



Agenda

Finance, Assets, Investment & Recovery Committee

Wednesday, 7 February 2024 at 7.00 pm
Council Chamber, Brentwood Borough Council, Ingrave Road,
Brentwood, Essex CM15 8AY

Membership (Quorum – 3)

Cllrs Kendall (Chair), Lewis (Vice-Chair), Barber, Barrett, Bridge, Laplain, Parker, Poppy and Worsfold

Substitute Members

Cllrs Aspinell, Dr Barrett, Mrs Murphy, Mynott and Russell

Agenda

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Live broadcast

[Live broadcast to start at 7pm and available for repeat viewing.](#)

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|----|-----------------------------------------------|--|---------|
| 1. | Apologies for absence | | |
| 2. | Minutes of the previous meeting | | 5 - 12 |
| 3. | Chairs report | | 13 - 14 |
| 4. | Workforce Overview 2021-22, 2022-23 & 2023-24 | | 15 - 30 |
| 5. | Q3 2023/24 Budget update report
To follow | | |

6. **Budget 2024/25 and Medium Term Financial Strategy 2024-29**

31 - 152

7. **Treasury Management Strategy 2024/25**
To follow

8. **Urgent business**

A handwritten signature in black ink, appearing to read 'Jonathan Stephenson', is written over a horizontal line.

Jonathan Stephenson
Chief Executive

Town Hall
Brentwood, Essex
30.01.2024

Information for Members

Substitutes

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

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

Rights to Attend and Speak

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

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

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

Point of Order/ Personal explanation/ Point of Information

Point of Order

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

Personal Explanation

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

Point of Information or clarification

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

Information for Members of the Public

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If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

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

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

 **Private Session**

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 **Evacuation Procedures**

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



Minutes

Finance, Assets, Investment & Recovery Committee Wednesday, 20th December, 2023

Attendance

Cllr Kendall (Chair)	Cllr Laplain
Cllr Barber	Cllr Parker
Cllr Barrett	Cllr Poppy
Cllr Bridge	Cllr Worsfold

Apologies

Cllr Lewis

Substitute Present

Cllr Aspinell

Also Present

Cllr Dr Barrett
Cllr Mrs Pound
Cllr Sankey
Cllr Slade

Officers Present

Stuart Anderson	- Facilities Manager
Phoebe Barnes	- Director - Assets & Investments
Greg Campbell	- Director - Policy and Delivery
Zoey Foakes	- Governance & Member Support Officer
Claire Mayhew	- Acting Joint Director of People & Governance & Monitoring Officer
Jonathan Quilter	- Corporate Manager (Strategic Planning)
Jonathan Stephenson	- Chief Executive
Lauren Stretch	- Director of Housing
Steve Summers	- Strategic Director
Tim Willis	- Interim Director - Resources
Sam Wood	- Corporate Manager - Finance

LIVE BROADCAST

[Live broadcast to start at 7pm and available for repeat viewing.](#)

305. Apologies for absence

Apologies were received from Cllr Lewis with Cllr Aspinell substituting. It was **AGREED** that Cllr Laplain be Vice Chair for this meeting only.

306. Minutes of the previous meeting

The Chair confirmed that the first paragraph of Item 148 be removed as it was added in error.

The minutes of the Finance, Assets, Investment & Recovery Committee held on the 13th September 2023 were approved as a true record.

Matters arising:

Councillor Poppy had a query for the Chair about the Moody Report that was addressed at the 13th September 2023 FAIR meeting. Councillor Poppy said that at the SAIL AGM, when the Leader was discussing the financial position of the Council that he was worried about the debt position whereas at the previous FAIR meeting, the Chair was confident in the financial position – this caused confusion to Councillor Poppy. The Chair responded to mention that we had to look at things in the whole and the amount the Council has in assets versus debt. The Leader added that he stood by his previous comments.

Councillor Barber queried any update on the work needed at Hutton Poplar Lodge in order to bring the building back to a good state. Officers updated him that this is with our insurers serious damage team.

307. Chairs Update

The report began on page 17 of the agenda and highlighted the work the Officers have done.

The Chair added that a meeting with the Brentwood and Basildon NHS Alliance and the Chair will take place on 6th February 2024 to discuss Section 106 contributions.

Following a letter sent from the Leader of the Council regarding ULEZ, TFL have offered the Council a meeting to be arranged in early 2024.

308. Housing Debt Write Off

In July 2023 the Council introduced a new Former Tenant Debt Recovery Agency to assist with the collection of all former tenant debts. This triggered a review of all outstanding debts.

Following this review, a number of accounts had been identified as requiring write offs for debts where all avenues of recovery have been exhausted, the debt is statute barred (6 year old debt) rendering it unrecoverable for legal action or the debtor has passed away and there is no money in the estate to cover the debts.

The motion was MOVED by Cllr Kendall and SECONDED by Cllr Laplain.

A vote was taken by a show of hands and was **RESOLVED UNANIMOUSLY**

**R1: To agree that the following debt amounts are approved for write off.
A: Former Tenant Debt £66,663.87 B: Temporary Accommodation Debt £122,607.67 C: Miscellaneous Debt £13,056 Total: £202,327.54**

REASON FOR RECOMMENDATION

Following a review of all former tenant debts. The below debts have been deemed to be unrecoverable for various reasons.

- 10 cases totalling £3691.33 are deemed statute barred. This means they are older than 6 years and officers have been unable to progress to the legal stage of collection.
- 275 temporary accommodation cases between 2004-2017 totalling £122,607.67 are deemed statute barred. This means they are older than 6 years and Officers have been unable to progress to the legal stage of collection.
- 18 cases totalling £12,329.16 are deceased residents where there is no money left in the estate to cover the rent debt left on the account.
- 50 cases totalling £50,643.38 are where all avenues of recovery and tracing of the person have failed by our specialist debt recovery agency and therefore are deemed uncollectable.
- A single miscellaneous case of shared equity loan under recovery totalling £13,056.
- The overall debt write off figure being proposed is £202,327.54
- By writing these debts off officers can focus on the recovery of the debts we are able to redeem and work more efficiently.

309. Planning Obligations Supplementary Planning Document (SPD)

The draft Planning Obligations Supplementary Planning Document (SPD) was first brought to the Planning, Resources and Economic Development Committee on 23 November 2022 before being published for public consultation. Since then, the Planning Policy team has considered the comments received from the consultation and some minor amendments have been made. Officers are seeking approval to formally adopt the final version of the Planning Obligations SPD.

