	950.00	950.00	950.00	950.00

Family Entertainment Centres

New Application	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Annual Fee	O	D	750.00	750.00	750.00	750.00
Application to Vary	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Transfer	O	D	950.00	950.00	950.00	950.00
Application to Re-instatement	O	D	950.00	950.00	950.00	950.00
Application for Provisional Statement	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Licence Application (Provisional Statement Holders)	O	D	950.00	950.00	950.00	950.00

Adult Gaming Centres

New Application	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Prize Gaming Permit and Family Entertainment Centre Gaming Machine Permit

Permit Application (New)	O	S	300.00	300.00	300.00	300.00
Permit Application (Existing Operator)	O	S	100.00	100.00	100.00	100.00
Renewal of Permit	O	S	300.00	300.00	300.00	300.00
Change of Name on Permit	O	S	25.00	25.00	25.00	25.00
Copy of Permit	O	S	15.00	15.00	15.00	15.00

Club Gaming or Machine Permit

Permit Application (New)	O	S	200.00	200.00	200.00	200.00
Permit Application (Existing Holder)	O	S	100.00	100.00	100.00	100.00
Permit Application (Holder of club premises certificate under Licensing Act 2003)	O	S	100.00	100.00	100.00	100.00
Renewal of Permit	O	S	200.00	200.00	200.00	200.00
Annual Fee for Permit	O	S	50.00	50.00	50.00	50.00
Application to Vary Club Permit	O	S	100.00	100.00	100.00	100.00
Copy of Permit	O	S	15.00	15.00	15.00	15.00

Other

Temporary Use Notice (TUN)	O	S	500.00	500.00	500.00	500.00
Occasional Use Notice (OUN)	O	S	0.00	0.00	0.00	0.00
Copy of Premises Licence	O	D	25.00	25.00	25.00	25.00
Notification of Change of Circumstances for Premises Licence	O	D	50.00	50.00	50.00	50.00
Copy of Notice	O	S	25.00	25.00	25.00	25.00

PLANNING AND LICENSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019	April 2019-March 2020	April 2018-March 2019	April 2019-March 2020
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Licensing Act 2003

<u>Premises - Band A (None to £4,300)</u>						
Premises Licences - New Application and Variation	O	S	100.00	100.00	100.00	100.00
Premises Licences - Annual Charge	O	S	70.00	70.00	70.00	70.00
Club Premises Certificates - New Application and Variation	O	S	100.00	100.00	100.00	100.00
Club Premises Certificates - Annual Charge	O	S	70.00	70.00	70.00	70.00
<u>Premises - Band B (£4,301 to £33,000)</u>						
Premises Licences - New Application and Variation	O	S	190.00	190.00	190.00	190.00
Premises Licences - Annual Charge	O	S	180.00	180.00	180.00	180.00
Club Premises Certificates - New Application and Variation	O	S	190.00	190.00	190.00	190.00
Club Premises Certificates - Annual Charge	O	S	180.00	180.00	180.00	180.00
<u>Premises - Band C (£33,001 to £87,000)</u>						
Premises Licences - New Application and Variation	O	S	315.00	315.00	315.00	315.00
Premises Licences - Annual Charge	O	S	295.00	295.00	295.00	295.00
Club Premises Certificates - New Application and Variation	O	S	315.00	315.00	315.00	315.00
Club Premises Certificates - Annual Charge	O	S	295.00	295.00	295.00	295.00
<u>Premises - Band D (£87,001 to £125,000)</u>						
Premises Licences - New Application and Variation	O	S	450.00	450.00	450.00	450.00
Premises Licences - Annual Charge	O	S	320.00	320.00	320.00	320.00
Club Premises Certificates - New Application and Variation	O	S	450.00	450.00	450.00	450.00
Club Premises Certificates - Annual Charge	O	S	320.00	320.00	320.00	320.00
<u>Premises - Band E (£125,001 plus)</u>						
Premises Licences - New Application and Variation	O	S	635.00	635.00	635.00	635.00
Premises Licences - Annual Charge	O	S	350.00	350.00	350.00	350.00
Club Premises Certificates - New Application and Variation	O	S	635.00	635.00	635.00	635.00
Club Premises Certificates - Annual Charge	O	S	350.00	350.00	350.00	350.00
<u>Additional Fees (based on number in attendance at any one time)</u>						
Additional Premises Licence Fee:						
5,000 to 9,999	O	S	1,000.00	1,000.00	1,000.00	1,000.00
10,000 to 14,999	O	S	2,000.00	2,000.00	2,000.00	2,000.00
15,000 to 19,999	O	S	4,000.00	4,000.00	4,000.00	4,000.00
20,000 to 29,999	O	S	8,000.00	8,000.00	8,000.00	8,000.00
30,000 to 39,999	O	S	16,000.00	16,000.00	16,000.00	16,000.00
40,000 to 49,999	O	S	24,000.00	24,000.00	24,000.00	24,000.00
50,000 to 59,999	O	S	32,000.00	32,000.00	32,000.00	32,000.00
60,000 to 69,999	O	S	40,000.00	40,000.00	40,000.00	40,000.00
70,000 to 79,999	O	S	48,000.00	48,000.00	48,000.00	48,000.00
80,000 to 89,999	O	S	56,000.00	56,000.00	56,000.00	56,000.00
90,000 and over	O	S	64,000.00	64,000.00	64,000.00	64,000.00
Additional Annual Fee Payable (if applicable):						
5,000 to 9,999	O	S	500.00	500.00	500.00	500.00
10,000 to 14,999	O	S	1,000.00	1,000.00	1,000.00	1,000.00
15,000 to 19,999	O	S	2,000.00	2,000.00	2,000.00	2,000.00
20,000 to 29,999	O	S	4,000.00	4,000.00	4,000.00	4,000.00
30,000 to 39,999	O	S	8,000.00	8,000.00	8,000.00	8,000.00
40,000 to 49,999	O	S	12,000.00	12,000.00	12,000.00	12,000.00
50,000 to 59,999	O	S	16,000.00	16,000.00	16,000.00	16,000.00
60,000 to 69,999	O	S	20,000.00	20,000.00	20,000.00	20,000.00
70,000 to 79,999	O	S	24,000.00	24,000.00	24,000.00	24,000.00
80,000 to 89,999	O	S	28,000.00	28,000.00	28,000.00	28,000.00
90,000 and over	O	S	32,000.00	32,000.00	32,000.00	32,000.00

PLANNING AND LICENSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2019						
DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2018-March 2019		CHARGES April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT
SERVICE AREA: LICENSING						
CHARGING AREA: Licence Fees						

Licensing Act 2003 (cont.)

<u>Other Fees</u>						
Application for the grant or renewal of a personal licence	O	S	37.00	37.00	37.00	37.00
Temporary event notice	O	S	21.00	21.00	21.00	21.00
Theft, loss etc of premises licence or summary	O	S	10.50	10.50	10.50	10.50
Application for a provisional statement where premises being built etc	O	S	315.00	315.00	315.00	315.00
Notification of change of name or address	O	S	10.50	10.50	10.50	10.50
Application to vary licence to specify individual as premises supervisor	O	S	23.00	23.00	23.00	23.00
Application for transfer of premises licence	O	S	23.00	23.00	23.00	23.00
Interim authority notice following death etc.of licence holder	O	S	23.00	23.00	23.00	23.00
Theft, loss etc.of certificate or summary	O	S	10.50	10.50	10.50	10.50
Notification of change of name or alteration of rules of club	O	S	10.50	10.50	10.50	10.50
Change of relevant registered address of club	O	S	10.50	10.50	10.50	10.50
Theft, loss etc.of temporary event notice	O	S	10.50	10.50	10.50	10.50
Theft, loss etc.of personal licence	O	S	10.50	10.50	10.50	10.50
Duty to notify change of name or address	O	S	10.50	10.50	10.50	10.50
Right of freeholder etc.to be notified of licensing matters	O	S	21.00	21.00	21.00	21.00
Application to vary premises licence at community premises to include alternative licence condition	O	S	23.00	23.00	23.00	23.00
Application for minor variation	O	S	89.00	89.00	89.00	89.00

PLANNING AND LICENSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2019					
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019	April 2019-March 2020	April 2018-March 2019	April 2019-March 2020
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Taxi

Vehicle Licence - Hackney Carriage

Vehicle Licence - including Plate	O	S	243.00	243.00	243.00	243.00
Vehicle Replacement	O	S	75.00	75.00	75.00	75.00

Vehicle Licence - Private Hire

Vehicle Licence - including Plate	O	S	225.00	225.00	225.00	225.00
Vehicle Replacement	O	S	75.00	75.00	75.00	75.00

Vehicle Inspections - Hackney Carriage and Private Hire

Vehicle Inspection	O	S	47.00	47.00	47.00	47.00
Trailer Inspections - Non Braked	O	S	15.00	15.00	15.00	15.00
Trailer Inspections - Braked	O	S	23.00	23.00	23.00	23.00
Re-Inspection	O	S	12.50	12.50	12.50	12.50
Re-Inspection 2	O	S	47.00	47.00	47.00	47.00

Drivers Licence - Hackney Carriage and Private Hire

Driver New - 3 years	O	S	N/A	N/A	N/A	N/A
Renewal - 3 years	O	S	N/A	N/A	N/A	N/A
Combined Driver New - 3 years (includes DBS and DVLA checks)	O	S	456.00	456.00	456.00	456.00
Combined Driver Renewal - 3 years (includes DBS and DVLA checks)	O	S	406.00	406.00	406.00	406.00
Re-Test - Knowledge Test	O	S	35.00	35.00	35.00	35.00
Disclosure and Barring Service (DBS) Check	O	S	52.00	52.00	52.00	52.00
Driver and Vehicle Licensing Agency (DVLA) Check	O	S	5.00	5.00	5.00	5.00

Replacements

ID	O	S	6.00	6.00	6.00	6.00
PHV Cards	O	S	6.00	6.00	6.00	6.00
Tariff Cards	O	S	6.00	6.00	6.00	6.00
Replacement Plates	O	S	12.00	12.00	12.00	12.00
Replacement Door Signs (pair)	O	S	15.00	15.00	15.00	15.00
Plate Platforms (optional)	O	S	6.00	6.00	6.00	6.00

Private Hire Operators

Single Vehicle Operators Licence - 5 years	O	S	325.00	325.00	325.00	325.00
Operator Licence - 2 to 5 Vehicles - 5 years	O	S	1,085.00	1,085.00	1,085.00	1,085.00
Operator Licence - more than 5 Vehicles - 5 years	O	S	1,345.00	1,345.00	1,345.00	1,345.00

FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019	April 2019-March 2020	April 2018-March 2019	April 2019-March 2020
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: BUILDING CONTROL

CHARGING AREA: NEW DWELLINGS NOT EXCEEDING 300m²

HO1

Houses Bungalows less than 4 storeys 1 plot Plan and Inspection	S	D	646.75	776.10	646.75	776.10
Houses Bungalows less than 4 storeys 1 plot Building Notice	S	D	711.42	853.70	711.42	853.70
Houses Bungalows less than 4 storeys 1 plot Regularisation	O	D	981.80	981.80	981.80	981.80

HO2

Houses Bungalows less than 4 storeys 2 plot Plan and Inspection	S	D	913.58	1,096.30	913.58	1,096.30
Houses Bungalows less than 4 storeys 2 plot Building Notice	S	D	1,005.00	1,206.00	1,005.00	1,206.00
Houses Bungalows less than 4 storeys 2 plot Regularisation	O	D	1,386.90	1,386.90	1,386.90	1,386.90

HO3

Houses Bungalows less than 4 storeys 3 plot Plan and Inspection	S	D	1,278.83	1,534.60	1,278.83	1,534.60
Houses Bungalows less than 4 storeys 3 plot Building Notice	S	D	1,406.75	1,688.10	1,406.75	1,688.10
Houses Bungalows less than 4 storeys 3 plot Regularisation	O	D	1,941.30	1,941.30	1,941.30	1,941.30

