



Agenda

Policy, Resources & Economic Development Committee

Wednesday, 8 February 2023 at 7.00 pm

Council Chamber, Town Hall, Ingrave Road, Brentwood CM15 8AY

Membership (Quorum – 3)

Cllrs Hossack (Chair), Poppy (Vice-Chair), Kendall, Lewis, Mynott, Naylor, Mrs Pearson, Russell and White

Substitute Members

Cllrs Aspinell, Fryd, Gelderbloem, McLaren and Parker

Agenda

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Live broadcast

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Jonathan Stephenson
Chief Executive

Town Hall
Brentwood, Essex
31.01.2023

Information for Members

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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.

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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

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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.

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Minutes

Policy, Resources & Economic Development Committee Wednesday, 23rd November, 2022

Attendance

Cllr Hossack (Chair)	Cllr Naylor
Cllr Poppy (Vice-Chair)	Cllr Mrs Pearson
Cllr Kendall	Cllr Russell
Cllr Lewis	Cllr White
Cllr Mynott	

Officers Present

Kim Anderson	-	Corporate Manager Communities, Leisure & Health
Sarah Bennett	-	Corporate Director (Digital & Customer Engagement)
Greg Campbell	-	Corporate Director - Policy and Delivery
Phil Drane	-	Director of Place
Zoey Foakes	-	Governance & Member Support Officer
Andrew Hunkin	-	Interim Director of People & Governance
Jonathan Quilter	-	Corporate Manager (Strategic Planning)
Steve Summers	-	Strategic Director
Jacqueline Mellaerts	Van	Corporate Director (Finance & Resources)
Jonathan Stephenson	-	Chief Executive

LIVE BROADCAST

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241. Apologies for absence

There were no apologies received.

242. Minutes of the previous meeting

The minutes of the Policy, Resources and Economic Development meeting held on 3rd October 2022 were approved as a true record.

243. Chairs update

The chair gave members the opportunity to ask questions to officers based on the Chairs Update document published.

Kim Anderson gave an update on the Cost of Living Crisis and the work the Council is doing to help residents.

244. 2022/23 Budget update and Draft 2023/24 Medium Term Financial Forecast

The Medium-Term Financial Strategy (MTFS) sets out the key financial management principles and budget assumptions. It is then used as the framework for the detailed budget setting process to ensure that the Council's resources are managed effectively to meet its statutory responsibilities and deliver the priorities of the Council, over the medium term.

The current draft forecast as outlined in the report is to aid Members in understanding the basis of what is known now, the financial trajectory of the Council and identifying actions that can be taken to address the continuing deficit of resources over expenditure. These actions may involve Members having to take difficult decisions to address the budget gap.

The report also provided the Policy, Resources & Economic Development Committee with an update to the 2022/23 General Fund Revenue budget, Housing Revenue Account and Capital programme as well as the Treasury Management Mid-Year Review 2022/23.

This item was for Information Only and no voting was required.

245. Fees & Charges

Fees and charges made by the Council for various services are reviewed on an annual basis by the relevant Committees relating to the services provided. Recommended amendments to the fees and charges are incorporated into the budget setting process to take effect from the following financial year.

After a full discussion, Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** the recommendation in the report. A vote was taken and it was **RESOLVED**.

Members are asked to:

R1. Agree to the proposed charges for 2023/24 as attached in Appendix A, B & C within the report subject to the annual budget setting process.

Reasons for Recommendation

Officers review fees and charges annually and this will be used to inform the 2023/24 budget setting process.

246. Planning Obligations Supplementary Planning Document (SPD)

The report presented the draft Planning Obligations Supplementary Planning Document (SPD), with associated consultation materials, and seeks approval to publish these documents for public consultation.

The draft SPD will sit alongside the Brentwood Local Plan 2016-2033. It sets out the council's approach towards seeking planning obligations required to make development schemes acceptable in planning terms. It identifies topic areas where planning obligations may be applicable depending on the scale of development and sets out the required obligations or contributions. Once adopted the SPD will be a material consideration in respect of all relevant planning applications.

After a full discussion, Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** the recommendation in the report. A vote was taken and it was **RESOLVED UNANIMOUSLY**.

Members are asked to:

Approve the publication of the draft Planning Obligations Supplementary Planning Document as set out in Appendix A for public consultation.

Reasons for Recommendation

The draft Planning Obligations SPD will provide more detail and clarity in respect of policies within the adopted Brentwood Local Plan 2016-2033 that refer to the circumstances where planning obligations may be appropriate. This in turn will assist the development management process when considering and determining planning applications. It will also provide consistent and clear advice to applicants on what might be required from them. Therefore, the draft SPD is recommended to be published for public consultation so that stakeholder comments can inform the final version of the document

247. Chelmsford City Council Local Plan Issues and Options Consultation 2022

Chelmsford City Council has recently held an Issues and Options consultation on the review of their adopted Local Plan. The consultation ran for 10 weeks, closing on the 20 October 2022. Whilst the Council is not obliged to formally respond to this consultation, doing so is an important step in ensuring effective co-operation with Chelmsford City Council as it seeks to prepare its Local Plan, including ensuring broad compatibility between it and the Council's own Local Plan Review.

The report provided a summary of the consultation document and provided an overview of the Council's draft response, which has been submitted to comply with the consultation deadline and is subject to committee approval in line with the recommendation (Appendix A of the report).

After a full discussion, Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** the

recommendation in the report. A vote was taken and it was **RESOLVED UNANIMOUSLY**.

Members are asked to:

Approve the response to Chelmsford City Council's Local Plan Issues and Options consultation, as set out in Appendix A of the report.

248. Corporate Peer Challenge Update

Brentwood Borough Council invited the Local Government Association to conduct a Corporate Peer Challenge in November 2021. The Peer Team issued their Feedback Report on the 23rd February 2022. Alongside a number of positive reflections, the report included a series of recommendations for the council to implement. Subsequently, at Ordinary Council on 16th March 2022, (min 367 refers), an Action Plan to deliver the Peers recommendations was agreed. This report updates members on the progress of this Action Plan.

This item was for Information Only and no voting was required.

249. Football Hub

This item had been deferred.

250. Corporate Strategy Key Objectives 2022/23 Update

The Council's Corporate Strategy 2020-25 was agreed at Ordinary Council on the 22nd January 2020, (min 353 refers). The Corporate Strategy sets out the council's ambitions for a 5-year period. Annual objectives, against the strategy, are set each year.

The report sought approval from members on the Corporate Strategy Key Objectives for 2022/23 and provided an update on the progress of these objectives. The details of the objectives, including progress to date, are set out in Appendix A in the report.

After a full discussion, Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** the recommendation in the report. A vote was taken and it was **RESOLVED**.

Members are asked to:

R1. Approve the Key Objectives for 2022/23, as set out in Appendix A

R2. Note the progress to date against each Key Objective, as set out in Appendix A

251. OneTeam 3rd Quarter Overview Update

The purpose of this report is to provide an update on progress to date to the Committee on the progress of the OneTeam Transformation Programme.

This item was for Information Only and no voting was required.

252. Urgent Business

There were no items of Urgent Business.

Members took the opportunity to thank Jacqueline Van Mellaerts for her professionalism and hard work during her time at Brentwood Borough Council as this was her last Council meeting before leaving.

The meeting concluded at 21.15.

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Committee(s): Policy, Resources & Economic Development Committee	Date: 8 February 2023
Subject: Corporate Peer Challenge Review Update	Wards Affected: All
Report of: Steve Summers, Strategic Director	Public
Report Author: Name: Greg Campbell, Director of Policy & Delivery Telephone: 01277 312738 E-mail: greg.campbell@brentwood.rochford.gov.uk	For Information

Summary

Brentwood Borough Council invited the Local Government Association to conduct a Corporate Peer Challenge in November 2021. The Peer Team issued their Feedback Report on 23 February 2022. Alongside a number of positive reflections, the report included a series of recommendations for the council to implement. Subsequently, at Ordinary Council on 16 March 2022, (min 367 refers), an Action Plan to deliver the Peers recommendations was agreed.

The Peer Challenge Team returned on 14 December 2022 to review progress. This report updates members on the outcome of this review of our actions from the original Peer Review outcome.

Main Report

Introduction and Background

1. Brentwood Borough Council invited the Local Government Association (LGA) to conduct a Corporate Peer Challenge in November 2022. The review took place between the 9th to 12th November 2021.
2. Corporate Peer Challenges are conducted by experienced Member and Office peers from across local government who are chosen to reflect the requirements and focus of the review.
3. They are improvement focussed and tailored to meet individual councils' needs. They are designed to complement and add value to a council's own performance and improvement plans.
4. On 23 February 2022, the council received the Peer team's feedback report, which contained recommendations for areas the council could improve.

5. At Ordinary Council on 16 March 2022, (min 367 refers), an Action Plan to deliver the Peers recommendations was agreed.
6. The Peer Review Challenge Team returned to review how the Council had progressed against the recommendations on the 14 December 2022. This report provides an update of that review along with actions were progress is still necessary. The outcome progress review letter from the Local Government Peer Review Team is at Appendix A which has been circulated to Members and in accordance with the LGA Corporate Peer Challenge process the review has been published on the Council's website.

Issue, Options and Analysis of Options

7. The Peer Challenge Review recognised that significant progress against the recommendations had been made and acknowledged the continued strength within the organisation. Of the ten recommendations, seven are green, two are amber and one is red. These are listed below:
8. Recommendation 6 Amber - Rationalise the investment structure – Review the interrelation of Brentwood Development Partnership (BDP), Seven Arches and BBC.
9. Recommendation 8 Amber - Have a plan for partnerships – review existing arrangements to ensure they are still value for money and meeting the council's objectives
10. Recommendation 10 Amber - Demonstrate good standards in public office – Councillors can also demonstrate and adopt the "Brentwood way".
11. Having listened and spoken with officers and the Leader of Brentwood Borough Council, peers reflected on the areas that would most help the Council on its improvement journey and provided some considerations. These can be found in section 3.4 of their attached letter and consideration of these will be made as we work through initial action plan.
12. The Action Plan is attached at Appendix B, the two actions which the review identified as amber have actions already identified to be undertaken later this year. The action flagged red has been reinforced to provide a little more detail highlighting that the Model Code of Conduct has been adopted; and that the full member training and development programme will be in place post-election with mandatory training on some aspects of good standards in public life.
13. Members are asked to approve the proposed updated action plan and to report back at a future PRED Committee on progress.

Reasons for Recommendation

14. To ensure that the Peer Review recommendations are implemented and regularly reviewed.

Consultation

15. None

References to Corporate Plan

16. The Corporate Peer Challenge Action Plan helps assess the effectiveness of the Council to deliver against the key priorities set out within the 2020-25 Corporate Strategy.

Implications

Financial Implications

Name/Title: Tim Willis, Interim Director – Resources

Tel/Email: 01277 312500/tim.willis@brentwood.rochford.gov.uk

There are no financial implications arising from this report.

Legal Implications

**Name & Title: Andrew Hunkin, Interim Director – People & Governance
(Monitoring Officer)**

Tel & Email: 01277 312500/andrew.hunkin@brentwood.rochford.gov.uk

There are no legal implications arising from this report.

Economic Implications

Name/Title: Phil Drane, Director – Place

Tel/Email: 01277 312500/phil.drane@brentwood.rochford.gov.uk

Growing the economy is a corporate objective measured by the council and relevant to the peer review process. A local authority that is reviewed by peers, and where performance on recommendations is monitored, is good for the positive running of the local area, and by extension local economy.

Background Papers

Corporate Peer Challenge Feedback Report

Appendices to this report

Appendix A: LGA Peer Review Outcome Letter

Appendix B: Corporate Peer Challenge Action Plan – Update


LGA Corporate Peer Challenge – Progress Review

Brentwood Borough Council

14th December 2022

Feedback





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1. Introduction

The council undertook an LGA Corporate Peer Challenge (CPC) during November 2021 and published the full report with an action plan in April 2022.

The progress review is an integral part of the Corporate Peer Challenge process. Taking place approximately six months after the council published the CPC action plan, it is designed to provide space for the council's senior leadership to:

- Update peers on the early progress made and to receive feedback on this including how the action plan aligns to the CPC's recommendations
- Consider peer's reflections on any new opportunities or challenges that may have arisen since the peer team were 'on-site' including any further support needs
- Discuss any early impact or learning from the progress made to date

The LGA would like to thank Brentwood Borough Council for their commitment to sector led improvement. This progress review was the next step in an ongoing, open and close relationship that the council has with LGA sector support.

2. Summary of the approach

The progress review at Brentwood Borough Council (BBC) took place remotely on 14th December 2022 having been postponed from earlier in the year.

The progress review focussed on each of the recommendations from the Corporate Peer Challenge, under the following theme headings:

- Brentwood/Rochford Partnership
- Member Development
- Promote the "Brentwood Way"

For this progress review, the following members of the original CPC team were involved:

- Bill Cullen, Chief Executive Peer - Hinckley and Bosworth Borough Council
- Cllr William Nunn, Member Peer - LGA Regional Peer, Breckland District Council

- Kirsty Human, Peer Challenge Manager, Local Government Association

The peer team met virtually via MS Teams over the course of five hours with the following representatives from the council:

- Cllr Chris Hossack - Leader of the Council
- Jonathan Stephenson - Chief Executive
- Steve Summers - Strategic Director
- Emily Yule - Strategic Director
- Sarah Bennett - Director of Customer and Data Insight
- Greg Campbell - Director of Policy and Delivery
- Phil Drane - Director of Place
- Andrew Hunkin - Interim Director of People and Governance
- Julian Higson - Interim Director of Housing
- Claire Mayhew - Corporate Manager (Democratic Services) & Deputy Monitoring Officer
- Caroline Corrigan - Corporate Manager (Planning Development Management)
- Jonathan Quilter - Corporate Manager (Strategic Planning)
- Sam Wood - Corporate Manager (Finance)
- Laurie Edmonds - Corporate Manager (Economic Development)
- Kim Anderson - Corporate Manager (Communities, Leisure and Health)
- Jonathan Woodhams - Corporate Manager (Community Enforcement)
- Gavin Dennett - Corporate Manager (Environmental Health and Licensing (Thurrock))
- Leona Murray-Green - Corporate Manager (Customer Engagement)
- Nicola Marsh - Corporate Manager (Housing Estate)
- Nichola Mann - Corporate Manager (Human Resources)
- Angela Abbott - Corporate Manager (Housing Needs and Delivery)

3. Progress Review – Feedback

It was acknowledged by the council and peers that 2022 had been a challenging and poignant year for many reasons. The progress review was being held later than initially planned due to tragic unforeseen circumstances which had seen the death of three senior officers in the past six months. Despite these sad circumstances and the distress felt by officers and members, they had all pulled together and rallied to ensure the pace of delivery and services to residents were not impacted.

Since the Corporate Peer Challenge (CPC) in November 2021, the interim joint chief executive arrangements with Rochford District Council (RDC) had become permanent and the top three tiers of management were now being shared across the two councils. This had involved a restructure of the top team, external recruitment and implementation of an equal pay policy.

It was evident to peers, the council had used the CPC as a catalyst for change and improvement, moving the council forward. Overall, there has been good progress on the recommendations with seven of the ten making good progress without issues, two requiring more attention and just one needing intervention.

Recommendation 1 - Build your capacity to deliver your ambitions – there is insufficient resilience in the system to deliver all the councils’ aspirations	
Recommendation 2 - Prioritise on your key projects – Focus on delivering a smaller number of key projects at pace and within the capacity available to avoid undue pressure	
Recommendation 3 - Invest in success – Develop a new workforce strategy, align pay, refresh and implement corporate learning and development.	
Recommendation 4 - Grow your political leaders – Develop and empower councillors to efficiently succession plan.	
Recommendation 5 - Develop a more diverse budget strategy – Expand the focus to include efficiencies through transformation, partnership working and future opportunities	
Recommendation 6 - Rationalise the investment structure – Review the interrelation of Brentwood Development Partnership (BDP), Seven Arches	

Investments Limited (SAIL) and BBC.	
Recommendation 7 - Promote the “Brentwood way” - The culture of BBC is the councils unique selling point to continue to grow and develop maximise externally.	
Recommendation 8 - Have a plan for partnerships – review existing arrangements to ensure they are still value for money and meeting the council’s objectives	
Recommendation 9 - Consider wider opportunities – Other partners and stakeholders want to work with you to help deliver services.	
Recommendation 10 - Demonstrate good standards in public office – Councillors can also demonstrate and adopt the “Brentwood way”.	

3.1. The Brentwood/Rochford Partnership

There has been rapid progress on moving forward with the partnership and growing the new senior team despite the significant personnel challenges faced. The top three tiers of management are in place and a single pay structure has been implemented. Service reviews are now being scoped for opportunities to align processes and procedures. The use of change champions (who have received dedicated training) to work with managers on these reviews was an idea inspired by RDC and enables a more collaborative approach as opposed to being “done to.” Officers carrying out these roles, do so in addition to the day job. The Peer Team heard that capacity to maintain business as usual whilst undertaking service reviews was a challenge. It is therefore essential they are given assistance with time management, prioritisation support and understanding from managers and members.

The one team - two councils’ approach is still in its infancy. Recruitment to senior posts resulted in the appointment of more BBC staff than RDC (only one member of corporate leadership team (CLT) from RDC). This we were reassured was on merit. This has caused sensitivity and there is a feeling amongst some staff/members in Rochford of a BBC takeover, which is certainly not the case. The reality is that senior managers are spending a larger proportion of their time in RDC as they get to know the staff, members, processes and procedures in order to develop synergies and

work towards the goal of 80% harmonisation - to deliver the efficiencies expected.

Communication and engagement with staff has been vital to the partnership. Staff briefings have taken place, away days with teams from both councils, informal discussions between services about combining efforts and progress on bringing RDC into a modern shared working environment at Freight House. This long-anticipated move for RDC will enable more creative and collaborative culture to develop and thrive, strengthening the one team aspirations.

Progress is being made in some areas, for example, in economic development where the services have come together to deliver better opportunities across both places. The HR function is also now working across the partnership to align practices following the single pay structure. Officers also highlighted the joint work around community services and the cost-of-living campaign developed across the one team with each council's website mirroring the other and a focused working group across both councils and partners. These provide good outcomes for residents, businesses and staff and is building resilience across the two councils.

Recruitment is an issue for all councils and BBC is no exception. There is however an opportunity afforded by the partnership to attract brightest and best. The shared management arrangements create attractive prospects and can offer enhanced salaries, responsibilities and experience. Peers encourage the partnership to exploit this in their marketing of vacancies, be clear about the prospects the one team creates and the benefits it brings.

The partnership has also enabled BBC and RDC to become a bigger voice across South Essex. Both leaders taking commanding roles in the Association of South Essex Local Authorities (ASELA) and the chief executive leading on the housing workstream. This is a great example of what the districts can do - lead in regeneration, place and housing. Using this subregional leverage there are opportunities to use this voice to promote the benefits of joint working and explore other opportunities.

3.2. Member Development

There was a recognition from officers that member behaviour across all groups is getting worse – unfair and aggressive towards officers. An element of this can be

attributed to the upcoming elections in May 2023 but it is having an impact on staff morale and needs to be controlled. Group leaders need the knowledge, expertise and support to manage their groups, get views and opinions heard without making personal insults. The new monitoring officer and chief executive are working together to address behaviour but need the support of group leaders to embed this.

The leader has taken forward member development for lead councillors, but this needs to be widened across all members and parties. There is an offer of support from the LGA to facilitate this and to provide member peer mentors where required to support lead members in their roles.

Despite the political differences and questionable behaviour, members do come together to drive forward the councils' ambitions. There has been full council support for BBC's growth and investment projects with the adoption of a new Local Plan, strategic housing developments, purchase of Childerditch industrial park, the refurbishment of the Bay Tree Centre, and the implementation of £8m leisure programme. This is positive for the residents, businesses and stakeholders of Brentwood.

Peers encourage BBC to explore more opportunities for cross party and cross council working. It was understood that there is the potential to do this through establishment of a member development group to oversee all member training and development across BBC and RDC. There is also the opportunity for members to work together on the preparation of the joint corporate plan next year. Creating time and space for BBC members and BBC/RDC members to come together over specific topics, issues and the partnership, will help strengthen relationships, drive a focus on what needs to be achieved and support member ownership. Providing all member briefings on matters relating the partnership will also free up capacity within the officer teams.

Although progress has been made on rationalising priorities, there was evidence from the conversations peers had with officers, that there are still high expectations of delivery and changing priorities need further management across the officer and member leadership. There was also uncertainty over the resourcing of priorities and whether BBC can financially deliver on ambitions. Continuing the monthly dialogue with members on the budget, borrowing limits and commercial activity will help to

focus minds and is essential to maintain oversight and governance and avoid over exposure to risk.

The biggest concern raised throughout all conversations was that of political instability post May 2023. Both RDC and BBC have elections and both leaders' seats are to be decided. Given the national mood, there is the possibility of changes within groups too. The impact of this on the partnership is a concern, but something that can be addressed through mitigation. Peers felt there needed to be more promotion of the benefits and outcomes the partnership is delivering. The financial savings, resource collaborations, service improvements, culture change and so on. Ensuring all members are fully aware of the benefits and how these align with the budgets of both councils should help to promote its sustainability.

3.3. Promoting the “Brentwood Way”

There is no doubt the “family” at BBC has really pulled together to support colleagues in the wake of significant personnel issues and their impacts. Peers could still see a strong sense of the Brentwood way and this was demonstrated by the continued strength in the organisation with the newly appointed and dedicated CLT, and the Extended Leadership Team (ELT) who continue to exude positivity, deliver under pressure and support each other. Peers heard ELT refer to themselves as “the jam between operations and senior management.”

As the restructure of the top tiers has taken place, the ELT at BBC has provided a stability in the council for operational staff that hasn't been available to those at RDC given the different organisational structure. It was clear to peers; this difference has really benefited BBC staff in terms of how they perceive the partnership and their roles within it. Many officers commented that RDC staff have greater uncertainty as a result of missing this tier of management.

It is hard to define the Brentwood way but peers felt it described a culture of work which revolved around supporting each other to deliver at pace, pulling together through adversity, delivering more with less and genuinely caring for each other. As a result, there are many hats to wear, lots of decisions to make and very little time for reflection which many referred to as “exhausting.” Accessibility to CLT was seen as more challenging since they took on joint roles. In these early days it may require more empowerment of ELT until the partnership settles into a rhythm and more

service integration has taken place. It was recognised that other than HR, ELT are not yet working across the one team so find it difficult to understand the difference in demands and challenges this brings. Peers encourage CLT to bring ELT into the conversations and create the waterfall effect to ensure the enthusiasm of this group is not lost in the transformation.

Peers heard a lot about culture and the difference in culture between RDC and BBC. Coming together there is an opportunity to develop a new culture which harnesses the best of both councils' different cultures. There has already been learning from each other, for example the change champions and many services have begun conversations about how they can work together, for example, IT, procurement, elections and planning. The next task will be identifying new joint processes and procedures which bring about efficiency, change and improvements in services. The change champions and service reviews will be key to engaging all staff in this process, listening to all views and developing a culture which delivers the objectives of the one team.

3.4. Considerations

Having listened and spoken with officers and members, peers reflected on the areas that would most help BBC as they continue their improvement journey.

- Continue to engage members, promote development opportunities and take up peer support from the LGA for each political group. It is essential for pace and delivery across Brentwood and Rochford.
- Explore opportunities for cross party joint member working groups across the councils. This will provide opportunities for relationships to develop across groups and councils and will help with knowledge and understanding of priorities and challenges.
- Ensure all members are fully informed of the partnership achievements so far. Use every opportunity – meetings, conversations, blogs, reports and so on to constantly reiterate the successes and create a positive narrative.
- Exploit recruitment and retention opportunities through the partnership to attract the brightest and best to your new and exciting one team arrangements.
- Continue to develop and sustain the one team employee voice group to ensure all

officers across both councils feel their voices are heard and listened to.

- Develop a way of working which harnesses the best of both councils' different cultures and ways of working. The Brentwood way isn't always the only way and there is much to learn from each other (for example change champions.)
- Continue to develop a joint communications plan, answering the "so what" question at every opportunity. The partnership is a benefit to both councils – reference the examples.
- Take time to be reflective and celebrate your success. Don't let the pace of delivery detract from recognising how far you have come and where you want to be. If you want to be an exemplar for the future of local government, document your journey.

4. Final thoughts and next steps

The LGA would like to thank Brentwood Borough Council for undertaking an LGA CPC progress review.

We appreciate that senior managerial and political leadership will want to reflect on these findings and suggestions in order to determine how the organisation wishes to take things forward.

Under the umbrella of LGA sector-led improvement, there is an on-going offer of support to councils. The LGA is well placed to provide additional support, advice and guidance on a number of the areas identified for development and improvement and we would be happy to discuss this.

We will provide details of member development opportunities alongside the offer of mentoring to assist with succession planning.

As part of the shared chief executives network the council has access to peers in similar joint council arrangements. Further opportunities to learn, share, collaborate and promote best practice with peers in the network will continue to be explored.

Rachel Litherland (Principal Adviser) is the main point of contact between the authority and the Local Government Association (LGA)

Rachel.litherland@local.gov.uk

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RAG	Status
R	Action in progress needs intervention
A	Action in progress needs attention
G	Action in progress no issues
B	Action completed
	Action not started/on hold

Brentwood Borough Council

Corporate Peer Challenge

Action Plan (Updated Nov 2022)

Ref	Recommendation(s)	Lead	What we will do	Progress	RAG
PR1	Build your capacity to deliver your ambitions – there is insufficient resilience in the system to deliver all the councils' aspirations.	Chief Executive	The council has agreed a strategic partnership with Rochford District Council (Jan 2022). This will assist both councils with financial efficiencies while also providing organisational resilience through the creation of one team across two sovereign council areas.	<p>The governance, including S113 document, have been developed. Key Change Champions (KCC) training has taken place alongside a developing timeframe to review services ready for roll out from October 2022.</p> <p>Alignment of Tiers 1, 2 & 3 are complete, with 3 of the 9 Directorate posts filled by interim resource. Permanent recruitment is set to take place in the new year.</p> <p>To assist, a Policy & Delivery Directorate was created from 1st Aug 2022 and has begun to drive forward the programme of work that will deliver the OneTeam transformation.</p>	G

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				<p>The vacancy factor currently lies at 4%, but we are building resilience through the new strategic partnership.</p> <p>Business cases will identify the need for integrated services delivering savings and efficiencies.</p>	
PR2	<p>Prioritise on your key projects – Focus on delivering a smaller number of key projects at pace and within the capacity available to avoid undue pressure.</p>	Chief Executive	<p>The strategic partnership with Rochford District Council will assist in enabling both councils to focus and priorities key outcome that have the most impact on our residents and businesses. This will be achieved through a clear and ambitious joint vision and aligned Corporate Strategies/Business Plans.</p>	<p>Work has begun to develop an aligned Business Plan and Corporate Strategy for both Rochford and Brentwood Councils, with similar objectives and outcomes. This will assist the development and delivery of key projects for both organisations. It is intended that this aligned business plan will be in position by the end of 2023 with work already started with officers at a recent workshop.</p> <p>Resourcing and scheduling will be key to ensuring the organisation continues to deliver its priority targets and, as such, HR, Communications and ICT have already begun to develop their OneTeam approach. This will enable the outcomes of the service reviews to be delivered at pace without unnecessary hold ups due to enabling services not being aligned.</p>	G

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				Recognition of budget constraints is having an impact on our ambition, particularly capital projects. We have been impacted by rising costs and inflation, so a natural refocus, and likely reduction in the scope of projects, is occurring as a result of this.	
PR3	Invest in success – Develop a new workforce strategy, align pay, refresh and implement corporate learning and development.	Director of Resources	This is a fundamental first phase of the partnership with Rochford District Council. The intention is to complete this work on the People Strategy by the end of 2022/23.	<p>Work has begun on aligning pay scales and terms and conditions as part of the partnership with Rochford District Council. This work was supported by the approval of a joint pay statement which was approved earlier this year and the early service review of HR which has already seen a joint HR manager in position. Pay harmonisation and T&Cs for both Rochford & Brentwood are being taken to committee for approval by end Jan 2023.</p> <p>An exercise was undertaken to develop a set of values and behaviours. In line with the OneTeam programme, we are looking to create a set of common values and will build on these and the workforce strategy over the coming months. We are also looking at our corporate learning and development, seeking to redesign this to support the</p>	G

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				<p>outcomes of the partnership and strategy.</p> <p>Many of the Tier 3 posts have been appointed to internal candidates, a reflection of our investment in developing our workforce and “growing our own”. A second Aspiring Managers programme is underway, which has now also extended to Rochford teams.</p>	
Ref	Recommendation(s)	Lead	What we will do	Progress	RAG
PR4	Grow your political leaders – Develop and empower councillors to efficiently succession plan.	Leader	We will work with the Local Government Association alongside the Member Development programme within the organisation.	The Leader has now put 4 Conservative Group Members onto LGA leadership development programmes with a 5 th to follow, after May. The Leader also conducted a training needs assessment with an external company in Jan 2022.	G
PR5	Develop a more diverse budget strategy – Expand the focus to include efficiencies through transformation, partnership working and future opportunities.	Director of Resources	Work has already begun to develop a more diverse budget strategy. Such measures will be included within the Council’s Medium Term Financial Strategy which is linked to our Business Plan and priorities. These will be presented to Members as part of the Budget setting process.	<p>Committee reports are now reported using the Corporate Strategy headlines. This has allowed members to understand how budgets support delivery of the strategy.</p> <p>Work has begun with CLT and ELT to look at efficiencies and opportunities within their service. This will be presented to members to gauge their appetite on proposals. The key focus</p>	G

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				will be the OneTeam transformation workstream. Once this is embedded, future opportunities can be identified.	
PR6	Rationalise the investment structure – Review the interrelation of Brentwood Development Partnership (BDP), Seven Arches Investments Limited (SAIL) and BBC.	Chief Executive	The council has a number of delivery vehicles. Work is being undertaken to review the outcomes and benefits of using these different models.	<p>A review of the investment structure will be undertaken by the Strategic Director (Deputy Chief Exec) and a report made to the appropriate committee.</p> <p>SAIL brings quarterly updates of the business performance and performance of the asset portfolio to PRED committee so that Members are kept up to date.</p>	A

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Ref	Recommendation(s)	Lead	What we will do	Progress	RAG
PR7	<p>Promote the “Brentwood Way” – The culture of BBC is the councils unique selling point to continue to grow and develop and maximise externally.</p>	Chief Executive	The council will establish a new communications and engagement strategy that will ensure this opportunity is maximised. The intention is to create and adopt a new strategy within the first year of the partnership with Rochford District Council.	<p>We have engaged additional resource (starting October) to create capacity so the service can develop a communications and engagement strategy. This strategy will identify the two organisations’ unique selling points and determine the best strategic options to leverage opportunities arising from this.</p> <p>This includes developing a Rochford/Brentwood way, in line with the OneTeam transformation. To achieve this, the organisation appreciates the need to develop a culture that embraces, and does not fear, change.</p>	G
				<p>Staff events, such as the three peaks challenge and Tag Active have been organised to encourage the two councils' staff to network and engage about the partnership.</p>	

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PR8	Have a plan for partnerships – review the existing arrangements to ensure they are value for money and meeting the council's objectives.	Corporate Leadership Team	The Council undertakes an annual review of its partnership arrangements which includes value for money and how they meet the corporate objectives. This year's review was undertaken in June 2022.	The partnership register and partnership checklist was circulated to Extended Leadership Team in September to inform them that they will need to undertake a review of the partnerships that they are responsible for as part of an annual review to be completed by March 2023.	A
PR9	Consider wider opportunities – Other partners and stakeholders want to work with you to help deliver services.	Corporate Leadership Team	We will work with partners and stakeholders to identify further collaborative ways of working to help deliver services for residents.	The authority is in a strong position in that its partnership with Rochford aligns the two authorities to develop a strong relationship where economies of scale and the synergies of bringing two authorities services together will be beneficial. Further, our work and leadership within ASELA creates further opportunity across South Essex. We already have strong working partnerships with Thurrock, Braintree and Basildon which has increased our resilience and improved our service to the public, whilst reducing costs.	G

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				<p>Our leadership of ASELA is driving a review of the current regional programmes and projects. We are also looking to expand opportunities for collaboration in other service areas i.e., waste. Collaborative conversations have intensified with broader Essex partners as we consider opportunities around devolution.</p> <p>The council has also created a unique Community Hub in the Town Hall which has brought together the Police, South Essex Parking Partnership (SEPP), health, enforcement and licensing teams.</p>	
PR10	<p>Demonstrate good standards in public office – Councillors can also demonstrate and adopt the “Brentwood Way”.</p>	Monitoring Officer	<p>The Members Training programme will include sessions on good standards in public office and Officers will work with Councillors to demonstrate and adopt the “Brentwood Way” in these sessions.</p>	<p>The Model Code of Conduct was adopted by the Council in July 2022 and incorporated into the Constitution.</p> <p>A Member training and development programme is being developed for both Brentwood and Rochford councils and will include mandatory training on the Code of Conduct and also on other aspects of good standards such as the member / officer protocol etc. This will be implemented after the May elections for both new and current Members.</p>	R

Agenda Item 4

Committee(s): Policy, Resources and Economic Development Committee	Date: 8 February 2023
Subject: UK Shared Prosperity Fund 2023-2025	Wards Affected: All
Report of: Steve Summers, Strategic Director	Public
Report Author/s: Name: Laurie Edmonds, Corporate Manager (Economic Development) Telephone: 01277 312500 E-mail: laurie.edmonds@brentwood.gov.uk	For Decision

Summary

On 13 July 2022, the Policy, Resources and Economic Development (PRED) Committee granted delegated authority to the Strategic Director, in consultation with the Chair of PRED Committee, to prepare and submit an Investment Plan for the UK Shared Prosperity Fund (UKSPF). On 1 August 2022, Brentwood Borough Council submitted its UKSPF Investment Plan. On 5 December 2022, the Department for Levelling Up, Housing and Communities (DLUHC) confirmed that they had concluded the validation of the Brentwood Investment Plan.

Due to tight time constraints, a paper for decision was taken to the Community, Environment and Enforcement (CEE) Committee on 19 December 2022 to delegate authority to the Strategic Director to accept the 2022/23 UK Shared Prosperity Fund grant of £51,262 and to delegate authority to the Strategic Director, in consultation with the Chairs of the CEE and PRED Committees, to allocate funding for 2022/23 in line with the council's submitted UKSPF Investment Plan.