The Planning Obligations SPD will sit alongside the Brentwood Local Plan 2016- 2033 and provide additional guidance on 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.

Members thanked the work of the Planning Policy Team for this work undertaken.

The motion was MOVED by Cllr Kendall and SECONDED by Cllr Laplain.

A vote was taken by a show of hands and was **RESOLVED UNANIMOUSLY**

R1. Adopt the Planning Obligations Supplementary Planning Document (Appendix A).

REASON FOR RECOMMENDATION

The Planning Obligations Supplementary Planning Document (SPD) (Appendix A) 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 decision-making process when considering and determining planning applications. It will also provide consistent and clear advice to applicants on what might be required from them

310. OneTeam Transformation Programme - Strategic Partnership with Rochford District Council - Quarter 3 Update

The purpose of the report was to provide a quarterly update on progress of the One Team Transformation Programme.

On 26 January 2022, Extraordinary Council resolved to agree the Strategic Partnership between Brentwood Borough Council and Rochford District Council (RDC) and appointed Jonathan Stephenson as the Joint Chief Executive for both councils. Work then commenced on developing this partnership.

The report sets out progress of the OneTeam programme development in the 3rd quarter of the second year of this roadmap, from August 2023 to October 2023.

This item was for information only so no voting was required.

311. Fees & Charges

Fees and charges made by the Council for various services are reviewed on an annual basis by the relevant Committee 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.

The motion was **MOVED** by Cllr Kendall and **SECONDED** by Cllr Laplain.

Cllr Kendall requested a recorded vote which was agreed by Cllrs Barrett, Worsfold, Aspinell and Laplain.

FOR: Cllrs: Kendall, Barrett, Bridge, Laplain, Poppy, Worsfold and Aspinell (7)

AGAINST: (0)

ABSTAIN: Cllrs: Barber and Parker (2)

The recommendations were **RESOLVED:**.

To agree to the proposed charges for 2024/25 as attached in Appendix A-D subject to the annual budget setting process.

REASONS FOR RECOMMENDATION

To ensure that adequate resources are provided to ensure services delivered are maintained.

To ensure that the Council's Parking & Asset management strategy reflects current best practice and provide a robust and defensible policy framework.

312. Treasury Management Review

The report set out the findings of the Council's treasury management advisors, Link, in respect of a review of the Treasury Management Strategy.

The Council has, over recent years, embarked upon an ambitious capital investment programme that has necessitated significant treasury management activity, including sizeable borrowing. A report was commissioned from the local government experts in this field (Link) to report back on this activity – both in terms of the Council's performance and its current compliance with best practice.

The Chair acknowledged and thanked Alistair Greer, a big part of the Finance Team who helps answer the technical questions on treasury management. Alistair is leaving the Council for a job closer to home so we wish him all the luck in the future. The committee thanked Alistair for his outstanding contribution to the Council in his 8 years working for us.

This item was for information only so no voting was required.

313. P8 2023.24 Budget Update Report

The purpose of the report is to set out the forecast revenue and capital budget positions as at period 8 for 2023/24 and to give an overall financial update for the Council.

The commentary of the report does not attempt to cover all budgetary changes but draws attention to the key factors affecting net expenditure differences.

The General Fund is forecasting a balanced budget, this means the income generated covers the council's expenditure. The result of a balanced budget is the general fund working balance will remain unchanged.

The Housing Revenue Account (HRA) is currently forecasting a surplus position of £717k. The main cause of this underspend is due to utility bills falling. We are predicting an underspend of £644k for premises related costs, £423k specifically for utility bills. If this £717k underspend materialises it will increase the HRA's working balance or held in to reserves to pay for future developments. The Director of Housing and CLT are exploring ways to prioritise some urgent works in 23/24 to reduce this underspend by 31st March 2024.

The overall capital programme is forecast to underspend by £40mil. £20mil of this is due to the delays around the Regeneration Fund. The total underspend will be considered as slippage into next year's programme unless projects are specifically removed from the programme.

The current financial backdrop poses further financial risks to the Council's budget. It should be noted that the Local Government Association has issued a statement "The lack of funding for local services in the Autumn Statement has left councils facing a growing financial crisis and 1 in 5 council leaders & CEO are very or fairly likely to issue a section 114 in this or next financial year". This statement can be found on LGA website: www.local.gov.uk.

For Brentwood, there are further financial risks to pay inflation forecasts as well as cost pressures from the current high rates of inflation. The high inflation rates, increasing bank rates and national living wage pressure will have further impact on the ongoing budgets.

Whilst the Council is not anticipating the need to reduce any services, the financial position will have to be monitored over the year and will make the Medium Term Financial Strategy for 2024/25 and beyond even more of a challenge.

The Chair thanked the work of Sam Wood and the finance team for this work.

This item was for information only so no voting was required.

314. Urgent business

There were no items of urgent business. The Chair closed the meeting to the press and public.

315. EXEMPT - Seven Arches Investments Limited Quarterly report

The public were excluded from the meeting for the item of business on the grounds that the disclosure of exempt information as defined in Schedule 12A of the Local Government Act 1972 was involved.

The report was for information only and no voting was required.

(Cllr Bridge declared a non-pecuniary interest due to working with a previous colleague who had a connection to a SAIL owned property.)

The meeting concluded at 8.22pm.

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COMMITTEE TITLE: Finance, Assets, Investment and Recovery Committee

DATE: 7th February 2024

REPORT TITLE:	Chairs Update
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REPORT SUMMARY

This report provides an update to Members in relation to the areas covered under the Terms of Reference of the Finance, Assets, Investment and Recovery Committee.

Multi Storey Car Park Update

Works are progressing behind the scenes with the Council's appointed contractor. Engineers have carried out their scoping meeting on site and construction of back-office software and the on-site hardware [payment terminals] is taking place off site. Although a specific go live date is not available, yet completion of installation is still expected in the first quarter of 2024.

Overnight Resident Permit

The scheme went live on Monday 29th January and is now available for residents to utilise. The permit is valid from 7pm to 7am and can be applied for by emailing parking@brentwood.gov.uk. If a resident wishes to establish if their address is included within the scheme's coverage area then, again, they need to email Parking services at parking@brentwood.gov.uk. The two sites currently identified for overnight permit parking are Chatham Way car park and William Hunter Way Car Park.