HO4

Houses Bungalows less than 4 storeys 4 plot Plan and Inspection	S	D	1,493.25	1,791.90	1,493.25	1,791.90
Houses Bungalows less than 4 storeys 4 plot Building Notice	S	D	1,642.58	1,971.10	1,642.58	1,971.10
Houses Bungalows less than 4 storeys 4 plot Regularisation	O	D	2,266.70	2,266.70	2,266.70	2,266.70

HO5

Houses Bungalows less than 4 storeys 5 plot Plan and Inspection	S	D	1,772.42	2,126.90	1,772.42	2,126.90
Houses Bungalows less than 4 storeys 5 plot Building Notice	S	D	1,949.67	2,339.60	1,949.67	2,339.60
Houses Bungalows less than 4 storeys 5 plot Regularisation	O	D	2,690.60	2,690.60	2,690.60	2,690.60

FO1

Houses Bungalows less than 4 storeys 1 flat Plan and Inspection	S	D	585.50	702.60	585.50	702.60
Houses Bungalows less than 4 storeys 1 flat Building Notice	S	D	644.08	772.90	644.08	772.90
Houses Bungalows less than 4 storeys 1 flat Regularisation	O	D	888.80	888.80	888.80	888.80

FO2

Houses Bungalows less than 4 storeys 2 flat Plan and Inspection	S	D	832.33	998.80	832.33	998.80
Houses Bungalows less than 4 storeys 2 flat Building Notice	S	D	915.58	1,098.70	915.58	1,098.70
Houses Bungalows less than 4 storeys 2 flat Regularisation	O	D	1,263.50	1,263.50	1,263.50	1,263.50

FO3

Houses Bungalows less than 4 storeys 3 flat Plan and Inspection	S	D	1,041.42	1,249.70	1,041.42	1,249.70
Houses Bungalows less than 4 storeys 3 flat Building Notice	S	D	1,145.58	1,374.70	1,145.58	1,374.70
Houses Bungalows less than 4 storeys 3 flat Regularisation	O	D	1,580.90	1,580.90	1,580.90	1,580.90

FO4

Houses Bungalows less than 4 storeys 4 flat Plan and Inspection	S	D	1,328.08	1,593.70	1,328.08	1,593.70
Houses Bungalows less than 4 storeys 4 flat Building Notice	S	D	1,460.92	1,753.10	1,460.92	1,753.10
Houses Bungalows less than 4 storeys 4 flat Regularisation	O	D	2,016.10	2,016.10	2,016.10	2,016.10

FO5

Houses Bungalows less than 4 storeys 5 flat Plan and Inspection	S	D	1,550.42	1,860.50	1,550.42	1,860.50
Houses Bungalows less than 4 storeys 5 flat Building Notice	S	D	1,705.42	2,046.50	1,705.42	2,046.50
Houses Bungalows less than 4 storeys 5 flat Regularisation	O	D	2,353.50	2,353.50	2,353.50	2,353.50

CV01

Conversion to a Single Dwelling House Plan and Inspection	S	D	715.67	858.80	715.67	858.80
Conversion to a Single Dwelling House Building Notice	S	D	787.25	944.70	787.25	944.70
Conversion to a Single Dwelling House Regularisation	O	D	1,086.40	1,086.40	1,086.40	1,086.40

CV02

Conversion to a Single Flat Plan and Inspection	S	D	645.58	774.70	645.58	774.70
Conversion to a Single Flat Building Notice	S	D	710.17	852.20	710.17	852.20
Conversion to a Single Flat Regularisation	O	D	1,034.00	1,034.00	1,034.00	1,034.00

ED

Notifiable Electrical Work where a satisfactory certificate will not be issued by a Part P registered electrician.	S	D	346.50	415.80	346.50	415.80
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PLANNING AND LICENSING						
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019						
DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019	April 2019-March 2020	Excl VAT	Inc VAT
SERVICE AREA: BUILDING CONTROL						
CHARGING AREA: WORK TO A SINGLE DWELLING (NOT MORE THAN 3 STOREYS HIGH ABOVE GROUND LEVEL)						

DW00	Single Storey extension not exceeding 10 sq m Plan and Inspection Charge	S	D	294.50	353.40	294.50	353.40
	Single Storey extension not exceeding 10 sq m Building Notice	S	D	324.00	388.80	324.00	388.80
	Single Storey extension not exceeding 10 sq m Regularisation Charge	O	D	447.10	447.10	447.10	447.10
DW01	Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	556.42	667.70	556.42	667.70
	Single Storey extension not exceeding 40 sq m Building Notice	S	D	612.08	734.50	612.08	734.50
	Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	844.70	844.70	844.70	844.70
DW02	Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	695.08	834.10	695.08	834.10
	Single Storey extension not exceeding 100 sq m Building Notice	S	D	764.58	917.50	764.58	917.50
	Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	1,055.10	1,055.10	1,055.10	1,055.10
DW03	Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Plan and Inspection Charge	S	D	647.92	777.50	647.92	777.50
	Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Building Notice	S	D	712.75	855.30	712.75	855.30
	Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	983.60	983.60	983.60	983.60
DW04	Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Plan and Inspection Charge	S	D	721.00	865.20	721.00	865.20
	Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Building Notice	S	D	793.08	951.70	793.08	951.70
	Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,094.50	1,094.50	1,094.50	1,094.50
DW05	Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Plan and Inspection Charge	S	D	354.58	425.50	354.58	425.50
	Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Building Notice	S	D	390.08	468.10	390.08	468.10
	Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Regularisation Charge	O	D	538.30	538.30	538.30	538.30
DW06	Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Plan and Inspection Charge	S	D	455.92	547.10	455.92	547.10
	Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Building Notice	S	D	501.50	601.80	501.50	601.80
	Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Regularisation Charge	O	D	692.10	692.10	692.10	692.10
DW07	First Floor & Second Floor loft conversion Plan and Inspection Charge	S	D	535.42	642.50	535.42	642.50
	First Floor & Second Floor loft conversion Building Notice	S	D	589.00	706.80	589.00	706.80
	First Floor & Second Floor loft conversion Regularisation Charge	O	D	812.80	812.80	812.80	812.80
DW08	Other Works Plan and Inspection Charge	S	D	318.08	381.70	318.08	381.70
	Other Works Building Notice	S	D	349.92	419.90	349.92	419.90
	Other Works Regularisation Charge	O	D	482.90	482.90	482.90	482.90
DW09	Re-roofing, installation of solar panels or photovoltaic cells Plan and Inspection Charge	S	D	194.42	233.30	194.42	233.30
	Re-roofing, installation of solar panels or photovoltaic cells Building Notice	S	D	213.83	256.60	213.83	256.60
	Re-roofing, installation of solar panels or photovoltaic cells Regularisation Charge	O	D	295.10	295.10	295.10	295.10
DW10	Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	174.33	209.20	174.33	209.20
	Replacement of windows, roof lights, roof windows or external glazed doors Building Notice	S	D	191.83	230.20	191.83	230.20
	Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	264.70	264.70	264.70	264.70
DW11	Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	232.67	279.20	232.67	279.20
	Cost of work not exceeding £5,000 Building Notice	S	D	255.92	307.10	255.92	307.10
	Cost of work not exceeding £5,000 Regularisation Charge	O	D	353.20	353.20	353.20	353.20
DW12	Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	451.58	541.90	451.58	541.90
	Cost of work exceeding £5,000 but not exceeding £25,000 Building Notice	S	D	496.75	596.10	496.75	596.10
	Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	685.50	685.50	685.50	685.50
DW13	Cost of work exceeding £25,000 but not exceeding £100,000 Plan and Inspection Charge	S	D	746.17	895.40	746.17	895.40
	Cost of work exceeding £25,000 but not exceeding £100,000 Building Notice	S	D	820.75	984.90	820.75	984.90
	Cost of work exceeding £25,000 but not exceeding £100,000 Regularisation Charge	O	D	1,132.60	1,132.60	1,132.60	1,132.60
ED	Notifiable electrical work where a satisfactory certificate will not be issued by a Part P registered electrician	S	D	346.50	415.80	346.50	415.80

PLANNING AND LICENSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019	April 2019-March 2020	April 2018-March 2019	April 2019-March 2020
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: BUILDING CONTROL

CHARGING AREA: ALL OTHER NON-DOMESTIC WORK (NOT MORE THAN 3 STOREYS ABOVE GROUND LEVEL)
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Extensions and New Builds

ND01

Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	549.75	659.70	549.75	659.70
Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	844.30	844.30	844.30	844.30

ND02

Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	628.33	754.00	628.33	754.00
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	952.30	952.30	952.30	952.30

ND03

Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Plan and Inspection Charge	S	D	687.25	824.70	687.25	824.70
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	1,040.70	1,040.70	1,040.70	1,040.70

ND04

Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Plan and Inspection Charge	S	D	746.17	895.40	746.17	895.40
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,129.00	1,129.00	1,129.00	1,129.00

Alterations

ND05

Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	294.50	353.40	294.50	353.40
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	441.80	441.80	441.80	441.80
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	255.25	306.30	255.25	306.30
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	373.10	373.10	373.10	373.10
Renewable energy systems not exceeding £20,000 Planning and Inspection Charge	S	D	274.92	329.90	274.92	329.90
Renewable energy systems not exceeding £20,000 Regularisation Charge	O	D	392.70	392.70	392.70	392.70
Installation of new shop front and work not exceeding £5,000 Plan and Inspection Charge	S	D	274.92	329.90	274.92	329.90
Installation of new shop front and work not exceeding £5,000 Regularisation Charge	O	D	392.70	392.70	392.70	392.70

ND06

Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	451.58	541.90	451.58	541.90
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	687.20	687.20	687.20	687.20
Replacment of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Plan and Inspection Charge	S	D	353.42	424.10	353.42	424.10
Replacment of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Regularisation Charge	O	D	549.80	549.80	549.80	549.80
Installation of raised storage platform not exceeding 250 sqm within an existing building Plan and Inspection Charge	S	D	432.00	518.40	432.00	518.40
Installation of raised storage platform not exceeding 250 sqm within an existing building Regularisation Charge	O	D	608.70	608.70	608.70	608.70

ND07

Cost of work exceeding £25,000 and not exceeding £100,000 Plan and Inspection Charge	S	D	785.42	942.50	785.42	942.50
Cost of work exceeding £25,000 and not exceeding £100,000 Regularisation Charge	O	D	1,197.70	1,197.70	1,197.70	1,197.70
Fit out of building up to 100 sq m Plan and Inspection Charge	S	D	530.17	636.20	530.17	636.20
Fit out of building up to 100 sq m Regularisation Charge	O	D	736.40	736.40	736.40	736.40

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019	April 2019-March 2020	April 2018-March 2019	April 2019-March 2020
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Planning Application Fees

Revised charges from 5th Feb 2018

All Outline Applications

Up to 2.5 hectare, per 0.1 hectare	O	S	462.00	462.00	462.00	462.00
More than 2.5 hectares	O	S	11,432.00	11,432.00	11,432.00	11,432.00
Each 0.1 hectare in excess of 2.5 hectares to a maximum of £125,000	O	S	138.00	138.00	138.00	138.00

Householder Applications

Alterations/extensions to a single dwelling	O	S	206.00	206.00	206.00	206.00
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Full Applications

Alterations/extensions two or more dwellings	O	S	407.00	407.00	407.00	407.00
New Dwellings (up to 50) per dwelling	O	S	462.00	462.00	462.00	462.00
New Dwellings more than 50	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each dwelling in excess of 50 to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00

Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery)

Gross Floor up to 40sq m	O	S	234.00	234.00	234.00	234.00
Gross Floor 40 sq m to 75 sq m	O	S	462.00	462.00	462.00	462.00
Gross Floor 75sq m to 3750 sq m each 75 sq m or part thereof	O	S	462.00	462.00	462.00	462.00
Gross Floor more than 3750 sq m	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each additional 75 sq m in excess of 3750 sq m to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00

Erection of building (on land used for agriculture for agricultural purposes)