A memorandum of understanding was subsequently signed by the council's Chief Executive and returned to DLUHC on 20 December 2022 to accept the 2022/23 UKSPF grant of £51,262.

Recommendations

Members are asked to:

R1. Delegate authority to the Strategic Directors to accept the 2023/24 UKSPF grant of £102,524 and the 2024/25 UKSPF grant of £846,214.

R2. Delegate authority to the Strategic Directors, in consultation with the Chair of PRED Committee, to distribute funding from 1 April 2023 – 31 March 2025 in line with the council's submitted UKSPF Investment Plan.

R3. Delegate authority to the Strategic Directors, in consultation with the Chair of PRED Committee, to revise UKSPF budgets as required between 1 April 2023 – 31 March 2025.

Main Report

Introduction and Background

1. The UK Shared Prosperity Fund (UKSPF) was launched in April 2022 and provides £2.6 billion in funding for local investment by March 2025. It is the government's replacement for the European Structural and Investment Fund (ESIF).
2. The Fund supports the ambitions of the Levelling Up White Paper and aims to build pride in place and increase life chances across the country.
3. All areas of the UK will receive an allocation from the Fund which is calculated using a funding formula. It is not a competitive bidding process.
4. The UKSPF sets out three key investment priorities:
 - a) Community and Place
 - b) Supporting Local Businesses
 - c) People and Skills
5. The funding for the first two priorities will commence in 2022/23, while the 'people and skills' priority will commence in 2024/25.
6. In England, the UKSPF will operate across the geographies of the Mayoral Combined Authorities and lower tier or unitary authorities. As such, Brentwood

Borough Council has been identified as the lead authority for the UKSPF within the borough of Brentwood.

7. The council has been allocated exactly £1,000,000 through the UKSPF. This funding can only be accessed through a submitted Investment Plan.
8. An annual funding profile providing a breakdown of the funding for the three financial years has been developed by the Department for Levelling Up, Housing and Communities (DLUHC) for Brentwood. The breakdown is as follows:

Year	2022-23	2023-24	2024-25
Allocation	£51,262	£102,524	£846,214

9. In 2022-23, a minimum of 10% spend needs to be capital expenditure, followed by a minimum of 13% in 2023-24 and 20% in 2024-25.
10. As lead authority, the council was responsible for developing a local Investment Plan. On 13 July 2022, the PRED Committee granted delegated authority to the Strategic Director, in consultation with the Chair of the committee, to prepare and submit an Investment Plan for UKSPF.
11. The council's Investment Plan was submitted to government on 1 August 2022.
12. After consultation with a wide range of community stakeholders as per the UKSPF guidance, the council prioritised the following interventions in its Investment Plan:
 - a) **E1**: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs
 - b) **E6**: Support for local arts, cultural, heritage and creative activities
 - c) **E10**: Funding for local sports facilities, tournaments, teams and leagues; to bring people together
 - d) **E23**: Strengthening local entrepreneurial ecosystems, and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks

13. The council has budgeted its £1m UKSPF funding amongst the interventions as follows:

Investment Priority	Intervention	Capital 22/23	Revenue 22/23	Capital 23/24	Revenue 23/24	Capital 24/25	Revenue 24/25	Totals
Communities & Place	E1: Improvements to town centres & high streets	£1,708	£13,668	£4,443	£26,316	£56,414	£197,451	£300,000
Communities & Place	E6: Local arts, cultural, heritage & creative activities	£1,709	£13,669	£4,443	£26,314	£56,415	£197,450	£300,000
Communities & Place	E10: Local sports facilities, tournaments, teams & leagues	£1,710	£13,667	£4,443	£26,315	£56,415	£197,450	£300,000
Local Business	E23: Strengthening local entrepreneurial ecosystems	£0	£5,128	£0	£10,253	£0	£84,619	£100,000
								£1,000,000

14. The submitted Investment Plan identifies priorities within the council's Corporate Plan 2020-2025 that align with the Investment Priorities of the UKSPF and consists of an outline proposal that features a focus on high street regeneration, both through physical improvements and through the promotion of a local arts and cultural offering to develop a stronger and identifiable Brentwood borough brand.
15. Projects are likely to include, but are not necessarily limited to:
- Investment in open air markets, events and improvements to town centre retail and service sector infrastructure
 - Support for local arts, cultural, heritage and creative activities
 - Support for local sports facilities, tournaments, teams and leagues
 - Development and promotion of wider campaigns which encourage people to visit and explore the local area
 - Development and promotion of the visitor economy, such as local attractions, trails, tours and tourism products
 - Support businesses at all stages of their development to start, sustain, grow and innovate
 - Support decarbonisation and improving the natural environment whilst growing the local economy
16. Working across boundaries with different local authorities is heavily encouraged, especially around the *supporting local business* priority. Collaboration has taken place with Rochford District Council as part of the councils' OneTeam partnership, along with other Essex authorities, to identify potential procurement synergies.

17. DLUHC has stated in a UKSPF FAQ that some priorities may change following investment plan sign-off. DLUHC will work with the lead local authority should any changes need to be made to the investment plan. For example, should a business improvement district (BID) be established later this year, funding earmarked for E1 high street interventions could be allocated to another intervention.
18. Government has indicated that lead authorities must create a Local Partnership Group to provide advice on strategic fit and deliverability – taking care to avoid conflicts of interest. This will ensure that Fund investments complement other activities in the area and meets Fund and local objectives. This group is advisory and not a decision-making body.
19. The Local Partnership Group will be convened by the lead local authority and according to the UKSPF guidance should include the following types of groups:
 - a) local businesses and investors
 - b) business support providers or representatives
 - c) local partnership boards and strategic bodies
 - d) prominent local community & faith organisations
 - e) voluntary, sector social enterprise and civil society organisations
 - f) education and skills providers and employment experts and providers
 - g) nature, environmental or associated representatives
 - h) public health representatives
 - i) local MP
20. The Brentwood Borough UKSPF Local Partnership Group met on 20 December 2022 and will continue to meet quarterly until March 2025.

Issue, Options and Analysis of Options

21. The council's Investment Plan was approved by the government on 5 December 2022. The UKSPF memorandum of understanding signed by the council's Chief Executive needed to be returned to DLUHC no later than 23 December 2022 to claim the 2022/23 grant totalling £51,262.
22. The next PRED Committee meeting was not scheduled until 8 February 2023. Waiting until this date for a decision about delegated authority to allocate funding for 2022/23 would have risked the council not being able to spend its initial UKSPF allocation by 31 March 2023.
23. A paper for decision was taken to the Community, Environment and Enforcement (CEE) Committee on 19 December 2022 with two recommendations:

- a) R1: Delegate authority to the Strategic Director to accept the 2022/23 UKSPF grant of £51,262.
 - b) R2: Delegate authority to the Strategic Director, in conjunction with the CEE and PRED Chairs, to allocate funding for 2022/23 in line with the council's submitted UKSPF Investment Plan.
24. Due to the short delivery window for 2022/23 and the limited funding available, the council will commission third party organisations or procure service provision to deliver 2022/23 UKSPF projects.
25. For 2023/24 and 2024/25, UKSPF funds will be allocated in a combination of grants to public or private organisations, commissioning third party organisations, procurement of service provision and in-house provision.
26. Lead local authorities will be asked to report data to DLUHC to ensure that allocations are being spent to agreed timescales and milestones, including achievement of outputs and outcomes at the project level. DLUHC will also ask local authorities to report individual project outputs and outcomes at UK Parliament constituency level.
27. Each lead local authority will be able to use up to 4% of their allocation by default to undertake necessary Fund administration, such as project assessment, contracting, monitoring and evaluation and ongoing stakeholder engagement.
28. As part of the councils' OneTeam approach, Brentwood and Rochford will be combining up to 4% of their UKSPF allocation to fund the secondment of a member of Brentwood Borough Council staff to undertake UKSPF administration for both councils.
29. Future UKSPF updates will be brought to the PRED Committee.

References to Corporate Plan

30. The council's Corporate Strategy identifies priority areas, which include protecting our environment, growing our economy, improving housing, and developing our communities. The project affects strategic priorities through its proposals. The council's Economic Development Strategy defines economic objectives that will be consistent with the Investment Plan for Brentwood.

Implications

Financial Implications

Name/Title: Tim Willis, Interim Director – Resources (S151 Officer)

Tel/Email: 01277 312500/tim.willis@brentwood.rochford.gov.uk

31. The Fund has been allocated to cover the cost of projects that deliver local benefits. The Investment Plan has identified the council's strategic priorities for the Fund, along with expected outputs and outcomes.
32. In addition to the £1m UKSPF allocation, a further one-off allocation of £20k will be provided from DLUHC for consultancy support.
33. The Council will be able to use up to 4% of our UKSPF allocation to undertake necessary fund administration, such as project assessment, contracting, monitoring and evaluation and ongoing stakeholder engagement.

Legal Implications

Name & Title: Andrew Hunkin, Interim Director – People & Governance (Monitoring Officer)

Tel & Email: 01277 312500/andrew.hunkin@brentwood.rochford.gov.uk

34. All spend associated with the Fund must be compliant with the Public Contracts Regulations 2015 and follow the Council's procedures.

Economic Implications

Name/Title: Phil Drane, Director – Place

Tel/Email: 01277 312500/phil.drane@brentwood.rochford.gov.uk

35. The economic implications are included within this report. The Fund provides investment for projects that help to deliver economic growth.

Equality and Diversity Implications

Name/Title: Kim Anderson, Corporate Manager – Communities, Leisure and Health

Tel/Email: 01277 312500/kim.anderson@brentwood.gov.uk

36. Equality implications will be considered as individual work streams are developed.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

37. Investment in High Streets and related initiatives can include elements of designing out crime. Engagement with key stakeholders has included Essex Police and this will continue as part of further defining projects.

Background Papers

- The UK Shared Prosperity Fund guidance has been published online:
<https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus>

Appendices

- None

Agenda Item 5

Committee(s): Policy, Resources and Economic Development Committee	Date: 8 February 2023
Subject: Business Improvement District for Brentwood, Shenfield and Ingatestone	Wards Affected: All
Report of: Phil Drane, Director of Place	Public
Report Author/s: Name: Laurie Edmonds, Corporate Manager (Economic Development) Telephone: 01277 312500 E-mail: laurie.edmonds@brentwood.gov.uk	For Decision

Summary

Business Improvement Districts (BIDs) are business led partnerships which are created through a ballot process to deliver additional services to local businesses. They can be a powerful tool for directly involving local businesses in local activities and allow the business community and local authorities to work together to improve the local trading environment.

Following the High Streets Conferences held on 11 January and 21 March 2022, the council commissioned a BID feasibility report. The report provided a series of recommendations for potential formation of a BID for Brentwood, Shenfield and Ingatestone, subject to the outcome of a ballot in summer 2023.

At the 10 January 2023 Brentwood Business Partnership meeting, the board voted unanimously to write to the Department for Levelling Up, Housing and Communities (DLUHC) and the Chief Executive of Brentwood Borough Council to give notice that BBP is asking the billing authority (Brentwood Borough Council) to put a BID Proposal to ballot on 29 June 2023.

Recommendation

Members are asked to:

R1. Approve that Brentwood Borough Council adopts the role of the Brentwood, Shenfield and Ingatestone BID Body, subject to the submission of a final BID business plan by the Brentwood Business Partnership on 17 May 2023 and the outcome of a BID ballot on 29 June 2023.

R2. Note that the Brentwood Business Partnership will become the BID advisory group, subject to the outcome of a BID ballot on 29 June 2023.

Main Report

Introduction and Background

1. Business Improvement Districts (BIDs) are business-led partnerships which are created through a ballot process to deliver additional services to local businesses. They can be a powerful tool for directly involving local businesses in local activities and allow the business community and local authorities to work together to improve the local trading environment.
2. Nearby BIDs include Chelmsford, Southend, Colchester and Romford.
3. A BID is a defined area in which a levy is charged on all business rate payers in addition to the business rates bill. This levy is used to develop projects which will benefit businesses in the local area.
4. There is no limit on what projects or services can be provided through a BID. The only requirement is that it should be something that is in addition to services provided by local authorities. Improvements may include, but are not limited to, extra safety/security, cleansing, events, marketing, training and environmental measures.
5. A BID can be set up by the local authority, a business rate payer or a person or company whose purpose is to develop the BID area, or that has an interest in the land in the area. The Brentwood Business Partnership is the BID Proposer in this instance.

6. The BID Proposer is required to develop a proposal and submit this to the local authority, along with a business plan. The proposal should set out the services to be provided and the size and scope of the BID. It will also set out who is liable for the levy, the amount of levy to be collected and how it is calculated. The proposal and business plan are expected to be submitted to the council by 17 May 2023.
7. Businesses that are subject to the levy, as set out in the proposals, vote in a ballot that will be overseen by the council's Elections team. The outcome of the ballot determines whether the scheme goes ahead. A successful vote is one that has a simple majority both in votes cast and in rateable value of votes cast. Each business entitled to vote in a BID ballot is allowed one vote in respect of each property occupied or (if unoccupied) owned by them in the geographical area of the BID. Once the BID is in operation the levy is charged on all businesses within the BID area (regardless of whether or how that business voted in the ballot).
8. The BID proposal must set out who is liable for the levy, the amount of levy to be collected and how it is calculated. Usually, BIDs charge a levy rate of between 1% and 4% of rateable value.
9. The maximum period that a BID levy can be charged is for 5 years. Once the term is completed the BID will automatically cease. If the BID wants to continue its activities it must hold a new ballot.
10. A BID is managed by a BID body. The BID body is responsible for developing and implementing the proposal which sets out how the BID will operate. The local authority will manage billing and the collection of the levy and will hold the levy in a ring-fenced revenue account on behalf of the BID body.

Issue, Options and Analysis of Options

11. Following the High Streets Conferences held on 11 January and 21 March 2022, the council commissioned a BID feasibility report from Locus Management Services to make recommendations about the potential formation of a BID in the borough.
12. The consultants undertook desk research and conducted face-to-face interviews with local businesses from May to July 2022.

13. A final report was published in August 2022, with the following recommendations:
 - a) Explore creating one BID that incorporates the Brentwood, Shenfield and Ingatestone high streets, which could generate a minimum levy income of £400,000 per year (subject to final modelling)
 - b) The Brentwood Business Partnership (BBP) could be the BID Proposer and the Council could be the BID Body
 - c) An agreement could be reached with BBP so that it modifies its governance and set up to operate as a BID 'Advisory/Management group' in developing the projects and services and recommending to the local authority as to the most appropriate use of levy monies
 - d) BID set up costs should be shared between the Council and BBP, with an option to have these fees repaid from future BID levies
 - e) Aim for a BID ballot in June 2023 and the likely earliest start date for BID formation of 1 October 2023.
14. If each high street were developed as a standalone BID, likely set up costs would be circa £25,000 to £45,000 per site, including a business plan for each (circa £7,500). Subject to the recommendation that a single proposal covering all three high streets being adopted and assuming this becomes the outcome, there would be economies of scale.
15. Work on the development of a BID has been divided into three stages:
 - a) Stage 1 (September to December 2022) involved increased engagement with businesses, including two high street workshops on 8 November 2022, to help to define the exact deliverables of any BID, and provide working levy rules including thresholds and levy rates. Consultancy fees for Stage 1 are £20,000 plus VAT.
 - b) Stage 2 (January to May 2023) involves development of the BID proposal, the business plan, production of the statutory notices and canvassing to encourage participation in the ballot. Consultancy fees for Stage 2 are £15,000 plus VAT. The Brentwood Business Partnership is funding and leading on Stage 2 work.
 - c) Stage 3 (July to October 2023) will involve formal creation of the BID. Consultancy fees for Stage 3 are £10,000 plus VAT. Stage 3 payment only becomes due once there is a successful ballot outcome and as the BID

commences.

16. The BID Regulations permit all set-up costs (in this case, Stages 1, 2 and 3 = £45,000) to be repaid from future levies if they are provided within the budget elements of the BID Proposal.
17. It is proposed that the council adopts the role of the BID Body. A BID Manager would need to be recruited as a new officer within the Economic Development team. This new role would add resource to the existing team and have responsibility for delivering on BID projects as advised by the Brentwood Business Partnership advisory group.
18. A further report for decision will be brought to the PRED Committee when the final BID business plan is submitted by BBP. This report will outline the levy amount, rateable value threshold, BID boundary, budget priorities and financial breakdown. At this stage, the council will be able to calculate its BID levy liabilities and make a determination about how it will vote in the BID ballot.

References to Corporate Strategy

19. The council's Corporate Strategy identifies priority areas, which include protecting our environment, growing our economy, improving housing, and developing our communities. The project affects strategic priorities through its proposals. The council's Economic Development Strategy defines economic objectives that are consistent with the potential formation of a business improvement district.

Implications

Financial Implications

Name/Title: Tim Willis, Interim Director – Resources (S151 Officer)

Tel/Email: 01277 312500/tim.willis@brentwood.rochford.gov.uk

20. The key financial implications are included within the report. The Council has commissioned consultants to begin work on Stage 1 for £20,000 plus VAT. This will be funded from existing resources within the Economic Development budget.

Legal Implications

Name & Title: Andrew Hunkin, Interim Director – People & Governance (Monitoring Officer)

Tel & Email: 01277 312500/andrew.hunkin@brentwood.rochford.gov.uk

21. Business Improvement Districts (England) Regulations 2004 (The Regulations) provide the statutory powers and framework to enable a Business Improvement District (BID) to be created.

Economic Implications

Name/Title: Phil Drane, Director – Place

Tel/Email: 01277 312500/philip.drane@brentwood.rochford.gov.uk

22. The economic implications are included within this report.

Equality and Diversity Implications

Name/Title: Kim Anderson, Corporate Manager (Communities, Leisure & Health)

Tel/Email: 01277 312500/kim.anderson@brentwood.gov.uk

22. The Public Sector Equality Duty applies to the council when it makes decisions. The duty requires us to have regard to the need to:
 - a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act. In summary, the Act makes discrimination etc. on the grounds of a protected characteristic unlawful
 - b) Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
23. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, gender, and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for b. or c., although it is relevant for a.
24. The proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

None

Background Papers

None

Appendices to this report

None

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Agenda Item 6

Committee(s): Policy, Resources and Economic Development Committee	Date: 8 February 2023
Subject: Dunton Hills Garden Village Supplementary Planning Document (SPD)	Wards Affected: Herongate, Ingrave & West Horndon
Report of: Phil Drane, Director of Place	Public
Report Author/s: Name: Justin Booij, Dunton Hills Garden Village Project Lead Telephone: 01277 312500 E-mail: justin.booij@brentwood.gov.uk	For Decision

Summary

Delivery of Dunton Hills Garden Village will contribute to growth that meets the borough's housing and employment needs, whilst providing supporting infrastructure and facilities, consistent with the borough's village character. It is a corporate priority to deliver the new community and an essential part of the council's recently adopted local plan.

The strategy for growth set out in the local plan includes site specific policies to deliver Dunton Hills in line with garden community principles, among other things. Ensuring that an entirely new garden village community can be delivered in line with relevant policies requires accompanying masterplanning and design guidance. A Supplementary Planning Document (SPD) has been prepared to provide additional guidance help shape how the garden village should be delivered.

Work started on the creation of design coding/guidance during 2020 following completion of the Dunton Hills Garden Village Framework Masterplan Document (FMD), which provides mandatory spatial design principles for the site. More detailed design guidance in the form of a draft SPD was approved for public consultation by the Policy, Resources and Economic Development (PRED) Committee on 17 March 2021 alongside the FMD. Eventual adoption of an SPD will hold material weight when determining planning applications for the garden village.

Following consultation several amendments to the SPD have been made. This report provides members with the final proposed version of the SPD for approval / adoption (Appendix A). In addition, to inform the recommendation a record of the consultation process (Appendix B) and SPD amendments (Appendix C) are provided. The latter two documents would be included with the publication of the SPD as part of an "adoption statement".

Recommendation

Members are asked to:

R1. Adopt the Dunton Hills Garden Village Supplementary Planning Document (Appendix A).

Main Report

Introduction and Background

Delivering a new garden village

1. Dunton Hills Garden Village will be a new settlement in the south of the Borough. The garden village will be made up of three new neighbourhoods, contributing to housing and employment needs, whilst providing supporting infrastructure and facilities, consistent with the borough's village character.
2. Dunton Hills Garden Village was one of the first Government-backed new garden communities in 2017. Since then, a dedicated project team has been preparing for the delivery of the garden village in partnership with key stakeholders, including CEG as the main land promoter.
3. A key milestone was met in March 2022 when the council adopted its new local plan, which included allocation of Dunton Hills Garden Village, removing the site from the Green Belt. The plan includes site specific policies to ensure the delivery of the Dunton Hills in line with garden community objectives and site-specific requirements. The allocation is for up to 4,000 homes as part of a self-sustaining community led by its residents, with new schools, job opportunities, health and community facilities and new public spaces. Alongside the allocation, a first (outline) planning application (Ref. 21/01525/OUT) to deliver the majority of the garden village has been submitted. This is consistent with the project delivery team objective to achieve an allocation (plan-making process) and approve an application (decision-making process).
4. To inform this, an early output for the project was to produce a masterplan, which evolved through an in-depth process of consultation with stakeholders and the wider public into a formal Framework Masterplan Document (FMD) including mandatory principles. The FMD formed part of the same public

consultation exercise that also involved the draft Dunton Hills Garden Village Supplementary Planning Document.

Supplementary Planning Document (SPD)

5. In addition to the overarching policies within the council's local plan and the high-level masterplan (FMD), a need was identified to specify more detailed design guidance. In order for the design guidance to hold material weight in the determination of future planning applications on site, it was decided that a Supplementary Planning Document (SPD) would be the most suitable format.
6. According to national planning practice guidance (Paragraph 008, Reference ID 61-008-20190315), "...SPDs should build upon and provide more detailed advice or guidance on policies in an adopted local plan. As they do not form part of the development plan, they cannot introduce new planning policies into the development plan. They are however a material consideration in decision-making. They should not add unnecessarily to the financial burdens on development."
7. The Dunton Hills Garden Village SPD carries forward the FMD mandatory principles for the development of the site, and the SPD's illustrative materials provide a generally consistent iteration of the masterplan as presented in the FMD. Both the FMD and SPD build upon the now adopted policies of the council's local plan.
8. The council's Policy, Resources and Economic Development (PRED) Committee approved the draft SPD be published for public consultation (Item 747, 17 March 2021).

Co-design and consultation

9. Preparation of the SPD was informed by a wide-ranging 'co-design' engagement process, involving stakeholders and the local community in forming ideas about how the garden village should look and feel. This helped shape the draft SPD that was presented to PRED Committee before it was published for public consultation.
10. Consultation on the draft SPD ran from 17 May to 1 July in 2021.
11. Following SPD consultation, comments were fully considered and work to amend the document started with specialist placemaking consultant for the project HTA Design. Over a period of time, the document evolved to take

account of issues raised and other factors such as the adoption of the council's local plan in March 2022.

12. The project team maintained an 'action log' that provides a record of the main issues raised and how these have been addressed in the revised SPD (Appendix C). This shows a continuation of the co-design principles of enabling key stakeholders to help shape the design of the garden village.
13. The main outcomes of public consultation include:
 - a) A total of 32 members of the public responded at consultation events and provided responses to surveys, and 12 consultation responses were received from various public/statutory bodies, landowners and business stakeholders;
 - b) Due to the detailed and technical nature of the consultation responses received from Essex County Council and CEG, officers have held subsequent discussions to further clarify several matters raised;
 - c) A record of how consultation responses have led to updates to the consultation draft version of the SPD has been created to enable formal adoption of the final version of the SPD, and;
 - d) Officers consider that the end result of the public consultation represents an improved version of the consultation draft SPD that better addresses the broad-ranging and specific requirements upon the design of Dunton Hills Garden Village.

Adoption

14. The passage of the emerging SPD has completed formal public consultation in line with the requirements of the of The Town and Country Planning (Local Planning) (England) Regulations 2012.
15. The SPD has gained in planning weight in relation to emerging applications for the garden village and officers consider that the SPD is now fit for adoption. As such, officers recommend that members of the PRED Committee adopt the SPD.
16. Assuming that the recommendation is approved by members, officers would formally publish the SPD including the information appended to this report, and formal notifications.

17. After this process has been completed, the SPD will carry its maximum planning weight in the determination of related (planning) applications by the Council.

Reasons for Recommendation

18. The Council's local plan includes policies for the delivery of a new community at Dunton Hills Garden Village that require growth to be brought forward through a masterplanned approach. This reflects the size and complexity of bringing forward a garden village, which will be the borough's largest development project in living memory. Detailed design guidance set out within the Supplementary Planning Document (SPD) is essential to interpret the higher-level requirements of policy and principles set out in the Framework Masterplan Document.
19. The related planning application for delivery of the garden village (Ref. 21/01525/OUT) is currently being determined, due for presentation to the council's Planning Committee for decision once outstanding matters have been resolved. It is important that the design guidance set out within the SPD has material weight in the decision-making process.

Consultation

20. Effective engagement with the wider community has been a key priority for the Dunton Hills Garden Village project, something that has been recognised by the achievement of being shortlisted for the Planning Awards 2021 'community engagement' category. This included six-weeks of formal public consultation on the SPD, as is required for a statutory minimum period of six weeks. The Dunton Hills Garden Village SPD was available for consultation between 17 May and 1 July 2021. An overview of the consultation process, comments received and how these have shaped the final SPD is provided in Appendices B and C.

References to Corporate Plan

21. Delivery of Dunton Hills Garden Village is a priority identified in the council's Corporate Strategy 2020-2025, specifically key priorities to grow our economy and develop our communities.

Implications

Financial Implications

Name/Title: Tim Willis, Interim Director – Resources (Section 151 Officer)

Tel/Email: 01277 312500/tim.willis@brentwood.rochford.gov.uk

22. Costs relating to preparation of the Dunton Hills Garden Village Supplementary Planning Document have been covered by the planning policy service budget of the medium-term financial strategy.

23. The Dunton Hills Garden Village project has been predominately funded by Government through Homes England garden community capacity funding. Total capacity funding for the project since designation of the garden village in January 2017 has been approximately £1 million. The council makes annual bids to Homes England to top up funds, which has contributed to this total amount. The council has also provided funding required beyond the amount awarded by Homes England to progress the project. In addition, some funding has been awarded to Essex County Council for specialist support of garden communities in Essex, including Dunton Hills.

Legal Implications

Name & Title: Andrew Hunkin, Interim Director – People & Governance (Monitoring Officer)

Tel & Email: 01277 312500/andrew.hunkin@brentwood.rochford.gov.uk

24. Regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012 set out the procedural requirements to be followed before adoption of a Supplementary Planning Document by a local authority. Regulation 12 specifically imposes the requirement for a local authority to prepare a statement setting out all persons consulted, a summary of the issues raised by those persons, and how those issues were addressed in the Supplementary Planning Document. Officers consider that these requirements have been fulfilled.

Economic Implications

Name/Title: Phil Drane, Director – Place

Tel/Email: 01277 312500/phil.drane@brentwood.rochford.gov.uk

25. The Local Plan sets out a spatial strategy for how economic growth needs will be met over the next 15-years, including the delivery of new jobs and homes. Dunton Hills Garden Village is a fundamental part of the strategy. The new garden village community will deliver significant economic growth to the borough and beyond.

26. It is important that the plan and supporting guidance is in place to help enable economic growth and achieve the aims of the council's Corporate Strategy, by having a complete policy framework in place for the determination of related planning applications on site.

Equality and Diversity Implications

Name/Title: Kim Anderson, Corporate Manager (Communities, Leisure & Health)

Tel/Email: 01277 312500/kim.anderson@brentwood.gov.uk

27. Achieving high quality design includes consideration of social wellbeing and how people will use places within Dunton Hills Garden Village. This has been considered as part of preparation of design guidance and should continue to be a focus for the project.

Health & Wellbeing Implications

Name/Title: Jo Cory, Corporate Health & Wellbeing Officer

Tel/Email: 01277 312500/jo.cory@brentwood.gov.uk

28. Ensuring that the health and wellbeing of those who live and work in Dunton Hills Garden Village is a central consideration of the design of buildings and spaces. The Communities, Leisure and Health Team has been involved in shaping the design guidance through the co-design process. This work has been and still is ongoing, including facilitation of the project Community Forum and youth & schools programme.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

None

Background Papers

- Item 430, Policy, Resources and Economic Development Committee, 'Local Development Plan and Dunton Hills Garden Village Update', 18 March 2020
- Item 747, Policy, Resources and Economic Development Committee, 'Dunton Hills Garden Village Design Guidance Supplementary Planning Document', 17 March 2021 [including: Draft Dunton Hills Garden Village Design Guidance Supplementary Planning Document (SPD) (March 2021) and Dunton Hills Garden Village Framework Masterplan Document (FMD) (February 2020)]

Appendices

- Appendix A: Dunton Hills Garden Village Supplementary Planning Document (SPD) (January 2023)
- Appendix B: SPD Consultation Summary
- Appendix C: SPD Consultation Action Log
- Appendix D: SPD Adoption Statement

Please see a link to this document in three parts:

[Appendix A - Part 1](#)

[Appendix A - Part 2](#)

[Appendix A - Part 3](#)

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**Dunton Hills Garden Village
Supplementary Planning Document (SPD)
Consultation Summary**

CO-DESIGN

The council undertook an extensive stakeholder and community co-design process during 2020. This work informed preparation of design guidance for Dunton Hills Garden Village, consistent with policy that was emerging at that time in the councils Local Development Plan. This work informed a framework masterplan document for the site and a more detailed design guide that became the basis for a proposed Supplementary Planning Document (SPD).

The project was shortlisted as a finalist in the Planning Awards 2021 category for stakeholder engagement. This recognised the way that the co-design process formed a highly innovative and interactive process utilised as part of evidence gathering for the SPD. Findings from the engagement process were reflected in the draft SPD, shaping design guidance. This included continued collaboration with stakeholders and rising to the challenges of the COVID-19 pandemic restrictions.

PUBLIC CONSULTATION

The SPD sets out guidance for how Dunton Hills Garden Village will come forward. It includes site-wide guidance such as height, density, road layouts, land use, through to detailed design elements such as landscape design, architectural design and public realm design.

Following the co-design engagement with stakeholders and the community, a draft version of the SPD was published for public consultation, which was run from 17 May to 1 July in 2021. The council's website and a dedicated Dunton Hills Garden Village website presented the document and more information about the consultation process. It was also shared with the wider community, statutory consultees and industry groups. Feedback from these groups was collected between March and July 2021.

Formal consultation responses were received from the following stakeholders:

Community	Statutory Bodies	Industry Groups
Nearby residents	Basildon Council	South Essex and Essex Housing Group
Young persons	Essex County Council	Crest Nicholson/ AECOM
Landowners	Essex Police	Bloor Homes/ Barton Willmore
Local community	Essex Wildlife Trust	CEG
Community groups	National Grid	HTA Design LLP
Future residents	National Highways	Savills
Community Forum	Sport England	
Local schools	Transport for London	
	Thurrock Council	

Several consultation events and activities were held to gather feedback from a variety of stakeholders.

The formal consultation process consisted of numerous events, including a technical workshop with practitioners and experts from fields relating to the built environment, several community engagement activities, workshops and surveys. The formal consultation was consistent with the co-design process in that it was organised into five key themes (a strong sense of place; design; landscape; a forward thinking village; and sustainable transport).

A summary of these events is provided below:

1. Technical Workshop (March 2021)

A technical workshop was held in March 2021, via Zoom, with several industry groups including developers, contractors and consultants from a variety of fields. The purpose of this workshop was to collaborate with a range of developers and relevant industry professionals that will ultimately implement the SPD to ensure that the document is deliverable and easy to use as the garden village is delivered.

Key Findings:

- The document should allow for flexibility
- Examples/ image provided in the SPD should reflect the local context of Brentwood
- SPD should provide clear guidance on building heights and densities

2. Landowner Consultation Event (March 2021)

A targeted landowner consultation event was held in March 2021 online via Microsoft Teams. Landowners were provided with updates on the draft SPD and future milestones. The landowners were then asked for their thoughts on the SPD and for thoughts on how it could be improved.

3. Live Event (May 2021)

A community consultation event was held in May 2021 online via Zoom. The event sought to collect further thoughts and feedback from the public on the draft SPD.

During the online consultation event, officers from Brentwood Borough Council and HTA Design LLP presented the draft SPD and asked participants for their thoughts on issues relating to the new village and their vision. Participants were given the chance to share thoughts both vocally and by text via a shared platform. Both forms of feedback were collected and analysed.

4. Targeted Surveys (May – July 2021)

Targeted community surveys were sent to the wider community groups. The intention of these surveys was to collect thoughts from the community on the draft SPD and to highlight areas of improvement.

Participants were asked specific questions relating to the five themes and to the guidance provided, which helped the design team edit the SPD so that it responds to the community's specific needs.

A general community survey was circulated, along with a young persons' survey to better understand the specific needs of different age groups:

- a. A General Community Survey:** a general survey which was based on the five key themes was shared with the wider community, to better understand their thoughts on the draft SPD. A number of mandatory and optional questions allowed members of the community to respond to the topics that were most significant to them.
- b. Young Persons' Survey (ages 11-18):** a targeted survey for young persons aged 11-18. This survey focused on topics of interest for younger persons such as outdoor spaces, sports provision and sustainability.