EV Charging Update

Civil works are now complete on both Chatham Way and King George's Playing Field's. Unfortunately, due to issues with the main grid connection this has been delayed and Officers are currently working with the provider to establish a new connection date as soon as possible. This should be before the end of February at which point the chargers will be made live and will be available for the public to use.

William Hunter Way Update

Works to improve the condition and layout of William Hunter Way Car Park are progressing. A tender exercise was carried out in January and completed on the 2nd February. The submissions are currently being reviewed with the tender due to be awarded on the 16th February. Officers will then review the commencement date of

works against a go live date of the new system at Coptfold Road Car Park to ensure there is no conflict.

Brentwood Football Club – lease proposal

The council are having ongoing discussions with Brentwood Town with regards to negotiating the appropriate lease payment. This is linked to discussions with the club around their ambition to develop the pitch and stadium further.

Speed Networking event

The Brentwood Speed Networking event held on 24 January at Old Brentwoods Club had 40 participants from 33 businesses. The event was co-hosted by the Brentwood Chamber of Commerce. Over the course of 2 hours, businesses had the opportunity to network with every attendee through a series of fast-paced engagement sessions. Based on feedback from attendees, a follow up event may be held later this year. Thanks go to Nishat Amin and Rebecca Coston for their admin support for the event.

South Essex Business Expo

The South Essex Business Expo will be held on 14 March at The Brentwood Centre. Over 150 exhibitors from across the county are booked in. Brentwood Borough Council will have a stand at the event to promote its business support offer. All of the members of South Essex Councils are sponsoring the expo, which should attract an estimated 1,000 visitors. Brentwood-based law firm, Tees, is the headline sponsor.

TFL Meeting with Members

A meeting continues to be arranged with TFL officers and with Members. An agenda has been proposed which will consider issues around access to Brentwood Station and bus links. TFL are confirming the appropriate officers who will be in attendance. It is envisaged that the meeting will be set in the next few weeks.

BASILDON AND BRENTWOOD NHS ALLIANCE

Officers have arranged a meeting with the Basildon & Brentwood NHS Alliance on the 6th February 2024 to discuss NHS funding and section 106 agreements to meet the health needs of our Local Development Plan. Further information will come back to a future committee.



Finance, Assets, Investments and Recovery Committee

7 FEBRUARY 2024

REPORT TITLE:	Workforce Overview 2021-22, 2022-23 & 2023-24
REPORT OF:	Jonathan Stephenson, CEO & Head of Paid Service
REPORT OF FOR:	Information only

REPORT SUMMARY

The purpose of this report is to provide an organisational overview of workforce information and data in respect of Brentwood Borough Council (BBC).

The report provides information with regards to resource levels (by Directorate) and provides an overview of the health of the organisation, using data available to include regional and national benchmarking.

This report includes data up to 31 December 2023.

SUPPORT ING INFORMATION

1.0 ORGANISATION OVERVIEW

- 1.1 The organisation structure is split across 9 directorates which are each overseen by a Director as part of the One Team strategic partnership with Rochford District Council (RDC).
- 1.2 The current head count for Brentwood employees is 238.
- 1.3 The current FTE is 223.1 for 2023-24. In 2022-23 the FTE was 235.4. in 2021-22 the FTE was 244.7.
- 1.4 Appendix A, provides details of the employee numbers (FTE & Headcount) within each directorate and service areas, employed directly by Brentwood Borough Council.

2.0 RECRUITMENT, RETENTION & TURNOVER

2021-22 Overview

- 2.1 In 2021-22, 26 officers joined the council.

2.2 In 2021-22, 19 officers left.

2.3 Reasons for leaving the organisation 2021-22.

Reason for leaving	Number of staff	Percentage of leavers
Resignation	14	73%
Retirement	3	16%
Other reason	2	11%

2.4 The turnover rate for 2021-22 was approx. 7%.

2022-23 Overview

2.5 In 2022-23, 22 officers joined the council.

2.6 In 2022-23, 33 officers left.

2.7 Reasons for leaving the organisation 2022-23.

Reason for leaving	Number of staff	Percentage of leavers
Resignation	26	79%
Retirement	2	6%
Redundancy	3	9%
Other reason	2	6%

2.8 The turnover rate for 2022-23 was approx. 13%. This was higher turnover rate than a typical year due to a higher level of resignations. This is likely to be an outcome of the Covid pandemic and changes to people's personal lives.

2023 Overview (1 April – 31 December 2023)

2.9 In 2023-24, 13 officers have joined the council.

2.10 In 2023-24, 21 officers have left the organisation.

2.11 Reasons for leaving the organisation 2023-24.

Reason for leaving	Number of staff	Percentage of leavers
Resignation	12	57%
End of fixed term contract	2	9.5%
Retirement	5	23%
Other reason	2	9.5%

2.12 The turnover rate for 2023-24 is currently at 8%. This is the figure is up to 31 December.

3.0 SICKNESS ABSENCE

3.1 All employee sickness absence is reported via our Human Resources system iTrent by Line Managers.

- 3.1 All employees have a return-to-work meeting upon return from any period of absence.
- 3.2 Sickness triggers are met when absences reach the following;
- 3 separate episodes in any rolling 6 month period (short term)
 - 6 working days absence in any rolling 12 month period (short term)
 - 4 weeks (20 days) or longer continuous absence (long term)

Short Term Sickness

Definition: Short term absence: up to 20days/one calendar month (in working days).

- 3.3 In 2021-22, the number of working days lost to short term absence was 740, an average of 3.02* days per employee. The highest number of days lost to short term was 176 due to COVID or COVID related absence, followed by 118.81 days for cold/coughs.

In 2022-23, the number of working days lost to short term absences was 1303.5, an average of 5.5* days per employee. The highest number of days lost for short term sickness in 2022-23 was 344 days by COVID and COVID related absences followed by 251 days for cold/coughs.

The absences stated are due to 310 recorded short term absences, 200 of which were for operational services.

This places BBC in the lower quartile of the Maximum for All local authority districts in East of England from data currently available (3.4, Table 1) through the national LGA Benchmarking data base “LG Inform”.