Gross Floor Space up to 465 sq m	O	S	96.00	96.00	96.00	96.00
Gross Floor 465 sq m to 540 sq m	O	S	462.00	462.00	462.00	462.00
Gross Floor 540 sq m to 4215 sq m each 75 sq m in excess of 540 sq m	O	S	462.00	462.00	462.00	462.00
Gross Floor more than 4215 sq m	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each additional 75 sq m in excess of 4215 sq m to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00

Erection of glasshouses

Gross Floor no more than 465 sq m	O	S	96.00	96.00	96.00	96.00
Gross Floor more than 465 sq m	O	S	2,580.00	2,580.00	2,580.00	2,580.00

Erection/Alterations/Replacement of Plant and Machinery

Site Area not more than 5 hectares - per 0.1 hectare or part thereof	O	S	462.00	462.00	462.00	462.00
Site Area more than 5 hectares	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each additional 0.1 hectare in excess of 5 hectares up to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00

Applications other than Building Works

Car parks, Service Roads or other accesses	O	S	234.00	234.00	234.00	234.00
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Waste (Use of land for disposal of refuse or waste materials or deposit of amterial remaining after extraction or storage minerals)

Site Area no more than 15 hectares per 0.1 hectare	O	S	234.00	234.00	234.00	234.00
Site Area more than 15 hectares	O	S	34,934.00	34,934.00	34,934.00	34,934.00
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	138.00	138.00	138.00	138.00

Operations connected with exploratory drilling for oil or natural gas

Site area not more than 7.5 hectares each 0.1 hectare	O	S	508.00	508.00	508.00	508.00
Site area more than 7.5 hectares	O	S	38,070.00	38,070.00	38,070.00	38,070.00
Each 0.1 hectare in excess of 7.5 hectares up to a maximum of £250,000	O	S	151.00	151.00	151.00	151.00

Operations (other than exploratory drilling) for the winning and working of oil or natural gas

Site area not more than 15 hectares each 0.1 hectares	O	S	257.00	257.00	257.00	257.00
Site area more than 15 hectares	O	S	38,520.00	38,520.00	38,520.00	38,520.00
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	151.00	151.00	151.00	151.00

Operations (winning and working of minerals) excluding oil or natural gas

Site area not more than 15 hectares each 0.1 hectares	O	S	234.00	234.00	234.00	234.00
Site area more than 15 hectares	O	S	34,934.00	34,934.00	34,934.00	34,934.00
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	138.00	138.00	138.00	138.00

Other operations (not coming within any of the above catergories)

Any site area per 0.1 hectares up to a maximum of £1690	O	S	234.00	234.00	234.00	234.00
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Lawful Development Certificate

Exisiting Use or operation	O	S	Same As Full	Same As Full	Same As Full	Same As Full
Exisiting use or operation - lawful not to comply with any condition or limitation	O	S	234.00	234.00	234.00	234.00

Proposed use or operation	O	S	Half normal planning fee	Half normal planning fee	Half normal planning fee	Half normal planning fee
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For further clarification on the planning fees please refer to the The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and (Amendment) Regulations 2017

PLANNING AND LICENSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019	April 2019-March 2020	April 2018-March 2019	April 2019-March 2020
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT
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CHARGING AREA: Planning Application Fees

Revised charges from 5th Feb 2018						
<u>Prior Approval</u>						
Agricultural and Forestry buildings & operations or demolition of buildings	O	S	96.00	96.00	96.00	96.00
Telecommunications Code Systems Operators	O	S	462.00	462.00	462.00	462.00
Proposed Change of Use to State Funded School or Registered Nursery	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	O	S	206.00	206.00	206.00	206.00
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are no Associated Building Operations	O	S	96.00	96.00	96.00	96.00
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	O	S	206.00	206.00	206.00	206.00
Notification for a Prior Approval for a Change of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to dwellinghouses (Class C3)	O	S	96.00	96.00	96.00	96.00
Notification for prior Approval for Change of Use from Amusements Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	O	S	96.00	96.00	96.00	96.00
Notification for prior Approval for Change of Use from Amusements Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3) and Associated Building Operations	O	S	206.00	206.00	206.00	206.00
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3)	O	S	96.00	96.00	96.00	96.00
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3) and Associated Building Operations	O	S	206.00	206.00	206.00	206.00
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3) to Assembly and Leisure Use (Class D2)	O	S	96.00	96.00	96.00	96.00
<u>Reserved Matters</u>						
Application for approval of reserved matters following outline approval	O	S	Full Fee due or if paid £462	Full Fee due or if paid £462	Full Fee due or if paid £462	Full Fee due or if paid £462
<u>Approval/Variation/Discharge of condition</u>						
Application for removal or variation of a condition following grant of planning permission	O	S	234.00	234.00	234.00	234.00
Request for confirmation that one or more planning conditions have been complied with - Householder	O	S	34.00	34.00	34.00	34.00
Request for confirmation that one or more planning conditions have been complied with - Other	O	S	116.00	116.00	116.00	116.00
<u>Change of Use of a building to use as one or more separate dwellings houses or other cases</u>						
Not more than 50 dwellings - each dwelling	O	S	462.00	462.00	462.00	462.00
More than 50 dwellings	O	S	22,859.00	22,859.00	22,859.00	22,859.00
Each dwelling in excess of 50 up to a maximum of £250,000	O	S	138.00	138.00	138.00	138.00
Other Changes of use of a building or land	O	S	462.00	462.00	462.00	462.00
<u>Advertising</u>						
Relating to the business on the premises	O	S	132.00	132.00	132.00	132.00
Advance signs which are not situated on or visible from the site, directing the public to a	O	S	132.00	132.00	132.00	132.00
Other advertisements	O	S	462.00	462.00	462.00	462.00
<u>Application for a New Planning Permission to replace an Extant Planning Permission</u>						
Applications in respect of major developments	O	S	690.00	690.00	690.00	690.00
Applications in respect of householder developments	O	S	68.00	68.00	68.00	68.00
Applications in respect of other developments	O	S	234.00	234.00	234.00	234.00
<u>Application for a Non-material Amendment following a grant of Planning Permission</u>						
Applications in respect of householder development	O	S	34.00	34.00	34.00	34.00
Applications in respect of other developments	O	S	234.00	234.00	234.00	234.00
<u>Application for Permission in Principle</u>						
For each 0.1 hectare of the site area	O	S	402.00	402.00	402.00	402.00

For further clarification on the planning fees please refer to the The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and (Amendment) Regulations 2017

PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2019

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Pre-Application Advice

Pre-Application Advice

Householder - written response only	S	D	66.66	80.00	66.66	80.00
Band A - Brentwood businesses, non residents of Brentwood - written response only	S	D	83.33	100.00	83.33	100.00
Band B - Development of 10 dwellings or fewer or non-residential development of less than 1000 sq m	S	D	416.66	500.00	416.66	500.00
Band C - Developments in excess of ten dwellings or 1000 sq m of non-residential development	S	D	1,250.00	1,500.00	1,250.00	1,500.00
Band D - Larger or more complex than Band B or C	S	D		negotiable		negotiable

<p>PLANNING AND LICENSING</p> <p>FEES & CHARGES SCHEDULE FROM 1 APRIL 2019</p>
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2018-March 2019		April 2019-March 2020	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

<p>SERVICE AREA: PLANNING POLICY</p>

<p>CHARGING AREA: Design Panel Review</p>
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<u>Design Panel Review</u>						
Panel review session, tailored to reflect the proposal	S	D		negotiable		negotiable

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Year Details of Expenditure	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/29 £'000	2029/34 £'000	2034/39 £'000	2039/44 £'000	2044/49 £'000	TOTAL £'000
Repairs and Maintenance	2,681	2,681	2,681	2,748	2,817	15,176	17,170	19,426	21,979	24,867	112,226
General Management	2,168	1,886	1,883	1,909	1,936	10,105	10,857	11,679	12,578	13,562	68,564
Special Services	1,025	1,040	1,053	1,070	1,090	5,760	6,319	6,942	7,636	8,409	40,345
Supervision and Management Total	3,193	2,926	2,936	2,980	3,026	15,866	17,177	18,621	20,213	21,971	108,909
Rent, Rates, Taxes and Other Charges	186	186	186	190	194	1,048	1,185	1,341	1,517	1,717	7,751
Depreciation and Impairment of Property	3,035	3,172	3,315	3,098	3,098	15,490	15,490	15,490	15,490	15,490	93,168
Increased Provision for Bad Debts	60	60	60	42	43	235	272	315	365	423	1,876
Loan Repayment			5,000			10,000	15,000	15,000	14,166	0	59,166
TOTAL EXPENDITURE	9,155	9,026	14,180	9,060	9,183	57,814	66,294	70,194	73,731	64,468	383,105
Capital Charges Reversal	0	0	(5,000)	0	0	(10,000)	(15,000)	(15,000)	(14,166)	0	(59,166)
Interest on Loan	1,928	1,966	2,067	1,947	1,947	8,897	6,625	4,028	1,488	0	30,894
Interest on Balances	(49)	(40)	(59)	(59)	(59)	(295)	(295)	(295)	(295)	(295)	(1,741)
	11,034	10,952	11,188	10,948	11,071	56,416	57,624	58,927	60,758	64,173	353,092
Details of Income											
Dwelling Rents (net)	(11,620)	(11,990)	(12,346)	(12,529)	(12,904)	(70,567)	(81,806)	(94,836)	(109,941)	(127,451)	(545,990)
Non Dwelling Rents (net)	(385)	(397)	(410)	(414)	(422)	(2,242)	(2,476)	(2,734)	(3,018)	(3,333)	(15,831)
Charges for Services and Facilities	(878)	(878)	(878)	(911)	(941)	(5,190)	(6,101)	(7,172)	(8,432)	(9,913)	(41,295)
Contribution Towards Expenditure	(71)	(71)	(71)	(71)	(71)	(353)	(355)	(355)	(355)	(355)	(2,125)
Net Cost of HRA Services	(1,920)	(2,383)	(2,516)	(2,976)	(3,268)	(21,936)	(33,114)	(46,170)	(60,988)	(76,879)	(252,150)
CDC	410	398	398	419	423	2,181	2,292	2,409	2,532	2,661	14,125
Pension Interest Cost	200	200	200	210	221	1,279	1,633	2,084	2,660	3,394	12,081
Net Expenditure of HRA Services	(1,310)	(1,785)	(1,918)	(2,347)	(2,624)	(18,475)	(29,189)	(41,677)	(55,796)	(70,823)	(225,944)
Funding Volatility	250	750	1,450	850	1,100	10,700	21,200	33,700	48,000	63,200	181,200
Capital Program Funding	1,000	1,000	428	1,400	1,400	7,000	7,000	7,000	7,000	7,000	40,228
(Surplus)/Deficit for HRA Sevices	(60)	(35)	(41)	(97)	(124)	(775)	(989)	(977)	(796)	(623)	(4,517)
Working Balance b/f	1,641	1,700	1,736	1,776	1,873	1,997	2,772	3,761	4,738	5,535	6,157
Accumulated Surplus	1,700	1,736	1,776	1,873	1,997	2,772	3,761	4,738	5,535	6,157	

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2019/20 Rent Analysis**HRA Properties**

The average rent decrease applied to HRA properties is 1%. This results in an average weekly rent of £90.07 and an average weekly decrease of £0.91.

Flats

No of Bedrooms	Average Rent £	Average decrease £	No of Properties
0	64.51	-0.65	74
1	76.67	-0.77	513
2	83.38	-0.84	497
3	93.17	-0.94	56
Total	79.62	-0.80	1,140

Houses/Bungalows

No of Bedrooms	Average Rent £	Average decrease £	No of Properties
0	70.24	-0.71	46
1	85.01	-0.86	241
2	97.02	-0.98	385
3	108.82	-1.08	620
4	129.89	-1.31	16
Total	99.86	-1.00	1,308

Shared Ownership

The average rent increase applied to Shared ownership properties is 3.2%, CPI plus 1%. CPI at September 2018 was 2.2%. Therefore, the average weekly increase is £1.21 and average weekly rent is £39.10.