5. Young Persons' Engagement Tasks (April – July 2021)

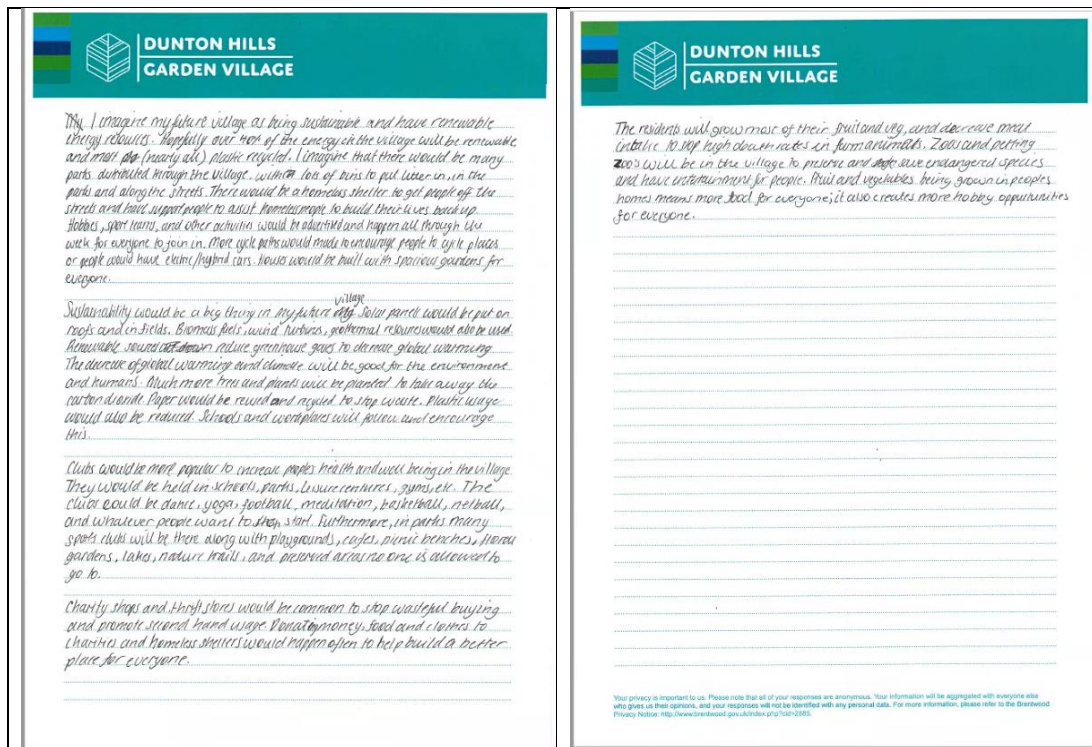
a. Primary School Drawing Tasks (ages 5-11)

A drawing exercise for primary school students was distributed to schools and was available for download on the Dunton Hills Website. The drawing exercise asked children to draw what they would imagine the new village (in particular growing spaces, the Market Square, schools, community centres, streets, bus stops, homes, playgrounds and sports pitches) will look like. They were also asked to suggest ways to fight climate change.



b. Secondary School Creative Exercise (ages 11-16)

A writing exercise was distributed to secondary schools and was available for download on the Dunton Hills Website. The writing exercise provided students with prompts relating to the five themes and guiding them to imagine what the new village will look like.



6. Dunton Hills Garden Village Website

The dedicated website for the garden village (www.duntonhillsgardenvillage.com), previously set up during the co-design process, was updated to provide a copy of the draft SPD alongside the latest surveys and engagement tasks. The website was regularly updated to provide the latest on the consultation process. The website also provided members of the public with a virtual community forum which hosted meaningful discussions.

FINALISING THE SPD

Following the formal consultation process, the feedback received from various stakeholders, including the wider community, statutory consultees and industry groups, was collated and analysed.

The findings then informed further revisions to the draft SPD during 2022, also informed by the adoption of the Local Development Plan. A final document has been published ahead of a decision on whether the council should adopt the SPD in February 2023.

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Appendix D

Planning and Compulsory Purchase Act 2004 (as amended)

The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

Dunton Hills Garden Village

Supplementary Planning Document (SPD) Adoption Statement

Adoption Date: 8 February 2023

Notice is hereby given in accordance with Regulations 11, 12, 14 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and pursuant to Section 23 of the Planning and Compulsory Purchase Act 2004 that the Dunton Hills Garden Village Supplementary Planning Document (SPD) was formally adopted by Brentwood Borough Council on 8 February 2023.

The Dunton Hills Garden Village SPD sets out broad principles to show how the Garden Village should be designed, translating the policy requirements in the Local Plan into a well-designed and successful place. It also provides detailed guidance which interprets the Local Plan policies in a manner appropriate to the Garden Village.

The Consultation Statement associated with this Adoption Statement sets out modifications made to the draft SPD, to take account of representations received during the consultation.

The Dunton Hills Garden Village SPD, Consultation Statement and this Adoption Statement can be viewed and downloaded from the Council's website here:

www.brentwood.gov.uk/planning-policy-and-local-plan

Any person with sufficient interest in the decision to adopt the SPD may apply to the High Court for permission to apply for judicial review of that decision. Such application must be made promptly and no later than 3 months after the date on which the SPD was adopted.

Enquiries should be addressed to Planning Policy, Town Hall, Ingrave Road, Brentwood, CM15 8AY or by email to planning.policy@brentwood.gov.uk Phil Drane – Director of Place

Phil Drane

Director of Place

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Agenda Item 7

Committee(s): Policy, Resources and Economic Development	Date: 8 February 2023
Subject: Budget 2023/24 and Medium Term Financial Strategy	Wards Affected: All
Report of: Tim Willis, Interim Director (Resources) & Section 151 Officer	Public
Report Author/s: Name: Tim Willis, Interim Director (Resources) & Section 151 Officer Telephone: 07870 863270 E-mail: tim.willis@brentwood.rochford.gov.uk	For Decision

Summary

This report and appendices set out all the relevant information in support of the Council's Budget for General Fund services and Council Tax for 2023/24, together with financial forecast information through to 2025/26. Also included is information on the Housing Revenue Account (HRA) budget for 2023/24 and the Capital Programme 2023/24 to 2025/26.

- (i) Appendix A - The General Fund budget proposals for 2023/24 to 2025/26.
- (ii) Appendix B - The Housing Revenue Account (HRA) budget proposals for 2023/24 onwards.
- (iii) Appendix C - The Capital Programme 2023/24 to 2025/26.
- (iv) Appendix D – Fees & Charges Schedule 2023/24.
- (v) Appendix E - Pay Policy Statement.
- (vi) Appendix F - Section 151 Officer's Assurance Statement and useful information.
- (vii) Appendix G - Corporate Strategy Budget Summary.

The Policy, Resources and Economic Development Committee is required to consider the proposals and make recommendations to Ordinary Council for approval on 1 March 2023.

The report summarises the detailed service budgets, together with known adjustments including the impact of the provisional central government grant funding.

The key elements of the proposed budget are:

General Fund

- 1) A proposed 3% increase in Council Tax for 2023/24 for Brentwood Borough Council services.
- 2) Earmarked Reserves to set aside appropriate balances to mitigate future financial risk and build up in borough regeneration.

- 3) Future uncertainty of Local Government Financing.

Housing Revenue Account

- 1) For 2023/24 a budget that delivers a surplus of £26k.
- 2) Proposed increase in rents of 7% per annum.
- 3) Continued investment in the delivery of Decent Homes and development of Housing within the Borough.
- 4) Significant investment in the Strategic Housing Delivery Programme ensuring the 30-year business plan is sustainable.

Capital

- 1) Total capital investment of £36.3 million (General Fund) and £22.0 million (HRA) in 2023/24.
- 2) Subsequent investment of £20.2 million (General Fund) and £50.3 million (HRA) from 2024 to 2026.

Recommendation(s)

Members are asked to:

R1. Approve the General Fund Budget 2023/24 and Medium-Term Financial Strategy as set out in Appendix A.

R2. Approve a proposed Council Tax increase of 3% for 2023/24, the charge of Band D property increases to £204.58 per annum for Brentwood Council services only.

R3. Approve the HRA budget 2023/24 including the 30-year HRA Business Plan within Appendix B.

R4. Approve a proposed increase to rents of 7% for 2023/24.

R5. Approve the Capital Programme in Appendix C.

R6. Approve the Fees & Charges Schedule in Appendix D.

R7. Approve the Pay Policy Statement in Appendix E.

R8. To note the Section 151 Officers Assurance Statement in Appendix F.

Main Report

Introduction and Background

1. Appendix A sets out the full detail on all relevant considerations in setting the budget and Council Tax for 2023/24. Key issues have been summarised in this report by way of background.
2. All figures in Appendix A should be considered to be draft at this stage. The final local government finance settlement has not yet been issued. At the time of writing this report, it is expected at the end of January or early February.

Economic Impacts

3. During the past year, inflation and interest rates have risen, to a degree that was not predicted this time last year. The Consumer Price Index rose above 10% in the summer of 2022 and stands at 10.5% now. These high rates were and are, in part, due to substantial increases in energy costs. Inflation means the council pays more for all its goods and services, including via payments to contractors, and its staff.
4. Interest rates have similarly risen, with typical borrowing rates for local authorities being around 2% this time last year, rising to 6% in the autumn and around 4.7% now. The council has had a mix of short term and long term borrowing and the cost of repaying this debt has risen.
5. Covid-19 infection rates are still high, but the impact on the economy, or on council services, is not as significant as over the last two years. However, it is difficult to assess what normal activity rates are, for such council budgets as fees and charges. Income from fees and charges during lockdown were reduced, and there has been Government compensatory financial support, but some council income has not fully returned to earlier levels. This is probably due to a combination of changed habits and the cost of living, but it makes forward projections difficult.
6. Although some council spending has increased and some income declined, this has been compensated by Government support, careful budget management and some underspends. The current forecast for 2022/23 is for an underspend in the order of £156k.

Government Funding

7. The financial pressures that face local government are well known. Despite these pressures, 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.
8. The financial position and the Council's total Government funding is detailed within Appendix A for the General Fund, which continues to reflect the ongoing uncertainty in government support.
 - The Provisional Settlement is for a one-year period, leaving uncertainty regarding 2024/25 and beyond.
 - The Government's calculation on core spending power assumes councils will increase council tax by 3%. Lower tier authorities are allowed to apply the higher of the referendum limit of 3% or £5.
 - New Homes Bonus allocations have continued in 2023/24 for one year. The Government has signalled a review of the system of allocation for 2024/25.
 - The Borough will receive a Services Grant, Revenue Support Grant and a Funding Guarantee Grant, as described in Appendix A.

Council Tax

9. This Committee is recommended to propose to Council to increase Council Tax by 3% for 2023/24 per band D property. The element of the Band D charge related to the council will increase by £5.95 per annum. This increase equates to an additional 11.4p per week for a Band D property. The Government has assumed in its forecast of Brentwood's spending power that Council Tax will increase by 3%, i.e. the authority's settlement is based on the assumption by Government that the authority will maximise its income generation through Council Tax increases.

General Fund

10. The council is forecast to underspend by £156k in 2022/23. However, in light of the pressures outlined above, £111k of reserves are proposed to be used to support the 2023/24 budget. Whilst the use of reserves to support the budget is not sustainable over the longer term, Brentwood is far from alone in needing to utilise reserves. Many authorities will be doing so in 2023/24 to manage the significant costs associated with higher inflation and interest rates. Details are outlined below in Table 1.

Table 1 – General Fund Revenue projected Working balances

	2021/22	2022/23	2022/23	2023/24	2024/25	2025/26
	Actual	Budget	P9 Forecast	Budget	Budget	Budget
	£'000	£'000	£'000	£'000	£'000	£'000
Total General Fund Net Expenditure	9,148	9,768	9,612	10,357	10,094	10,025
Total Funding	(9,148)	(9,646)	(9,646)	(10,246)	(9,845)	(10,025)
Deficit/(Surplus)	0	122	(34)	111	249	0
Use of Earmarked Reserves	0	0	0	0	0	0
Deficit/(Surplus)	0	122	(34)	111	249	0
Working Balance b/fwd	2,874	2,874	2,874	2,908	2,797	2,548
(Deficit)/Surplus	0	(122)	34	(111)	(249)	0
Working Balance c/fwd	2,874	2,752	2,908	2,797	2,548	2,548

11. There is a requirement that the Council needs to continue delivering budget reductions and income generation in order to deliver a sustainable medium-term financial position for future years, further information is set out in Appendix A.

Savings

12. In delivering the proposed budget for 2023/24 and beyond, the Council will continue to seek efficiencies that are already in progress, whilst specifically embarking on the strategic partnership with Rochford District Council. This partnership will deliver significant savings over the medium term, whilst also enhancing capacity and resilience.

Reserves

13. Appendix A summarises the overall level of General Fund Reserves and reflects the realignment of reserves to meet current and anticipated investment requirements.

Housing Revenue Account

14. Appendix B sets out the full detail on all the relevant considerations in respect of setting the HRA budget for 2023/24.
15. The budget has been prepared on the basis of current levels of service of delivery but taking account of any known priorities and relevant legislation.
16. The HRA capital programme has been prepared by taking account of current known knowledge of stock condition and the asset management priorities arisen.

Capital Programme

17. This strategy also sets out the capital programme for 2023/24 to 2025/26 in Appendix C.

Fees and charges

18. Proposed Fees and Charges have been taken to the appropriate Council Committee and are attached for information in Appendix D.

Pay Policy

19. Section 38(1) of the Localism Act 2011 and supplementary guidance issued in February 2013 requires Local Authorities to produce a Pay Policy Statement for each financial year, which must be approved formally at Ordinary Council by the 31 March each year and must be published on the Council's website. It may be amended during the course of the financial year by further reference to Ordinary Council. The committee is asked to consider the Pay Policy Statement (Appendix E) and endorse it for Ordinary Council approval.

Assurance Statement

20. The Section 25 of the Local Government Act 2003 requires the Section 151 Officer to report to the Council on the robustness of the budget calculations and the adequacy of reserves as part of the budget and council tax setting decision.
21. The Council's budget is based on a range of assumptions. In considering the overall budget position, it is necessary for Members to be aware of the range and scale of risk and uncertainty surrounding the budget projections, particularly with regard to external factors. The assurance statement is attached in Appendix F, which also includes useful information for members on

the legalities of setting a balanced budget and a glossary for all the budget documents.

Issue, Options and Analysis of Options

22. The Council sets its own Council Tax requirement, within the resources available and regulation. The Council must have regard to the robustness of the budget calculations, identified risks and the financial climate. Details on Council Tax Setting are set out in Appendix A.
23. Members should note that a proposed “excessive” council tax increase will be subject to a local referendum. Any referendum would have to take place no later than the first Thursday in May. The cost of conducting the referendum and rebilling would both fall on the Council. The Government has determined that for 2023/24 an increase above 3% or £5 whichever is higher would be excessive and require a positive vote in a referendum.
24. Each year’s Council Tax level forms the base for measuring future increases against any Government referendum criteria. A risk of setting Council Tax too low is that it limits the level of the referendum threshold in the future years too, as there is cumulative effect on the Council’s ability to sustain service levels in the future. The Section 151 Officer’s Assurance Statement in Appendix F addresses the robustness of the budget calculations and the adequacy of reserves as well as providing useful information for the Budget reports.

Reasons for Recommendation

25. Effective financial management underpins all the priorities for the Council and will enable the Council to operate within a sustainable budget environment.
26. The Council is required to approve the Budget as part of the Budget and Policy Framework.

Consultation

27. The Council undertook a Consultation on the budget between 30th August 2022 to 2nd October 2022. Further information is set out in Appendix A.

References to Corporate Strategy

28. The Budget is linked to achieving the current priorities in the Corporate Strategy.

Implications

Financial Implications

Name/Title: Tim Willis, Interim Director of Resources

Tel/Email: 07870 863270/tim.willis@brentwood.rochford.gov.uk

29. The financial implications are set out within the report and the Appendices accompanying the reports.

Legal Implications

Name & Title: Andrew Hunkin, Director (Law and Governance) and Monitoring Officer

Tel & Email: 01277 312500/andrew.hunkin@brentwood.gov.uk

30. 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 strategy. The medium-term financial strategy informs the budget process and may be viewed as a related function.

31. The report provides information about risks associated with the medium-term financial strategy 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 includes arrangements for the management of risk.

Economic Implications

Name/Title: Phil Drane, Corporate Director of Planning and Economy

Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk

32. There are specific parts of the budget in place to enable the Council to facilitate local economic growth within the service area Economic Development. This is in line with the Council's Corporate Strategy, Brentwood 2025, which includes objectives to grow the economy. More generally, and in terms of other parts of the budget, it is important that the Council maintains a robust and resilient budget for the responsible upkeep of public services, which in turn can help contribute to a healthy borough economy.

Background Papers

33. None.

Appendices to this report

Appendix A: General Fund Budget 2023/24

Appendix B: Housing Revenue Account Budget & 30-year Business Plan 2023/24

Appendix C: Capital Programme 2023/24 - 2025/26

Appendix D: Fees & Charges Schedule 2023/24

Appendix E: Pay Policy Statement

Appendix F: Section 151 Officers Assurance Statement & Useful Information

Appendix G: Corporate Strategy Budget Summary

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Brentwood Borough Council
General Fund Budget
2023/24

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Medium Term Financial Strategy 2023-26

Introduction

1.The Corporate Strategy requires that the Council is committed to seeking innovative financial solutions that will allow the Council to deliver a prosperous borough to its residents, businesses and visitors.

In this context the Medium Term Financial Strategy (MTFS) seeks to:

- Maintain a sustainable financial position against a background of unprecedented financial uncertainty.
- Support the vision of our Borough through appropriate identification of resources required to deliver the key priorities outlined in the Corporate Strategy.
- Maximise opportunities and mitigate risks associated with the fundamental change to the way in which local government is financed.

2.This section sets out the key considerations for the MTFS through to 2025/26. The forecasts should be treated with caution because:

- The settlement for 2023/24 is for one year only.
- A New Homes Bonus allocation has been made for 2023/24 but a formal review of the scheme is planned for 2024/25. The 2023/24 allocation is solely for that year.
- In the Provisional Settlement announcement there was no reference to the Fair Funding Review or Business Rates Review. There is therefore an assumption of no change in the methodology of distribution of Government funding and maintenance of the existing Business Rates system.
- There is uncertainty regarding the financial impact of inflation and interest rates, that are both higher than seen in recent years. The budget has been prepared on the basis of economic advice regarding future projections, but these could change, especially given the relatively volatile macro-economic environment.

3.Taking the above into consideration, the assumptions used to forecast future income and expenditure are prudent and realistic.

4.The additional cost pressures of inflation and interest rates have been mitigated in year which means that the 2022/23 forecast is for a £156k underspend.

5.The Council has an ambitious agenda in a current volatile financial climate. The Council aims to continue to deliver and enhance the services it currently provides. The MTFS is expected to utilise reserves in 2023/24 and beyond that year, further savings, efficiencies and income generation will be required. The current position is outlined below.

Table 1 – General Fund Summary

	2021/22	2022/23	2022/23	2023/24	2024/25	2025/26
	Actual	Budget	P9 Forecast	Budget	Budget	Budget
	£'000	£'000	£'000	£'000	£'000	£'000
Total General Fund Net Expenditure	9,148	9,768	9,612	10,357	10,094	10,025
Total Funding	(9,148)	(9,646)	(9,646)	(10,246)	(9,845)	(10,025)
Deficit/(Surplus)	0	122	(34)	111	249	0
Use of Earmarked Reserves	0	0	0	0	0	0
Deficit/(Surplus)	0	122	(34)	111	249	0
Working Balance b/fwd	2,874	2,874	2,874	2,908	2,797	2,548
(Deficit)/Surplus	0	(122)	34	(111)	(249)	0
Working Balance c/fwd	2,874	2,752	2,908	2,797	2,548	2,548

Outturn 2022/23

6. The Medium-Term Financial Forecast reflects the latest outturn projections regarding the delivery of the 2022/23 budget.

7. The outturn for 2022/23 is dominated by the impact of inflation on the council's financial position. The impact is on additional expenditure for energy prices, fuel, professional services and repairs and maintenance. The estimated impact on the council expenditure is £974k. There has been government energy relief scheme that has been applied to the Council's bills, which has mitigated the increase in utility costs by around 45%. In addition to the pressures identified, the Council continues to hold a vacancy factor that is higher than budgeted. This is a mixture of posts being difficult to recruit to following the national backdrop regarding pay differentials between the private and public sector, as well as posts being held vacant pending service reviews under the OneTeam agenda. For 2022/23 it is expected the total establishment budget will be £950k underspent.

8. Income pressures are associated with the longer-term impact of COVID-19. Parking income has consistently stayed at 75% of pre-pandemic levels since June 2021. With commuters working more frequently on a hybrid basis, season ticket income has declined with a reduction in renewals. Expectation is that parking income will remain at these levels as nationally employers encourage its employees to work under a hybrid model.

9. Revisions to the minimum revenue provision and allocation of the pension deficit between General Fund and HRA have offset some of the pressures identified, with the new recycling scheme performing above expectation regarding the income generated from being able to sell the recycling collected. These variances alongside contributing in total to earmarked reserves, has resulted in a surplus of 34k for 2022/23.

Medium Term Financial Strategy Assumptions

10. The key elements of the forecast are explained in detail as follows:

- Revenue Budget from paragraph 34
- Capital Programme (Appendix C)

11. The following key areas support delivery of the MTFs and have been considered during the development of the budget:

- Fees and Charges
- Value for Money
- Inward Economic Development
- Asset Management

12. The Council continues to transform the way that it delivers services for the foreseeable future to ensure financial sustainability and the identification of resources for investment in key priority areas identified in the Corporate Strategy, which are:

- Growing our Economy
A thriving borough that welcomes a wealth of business and culture
- Protecting our Environment
Developing a clean and green environment for everyone to enjoy.
- Developing our Communities
Safe and strong communities where the residents live happy, healthy and independent lives.
- Improving Housing
Access to a range of decent homes that meet local needs.
- Delivering an Efficient and Effective Council
An ambitious and innovative council that delivers quality services

13. The Council is continuing to develop its MTFs to deliver the Corporate Strategy outcomes while maintaining working balances and mitigating risk. This will be addressed primarily through:

- Service redesign and delivery of service strategies
- Maximising income generating opportunities
- A focus on supporting inward economic investment.
- Continuously reviewing fees and charges to ensure full cost recovery, where this is not possible reviewing how the associated services are delivered to reduce costs or accepting a discounted charge in return for an appropriate community benefit.
- Optimising the Council's use of technology to enable new ways of working and improving service quality for our residents.

- Ensuring the Council's assets are used efficiently and effectively.

14. The MTFS includes allocations for savings to be delivered through process reviews as well as making allowances for business case development and delivery.

15. The Section 151 Officer has made a statutory assessment of the adequacy of reserves taking into consideration the risk and uncertainties facing the Council included in a separate statement.

16. This includes an assessment of the risks posed by the Council's ambitious investment approach to meeting resident needs and financial imperatives. Given potential volatility in the Council's income and expenditure and the inherent risks and uncertainties in the assumptions used to prepare the MTFS, it is necessary to ensure that reserves and contingencies are maintained at adequate levels throughout the forecast period (Reserves section and The Section 151 Officers Assurance Statement).

Three Year Medium Term Financial Strategy

17. A three year forecast for the General Fund is set out below. The 2023/24 budget generates a deficit that is expected to be funded from reserves, ensuring the working balance remains at current levels. Although efficiencies will be delivered over the medium term, some use of reserves is projected for 2024/25. It should be noted that forecasts beyond 2023/24 should be treated with caution due to the extreme uncertainty over the funding position from that year onwards.

18. The base assumptions used to arrive at this conclusion are shown below and correlate with the table.

- **Rebasing** - Services have had their expenditure rebased in line with current costs of service.
- **Realigning** - Services budgets have been realigned to ensure the base budget correctly reflects the current service provision.
- **Inflation** - 4% has been applied for 2023/24, decreasing following years to 2.6% and 2.1% in line with HM Treasury forecasts.
- **Staffing costs**- Includes legacy increase to base due to £1,925 being larger cost than the 2% estimate built in. There is a pay award assumption of 4% in 2023/24 and 2% thereafter.
- **Vacancy Factor** – 5% vacancy factor is assumed and recalculated based on revised establishment budget.
- **Income** - increases associated with service income targets. Includes increases associated with fees and charges by inflationary costs, revisiting demand and ensuring a cost recovery basis.
- **Funding** - Funding adjustments considering the Provisional Local Government Finance Settlement.
- **Growth** - required to budgets as per bids submitted by budget managers.

- **Savings** – proposed initiatives from services.
- **Recharges to the HRA** - these are revisited on an annual basis and the allocation is revised on the proposed budget.
- **Reserves** – Contributions to/from Earmarked Reserves.
- **Non Service** – Predominantly Capital Financing. Interest on borrowing for funding the capital programme is reviewed annually and updated on revised business and project plans. Minimum Revenue Provision is recalculated based on the policy as set out within the Capital and Investment Strategy.

19. Assumptions are an estimate at a point in time. Assumptions are provided in the context of uncertain cost pressures and future Government funding.

Table 2 - Summary of changes to the Base Budget

	2023/24	2024/25	2025/26
	£'000	£'000	£'000
Funding Gap b/wd	1,404	1,826	1,826
Add:			
Realigning	(164)	(177)	(177)
Inflation	1,141	1,140	1,170
Staffing costs	1,031	1,083	1,464
Vacancy Factor	(203)	(207)	(221)
Increase in Income	(593)	(265)	(517)
Funding Adjustments	(1,149)	(578)	(758)
Pressure	951	977	957
Savings	(1,734)	(2,443)	(2,480)
Recharges to HRA	47	76	76
Reserves	(976)	(1,852)	(2,544)
Non-Service	357	669	1,205
Total	111	249	0
Revised Working Balance b/fwd	2,874	2,763	2,514
(Deficit)/Surplus	(111)	(249)	0
Revised Working Balance c/fwd	2,763	2,514	2,514

Appendix 1 details changes made to the base budget to arrive at the revised budget and forecast.

Government Funding

Provisional Local Government Finance Settlement

20. The Provisional Local Government Finance Settlement for 2023/24 was announced on 19 December 2022.

21. Key headlines from the settlement are outlined below:

- **Council Tax** - The provisional settlement confirmed districts/boroughs will be allowed to apply the higher of the referendum limit of 3% or £5.
- **New Homes Bonus** - The 2023/24 new Homes Bonus allocations have been announced. As last year, there will be no legacy payments for the 2023/24 in year allocations. The deadweight of 0.4% was maintained.
- **Negative RSG** - As in previous years, the government has decided to eliminate negative RSG amounts, so there is no direct detrimental impact on the Borough's funding.
- **Business Rates** – Whilst there are changes to reliefs and valuations for 2023/24, these are projected to have no net effect on council funding.
- **Services Grant** – There is an allocation of £64,453 in 2023/24. The Services Grant has reduced nationally, and for Brentwood, primarily because local authorities as employers will not have to continue to pay higher National Insurance Contributions.
- **Funding Guarantee** – The Government has introduced a funding guarantee, to ensure that each authority receives at least a 3% increase in Core Spending Power. Brentwood will receive an allocation of £453,483.
- **Revenue Support Grant** – An allocation of £69,088 will be provided, however this is nearly all a redefined Local Council Tax Support Administration grant.
- **Local Government Funding reform** – The Fair Funding Review and Business Rates Review have been postponed to a future date.

New Homes Bonus Grant

22. 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 original grant was payable for 6 years.

23. The grant for 2019/20 onwards was based upon 4 years, but it is now paid as a one-off annual amount, and the scheme will now also only reward net growth in homes above 0.4% per annum.

24. For 2023/24, the Council is due to receive £449,982 in New Homes Bonus. The government has restated its intention to review and reform the scheme but no details have yet been provided as to future funding. It is considered prudent, therefore, not to forecast any further income arising specifically from this scheme until the position is clear.

25. Since its introduction in 2011/12, the Council has used the New Homes Bonus to support the General Fund Budget and this will continue in 2023/24.

Business Rates Retention

26. The Business Rates retention figure represents the Council's share (40%) of the total amount collected from local businesses, +/- a top-up/tariff amount. The estimated amount for 2023/24 and future years is outlined below. The figures include payments from the Government to bring the Council up to Safety Net level (92.5% of the Business Rates Baseline).

Table 4 – Business Rates

	2022/23	2023/24	2024/25	2025/26
	£'000	£'000	£'000	£'000
Business Rates	1,634	1,535	1,535	1,535

27. 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.

28. The figures do not assume a reset of the Business Rates baseline in future years as the timing of a reset is uncertain.

29. The pressure currently facing the Council in respect of Business Rates is due to the ongoing trend of offices being converted to flats as well as primary employers leaving the Brentwood area, which has resulted in a loss of business rates yield.

30. The Council is not currently part of the Essex wide Pool for Business Rates. 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. However, because Brentwood has not generated growth and has entered the Safety Net, it makes financial sense for both the Council and the Pool to be taken out of the Pool. No additional income has been budgeted for 2023/24 due to the uncertainty of future Business Rates income and the pool position.

Total Government Funding

31. A table summarising the Medium Term Financial Strategy's Total Government funding arising from the Local Government Finance Settlement since 2017/18 and Business Rates is shown below.

Table 5 - Summary of Government Funding

	2017/18 Actual £'000	2018/19 Actual £'000	2019/20 Actual £'000	2020/21 Actual £'000	2021/22 Actual £'000	2022/23 Forecast £'000	2023/24 Budget £'000
Revenue Support Grant	233	Nil	Nil	Nil	Nil	Nil	NIL
Tariff-Top Up Adjustment	Nil	Nil	Nil	Nil	Nil	Nil	Nil
News Homes Bonus	1,155	410	678	688	529	713	450
Lower Tier Service Grant	Nil	Nil	Nil	Nil	71	74	Nil
Covid-19 Funding	Nil	Nil	Nil	982	309	Nil	Nil
Service Grant	Nil	Nil	Nil	Nil	114	114	64
Funding Guarantee	Nil	Nil	Nil	Nil	Nil	Nil	453
Total	1,388	410	678	1,670	1,023	901	1,037
Business Rates Retention	1,798	2,220	1,800	1,634	1,535	1,535	1,535
Business Rates Levy Account	Nil	Nil	25	Nil	Nil	Nil	Nil
Total	3,186	2,630	2,503	3,304	2,558	2,436	2,572

The table above highlights the continuous financial pressures the Council faces as funding has declined. There was some Revenue Support Grant in 2023/24 but it is not comparable to previous years' grant.

General Fund Revenue Budget

32. The summary revenue budget and forecast for the budget is outlined below:

Table 6 – General Fund Revenue Budget

	Forecast 2022/23 £'000	Budget 2023/24 £'000	Budget 2024/25 £'000	Budget 2025/26 £'000
Growing Our Economy	(2,828)	(3,113)	(2,704)	(2,929)
Protecting Our Environment	2,296	2,899	3,005	3,128
Developing Our Communities	1,573	1,750	1,761	1,771
Improving Housing	342	420	425	434
Efficient & Effective Council	4,718	4,997	4,430	4,599
Total Corporate Priorities	6,101	6,953	6,917	7,003
Total Non-Service Expenditure	2,357	2,895	3,521	4,058
Total Cost of Services	8,458	9,848	10,438	11,061
Transfer to/(from) Reserves	535	(110)	(964)	(1,656)
Total Spending Requirement	8,993	9,738	9,474	9,405
Funding				
New Homes Bonus	(715)	(450)	0	0
Business Rates Retention	(1,535)	(1,535)	(1,535)	(1,535)
Other Non-Specific Grants	(188)	(517)	(517)	(517)
Collection Fund Deficit	0	(195)	0	0
Council Tax Requirement	(6,589)	(6,930)	(7,173)	(7,353)
Total Funding	(9,027)	(9,627)	(9,226)	(9,406)
Total Deficit/(Surplus)	(34)	111	249	(0)
General Fund working balance Brought Forward	2,874	2,908	2,797	2,548
Total (Deficit)/Surplus	34	(111)	(249)	0
General Fund working balance Carried Forward	2,908	2,797	2,548	2,548

Saving Targets within the Revenue Budget

33. Taking into account known pressures and reduced income that the council continues to face, the Council recognises that further Initiatives are required in order to bring the future Reserves above the minimum level to continue to keep the Council sustainable.

34. Included in Table are the current saving targets built within budget for 2022/23 and future years.

Table 7 - Proposed Saving Targets

Proposed Saving Targets	2023/24 £'000	2024/25 £'000	2025/26 £'000
Corporate Vacancy Factor	(673)	(686)	(700)
Capitalisation Staff Costs *	(50)	(50)	(50)
One team savings	(224)	(808)	(846)
Total Efficiency Targets	(947)	(1,544)	(1,596)
Leisure Strategy Income	(175)	(175)	(175)
Service Income Generation	(80)	(80)	(80)
Total Income Generation Targets	(255)	(255)	(255)
Total Saving Targets	(1,202)	(1,799)	(1,851)

*Previously in part incorporated within the 2022/23 base budget

Summary of these savings targets are detailed below:

Corporate Vacancy Factor/Organisation Review – to align budgets and encourage managers to deliver a natural saving when recruiting new members of staff. Delay in recruitment processes so that it is not detriment to the service can achieve a saving on the establishment as the role is in post for a full year. Undertake an organisational review on the establishment to ensure the resources best meet the organisation requirements to deliver the Corporate Strategy whilst making pay scales competitive within the County. Vacancy factor has been increased to 5% due high number of vacancies and difficulties to recruit

Capitalisation of Staff Costs – Correct time recording can allow staff members costs to be capitalised if their time is spent on a specific capital project.

One team savings- The efficiency savings generated through the one team partnership between Brentwood Borough Council and Rochford District Council.

Leisure Strategy Income –Leisure Strategy Investments included in the Capital Programme, propose to seek future revenue savings, on the development of King Georges Pavilion, creation on a Football Hub and the refurbishment and competitive leasing of the Community Halls. This income has been deferred slightly due to delays following the pandemic.

Service Income Generation – Multiple targets agreed with services to increase income.

Addressing the future Funding deficits

35. Dealing with one year funding settlements is a challenging situation and does not give enough time for the Council to react or plan over the medium term. However, the Council recognises the need to strive to set a balance budget, which will require reducing costs and raising revenue for future years in order to reduce the forecasted deficits. Forecasts will continue to be refined through future budget setting cycles.

36. All services will need to continue to drive through efficiencies and continually review their working practices and operations to deliver efficiency and effectiveness as part of the Council's Corporate Strategy.

37. Although there are future year deficits forecast, the strategic partnership with Rochford District Council will enable savings and these are factored into the MTFS.

38. The Council has increased its property portfolio to manage and maintain regeneration within the Borough and to contribute to the General Fund over the longer term. The period covered by the MTFS will see the creation of an increased portfolio that is forecast to generate rent income. Some of this rent income already supports the budget, but it is projected to grow over the next 3-5 years.

Reserves

Background

39. Section 5 of the Council's Financial Regulations sets out the arrangements for managing and establishing reserves. 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.

40. 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 this advice may require a report to be made to the Council under Section 114 of the Local Government Finance Act 1988.

41. 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 (included in Section 151 Officer's Assurance Statement).

42. 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 also has regard to professional guidance provided by CIPFA.

43. 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.

44. When reviewing the Medium Term Financial Strategy and preparing annual budgets, Members should consider the establishment and maintenance of reserves. These may be held for two main purposes:

- As a working balance (or unallocated reserve) to help cushion the impact of unexpected budgetary pressures.
- 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).

General Fund Reserves

45. General Fund reserves consist of several earmarked reserves, together with an unallocated general reserve (General Fund Working Balance). 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.

46. In addition to the cash-backed reserves described above, local authorities maintain several other reserves on 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.