**Formula -Short term sickness Absence (FTE days per employee) is calculated by taking the total number (457) of days absence (short term) over financial year and dividing by the average number of FTE over the financial year*

- 3.4 **Table 1** – LGA Benchmarking - Short term sickness

Short term sickness absence - FTE (from 2019/20 to 2021/22) for England

Period	Sickness absence, short term (FTE)		
	Days per FTE		
	Minimum for All local authority districts in East	Mean for All local authority districts in East	Maximum for All local authority districts in East
2019/20	no value	no value	no value
2020/21	1.4	2.1	4.3
2021/22	3.4	4.4	6.2

Source:
Local Government Association

- 3.5 In 2023-24, the number of working days lost to short term absence is currently 807, an average of 3.61* days per employee, up to 31 December. 115 days have been lost due to Gastrointestinal followed by 108 days due to cold/coughs.

Long Term Sickness

Definition -Long-term absence: over 20 days/more than one calendar month (in working days).

3.6 In 2021-22, the number of working days lost to long term absence was 456 (1.86**) impacting 11 members of staff. 155 days was lost to anxiety/depression impacting 3 members of staff, followed by 92 days to reasons recorded as 'other'.

In 2022-23, the number of working days lost to long term absence was 1557 (6.62**). This places BBC in the higher quartile of the Mean for All local authority districts in East of England from data currently available (3.6, Table 2). This information has been gained through the national LGA Benchmarking data base "LG Inform". 2022-23 saw 28 members of staff being absent on long term sickness. The highest number of days lost for long term sickness in 2022-23 was 270 days due to Anxiety/Stress followed by 244 days due to Injury's / Fractures.

***Formula -Long term sickness Absence (FTE days per employee) is calculated by taking the total number of days absence (long term) over financial year and dividing by the average number of FTE over the financial year*

3.7 Table 2 - LGA Benchmarking - Long Term Sickness

Long term sickness absence - FTE (from 2019/20 to 2021/22) for England

Period	Sickness absence, long term (FTE)		
	Days per FTE		
	Minimum for All local authority districts in East	Mean for All local authority districts in East	Maximum for All local authority districts in East
2019/20	no value	no value	no value
2020/21	1.2	3.2	5.9
2021/22	2.4	4.4	8.3

Source:
Local Government Association

3.8 In 2023-24, the number of working days lost to long term absence is 1006, affecting 16 officers. The highest number of days lost for long term sickness so far in 2023-24 is from Anxiety/stress depression/other psychiatric illnesses at 457 days, affecting 4 officers, 3 of which who have since returned to work or left employment. 215 days is from Cardiac & Circulatory as the second highest impacting 3 officers. There are currently 6 officers absent due to long term sickness and all are being supported through the Sickness Absence policy.

4.0 EMPLOYEE ASSISTANCE PROGRAMME

4.1 All employees have access to an Employee Assistance Programme. The programme is hosted by VivUp. It is a confidential service though data is shared regularly to demonstrate the usage of the programme by BBC staff.

4.2 Between January – December 2023, VivUp's online portal was accessed 20 times, with telephone contact made on 8 occasions and 24/7 telephone counselling support accessed on 2 occasions.

5.0 ADDITIONAL EMPLOYEE SUPPORT

5.1 Occupational Health is available to all staff. This is more commonly used to support sickness absence and facilitating return to the workplace, however, it is also used outside of the sickness process when required to support employees.

- 5.2 17 officers employed by both RDC and BBC are qualified Mental Health First Aiders and are available to support and signpost employees when needed.
- 5.3 Online sessions have been held for all employees focussing on Change & Resilience.
- 5.4 In person Quarterly Staff Briefings have been held over the last 22 months providing an update on the One Team partnership, accommodation, strategic and departmental updates.
- 5.5 The annual staff survey was undertaken in February 2023 and results shared with all employees. 31% of the workforce responded across both RDC and BBC with 4 key themes emerging: communication, resources, workloads and OneTeam. Regular updates are shared regarding these themes as highlighted in Appendix C.
- 5.6 A pulse survey was undertaken in December 2023 with focus on the 4 key themes as mentioned in 5.5. 83% reported to have good communication with their manager. 65% confirmed they have the resources to undertake their role. 55% reported a manageable work load with a further 18% neither agreeing or disagreeing with this point. 93% confirm they know how to access support if needed.
- 5.7 OneYou conversations were launched across both organisations as part of the One Team integration. Good feedback has been received from both employee and Line Managers and will assist in developing these employee/manager discussions moving forward.
- 5.8 The organisation encourages the use of Able Futures (<https://able-futures.co.uk/>), and time is also provided for employees to attend sessions they provide. This is a confidential programme run by the DWP providing workplace mental health support.
- 5.9 A number of other wellbeing initiatives are available to all staff including winter flu jabs and eye tests.
- 5.10 Employee Benefits are available to all RDC officers via VivUp, including a Cycle to Work scheme.

6.0 EMPLOYEE ENGAGEMENT

- 6.1 CLT hold monthly informal workplace 'Tea and Talk' sessions which employees are encouraged to attend.
- 6.2 All employees are given the opportunity to shape the agenda in advance of Quarterly Staff Briefings, submit questions in advance, and ask questions during each session. The sessions are promoted as two-way sessions with the opportunity for employees to gain corporate information, but also to participate in the briefings by asking questions and commenting on the information gained.
- 6.3 All staff are encouraged to work from the office/place 2-3 days per week and meet with work colleagues and CLT. This is part of the organisational principles agreed by all employees post COVID.
- 6.4 Staff are encouraged to join the 'Staff Voice' Group to engage with projects and events across both organisations.
- 6.5 Weekly corporate newsletter is sent to all staff and copied to all members to provide weekly updates, celebrate successes and provide information on key corporate activities.

- Appendix A** Directorate & Service Area Overview by Headcount and FTE
- Appendix B** CLT One Team Structure
- Appendix C** Staff Survey themes, implementations and future plans

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Appendix A

Directorate and Service Area Overview by Headcount and FTE as at 31 December 2023

Resources (Tim Willis-Interim Director of Resources and S151 Officer)

Resources	Headcount BBC	Partnership Headcount	FTE (full-time equivalent)
Risk & Insurance	1	-	1
Finance	11	-	10
Procurement	-	1	1
Total	12	13	12

People & Governance (Shared currently between Nichola Mann and Claire Mayhew, on a secondment basis, Director of People & Governance)

People & Governance	Headcount BBC	Partnership Headcount	FTE (full-time equivalent)
Democratic Services inc Civics	3	-	3
Elections	3	-	2.59
Executive Support	1	-	0.6
Human Resources	4	6	6
Apprentices/Graduate	3	-	3
Total	14	16	15.2

Assets & Investments (Phoebe Barnes, Director of Assets & Investments)