Flats

No of Bedrooms	Average Rent £	Average increase £	No of Properties*
1	37.01	1.15	7.00
2	44.78	1.39	3.00
Total	39.35	1.22	10

Houses

No of Bedrooms	Average Rent £	Average increase £	No of Properties*
1	36.99	1.15	4.00
2	45.12	1.40	1.00
Total	38.62	1.20	5.00

* The Council share in the 15 Shared Ownership properties is 48%

Affordable Rents

The average rent decrease applied to affordable rents is 1%. This results in an average weekly rent of £171.61 and an average weekly decrease of £1.73.

Houses/Bungalows

No of Bedrooms	Average Rent £	Average decrease £	No of Properties
2	149.92	-1.51	8
3	189.27	-1.91	12
Total	173.07	-1.75	20

Flats

No of Bedrooms	Average Rent £	Average decrease £	No of Properties
1	141.06	-1.42	1
2	174.50	-1.76	2
Total	163.36	-1.65	3

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27 February 2019

Ordinary Council

Council Tax Resolution 2019/20

Report of: Jacqueline Van Mellaerts, Interim Chief Finance Officer

Wards Affected: All

This report is: Public

1. Executive Summary

1.1 This Council is the billing authority for the Borough of Brentwood and is required to set a Council Tax that will not only cover its own requirements, but also those of Essex County Council (ECC), Police, Fire & Crime Commissioner for Essex (PFCC), and Essex Police Fire & Crime Commissioner Fire and Rescue Authority (EPFCCFRA) and the Parish Councils.

1.2 The Council Tax requirements for 2019/20 are outlined in Table 1.

Table 1 - Council Tax Requirements

	2018/19 £	2019/20 £
Brentwood Borough Council	5,969,009	6,198,985
Essex County Council	39,820,009	41,750,724
Police, Fire and Crime Commissioner for Essex	5,508,801	6,341,283
Essex PFCC Fire and Rescue Authority	2,293,867	2,380,939
Parishes	516,646	548,667

1.3 A schedule of the Parish Precepts is attached as Appendix B.

1.4 At the time of publication, Essex County Council have not issued their formal precept requirement to the Council. However, the Council are aware of the recommended Band D, which is subject for final approval. If the Precept demand is not received by the Ordinary Council meeting, then it is recommended that the Section 151 Officer sets the overall Council Tax level for 2019/20 in Accordance Section 40 of the Local Government Finance Act 1992 (as amended) ("the Act").

2. Recommendation(s)

- 2.1 The net Council Tax requirement of £ 6,198,985 for 2019/20 after taking into account a redistributed surplus from the Collection Fund of £43,717.**
- 2.2 The average requirement for Council Tax for borough purposes for 2019/20 be £188.63 Band D equivalent as set out in Appendix A (2.99% increase).**
- 2.3 The Council approve the formal Council Tax resolution for Brentwood Borough Council and Parishes as contained in Appendix A.**
- 2.4 That it be noted that for the year 2019/20 Police, Fire and Crime Commissioner for Essex and Essex Police, Fire and Crime Commissioner Fire and Rescue Authority have issued the following precept requirements to the Council, in accordance with Section 40 of the Local Government Finance Act 1992 (as amended) (“the Act”) for each of the categories of dwellings (valuation band) shown in Table 2.**
- 2.5 It be noted that for the year 2019/20 Essex County Council has not yet issued their precept requirement to the Council, at the time of publication, in accordance with Section 40 of the Local Government Finance Act 1992 (as amended) (“the Act”) for each of the categories of dwellings (valuation band) as shown in Table 2.**

Table 2 - Precept Schedule

Valuation Band	Essex County Council £	Police and Crime Commissioner £	Essex Fire Authority £
A	846.96	128.64	48.30
B	988.12	150.08	56.35
C	1,129.28	171.52	64.40
D	1,270.44	192.96	72.45
E	1,552.76	235.84	88.55
F	1,835.08	278.72	104.64
G	2,117.40	321.60	120.75
H	2,540.88	385.92	144.90

- 2.6 That having calculated the aggregate in each case of the amounts calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands and the amounts in Table 2 above, the Council, in accordance with Section 40 of the Act, hereby sets the amounts in Table 3 as the amounts of Council Tax for the year 2019/20 for each of the categories of dwellings shown:**

Table 3 - 2019/20 Council Tax for Each Categories of Dwellings

	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Blackmore	1,186.23	1,383.94	1,581.64	1,779.35	2,174.76	2,570.18	2,965.58	3,558.70
Doddinghurst	1,189.47	1,387.72	1,585.96	1,784.21	2,180.70	2,577.20	2,973.68	3,568.42
Herongate	1,174.73	1,370.52	1,566.31	1,762.10	2,153.68	2,545.26	2,936.83	3,524.20
Ingatestone and Fryerning	1,197.69	1,397.31	1,596.92	1,796.54	2,195.77	2,595.01	2,994.23	3,593.08
Kelvedon	1,196.65	1,396.09	1,595.54	1,794.98	2,193.87	2,592.75	2,991.63	3,589.96
Mountnessing	1,190.93	1,389.42	1,587.91	1,786.40	2,183.38	2,580.36	2,977.33	3,572.80
Navestock	1,210.03	1,411.70	1,613.38	1,815.05	2,218.40	2,621.74	3,025.08	3,630.10
Stondon Massey	1,191.46	1,390.03	1,588.61	1,787.19	2,184.35	2,581.50	2,978.65	3,574.38
West Horndon	1,181.74	1,378.69	1,575.65	1,772.61	2,166.53	2,560.44	2,954.35	3,545.22
Unparished	1,149.65	1,341.26	1,532.87	1,724.48	2,107.70	2,490.92	2,874.13	3,448.96

- 2.7 In the absence of a formal precept demand notice from Essex County Council by Ordinary Council. Delegated Authority is given to the Section 151 Officer to notify all members of the Council once the precept demand is received from Essex County Council; and to set the overall Council Tax level for 2019/20 should there be any changes that effect Table 2 & Table 3.**

3. Introduction and Background

- 3.1 The Local Government Finance Act 1992, as amended by the Localism Act 2011, requires the Council, as billing authority, to determine and agree the combined Council Tax requirement for the year which incorporates preceptors' requirements.
- 3.2 The tax base for 2019/20 has been calculated as 32,863.20 (agreed by the Section 151 Officer on 7 December 2017 under delegated authority)
- 3.3 The estimated surplus on the Collection Fund as at 31 March 2019, has been calculated at £364,723 (Council Tax element) to be distributed in respect of Council Tax during 2019/20 is shown in Table 4.

Table 4 - Estimated Surplus on Collection Fund (Council Tax)

Authority	Amount £
Brentwood Borough Council	43,717
Essex County Council	268,411
Police and Crime Commissioner	37,133
Essex Fire Authority	15,462

- 3.4 The estimated deficit on the Collection Fund (Business Rates Retention) as at 31 March 2019, has been calculated at £942,644. This is the figure that has been estimated in the NNDR1 submission to government at the end of January.

4 Issue, Options and Analysis of Options

- 4.1 Brentwood Borough Council's requirement is £6,198,985 after taking into account a redistributed surplus from the Collection Fund of £43,717. This results in an average Band D Council Tax of £188.63 (2.99% increase).
- 4.2 Parish Council requirements total £548,667. This results in an average Band D Council Tax of £16.70 (5.36% increase).
- 4.3 Essex County Council's requirement is £41,750,724 after taking into account a redistributed surplus from the Collection Fund of £268,411. This results in an average Band D Council Tax of £1,270.44 (3.99% increase).
- 4.4 Essex Police and Crime Commissioner's requirement is £6,341,283 after taking into account a redistributed surplus from the Collection Fund of £37,133. This results in an average Band D Council Tax of £192.96 (14.16% increase).

- 4.5 Essex Fire Authority's requirement is £2,380,939 after taking into account a redistributed surplus from the Collection Fund of £15,462. This results in an average Band D Council Tax of £72.45 (2.94% increase).
- 4.6 The combined Band D Council Tax for 2019/20 compared with last year is shown in Table 5.

Table 5 - Combined Band D Council Tax

	2018/19 £	2019/20 £
Brentwood Borough Council	183.14	188.63
Essex County Council	1,221.75	1,270.44
Police and Crime Commissioner	169.02	192.96
Fire Authority	70.38	72.45
Sub-Total	1,644.29	1,724.48
Parish Councils (average)	15.85	16.70
TOTAL	1,660.14	1,741.18

5 Reasons for Recommendation

- 5.1 The Council has a legal requirement to set the Council Tax for its area by 11 March 2019.

6 Consultation

- 6.1 None.

7 References to Corporate Plan

- 7.1 Good financial management underpins all priorities within the Corporate Plan.

8 Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Interim Chief Finance Officer

Tel & Email: 01277 312829 / Jacqueline.vanmellaerts@brentwood.gov.uk

- 8.1 The financial implications are set out in the report.

Legal Implications

Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer.

Tel & Email 01277 312860 / daniel.toohey@brentwood.gov.uk.

- 8.2 The Council is required to set a Council Tax for 2019/20 before 11 March 2019.

9 Background Papers

- 9.1 Policy, Projects and Resources Committee dated 5th February 2019 –
Medium Term Financial Plan 2019/20

10 Appendices to this report

Appendix A – Formal Council Tax (Brentwood Borough Council and
Parishes) Resolution 2019/20

Appendix B – Schedule of Parish Precepts

Report Author Contact Details:

Name: Jacqueline Van Mellaerts – Interim Chief Finance Officer
Telephone: 01277 312829
E-mail: jacqueline.vanmellaerts@brentwood.gov.uk

Appendix A

Formal Council Tax (Brentwood Borough Council and Parishes) Resolution 2019/20

1. That it be noted that on 7 December 2017 under delegated authority, the Section 151 Officer approved the calculation of the following amounts as the Council's Tax Base for 2019/20 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012:
 - a) for the whole Council area as **32,863.20** (item "T" in the formula in section 33(1) of the Local Government Finance Act 1992, as amended ("the Act")), and
 - b) for dwellings in those parts of its area to which a Parish precept relates as follows

Parish	Taxbase
Blackmore	1,467.10
Doddinghurst	1,204.00
Herongate and Ingrave	1,063.20
Ingatestone and Fryerning	2,365.10
Kelvedon Hatch	1,075.90
Mountnessing	560.40
Navestock	242.90
Stondon Massey	331.30
West Horndon	675.30

2. That the Council Tax requirement for the Council's own purposes for 2019/20 (excluding Parish precepts) be calculated as **£6,198,985**.
3. That the following amounts be calculated for the year 2019/20 in accordance with Sections 32 to 36 of the Act:
 - a) **£36,629,730** being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2) of the Act taking into account all precepts issued to it by Parish Councils.