47. Reserve balances are determined each year with regard to the current risks prevalent and foreseen at that time. The Section 151 Officer's Assurance Statement sets out their view of the risks and uncertainties that the council is currently facing. The reserve balances at 1 April 2023/24 allows for the effect of the 2021/22 outturn position and the forecast outturn for 2022/23.

General Fund Working Balance

48. When determining the budget position for 2023/24 Members have to make a balanced judgement as to the level of unallocated reserves to set for general purposes at March 2023 when considering the medium-term position. They should consider the Council's overall financial strategy for the year and the implications for the forward financial position. This is important given the uncertainties surrounding future years' expenditure and income levels, inflation, interest rates, legislative changes, partnership schemes, other external factors, level of Government grant and areas of identified risk.

49. Although there is no statutory minimum level of reserves, the level of the General Fund working Balances is reviewed annually as part of the budget process and an annual risk assessment is undertaken alongside the Council's strategic risk register. Given the overall levels of risk the Section 151 Officer considers that the General Fund working Balance should

be maintained above £2 million when setting the budget for 2023/24. £2 million represents approximately 20% of the net spending requirement and approximately 5% of gross expenditure.

50. Although the Section 151's Assurance statement report on the adequacy of reserves is specific to 2023/24, the Council should bear in mind that adequacy should also be judged against longer-term plans.

51. The Council is currently predicting the continuation of significant financial pressures every year due to increased costs and uncertain Government funding. Whilst it is not 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 longer-term solutions. 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.

Earmarked Reserves

52. In addition to the General Fund Working Balance, the Council keeps several 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 reserves are grouped as below:

- **Mitigation** – Earmarked specifically to mitigate financial risks to the Council.
- **Service** – Monies set aside for services from existing budgets to be used on specific investment Initiatives or projects.
- **Specific** – Monies that the Council has received that have specific restrictions on how the money can be used.
- **COVID-19** – Monies the Council has received due to the ongoing pandemic.

A summary table of each group is shown below followed by a detailed breakdown of every reserve in each group, as well as the rationale for each reserve.

Table 8a - General Fund Earmarked Reserve Forecast Balances - Summary

Reserve	Opening Balance 2021/22	Forecast Balance 2022/23	Forecast Balance 2023/24	Forecast Balance 2024/25	Forecast Balance 2025/26
	£'000	£'000	£'000	£'000	£'000
Mitigation	4,271	4,906	4,697	3,496	1,852
Service	2,362	2,048	1,964	1,817	1,817
Specific	617	601	589	577	565
COVID-19	5,196	982	982	982	982
Total	12,446	8,525	8,232	6,872	5,216

Mitigation Reserves

- a) **Funding Volatility** - Fund to mitigate the uncertainty and financial risks regarding the Government Funding
- b) **Housing Benefit Subsidy Smoothing** - To support the funding of subsidy claims
- c) **Insurance and Risk Management** – To support and mitigate high risks identified through the risk register.
- d) **In Borough Regeneration** – Specifically set aside to manage future financing risk on redevelopments.

Service Reserves

- e) **Asset Management** – Support Asset management team for reactive compliance works.
- f) **Economic Development** – To be drawn down in delivering the corporate strategy aim of growing the economy.
- g) **Electoral Registration** – fund to be utilised for any upcoming elections
- h) **Environmental Initiatives** – specifically set aside to support the green agenda for the Council.
- i) **Digital, Customer & Comms** – To fund schemes such as customer service accreditation, customer contact training and development of social media engagement
- j) **High Street Fund** – Held to invest in improving the high streets, generating, and retaining economic growth.
- k) **Legal Resource** – To support legal services with unexpected case work.
- l) **Leisure Contingency** – To support the interim direct management by the Council of the Brentwood Leisure Centre - Reserve has been reduce to zero as it has met the objectives of its purpose.
- m) **LGV Driver Training** – To fund mandatory CPC training for LGV drivers

- n) **Parking Improvements** – To fund specialised cleansing in the multi storey Car park and Parking Strategy. Reserve has been reduced to zero as it has met the objectives of its purpose
- o) **Planning Development** – To fund future costs associated with dealing with planning applications
- p) **Planning Enforcement** – To aid in supporting the planning enforcement work across the borough.
- q) **Rochford Partnership** – To set aside funding required for partnership
- r) **Service Investment and Initiatives Reserve** – to support the Council in mitigating one off costs against the agreed budget for any identified service investment or initiatives in year.
- s) **Street Scene Initiatives** – To fund development of one off initiatives within Street Scene service area.

Specific Reserves

- t) **Community Rights** – Government grant provided to assist in the implementation of the Localism act.
- u) **Health & Wellbeing** – Available for projects determined by the Brentwood health & Wellbeing board
- v) **Neighbourhood Plan** – A carry forward of government grants to be used in the connection with Doddinghurst and West Horndon neighbourhood plans.
- w) **Open Data Funding** - To support the anticipated additional work for DCN authorities related to open UPRN/USRN data
- x) **Preventing Homelessness** – to aid in meeting the requirements of homelessness and any legislative changes
- y) **Section 106** – For contributing to costs for public open space improvements; maintaining grounds from previous S106 receipts.
- z) **Waste Management** - To fund the development of waste management within the Borough. Reserve has been reduced to zero, moved to service reserves and renamed as street scene initiatives.

COVID-19 Reserves

- aa) **Council Tax Hardship Fund** – To fund Council Tax financial hardship for Council Tax Payers
- bb) **COVID 19 Funding Volatility** – To mitigate any financial pressures on services caused by the COVID-19 pandemic
- cc) **ECC – Night Time Economy Grant** – To fund night time economy within the Borough
- dd) **NDR Collection Fund Deficit** – To carry forwards S31 Grants received in prior years to offset the deficit carried forward on the NDR Collection Fund due to extended Retail Reliefs

- ee) **New Burdens CT Hardship Fund & BRR** – To fund the administration of delivering Council Tax and Business Rate Relief
- ff) **New Burdens LADGF** – To fund administration of local authority discretionary grants
- gg) **New Burdens SBSG** – To fund administration of COVID-19 grants to support small businesses
- hh) **Test and Trace Admin** – To fund administration of Test & Trace
- ii) **Tax Income Guarantee Scheme** – To offset future deficits of the Collection Fund

Table 8b - General Fund Earmarked Reserve Forecast Balances

Reserve	Opening balance 2022/23	Forecast balance 2022/23	Forecast Balance 2023/24	Forecast Balance 2024/25	Forecast Balance 2025/26
Funding Volatility	1,343	1,100	1,100	851	851
Housing benefit Subsidy	150	150	150	150	150
Insurance and Risk Management	37	37	37	37	37
In Borough Regeneration	1,931	2,809	2,711	1,759	115
Inflation & Finance Mitigation	810	810	699	699	699
Total Mitigation Reserves	4,271	4,906	4,697	3,496	1,852
Asset Management	164	164	164	164	164
Economic Development	300	288	288	288	288
Electoral Registration	43	43	43	43	43
High Street Fund	200	200	200	200	200
Environmental Initiatives	200	108	108	95	95
Planning Enforcement	180	180	180	180	180
Service Investment and Initiatives	200	200	200	200	200
Leisure Contingency	72	72	0	0	0
Legal Resource	100	100	100	100	100
LGV Driver Training	10	10	10	10	10
Digital, Customer & Comms	134	134	134	0	0
Planning Development	227	227	227	227	227
Rochford partnership	300	263	263	263	263
Street Scene Initiatives	200	18	18	18	18
Other Licences	3	0	0	0	0
Corporate Training	18	18	18	18	18
Apprentice Incentives	8	8	8	8	8
Staff Recognition & Awards	3	3	3	3	3
Total Service Reserves	2,362	2,036	1,964	1,817	1,817
Duchess Of Kent/Nightingale	292	280	268	256	244
Health and Wellbeing	103	103	103	103	103
Land at Hanover House	10	10	10	10	10
Neighbourhood Plan	26	26	26	26	26
Preventing Homelessness	100	96	96	96	96
Willowbrook Rosen Crescent (S106)	7	7	7	7	7

Open Data Funding to LA's	1	1	1	1	1
Brentwood community hospital	40	40	40	40	40
Community rights	38	38	38	38	38
Total Specific Reserves	617	601	589	577	565
COVID 19	412	412	412	412	412
NNDR Collection Fund Deficit	3,724	0	0	0	0
Tax Income Guarantee Scheme (CT and NNDR)	440	0	0	0	0
ARG Grant	24	0	0	0	0
New Burdens Post Payment Reconciliation	131	131	131	131	131
Council Tax Hardship Fund	26	0	0	0	0
New Burdens for SBSG (covid-19) Discretionary scheme	130	130	130	130	130
New Burdens LADGF (covid-19)	225	225	225	225	225
Test and Trace Admin	64	64	64	64	64
New burdens CT Hardship Fund and BRR	20	20	20	20	20
Total COVID 19 - Specific Reserves	5,196	982	982	982	982
Total General Fund Earmarked Reserves	12,446	8,525	8,232	6,872	5,216

Utilisation of Reserves Vs Forecasted Deficits

53. Currently the balance on earmarked reserves is to reduce from £12,446k at the start of this year, to £5,216k by the end of 25/26, a reduction of £7,230k. However, £4,214k is from COVID – 19 reserves, monies the Council has received due to the ongoing pandemic. £1,816k will be used to support the redevelopment of the Baytree Centre, which is due to be underway in 2023/24. This reserve was specifically set aside to manage future financing risk on redevelopments.

54. The current MTFS forecasts a budget gap in 2023/24 (£111k) & 2024/25 (£249k). The proposal is to use mitigation reserves to fund this gap. This has been done to show the prudent position of the Council's reserve balance level at the end of the MTFS.

55. Furthermore, there is an assumption that the reserves will only be utilized if there is a need for expenditure that cannot be met from the base budget. If there are no concrete plans to utilize the reserves or contribute to the reserves, it is prudently assumed that the balance will remain unchanged.

Council Tax Base

Council Tax Base calculation

56. 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.

57. 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.

58. 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. For 2023/24, the tax base will increase to 33,337.76. The Council have continued with an assumed growth of 0.5%.

59. 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 98.0% and has been incorporated within the Medium Term Financial Strategy calculations.

Council Tax Reduction Scheme

60. The Council operates a banded scheme that is easier for customers to apply for and simpler for officers to administer. The basis of the reduction scheme is a calculation based on household income compared with household size, up to a maximum of 100%. The application process is through a simple intelligent online form which, once completed, will make it clear to the customer where they fall within the scheme.

The main elements of the scheme are:

- Entitlement is based on a banded table which compares household income and the members of a household
- Depending on the level of their net income and the household band they fall into,
- working-age customers will receive a percentage reduction of either 100%, 75%, 50%, or 25% and if the customer or their partner are disabled or they have disabled dependent child resident
- Singles or Couples with more than 2 children will be restricted to a Council Tax Reduction as if having 2 children
- Residents with over £6,000 in savings are unable to claim

- Pension age customers remain protected
- Where an apprentice earns more than £195.01 but less than £300 per week and they are the only other adult in a property, they can be disregarded for Council Tax purposes for the term of their apprenticeship – this is to support single parents and school leavers into employment

No changes from last year have been proposed.

Council Tax

Budget and Council Tax Consultation

61. Budget consultation was carried out between 30 August 2022 and 16 October 2022. A total of 83 responses were received. The key headlines for the responses are:

- 66/83 (79.5%) want to increase Council Tax to maintain or increase the service provision
- 43/83 (51.8%) disagreed with raising car parking fees and charges
- 57/83 (68.7%) wanted to increase the use of modern technology
- Most important priorities were to support local business & support and invest in the community
- 41/83 (49.4%) want us to spend more on street services – This was the highest service area identified for spending more.
- 43/83 (51.8%) want us to spend less on community development & planning policy

Council Tax Requirement

62. The Council must set its revenue budget and Council Tax Requirement on or before 11 March of the preceding year in accordance with a statutory formula set by Government as described below:

- The amount calculated by the authority under Section 31A of the Local Government Finance Act 1992 as its Council Tax Requirement for the year (this is the net spending on services adjusted for any movements in reserves and transfers to or from the Collection Fund in recognition of a surplus or deficit on that Fund, and includes town, parish and village council precepts);

divided by:

- The amount of the Borough's Council Tax Base calculated in accordance with the 1992 Act and relevant statutory instruments. The tax base for 2023/24 is 33,337.76

which assumes a 98.0% collection rate (inclusive of sums outstanding from prior years).

This will produce the Basic Amount of Council Tax for the year, which is the combined Borough and Parish Council Tax level at Band D.

63. The Council must then determine whether its 'relevant' Basic Amount of Council Tax, i.e. adjusted to exclude the element relating to parish precepts, is 'excessive'. The Secretary of State has indicated that, for 2023/24 for District/Borough councils, any increase of 3% or £5 (whichever is the greater) more than the equivalent figure for 2022/23 would be considered excessive.

64. If the Council determines that its proposed relevant Basic Amount of Council Tax is excessive, then it must also make substitute calculations that produce an amount which is not excessive and put both amounts to a local referendum. More information on this option is given below.

65. The council tax level consists principally of the Collection Fund precepts of the major preceptors and Brentwood Borough Council. This is the basic amount required by each authority to provide its budgeted level of service after allowing for government grant, use of reserves and that authority's share of any surplus or deficit on the Collection Fund. In addition to the precepts of the principal authorities, there will be further precepts for the nine parishes within the Borough of Brentwood.

66. The estimated balance on the Collection Fund at 31 March 2023 is required to be considered in the calculation of the Council Tax level for 2023/24. The calculation of the balance must be notified no later than 31 January to the major precepting authorities, who are each responsible for their share of any balance. Further information is given in the Collection Fund Section of this report.

Precepts and Council Tax Levels

67. The Council is required by law to approve a council tax requirement for the Council's services and to set the council tax to be levied in the Borough, after taking account of the following preceptors:

- Essex County Council - issues the largest precept on Brentwood's collection fund which means they receive around 70% of Council Tax (before local precepts). The County Council is scheduled to meet on 9 February 2023 to agree its precept.
- The Police, Fire and Crime Commissioner for Essex - is an independent body and is responsible for setting its own budget. Precepts for the Police and Crime Panel and Fire Service are yet to be set.
- Local Parish, Town and Village Councils. - are separate and autonomous bodies within the Borough that approve their own spending and precept levels for each financial year. The precept for each parish, town and village council has to be included

as part of the Borough Council's net overall Council Tax requirement. They are added to the statutory calculation as an average for the Borough as a whole but are levied only in the areas of the Borough affected, according to their precept requirements. Where a precept demand has not been received by the date of the council tax setting meeting an anticipated amount is used as permitted by legislation.

68. Below is the projected Council Tax element retained by the Council per banding of property, which has been set at a 3% increase from 2023/24. These exclude any other precepts and parish precepts.

Table 9 – Proposed Brentwood Borough Council Bandings 2023/24

Band D Brentwood	A	B	C	D	E	F	G	H
2023/24	136.39	159.12	181.86	204.58	250.05	295.52	340.98	409.18

69. The table below compares Parish, Town and Village Council precepts for 2023/24 with 2022/23. This table will be updated for Full Council when all Parish Precepts have been received.

Table 10 – Comparison of Parish Precepts

Parish	Tax Base for Area Band D equivalent	Precept 2022/23 £	Precept 2023/24 £	Change %
Blackmore	1,506.70	100,572.00	102,695.00	2.11%
Doddinghurst	1,195.80	75,814.00	77,400.00	2.09%
Herongate	1,039.00	48,000.00	TBC	TBC
Ingatestone and Fryerning	2,372.70	177,315.78	191,503.00	8.00%
Kelvedon Hatch	1,073.60	90,114.00	TBC	TBC
Mountnessing	586.80	42,000.00	TBC	TBC

Navestock	244.20	22,000.00	22,000.00	0.00%
Stondon Massey	337.50	31,194.00	TBC	TBC
West Horndon	687.80	32,500.00	33,000.00	1.54%
Total	9,044.10	619,509.78	TBC	TBC

70. The table below sets out all the Band D calculations across the major and local preceptors and shows the percentage change compared with 2023/24. This table will be updated for Full Council when all Parish Precepts have been received.

Table 11 – Proposed Band D Calculations

Parish	Band D 2022/23 £	Band D 2023/24 £	Change £	Change %
Brentwood Council Only	198.63	204.58	5.95	3
Essex County Council	1,401.12	TBC	TBC	TBC
Police, Fire and Crime Commissioner for Essex	218.52	TBC	TBC	TBC
Essex PFCC Fire and Rescue Authority	75.33	TBC	TBC	TBC
Blackmore	66.75	66.75	0	0
Doddinghurst	63.40	63.40	0	0
Herongate	46.20	TBC	TBC	TBC
Ingatestone and Fryerning	74.73	79.05	4.32	5.78
Kelvedon Hatch	83.94	TBC	TBC	TBC
Mountnessing	71.57	TBC	TBC	TBC
Navestock	90.09	88.21	-1.88	-2.09
Stondon Massey	92.43	TBC	TBC	TBC
West Horndon	47.25	46.99	-0.26	-0.55

Collection Fund

Background

71. The Collection Fund is the account into which all council tax and business rate income is paid before being distributed to precepting authorities and central government. It is managed by this Council as the billing authority.

Within the Collection Fund, the accounts for council tax and business rates are separated.

Distribution of Collection Fund Balances

72. Council Tax and Business Rate income for any particular year is distributed over a three-year cycle based on information known at the time of calculating the Council Tax Requirement.

73. A surplus on the Collection Fund arises when actual income collected is greater than the original estimate; conversely when, actual income is lower than estimated a deficit on the Collection Fund occurs. This surplus or deficit is distributed at a later stage with the difference between the original estimate and the revised estimate normally being accounted for in the following year and the difference between the revised estimate and the actual outturn being accounted for in the year after that.

Council Tax

74. It is estimated there will be a £1.716m surplus balance for Council Tax on the Collection Fund at 31 March 2023. This is due to growth in the Council Tax base within the borough. The surplus will be distributed in 2023/24 as follow:

Table 12 - Distribution of Estimated Council Tax Collection Fund Surplus

Authority	Amount £000
Brentwood Borough Council	195
Essex County Council	1,257
Police and Crime Commissioner	196
Essex Fire & Rescue Authority	68
Total Surplus	1,716

Business Rates

75. Brentwood is the billing authority for business rates in the Borough. The Collection Fund passes 50% (the central share) to the Government with the other 50% (the local share) being

retained locally, and are shared by the Borough (40%), Essex County Council (9%) and Fire & Rescue Service (1%). Year-end surpluses and deficits are accounted for in the following year in proportion to the Central and Local Shares.

76. It is estimated that at 31 March 2023, the balance on the Collection Fund for Business Rates will be a surplus of £2.741m. This is mainly due to some businesses within the borough declining the Retail, Hospitality and Leisure Relief offered by Central Government, resulting in a net increase in Business Rates income. It should be emphasised that the surplus paid to Brentwood is not a windfall as it will be offset in 2023/24 by reduced S31 grant (to recover excess S31 grant paid on account in 2022/23).

Table 13 - Distribution of Estimated Business Rates Collection Fund Surplus

Authority	Amount £000
Brentwood Borough Council	1,097
Essex County Council	247
Essex Fire Authority	27
Central Government	1,370
Total Surplus	2,741

Appendix 1 – Detail of Base Changes to MTFS

	23/24 movements	24/25 movements	25/26 movements	Comments
Realigning	(164)	(177)	(177)	
BLC - NNDR	(157)	(169)	(169)	Realigning as SLM can claim relief for BLC
Equipment and materials	(10)	(10)	(10)	Small reductions to match expenditure
Housing	20	20	20	Small increases to match year on year expenditure
Other	(8)	(8)	(9)	Small reductions to match expenditure
Rent/hire of buildings	(9)	(9)	(9)	Small reductions to match expenditure
Subscriptions	3	3	3	Small increases to match year on year expenditure
Vehicle Hire	(3)	(3)	(3)	Small reductions to match expenditure
Inflation	1,141	1,140	1,170	
Contracted services	45	60	91	Impact of contracts increases with inflation
Fuel	106	100	100	Fuel price increases
Insurance	176	169	169	Insurance price increases in line with RPI
Utilities	814	811	811	Utilities priced fixed in Sept 2022, were much higher than currently budgeted.
Income	(593)	(265)	(517)	
Fees & Charges increases	(147)	(170)	(170)	Impact of increases fees & charges across council to ensure cost recovery
Fees & Charges increases (Parking)	(246)	(146)	(146)	Impact of increases parking fees & charges across council
Homeless prevention grant	(8)	(12)	(12)	Small increase in homeless prevention grant
Interest on Investments	(50)	(50)	(50)	Interest rates increasing have seen increases in interest on cash holdings
Recycling	(141)	113	(139)	Income generation through the new embedded recycling scheme
Pressure	1,308	1,646	2,162	
Audit Fees	145	145	145	External audit fees increasing
Bank Charges	18	18	18	Bank charge increases
Council tax collection	41	41	41	
Election boundary reform	0	20	0	Election boundary reform
Grants	200	200	200	
ICT costs	167	167	167	Increases in ICT Costs
Interest Payable	134	413	763	Increases due to borrowing & rates increasing
Legal costs	65	65	65	Legal costs increasing with LDP and SHDP

Members allowances	6	6	6	Members allowances increases
Planning legal fees	10	10	10	
R&M	30	30	30	Increases in R&M
Unachieved income targets	270	276	276	Unrealised savings target
Capital financing	223	257	442	Increases in MRP due to baytree and childerditch developments being added to capital programme
Savings	(1,823)	(2,445)	(2,497)	
Oneteam savings	(217)	(791)	(829)	Targeted one team savings
Other	(8)	(49)	(49)	Small other savings
Pension fund	(1,138)	(1,138)	(1,138)	Reduction of secondary pension rate after pension valuation
Planning	(99)	(96)	(96)	Increase income in planning
PM Support	(110)	(110)	(110)	Reduction of use of PM support within services
Vacancy uplift to 5%	(203)	(207)	(221)	Due to high vacancies, vacancy factor has been revised to 5%
VFM - ASM Contract	(49)	(53)	(53)	Savings from ASM contract
HRA Recharges	47	76	76	Adjustments to HRA changes from previous years MTFS Setting
Earmarked Reserves	(976)	(1,852)	(2,544)	Adjustments to reserves from previous years MTFS setting. Main change is not contributing to reserves from baytree income as that development is ongoing
Non Service	(1,149)	(578)	(758)	
Collection Fund Surplus	(195)	0	0	Surplus in coll fund from previous years MTFS
Council tax	(175)	(249)	(429)	Increase due to assumed growth and 3% increase
Net Funding guarantee impact	(329)	(329)	(329)	New grant funding for central gov
New Homes bonus	(450)	0	0	New homes bonus continue for 1 year.
Staffing costs	917	878	1,260	
4% (additional 2%)	218	218	218	Cost of increase for pay award from 2% to 4%
Pension changes	206	206	206	Increase of pension from 19.9% to 22%
Legacy of 1,925 to 22/23	574	574	574	£1,925 pay award not in previous MTFS
Tier 1 to 3 savings	(114)	(204)	(204)	Savings of shared CLT with RDC
2% pay award	0	263	532	2% in future budgets

Post changes	33	(179)	(66)	Changes to establishment
Total	(1,170)	(2,108)	(2,419)	

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**BRENTWOOD
BOROUGH COUNCIL**

Brentwood Borough Council
Housing Revenue Account
Budget and 30 Year Business
Plan
2023/24

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Housing Revenue Account (HRA) Budget 2023/24

Introduction

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.
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.
3. Since April 2012 the HRA has been operating in a system known as Self Financing for local authorities with social housing.
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 authorities to compensate the Government for the end of the subsidy scheme. For Brentwood, this was assessed at approximately £64.4million. The Council has borrowed from PWLB to fund this level of 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.
5. The method of setting rents is guided by Government guidelines. From 2020/21 the Government proposed that rents would increase by CPI + 1% for the next 5 years until 2024/25. This proposal was to offer stability and certainty to the HRA to fund investment in existing stock as well as building more homes for the future. However, in light of exceptional circumstances the government has since adjusted this policy in order to protect social housing tenants from very large nominal-terms rent increases that would otherwise have been permitted in 2023-24 due to higher than expected levels of inflation.
6. For rent periods that begin in the 12 months from 1 April 2023 to 31 March 2024, the CPI plus 1 percentage point limit on annual rent increases is replaced by a 7% 'ceiling'. This means that, in that year, registered providers may increase rents by up to 7%. Although, this does not affect the calculation of the maximum initial rent when properties are first let or subsequently re-let.

7. This document looks to provide information on the draft HRA budget for 2023/24 and forward financial forecast through to 2025/26 together with the Housing Capital Programme. It also provides an update on the 30-year business plan.

Table 1 - Outturn 2022/23

	2021/22 Outturn £'000	2022/23 Budgeted Outturn £'000	2022/23 Forecast Outturn £'000	2022/23 Variance £'000
Deficit/(Surplus)	(442)	(34)	(144)	(110)
Working Balance bfwd	1,480	1,922	1,922	0
Working Balance cfwd	1,922	(1,956)	2,066	(110)

8. The HRA continues to invest in its stock to ensure all remedies required for compliance work are completed in agreed timeframes. To support the delivery of compliance on the housing stock, the contribution to capital has been decreased to offset the pressure.
9. The Strategic Housing Delivery programme has progressed well, Brookfield Close has been approved for planning, delivering 61 homes. As the programme looks to other sites, further feasibility studies and external support are required to progress. These costs are charged to the HRA revenue account. When the sites are identified as being able to be developed the costs will be capitalised. Therefore, the early part of the programme will see the utilisation of the Housing Development reserve to support the revenue pressure of the programme. As the programme progresses it is expected this reserve will be topped up again when costs can be identified for capitalisation.
10. In recent years, Interest rates have been low. Due to this, Brentwood secured forward funding to protect the capital programme from interest rate risk. As rate were low, it has been financially favourable to borrow to fund the capital programme rather than utilise revenue. Increasing Earmarked Reserves and Working balances is an aspiration to support the HRA in delivering its programme of works whilst mitigating any in year pressures.

Rent Policy

11. The Government announced that from 1 April 2023 to 31 March 2024, the CPI plus 1 percentage point limit on annual rent increases is replaced by a 7% 'ceiling'. This means that, in that year, registered providers may increase rents by up to 7%. This does not affect the calculation of the maximum initial rent when properties are first let or subsequently re-let.
12. According to the Bank of England's monetary policy report, Inflation was at 10.1% and inflation is expected to remain high until middle of 2023, when it will start to fall. The Bank of England's CPI target for future years is a decline over the next two years reaching a target figure of 2%, thus, for the remaining years of the forecast period rents are modelled on the treasury forecasted CPI targets.

The assumptions, therefore, on rent are:

- that all rents from 2023/24 are increased by 7%
- that all rents from 2024/25 continue to increase by the CPI plus 1%. Below are the assumptions included in the 30-year business plan:

2023/24	2024/25	2025/26	2026/27 onwards
7%	3.6%	3.1%	2.0%

- that all social housing rents have the formula rent applied when new tenancies begin.

The above assumptions have all been built into the budget forecasts and the 30 year financial forecast.

Social Rents

13. The tables below set out the current overall average rent of secure tenancies (excluding Shared Ownership and Affordable Rents), with the 7% increase applied from April 2023, and provides some examples of rent levels for properties of different sizes.
14. The average rent increase applied to HRA properties is 7%. This results in an average weekly rent of £105.29 and an average weekly increase of £6.89.

Table 2 – Flats Rental Increase

No of Bedrooms	Average Rent £	Average increase £	No of Properties
0	73.39	4.80	63
1	89.66	5.87	506
2	98.53	6.45	471
3	109.01	7.13	54
Total	93.50	6.12	1094

Table 2a – Houses Rental Increase

No of Bedrooms	Average Rent £	Average increase £	No of Properties
0	81.42	5.33	28
1	97.43	6.37	232
2	112.74	7.38	380
3	125.43	8.21	607
4	150.26	9.83	15
Total	116.07	7.59	1257

Shared Ownership Rents

15. The tables below set out the current overall average rent for Shared Ownership properties, with the 7% increase applied from April 2023, and provides some examples of rent levels for properties of different sizes.

16. The average rent increase applied to Shared ownership properties is 7%. Therefore, the average weekly increase is £3.00 and average weekly rent is £45.79.

Table 2b – Shared Ownership Flats Rental Increase

No of Bedrooms	Average Rent £	Average increase £	No of Properties*
1	42.15	2.76	6.00
2	51.57	3.37	3.00
Total	45.29	2.96	9.00

Table 2c – Shared Ownership Houses Rental Increase

No of Bedrooms	Average Rent £	Average increase £	No of Properties*
1	45.21	2.96	4.00
2	51.96	3.40	1.00
Total	46.90	3.07	5.00

* The Council share in the 14 Shared Ownership properties is 48%

Affordable Rents

17. The tables below set out the current overall average rent for properties with Affordable Rents, with the 7% increase applied from April 2023, and provides some examples of rent levels for properties of different sizes.

18. The average rent increase applied to affordable rents is 7%. This results in an average weekly rent of £209.81 and an average weekly increase of £13.73.

Table 2d – Affordable Rents Flats

No of Bedrooms	Average Rent £	Average increase £	No of Properties
1	133.93	8.76	3
2	194.56	12.73	10
3	250.45	16.39	2
Total	189.89	12.42	15

Table 2e – Affordable Rents Houses

No of Bedrooms	Average Rent £	Average increase £	No of Properties
1	168.20	11.01	4
2	205.23	13.43	9
3	235.98	15.44	17
4	240.68	15.74	2
Total	219.15	14.34	32

Applying Formula Rent to new Tenancies.

19. Since 2001, rents for properties let at ‘social rent’ (which constitute a majority of rented social housing properties) have been set based on a formula set by government. This creates a ‘formula rent’ for each property, which is calculated based on the relative value of the property, relative local income levels, and the size of the property. An aim of this formula-based approach is to ensure that similar rents are charged for similar social rent properties.

The formula is as follows:

70% of the national average rent x relative county earning x the bedroom weight
plus
30% of the national average rent x relative property value

Relative County Earnings means the average manual earning for the county in which the property is located at 1999 levels for Essex this is £325.90. Relative Property Value

means the individuals property value divided by the national average (£49,750) as at January 1999 values. The national average rent is £54.62.

Bedroom weight to be used in the formula are presented below

Table 3 – Bedroom Weightings

Number of bedrooms	Bedroom weight
0 (i.e bedsits)	0.80
1	0.90
2	1.00
3	1.10
4	1.20
5	1.30
6 or more	1.40

20. Putting the relevant information into the above formula will give the formula rent for 2000-01 for the property. This rent must be then uprated for each year using the relevant uplift factor as detailed in the table below:

Table 4 – Rental Uplift

Year	Inflation	Additional Uplift	Total Uplift
2001-02	3.3%	1.0%	4.3%
2002-03	1.7%	0.5%	2.2%
2003-04	1.7%	0.5%	2.2%
2004-05	2.8%	0.5%	3.3%
2005-06	3.1%	0.5%	3.6%
2006-07	2.7%	0.5%	3.2%
2007-08	3.6%	0.5%	4.1%
2008-09	3.9%	0.5%	4.4%
2009-10	5.0%	0.5%	5.5%
2010-11	-1.4%	0.5%	-0.9%
2011-12	4.6%	0.5%	5.1%
2012-13	5.6%	0.5%	6.1%
2013-14	2.6%	0.5%	3.1%
2014-15	3.2%	0.5%	3.7%
2015-16	1.2%	1%	2.2%
2016-17	N/A	N/A	-1.0%
2017-18	N/A	N/A	-1.0%
2018-19	N/A	N/A	-1.0%
2019-20	N/A	N/A	-1.0%
2020-21	1.7%	1.0%	2.7%
2021-22	0.5%	1.0%	1.5%
2022-23	3.1%	1.00%	4.1%

2023-24	10.10%	1.00%	11.10%
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21. Formula rent is subject to a rent cap. The rent caps apply as a maximum ceiling on the formula rent and depend on the size of the property (the number of bedrooms it contains). Where the formula rent would be higher than the rent cap for a size of property, the rent cap must be used instead.
22. Registered providers must not allow rents to rise above the rent cap level for the size of property concerned.
23. From 2022-23 onwards, the rent caps will increase by CPI (at September of the previous year) + 1.5 percentage points annually. The rent caps for 2023/24 are as follows.

Table 5 – Rent Caps

Number of bedrooms	Rent Cap
1 and bedsits	£173.79
2	£184.00
3	£194.22
4	£204.43
5	£214.66
6 or more	£224.87

24. Where a property whose rent has been subject to the rent cap comes up for re-let (and formula rent remains above the rent cap), the new rent may be set at up to the rent cap level. From 2024-25, rent caps will continue to increase by CPI (at September of the previous year) + 1.5 percentage points, each year.
25. The government’s policy recognises that registered providers should have some discretion over the rent set for individual properties, to take account of local factors and concerns, in consultation with tenants.
26. As a result, the policy contains flexibility for registered providers to set rents at up to 5% above formula rent and 10% for supported housing. If applying this flexibility, providers should ensure that there is a clear rationale for doing so which considers local circumstances and affordability.

Service Charges

Tenant Service Charges

27. 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 capped at CPI + 1% (or 7%). This ensures service charges are cost recovered fairly and to keep charges affordable.
28. The proposed rent increases 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.
29. Registered providers are expected to set reasonable and transparent service charges which reflect the service being provided to tenants. Tenants should be supplied with clear information on how service charges are set. In the case of social rent properties, providers are expected to identify service charges separately from the rent charge.
30. Service charges are not governed by the same factors as rent. However, registered providers should endeavour to keep increases for service charges within the limit on rent changes, of CPI + 1 percentage point, to help keep charges affordable.
31. Where new or extended services are introduced, and an additional charge may need to be made, registered providers should consult with tenants.

Leaseholder Service Charges

32. 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

33. 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, at a cost to the revenue account.
34. In addition to reviewing discretionary services, Officers have also reviewed the services the Council pays for, which are deemed rechargeable, that 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.

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 prices
- 2023/24 – Cost prices

Each year the percentage deducted will decrease by 5% until the full cost price is recovered. This is to ensure that the council gets to a position where it is at cost recovery without hiking prices significantly in one year that would be deemed unaffordable to the tenant.

The schedule of the fees and charges are with Appendix D.

Housing Revenue Account Budget 2023/24

35. The policy used in setting the budget is driven from the Council's Corporate Strategy which sets the following priorities:

Improving housing

- Providing decent, safe, and affordable homes for local people
- Supporting tenants through a high quality well managed service
- Support responsible development in the borough.