Assets & Investments	Headcount	FTE (full-time equivalent)
Facilities	7	4.5
Health & Safety	1	1
Parking	4	4
Total	12	9.5

Customer & Data Insight (Sarah Bennett, Director of Customer & Data Insight)

Customer & Data Insight	Headcount	FTE (full-time equivalent)
Customer Services	13	11.6
Data	1	1
IT	8	7.6
Total	22	20.2

Policy & Transformation (Greg Campbell, Director of Policy and Transformation)

Policy & Transformation	Headcount BBC	Partnership Headcount	FTE (full-time equivalent)
Communications	2	3	2
Digital	1	-	1

Projects & Performance	3	-	1.8
Total	6	7	5.8

Housing (Lauren Stretch, Director of Housing)

Housing	Headcount	FTE (full-time equivalent)
Housing Estates	18	16.4
Housing Repairs	9	9
Housing Options	8	8
Sheltered Housing	10	8.2
Total	45	41.7

Communities & Health (Tracey Lilley, Director of Communities & Health – interim cover Eugene Minogue)

Communities & Health	Headcount	FTE (full-time equivalent)
Community Safety (inc CCTV)	6	6
Environmental Health	5	4.5
Licensing	4	3.8
Communities, Public Health, Leisure	5	4.6
Total	20	19.1

Environment (Marcus Hotten, Director of Environment)

Environment	Headcount	FTE (full-time equivalent)
Building Control	5	4.2
Depot Management & Admin	8	8
Parks Open Spaces & Burial	24	24
Waste	27	27
Street Cleansing	8	8
Neighbourhood Action	3	2.59
Total	75	73.8
Agency staff (not included in headcount/FTE)	30 Refuse 1 Admin 2 Grounds	-

Place (Lee Nicholson, Interim Director of Place) (Emma Goodings starting 18/03/2024)

Place	Headcount	FTE (full-time equivalent)
Economic Development & BID	3	3
Strategic Planning	3	3

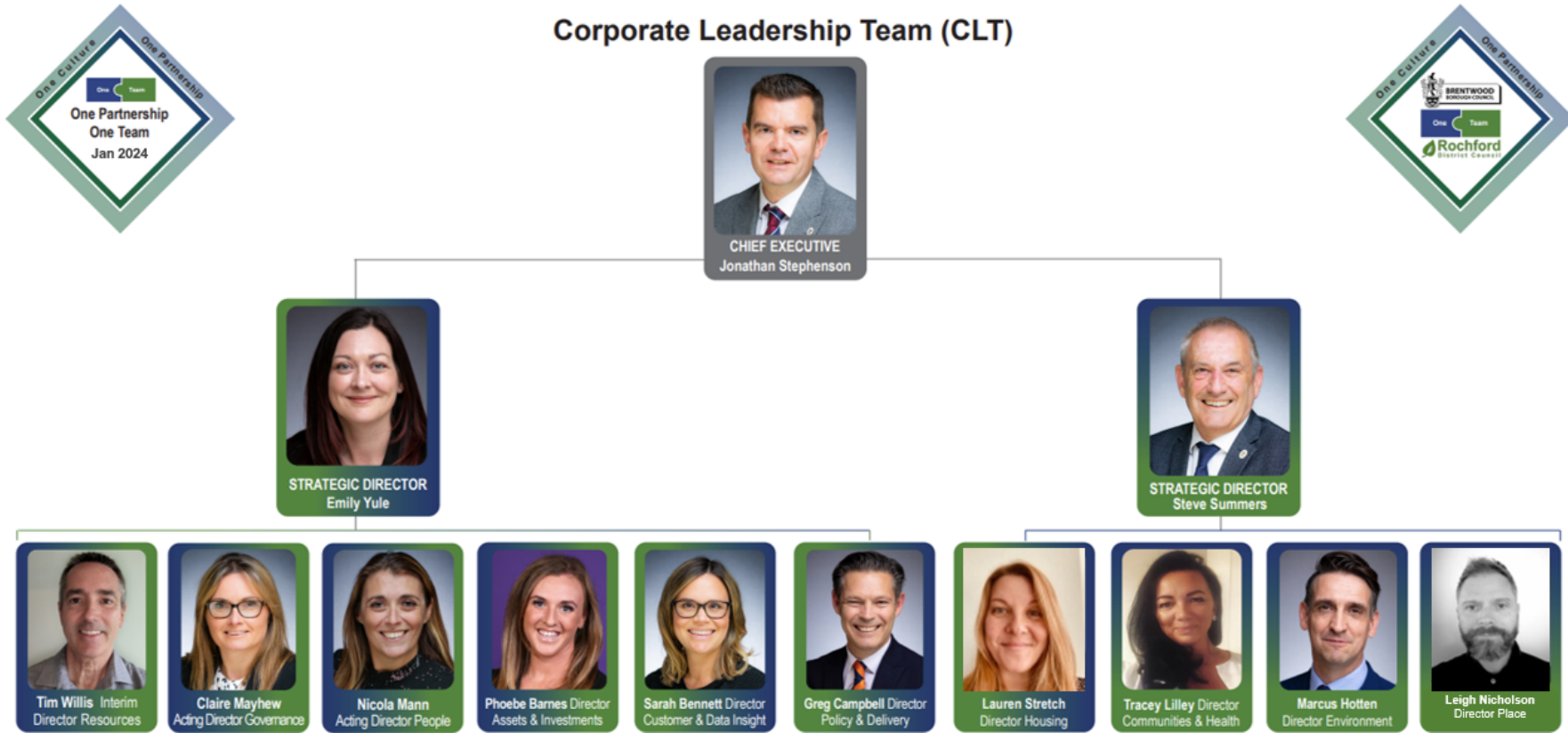
Admin Support	7	6.6
Development Management	8	7.6
Enforcement	1	1
Total	22	21.2

Corporate Leadership Team (CLT)

Total CLT resources within the OneTeam Partnership with Brentwood Borough Council that are shared 1 CEO, 2 Strategic Directors, 9 Directors.

Corporate Leadership	Headcount BBC	Partnership Headcount	FTE (full-time equivalent)
Chief Executive	1	1	1
Strategic Director	1	2	2
Director	5	9	9
Total	7	12	12

CLT Structure



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Staff Survey themes, implementations and future plans.