- b) **£29,882,083** being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3) of the Act.
- c) **£6,747,647** being the amount by which the aggregate at 3a) above exceeds the aggregate at 3b) above, calculated by the Council in accordance with Section 32(4) of the Act as its Council Tax requirement for the year (item "R" in the formula in Section 33(1) of the Act).
- d) **£205.33** being the amount at 3c) above divided by the amount at 1a) above, calculated by the Council in accordance with Section 33(1) of the Act as the basic amount of its Council Tax for the year (including Parish precepts).
- e) **£548,667** being the aggregate of the following special items (Parish precepts) referred to in Section 35(1) of the Act:

Parish	£
Blackmore	80,500
Doddinghurst	71,914
Herongate and Ingrave	40,000
Ingatestone and Fryerning	170,430
Kelvedon Hatch	75,848
Mountnessing	34,700
Navestock	22,000
Stondon Massey	20,775
West Horndon	32,500

- f) **£188.63** being the amount at 3d) above less the result given by dividing the amount at 3e) above by the amount at 1a) above, calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

- g) the amounts stated in column (3) below given by adding to the amount at 3f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area specified in 3e) above in each case by the amount at 1a) above, calculated by the Council in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area set out in 3e) above to which one or more special items relate:

	(1)	(2)	(3)
	Council	Parish	Total
	Band D Council Tax	Band D Council Tax	Band D Council Tax
	£	£	£
Blackmore	188.63	54.87	243.50
Doddinghurst	188.63	59.73	248.36
Herongate and Ingrave	188.63	37.62	226.25
Ingatestone and Fryerning	188.63	72.06	260.69
Kelvedon Hatch	188.63	70.50	259.13
Mountnessing	188.63	61.92	250.55
Navestock	188.63	90.57	279.20
Stondon Massey	188.63	62.71	251.34
West Horndon	188.63	48.13	236.76

- h) the amounts set out below given by multiplying the amounts at 3g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council in accordance with Section 36(1) of the Act as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Blackmore	162.33	189.39	216.44	243.50	297.61	351.73	405.83	487.00
Doddinghurst	165.57	193.17	220.76	248.36	303.55	358.75	413.93	496.72
Herongate	150.83	175.97	201.11	226.25	276.53	326.81	377.08	452.50
Ingatestone and Fryerning	173.79	202.76	231.72	260.69	318.62	376.56	434.48	521.38
Kelvedon	172.75	201.54	230.34	259.13	316.72	374.30	431.88	518.26
Mountnessing	167.03	194.87	222.71	250.55	306.23	361.91	417.58	501.10
Navestock	186.13	217.15	248.18	279.20	341.25	403.29	465.33	558.40
Stondon Massey	167.56	195.48	223.41	251.34	307.20	363.05	418.90	502.68
West Horndon	157.84	184.14	210.45	236.76	289.38	341.99	394.60	473.52
Unparished	125.75	146.71	167.67	188.63	230.55	272.47	314.38	377.26

Appendix B

Schedule of Parish Precepts

	Total Precept £	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Blackmore	80,500	36.58	42.68	48.77	54.87	67.06	79.26	91.45	109.74
Doddinghurst	71,914	39.82	46.46	53.09	59.73	73.00	86.28	99.55	119.46
Herongate	40,000	25.08	29.26	33.44	37.62	45.98	54.34	62.70	75.24
Ingatestone and Fryerning	170,430	48.04	56.05	64.05	72.06	88.07	104.09	120.10	144.12
Kelvedon	75,848	47.00	54.83	62.67	70.50	86.17	101.83	117.50	141.00
Mountnessing	34,700	41.28	48.16	55.04	61.92	75.68	89.44	103.20	123.84
Navestock	22,000	60.38	70.44	80.51	90.57	110.70	130.82	150.95	181.14
Stondon Massey	20,775	41.81	48.77	55.74	62.71	76.65	90.58	104.52	125.42
West Horndon	32,500	32.09	37.43	42.78	48.13	58.83	69.52	80.22	96.26
Total	548,667								

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27 February 2019

Ordinary Council

Pay Policy 2019/20

Report of: *Jacqueline Van Mellaerts – Interim Chief Finance Officer*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

- 1.1 Council is asked to agree the Pay Policy 2019/20 as attached at Appendix A in accordance with Section 38(1) of the Localism Act 2011.

2. Recommendation(s)

- 2.1 That the 2019/20 Pay Policy Statement as set out in Appendix A is agreed.**

3. Introduction and Background

- 3.1 Section 38(1) of the Localism Act 2011 requires all English and Welsh Councils to produce a Pay Policy Statement for each financial year.
- 3.2 Regard is to be had, to any guidance from the Secretary of State in producing the statement.
- 3.3 The pay policy statement should be:
- approved by the Full Council
 - approved before the end of March each year
 - amended during the course of the financial year
 - published on the Council's website

4 Issue, Options and Analysis of Options

- 4.1 Guidance on the Pay Policy Statement also refers to accountability.

- 4.2 The existing guidance makes it clear that Full Council should be given the opportunity to vote before large salary packages offered in respect of a new appointment.
- 4.3 The guidance states that the Secretary of State considers that £100,000 is the right level for that threshold to be set and remains the same.
- 4.4 Full Council approved a motion in October 2013 that the final decision on the pay of a future Head of Paid Service and all staff that are set to receive a package that totals above £100,000 per annum in basic salary and bonus provision rests with Full Council.
- 4.5 The guidance also requires authorities to offer Full Council the opportunity to vote before large severance packages beyond a particular threshold are approved for staff leaving the organisation.
- 4.6 As with salaries on appointment, the Secretary of State considers that £100,000 is the right level for that threshold to be set.
- 4.7 The Pay Policy Statement must include the Council's policy on the level and elements of remuneration of chief officers, the remuneration of the lowest paid employees and the relationship between chief officer's remuneration and that of other officers.
- 4.8 The Pay Policy Statement 2019/20 sets out the Council's current approach to pay and reward.

5 Reasons for Recommendation

- 5.1 To comply with the statutory requirement to annually approve the Council's Pay Policy.

6 References to Corporate Plan

- 6.1 Producing a Pay Policy Statement is a statutory requirement.

7 Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Interim Chief Finance Officer

Tel & Email: 01277 312829 / jacqueline.vanmellaerts@brentwood.gov.uk

- 7.1 There are no direct financial implications arising from the production of the Pay Policy Statement.

Legal Implications

Name & Title: Daniel Toohey, Head of Legal Service & Monitoring officer

Tel & Email: 01277 312860 /daniel.toohey@brentwood.gov.uk

- 7.1 A Pay Policy Statement is required for each respective financial year in accordance with Section 38 of the Localism Act 2011.

8 Appendices to this report

Appendix A - Pay Policy Statement 2019/20

Report Author Contact Details:

Name: Jacqueline Van Mellaerts, Interim Chief Finance Officer

Telephone: 01277 312829

E-mail: jacqueline.vanmellaerts@brentwood.gov.uk

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Brentwood Borough Council Pay Policy Statement 2019/20

Introduction

Section 38 (1) of the Localism Act 2011 required all English and Welsh Councils to produce a Pay Policy Statement for 2012/13 and for each financial year thereafter. Regard is to be had to any guidance from the Secretary of State in producing this statement.

The Pay Policy statement should be:

- approved formally by the Full Council.
- approved by the end of March each year.
- amended during the course of the financial year.
- published on the Council's website.

Nothing in this Pay Policy Statement enables unilateral changes to employees' terms and conditions of contract. Changes to terms and conditions of employment must follow consultation and negotiation with individuals and recognised trades unions as set out in agreements and in line with legislation.

Objectives of the Policy

Brentwood Borough Council provides a wide range of services to residents, businesses and visitors in the Borough. To be able to provide those services we depend on our employees. The 2019/20 Establishment has 286 employees budgeted for as full-time equivalent staff.

In setting the Pay Policy the Council is mindful of the following objectives:

1. Recruit and retain appropriately experienced and qualified employees to ensure a capable and high performing workforce. In respect of all employees, the Council's policy is to set remuneration sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the Council's priorities.
2. Simplicity, clarity and fairness between employees and between the Council and the community. The Council aims to be transparent on pay to its staff, prospective staff and the wider community.
3. To differentiate between remuneration and other employee related expenses. The Council will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training events. The Council does not regard such costs as remuneration but as non-pay operational costs. This policy is applied consistently to all employees of the Council.

Scope

The statutory Pay Policy statement must include the Council's policy on:

- The level and elements of remuneration of chief officers.
- The remuneration of the lowest paid employees.
- The relationship between chief officers' remuneration and that of other officers.

The Act defines remuneration widely, to include not just basic pay but also:

- allowances including car allowances and training expenses, benefits in kind, increases in/enhancements of pension entitlements, and termination payments.

Chief officers for the purpose of this statement are, Director of Corporate Resources (Section 151), Monitoring Officer, Chief Operating Officer, and the Chief Executive.

Regarding Seven Arches Investment Limited (SAIL) Chief officers are employed by the Council and seconded to SAIL. For the purpose of this statement, officers are Senior Vice President Commercial and Vice President Legal and Partnerships.

Senior Management

Following a report at Policy, Projects and Resources Committee on 5th February 2019, a revised senior Officer structure was reviewed and noted. This structure has been reflected in this Policy.

The Chief Executive is on a salary of £99,000 per annum within a range of £90,000 to £99,000 plus a performance bonus of £5,000 subject to satisfactory performance. Performance of the Chief Executive is assessed through an appraisals system with the Leader of the Council.

The Chief Executive from 2019/20 will be pro-rata'd on 0.6 of a full time equivalent based on the revised management structure agreed at Policy, Projects and Resources Committee 5th February 2019.

The Chief Operating Officer is paid on a pay range between SCP66-SCP70

The Director of Corporate Resources (Section 151) is paid on a pay range between SCP66 – SCP70.

The Monitoring Officer duties will be carried out through a shared service agreement with a neighboring Essex based Council.

The Senior Vice President Commercial is paid a spot salary of £75,000 per annum.

The Vice President Legal & Partnerships is paid on a pay range between SCP66-SCP70

All other employees are allocated a grade as set out in the attached Pay Scales.

For the Director of Corporate Resources (Section 151) and Chief Operating Officers, annual progression within the grades is subject to annual performance reviews.

The remuneration of all Chief Officers and Senior Officers will be published in the Council's Annual Statement of Accounts which also includes a wide range of financial information.

Appointments with a salary over £100,000

The post of Chief Executive is the only post within the authority with a potential salary grade above £100,000, when including a bonus. In accordance with government guidance and the motion agreed by Full Council in October 2013, any future intention to offer a salary for a new appointment above £100,000 will be at the vote of Full Council.

Returning/Acting Returning Officer

The Chief Executive undertakes the roles of Returning and Acting Returning Officer in respect of local, national and European elections. The Returning/Acting Returning Officer is an officer of the Borough Council who is appointed under the Representation of the People Act 1983.

Whilst appointed by the Borough Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Borough Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.

Definition and Remuneration of Lowest paid Employees

The Council's lowest pay grade is A of which 10 employees are on this grade. All staff are paid the legal minimum or above within this grade.

Relationship between Chief Officers' pay and all other employees.

Negotiation and consultation is conducted at a local level in relation to levels of pay and benefits for all employees. The Council therefore is not part of any national terms and conditions for local government employees.

Local negotiations around a pay review are conducted on an annual basis, and any increase is agreed taking into account inflationary factors, local salary levels, affordability and any national award.

The idea of publishing the ratio of pay of an organisation's top earner to that of its median earner has been recommended to support the principles of Fair Pay (Will Hutton 2011) and transparency.

The Council does not currently explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another group of posts.

- The ratio of the Chief Executive (top earner) salary to the median salary, (£27,310), is 3.81:1.

- The ratio of the Chief Executive (top earner) salary to the lowest salary, (£16,050), is 6.48:1.

For the purpose of the ratios, to make them comparative, the median salary has been compared to the Chief Executives full time equivalent salary.

Expenses and Other Benefits

Employees covered by the scope of this policy are entitled to the following:

- Reimbursement of travel as per the approved Mileage and Car Allowance Policy.
- Reimbursement of subsistence as per the guidelines for travel and subsistence.
- Car allowance as per the approved Mileage and Car Allowance Policy.
- Payments under the eye test scheme.
- Subject to the schemes' rules and conditions staff can participate in the car loan facility and season ticket loan facility.
- A salary deduction car leasing scheme.
- For those staff who are required to be a member of a professional association as a requirement of their employment the Council will meet the cost of subscription.

Redundancy payments and payments on termination

The Council has a single redundancy scheme which applies to all employees without differentiation which is set out in the *Change Management Policy*.

The Council does not provide any further payment to employees leaving the Council's employment other than in respect of accrued leave which by agreement is untaken at the date of leaving.

Where termination of employment is subject to a compromise agreement that agreement may include a negotiated payment in exchange for which the employee undertakes not to pursue claims against the Council.

Severance packages over £100,000

In line with guidance from government any severance packages over £100,000 would be subject to a vote of Full Council.