The budget includes specific investment in respect of the following:

- £3.368m in delivering repairs and maintenance under the Axis contract.
- £100k in reviewing small sites to develop for housing and support the review of sheltered housing delivered in the Borough.
- Contribution of £2.94m to the major Repairs Reserve to fund the Decent Home Capital Programme

36. The table on the next page sets out the HRA budget for 2023/24 and the forecast for the following 2 years.

Housing Revenue Account Budget 2023/24

Table 6 – HRA Budget 2023/24

	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
Repairs & Maintenance	3,338	3,368	3,195	3,369
General Management	2,854	2,999	2,983	3,004
Special Services Management	1,470	1,906	1,936	1,967
Rents Rates Taxes & Other Charges	308	427	427	427
Bad Debt Provision	160	160	60	60
Depreciation (Major Repairs Reserve)	2,941	2,941	2,941	3,064
Corporate & Democratic Core	351	347	347	347
Total Expenditure	11,422	12,148	11,889	12,238
Dwelling Rent	(12,460)	(13,164)	(13,521)	(13,939)
Non-Dwelling Rent	(251)	(265)	(273)	(281)
Charges for Services & Facilities	(1,056)	(1,018)	(1,047)	(1,078)
Total Income	(13,767)	(14,447)	(14,841)	(15,298)
Net Cost of Services	(2,345)	(2,299)	(2,952)	(3,060)
Interest Payable	2,071	2,335	2,481	4,053
Pension Contributions	240	0	0	0
Investment Income	(94)	(62)	(62)	(62)
Voluntary MRP	0	0	0	0
Total Non-Service Expenditure	2,217	2,273	2,419	3,991
Appropriations	0	0	0	0
Deficit/(Surplus)	(128)	(26)	(533)	931
Working Balance b fwd	1,922	2,050	2,076	2,609
Working Balance c fwd	2,050	2,076	2,609	1,678

HRA Reserves

37. 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.
38. 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.
39. The Working Balance can be used to correct inflation assumptions, increase capital spend, repay debt early or to fund new HRA capital projects.
40. The following table sets out the estimated reserve levels over the period 2022/23 to 2025/26:

Table 7 – HRA Working Balance

	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
Opening Balance	2,500	2,500	2,500	2,500
Transfer In/Out	0	0	0	0
Closing Balance	2,500	2,500	2,500	2,500

41. The Section 151 has taken account the level of risk when advising on the level of balances that should be retained in the HRA.

Earmark Reserves

42. In addition to the HRA Working Balance, the Council keeps HRA Earmarked Reserves on the Balance Sheet. These Reserves are as follows:
- Council Dwellings & Affordable Housing Investment Fund – this reserve is to support future investment in the Council’s housing stock and aiding in delivering the strategic housing development programme. With the reserve being utilized to fund upfront costs that cannot be capitalized until the programme progresses. The anticipated balance in this reserve as at 31 March 2023 is £2.5 million.
 - One assumption of this reserve is that it can also contribute to additional voluntary MRP contributions to repay debt within the HRA that is taken out over the life of the business plan.

HRA Capital Programme

43. It is essential to ensure that the stock is maintained at a proper standard and to meet the other demands and commitments of the capital programme. The capital programme is a key input into the 30-year business plan, and both are reviewed annually. Modelling the resources available in the 30-year HRA financial forecast demonstrates that the demands of the current and proposed programme can be fully met throughout the 30-year planning period.

Housing Development Programme

44. On 2 April 2012, Ministers confirmed delivering new homes would be through Local Authorities retaining receipts from right to buy sales (RTB), to spend in their area.

45. 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.

46. Major changes to the RTB pooling system were made from 1st April 2021. Amended terms of the retention agreement were made between the Secretary of State and authorities under section 11(6) of the Local Government Act 2003. This was to enable authorities to retain RTB receipts, and to comply with the amendments to the Local Authorities (Capital Finance and Accounting) regulations 2003 that came into force on 30 June 2021.

The key changes of the agreement are as follows:

- Pooling of RTB receipts will take place annually rather than quarterly.
- Deadlines for spending retained receipts will also be calculated on an annual basis.
- The timeframe in which local authorities have to spend new and existing right to buy receipts has been extended from 3 years to 5 years. This should make it easier for local authorities to undertake longer-term planning, including remediation of larger plots of land.
- The percentage cost of a new home that local authorities can fund using RTB receipts increases from 30% to 40%. This will make it easier for authorities to fund replacement homes using RTB receipts, as well as making it easier to build homes for social rent.

- Authorities can use receipts to supply shared ownership and First homes, as well as housing at affordable and social rent, to help them build types of homes most needed by their communities.
- An acquisition cap will be implemented from April 2022. This cap is to encourage authorities to build new homes rather than acquire existing homes.
- Brentwood Council agrees to return any unused receipts to the Secretary of State with Interest.

47. To date the Council has provided 46 number of properties let at Affordable Rent. 10 of these properties have been developed and 36 have been acquired from the open market.

48. The Council has begun a pipeline of new affordable homes through the development and regeneration of various Housing Revenue Account (HRA) owned sites. As a reminder, this Strategic Housing Delivery Programme (SHDP) is currently made up of two elements, 1) the regeneration of Brookfield Close, Hutton resulting in a planned 61 zero carbon homes and 2) the development of a range of smaller HRA sites to deliver new homes. All of these new homes will contribute to, and be managed within, the Council's HRA.

49. A review of the HRA Business Plan, and its assumptions and capacity to deliver a sustainable programme of new homes has continued into a further phase and now incorporates the costs and returns from the viability assessments. The revised plan assumes the pursuing of a 5 to 7-year programme funding new homes to a total cost of £60m over that period. This is captured within the 30-year Business Plan.

50. The individual sites and the sites identified are combined into an overall programme. It should be noted that the numbers for the total programme, as for the individual schemes, are very much indicative at this stage. There is still considerable work to do to establish a fully costed deliverable programme. Therefore, as the SHDP develops the HRA Business Plan will be refined and updated to ensure the HRA can afford to deliver all sites and the time period of delivering these sites in line with affordability and financial capacity.

51. Below detail the proposed amounts to be spent on the Strategic Housing Development Programme.

Table 8 - Strategic Housing Delivery Programme

Year	Programme Amount £'000
2021/22	1,846
2022/23	3,633
2023/24	16,000
2024/25	29,782
2025/26	8,739
Total	60,000

52. Only 40% of the programme total can be funded from right to buy receipts if there is retained right to buy receipts available.

53. The Business Plan assumes use of the following, for funding the Strategic Housing Development Programme:

- Capital Receipts
- Contribution from Council Dwelling Earmark Reserve
- Capital Grants (Homes England Funding)
- Section 106 funds applicable
- Borrowing from the Public Works Loan Board (PWLB)

The need to borrow is reviewed on an annual basis along with the 30-year business plan.

HRA Capital Programme Forecast

54. Combining The Strategic Housing Development Programme alongside the planned Decent Works, the capital programme budget and funding of these workstreams are detailed below.

55. The HRA capital programme is aligned to achieve the following headlines in the Councils Corporate Strategy:

- Providing decent, safe and affordable homes
- Supporting responsible development in the borough
- Undertaking refurbishment of existing council housing.

Table 9 – HRA Capital Programme

	2023/24 £'000	2024/25 £'000	2025/26 £'000
HRA Decent Works Programme	6,008	5,834	5,944
Strategic Housing Development Programme (SHDP)	16,000	29,782	8,739
Total	22,008	35,616	14,683
Funded by			
HRA Capital Receipts	(5,485)	(8,765)	(2,103)
Grant Funding	(3,030)	(2,520)	0
Major Repairs Contribution	(2,941)	(2,941)	(2,941)
Borrowing	(10,552)	(21,390)	(9,639)
Total	(22,008)	(35,616)	(14,683)

Treasury Management Strategy (HRA)

56. The current total HRA borrowing is £59.166 million for the self-financing Settlement.
57. Previously the borrowing was capped by the Government at £72.587 million, this cap has now been removed.
58. At present, £46.023 million has been assumed for the HRA capital programme. The interest costs on this borrowing consume a significant proportion of the HRA's resources and the management of these is, therefore, critical to the HRA budget.
59. As the development programme for housing within the borough advances, the borrowing needs will need to be addressed and factored into the financial viability of the scheme developments and the impact on HRA resources.

Self-Financing Settlement

60. 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.
61. The table below shows the profiles of the loans that the Council holds regarding the Self-Financing Debt

Table 10 – HRA Loan Pool

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

62. The HRA Business Plan from 2012/13 had been setting aside monies from surplus cash, to repay the loans. As at 31 March 2021 the amount set aside is £2.147 million.
63. The next loan is rescheduled to be paid 28/03/2027 and will require refinancing of £10 million.
64. The Business Plan assumes that the HRA will continue to set aside some money as long as it is affordable to the HRA. From 2024/25 it is expected the HRA can set aside funds to repay the remaining loans.

30 Year Business Plan

65. As with the budget and capital programme the 30-year financial forecast is reviewed annually and amended where appropriate and this is set out below.
66. Following the priorities set out above means the capital required on the stock is funded throughout the term of the 30 years.
67. The Business Plan demonstrates that the HRA is sustainable over a 30-year term, including the capital programme and debt repayment can commence from the financial year 2024/25.
68. When budget proposals are made to the Council, the Section 151 Officer will take these issues into consideration when advising on the level of balances that should be retained within the HRA.

Table 11 – HRA 30-year Business Plan

©Housing Finance Associates HRA Business Planning Model										
Description	1 2022.23	2 2023.24	3 2024.25	4 2025.26	5 2026.27	6-10 2027/32	11-15 2032/37	16-20 2038/42	21-25 2042/47	26 - 30 2047/52
Income										
Gross Rental Income	£12,665	£13,395	£13,759	£14,186	£15,278	£81,224	£89,113	£97,538	£106,130	£116,140
Void Losses	-£205	-£231	-£238	-£245	-£103	-£545	-£598	-£655	-£712	-£780
Tenanted Service Charges	£870	£949	£978	£1,008	£967	£5,130	£5,664	£6,254	£6,905	£7,624
Non-Dwelling Income	£251	£264	£273	£281	£357	£1,894	£2,091	£2,309	£2,549	£2,815
Other Income	£187	£70	£70	£70	£73	£387	£427	£471	£520	£574
Total income	£13,768	£14,447	£14,841	£15,299	£16,572	£88,090	£96,697	£105,918	£115,392	£126,373
Expenditure										
General Management	-£2,854	-£2,998	-£2,983	-£3,004	-£3,774	-£20,034	-£22,119	-£24,421	-£26,963	-£29,769
Special Management	-£1,470	-£1,906	-£1,936	-£1,967	-£1,288	-£6,837	-£7,549	-£8,334	-£9,202	-£10,159
Other Management	-£659	-£774	-£774	-£774	-£739	-£3,921	-£4,329	-£4,780	-£5,277	-£5,826
Bad Debt Provision	-£160	-£160	-£60	-£60	-£63	-£333	-£365	-£399	-£435	-£476
Responsive & Cyclical Repairs	-£3,338	-£3,368	-£3,195	-£3,369	-£3,452	-£18,334	-£20,260	-£22,389	-£24,742	-£27,345
Other revenue expenditure	-£240	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total expenditure	-£8,721	-£9,207	-£8,948	-£9,175	-£9,316	-£49,458	-£54,621	-£60,323	-£66,619	-£73,576
Capital financing costs										
Interest paid on debt	-£2,071	-£2,335	-£2,481	-£4,053	-£4,210	-£21,259	-£21,578	-£22,273	-£22,131	-£21,639
Interest paid on 141 receipts	-£1	£0	£0	£0	-£168	-£159	-£968	-£4,157	-£5,603	-£4,224
Interest Received	£94	£62	£62	£62	£0	£0	£0	£0	£0	£0
Depreciation	-£2,941	-£2,941	-£2,941	-£3,064	-£3,079	-£16,180	-£17,570	-£19,074	-£20,701	-£22,460
Capital financing costs	-£4,919	-£5,214	-£5,360	-£7,055	-£7,456	-£37,598	-£40,116	-£45,504	-£48,434	-£48,323
Appropriations										
Revenue provision (HRA CFR)	£0	£0	£0	£0	-£118	-£1,073	-£1,960	-£76	-£77	-£4,474
Other appropriations	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Appropriations	£0	£0	£0	£0	-£118	-£1,073	-£1,960	-£76	-£77	-£4,474
Net income/ (expenditure)	£128	£26	£533	-£931	-£318	-£39	£0	£15	£262	£0
HRA Balance										
Opening Balance	£1,922	£2,050	£2,076	£2,609	£1,678	£7,320	£7,719	£5,286	£6,280	£7,996
Generated in year	£128	£26	£533	-£931	-£318	-£39	£0	£15	£262	£0
Appropriated in	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Appropriated out	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Closing Balance	£2,050	£2,076	£2,609	£1,678	£1,361	£7,281	£7,719	£5,302	£6,542	£7,996

Appendix C

CAPITAL PROGRAMME 2023/24 - 2025/26

Description	2022/23 Budget	2022/23 Forecast Outturn	2023/24 Proposed Budget	2024/25 Proposed Budget	2025/26 Proposed Budget
	£	£	£	£	£
E-FINANCIAL	51,000	-	51,000	-	-
ASSET MANAGEMENT STRATEGY	323,000	323,000	100,000	100,000	100,000
ASSET DEVELOPMENT	105,000	-	-	-	-
BRENTWOOD LEISURE CENTRE	250,000	250,000	-	-	-
COMMUNITY HALLS	98,000	500	-	-	-
STRATEGIC PROP ACQUISITIONS	4,650,000	-	-	-	-
ASSET COMPLIANCE	250,000	250,000	250,000	100,000	250,000
HOUSING - HRA	12,158,000	10,494,620	6,007,770	5,834,000	5,944,000
HOUSING - AFFORDABLE HOUSING	12,372,000	3,633,000	16,000,000	29,782,000	8,739,238
PLAY AREA REFURBISHMENTS	300,000	50,000	100,000	-	-
KING GEORGE'S REDEVELOPMENT	708,000	1,300,000	-	-	-
FOOTBALL HUB DEVELOPMENT	4,232,000	20,000	2,816,560	-	-
VEHICLE REPLACEMENT PROGRAMME	2,154,000	1,362,000	1,388,000	860,000	500,000
SOLAR SMART BINS	12,000	12,000	-	-	-
OPEN SPACE - SITE SECURITY	25,000	25,000	-	-	-
CEMETRY HEADSTONES	8,000	-	-	-	-
OPEN SPACES INFRASTRUCTURE	132,000	132,000	100,000	50,000	-
CENETERY INFRASTRUCTURE	44,000	44,000	-	-	-
S106 114-122 KINGS ROAD	-	31,200	-	-	-
S106 MOUNTNESSING SCRAP YARD	-	8,850	-	-	-
LOW EMISSIONS INFRASTRUCTURE	138,000	-	138,000	-	-
CAR PARK IMPROVEMENTS	320,000	50,000	100,000	250,000	50,000
HOME REPAIR ASSISTANCE GRANTS	5,000	-	5,000	5,000	5,000
DISABLED FACILITIES GRANT	250,000	250,000	250,000	250,000	250,000
S106 NORTH ROAD PLAY AREA	-	15,840	-	-	-
REGENERATION FUND	20,000,000	-	20,000,000	-	-
ICT STRATEGY	127,000	65,000	100,000	100,000	100,000
SOFTWARE LICENCES	20,000	18,650	50,000	50,000	50,000
ICT HARDWARE	220,000	220,000	125,000	125,000	125,000
BRENTWOOD CENTRE	-	-	1,000,000	-	-
RETROFIT RENEWABLE ENERGY	-	-	250,000	-	-
BAYTREE CENTRE	-	-	4,987,730	8,452,000	8,458,000
CHILDERDITCH	-	-	4,521,000	-	-
TOTAL	58,952,000	18,555,660	58,340,060	45,958,000	24,571,238

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Fees and Charges Schedule

2023/24

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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, ENFORCEMENT & HOUSING

**COMMUNITY, ENVIRONMENT & ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT	April 2023-March 2024 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	1,332.00	1,332.00	1,440.00	1,440.00
Cremated remains grass plot	E	D	480.00	480.00	520.00	520.00
Non-Brentwood resident - all full burial graves	E	D	2,664.00	2,664.00	2,890.00	2,890.00
Non-Brentwood resident - cremated remains grass plot	E	D	960.00	960.00	1,040.00	1,040.00

Purchase of Exclusive Rights of Burial for 50 years (Vaults and Niches Only)

Granite vaults	E	D	981.00	981.00	1,060.00	1,060.00
Niches In granite columbarium	E	D	660.00	660.00	710.00	710.00
Non- Brentwood resident - granite vaults	E	D	1,961.00	1,961.00	2,120.00	2,120.00
Non-Brentwood resident - niches in granite Columbarium	E	D	1,319.00	1,319.00	1,430.00	1,430.00

Interment Fees

Graves dug down for one or two	O	D	964.00	964.00	1,040.00	1,040.00
Additional charge for dig down to 9ft	O	D	239.00	239.00	260.00	260.00
Cremated remains grass plot	O	D	207.00	207.00	220.00	220.00
Granite vault	O	D	365.00	365.00	400.00	400.00
Niche In granite Columbarium	O	D	365.00	365.00	400.00	400.00
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	1,927.00	1,927.00	2,090.00	2,090.00
Non-Brentwood resident -additional charge for dig down to 9ft	O	D	477.00	477.00	520.00	520.00
Non-Brentwood resident-cremated remains grass plot	O	D	414.00	414.00	450.00	450.00
Non-Brentwood resident -granite vault	O	D	728.00	728.00	790.00	790.00
Non-Brentwood resident -Niche In granite Columbarium	O	D	728.00	728.00	790.00	790.00
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	223.00	223.00	240.00	240.00
Cremated remains plot	E	D	112.00	112.00	120.00	120.00
Non-Brentwood resident -all full burial graves	E	D	446.00	446.00	480.00	480.00
Non-Brentwood resident -cremated remains plot	E	D	223.00	223.00	240.00	240.00

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

Granite vaults	E	D	392.00	392.00	420.00	420.00
Niches In granite Columbarium	E	D	264.00	264.00	290.00	290.00
Non-Brentwood resident - granite vaults	E	D	784.00	784.00	850.00	850.00
Non-Brentwood resident -Niches In granite Columbarium	E	D	528.00	528.00	570.00	570.00

Monuments

Monument/Inscription approval fee	O	D	151.00	151.00	160.00	160.00
Additional approval fee charge for kerbed monuments	O	D	151.00	151.00	160.00	160.00
Inscription on a vault or niche	S	D	222.50	267.00	290.00	290.00

Other Charges

Deed Transfer	O	D	65.00	65.00	70.00	70.00
Search of Burial Records	O	D	26.00	26.00	30.00	30.00
Chapel hire - Woodman Road Cemetery	E	D	62.00	62.00	70.00	70.00

**COMMUNITY, ENVIRONMENT & ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FE E	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	4.00	4.80	4.58	5.50
<u>Domestic Refuse Collection</u>							
Bulky Household Collections - Charge per item	Min 2 Items	O	D	12.00	12.00	13.00	13.00
Biodegradable sacks for garden waste per wrap of 10*		O	D	3.50	3.50	4.00	4.00
Biodegradable sacks for garden waste per wrap of 100 (Wholesale)		S	D	255.00	315.00	287.50	345.00
Garden Waste Bin hire per annum - including fortnightly emptying		O	D	60.00	60.00	60.00	60.00
Garden Waste Bin - Replacement if lost/stolen		O	D	22.00	22.00	24.00	24.00
Hire of 1280 litre container		S	D	110.00	135.00	123.33	148.00
Hire of 770, 940 and 1100 litre Container		S	D	105.00	126.00	115.00	138.00
Hire of 240 litre container		S	D	34.17	41.00	37.50	45.00
Hire of 360 litre container		S	D	45.00	54.00	50.00	60.00
<i>* Please note there was a typing mistake in the approved F&C schedule for 2020/21. Price should have been £3.30 but was incorrectly stated as £3.00</i>							
<u>Residual Trade Waste Collection & Disposal</u>							
1280 litre Container	Per Lift	O	D				
1100 litre Container		O	D				
940 litre Container		O	D				
770 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				
Prepaid Residual Sacks (25)	Per roll	O	D				
Extra collection		O	D				
Collection/delivery (T&Cs S.14)		O	D				
Amendment (T&Cs S.14)		O	D				
<u>Residual Waste - Collection only</u>							
1280 litre Container	Per Lift	O	D				
1100 litre Container		O	D				
940 litre Container		O	D				
770 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				
<u>Trade Glass Collection</u>							
1100 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				
<u>Trade Dry Recycling Collection</u>							
1280 litre Container	Per Lift	O	D				
1100 litre Container		O	D				
940 litre Container		O	D				
770 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				
Prepaid Recycling Sacks (25)	Per roll	O	D				
<u>School Dry Recycling Collection</u>							
Collection per annum		O	D				
<u>Trade Dry Recycling Sacks for Use in Containers Only</u>							
Purple sacks - 400 sacks per box.	Box	O	D				
<u>Trade Food Waste</u>							
140 litre bin	Per Lift	O	D				
<u>Events - Residual Waste (Maximum hire 5 days - one collection)</u>							
1100 litre Container	Per Lift	O	D				
770 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				
<u>Events - Dry Recycling (Maximum hire 5 days)</u>							
1100 litre Container	Per Lift	O	D				
770 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				
<u>Events - Glass (Maximum hire 5 days)</u>							
1100 litre Bin	Per Lift	O	D				
360 litre bin		O	D				
240 litre Bin		O	D				

**ENVIRONMENT, ENFORCEMENT AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT	April 2023-March 2024 Excl VAT	Inc VAT

SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES & CORPORATE ENFORCEMENT

SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES & CORPORATE ENFORCEMENT

Dog Control

Statutory Seizure Fee	O	S	25.00	25.00	25.00	25.00
Dog Warden Collection Costs	O	D	73.00	73.00	73.00	73.00
Kennelling Costs (per day charged by Kennel)	O	D	15.00	15.00	15.00	15.00

Other charges

Contaminated Land Search Enquiries	O	D	119.00	119.00	119.00	119.00
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Pollution Prevention and Control Act 1999*

** Note these fees are set by DEFRA and are usually published after 1 April. Therefore fees from 1 April 2022 are subject to change*

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

Annual Subsistence Charge*

** Note these fees are set by DEFRA and are usually published after 1 April. Therefore fees from 1 April 2022 are subject to change*

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

Fixed Penalty Notices - Statutory Charge (Fee Range - S represents Upper Limit)

ASB, Crime and Policing Act 2014

Breach of Community Protection Notice	O	S	100.00	100.00	100.00	100.00
Early payment	O	S/D	75.00	75.00	75.00	75.00
Breach of Public Spaces Protection Order	O	S	100.00	100.00	100.00	100.00
Early payment	O	S	75.00	75.00	75.00	75.00

Environmental Protection Act 1990/ Clean Neighbourhoods & Env Act 2005

Failure to provide a waste transfer note	O	S	300.00	300.00	300.00	300.00
Littering						
* Full penalty	O	S	150.00	150.00	150.00	150.00
* Early payment	O	S	75.00	75.00	75.00	75.00
Unauthorised distribution of free literature						
* Full penalty	O	S	150.00	150.00	150.00	150.00
* Early payment	O	S	50.00	50.00	50.00	50.00
Domestic waste receptacle offences						
* Full penalty	O	S	80.00	80.00	80.00	80.00
* Early payment	O	S	60.00	60.00	60.00	60.00
* Dog control offences	O	S	80.00	80.00	80.00	80.00
Alarm noise - failure to nominate key-holder or to notify local authority key-holder's details	O	S	80.00	80.00	80.00	80.00
Nuisance parking						
* Full penalty	O	S	100.00	100.00	100.00	100.00
* Early payment	O	S	60.00	60.00	60.00	60.00
Abandoning a vehicle						
* Full penalty	O	S	200.00	200.00	200.00	200.00
* Early payment	O	S	120.00	120.00	120.00	120.00
Industrial and commercial waste receptacle offences						
* Full penalty	O	S	110.00	110.00	110.00	110.00
* Early payment	O	S	75.00	75.00	75.00	75.00
Fly-tipping	O	S	400.00	400.00	400.00	400.00
Littering from vehicles						
* Full penalty	O	S/D	150.00	150.00	150.00	150.00
* Early payment	O	S/D	75.00	75.00	75.00	75.00
Abandoned shopping trolleys						
Seizure fee	O	S/D	40.00	40.00	40.00	40.00
Storage fee (per week or part thereof)	O	S/D	10.00	10.00	10.00	10.00
Delivery fee	O	S/D	30.00	30.00	30.00	30.00

Anti-social Behaviour Act 2003

Graffiti						
* Full penalty	O	S/D	150.00	150.00	150.00	150.00
* Early payment	O	S/D	50.00	50.00	50.00	50.00
Fly posting						
* Full penalty	O	S/D	150.00	150.00	150.00	150.00
* Early payment	O	S/D	50.00	50.00	50.00	50.00
High Hedge Complaint	O	S	500.00	500.00	550.00	550.00

Noise Act 1996

Noise exceeding permitted level - domestic premises						
* Full penalty	O	S/D	110.00	110.00	110.00	110.00
* Early payment	O	S/D	75.00	75.00	75.00	75.00
Noise exceeding permitted level - licensed premises						
* Full penalty	O	S/D	500.00	500.00	500.00	500.00

* Levels set by Environment and Enforcement Committee July 2018

**HOUSING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	890.00	890.00	890.00	890.00
Renewal of licence - 5 years	O	D	603.00	603.00	603.00	603.00

Housing Act Notices

Issuing notices under Housing Acts	O	D	244.00	244.00	244.00	244.00
Immigration Survey checks	O	D	86.00	86.00	86.00	86.00

**COMMUNITY, ENVIRONMENT & ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: STREET SERVICES

CHARGING AREA: STREET NAMING & NUMBERING

Address Change Charges

Renaming/renumbering per property	OS	D	65.00	65.00	72.00	72.00
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Developer Charges

Naming of street – per street	OS	D	109.00	109.00	120.00	120.00
Numbering of development plots	OS	D	82.00	82.00	90.00	90.00
Numbering of development plots 2-10 units	OS	D	159.00	159.00	175.00	175.00
Numbering of development plots over 10 units	OS	D	159.00 + £34 per extra unit	175.00 + £38 per extra uni		

**HOUSING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: HOMELESSNESS

CHARGING AREA: RECHARGES TO TENANTS

Recharges to Tenants

Daily Bed and Breakfast Room Charge	(Cost price) (Access to Shared kitchen for cooking, No Breakfast	O	D	£35 - £90	£35 - £90	£35 - £90	£35 - £90
Amenity charge - 1 person Household per day		O	S	3.50	3.50	3.50	3.50
Additional persons per person - per day		O	S	0.57	0.57	0.57	0.57
Amenity charge - 1 person Household per day	(Breakfast only)	O	S	3.44	3.44	3.44	3.44
Additional persons per person - per day		O	S	0.51	0.51	0.51	0.51
Amenity charge - 1 person Household per day	(Access to Shared kitchen for cooking and Breakfast)	O	S	4.01	4.01	4.01	4.01
Additional persons per person - per day		O	S	1.08	1.08	1.08	1.08
Removals	Minimum	S	D	Cost Price	Cost Price	Cost Price	Cost Price
Furniture		S	D	Cost Price	Cost Price	Cost Price	Cost Price
Storage - Homeless	per square foot	S	D	Cost Price	Cost Price	Cost Price	Cost Price

* Amenity Charges based on 21/22 Housing Benefit Ineligible charges

Heating/Hot Water - £2.93 per day

Shared kitchen/cooking facilities - .57p per day

Breakfast - .51p per day

**HOUSING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023	April 2023-March 2024	April 2022-March 2023	April 2023-March 2024
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: HOUSING REVENUE ACCOUNT

CHARGING AREA: ESTATES & SHELTERED

Housing Estates

Storage - Evictions	Per week	O	D	12.00	12.00	12.23	12.23
Copying of Housefile		O	D	10.00	10.00	10.19	10.19
Copying of Tenancy Agreement		O	D	10.00	10.00	10.19	10.19
Garage Clearance		S	D	211.66	254.00	At Cost	At Cost
Property Clearance 1 or 2 Beds		S	D	211.66	254.00	At Cost	At Cost
Property Clearance 3 or 4 Beds		S	D	422.08	506.50	At Cost	At Cost
Bulk Waste Removal per item	Min 2 items	O	D	12.00	12.00	15.00	15.00

Tenancy Management

Court Costs	Average	O	D	376.00	376.00	412.25	412.25
Gas Servicing Warrant Fee		O	D	20.00	20.00	22.00	22.00
Gas Servicing Warrant Enforcement		S	D	35.00	42.00	35.00	42.00
Forced entry		S	D	101.66	122.00	At Cost	At Cost
Administration Charge		S	D	10.00	12.00	13.33	16.00
Non-return of Gas/Electric Keys and Cards		O	D	186.00	186.00	199.02	199.02

Garage Rental Fees Per Week

Car spaces & Car Ports

Car Space Council Tenant		O	D	1.95	1.95	2.09	2.09
Car Space Private (NCT)		O	D	2.65	2.65	2.94	2.94
Car Space Leaseholder		O	D	2.25	2.25	2.50	2.50

Garages

Garage Council Tenant		O	D	9.10	9.10	9.74	9.74
Garage Private (NCT)		S	D	12.25	14.70	13.61	13.61
Garage Charities		O	D	12.25	12.25	13.61	13.61
Garage Leasehold		E	D	10.60	10.60	11.78	11.78
Garage Commercial		S	D	22.58	27.10	25.09	25.09

**HOUSING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023	April 2023-March 2024	April 2022-March 2023	April 2023-March 2024
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: HOUSING REVENUE ACCOUNT

CHARGING AREA: REPAIRS

Rechargeable Repairs

Replacement Key/Key Fob		S	D	12.08	14.50	Cost price	Cost price
Lock Change - Dwelling:Gain Access – 1 Door ref: 396001	new	S		62.50	75.00	Cost price	Cost price
Lock:Full Lock Change – Front Door ref: 390929		S	D	110.00	132.00	Cost price	Cost price
Opening:Board Up With 12mm Sterling or Plywood ref: 397001	new	S		32.50	39.00	Cost price	Cost price
Single Glaze 6mm Window Replacement upto 1 Square Metre ref: 515013		S	D	120.83	145.00	Cost price	Cost price
Single Glaze 6mm Window Replacement over 1 Square Metre ref: 515015		S	D	128.33	154.00	Cost price	Cost price
Double Glazed Window Replacement upto 1 Square Metre ref: 556005		S	D	205.00	246.00	Cost price	Cost price
Double Glazed Window Replacement over 1 Square Metre ref: 556007		S	D	210.00	252.00	Cost price	Cost price
Internal Fire door Replacement 1/2hr (less stops or frame) ref: 330013		S	D	179.17	215.00	Cost price	Cost price
External Timber Door Replacement Panelled or Glazed Front Door ref: 321107		S	D	679.17	815.00	Cost price	Cost price
Renew Internal Ply Flush Door Ref: 330001	new			146.67	176.00	Cost price	Cost price
Paint Pack Dulux - 2 bed		S	D	230.00	276.00	Cost price	Cost price
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
Any other repair deemed re-chargeable		S	D	Cost Price	Cost Price	Cost price	Cost price
Drain:Jet Blockage (per hour) ref: 039004	new	S	D	Less 5%	Less 5%	Cost price	Cost price
Drain:Rod Blockage ref: 039006	new	S	D	80.00	96.00	Cost price	Cost price
Burst:Repair Burst Pipe ne 28MM ref: 640001	new	S	D	30.83	37.00	Cost price	Cost price
		S	D	60.83	73.00	Cost price	Cost price

**HOUSING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: HOUSING REVENUE ACCOUNT

CHARGING AREA: LEASEHOLDERS

Leaseholders

Leasehold Information Pack (LPE1)	S	D	132.47	159.00	147.17	176.60
Leasehold Alterations Consent	S	D	132.47	159.00	147.17	176.60
Leasehold property valuations (request for amendment)	S	D	Cost Price	Cost Price	Cost Price	Cost Price
Registration of Notices	O	D	57.00	57.00	63.33	76.00
Lease Extension or Enfranchisement	S	D	799.92	960.00	888.71	1,066.45
Lease Variation	S	D	390.61	469.00	433.97	520.76
Registration Fee for Charge (If lease rate is different this will be charged instead of the standard fee)	S	D	36.51	44.00	40.56	48.67
Letter of Postponement of Discount Charge to enable further borrowing	S	D	127.38	153.00	145.85	162.04

Sheltered Schemes

Rental of Guest Room Per Night	S	D	8.33	10.00	9.25	11.10
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COMMUNITY & HEALTH

**COMMUNITY, ENVIRONMENT & ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: COMMUNITY INITIATIVES AND PARTNERSHIPS

CHARGING AREA: COMMUNITY EVENTS

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	200.00	200.00	200.00	200.00
Catering Unit - serving alcohol	E	D	200.00	200.00	200.00	200.00
Large Business - more than 10 employees	E	D	137.00	137.00	137.00	137.00
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	100.00	100.00	100.00	100.00
Small business - less than 10 employees	E	D	88.00	88.00	88.00	88.00
Crafters and Artists - all hand made by the seller	E	D	57.00	57.00	57.00	57.00
Registered charity	E	D	45.00	45.00	45.00	45.00

Strawberry Fair and other Community Events

Catering Unit - serving food e.g. Burgers, hot dogs etc.	E	D	175.00	175.00	175.00	175.00
Catering Unit - serving alcohol	E	D	137.00	137.00	137.00	137.00
Large business - more than 10 employees	E	D	110.00	110.00	110.00	110.00
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	80.00	80.00	80.00	80.00
Small business - less than 10 employees	E	D	63.00	63.00	63.00	63.00
Crafters and Artists - all handmade by the seller	E	D	37.00	37.00	37.00	37.00
Registered charity	E	D	37.00	37.00	37.00	37.00
Ice Cream Van (Exclusive) - Strawberry Fair	E	D	450.00	450.00	450.00	450.00
Ice Cream Van (Exclusive) - Family Fun Days	E	D	180.00	180.00	180.00	180.00
Face Painters (large community events)	E	D	73.00	73.00	73.00	73.00

Family Fun Days

Wristbands - Rides and Bouncy castles		Per Child	E	D	4.00	4.00	5.00	5.00
Stalls - selling children's pocket money gifts and toys (new category)			E	D	21.00	21.00	21.00	21.00
Sole Catering unit by tender								
Face painters (per face painter)			E	D	25	25.00	25.00	25.00

Sponsorship packages - any bespoke packages can be discussed with the Community Services team

**COMMUNITY, ENVIRONMENT & ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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.