Theme	What was already in place	What has been done	What's coming	What you can do
Communication	<ul style="list-style-type: none"> Weekly Newsletter by CEO Member of CLT attends BBC's ELT Meeting Staff briefings OneTeam Voice Employee Engagement Group 	<ul style="list-style-type: none"> Weekly update on the Intranet highlighting the discussions and actions that take place at CLT Additional updates on key themes such as OneTeam and Human Resources CLT Tea and Talks Greg Campbell regular walk arounds at both Brentwood Town Hall and South Street to discuss OneTeam Staff Conference More visibility of CLT at both locations 	<ul style="list-style-type: none"> Printed version of the weekly newsletter by CEO and update for those employees who don't have access to emails Director's consistently participating in regular team meetings with their Services Member of CLT to attend RDC's ELT/Middle Managers meeting 'One You' Conversations 	<ul style="list-style-type: none"> Take time to read the weekly newsletters and other updates Attend and participate in staff briefings, tea and talks and future staff conferences Actively ask questions that can come via the range of communication channels to encourage two way communication Put forward suggestions of over ways you feel communication could improve Participate in future staff surveys
Resources	<ul style="list-style-type: none"> Opportunities to discuss concerns around resources with Line Managers as individuals or as a team IT Help Desk to log issues Service Reviews have taken place for some Services, which have looked at resources required 	<ul style="list-style-type: none"> Consistent approach to Service Plans to ensure there is clear direction of objectives for the coming year, linking these to the corporate priorities Service Reviews continuing as per the roadmap Issues related to printers have been identified and resolved Joint IT Service Desk was launched in June 2023 A focus on document retention spring clean at South Street and Warley Depot 	<ul style="list-style-type: none"> 'One You' Conversations Work continues in exploring options for relocating South Street Offices and Warley Depot 	<ul style="list-style-type: none"> Actively engage in your 'One You' Conversations with your line managers and discuss if you feel resource issues are having an impact on you being able to deliver on your outcomes Continue to log any issues you are having via the joint IT Service Desk Raise any resources concerns as they become apparent and do not wait. Consider solutions you may have to these with your line manager

<p>Workloads</p>	<ul style="list-style-type: none"> • Opportunities to discuss concerns around workloads with Line Managers as individuals or as a team • Service Reviews have taken place for some Services 	<ul style="list-style-type: none"> • Service Reviews continuing as per the roadmap • Consistent approach to Service Plans to ensure there is a clear direction set for the coming year, linking these to the corporate priorities and minimising changing priorities 	<ul style="list-style-type: none"> • 'One You' Conversations to ensure you have a clear set of objectives that link to the service plan and wider corporate objectives. Also providing the opportunity to create that space to have a two way conversation to discuss concerns you may have with workloads and what support or solutions can be explored 	<ul style="list-style-type: none"> • Actively engage in your 'One You' Conversations with your line managers and discuss if you you're your workload is having an impact on you being able to deliver on your outcomes • Raise any workload concerns as they become apparent and do not wait. Consider solutions you may have to these with your line manager
<p>OneTeam</p>	<ul style="list-style-type: none"> • Weekly Newsletter by CEO • Member of CLT attends BBC's ELT Meeting • Staff briefings • OneTeam Voice Employee Engagement Group • Creation of OneTeam Values by the OneTeam Voice Employee Engagement Group 	<ul style="list-style-type: none"> • Focussed area on the OneTeam Intranet, with regular updates • Resilience and Change lunch and learn sessions held via teams • CLT Tea and Talks • Greg Campbell organises regular walk arounds at both Brentwood Town Hall and South Street to discuss OneTeam • Staff Conference – launching and embedding the One Team values 	<ul style="list-style-type: none"> • Focussed area on the OneTeam Intranet with regards to health & wellbeing with a hub of information that can be viewed and accessed. A review of health & wellbeing across OneTeam • Review of the lunch and learn sessions and also gathering the information from 'One You' Conversations to explore what further training or resources may be required • OneTeam Voice Employee Engagement Group to pick up on the behaviours that sit behind the values and suggestions within the survey and how these can be explored 	<ul style="list-style-type: none"> • Take time to read the weekly newsletters and other updates on the Intranet • Attend and participate in the walk arounds, staff briefings, tea and talks and future staff conferences • Actively ask questions and raise concerns so that there is an open and transparent dialogue • Get involved in the OneTeam Voice Employee Engagement Group • Participate in future staff surveys



FINANCE, ASSTES, INVESTMENT & RECOVERY COMMITTEE

7TH FEBRUARY 2024

REPORT TITLE:	Budget 2024/25 and Medium Term Financial Strategy 2024-29
REPORT OF:	Tim Willis, Interim Director (Resources) & Section 151 Officer
REPORT IS FOR:	Decision

REPORT 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 2024/25, together with financial forecast information through to 2028/29. Also included is information on the Housing Revenue Account (HRA) budget for 2024/25 and the Capital Programme 2024/25 to 2028/29.

- (i) Appendix A - The General Fund budget proposals for 2024/25 to 2028/29.
- (ii) Appendix B - The Housing Revenue Account (HRA) budget proposals for 2024/25 onwards.
- (iii) Appendix C - The Capital Programme 2024-29.
- (iv) Appendix D – Fees & Charges Schedule 2024/25.
- (v) Appendix E - Pay Policy Statement.

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 2.99% increase in Council Tax for 2024/25 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.

- 4) The budget will be balanced in 2024/25 & 2025/26. However, there will be a budget gap in 2026/27 which will grow during the remainder of the Medium Term Financial Strategy (MTFS).

Housing Revenue Account

- 1) A balanced budget across the MTFS.
- 2) There will be a contribution to reserves to pay for the deficit in 2025/26 of £212k.
- 3) Proposed increase in rents of 7.7%
- 4) Continued investment in the delivery of Decent Homes and development of Housing within the Borough.
- 5) Significant investment in the Strategic Housing Delivery Programme ensuring the 30-year business plan is sustainable.

Capital

- 1) Total capital investment of £27.2m (General Fund) and £26.1m (HRA) in 2024/25.
- 2) Subsequent investment of £20.1m (General Fund) and £69.1m (HRA) from 2025 to 2029.

RECOMMENDATIONS

Members are asked to:

R1. Approve the General Fund Budget 2024/25 and Medium-Term Financial Strategy as set out in Appendix A.

R2. Approve a proposed Council Tax increase of 2.99% for 2024/25, the charge of Band D property increases to £210.70 per annum for Brentwood Council services only.

R3. Approve the HRA budget 2024/25 including the 30-year HRA Business Plan within Appendix B.

R4. Approve a proposed increase to rents of 7.7% for 2024/25.