Government consultations have taken place relating to the recovery of termination payments for certain higher earners who are re-employed in the public sector within 12 months of having been made redundant, as well as introducing an overall cap on exit payments of £95,000. Legislative changes for these aspects are currently ongoing.

The Local Government Pension Scheme (LGPS) and policy with regard to the exercise of discretions

Pension provision is an important part of the remuneration package. Employees who are eligible may join the local government scheme. The scheme is a statutory scheme with contributions from employees and from employers.

New staff who are not already members of the LGPS are now subject to auto enrolment

into the LGPS.

The LGPS provides for the exercise of discretion that allow for retirement benefits to be enhanced. The Council will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees.

The pension scheme provides for flexible retirement. In applying the flexible retirement provision no distinction is made between Chief Officers and other employees.

Publication and access to information

The publication of and access to information relating to remuneration of chief officers will be set out in this document and published on the Council's website.

The Council will publish the salary ranges covering employees on the Council's website on an annual basis.

Where employees have been transferred into the Council under the Transfer of Undertakings (Protection of Employment) Regulations 2006 their remuneration packages reflect their protected rates of pay.

Review

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. If it should be necessary to amend this Statement during the year it applies, an appropriate resolution will be made by Full Council.

Pay Scales 2018/19

				NJC								HAY													
SC	Salary	Salary	Month	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Hourly				
P	Dec 14	Apr 18	ly	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	rate*					
8	15,139	15,290	1,274	309																£7.93					
9	16,008	16,168	1,347																	£8.38					
10	16,661	16,828	1,402																	£8.72					
11	17,001	17,171	1,431			310														£8.90					
12	17,341	17,514	1,460																	£9.08					
13	17,786	17,964	1,497																	£9.31					
14	18,111	18,292	1,524																	£9.48					
15	18,491	18,676	1,556		359	360														£9.68					
16	18,926	19,115	1,593																	£9.91					
17	19,380	19,574	1,631																	£10.15					
18	19,773	19,971	1,664																	£10.35					
19	20,502	20,707	1,726			409	410													£10.73					
20	21,250	21,463	1,789																	£11.12					
21	22,026	22,246	1,854																	£11.53					
22	22,599	22,825	1,902																	£11.83					
23	23,249	23,481	1,957				459	460 +												£12.17					
24	23,998	24,238	2,020																	£12.56					
25	24,755	25,003	2,084																	£12.96					
26	25,546	25,801	2,150																	£13.37					
27	26,389	26,653	2,221																	£13.81					
28	27,251	27,524	2,294						175											£14.27					
29	28,308	28,591	2,383																	£14.82					
30	29,240	29,532	2,461																	£15.31					
31	30,160	30,462	2,538																	£15.79					
32	31,043	31,353	2,613																	£16.25					
33	31,951	32,271	2,689							200										£16.73					
34	32,852	33,181	2,765																	£17.20					
35	33,536	33,871	2,823																	£17.56					
36	34,407	34,751	2,896																	£18.01					
37	35,391	35,745	2,979								230									£18.53					
38	36,415	36,779	3,065																	£19.06					
39	37,574	37,950	3,162																	£19.67					
40	38,570	38,956	3,246																	£20.19					
41	39,588	39,984	3,332									264								£20.72					
42	40,579	40,985	3,415																	£21.24					
43	41,584	42,000	3,500																	£21.77					
44	42,605	43,031	3,586																	£22.30					
45	43,553	43,989	3,666										304							£22.80					
46	44,610	45,056	3,755																	£23.35					
47	45,610	46,066	3,839																	£23.88					
48	46,625	47,091	3,924																	£24.41					
49	47,600	48,076	4,006											350						£24.92					
50	48,047	48,527	4,044																	£25.15					
51	49,154	49,646	4,137																	£25.73					
52	50,255	50,758	4,230																	£26.31					
53	51,362	51,876	4,323												400					£26.89					
54	52,468	52,993	4,416																	£27.47					
55	54,124	54,665	4,555																	£28.33					
56	55,780	56,338	4,695																	£29.20					
57	56,880	57,449	4,787													460				£29.78					
58	57,984	58,564	4,880																	£30.36					
59	59,094	59,685	4,974																	£30.94					
60	60,198	60,800	5,067																	£31.51					
61	61,853	62,472	5,206														528			£32.38					
62	63,509	64,144	5,345																	£33.25					
63	65,165	65,817	5,485																	£34.11					
64	66,823	67,491	5,624																	£34.98					
65	68,479	69,164	5,764																	£35.85					
66	70,135	70,836	5,903																	£36.72					
67	71,790	72,508	6,042																	£37.58					
68	73,449	74,183	6,182																	£38.45					
69	75,108	75,859	6,322																	£39.32					
70	76,763	77,531	6,461																	£40.19					
71	78,422	79,206	6,601																	£41.05					
72	80,078	80,879	6,740																	£41.92					
73	81,733	82,550	6,879																	£42.79					
74	83,392	84,226	7,019																	£43.66					
75	85,048	85,898	7,158																	£44.52					

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27th February 2019

Ordinary Council

Capital Strategy 2019/20

Report of: *Jacqueline Van Mellaerts – Interim Chief Finance Officer*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 The Council is required by Regulation to have regard to the Prudential Code published by the Chartered Institute of Public Finance and Accountancy (CIPFA) when carrying out duties under Part 1 of the Local Government Act 2003. Following consultation during 2017, CIPFA published a revised Prudential Code (2017 Edition) and Treasury Management Code of practice (2017 Edition) in January 2018. One of the main aspects of the revised code is to bring together elements of capital expenditure with the treasury management strategy into a single Capital and Investment Strategy, for approval by Ordinary Council. This strategy document therefore sets out the capital, investment and treasury management strategy for 2019/20.

2. Recommendation(s)

- 2.1 For members to agree the Capital Strategy 2019/20 detailed in Appendix A.**

3. Introduction and Background

- 3.1 The Capital Strategy is intended to give a high-level overview of how capital expenditure and financing plans are decided upon and how they contribute to the delivery of the Councils Corporate Plan, Medium Term Financial Plan and overall service delivery.
- 3.2 Previously the Council would take the Treasury Management Strategy (TMS) as part of the Budget report for approval to Ordinary Council. The Budget Report still includes the TMS, however the Capital Strategy looks

to demonstrate how the Capital Program and decisions regarding the Capital Program feeds into the Treasury Management Strategy.

3.3 CIPFA defines 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.”

3.4 The Treasury Management Strategy covers the following areas:

- a) The Council’s capital plans and prudential indicators
- b) The Council investment policy and strategy
- c) The minimum revenue provision (MRP) policy

The Capital Strategy provides the background and link to how the Capital Program has been devised, linking all of the Council’s strategies together that impact on the Councils budgets and service delivery.

3.5 This strategy document includes all the information necessary to meet the revised guidance documents.

4. Issue, Options and Analysis of Options

4.1 In the revised Guidance on Local Authority Investments, Ministry for Housing, Communities and Local Government (MHCLG) highlights certain areas that are required to be covered in the strategy, which are relevant to the Council and are over and above those previously expected.

4.2 The strategy must look at proportionality, this requires local authorities to consider the extent to which it is relying on profits from commercial activities to set a balanced budget and measures in place if this is not realised.

4.3 The strategy addresses this and highlights risk associated with commercial income and the use of reserves to smooth out expected income and deal with unforeseen fluctuations.

4.4 Borrowing in advance of need should be addressed in a strategy. Local authorities should consider carefully borrowing purely in order to profit from investing sums borrowed, it is assumed local authorities will not do this. This is addressed in the Treasury Management Strategy and not the Capital Strategy.

- 4.5 Within the Capital Strategy, the delegated obligations for the Section 151 in relation to the Capital Programme and Treasury Management activities are set out throughout the strategy.
- 4.6 The Capital Programme and other Capital Expenditure of the strategy are supported by, at least in part, by borrowing. Where the cost of borrowing is in relation to Other Capital Expenditure (loans to wholly owned companies) this should be reported separately under the Capital Finance estimates. This is addressed in the Treasury Management Strategy and split out as required.
- 4.7 The Capital Strategy as set out in Appendix A has been developed in line with the CIPFA Prudential Code for Capital Finance in Local Authorities 2017. This is a working document, officers will keep under review as strategies, frameworks and policies are developed with the Council and as good practice.

5. Reasons for Recommendation

- 5.1 The Council is required to approve a Capital Strategy to show the Council has regard to the revised Prudential Code (2017 Edition) and Treasury Management Code of practice (2017 Edition).

6. Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Interim Chief Finance Officer
Tel & Email :01277 312839 /jacqueline.vanmellaerts@brentwood.gov.uk

- 6.1 There are no direct implications that arise from this report.
- 6.2 The Capital Strategy seeks to provide a framework within which the Council's investment plans will be delivered. The Council has a number of strategies, frameworks, policies and guidance to support its capital and investment decision. This strategy seeks to reference these from a single document.
- 6.3 Adherence to these principles of the Capital Strategy should ensure the capital expenditure and investment decisions are taken in line with the Council's Corporate Plan and Medium-Term Financial Plan and take account of stewardship, value for money, prudence, sustainability and affordability. This Capital Strategy has been written in conjunction with the

Council's Treasury Management Strategy and Medium Term-Financial Plan.

Legal Implications

Name & Title: Daniel Toohey, Head of Legal service & Monitoring officer

Tel & Email: 01277 312860 /daniel.toohey@brentwood.gov.uk

6.4 Legal Implications are contained in the body of this report.

7. Appendices to this report

Appendix A – Capital Strategy 2019/20

Report Author Contact Details:

Name: Jacqueline Van Mellaerts – Interim Chief Finance Officer

Telephone: 01277 312829

E-mail: jacqueline.vanmellaerts@brentwood.gov.uk

CAPITAL

STRATEGY

2019/20

Section 1

Introduction

The Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code requires local authorities to produce a capital strategy to demonstrate that capital expenditure and investment decisions are taken in line with service objectives and take account of stewardship, value for money, prudence, sustainability and affordability.

This capital strategy is a new report for 2019/20, giving 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.

The purpose of the capital strategy is to explain how Brentwood Borough Council determines its priorities for capital investment, decides how much it can afford to borrow and sets its risk appetite. The capital strategy sets out the long-term context in which capital expenditure and investment decisions are made.

What is Capital Expenditure?

Capital expenditure is incurred on the acquisition or creation of assets, or expenditure that enhances or adds to the life or value of an existing fixed asset that is needed to provide services. Fixed assets are tangible or intangible assets that yield benefits to the Council generally for a period of more than one year. This contrasts with revenue expenditure which is spending on the day to day running costs of services.

The Local Government Act 2003 extends the definition for the purpose of capital expenditure to allow expenditure on computer software and on the making of loans or grants for capital expenditure by another body to be treated as capital expenditure of the local authority. These Statutory Regulations have been absorbed into CIPFA's Accounting Code for Local Government Accounting (the Code) and where appropriate form the basis of statutory overrides to International Financial Reporting Standards used within company accounts. For this reason, as well as the Capital Programme produced and approved as part of the annual Budget Setting report, there will also be other activities that are required to be accounted for as Capital Expenditure in addition to the annual programme.

The capital programme is the Council's plan of capital works for future years, including details on the funding of the schemes. Included are the projects such as the purchase of land and buildings, the construction of new buildings, design fees and the acquisition of vehicles and major items of equipment. Also included in the program could be service and commercial investments.

Treasury Management Function

The proposed Treasury Management arrangements are in accordance with both statutory requirements, non-statutory guidance published by Government and best practice as identified by CIPFA.

All decisions on overall Treasury Management (TM) strategy and the setting of annual TM Strategies are determined by Ordinary Council. The same process will apply to changes to the relevant policy or strategy during the course of a year. Thus, all matters relating to borrowing, investments and debt repayment are determined by Ordinary Council.