Annual Season Ticket

7 day Adult	E	D	790.00	790.00	860.00	860.00
7 day Junior (under 17)	E	D	N/A	N/A		
7 day Junior (under 17) After 3pm	E	D	58.00	58.00	60.00	60.00
7 day Intermediate (under 25)	E	D	589.00	589.00	640.00	640.00
5 day Adult	Mon - Fri	E	665.00	665.00	720.00	720.00
5 day Concessionary	Mon - Fri	E	539.00	539.00	580.00	580.00

Weekday

Per Round - 18 holes - Adult	E	D	N/A	N/A		
Per Round - 18 holes - Adult	Mon-Thu	E	23.00	23.00	25.00	25.00
Per Round - 18 holes - Junior (under 17) & 65 and over	E	D	N/A	N/A		
Per Round - 18 holes - Junior (under 17) & 65 and over	Mon-Thu	E	20.00	20.00	22.00	22.00

Weekends and Public Holidays

Per Round - 18 holes - Adult	E	D	N/A	N/A		
Per Round - 18 holes - Adult	Fri - Sun	E	29.00	29.00	31.00	31.00
Juniors (under 17) & 65 and over	After 1pm	E	N/A	N/A		
Juniors (under 17) & 65 and over	After 3pm	E	20.00	20.00	22.00	22.00

Other Charges

Twilight Play - Weekday	E	D	12.00	12.00	13.00	13.00
Twilight Play - Weekends and Public Holidays	E	D	13.00	13.00	14.00	14.00

Group Bookings Offer. For group bookings of 20 people or more, each person receives 25% off green fees. Please note this offer is not available in conjunction with any other offer and can be withdrawn at any time.

Corporate Offer. Receive 25% discount on green fees and 10% discount on season tickets when you produce a valid employee ID from the following companies

Armed Service Discount. 50% discount on green fees and 10% discount on memberships for current and past serving members of the armed forces during November.

**COMMUNITY, ENVIRONMENT & ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT	April 2023-March 2024 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	1,101.00	1,101.00	1,192.00	1,192.00
Pitch & Pavilion - Fortnightly - Adult - Season	Other Days	E	D	1,076.00	1,076.00	1,165.00	1,165.00

Pitch & Pavilion - Weekly - Adult - Season	Sunday/Bank Holidays	E	D	2,200.00	2,200.00	2,383.00	2,383.00
Pitch & Pavilion - Weekly - Adult - Season	Other Days	E	D	2,147.00	2,147.00	2,325.00	2,325.00

Occasional Matches - Adult	Any Day	E	D	109.00	109.00	118.00	118.00
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Other Playing Fields (No Changing Facilities)

Pitch - Fortnightly - Adult - Season	Any Day	E	D	699.00	699.00	757.00	757.00
Pitch - Weekly - Adult - Season	Any Day	E	D	1,391.00	1,391.00	1,507.00	1,507.00

Junior Matches All Sites (No Changing Facilities)

Pitch - Fortnightly - Junior - Season	Any Day	E	D	383.00	383.00	415.00	415.00
Pitch - Weekly - Junior - Season	Any Day	E	D	762.00	762.00	825.00	825.00

Occasional Matches (No Changing Facilities)

Adult	Any Day	E	D	69.00	69.00	75.00	75.00
Juniors (under17)	Any Day	E	D	42.00	42.00	46.00	46.00

Mini Soccer - All Sites (No Changing Facilities)

Seasonal Booking every week	Weekly	E	D	405.00	405.00	439.00	439.00
Occasional	Any Day	E	D	36.00	36.00	39.00	39.00

Bowling Greens

Bowls - Season	Adult	E	D	168.00	168.00	182.00	182.00
Bowls - Season	Juniors/OAP's	E	D	105.00	105.00	114.00	114.00
Match Reservations + per rink (inclusive of visitors fees non returnable)	Club Charges	E	D	8.00	8.00	9.00	9.00
Other Reservations (not inclusive of visitors fees non returnable)	Club Charges	E	D	6.00	6.00	6.50	6.50

Large Open spaces (The Brentwood Centre)

Large Events - more than 1/2 Field with £5 or more admission fee		E	D	2,364.00	2,364.00	2,560.00	2,560.00
Medium Events - less than 1/2 field and less than £5 admission fee		E	D	974.00	974.00	1,055.00	1,055.00
Small Events - less than 1/4 field		E	D	418.00	418.00	453.00	453.00
Set up and take down for events				25% of day rate			
Keep Fit sessions - No cordoning off of field (max 20)	Single	S	D	18.00	21.60	23.00	23.00
Non commercial or charitable events (following approval by ward members) 50% discount							

Large Open spaces (King Georges Playing Field)

Area A (Prev Area B) Open space opposite old paddling pool area		E	D	418.00	418.00	453.00	453.00
Area B (Prev Area C) Overflow car park/pitch one. Outside football season only - REMOVED FROM 22/23		E	D	N/A	N/A		
Keep Fit sessions - No cordoning off of field (max 20)		S	D	18.00	21.60	23.50	23.50
Non commercial or charitable events (following approval by ward members) 50% discount							

Other Open Spaces

Open Space (following approval by Ward members)	Daily Charge	E	D	418.00	418.00	453.00	453.00
Keep Fit sessions - No defined area (max 20 people)	Single session	S	D	18.00	18.00	20.00	20.00

All Open Spaces

Filming Location Fee (subject to conditions & credits)	Open Space only	S	D	By negotiation and			
Repeat Fee				1% of original fee			

**COMMUNITY, ENVIRONMENT & ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES

SERVICE AREA: FOOD & HEALTH SAFETY

Skin Piercing

Premises Registration	O	D	262.00	262.00	262.00	262.00
Practitioner Registration	O	D	93.00	93.00	93.00	93.00

Other Charges

Food Hygiene Rating Score Re-inspection (FHRS)	O	D	183.00	183.00	186.00	186.00
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POLICY, RESOURCES & ECONOMIC DEVELOPMENT

**POLICY, RESOURCES AND ECONOMIC DEVELOPMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking

Chatham Way

Monday to Saturday		S	D	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
				Excl VAT	Inc VAT	Excl VAT	Inc VAT
						Chargable period 24 Hours	
	30 mins	S	D	0.00	0.00	0.00	0.00
	1 hours	S	D	0.83	1.00	0.92	1.10
	2 hours	S	D	1.67	2.00	1.83	2.20
	2 hours with discount card	S	D	1.17	1.40	1.25	1.50
	3 hours	S	D	2.50	3.00	2.75	3.30
	4 hours	S	D	3.33	4.00	3.67	4.40
	5 hours	S	D	4.17	5.00	4.58	5.50
	6 hours	S	D	5.00	6.00	5.50	6.60
	24 hours	S	D	6.67	8.00	7.33	8.80
Sunday Charge							
	All day	S	D	0.00	0.00	0.92	1.10

Coptfold Road

Monday to Saturday - 6:00am to 10:00pm							
	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
	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
Sunday Charge - 6:00am to 10:00pm							
	All day	S	D	0.83	1.00	0.83	1.00
	Lost Ticket	S	D	8.33	10.00	5.00	6.00

William Hunter Way

Monday to Saturday		S	D	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
				Excl VAT	Inc VAT	Excl VAT	Inc VAT
						Chargable period 24 Hours	
	30 mins	S	D	0.00	0.00	0.00	0.00
	1 hours	S	D	0.83	1.00	0.92	1.10
	2 hours	S	D	1.67	2.00	1.83	2.20
	2 hours with discount card	S	D	1.17	1.40	1.25	1.50
	3 hours	S	D	2.50	3.00	2.75	3.30
	4 hours	S	D	3.33	4.00	3.67	4.40
	5 hours	S	D	4.17	5.00	4.58	5.50
	6 hours	S	D	5.00	6.00	5.50	6.60
	24 hours	S	D	6.67	8.00	7.33	8.80
Sunday Charge							
	All day	S	D	0.83	1.00	0.92	1.10

**POLICY, RESOURCES AND ECONOMIC DEVELOPMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023		April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking

Town Hall

					<u>Chargeable period 24 Hours</u>	
Monday to Saturday						
30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.92	1.10
2 hours	S	D	1.67	2.00	1.83	2.20
2 hours with discount card	S	D	1.17	1.40	1.25	1.50
3 hours	S	D	2.50	3.00	2.75	3.30
4 hours	S	D	3.33	4.00	3.67	4.40
5 hours	S	D	4.17	5.00	4.58	5.50
6 hours	S	D	5.00	6.00	5.50	6.60
24 hours	S	D	6.67	8.00	7.33	8.80
Sunday Charge						
All day	S	D	0.00	0.00	0.92	1.10

King George's Playing Field

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	0.92	1.10
2 hours	S	D	1.67	2.00	1.83	2.20
2 hours with discount card	S	D	1.17	1.40	1.25	1.50
3 hours	S	D	2.50	3.00	2.75	3.30
4 Hours	S	D	3.33	4.00	3.67	4.40
5 hours	S	D	4.17	5.00	4.58	5.50
6 hours	S	D	5.00	6.00	5.50	6.60
Over 6 hours	S	D	6.67	8.00	7.33	8.80
Monday to Saturday - 6:00am to 7:00pm						
Mini-bus - All Day	S	D	12.50	15.00	14.17	17.00
Coach - All Day	S	D	25.00	30.00	27.50	33.00

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 Bell Mead and Market Square Monday to Saturday 8:00am - 6:00pm

Friars Avenue

Maximum stay 3 hours no return for 4 hours

					<u>Chargeable period 24 Hours</u>	
Monday to Saturday						
30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.92	1.10
2 hours	S	D	1.67	2.00	1.83	2.20
2 hours with discount card	S	D	1.17	1.40	1.25	1.50
3 hours	S	D	2.50	3.00	2.75	3.30
Sunday Charge						
All day	S	D	0.83	1.00	0.92	1.10

Hunters Avenue

Maximum stay 3 hours no return for 4 hours

					<u>Chargeable period 24 Hours</u>	
Monday to Saturday						
30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	8.93	1.00	0.92	1.10
2 hours	S	D	1.67	2.00	1.83	2.20
2 hours with discount card	S	D	1.17	1.40	1.25	1.50
3 hours	S	D	2.50	3.00	2.75	3.30
Sunday Charge						
All day	S	D	0.83	1.00	0.92	1.10

**POLICY, RESOURCES AND ECONOMIC DEVELOPMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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 - No refund

7 days	S	D	30.00	36.00	33.33	40.00
1 month	S	D	93.33	112.00	100.00	120.00
3 months	S	D	271.67	326.00	300.00	360.00
6 months	S	D	518.33	622.00	566.67	680.00
12 months	S	D	935.00	1,122.00	1,025.00	1,230.00

Note - For Coptfold Road, William Hunter Way*, Friars Avenue, Hunter Avenue and Eagle Way car parks.
*-No new season tickets will be offered for William Hunter Way Car Park

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

Note: Set through national legislation

**DESIGN AND PRINT SERVICES
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: DESIGN AND PRINT SERVICES

CHARGING AREA: DESIGN AND PRINT SERVICES

<u>External Printing</u>		£	£	£	£
Provision of design and print services - per hour	S D	17.50	21.00	18.33	22.00
Price per black and white copy	S D	0.02	0.02	0.02	0.02
Price per colour copy	S D	0.04	0.05	0.04	0.05
Provision of printing materials	S D	As per job spec			

**Policy, Resources & Economic Development
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023		April 2023-March 2024	
			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	383.33	460.00	400.00	480.00
Council Chamber Full Day*	S	D	650.00	780.00	680.00	816.00
Committee Rooms 1 Half Day*	S	D	166.67	200.00	175.00	210.00
Committee Rooms 1 Full Day*	S	D	266.67	320.00	280.00	336.00
Committee Rooms 2 Half Day*	S	D	66.67	80.00	70.00	84.00
Committee Rooms 2 Full Day*	S	D	108.33	130.00	115.00	138.00
Civic Foyer Half Day	S	D	108.33	130.00	115.00	138.00
Civic Foyer Full Day	S	D	191.67	230.00	200.00	240.00
Leader's room Half Day	S	D	83.33	100.00	90.00	108.00
Leader's room Full Day	S	D	154.17	185.00	165.00	198.00

* 50% Discount applicable for booking made by Charities and Community Groups

Weddings (Town Hall - From August 2019)

Council Chamber Monday - Thursday	S	D	375.00	450.00	390.00	468.00
Council Chamber Friday	S	D	375.00	450.00	390.00	468.00
Council Chamber Saturday	S	D	375.00	450.00	390.00	468.00

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

Committee Rooms Monday - Thursday	E/S	D	191.00	210.00	200.00	240.00
Committee Rooms Friday	E/S	D	250.00	300.00	260.00	312.00
Committee Rooms Saturday	E/S	D	308.33	370.00	320.00	384.00

Please note the above charges do not include the fee for the certificate. £11 will need to be paid in addition to the charges above.

**Policy, Resources & Economic Development
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING & ECONOMY

CHARGING AREA: Economic Development						
Brentwood Business Showcase exhibitor stands			175	210	191.67	230

For more information about sponsorship packages, contact the Economic Development team on business@brentwood.gov.uk

PLANNING & LICENSING

**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: LAND CHARGES

CHARGING AREA: Land Charges

Search Fees

LLC1	O	S	21.00	21.00	22.00	22.00
CON 29R	S	S	104.17	125.00	106.67	128.00
CON 29R including LLC1	S/O	S	121.67	146.00	124.17	149.00
CON 290 optional enquiries, except Q22	S	S	13.33	16.00	13.33	16.00
CON 290 optional enquiries, Q22 only	S	S	15.00	18.00	15.00	18.00
Any other additional enquiries	O	S	33.00	33.00	34.00	34.00
Additional parcels of Land	S	S	38.33	46.00	39.17	47.00

In relation to CON 290, Q.22 only, additional 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

Personal Searches - Self Service	Free	Free
New Assisted Personal Search - upon application with the Thurrock Council Land	POA	POA

**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT	April 2023-March 2024 Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Street Trading

Independent Permanent Stall - Annual (Replaced)	O	D	400.00	400.00	0.00	0.00
Independent 'One Off Stalls' (Replaced)	O	D	90.00	90.00	0.00	0.00
Lighting Up Brentwood (replaced)	O	D	30.00	30.00	0.00	0.00
Static Licence (New)	O	D	0.00	0.00	1,000.00	1,000.00
Mobile Licence (New)	O	D	0.00	0.00	600.00	600.00
Static Consent (New)	O	D	0.00	0.00	1,000.00	1,000.00
Mobile Consent (New)	O	D	0.00	0.00	600.00	600.00
Market Operator weekly Fee (New)	O	D	350.00	350.00	425.00	425.00
Market Operator additional days Fee (per day) (New)	O	D	150.00	150.00	200.00	200.00

Scrap Metal

Site Application - New - 3 years	O	D	495.00	495.00	510.00	510.00
Collector Application - New - 3 years	O	D	280.00	280.00	300.00	300.00
Variation	O	D	89.00	89.00	100.00	100.00
Site Renewal Application - 3 years	O	D	445.00	445.00	510.00	510.00
Collector Renewal Application - 3 years	O	D	230.00	230.00	252.00	252.00

Skin Piercing

Premises Registration	O	D	257.50	257.50	284.00	284.00
Practitioner Registration	O	D	91.50	91.50	100.00	100.00

Animals

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

Animal Boarding - Application Fee	O	D	300.00	300.00	330.00	330.00
Animal Boarding - Grant Fee	O	D	100.00	100.00	110.00	110.00
Selling Animals As Pets - Application Fee	O	D	300.00	300.00	330.00	330.00
Selling Animals As Pets - Grant Fee	O	D	100.00	100.00	110.00	110.00
Dog Breeding - Application Fee	O	D	300.00	300.00	330.00	330.00
Dog Breeding - Grant Fee	O	D	100.00	100.00	110.00	110.00
Hiring Out Horses - Application Fee	O	D	300.00	300.00	330.00	330.00
Hiring Out Horses - Grant Fee	O	D	100.00	100.00	110.00	110.00
Keeping Animals for Exhibition - Application Fee	O	D	300.00	300.00	330.00	330.00
Keeping Animals for Exhibition - Grant Fee	O	D	100.00	100.00	110.00	110.00
Combination Of Activities - Application Fee (for each additional activity)	O	D	150.00	150.00	145.00	145.00
Combination Of Activities - Grant Fee (for each additional activity)	O	D	75.00	75.00	82.00	82.00
Variation to licence/re-evaluation or rating	O	D	222.00	222.00	245.00	245.00
Appeal (All Licences)	O	D	137.00	137.00	150.00	150.00
Variation to reduce the licencable activities or number of animals	O	D	85.00	85.00	93.00	93.00
Additional Premises under an arrangers element of a Home Boarding Lic (New)	O	D	0.00	0.00	70.00	70.00
Dangerous Wild Animals - 2 years	O	D	300.00	300.00	500.00	500.00
Zoo Premises New - 6 years	O	D	927.00	927.00	1,500.00	1,500.00
Zoo Premises Renewal - 4 years	O	D	566.50	566.50	800.00	800.00

Sex Establishment Licensing

Premises Application	O	D	2,330.00	2,330.00	2,330.00	2,330.00
Premises Renewal	O	D	1,590.00	1,590.00	1,590.00	1,590.00
Premises Variation	O	D	530.00	530.00	530.00	530.00

Pavement Permit

New application Tables and Chairs 1-2 tables	O	D	260.00	260.00	286.00	286.00
New Application Tables and Chairs 3-6 tables	O	D	470.00	470.00	517.00	517.00
New Application Tables and Chairs over 6 tables.	O	D	675.00	675.00	742.00	742.00
Renewal application Tables and Chairs 1-2 tables	O	D	160.00	160.00	176.00	176.00
Renewal Application Tables and Chairs 3-6 tables	O	D	370.00	370.00	407.00	407.00
Renewal Application Tables and Chairs over 6 tables.	O	D	575.00	575.00	632.00	632.00
Business and Planning Act applications	O	D	100.00	100.00	100.00	100.00

Road Closure

Application to close road with 0 - 499 people attending	O	D	200.00	200.00	220.00	220.00
Application to close road with 500 - 1999 people attending	O	D	360.00	360.00	396.00	396.00
Application to close road with 2000+ people attending	O	D	680.00	680.00	748.00	748.00

**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT	April 2023-March 2024 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
CON 29R including LLC1	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 COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT	April 2023-March 2024 Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Licensing Act 2003

Premises - Band A (None to £4,300)

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
CON 29R including LLC1	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

Premises - Band B (£4,301 to £33,000)

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

Premises - Band C (£33,001 to £87,000)

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

Premises - Band D (£87,001 to £125,000)

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

Premises - Band E (£125,001 plus)

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

Additional Fees (based on number in attendance at any one time)

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 COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT	April 2023-March 2024 Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Licensing Act 2003 (cont.)

Other Fees

Application for the grant or renewal of a personal licence	O	S	37.00	37.00	37.00	37.00
CON 29R including LLC1	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 COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT	April 2023-March 2024 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	296.00	296.00
CON 29R including LLC1	O	S	75.00	75.00	80.00	80.00

Vehicle Licence - Private Hire

Vehicle Licence - including Plate	O	S	225.00	225.00	274.00	274.00
Vehicle Replacement	O	S	75.00	75.00	80.00	80.00

Vehicle Inspections - Hackney Carriage and Private Hire

Vehicle Inspection (Fee Removed)	O	S	47.00	47.00	0.00	0.00
Trailer Inspections - Non Braked (Fee Removed)	O	S	15.00	15.00	0.00	0.00
Trailer Inspections - Braked (Fee Removed)	O	S	23.00	23.00	0.00	0.00
Re-Inspection (Fee Removed)	O	S	12.50	12.50	0.00	0.00
Re-Inspection 2 (Fee Removed)	O	S	47.00	47.00	0.00	0.00

Drivers Licence - Hackney Carriage and Private Hire

Combined Driver New - 1 year (Excludes DBS)	O	S	145.00	145.00	160.00	160.00
Combined Driver Renewal - 1 year (Excludes DBS)	O	S	128.00	128.00	143.00	143.00
Combined Driver New - 3 years (Excludes DBS)	O	S	404.00	404.00	404.00	404.00
Combined Driver Renewal - 3 years (Excludes DBS)	O	S	354.00	354.00	354.00	354.00
Private Hire Driver New - 1 year (Excludes DBS) (New)	O	S	0.00	0.00	160.00	160.00
Private Hire Driver Renewal - 1 year (Excludes DBS) (New)	O	S	0.00	0.00	143.00	143.00
Private Hire Driver New - 3 years (Excludes DBS) (New)	O	S	0.00	0.00	404.00	404.00
Private Hire Driver Renewal - 3 years (Excludes DBS) (New)	O	S	0.00	0.00	354.00	354.00
Hackney Carriage Driver New - 1 year (Excludes DBS) (New)	O	S	0.00	0.00	160.00	160.00
Hackney Carriage Driver Renewal - 1 year (Excludes DBS) (New)	O	S	0.00	0.00	143.00	143.00
Hackney Carriage Driver New - 3 years (Excludes DBS) (New)	O	S	0.00	0.00	404.00	404.00
Hackney Carriage Driver Renewal - 3 years (Excludes DBS) (New)	O	S	0.00	0.00	354.00	354.00
Disclosure and Barring Service (DBS) Check (new to update service)	O	S	52.00	52.00	52.00	52.00
Disclosure and Barring Service (DBS) Check (update service lapsed)	O	S	85.00	85.00	85.00	85.00
Driver and Vehicle Licensing Agency (DVLA) Check outside of an application	O	S	5.00	5.00	5.00	5.00
Re-Test - Knowledge Test	O	S	35.00	35.00	35.00	35.00

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	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	374.00	374.00
Operator Licence - 2 to 5 Vehicles - 5 years	O	S	1,085.00	1,085.00	1,248.00	1,248.00
Operator Licence - more than 5 Vehicles - 5 years	O	S	1,345.00	1,345.00	1,547.00	1,547.00

**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT	April 2023-March 2024 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	674.17	809.00	701.67	842.00
Houses Bungalows less than 4 storeys 1 plot Building Notice	S	D	777.50	933.00	809.17	971.00
Houses Bungalows less than 4 storeys 1 plot Regularisation	O	D	1,124.00	1,124.00	1,169.00	1,169.00

HO2 CON 29R including LLC1

Houses Bungalows less than 4 storeys 2 plot Plan and Inspection	S	D	996.67	1,196.00	1,036.67	1,244.00
Houses Bungalows less than 4 storeys 2 plot Building Notice	S	D	1,098.33	1,318.00	1,142.50	1,371.00
Houses Bungalows less than 4 storeys 2 plot Regularisation	O	D	1,588.00	1,588.00	1,652.00	1,652.00

HO3

Houses Bungalows less than 4 storeys 3 plot Plan and Inspection	S	D	1,330.83	1,597.00	1,384.17	1,661.00
Houses Bungalows less than 4 storeys 3 plot Building Notice	S	D	1,536.67	1,844.00	1,598.33	1,918.00
Houses Bungalows less than 4 storeys 3 plot Regularisation	O	D	2,222.00	2,222.00	2,311.00	2,311.00

HO4

Houses Bungalows less than 4 storeys 4 plot Plan and Inspection	S	D	1,681.67	2,018.00	1,749.17	2,099.00
Houses Bungalows less than 4 storeys 4 plot Building Notice	S	D	1,794.17	2,153.00	1,866.67	2,240.00
Houses Bungalows less than 4 storeys 4 plot Regularisation	O	D	2,594.00	2,594.00	2,698.00	2,698.00

HO5

Houses Bungalows less than 4 storeys 5 plot Plan and Inspection	S	D	2,028.33	2,434.00	2,110.00	2,532.00
Houses Bungalows less than 4 storeys 5 plot Building Notice	S	D	2,130.00	2,556.00	2,215.83	2,659.00
Houses Bungalows less than 4 storeys 5 plot Regularisation	O	D	3,079.00	3,079.00	3,203.00	3,203.00

FO1

Houses Bungalows less than 4 storeys 1 flat Plan and Inspection	S	D	674.17	809.00	701.67	842.00
Houses Bungalows less than 4 storeys 1 flat Building Notice	S	D	777.50	933.00	809.17	971.00
Houses Bungalows less than 4 storeys 1 flat Regularisation	O	D	1,124.00	1,124.00	1,169.00	1,169.00

FO2

Houses Bungalows less than 4 storeys 2 flat Plan and Inspection	S	D	996.67	1,196.00	1,036.67	1,244.00
Houses Bungalows less than 4 storeys 2 flat Building Notice	S	D	1,098.33	1,318.00	1,142.50	1,371.00
Houses Bungalows less than 4 storeys 2 flat Regularisation	O	D	1,588.00	1,588.00	1,652.00	1,652.00

FO3

Houses Bungalows less than 4 storeys 3 flat Plan and Inspection	S	D	1,330.83	1,597.00	1,384.17	1,661.00
Houses Bungalows less than 4 storeys 3 flat Building Notice	S	D	1,536.67	1,844.00	1,598.33	1,918.00
Houses Bungalows less than 4 storeys 3 flat Regularisation	O	D	2,222.00	2,222.00	2,311.00	2,311.00

FO4

Houses Bungalows less than 4 storeys 4 flat Plan and Inspection	S	D	1,681.67	2,018.00	1,749.17	2,099.00
Houses Bungalows less than 4 storeys 4 flat Building Notice	S	D	1,794.17	2,153.00	1,866.67	2,240.00
Houses Bungalows less than 4 storeys 4 flat Regularisation	O	D	2,594.00	2,594.00	2,698.00	2,698.00

FO5

Houses Bungalows less than 4 storeys 5 flat Plan and Inspection	S	D	2,028.33	2,434.00	2,110.00	2,532.00
Houses Bungalows less than 4 storeys 5 flat Building Notice	S	D	2,130.00	2,556.00	2,215.83	2,659.00
Houses Bungalows less than 4 storeys 5 flat Regularisation	O	D	3,079.00	3,079.00	3,203.00	3,203.00

CV01

Conversion to a Single Dwelling House Plan and Inspection	S	D	745.00	894.00	775.00	930.00
Conversion to a Single Dwelling House Building Notice	S	D	819.17	983.00	852.50	1,023.00
Conversion to a Single Dwelling House Regularisation	O	D	1,131.00	1,131.00	1,177.00	1,177.00

CV02

Conversion to a Single Flat Plan and Inspection	S	D	671.67	806.00	699.17	839.00
Conversion to a Single Flat Building Notice	S	D	740.00	888.00	770.00	924.00
Conversion to a Single Flat Regularisation	O	D	1,076.00	1,076.00	1,120.00	1,120.00

ED

Notifiable Electrical Work where a satisfactory certificate will not be issued by a Part P registered electrician.	S	D	360.83	433.00	375.83	451.00
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**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	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	307.50	369.00	320.00	384.00	
Single Storey extension not exceeding 10 sq m Building Notice	S	D	337.50	405.00	351.67	422.00	
Single Storey extension not exceeding 10 sq m Regularisation Charge	O	D	466.00	466.00	485.00	485.00	
DW01							
CON 29R including LLC1							
Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	579.17	695.00	602.50	723.00	
Single Storey extension not exceeding 40 sq m Building Notice	S	D	637.50	765.00	663.33	796.00	
Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	879.00	879.00	915.00	915.00	
DW02							
Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	724.17	869.00	753.33	904.00	
Single Storey extension not exceeding 100 sq m Building Notice	S	D	795.83	955.00	828.33	994.00	
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	1,099.00	1,099.00	1,143.00	1,143.00	
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	675.00	810.00	702.50	843.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Building Notice	S	D	742.50	891.00	772.50	927.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	1,024.00	1,024.00	1,065.00	1,065.00	
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	750.83	901.00	781.67	938.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Building Notice	S	D	825.83	991.00	859.17	1,031.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,139.00	1,139.00	1,185.00	1,185.00	
DW05							
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Plan and Inspection Charge	S	D	370.00	444.00	385.00	462.00	
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Building Notice	S	D	406.67	488.00	423.33	508.00	
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Regularisation Charge	O	D	561.00	561.00	584.00	584.00	
DW06							
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Plan and Inspection Charge	S	D	475.00	570.00	494.17	593.00	
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Building Notice	S	D	522.50	627.00	544.17	653.00	
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Regularisation Charge	O	D	721.00	721.00	750.00	750.00	
DW07							
First Floor & Second Floor loft conversion Plan and Inspection Charge	S	D	557.50	669.00	580.00	696.00	
First Floor & Second Floor loft conversion Building Notice	S	D	613.33	736.00	638.33	766.00	
First Floor & Second Floor loft conversion Regularisation Charge	O	D	846.00	846.00	880.00	880.00	
DW08							
Other Works Plan and Inspection Charge	S	D	331.67	398.00	345.00	414.00	
Other Works Building Notice	S	D	364.17	437.00	379.17	455.00	
Other Works Regularisation Charge	O	D	503.00	503.00	524.00	524.00	
DW09							
Re-roofing, installation of solar panels or photovoltaic cells Plan and Inspection Charge	S	D	203.33	244.00	211.67	254.00	
Re-roofing, installation of solar panels or photovoltaic cells Building Notice	S	D	223.33	268.00	232.50	279.00	
Re-roofing, installation of solar panels or photovoltaic cells Regularisation Charge	O	D	308.00	308.00	321.00	321.00	
DW10							
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	182.50	219.00	190.00	228.00	
Replacement of windows, roof lights, roof windows or external glazed doors Building Notice	S	D	200.83	241.00	209.17	251.00	
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	276.00	276.00	288.00	288.00	
DW11							
Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	243.33	292.00	253.33	304.00	
Cost of work not exceeding £5,000 Building Notice	S	D	267.50	321.00	278.33	334.00	
Cost of work not exceeding £5,000 Regularisation Charge	O	D	369.00	369.00	384.00	384.00	
DW12							
Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	470.00	564.00	489.17	587.00	
Cost of work exceeding £5,000 but not exceeding £25,000 Building Notice	S	D	517.50	621.00	538.33	646.00	
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	714.00	714.00	743.00	743.00	
DW13							
Cost of work exceeding £25,000 but not exceeding £100,000 Plan and Inspection Charge	S	D	776.67	932.00	808.33	970.00	
Cost of work exceeding £25,000 but not exceeding £100,000 Building Notice	S	D	854.17	1,025.00	888.33	1,066.00	
Cost of work exceeding £25,000 but not exceeding £100,000 Regularisation Charge	O	D	1,179.00	1,179.00	1,227.00	1,227.00	
ED							
Notifiable electrical work where a satisfactory certificate will not be issued by a Part P registered electrician	S	D	360.83	433.00	375.83	451.00	

**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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)

Extensions and New Builds

ND01

Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	572.50	687.00	595.83	715.00
Single Storey extension not exceeding 40 sq m Regularisation Charge CON 29R including LLC1	O	D	879.00	879.00	915.00	915.00

ND02

Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	654.17	785.00	680.83	817.00
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	992.00	992.00	1,032.00	1,032.00

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	715.00	858.00	744.17	893.00
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	1,083.00	1,083.00	1,127.00	1,127.00

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	776.67	932.00	808.33	970.00
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,175.00	1,175.00	1,222.00	1,222.00

Alterations

ND05

Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	307.50	369.00	320.00	384.00
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	460.00	460.00	479.00	479.00
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	266.67	320.00	277.50	333.00
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	389.00	389.00	405.00	405.00
Renewable energy systems not exceeding £20,000 Planning and Inspection Charge	S	D	286.67	344.00	298.33	358.00
Renewable energy systems not exceeding £20,000 Regularisation Charge	O	D	409.00	409.00	426.00	426.00
Installation of new shop front and work not exceeding £5,000 Plan and Inspection Charge	S	D	286.67	344.00	298.33	358.00
Installation of new shop front and work not exceeding £5,000 Regularisation Charge	O	D	409.00	409.00	426.00	426.00

ND06

Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	470.00	564.00	489.17	587.00
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	716.00	716.00	745.00	745.00
Replacment of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Plan and Inspection Charge	S	D	369.17	443.00	384.17	461.00
Replacment of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Regularisation Charge	O	D	572.00	572.00	595.00	595.00
Installation of raised storage platform not exceeding 250 sqm within an existing building Plan and Inspection Charge	S	D	450.00	540.00	468.33	562.00
Installation of raised storage platform not exceeding 250 sqm within an existing building Regularisation Charge	O	D	634.00	634.00	660.00	660.00

ND07

Cost of work exceeding £25,000 and not exceeding £100,000 Plan and Inspection Charge	S	D	817.50	981.00	850.83	1,021.00
Cost of work exceeding £25,000 and not exceeding £100,000 Regularisation Charge	O	D	1,246.00	1,246.00	1,296.00	1,296.00
Fit out of building up to 100 sq m Plan and Inspection Charge	S	D	552.50	663.00	575.00	690.00
Fit out of building up to 100 sq m Regularisation Charge	O	D	767.00	767.00	798.00	798.00

**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT	April 2023-March 2024 Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Planning Application Fees

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

Household CON 29R including LLC1

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 material 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 categories)

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

Existing Use or operation	O	S	Same As Full	Same As Full	Same As Full	Same As Full
Existing 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 COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Planning Application Fees

Prior Approval

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
CON 29R including LLC1	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 (ClassD2)	O	S	96.00	96.00	96.00	96.00

Reserved Matters

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
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Approval/Variation/Discharge of condition

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

Change of Use of a building to use as one or more separate dwellings houses or other cases

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

Advertising

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

Application for a New Planning Permission to replace an Extant Planning Permission

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

Application for a Non-material Amendment following a grant of Planning Permission

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

Application for Permission in Principle

For each 0.1 hectare of the site area	O	S	402.00	402.00	402.00	402.00
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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 COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Pre-Application Advice

Pre-Application Advice

Householder

1	Householder - written response only	S	D	58.33	70.00	66.67	80.00
2	Up to 1-hour meeting and written summary / with specialist advice (Where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)	S	D	141.67 / 266.67	170 / 320	158.33 / 300	190 / 360
3	CON 29R including LLC1	S	D	29.17	35.00	33.33	40.00
4	Express Householder Advice - e.g. week turnaround	S	D	416.67	500.00	470.83	565.00

Change of Use of a Building or Land where the proposal does not constitute Minor or Major development

NB this would include a change of use of the land to additional residential garden; paddocks; and buildings to non-residential use

5	Up to 1-hour inhouse meeting and written summary/ with specialist advice (Where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)	S	D	350 / 483.33	420 / 580	391.67 / 545.83	470 / 655
6	Up to 1-hour onsite meeting and written summary/ with specialist advice (where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)	S	D	375 / 508.33	450 / 610	416.67 / 570.83	500 / 685
7	Follow up comments upon per additional set of drawings			150.00	180.00	166.67	200.00

Creation of a singular: dwellinghouse; replacement dwellinghouse; or residential annexe

Note: in excess of 1 but below 10 units constitutes Minor development

8	Up to 1-hour inhouse meeting and written summary/ with specialist advice (Where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a listed building, specialist advice is required and is charged as follows.)	S	D	350 / 483.33	420 / 580	391.67 / 545.83	470 / 655
9	Up to 1-hour onsite meeting and written summary/ with specialist advice (Where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a listed building, specialist advice is required and is charged as follows.)	S	D	375 / 508.33	450 / 610	416.67 / 570.83	500 / 685
10	Follow up comments upon per additional set of drawings	S	D	150.00	180.00	166.67	200.00

Minor Development

11	Written summary only/ with specialist advice	S	D	350 / 483.33	420 / 580	391.67 / 545.83	470 / 655
12	Up to 1-hour inhouse meeting and written summary/ with specialist advice	S	D	716.67 / 850	860 / 1020	808.33 / 958.33	970 / 1150
13	Up to 1-hour onsite meeting and written summary/with specialist advice	S	D	741.67 / 850	890 / 1050	833.33 / 983.33	1000 / 1180
14	Additional 1-hour inhouse meetings and written summaries/ with specialist	S	D	458.33 / 591.67	550 / 710	516.67 / 666.67	620 / 800
15	Follow up comments per additional set of drawings	S	D	166.67	200.00	187.50	225.00

Small major development (includes Heritage Assests/ Urban Design)

new building has between 1000 and 2499 sqm of floor space

Or the site is between 0.5 and 1.99 hecatres (where you don't know the floor space.)