R5. Approve the Capital Programme 2024-29 in Appendix C.

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

R7. Approve the Pay Policy Statement in Appendix E.

SUPPORT ING INFORMATION

1.0 REASON FOR RECOMMENDATION

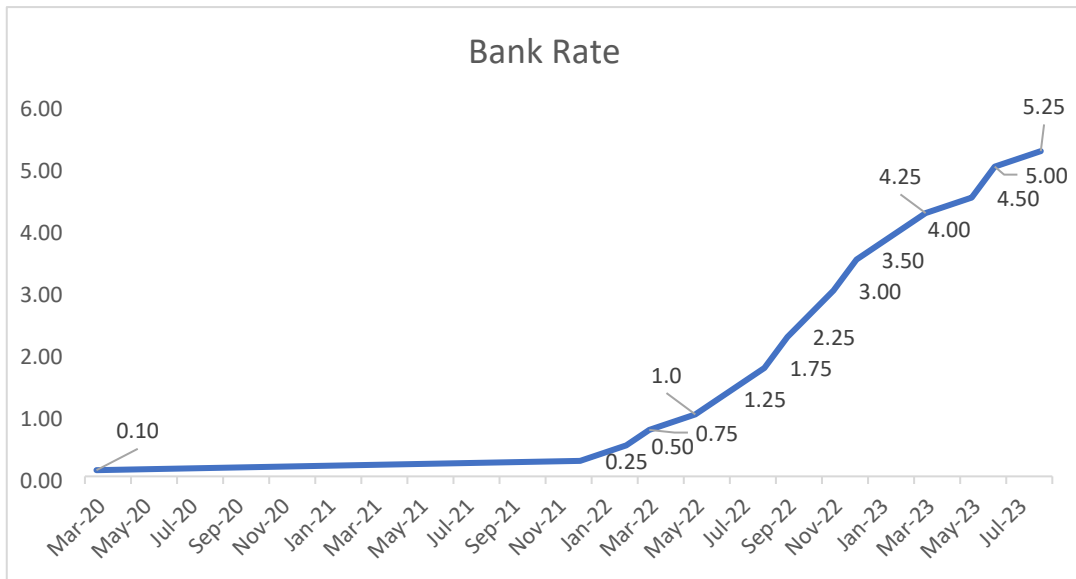
1. Effective financial management underpins all the priorities for the Council and will enable the Council to operate within a sustainable budget environment.
2. The Council is required to approve the Budget as part of the Budget and Policy Framework.

2.0 BACKGROUND INFORMATION

3. This report sets out the budgets for the General Fund revenue and capital, Housing Revenue Account revenue and capital, as well as fees and charges, treasury management and the pay policy statement.
4. Appendix A sets out the full detail on all relevant considerations in setting the budget and Council Tax for 2024/25. Key issues have been summarised in this report by way of background.

Economic Impacts

5. During the past year, inflation has begun to fall. At December 2022, CPI was at 10.1%, in comparison CPI in December 2023 was 4.0%. Even though this was less than December 2022, it was still an increase from November 2023, when CPI rose by 3.9%.
6. The official Bank rate rose to 5.25% on 3rd August 2023 and has remained at this rate. This was after a steep rise, from 0.1% in March 2020. This is shown in the graph below.



7. At its 14th December meeting, the Bank of England’s Monetary Policy Committee (MPC) kept rates on hold for the third time in a row, pushing back against the prospect of near-term interest rate cuts.

8. Brentwood’s Treasury advisors are forecasting Bank rate to reduce in 2024 and 2025. They are predicting the first cut to be September 2024, to continue to fall to 3% in September 2025 and stay at this level for the rest of their forecast, which goes up to July 2027.

9. Regarding PWLB rates as of the 19/01/2024 were:

- 5 years – 4.53%
- 10 years – 4.75%
- 25 years – 5.34%
- 50 years – 5.14%

Forecasts for PWLB rates are also predicted to reduce. PWLB rates are not only influenced by Bank rate but by the outlook for inflation and by the market’s appetite for significant gilt issuance. Over 2024 and 2025, in June 2025 PWLB rates are forecast to reduce to 4% for 5 & 10 years, 4.30% for 25 years and 4.10% for 50 years.

10. Furthermore, another unknown impact is that there will be a General Election in the next year, so Government fiscal policy may potentially loosen at the same time as the Bank’s monetary policy is still trying to take momentum out of the economy.

Government Funding

11. 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.
12. 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 Financial Settlement was a one-year settlement, not reflecting the full MTFS period. Also, with it being an election year, there are still many unknowns.
 - The Government's calculation on core spending power assumes councils will increase council tax by 2.99%. Lower tier authorities are allowed to apply the higher of the referendum limit of 3% or £5.
 - New Homes Bonus allocations have continued in 2024/25 for one year. The Government has signalled a review of the system of allocation for 2025/26.
 - The Borough will receive a Services Grant, Revenue Support Grant and a Minimum Funding Guarantee, as described in Appendix A.
 - The Secretary of State wrote to local authorities on 24 January 2024 announcing an increase in funding provided by Government, that supplemented the figures in the Provisional Settlement. Any additional amount for Brentwood is unknown at this stage, but is unlikely to substantially alter the direction of travel of the MTFS. The Final Settlement is due in early February and will be incorporated into the Budget/MTFS report to Council on 28 February 2024.

Council Tax

13. Council is recommended to increase Council Tax by 2.99% for 2024/25 per band D property. The element of the Band D charge related to the council will increase by £6.12 per annum. This increase equates to an additional 11.77p 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 2.99%, 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

14. The council is forecasting a balanced monitoring position in 2023/24. The council is also forecasting to balance budgets in 2024/25 and 2025/26. However, there will be a budget gap of £734k in 2026/27 growing to £983k in 2028/29. This is outlined below in Table 1. To protect working balances, mitigation reserves will be utilised before impacting on working balances.

Table 1 – General Fund Revenue projected Working balances.