The objective of the strategy is to establish a framework under which officers can carry out treasury activities. The control framework is established initially by what is permitted within the approved strategy, but further levels of control exist within the operational aspects of the activities. This means that just because something is permitted by the strategy, it does not necessarily follow that the activity will take place. The Section 151 Officer has the responsibility for this day to day decision making with the primary objective of acting in the best interest of the Council's finances at all times.

Treasury Management investment activity covers those investments which arise from the organisation's cash flows and debt management activity, and ultimately represent balances which need to be invested until the cash is required for use in the course of business.

For Treasury Management investments the security and liquidity of funds are placed ahead of the investment return. The management of associated risk is set out in the Treasury Management Strategy.

The CIPFA Treasury Management Code recognises that organisations may make investments for policy reasons outside of normal treasury management activity. These may include commercial investments.

Commercial Investments

These are investments taken for mainly financial reasons. These may include:

- investments arising as part of business structures, such as shares and loans in subsidiaries
- investments explicitly taken with the aim of making a financial surplus for the Council.

Commercial investments also include fixed assets which are held primarily for financial benefit, such as investment properties.

The Section 151 will ensure that the Council has the appropriate legal powers to undertake such investments.

The Section 151 will ensure the proportionality of all investments so that the Council does not undertake a level of investing which exposes it to an excessive level of risk compared to its financial resources.

Knowledge and expertise

Capital accounting and treasury activities are technical areas of local authority

accounting and are covered by specific regulations that are over and above regular accounting functions. In respect of commercial investment, the knowledge and expertise required is specific to asset management within a commercial environment.

To ensure that the Council is able to manage these activities appropriately and make informed recommendations, specialist consultants are engaged.

In relation to commercial asset acquisitions under the wholly owned company Seven Arches Investment Ltd (SAIL), property management and investment consultants are used to undertake the initial assessment of potential sites for purchase, who score properties against a series of benchmark criteria, agreed as part of the **SAIL Property Investment Strategy**.

For other treasury and investment activities, the Council engages with treasury consultants, who provide general economic data as well as interest and investment rate forecasts and other market data.

The Council Objectives

The Council has agreed several corporate aims, priorities and objectives which guide its work. These are set out in the **Corporate Plan – Vision for Brentwood**. Capital investment projects must be in line with these overall objectives as well as individual service aims and objectives. The following processes are designed to ensure this happens.

Section 2

The Capital Programme Budget Setting Process

For any particular budget setting year, the process starts in August of the preceding year. Budget Managers must complete a Growth Bid template to be submitted to Finance by November. In the period between August and November, Budget Challenge sessions are held with the Chief Executive, Chief Operating Officer and S151 to discuss budgets and potential growth bids with the Budget Manager.

How Budget Managers should identify need for Capital Expenditure/Investment.

The need for a capital scheme may be identified by a Service through one or more of the following processes.

- Services annually prepare Service Plans ensuring that their objectives meet the overall aims and objectives of the Council these must identify any capital investment needed to meet future service demands. This should be the main method of identifying and planning for service's capital requirements;
- The **Corporate Asset Management Strategy** is currently being revised to highlight deficiencies in the condition, suitability and sufficiency of the Council's existing building stock and identify future areas of need;
- Reviews and external Inspections may also identify areas that need capital investment;
- The need to respond to Government initiatives and new laws and regulations;
- The need to generate a revenue income to contribute to the funding of services.

These plans and review outcomes must be considered by Budget Managers who then must identify their key capital priorities for the relevant service planning period by the end of summer each year.

Deciding on Capital Growth to submit

When identifying capital needs the Budget Manager along with their Link Accountant, should consider the proposals against the following criteria:

Prudence:

- Recognition of the ability to prioritise and refocus following transformation work;
- Recognition of the capacity in the organisation to deliver such a programme;
- Recognition of the knowledge and skills available and whether these are commensurate with the appetite for risk;
- Recognition of the future vision of the authority;
- The approach to commercial activities including ensuring effective due diligence, expert advice and scrutiny, defining the risk appetite and considerations of proportionality in respect of overall resources;
- The approach to treasury management and the management of risk as set out in the Treasury Management Strategy.

Affordability:

- Revenue impact of the proposals on the Medium-Term Financial Plan;
- The borrowing position of the Council, projections of external debt and the use of internal borrowing to support capital expenditure;
- The authorised limit and operational boundary for the following year;
- Whether schemes are profiled to the appropriate financial year.

Sustainability:

- A long-term view of capital expenditure plans, where long term is defined by the financing strategy of and risks faced with reference to the life of the project/assets;
- Provision for the repayment of debt over the life of the underlying debt as set out in the Minimum Revenue Provision policy;
- An overview of asset management planning including maintenance requirements and planned disposals.

Growth bid Appraisals

As part of the process of producing a list of potential schemes for the capital programme budget managers should complete option appraisals to determine the most cost effective and best service delivery options.

By submitting the project, the budget manager is agreeing to fund all operational and running costs of the scheme and to find any necessary capital resources to fund the scheme or make the Council aware of the full requirement of the use of corporate resources.

Projects are assessed through financial modelling as though they were funded by borrowing and are required to provide a positive Net Present Value by the modelling of the project cash flows, including the financing costs, to ensure that income or cost savings are greater than sums expended.

Some projects may require a feasibility study. As part of any feasibility study an assessment of the maintenance costs per annum averaged over the whole life of the asset should be calculated.

All projects, especially major, complex and strategic projects, as part of setting the capital programme for new schemes and additions, should follow the **Corporate Project Management Process**.

Submission of Bids

All bids are produced in line with the appropriate timetable with consideration for the financial information contained within the bid.

Budget Managers must have a clear understanding of the service requirement and the budget consequences, both revenue and capital, of completing the capital program.

Bids must be submitted in November in order to be considered as part of the budget setting process.

Possible sources of funding can then be considered for each of the proposed capital schemes. Each project will be considered in terms of revenue funding to cover the operational running costs of the asset and any borrowing repayment costs, and also how the asset will be funded in terms of capital expenditure.

The proportionality of the proposals as a whole will then be considered in respect of overall resources and longer-term sustainability and risk. The Section 151 will take an overall view on the prudence, affordability and sustainability of the overall borrowing level if all bids are accepted.

Once the Section 151 has taken a view of the prudence of the overall borrowing level, growth bids are presented to the Executive Board to be considered from a corporate priority perspective.

Prioritisation of Bids

A formalised corporate approach allows the Council to:

- Identifying essential capital investment in the short term
- Identifying projects through approved strategies such as **Leisure Strategy** and **Play Area Strategy**, ensuring strategies line up against the capital program.
- Utilise feasibility studies where needed, to ensure the right capital funds are being requested.
- Ability to enter projects in a managed way through the annual budget cycle and when the capital program is reviewed at mid-year.
- The Council is mindful of the current program and the capacity available to deliver new projects and the relevant financing of the new bids.

This corporate approach results in a list of capital project proposals to be considered as part of that year's budget approval process and a 'waiting list' of other capital project proposals that may be put forward for consideration later in the year or as part of the following year's budget approval process.

Member Approval

Large schemes are reported to individual committees before final submission is made to Policy, Projects and Resource Committee. The Business Plan of these schemes are reported to members before they approve and allow the drawdown of budgets for the scheme in question.

Bids that are successful are then incorporated into the Capital Program as part of the Budget Report, that is presented to Policy, Projects and Resources Committee who refer the program to Ordinary Council for approval.

Members approve the overall borrowing levels at the Ordinary Council budget meeting each year as part of the Treasury Management Strategy. Any external

borrowing then becomes an operational decision for the Section 151 who will decide based on current financial position whether to borrowing internally or enter into external borrowing.

Once the Council has approved the capital programme, then expenditure can be committed against these approved schemes subject to the normal contract and procurement procedure rules and the terms and conditions of funding, if applicable.

Following approval by Council the capital programme expenditure is then monitored on a monthly basis.

Monitoring the Capital Programme.

Once the detailed program has been approved at Ordinary Council, the financial spend is monitored on a monthly basis. The monitoring cycle is summarised below

1. At the end of the financial month, Capital Budget monitoring cycle is opened in Collaborative Planning, the Council's monitoring system.
2. Budget mangers project the progress of each capital project and update the system with their current estimates.
3. Link Accountants review the updates and make any necessary challenges or amendments with discussion with the Budget Manager.
4. Executive Board review the information to ensure the projects are on target at quarterly Budget Challenge sessions.
5. Members review overall delivery as part of Budget update reports taken to Policy, Projects and Resource Committee.

Housing Revenue Account (HRA) Capital Programme

On writing the Capital Strategy, the Council has awarded a new 10-year Repairs & Maintenance Contract to commence June 2019.

The new contractor will carry out a stock condition survey on the Councils housing properties, this information will then inform a 30-year Asset Management Strategy which will be a key input into the HRA's 30-year business plan.

Once the **HRA Asset Management Strategy** is developed this will aid in delivering a program that will improve or maintain stock to the agreed standard but will also help identify how to improve and maintain the overall estates and environment. The programme will be linked to the revenue repairs budget and in particular the planned maintenance programme to ensure that the overall programme of works is aligned and prioritised taking into account the overall capital and revenue resources available.

In addition to **HRA Asset Management Strategy**, the Council is currently developing an **Affordable Housing Development Strategy**. This is to address the acquisition and development of new dwellings in the borough, utilising the retained right to buy receipts from right to buy sales of Council dwellings.

The major source of funding for the HRA Capital programme is the depreciation charge to the HRA. However, the HRA also makes contributions to capital expenditure. The HRA revenue budget identifies the proposed level of depreciation as well as the proposed level of revenue contribution for the Capital programme. The current capital programme assumes there is a need for the HRA to borrow.

Section 3

Funding the Capital Program

How the Council funds its capital expenditure and investment.

Capital Receipts

A capital receipt is an amount of money exceeding £10,000 which is received from the sale of an asset. They cannot be spent on revenue items.

Surplus and poor performing assets are reviewed as part of the Master Asset List at the Corporate Asset Management Group (CAMG) with re-investment in higher performing assets and the Council's focus on Commercialisation will ensure maximum return from council assets. The general policy is that any capital receipts are then pooled and used to finance future capital expenditure and investment according to priorities.

Section 106 – Planning obligations

When the Council adopts land for open space or play area the developer pays a commuted sum under a 'section 106 agreement'. This is held on the balance sheet and the interest earned offsets the future maintenance costs of the recreation asset. The Council also seeks to secure the provision of infrastructure and facilities to mitigate the effects of development under section 106.

External Grants and Contributions

Through partnership working, supportive funding and innovation, the Council will seek to attract investment into the Borough. We seek to maximise external funding to support our programme. This tends to be for specific purposes. Working with public and private sector partners we are able to make better use of Council money.

Revenue contributions

The Council is able to contribute revenue to the Capital if it chooses to do so. The Council's budget and MTFP sets out allocation of reserve balances and this Council's approach to managing working balances.

Balances and Reserves

The Council continues to hold specific reserves, these reserves are mostly earmarked for specific projects, limiting funding for new initiatives.

Prudential/Unsupported Borrowing

Local Authorities can set their own borrowing levels based on their capital need and their ability to pay for the borrowing. The levels will be set by using the indicators and factors set out in the Prudential Code. The borrowing costs are not supported by the Government so services need to ensure they can fund the repayment costs. This borrowing may also be referred to as Prudential Borrowing. Capital projects that cannot be funded from any other source can be funded from Prudential Borrowing. The Council must be able to afford the borrowing repayment and interest charges on the loan from existing revenue budgets or the Council must see this as their key priority for the budget process and to be factored into the Medium-Term Financial Strategy accordingly.

The Section 151 will make an assessment of the overall prudence, affordability and sustainability of the total borrowing requested. The impact of this borrowing will be reported in the Treasury Management Strategy alongside the Prudential Indicators required by CIPFA's Prudential Code for Capital Finance.

The view of the Section 151 will be fed into the corporate bidding process so that, should the borrowing levels be unaffordable or not prudent, then the schemes will be prioritised against the available funding from borrowing using the corporate plan.