16	Up to 1-hour inhouse meeting and written summary	S	D	2,083.33	2,500.00	2,312.50	2,775.00
17	Up to 1-hour onsite meeting and written summary set	S	D	2,108.33	2,530.00	2,375.00	2,850.00
18	Written advice	S	D	250.00	300.00	279.17	335.00
19	A subsequent meeting with a planning officer	S	D	1,500.00	1,800.00	1,691.67	2,030.00

Large major development (includes Heritage Assests/ Urban Design)

If your new building has between 2500 and 4999 sqm of floor space

Or The site area is up between 2.0 and 4.99 hecatres (where you don't know the floorspace)

20	Up to 1-hour inhouse meeting and written summary	S	D	2,500.00	3,000.00	2,825.00	3,390.00
21	Up to 1-hour onsite meeting and written summary set	S	D	2,525.00	3,030.00	2,845.83	3,415.00
23	A subsequent meeting with a planning officer	S	D	1,916.67	2,300.00	2,083.33	2,500.00

Strategic Development (Principal Planner)

Your new building has 5000 or more sqm of floor space

The site area is 5 or more hectares (where you don't now the floorspace)

24	Up to 1-hour inhouse meeting and written summary	S	D	2,833.33	3,400.00	3,200.00	3,840.00
25	Up to 1-hour onsite meeting and written summary	S	D	2,858.33	3,430.00	3,225.00	3,870.00
26	A reduced fee for follow up meetings if you have: already had a meeting in relation to the same site in the last three months or received a refusal of planning permission for a similar development on the same site in the last three months	S	D	2,250.00	2,700.00	2,541.67	3,050.00

Planning Performance Agreement - Separate set of Fees

BBC can offer a tailored service to developers in regard to the above advice types.

These can include meetings with elected members including ward members and members of the Planning Committee. We can negotiate compliance with conditions during the course of construction and through the redevelopment and conversion of listed buildings with the appropriate specialist advisors offering direct and timely contact with Officer's.

Post-Application Conditions Advice

Some developments may result in conditions which you may wish to discuss in more detail with the Planning Officer to consider your options. Particularly where there are requirements for particular materials. Officers can advise on the requirements in consultation with specialist advisors where applicable.

Note: Developers are reminded of the provisions of the NPPF with particular regard to paragraph 130.

27	Written summary only	S	D	125.00	150.00	141.67	170.00
28	Up to 1-hour inhouse meeting and written summary	S	D	208.33	250.00	235.00	282.00
29	Up to 1-hour onsite meeting and written summary	S	D	233.33	280.00	262.50	315.00

Advice from Officers specialising in the Heritage Assets, Urban Design or Landscaping may also be required and is charged separately.

**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING POLICY

CHARGING AREA: Design Panel Review

Design Panel Review

Panel review session, tailored to reflect the proposal

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negotiable

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Brentwood Borough Council

Pay Policy Statement

2023/24

Policy Owner:	Human Resources
Date published:	
Effective Date:	20 January 2023
Review Date:	20 January 2024

Brentwood Borough Council Pay Policy Statement 2023/24

Introduction

The pay policy statement is provided in accordance with Section 38 (1) of the Localism Act 2011 and is updated annually. It sets out Brentwood Borough Council's approach, to ensure transparency and accountability with regards to the setting of pay.

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.

This policy applies to those employed on Brentwood Borough Council's terms and conditions of employment, whose remuneration (including rates of pay and terms and conditions) are determined by and within the control of the authority. It therefore doesn't apply to employees that transferred to the Council under TUPE as they retain their previous terms, conditions and policies.

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 refers to the Chief Executive, Strategic Directors and Directors of the Corporate Leadership Team.

Regarding Seven Arches Investment Limited (SAIL) officers are employed by the Council and are recharged to the Council's wholly owned company as Directors of Seven Arches Investment Limited.

Chief Officers

Brentwood Borough Council entered a Strategic Partnership with Rochford District Council on the 26 January 2022. As such we have established a Joint Corporate Leadership Team. The Corporate Leadership Team comprises of the Chief Executive, 3x Strategic Directors and 9x Directors. These roles will be contractually obliged to work across the partnership with Rochford District Council.

Chief Executive

Chief Executive for both Councils and the Council's Head of Paid Service salary range is between £141,925 per annum to £161,925 per annum (based on a bench marking exercise).

Performance of the Chief Executive is assessed through an appraisals system with the Leader of the Council.

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.

The Corporate Leadership Team

The Corporate Leadership Team's salary range has been set on the advice of the East of England Local Government Association (EELGA) on the basis of benchmarking against appropriate regional comparators and have been job evaluated using the Senior Manager Local Government Association scheme. Salary details are published on the Council's website and are also detailed below. Staff are subject to ongoing appraisal, and progression on the scale only happens if satisfactory progress is evidenced.

The statutory posts of the Chief Finance Officer (section 151) and Monitoring Officer will be paid an annual allowance of £5,000 if undertaking this role solely for Brentwood Borough Council or £10,000 if undertaking this role across both Councils, this will be in addition to their salary for these responsibilities. The allowance has been benchmarked in consultation with EELGA and will be reviewed periodically. This allowance can be applied up to and including Strategic Director roles.

The salaries and any other applicable payments are shared equally with Rochford District Council. Other conditions of service for these posts are determined by the Joint Negotiating Committee for Chief Executives of Local Authorities and local collective agreements.

Car mileage is paid at HMRC rates. Essential car payments are not paid. Subsistence allowances will be paid in line with those for other staff.

Strategic Directors are paid on SD Grade (£101,925 - £111,925).

Directors are paid on Director Grade (£81,925 - £91,925).

Remuneration and Job Evaluation

Brentwood Borough Council has a local pay framework in place which consists of an overall number of 15 grades on the pay scales with grade A being the lowest and grade CE the highest (see pay scales attached to this statement).

Each grade has a number of increments assigned to it which staff progress through. On average there are five increments per grade.

Each employee will be on one of the 15 grades based on the job evaluation of their role. Employees can progress to the salary range maximum of their grade subject to assessment of their performance.

When determining the pay and remuneration of all employees, Brentwood Borough Council will comply with the Equality Act 2010.

The recruitment of the Corporate Leadership Team is covered by the Council's Constitution.

For all other employee's recruitment will be in line with the Council's Recruitment Policy. New appointments will normally be made at the minimum point of the relevant grade, although discretion can be applied to vary where necessary to secure the best candidate and in line with the policy.

Salary grades for employees other than Apprentices are determined as follows:

Grade A to Grade E are evaluated using the National Joint Council (NJC) Job Evaluation scheme.

Grade F to Grade J are evaluated using the Hay job evaluation scheme.

Grade ELT1 to Grade CE are evaluated using the Local Government Association (LGA) Senior Manager's scheme.

Apprentices are paid in accordance with the National Minimum Wage.

It is the Council's intention to keep under review the number of Job Evaluation schemes used.

The Council may apply a locally agreed cost of living pay award to salaries. The Council therefore is not part of any national terms and conditions for local government employees.

The Council does not pay bonuses.

Lowest paid Employees

The Council's lowest pay grade is A (Scp 11) of which 4 employees are budgeted on this grade. All staff are paid the legal minimum or above.

Relationship between Chief Officers' pay and all other employees.

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 ratio of the Chief Executive (top earner) salary to the median salary, (£26,599) is 1:5.7
- The ratio of the Chief Executive (top earner) salary to the lowest salary, (£19,969) is 1:7.6

Allowances and Other elements of remuneration

- Overtime where applicable as per the Overtime Policy.
- 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.
- Salary Sacrifice Schemes that are government approved such as Cycle to Work and Car Purchase Schemes
- 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.
- Market Supplements as per the approved Market Supplement Policy.

- Acting Up or Honorarium Payments as per the Acting Up/Additional Duties and Finalising Secondments Policy.
- Standby and Out of Hours were applicable as per the Standby and Out of Hours Policy.

Pension and Termination Payments

Pension provision is an important part of the remuneration package. All employees are automatically enrolled in the Local Government Pension Scheme administered by the Essex Pension Fund subject to meeting eligibility requirements. Employees have the opportunity to opt out of the scheme.

It is a statutory scheme with contributions from both employees and from employers. The employee contribution levels vary according to the level of salary.

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.

All staff within the pension scheme meeting the set criteria, are given the opportunity to apply for 'flexible retirement', which would enable them to continue to be employed by the authority, whilst also being in receipt of a Local Government pension. All such requests are considered in accordance with the adopted policy on this matter.

On ceasing to be employed by the Council, staff will only receive compensation:

1. In circumstances that are relevant (e.g. Redundancy)
2. That is in accordance with our Policy Statement on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS)
3. That complies with the specific terms of a Settlement Agreement
4. That will comply with Government Exit Cap Payments and return to work criteria.

Publication and access to information

Details of the senior management remuneration are published annually on the Council's website as part of this Pay Policy Statement and in the Council's Statement of Accounts. This will also include the number of employees whose remuneration was £50,000 or more in bands of £5,000.

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

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 Ordinary Council.

Pay Scales 2022/23

BRENTWOOD BOROUGH COUNCIL PAY SCALES

Effective 1st April 2022

Grade A

SCP	Annual Salary	Monthly Salary	Hourly Rate
8	17,992	1,499	9.32
9	18,915	1,576	9.80
10	19,608	1,634	10.16
11	19,969	1,664	10.35

Grade B

SCP	Annual Salary	Monthly Salary	Hourly Rate
11	19,969	1,664	10.35
12	20,330	1,694	10.53
13	20,801	1,733	10.78
14	21,146	1,762	10.96
15	21,550	1,795	11.17

Grade C

SCP	Annual Salary	Monthly Salary	Hourly Rate
15	21,550	1,795	11.17
16	22,011	1,834	11.41

17	22,494	1,791	11.66
18	22,910	1,909	11.87
19	23,684	1,973	12.27

Grade D

SCP	Annual Salary	Monthly Salary	Hourly Rate
19	23,684	1,973	12.27
20	24,478	2,039	12.68
21	25,302	2,108	13.11
22	25,909	2,159	13.43
23	26,599	2,216	13.78

Grade E

SCP	Annual Salary	Monthly Salary	Hourly Rate
23	26,599	2,216	13.78
24	27,394	2,282	14.19
25	28,198	2,349	14.61
26	29,037	2,419	15.05
27	29,932	2,494	15.51

Grade F

SCP	Annual Salary	Monthly Salary	Hourly Rate
28	30,847	2,570	15.98
29	31,969	2,664	16.57
30	32,958	2,746	17.08

31	33,934	2,827	17.58
32	34,871	2,905	18.07

Grade G

SCP	Annual Salary	Monthly Salary	Hourly Rate
33	35,835	2,986	18.57
34	36,791	3,065	19.07
35	37,517	3,126	19.44
36	38,442	3,203	19.92
37	39,486	3,290	20.46

Grade H

SCP	Annual Salary	Monthly Salary	Hourly Rate
37	39,486	3,290	20.46
38	40,573	3,381	21.03
39	41,802	3,483	21.66
40	42,860	3,571	22.21
41	43,941	3,661	22.77

Grade I

SCP	Annual Salary	Monthly Salary	Hourly Rate
41	43,941	3,661	22.77
42	44,992	3,749	23.32
43	46,059	3,838	23.87
44	47,142	3,928	24.43

45	48,148	4,012	24.95
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Grade J

SCP	Annual Salary	Monthly Salary	Hourly Rate
45	48,148	4,012	24.95
46	49,270	4,105	25.53
47	50,332	4,194	26.08
48	51,409	4,284	26.64
49	52,444	4,370	27.18

Grade ELT 1

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	52,918	4,409	27.41
2	54,093	4,507	28.03
3	55,261	4,605	28.64
4	56,436	4,703	29.25
5	57,610	4,800	29.71

Grade ELT 2

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	59,368	4,947	30.77
2	61,125	5,093	31.68
3	62,292	5,191	32.28
4	63,464	5,288	32.89
5	64,642	5,386	33.53

BRENTWOOD BOROUGH COUNCIL and ROCHFORD DISTRICT COUNCIL

Leadership Pay Scales

Director Grade

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	81,925	6,827	42.46
2	86,925	7,243	45.05
3	91,925	7,660	47.65

SD Grade (Strategic Director)

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	101,925	8,493	52.83
2	106,925	8,910	55.42
3	111,925	9,327	58.01

CE Grade (Chief Executive)

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	141,925	11,667	72.57
2	151,925	12,500	77.75
3	161,925	13,333	82.94



**BRENTWOOD
BOROUGH COUNCIL**

Section 151 Officer's Assurance Statement & Useful Information

Introduction

1. Section 25 of the Local Government Act 2003 requires the Section 151 Officer to report to the Council on the robustness of the budget calculations and the adequacy of reserves as part of the budget and council tax setting decision.

2. The Council's budget is based on a range of assumptions. In considering the overall budget position, it is necessary for Members to be aware of the range and scale of risk and uncertainty surrounding the budget projections, particularly with regard to external factors.

3. While the Act itself does not provide any specific detail on how to evaluate the robustness of the estimates, accompanying guidance notes state that it should be based on an assessment of all circumstances considered likely to affect the authority.

4. The following factors have been taken into account when considering the overall levels of reserves:

- Assumptions regarding inflation
- Treatment of demand-led pressures
- Treatment of savings and efficiencies
- Financial standing of the authority (for example level of borrowing, debt outstanding)
- The authority's track record in budget management (including the robustness of medium term plans)
- The authority's capacity to manage in-year budget pressures
- The authority's virement and year-end procedures in relation to under and overspends
- The adequacy of insurance arrangements
- The availability of reserves, government grants and other funds to deal with major contingencies and the adequacy of provisions
- The risks inherent in the council's investment activities
- Risks inherent in partnerships
- Estimates of the level and timing of capital receipts
- The general financial climate to which the authority is subject

5. This report considers the robustness of the Council's budget calculations including a summary of the key risks inherent in the budget forecast, and it reviews the adequacy of reserves in light of these risks.

General Budget Uncertainties

6. This section updates Members on a number of key activities and responsibilities that have a significant financial impact for the Council but also by their nature carry inherent risk and uncertainty as to the full extent of that impact. Generally, specific budget allocation or provision has been set aside for such associated costs but the scale of some of the risk means that reserve levels must take these into account.

a) Government Grant and Support

The scope for local authorities to maximise government grant and support lies in incentive schemes such as are offered by business rates retention and the New Homes Bonus (although these schemes are subject to further review by the government). Any significant benefit, however, will depend on growth policies being implemented and being sustained over several years. Local risks specific to Business Rates include risks associated with appeals by ratepayers against their rateable values, for example one large appeal could have a big impact on business rate income.

c) Delivery of savings

The forecast for 2022/23 is for a small underspend. Bearing in mind the cost of inflation during the year, it demonstrates the strength of financial management that has enabled action to be taken to contain the unexpected in-year pressures. The budget for 2023/24 requires some £111k of reserves to balance projected expenditure and income. Many local authorities are facing similar challenges, with the need to draw upon reserves next year to accommodate the cost of inflation, and the sum drawn from reserves is relatively modest. However, any significant ongoing drawdown of reserves cannot continue long term, as they will quickly become exhausted. There are actions in train to help bridge any budget gaps in 2024/25 and beyond, but the delivery of the 2023/24 budget is not predicated on actions yet to begin. Hence there is strong assurance that next year's budget can be delivered, albeit requiring the use of reserves.

d) Council tax and Business Rates

The tax base projections will in part be driven by predictions of housing targets as set out in the emerging Local Plan. Delivery will need to be closely monitored to ensure the assumptions are realised.

There is a great deal of volatility in the Business Rates system, not least the economic conditions and the escalating cost of living. Close monitoring is required to ensure that assumed income is realised.

e) Investment & Regeneration income

The budget and forecast assume significant levels of income from council property acquisitions, regeneration activity and investment income from the Council's company, Seven Arches Investment Limited (SAIL). This income can be affected by a number of factors, for example:

- The general economic climate
- Interest rates and financing costs
- Government policy.

It is not possible to borrow for yield, so unless regeneration opportunities are discovered and acquired within the Borough no further investment will take place, beyond what is in the capital programme. This is a risk in respect of further diversification of the income stream.

f) Macro-economic factors

Inflation represents the primary risk, along with interest rates. The war in Europe and its impact on commodity prices, along with wider economic and fiscal policy, leaves inflation at over 10% at the time of writing and relevant borrowing rates in the order of 4-5%. Whilst both inflation and interest rates are forecast to go down over time, there will be a medium-term financial and service risk to the Council. For inflation, this will manifest as higher costs to Council direct spending on staff, supplies and services, as well as contracts held with third parties. Added to this is the likely additional demand on Council services during a potential recession, as well as the potential to impact on Council income. The main risk of higher interest rates is that some of the Council's investment plans may have to be suspended if rates are so high as to make business cases unattractive, or to expose the Council to undue risk.

g) Legal risk

It is usual for a number of judicial processes and challenges to be in progress at any given point in time. These will relate to various issues including planning, planning enforcement, contract disputes, property disputes, business rates, housing issues and other matters. It is not practicable to estimate the financial effect or timing of these issues but they may give rise to unanticipated expenditure. To the extent that it is possible, provisions are made in respect of known issues.

i) Treasury strategy

The overall level of Council borrowing is relatively high and projected to increase, which increases the risk of raised interest rates. The Council has ongoing use of expert advisers; and most Council debt will be (and should be) at fixed, long term rates. This helps manage the risk. However, in future, careful consideration needs to be given to any further borrowing beyond that already assumed in the treasury strategy, especially (in a period of recession or relatively suppressed demand with a diminished ability to model adequate returns) if the financial benefit of so doing is uncertain.

k) Treatment of demand-led pressures

Certain budgets are particularly susceptible to demand-led pressures. These include Benefits and Homelessness. The level of budgeted income for Council services, particularly planning, land charges, and building control is also subject to changes in customer preference and

demand. While every effort is made as part of the budget setting process to identify current trends, review historic patterns and assess the likelihood of change, such budgets will always have inherent risk. This risk is particularly heightened in the current economic climate.

The Council has a range of mechanisms in place to respond to changes in expenditure/ income patterns including the option to review service levels, virements from other budget heads and the use of contingency and/or reserves.

I) Value Added Tax (VAT)

VAT is a complex issue for Local Authorities and active management of VAT is essential both to avoid significant unexpected costs and also to ensure that the Council is able to take advantage of opportunities to recover VAT previously paid when possible. The major VAT risk is that the Council exceeds its partial exemption threshold. If this is exceeded it would mean that a substantial payment, estimated to be in excess of £500,000, would need to be paid to HMRC. In general it is large capital projects that would cause this to happen and VAT issues are, therefore, considered at an early stage in the development of all such projects.

Adequacy of Reserves

7. As outlined above, the Council's finances are subject to a range of external influences and significant risk particularly in the current economic climate and the associated impacts on local government funding. Potential changes to the NHB scheme, the Fair Funding Review, business rates reset and the risk of appeals in the business rates system exacerbate uncertainty and risk. The table below sets out the arrangements in place to mitigate such risks.

Risk	Mitigation
Government Grant Support	Forecast assumes prudent resources additional to those currently being received.
COVID-19	Earmarked Reserve and General Fund reserves
Legal	Specific provision set aside as well as Earmarked reserve for specific casework.
Pensions	Contingency within forecast costs.
Interest rates	Contingency within forecast costs.
Inflation	Reserve balance would be used to manage significant demand pressures
Demand	Reserve balance would be used to manage significant demand pressures
VAT	Careful management of partial exemption position.
Regeneration projects	Robust management of assets. Regeneration reserve.
Insurance	Earmarked reserve available
Business rates and fair Funding review	Earmarked reserve available
Investment asset returns	Prudent assumptions made in forecasting income. Earmarked reserve available

8. The Council remains ambitious and is continuing to deliver on a number of significant capital and revenue investment projects. These projects, combined with exceptional financial uncertainty, mean that the financial scale of risk and complexity that the Council will be managing is substantial. Financial resilience and adequate reserves are therefore paramount. This, together with the overall scale of the Council's financial transactions and complexities of its core operations, means that such risk cannot be eliminated but must be managed effectively.

9. Particular attention is drawn to the reserves section in Appendix A of the budget report that identifies the reserves currently retained by the Council over the forecast period together with the rationale for each reserve.

10. Earmarked Reserves are currently forecast at March 2023 totalling £8.3 million. These have been re-aligned to reflect the anticipated outturn position for 2022/23 and the council's current priorities and changing risk profile. It is important to note that while the council does have discretion to use its reserves in any manner it sees fit, the current position means that the majority of this sum is allocated for specific purposes and therefore not generally usable.

11. It is anticipated that these earmarked reserves will be used over the forecast period to support the council's ongoing investments and the delivery of budget reductions.

12. Although there is no statutory minimum level of reserves, the level of the General Fund working balances is reviewed annually as part of the budget process and an annual risk assessment is undertaken alongside the Council's strategic risk register. Given the overall levels of risk the Section 151 Officer considers that the General Fund working Balance should be maintained above £2 million when setting the budget for 2023/24. £2 million represents approximately 20% of the total spending requirement and approximately 5% of the Council's gross expenditure.

13. The general fund balance will, therefore, be used to manage unusual or unanticipated events, for example a borough wide emergency situation, failure to deliver savings targets or unprecedented increases in demand or costs to provide a short-term contingency to manage the risks identified in this report.

Robustness of the Budget Calculations

14. The budgets and forward financial forecasts represent the current assessment of the costs of providing services in line with the Council's existing policies and strategic priorities. The estimates are based on assumptions about levels of pay (including an allowance for pay awards, increments and vacancies), inflation and other external factors such as legislative changes, and changes in demand for services. These assumptions are considered to be appropriate. Service Fees & Charges have been considered by the relevant service committee chair and corporate leadership team. Any significant changes in external factors, compared to the assumptions made at this time, could result in a variance in the actual levels of expenditure and income against the budget provision and the council's financial targets not

being met. Similarly, there will be a risk to the delivery of services at both operational and strategic levels.

The Authority's track record in budget management, including its ability to manage in-year budget pressures and the robustness of the Medium Term Financial Strategy

15. Financial monitoring reports are subject to review by Policy, Resources & Economic Development Committee and by the corporate leadership team. The budget includes prudent contingencies that can and are used to manage in-year budget pressures. The council's in year budget management is effective. Earmarked reserves are used for non-recurring expenditure to assist in producing a smooth profile of expenditure over the forecast period. The council also has a track record of delivering savings and efficiencies as required. However, reserves can only be used once and the ability to continue to deliver savings and efficiencies cannot be taken as a given, particularly in the light of the current funding circumstances. In particular a significant shift in expenditure or income outside the parameters considered in the budget or a combination of several issues at once could constitute a serious shock to the Council's level of resources and threaten its potential ongoing financial viability.

16. The assumptions underpinning the Medium Term Financial Strategy are set out in Appendix A. These are considered to be as robust as is possible given the continuing uncertainty over the future of government funding.

17. During November 2021, the Council participated in a peer review, supported by the Local Government Association, and was carried out by senior officers from other Local Authorities. The review complimented the Council's financial planning and management and highlighted financial arrangements are fundamentally sound, with a good set of accounts and clean opinions.

CIPFA Financial Resilience Index

20. This index measures resilience in relative terms by placing authorities on an axis of risk as expressed by various financial metrics relative to all other (or groups of) authorities. It does not take account of future plans, as expressed in medium term financial planning, for example planned use of reserves, and it is not an absolute measure of financial resilience. As such it is of limited value in its current form. However, it can be seen to demonstrate that the council is well placed, both absolutely and compared to its peers, to manage the financial challenges of the future.

Conclusion

24. Taking all of the above factors into account it is considered that the budget calculation is robust and that the level of reserves are adequate at this time. Members are reminded of the need to consider all of the factors discussed in this section and their potential impact on the ongoing sustainability of the Council's medium term financial position when considering the budget and level of council tax to be set for 2023/24.

Legalities of setting a balanced budget

Council's constitution

25. The Council's constitution states in Part 4.5 – Financial Regulations (section 2.11)

Section 114 of the Local Government Act 1988 - The Section 151 Officer shall report to the Council, Policy, Resources and Economic Development Committee (PRED), Audit & Scrutiny Committee and the external auditor in fulfilment of the statutory obligations under Section 114 of the Local Government Finance Act 1988 or otherwise if the Authority or any of its Officers:

- a. Has made, or is about to make, a decision which involves incurring unlawful or unauthorised expenditure.
- b. Has taken, or is about to take, an unlawful or unauthorised action which has resulted or would result in a loss or deficiency to the Authority.
- c. Has made or is about to make an unlawful or unauthorised entry in the Authority's accounts.

26. The Section 151 Officer shall assist the Council to put in place an appropriate control environment and effective internal controls which provide reasonable assurance of effective operations, financial stewardship, effective risk management, probity and compliance with laws and regulations.

27. The Section 151 Officer shall ensure that there are effective and properly resourced internal audit and risk management functions, that key controls are operating effectively and that controls are recorded and managed within an effective risk management framework.

Legislation

28. The Local Government Finance Act 1992 states that the Council must set a (balanced) budget and its council tax, including precepts, before 11 March in each financial year. The responsibilities and consequences of not adhering to Legislation are listed below.

Council

29. The consequences for the Council itself would be:

- It would be subject to the 'prohibition period' under the 1988 Act;
- It could be faced with acute cash flow and potentially collection difficulties, and
- It might be unable to meet its obligations to its precepting authorities.

Officers

30. The processes should be managed so that the consequences are avoided.

31. If the Council does not set its budget and council tax the officer of the council having responsibility for the administration of the council's financial affairs under Section 151 of the Local Government Act 1972 ('the Section 151 Officer') would be obliged to make a Report

pursuant to Section 114 (and 114A) of the Local Government Finance Act 1988 including subsection (3).

32. This would have the ultimate consequences set out in Sections 115 and 115B of the 1988 Act. They include that during a 'prohibition period' the council is very constrained with respect to what expenditure, it can incur.

33. The Section 151 Officer should do whatever he can to protect the council's financial interests. Specifically, the person should:

- Make a Section 114/114A Report. In preparing a Report to consult so far as possible the Head of the Paid Service and the council's Monitoring Officer ('MO') and discharge his Section 114 duties personally;
- Do so as soon as it is apparent that the budget and council tax are not likely to be set by 11 March;
- To send copies of the Report to the council's External Auditor and to all Councillors
- To give the Council his opinion as to what staff, accommodation and other resources he/she needs in order to allow his Section 114 duties to be performed.

34. In addition, the MO has responsibilities, pursuant to Sections 5 and 5A of the Local Government and Housing Act 1989.

35. The Council Members' Code of Conduct, pursuant to Sections 27 and 28 of the Localism Act 2011 ('LA 2011'), imposes an obligation on Councillors to 'uphold the law'.

The MO should:

- Make a statutory Report at or about the same time or in conjunction with the Section 151 Officer's Section 114 Report; and

warn Councillors as to:

- the implications of the Code and of their legal obligation and of breaches thereof, and
- their potential liabilities.
- The MO also has a duty to consult so far as is practicable with the person who is for the time being designated as the head of the authority's paid service and with their Chief Financial Officer

Full Council

36. The statutory responsibility of Full Council is all other functions in relation to the budget and council tax. It is Full Council who take final responsibility for the budget and the council tax.

Section 114/114A Report

37. The Council must consider the Section 114/114A Report at a meeting where it shall decide whether it agrees or disagrees with the views contained in the Report and what action (if any) it proposes to take in consequence of it.

38. That meeting must be held not later than the end of 21 days beginning with the day on which copies of the Report are sent. The Council must, during the period beginning with the day on which copies of the Report are sent and ending with the first business day to fall after the day on which the Council's consideration of the Report is concluded, not enter into any new agreement which may involve the incurring of expenditure (at any time) by the Council unless the Section 151 Officer is able to and does authorise it to do so. The PRED Committee as the superior committee on financial matters must act in accordance with Section 115B.

39. If the PRED Committee, having received a Section 114/114A report and having held the meeting required by Section 115B, disagrees with it, in these circumstances, the Section 151 Officer will have discharged his duties to make a Report to the Audit and Scrutiny Committee. The misconduct of Councillors will, however, be aggravated.

40. If the PRED Committee agrees with the Section 114 Report, but the Council were to vote against approving a budget and setting a council tax, in these circumstances, the Section 151 Officer will have discharged his duties to make a Report to Council. The misconduct of Councillors will, however, be aggravated.

Councillors

41. The statutory and common law responsibility of all Councillors and each and every Councillor individually is to seek to ensure that the Council's statutory responsibilities are duly, fully and timeously discharged.

42. Councillors must work together to find a proposal that can be carried in accordance with the legislative timetable. Any Councillor who played a part in achieving the defeat of all proposals for a balanced and lawful budget, by voting against every such proposal, or even by abstaining, would be at very serious potential risk, disciplinary, financial and reputational.

Implications for Councillors

- Officers do have an obligation to make Councillors aware of the consequences for Councillors themselves. Group Leaders' briefings and more widely published briefing notes would be useful.
- Each individual Councillor who makes a declaration of office is required to carry out the statutory duties to which the Council is subject. Moreover, every Councillor has a duty to comply with the Council's statutory Code of Conduct. Each Councillor is under a positive duty at all times to do what he or she can to ensure that the Council fully complies with the law.
- Councillors who breach the Code are liable to sanctions. Notwithstanding the abolition of surcharge, if a Councillor's wilful misconduct is found to have caused loss to the Council the Councillor will be liable to make good such loss.

- Further, Councillors may incur liabilities in other ways. Not only may they become liable to compensate the Council for losses the Council sustains, also they may:
 - Be guilty of the tort and crime of misfeasance in public office: and
 - They may be liable in negligence and/or breach of statutory duty to service users.

What is Tort?

43. This is a civil liability for breach of obligations imposed by law.

What is Tort and Crime of Misfeasance in public office?

44. The Crime of Misfeasance in Public Office is an offence in common law against a holder of public office. The Tort of Misfeasance in Public Office provides an individual with a remedy against someone in Public Office, such as a Councillor, who has acted in bad faith, where there has been injury or damage caused which was foreseeable by the Defendant. This is a serious offence.

45. As the Council is a 'best value authority', Central Government is able to step in should the Council fail to set a balanced budget and council tax. Central Government has powers of inspection under Sections 10 and 11 of the Local Government Act 1999 and intervention powers under Section 15 of that Act.

46. The House of Commons also could summon Councillors and/or Officers before a Committee.

47. Furthermore, the Council's auditors have powers and duties under Part 5 of the Local Audit and Accountability Act 2014 and also Section 116 of the 1988 Act.

Glossary

Actuary

A business professional who measures and manages risk and uncertainty.

Asset management

Process that identifies the resources required for the upkeep of properties.

Baseline

The minimum level of business rates the council will receive (subject to the safety net).

Budget gap

Also known as a budget deficit, this is when planned expenditure is forecast to exceed revenue in any given year. The gap must be closed by the delivery of savings, efficiencies or growth in income. The opposite of this is a budget surplus.

Budget Requirement

This represents net budgeted expenditure for the year adjusted for transfers to and from reserves but allowing for sums required by Parish and Town Councils. It is used to determine the amount of Council Tax to be precepted on the Collection Fund after allowing for income from Government and any surplus or deficit on the Collection Fund.

Business rates multiplier

This is the number of pence per pound of rateable value that has to be paid in business rates, before any relief or discounts are deducted.

Business Rates Retention Scheme

The scheme under which the council is permitted to retain an agreed portion of business rates collected.

Capital Programme/Budget

The council's budget for capital expenditure and resources for the current and future years.

Capital Expenditure

This generally relates to expenditure on the acquisition or enhancement of noncurrent assets that will be of long-term use or benefit to the authority in providing its services. It also includes grants made by the council to other individuals, community organisations and other external bodies for similar long-term benefit.

Capital Receipts

Income from the sale of capital assets and the repayment to the council of grants and loans given for capital purposes. Regulations govern the way capital receipts may be used.

Cash terms/Real terms

Cash terms compares sums in actual amounts regardless of when received/paid. Real terms adjusts these amounts for inflation.

Chartered Institute of Public Finance and Accountancy (CIPFA)

CIPFA is the professional accountancy body for public services. It publishes the Code of Practice which defines how local authority accounts are prepared.

Code of Practice

The Code of Practice on Local Authority Accounting in the United Kingdom, also referred to as the Code. This document is based on International Financial Reporting Standards, and states how these must be applied to the preparation of the Statement of Accounts by local authorities.

Collection Fund

The fund into which Council Tax and Non-Domestic Rates are paid and from which the Council Tax precepts and shares of business rates of Brentwood Borough Council, Essex County Council, Essex Police Authority, Essex Fire Authority, the Government and Parish and Town Councils are met as appropriate. Any surplus or deficit is shared between the various authorities, other than the Parish and Town Councils, in proportion to precepted amounts.