The Section 151 will also determine whether the borrowing should be from internal resources or whether to enter into external borrowing.

Leasing

The Section 151 may enter into finance leasing agreements to fund capital expenditure on behalf of services. However, a full option appraisal and comparison of other funding sources must be made and the Section 151 must be certain that leasing provides the best value for money method of funding the scheme.

Under the Prudential Code finance leasing agreements are counted against the overall borrowing levels when looking at the prudence of the authority's borrowing.

Invest to Save Schemes

Occasionally projects arise for which services require assistance with meeting the set-up costs of projects which may bring long term service delivery improvements and/or cost savings.

The initial set up costs may be of a revenue or capital nature. Assistance for these schemes must be considered on an, individual basis by the Executive Board and then reported to Policy, Projects and Resources Committee with consideration to the Council's overall priorities and resources. For 'invest to save' schemes assistance may be given for initial set up costs, but it is expected that in the longer term these schemes will produce savings and/or additional income that will as a minimum fund any additional operational or borrowing costs. If the additional savings/income does not cover the additional costs incurred, then the service will be required to fund the gap from their existing budgets (i.e. they will underwrite the savings/income).

Section 4

Risk, Procurement and Value for Money in the Capital Strategy

Risk is the threat that an event or action will adversely affect the Council's ability to achieve its objectives and to execute its strategies successfully.

Risk management is the process of identifying risks, evaluating their potential consequences and determining the most effective methods of managing/mitigating them and/or responding to them. It is a means of minimising the costs and disruption to the organisation caused by undesired events and of ensuring that staff understand and appreciate the element of risk in all their activities.

The aim is to reduce the frequency of adverse risk events occurring (where possible), minimise the severity of their consequences if they do occur, or to consider whether risk can be transferred to other parties.

To manage risk effectively, the risks associated with each capital project need to be systematically identified, analysed, influenced and monitored.

It is important to identify the appetite for risk by each scheme and for the capital programme as a whole, especially when investing in capital assets held primarily for financial returns. Under the CIPFA Prudential Code these are defined as investments and so the key principle of control of risk and optimising returns consistent with the level of risk applies.

The Council is faced with diminishing capital finance and reduced access to grants and external funding which means the Council will need to monitor spend against available funds carefully to ensure that it does not spend or commit in advance of receiving funding.

The Capital Financing Requirement (CFR) will need to be monitored carefully. Risk is therefore addressed throughout this strategy by setting out clearly how projects will be appraised, approved, monitored and reported on.

The strategy is closely aligned to the Treasury Management Strategy which contains key performance indicators.

Capital projects will be managed through the council's budgeting system. All risks that may affect a project are considered. These can include political, economic, legal, technological, environmental and reputational as well as financial. Large projects will use appropriate project management tools in accordance with the size of the project.

A specific risk as a VAT registered body is the recovery of exempt VAT only up to a value of 5% of all the VAT it incurs. This is known as the de-minimis limit. Monitoring and control of exempt input tax is essential for the council as where exempt input tax exceeds the 5% limit the whole amount is irrecoverable and will represent an additional cost to the council. Each capital investment will be closely reviewed to assess its VAT implications.

Procurement

The purchase of capital assets should be conducted in accordance with the Procurement Strategy, ensuring value for money, legality and sustainability at all times. Contract standing orders and rules governing the disposal or write offs of assets are contained in the Constitution.

Where capital spend involves a specific procurement process which differs from the standard process, we will adopt the principal that by approving the capital project we are also approving the specific procurement process.

Value for Money

The Council recognises that effective procurement lies at the heart of delivering value for money and is essential if the Council is to obtain real improvements to quality and service costs. The Council seeks to achieve value for money by applying rigorous procurement standards in the selection of suppliers and contractors to ensure efficiency, economy and effectiveness is received throughout the life of a contract. The significant resources applied to capital expenditure require the adopted principles of value for money to be at the heart of our capital strategy. Specifically, we will seek to strengthen the outcome indicators as part of post project reviews.

Section 5

Other Capital Expenditure

Part of the reason for the changes in the revised CIPFA regulations is to ensure that the Council provides clarity over 'other' investments that might otherwise not be captured in either the Treasury management or Investment Strategies. This type of investment could include, for example, the purchase of Investment Properties (held on a commercial basis to generate income or for capital appreciation purposes), or the issue of loans or other financial support to third parties, including wholly owned companies.

Unlike the Council Investments which focuses on the prudent investment of surplus cash flows, by following the factors of Security, Liquidity and Yield in that order, investment in commercial operations, by their nature, need a different objective.

Whilst seeking to maintain the level of investment, the focus is on Yield (the level of financial return) and the investments are not likely to be liquid (the speed at which the investment can be converted into cash).

The investments in the Council's wholly owned company Seven Arches Investment Limited (SAIL) are not regarded in the regulations as the Council's treasury activities and are therefore accounted for as capital expenditure as a loan to SAIL and is utilised by a Facilities Agreement between the two parties. This expenditure is funded from borrowing, the cost of servicing debts falls on the General Fund and will be included in the budgets to be approved by Ordinary Council in each financial year of the life of the loan.

It is essential that, at the very least, 'other' investments need to provide an income to the General Fund which is sufficient to cover these costs, but preferably to also create a surplus that can be used to support the provision of services. However, in complying with the regulations, it is necessary to recognise the risks and in particular that the income generated by these schemes may not be sufficient to cover the costs incurred.

The Council uses a number of mechanisms to reduce these risks, including the following:

a) Project cost modelling – in this exercise, the income and expenditure cash flows for the life of the project are modelled. These are based on a number of assumptions which may include the borrowing rate, term of the borrowing and rate of inflation. These costs are then converted into a 'present value' (taking out the impact of inflation and the opportunity cost of income that could be generated if the funds had simply been invested for a return), using an appropriate discount rate, the effect being as though all of the costs and income generated by the project occurred on day 1. Other investment appraisal techniques are also used including:

- Payback
- Internal rate of return

b) Use of specialist advisors – as part of these activities, the Council employs the use of specialist advisors, who know and understand the market in which the

activities operate and provide the Council with appropriate advice and data on which to base many of the assumptions used within the modelling.

c) The activities undertaken by SAIL - This area is subject to a strategic framework in which to operate. There is a **Property Investment Strategy** that clearly sets out the parameters around which investments that will be reviewed and considered by Project Board. Project Board is a cross party group, that meet regularly and has been given delegated Authority by Full Council to discuss propositions regarding SAIL to refer to the Directors or SAIL. All purchase decisions under the strategy is subject to the approval of the Directors.

d) Use of earmarked reserves – these activities are rarely consistent in terms of costs and income and while these are modelled as accurately as possible, there will be fluctuations that are unknown at the outset. One of the methods that will be used by the Section 151 Officer to protect the Council from these fluctuations is the use of Earmarked Reserves. In this instance any surpluses above projections, may be transferred into a reserve to offset any future deficits that may be experienced. In this way, the Section 151 Officer can take a view annually of the extent to which surpluses generated can be used to fund services whilst being mindful of the risk to future budget setting of any negative events in any of these more commercial areas.

Commercial Activity estimates have been included in the budget setting process for 2019/20 and the forecast period.

A summary of this budget is included below.

Policy Initiatives	2019/20 £'000	2020/21 £'000	2021/22 £'000
Commercial Income/Wholly owned Company	800	1,130	1,330

To the extent that these income streams are not realised, the Section 151 Officer will need to find additional savings elsewhere in the General Fund budget or use Reserve balances to maintain service levels.

The borrowing for Commercial Activities will be to provide a loan directly to Seven Arches Investment Limited. All borrowing will take place in context of the Council's Treasury Management Strategy.

To provide a sense of scale of the extent which the Council is relying on Commercial Activities to fund services, the following percentages compare the total budget requirement of each financial year to the projected income.

Policy Initiatives	2019/20 £'000	2020/21 £'000	2021/22 £'000
Total Budget Requirement	8,554	8,864	8,969
Commercial Income/Wholly owned Company	800	1,130	1,330
% of Commercial Income to Net budget	9.35%	12.75%	14.83%

As it can be seen from the table, less than 15% of the Councils budget requirement is being financed by commercial activities in any given year, keeping this reliance on resources at a manageable level.

Section 6

Treasury Management

Treasury management is a key element of the Council's overall financial management arrangements. It relates to the Council's borrowing and investment activities and the effective management of the associated risks. These activities are strictly regulated by statutory requirements and professional codes of practice, which require authorities to set local parameters for their Officers to work within. This Council has adopted the CIPFA Code of Practice on Treasury Management in the Public Services and as required by the Code, has an approved Treasury Management Policy Statement and associated Practice Statements.

Under these arrangements, Ordinary Council approves annually a strategy for the expected treasury management activity in the forthcoming financial year. A further report is made after the year end on the actual activity for the year and a mid-year report will also be made comparing performance with the approved strategy.

The Treasury Management Strategy is reported as part of the Budget report to Policy, Projects and Resources Committee and then approved at Ordinary Council.

It covers the following:

- a) The Council's capital plans and the prudential indicators
- b) The Council investment policy and strategy
- c) The minimum revenue provision (MRP) policy

The Council'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.

A revised Treasury Management Strategy will be prepared and submitted to Ordinary Council where the Section 151 Officer considers that circumstances have changed sufficiently to require a variation to any of the provisions of this initial strategy

Otherwise, the Section 151 Officer is free to work within the limits determined by the strategy without reference to Ordinary Council. They will, however, as a minimum, draw attention to any such variation in their mid-year report and annual report on Treasury Management activity for the year.

Section 7

Other considerations

All capital schemes must comply with legislation and Council policies such as the Financial Regulations and Contract Procurement Rules. Reference should also be made to other strategies and plans of the Council.

To be able to manage the significant forecast budget gaps and minimise the impact on service levels the Council needs to explore and implement innovative ways of generating income. Such activity will involve an increase in the level of borrowing that the Council holds but this will only be undertaken in cases where an appropriate level of return is expected. The proposed governance arrangements detailed in this strategy are intended to both place Members within the tactical decision-making process for such activity and to ensure that all Members are kept up-to-date on activity in this area.

Documents for reference are:

- Constitution
- Corporate Plan
- Treasury Management Strategy
- Financial Regulations
- Medium Term Financial Plan
- SAIL Property Investment Strategy
- Corporate Asset Management Strategy
- Corporate Project Management Process (Microsite)
- Leisure Strategy
- Play Area Strategy
- HRA Asset Management Strategy (In Progress)
- Affordable Housing Development Strategy (In Progress)

February 2019

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Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

Ordinary Council Terms of Reference

General Powers of Council

The Council is the ultimate decision making body of Brentwood Borough Council and the principal forum for major political debate. All 37 Councillors who have been elected to represent the borough attend the Council meeting.

The Council decides the overall objectives, major policies and financial strategies of the Council. It also considers recommendations from the Scrutiny and Regulatory Committees on issues of significance.

Through the Constitution, it delegates responsibility for carrying out many of the Borough Council's functions and policies to its committees. It also agrees the membership of the committees/sub-committees.

Only the Council will exercise the following functions:-

- (a) adopting and approving changes to the Constitution;
- (b) adopting and amending Contract Standing Orders and Financial Regulations;
- (c) agreeing and/or amending the terms of reference for committees and any joint committees, deciding on their composition chairmanship and making initial appointments to them;
- (d) appointing representatives to outside bodies and consultative groups unless the appointment has been delegated by the Council;
- (e) adopting and amending a members' allowances scheme under Chapter 6;
- (f) to elect the Leader and Deputy Leader of the Council;
- (g) to designate the Chairs and Vice Chairs of the Council;
- (h) adoption of the Code of Conduct for Members;
- (i) electoral and ceremonial matters relevant to the Council
- (j) changing the name of the area, conferring the title of honorary alderman or freedom of the borough;
- (k) setting the Council's Budget and Council Tax;
- (l) approving the making of a virement or payment from the Council's reserves for values exceeding £200,000;

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