Collection Rate

The percentage of total taxation collected by the authority.

Committee

A committee appointed for a specific purpose.

For more information visit

[Committee structure - Brentwood Borough Council \(moderngov.co.uk\)](https://www.moderngov.co.uk/committees)

Contingency

Money set aside in the budget to meet the cost of unforeseen items of expenditure or shortfalls in income occurring during the year ahead. This would include changes to the inflation and interest rate assumptions made when the budget was set.

Core Spending Power

Core spending power measures the core revenue funding available for local authority services, including council tax and locally-retained business rates.

Corporate Strategy

Presents the council's goals, objectives and plans.

Council Tax Base

The equated number of dwellings over which the council tax is collected. All dwellings are valued and classified into eight bands (A to H). Each band is expressed as a proportion of Band D. The council tax base is the number of dwellings expressed in terms of a Band D equivalent after adjusting for the local council tax support scheme.

Council Tax Requirement

The portion of the annual budget that is required to be funded through council tax.

Department for Levelling Up, Housing and Communities

Successor Ministry of Housing, Communities & Local Government (MHCLG)

Successor Department to CLG

<https://www.gov.uk/government/organisations/ministry-of-housing-communities-andlocal-government/about>

Departmental Expenditure Limit (DEL)

The budget allocated to specific Government departments set at the spending reviews.

Depreciation

The measure of the wearing out, consumption or other reduction in the useful economic life of a non-current asset, whether arising from use, passing of time or obsolescence through technical or other changes.

Devolution

The government granting powers to regional authorities to make decisions at a local level, rather than through central government.

Discretionary Rate Relief

A relief on business rates available to some businesses and charities.

Fair Funding Review

The Fair Funding Review will deliver an assessment of relative needs of local authorities within a fixed amount of business rates income. For the services currently supported by the local government finance system, the outcomes of the Fair Funding Review will establish the funding baselines for the introduction of 100% business rates retention. The distribution of funding for new responsibilities will be considered on a case by case basis once these responsibilities are confirmed; they are likely to have bespoke distributions.

Fees and Charges

Charges made to the public to the use of council services and facilities. A full schedule of current fees and charges is published on the council's website.

Financial Conduct Authority

Regulates the financial services industry in the UK. It protects customers, promotes competition and keeps the industry stable.

Financial Regulations

A written framework for the proper financial management of the authority. The Financial Regulations are approved by the Council as part of its formal constitution.

General Fund (GF)

The main revenue fund of the council. Day to day spending and income from services are accounted for here.

Gross domestic product (GDP)

The total market value of all final goods and services produced in a country in a given year, equal to total consumer, investment and government spending, plus the value of exports, minus the value of imports.

Housing benefit administration subsidy grant

A grant provided by central government to assist with the costs of administering housing benefit.

Housing Revenue Account (HRA)

This statutory account records the revenue expenditure and income relating to the provision of council housing. While technically part of the General Fund, the balance is 'ring-fenced' and may not be included in the budget requirement to be met by Council Tax.

Insurance Pool

The council acts as internal insurer for all the council activities. Some risks are selfinsured and others are reinsured through external insurance companies. Premiums and excesses are charged to the revenue accounts of services and credited to the Pool.

Judicial Review

A court reviews an administrative action by a public body.

Leasing

A method of acquiring the use of assets in which the investment is made by a lessor and a rental is charged to a lessee. The council operates both as lessor and lessee in respect of land, property, vehicles, plant and equipment. Finance Leases transfer substantially all the risks and rewards of ownership to the lessee, and are regarded as a debt extended to purchase the leased asset (even when ownership of the asset does not legally pass to the lessee). Any lease which does not meet the definition of a finance lease is classified as an Operating Lease, and is treated as an arrangement to hire an asset for a specified term.

Levy rate

The rate at which the Government shares in the benefits of business rate growth above the baseline.

Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012

For more information please visit

<http://www.legislation.gov.uk/uksi/2012/2914/contents/made>

Local Development Plan (LDD)

A project plan that identifies which local development documents will be produced, in what order, and when.

Local Government Act 1972

For more information please visit

<http://www.legislation.gov.uk/ukpga/1972/70/contents>

Local Government Act 1988

For more information please visit

<http://www.legislation.gov.uk/ukpga/1988/9/contents>

Local Government Act 2003

For more information please visit

<http://www.legislation.gov.uk/ukpga/2003/26/contents>

Local Government Finance Act 1992

For more information please visit

<http://www.legislation.gov.uk/ukpga/1992/14/contents>

Local Government and Housing Act 1989

For more information please visit:

<http://www.legislation.gov.uk/ukpga/1989/42/contents?wb48617274=A375BAFB>

Localism Act 2011 Local Government Finance Act 1992

For more information please visit:

<https://www.gov.uk/government/publications/localism-act-2011-overview>

Local Government Act 2000

For more information please visit:

<https://www.legislation.gov.uk/ukpga/2000/22/contents>

Local Government Act 1999

For more information please visit:

<http://www.legislation.gov.uk/ukpga/1999/27/section/10>

Local Audit and Accountability Act 2014

For more information please visit:

<http://www.legislation.gov.uk/ukpga/2014/2/contents/enacted>

Local Government Finance Settlement

The annual determination of funding to local government.

Localised Council Tax Support Scheme (LCTS)

Council tax support replaced council tax benefit from 1 April 2013. Each billing authority is required to have a published scheme in place setting out the entitlement to support for residents.

Localism Agenda

The movement of responsibilities from central Government to local government and local communities.

Local Precepting Authority (LPA)

Precepting authorities instruct billing authorities to collect council tax on their behalf. Local preceptors include parishes, villages or towns.

Major Precepting Authority

Authorities that do not collect council tax directly but instead they instruct a billing authority to collect it on their behalf. Major preceptors are larger than the billing authorities, i.e. usually county councils.

Minimum revenue provision (MRP)

Each year local authorities are required to set aside a prudent amount of revenue as provision for financing capital expenditure.

Department for Levelling Up, Housing and Communities

Successor Ministry of Housing, Communities & Local Government (MHCLG)

Successor Department to CLG

<https://www.gov.uk/government/organisations/ministry-of-housing-communities-andlocal-government/about>

MMI

Municipal Mutual Insurance

Monitoring Officer

Section 5 of the Local Government and Housing Act 1989, as amended by Schedule 5 paragraph 24 of the Local Government Act 2000 requires a local authority to appoint a monitoring officer. The Monitoring Officer has three main duties:

1. To report on matters they believe are, or are likely to be, illegal or amount to maladministration.
2. To be responsible for matters relating to the conduct of Councillors and Officers.
3. To be responsible for the correct operation of the Council's Constitution.

New Burdens Grant

Grants designed to cover the costs associated with providing new local authority services, which, if not funded by central government, could lead to an increase in council tax.

New Homes Bonus (NHB)

A grant paid to local councils on an incentive basis from central government to encourage housing growth.

National Non-Domestic Rates (NNDR)

Non-Domestic Rates (NDR), or Business Rates, are the means by which occupiers of non-residential property contribute to the cost of providing local authority services. They are levied on the rateable value of each business property multiplied by a uniform amount set annually by the government. Business rates are collected by all Billing Authorities on behalf of other preceptors and the government.

Office for Budget Responsibility (OBR)

A public body that provides independent economic forecasts and analysis of the public finances.

Parish Council

A parish council is a civil local authority found in England and is the lowest, or first, tier of local government. They are elected corporate bodies, have variable tax raising powers, and are responsible for areas known as civil parishes

Partial Exemption Threshold

The limit to which the council can recover VAT on certain activities undertaken; however, if the 5% limit is exceeded all such VAT becomes irrecoverable.

Planning Inspectorate

An organisation that deals with planning appeals, applications and examinations of local plans.

Policy, Resources and Economic Development Committee

The Policy, Resources and Economic Development Committee co-ordinates the development and recommendation to Council of the Budget.

Precept

The amount that local authorities providing services within the Brentwood Borough require to be paid from the Collection Fund to meet the net cost of their services. The Council Tax requirement is made up of the sum of all precepts levied on the Billing Authority.

Preceptor

A body that levies a precept.

Prudential code for capital finance in Local Authorities

A CIPFA publication, providing guidance to ensure capital programmes are affordable, prudent and sustainable.

Prudential Indicators

Indicators within the treasury management strategy that ensures that borrowing and debt is within agreed limits.

Public Works Loans Board (PWLB)

A government agency that offers longer-term loans to local authorities at interest rates marginally above the government's own cost of borrowing.

Referendum Limit (For council tax setting purposes)

Each year the Secretary of State sets a limit for the rise in council tax. If council taxes are set to rise by this percentage or higher than the decision must be ratified through a local referendum.

Reserves

Reserves are set aside at the discretion of the council to meet items of expenditure in future years.

Reserves – Earmarked

Reserves set aside for specific purposes.

Revenue budget

The money allocated to the day to day running of the council.

Revenue support grant (RSG)

This is part of the main sources of finance given to local authorities from central government.

Right to Buy (RTB) Scheme

Allows eligible council tenants to purchase their property at a discount. S106 Agreements which make a development proposal acceptable in planning terms that would not otherwise be acceptable, i.e. restrictions on the use of land, sums of money to be paid to the authority. Safety net Should the council's business rates income fall below 92.5% of the baseline the Government will provide a grant to ensure that the council receives at least 92.5% of the baseline amount. If the council is in a pool for business rates purposes the shortfall is funded by the pool.

Section 151 (S151) Officer

Section 151 of the Local Government Act 1972 requires local authorities to make arrangements for the proper administration of their financial affairs and to appoint an Officer to have responsibility for those arrangements. The Officer appointed under this requirement is called the Section 151 Officer.

Section 31 Compensation

Grant provided by central government. Section 31 of the Local Government Act 2003 allows ministers to grant monies to local authorities for any purpose; more information can be found at <http://www.legislation.gov.uk/ukpga/2003/26/section/31>

Seven Arches Investment Limited (SAIL)

A wholly owned company of Brentwood Borough Council.

Settlement Funding Assessment (SFA)

The government's assessment of the level of government funding required by a local authority.

Shire Districts

(Non-metropolitan districts), A type of local government district in England. As created they are subdivisions of non-metropolitan counties in a two-tier arrangement.

Social Housing

Housing that is affordable to people on low incomes.

Small business rates relief

Small business rates relief is generally available if a business only uses one property and that property's rateable value is less than £12,000.

Spending Review

A Spending Review or occasionally Comprehensive Spending Review is a governmental process in the United Kingdom carried out by HM Treasury to set firm expenditure limits and, through public service agreements, define the key improvements that the public can expect from these resources.

Ultra Vires

Beyond the legal powers or authority.

Universal Credit

A single monthly credit, combining a number of other benefits or tax credits.

Valuation Office Agency Provides the Government with the valuations and property advice it needs to support tax and benefits.

Virements

The transfer of a budget from one account to another. Welfare Reform Act 2012

For more information please visit

<http://www.legislation.gov.uk/ukpga/2012/5/contents>

Yield

The interest earned on investments.

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**BRENTWOOD
BOROUGH COUNCIL**

Corporate Strategy Budget Summary 2023-26

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Our key priorities



Growing our economy

A thriving borough that welcomes a wealth of business and culture



Protecting our environment

Developing a clean and green environment for everyone to enjoy



Developing our communities

Safe and strong communities where residents live happy, healthy and independent lives



Improving housing

Access to a range of decent homes that meet local needs



Delivering an effective and efficient council

An ambitious and innovative council that delivers quality services



Summary

Below is a summary of the direct costs aligned with Corporate Strategy themes. These budgets are included in the General Fund budget and HRA budget. This document highlights the gross expenditure and income spent on services in order to achieve the themes of the Corporate Strategy.

	Gross Expenditure 2023/24 £'000	Gross Income 2023/24 £'000	Net Budget 2023/24 £'000	Gross Expenditure 2024/25 £'000	Gross Income 2024/25 £'000	Net Budget 2024/25 £'000	Gross Expenditure 2025/256 £'000	Gross Income 2025/26 £'000	Net Budget 2025/26 £'000
Growing Our Economy	2,950	(5,928)	(2,977)	2,985	(5,545)	(2,560)	3,021	(5,797)	(2,776)
Protecting Our Environment	8,190	(5,427)	2,763	8,305	(5,444)	2,861	8,410	(5,434)	2,975
Developing Our Communities	2,624	(874)	1,750	2,643	(882)	1,761	2,661	(890)	1,771
Improving Housing (GF)	11,552	(11,593)	(41)	11,560	(11,599)	(38)	11,568	(11,600)	(32)
Improving Housing (HRA)	12,145	(14,445)	(2,299)	11,887	(14,839)	(2,952)	12,236	(15,297)	(3,060)
Delivering an Effective and Efficient Council	10,208	(4,750)	5,458	9,657	(4,764)	4,893	9,844	(4,778)	5,065
Total Corporate Strategy Spend	47,671	(43,017)	4,654	47,038	(43,073)	3,965	47,740	(43,796)	3,943



Growing our Economy

A thriving borough that welcomes a wealth of business and culture by:

- Promoting Brentwood as a place to set up and do business from
- Enabling the growth of existing businesses
- Encouraging the creation of new enterprises and inward investment.

Council Services that sit under this Corporate Strategy heading are:

- Building Control
- Economic development
- Land Charges
- Planning Development
- Planning Enforcement
- Planning Policy
- Strategic Assets

The budget details of these areas are detailed on the next page

Growing our Economy

	Gross Expenditure 2023/24 £'000	Gross Income 2023/24 £'000	Net Budget 2023/24 £'000	Gross Expenditure 2024/25 £'000	Gross Income 2024/25 £'000	Net Budget 2024/25 £'000	Gross Expenditure 2025/26 £'000	Gross Income 2025/26 £'000	Net Budget 2025/26 £'000
Building Control	443	(307)	136	451	(307)	144	460	(307)	153
Economic Development	223	(25)	198	226	(25)	201	228	(25)	203
Land Charges	138	(148)	(9)	140	(148)	(8)	141	(148)	(6)
Planning Development	1,099	(975)	125	1,114	(975)	140	1,130	(975)	155
Planning Policy	865	(50)	815	871	(50)	821	876	(50)	826
Planning Enforcement	121	0	121	123	0	123	126	0	126
Strategic Assets	60	(4,424)	(4,363)	60	(4,041)	(3,981)	60	(4,293)	(4,233)
Total	2,950	(5,928)	(2,977)	2,985	(5,545)	(2,560)	3,021	(5,797)	(2,776)



Protecting our Environment

Developing a clean and green environment for everyone to enjoy by:

- Promoting the environment and recognising its importance in the decisions we make
- Encourage a clean, safe and environmentally friendly place to live, work and visit.
- Improve and enhance the Councils waste management services.
- Support and engage the community to protect their environment.

Council Services that sit under this Corporate Strategy heading are:

- Community & Health Management
- Environment Management
- Licensing
- Parking
- Street Services
- Vehicle Fleet management
- Waste management

The budget details of these areas are detailed on the next page.

Protecting our Environment

	Gross Expenditure 2023/24 £'000	Gross Income 2023/24 £'000	Net Budget 2023/24 £'000	Gross Expenditure 2024/25 £'000	Gross Income 2024/25 £'000	Net Budget 2024/25 £'000	Gross Expenditure 2025/26 £'000	Gross Income 2025/26 £'000	Net Budget 2025/26 £'000
Community & Health Management	723	(102)	620	735	(103)	632	748	(103)	644
Environment Management	1,668	(667)	1,002	1,703	(669)	1,034	1,726	(672)	1,054
Licensing	214	(221)	(8)	216	(222)	(6)	219	(222)	(3)
Parking	847	(1,639)	(792)	851	(1,639)	(787)	856	(1,639)	(783)
Street Services	558	(86)	471	566	(86)	479	574	(86)	488
Vehicle Fleet Management	854	(15)	839	854	(15)	839	854	(15)	839
Waste Management	3,327	(2,697)	630	3,379	(2,710)	669	3,432	(2,697)	735
Total	8,190	(5,427)	2,763	8,305	(5,444)	2,861	8,410	(5,434)	2,975



Developing our Communities

Safe and strong communities where residents live happy, healthy and independent lives by:

- Keeping safe in Brentwood
- Investing in community facilities to support a growing population.
- Supporting, strengthening and sustaining communities
- Encouraging residents to lead active, healthy and fulfilling lifestyles.

Council Services that sit under this Corporate Strategy heading are:

- Christmas Lights & Decorations
- Community Development
- Community Services
- Corporate Enforcement
- Events – Family Fun Days
- Events – Lighting Up Brentwood
- Events – Remembrance Day
- Events – Shenfield Christmas Fayre
- Events – Strawberry Fayre
- Food & Health Safety
- Golf Course
- Grants to Organisations
- Health & Wellbeing
- Open Spaces - Buildings
- Open Spaces – Recreation Areas
- Open Spaces – Sport Areas
- Social Venues

The budget details of these areas are detailed on the next page.

Developing our Communities

	Gross Expenditure 2023/24 £'000	Gross Income 2023/24 £'000	Net Budget 2023/24 £'000	Gross Expenditure 2024/25 £'000	Gross Income 2024/25 £'000	Net Budget 2024/25 £'000	Gross Expenditure 2025/26 £'000	Gross Income 2025/26 £'000	Net Budget 2025/26 £'000
Community Safety	313	(134)	179	318	(134)	184	324	(134)	190
Health & Food Safety	235	(4)	231	238	(4)	234	241	(4)	237
Open Spaces	738	(95)	643	743	(95)	648	747	(95)	652
Public Events	61	(40)	21	61	(40)	21	61	(40)	21
Community Services	464	(94)	371	470	(94)	377	476	(94)	383
Golf Course	59	(393)	(334)	59	(400)	(342)	59	(408)	(350)
Sports & Social Venues	753	(115)	638	753	(115)	638	753	(115)	638
Total	2,624	(874)	1,750	2,643	(882)	1,761	2,661	(890)	1,771



Improving Housing

Access to a range of decent homes that meet local needs by:

- Providing decent safe and affordable homes for local people
- Supporting tenants with a high quality, well managed service
- Supporting responsible development in the borough

Council Services that sit under this Corporate Strategy heading are:

- Community Alarm Service
- Homelessness Administration
- Homelessness Prevention
- Housing Advice
- Housing Enabling & Strategy
- Housing General Fund Properties
- Housing Standards
- Private Sector Leased Accounts
- Temporary Accommodation – B&B
- Temporary Accommodation – Own Stock

Council Services that sit under this Corporate Strategy that are held in the Housing Revenue Account HRA are:

- Repairs & Maintenance
- Supervision & Management
- Special Services
- Rent Rates & Other Charges
- Bad Debt Provision
- Contribution to Major Repairs Reserve (Depreciation)
- Corporate & Democratic Core
- Settlement Debt Repayment
- Dwelling Income
- Non-Dwelling Income
- Charges for Services & facilities
- Contributions towards Expenditure

The budget details of these areas are detailed on the next page:

Improving Housing (GF)

	Gross Expenditure 2023/24 £'000	Gross Income 2023/24 £'000	Net Budget 2023/24 £'000	Gross Expenditure 2024/25 £'000	Gross Income 2024/25 £'000	Net Budget 2024/25 £'000	Gross Expenditure 2025/26 £'000	Gross Income 2025/26 £'000	Net Budget 2025/26 £'000
Homelessness Admin	347	(211)	135	353	(215)	138	360	(215)	145
Homelessness Prevention	10	(2)	8	10	(2)	8	10	(2)	8
Housing Advice	49	0	49	50	0	50	51	0	51
Housing General fund properties	1	(60)	(60)	1	(62)	(61)	1	(64)	(63)
Housing Standards	0	(5)	(5)	0	(5)	(5)		(5)	(5)
Housing Enabling & Strategy	0	0	0	0	0	0	0	0	0
Private Sector Leased Accounts	8	(11)	(3)	8	(11)	(3)	8	(11)	(3)
Revenues & Benefits	11,049	(11,229)	(180)	11,049	(11,229)	(180)	11,049	(11,229)	(180)
Temp Accommodation (Own Stock)	9	0	9	9	0	9	9	0	9
Temporary Accommodation – B&B	80	(75)	5	80	(75)	5	80	(75)	5
Total	11,552	(11,593)	(41)	11,560	(11,599)	(38)	11,568	(11,600)	(32)

Improving Housing (HRA)

	Gross Expenditure	Gross Income	Net Budget	Gross Expenditure	Gross Income	Net Budget	Gross Expenditure	Gross Income	Net Budget
	2023/24	2023/24	2023/24	2024/25	2024/25	2024/25	2025/26	2025/26	2025/26
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Repairs and Maintenance	3,368	0	3,368	3,195	0	3,195	3,369	0	3,369
Supervision and Management	3,035	(37)	2,998	3,021	(37)	2,983	3,041	(37)	3,004
Special Services	1,927	(21)	1,906	1,957	(21)	1,936	1,988	(21)	1,967
Rents, Rates & Other Charges	427	0	427	427	0	427	427	0	427
Bad Debt Provision	160	0	160	60	0	60	60	0	60
Depreciation And Impairment	2,941	0	2,941	2,941	0	2,941	3,064	0	3,064
Core & Democratic Core	347	0	347	347	0	347	347	0	347
Dwelling Rents	0	(13,164)	(13,164)	0	(13,521)	(13,521)	0	(13,940)	(13,940)
Non Dwelling Rents	0	(264)	(264)	0	(273)	(273)	0	(281)	(281)
Charges for services & Facilities	0	(949)	(949)	0	(978)	(978)	0	(1,008)	(1,008)
Reimbursement Of Costs	(60)	(5)	(65)	(60)	(5)	(65)	(60)	(5)	(65)
Contributions To Expenditure	0	(5)	(5)	0	(5)	(5)	0	(5)	(5)
Total	12,145	(14,445)	(2,299)	11,887	(14,839)	(2,952)	12,236	(15,297)	(3,060)



Delivering an Effective and Efficient Council

An ambitious and innovative council that delivers quality services by:

- Delivering a quality customer service
- Effective and efficient delivery of service
- Maximising opportunity

Council Services that sit under this Corporate Strategy heading are:

- Communications
- Contingency & Savings
- Corporate Leadership Team
- Corporate management
- Corporate Support
- Customer Contact Centre
- Democratic Services
- Design & Print
- Digital Services
- Electoral Services
- Emergency Planning
- Finance
- Fraud
- Human Resources
- ICT Services
- Internal Audit
- Legal Services & Data Protection
- Office Accommodation
- Payroll
- Procurement
- Programmes & projects
- Revenues & benefits

The budget details of these areas are detailed on the next page.

Delivering an Efficient and Effective council

	Gross Expenditure 2023/24 £'000	Gross Income 2023/24 £'000	Net Budget 2023/24 £'000	Gross Expenditure 2024/25 £'000	Gross Income 2024/25 £'000	Net Budget 2024/25 £'000	Gross Expenditure 2025/26 £'000	Gross Income 2025/26 £'000	Net Budget 2025/26 £'000
Communications	128	(41)	87	130	(41)	89	132	(41)	91
Contingency And Savings	(194)	(978)	(1,171)	(778)	(991)	(1,769)	(816)	(1,005)	(1,820)
Corporate Leadership Team	1,893	(1,288)	605	1,822	(1,288)	533	1,965	(1,288)	676
Corporate Management	416	(208)	208	416	(208)	208	416	(208)	208
Corporate Support	322	(29)	293	326	(29)	297	329	(29)	300
Customer Contact Centre	538	(184)	354	549	(184)	364	559	(184)	375
Democratic Services & Support	505	(170)	335	508	(170)	338	512	(170)	341
Design and Print	60	(2)	59	61	(2)	59	62	(2)	60
Digital Services	183	(69)	113	186	(69)	117	190	(69)	121
Electoral Services	313	0	313	337	0	337	321	0	321
Emergency Planning	1	0	1	1	0	1	1	0	1
Finance	973	(159)	814	988	(159)	830	1,004	(159)	846
Fraud	81	(103)	(22)	82	(103)	(20)	84	(103)	(19)
Human Resources	466	(114)	351	469	(114)	355	473	(114)	359
ICT Services	1,372	(133)	1,239	1,382	(133)	1,249	1,393	(133)	1,259
Internal Audit	95	0	95	95	0	95	95	0	95
Legal Services & Data Protection	621	(160)	461	623	(160)	463	626	(160)	466
Office Accommodation	677	(507)	170	680	(507)	173	683	(507)	175
Payroll	59	(10)	49	46	(10)	36	48	(10)	37
Procurement	62	(37)	25	64	(37)	26	65	(37)	27
Programmes & Projects	196	(39)	156	200	(39)	160	204	(39)	164
Revenues & Benefits	1,441	(518)	923	1,470	(518)	952	1,499	(518)	981
Total	10,208	(4,750)	5,458	9,657	(4,764)	4,893	9,844	(4,778)	5,065

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Committee(s): Policy, Resources and Economic Development Committee	Date: 8 February 2023
Subject: Seven Arches Investments Limited Quarterly report	Wards Affected: All
Report of: Jonathan Stephenson, Chief Executive	Public/Exempt Appendix
Report Author/s: Name: Tim Willis, Interim Director - Resources Telephone: 01277 312500 E-mail: tim.willis@brentwood.rochford.gov.uk	For Information

Summary

This report presents the Seven Arches Investments Limited (SAIL) quarterly update to shareholders and provides management updates on the owned and managed commercial properties.

Main Report

Introduction and Background

1. At an Extraordinary Council meeting held on 21 March 2018 the creation of SAIL was approved and the shareholder's powers delegated to the Policy, Projects and Resources Committee. Subsequently SAIL was registered with Companies House on 12 April 2018.
2. In accordance with the Shareholder's Agreement, a quarterly management and business update is to be provided to Policy, Resources and Economic Development (PRED) Committee.

Quarterly update

3. In accordance with the requirements of the Shareholder's Agreement, SAIL's Quarterly report is included at Appendix A.

Reasons for Recommendation

4. It is a requirement of the Shareholder's Agreement that a quarterly update is provided to PRED.

References to Corporate Plan

5. This fits with the Council's 'Delivering an efficient and effective council' priority, to explore new income generating ideas and opportunities.

Implications

Financial Implications

Name & Title: Tim Willis, Interim Director – Resources

Tel & Email: 01277 312500/tim.willis@brentwood.rochford.gov.uk

6. Although this report has no direct financial implications. It should be noted that Seven Arches Investments Limited will provide a substantial income stream to Council which is included within its Medium-Term Financial Strategy.
7. SAIL will deliver these returns by following two streams of activity. Securing Investments opportunities commissioned through a specialist property consultancy; as well as launching a Joint Venture partnership for medium to longer term investment with potentially higher yield returns from year 6. Investments do carry a degree of risk and SAIL has reviewed its business plan to demonstrate its sustainability. The Business Plan identifies that annual investment plans are carried out; quarterly health checks will be presented to their shareholders and individual assets management plans are completed for each asset.
8. SAIL has in place a loan facility agreement of £60m with the Council, which was approved in October 2019. Currently the full £60 has been utilised. This returns to the shareholder (Brentwood Council) approximately £2.4m per annum by providing loans to SAIL at a commercial rate, as well as a further £450k for provision of services. SAIL also undertakes the lettings of residential properties and returns the income to the Council less SAIL's costs.

Legal Implications

Name & Title: Andrew Hunkin, Interim Director – People & Governance

Tel & Email: 01277 312500/andrew.hunkin@brentwood.rochford.gov.uk

9. The Council has power under s1(1) of the Localism Act 2011 to do anything which individuals may do provided it is not prohibited by legislation and subject to public law principles ('the general power of competence'). Further statutory powers exist to create and invest in SAIL and s1 of the Local Government Act 2003 permits the Council to borrow and lend. The recommendations set out in this report are in accordance with decisions previously taken by Council for establishing and implementing the business.

10. Members should be mindful of their fiduciary duty to ratepayers, when approving these investment(s). Local authorities have a fiduciary duty to act prudently with public monies entrusted to them and must establish that it has been given due and proper consideration in accordance with the normal public law principles.
11. Providing the additional funding required will require an additional loan agreement to be put in place for the Council to deploy funding into SAIL. Such agreement will need to reflect any conditions attached to the original funding source. It is recommended that these terms are agreed and included in any financial modelling ahead of the Council releasing further funding to SAIL and in a form approved by Legal Services.
12. The Council will have a requirement to meet its repayment terms to its own lenders, irrespective of the performance of the Council's lending to SAIL. The risks to the Council, as lender, are minimised by the terms of the loan agreements, the Council's oversight of the running of SAIL as its sole shareholder and governance measures implemented through the shareholder reserved matters.

Economic Implications

Name & Title: Phil Drane, Director – Place

Tel & Email: 01277 312500/phil.drane@brentwood.rochford.gov.uk

13. Commercial income supports the Council's services, including economic development activities. SAIL can also increase investment and opportunities into the borough either directly or indirectly.

Background papers

None.

Appendices to this report

Appendix A: EXEMPT - SAIL December Quarter 22 – Management/Business Update

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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.

Policy, Resources and Economic Development Committee

The committee shall consider all matters of policy and strategic importance to the Council including matters referred to it by other Committees and/or Chief Officers.

1. The function within the remit of the Policy, Resources and Economic Development Committee include all financial matters relating to the budget, (and for avoidance of doubt, being the superior Committee on all such matters including capital, revenue and the Housing Revenue Account (HRA) except where the law otherwise requires), and without prejudice to the generality of this, include the specific functions which are set out below.

Policy

Generally to review and oversee the co-ordination and governance of all functions of the Council. To undertake and discharge any functions in relation to strategic policies including periodic reviews of the policy framework adopted by full Council from time to time except where required by law to be undertaken elsewhere.

Finance

- 1) Financial Services
 - 2) Contracts, commissioning, procurement
 - 3) Legal services
 - 4) Health and safety at work (in so far as it relates to the Council as an employer)
 - 5) Corporate communications and media protocols
 - 6) Corporate and Democratic services
 - 7) Human resources
 - 8) Information Communication Technology
 - 9) Revenues and Benefits
 - 10) Customer Services
 - 11) Assets (strategically)
2. Overall responsibility for monitoring Council performance.
 3. To formulate and develop relevant corporate policy documents and strategies including the Corporate Plan.
 4. To formulate the budget proposals in accordance with the Budget and Policy Framework, including capital and revenue spending, and the Housing Revenue Account Business Plan (including rent setting for Council homes), in accordance with the Council's priorities and make recommendations to Council for approval.
 5. To formulate the Council's Borrowing and Investment Strategy and make recommendations to Council for approval.

6. To take decisions on spending within the annual budget to ensure delivery of the Council's priorities.
7. To approve the write off of any outstanding debt owed to the Council above the delegated limit of £5,000.
8. To determine capital grant applications.
9. To make recommendations on the allocation and use of resources to achieve the council's priorities.
10. To manage and monitor the Council approved budgets and allocation of resources.
11. To provide the lead on partnership working including the joint delivery of services.
12. To consider any staffing matters that are not delegated to Officers, such as proposals that are not contained within existing budgetary provision.
13. To strategically manage any lands or property of the council and provide strategic property advice relating to the council's Housing Stock and without prejudice to the generality of this, to specifically undertake the following-

The Council's Asset Management Plan

- (a) The acquisition and disposal of land and property and taking of leases, licenses, dedications and easements.
- (b) The granting variation renewal review management and termination of leases, licenses, dedications and easements.
- (c) Promoting the use of Council owned assets by the local community and other interested parties.
- (d) To manage any lands or property of the Council;
- (e) To include properties within the council's Asset Management Portfolio including Halls etc.
- (f) To take a strategic approach to asset management, ensuring that the use of all of the Council's Property assets achieves Value for Money and supports the achievement of the Council's corporate priorities.
- (g) To review the corporate Asset Management Plan annually.
- (h) The acquisition of land in advance of requirements for the benefit, improvement or development of the Borough.

- (i) Disposal of land surplus to the requirements of a council function.
 - (j) Appropriation of land surplus for the requirements of another Council function.
 - (k) Promote the use of Council owned assets by the local community and other interested parties where appropriate.
 - (l) Property and asset management, including acquisitions and disposals not included in the approved Asset Management Plan.
 - (m) To receive updates reports on the Asset Development Programme and the work of the Asset Development Programme and Project Board.
 - (n) To take a strategic approach to commercial activity, both existing and new, ensuring the Council realises revenue generation opportunities and supports the achievement of the Council's corporate priorities.
 - (o) To agree and monitor the governance arrangements for any commercial and/or partnership arrangement with the Council.
 - (p) Promoting a culture of entrepreneurialism and building the required skills and capacity.
 - (q) To consider and approve business cases and commercial business plans for commercial activity.
14. To consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countryside or regional economic development initiatives.

Economic Development

- (a) To lead, consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countryside or regional economic development initiatives.
- (b) To promote and encourage enterprise and investment in the Borough in order to maintain and sustain the economic wellbeing and regeneration of the area.
- (c) To develop climate where businesses and individuals can innovate, compete and contribute to the economic development and regeneration of the area; and excellence in local business.
- (d) To encourage the growth of existing businesses in the borough and access to the skills and training necessary to support them.

- (e) To develop and deliver a Borough wide initiative on apprenticeships.
- (f) To consider and determine matters relating to the promotion, maintenance and enhancement of the vitality and viability of shopping centres within the Borough.
- (g) To consult with the Chamber of Commerce, Federation of Small Businesses, residents and other interested third parties.
- (h) To maintain a special interest in promoting employment in the Borough.
- (i) To promote and encourage tourism and heritage.
- (j) Parking (off street parking provision in Council owned/leased off-street parking places).
- (k) Any matters relating to Crossrail.

15. To consider a report from the Monitoring Officer at the beginning of the Municipal Year, for the Committee to appoint the membership of the Constitution Working Group, in order for the Monitoring Officer to consult with such Members on the regular review of the Constitution documentation in accordance with Article 12 of the Constitution during the year.

16. To review and facilitate the transformation of delivery of services.

Transformation

- (a) To approve and facilitate the transformation of delivery of services.

Projects

- (a) To identify, monitor and oversee the implementation of those Corporate Projects that have been agreed by the committee to be major.

Scrutiny

- (a) To advise the Audit & Scrutiny Committee of any matters that require scrutiny in accordance with the Audit and Scrutiny Procedure Rules.
- (b) To receive requests and determine on matters that require scrutiny from any Committee in accordance with the Audit and Scrutiny Procedure Rules.

17. To consider any requests for sponsorship and use of the Council's Coats of Arms and logos.

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