	2022/23	2023/24	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	Actual	Budget	P9 Forecast	Budget	Budget	Budget	Budget	Budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Total General Fund	9,159	10,357	10,419	10,817	11,033	11,917	12,355	12,621
Net Expenditure								
Total Funding	9,159	10,246	10,419	10,817	11,033	11,183	11,407	11,638
Deficit/(Surplus)	0	111	0	0	0	734	948	983
Use of Earmarked Reserves	0	0	0			734	948	983
Deficit/(Surplus)	0	111	0	0	0	0	0	0
Working Balance b/fwd	2,874	2,874	2,874	2,874	2,874	2,874	2,874	2,874
(Deficit)/Surplus	0	(111)	0	0	0	0	0	0
Working Balance c/fwd	2,874	2,763	2,874	2,874	2,874	2,874	2,874	2,874
Mitigation reserves balance	6,207	6,207	6,207	6,207	6,207	5,473	4,525	3,542

15. 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

16. In delivering the proposed budget for 2024/25 and beyond, the Council will continue to seek efficiencies that are already in progress. The strategic partnership with Rochford District Council has delivered significant savings and it will continue to enhance capacity and resilience. However, the council's primary means of delivering savings over the medium term will be to re-assess its capital strategy. It will examine ways in which it can continue to invest in the Borough, whilst reviewing the scope of large capital projects; and seek to continue to explore opportunities to generate receipts from some asset disposals.

Reserves

17. 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

18. Appendix B sets out the full detail on all the relevant considerations in respect of setting the HRA budget for 2024/25.

19. 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.

20. The HRA capital programme has been prepared by taking account of current knowledge of stock condition and the asset management priorities arisen.

Capital Programme

21. The Capital Programme for 2024-29 is set out in Appendix C. The Council's Capital and Treasury Management Strategy is included in a separate report. Within this and the S151 Assurance Statement there are details of the Council's overall debt and how it is managed. Whilst the absolute value of the debt is high, the assets held against this debt have a greater value. A number of these assets earn a return to the Council's revenue account and help in offsetting debt servicing costs. Additionally, an expert external review of the Council's treasury management strategy highlighted the relatively low average rate of interest on total external debt; and the relatively long-term

average maturity of debt. It should be noted that Appendix C shows an £8m reduction over the MTFs which reflects a combination of capital programme expenditure reductions and capital receipts, to reduce the overall level of projected debt.

Fees and charges

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

Pay Policy

23. 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 Pay Policy Statement is in Appendix E.

Assurance Statement

24. 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.

25. 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 will be included in the Budget report to Council, as required. It will also include 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

26. 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.
27. 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 2024/25 an increase above 2.99% or £5 whichever is higher would be excessive and require a positive vote in a referendum.
28. 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 a cumulative effect on the Council’s ability to sustain service levels in the future.

4.0 ENGAGEMENT/CONSULTATION

29. The Council undertook a Consultation on the budget during 2023. Further information is set out in Appendix A.

5.0 FINANCIAL IMPLICATIONS

Name & Title: Tim Willis, Interim Director – Resources & Section 151 Officer
Tel & Email: 01277 312500 / tim.willis@brentwood.rochford.gov.uk

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

7.0 LEGAL/GOVERNANCE IMPLICATIONS

Name & Title: Claire Mayhew, Acting Joint Director – People & Governance & Monitoring Officer
Tel & Email 01277 312500 / Claire.mayhew@brentwood.rochford.gov.uk

31. 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.

32. 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.

8.0 ECONOMIC IMPLICATIONS

Name & Title: Phil Drane, Director - Place

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

33. 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, 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.

9.0 EQUALITY & HEALTH IMPLICATIONS

Name & Title: Kim Anderson, Corporate Manager - Communities, Leisure and Health

Tel & Email 01277 312500 kim.anderson@brentwood.gov.uk

34. There are no relevant implications.

10.0 ENVIRONMENTAL IMPACT

Name & Title: Henry Muss, Sustainability & Climate Officer

Tel & Email 01277 312500 henry.muss@brentwood.gov.uk

35. There are no relevant implications.

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Brentwood Borough Council
General Fund Budget
2024/25

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Medium Term Financial Strategy 2024-29

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 2028/29. The forecasts should be treated with caution because:

- The Provisional Settlement for 2024/25 is for one year only.
- A New Homes Bonus allocation has been made for 2024/25 but a review of the scheme is planned for 2025/26. The 2024/25 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 remain relatively high, though falling. 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 2023/24 forecast is to break even.

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 2026/27 and further savings, efficiencies and income generation will be required. The current position is outlined below.

Table 1 – General Fund Summary

	2022/23	2023/24	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	Actual	Budget	P9 Forecast	Budget	Budget	Budget	Budget	Budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Total General Fund Net Expenditure	9,159	10,357	10,419	10,817	11,033	11,917	12,355	12,621
Total Funding	9,159	10,246	10,419	10,817	11,033	11,183	11,407	11,638
Deficit/(Surplus)	0	111	0	0	0	734	948	983
Use of Earmarked Reserves	0	0	0			734	948	983
Deficit/(Surplus)	0	111	0	0	0	0	0	0
Working Balance b/fwd								
	2,874	2,874	2,874	2,874	2,874	2,874	2,874	2,874
(Deficit)/Surplus	0	(111)	0	0	0	0	0	0
Working Balance c/fwd	2,874	2,763	2,874	2,874	2,874	2,874	2,874	2,874
Mitigation reserves balance	6,207	6,207	6,207	6,207	6,207	5,473	4,525	3,542

Outturn 2023/24

6. The Medium-Term Financial Forecast reflects the latest outturn projections regarding the delivery of the 2023/24 budget.

7. The forecast outturn for 2023/24 is to break even. The result of this means there will be no impact on the working balances or mitigation reserves. This position is 111k better than budgeted at the start of the year. Even though the council has been impacted by the cost-of-living crisis and high inflation on insurance, contracted services, repairs and maintenance costs, the council have managed to mitigate this by gaining a greater return on our investments, overachieving on vacancy factor and savings on utility bills.

8. The Council continues to achieve a vacancy factor that is higher than budgeted. This is a mixture of posts being difficult to recruit, in light of the national backdrop regarding pay differentials between the private and public sector, as well as posts being held vacant pending service reviews. The council has a vacancy factor target of £673k but is currently forecasting to be £897k underspent on staffing. The council has overachieved this target by £224k.

9. The council has been able to make savings on utility bills as costs have dropped during 2023 and managed to lock into cheaper rates than were applicable in 2022.

10. Income pressures associated with the longer-term impact of COVID-19 are reducing. Parking income is returning closer to pre pandemic levels. Commuters are working more frequently on a hybrid basis; season ticket income has declined with a reduction in renewals. However, we are seeing income for hourly tickets increase with the increase in fees and charges and more parking income at King Georges Playing fields, since the new pavilion has opened

Medium Term Financial Strategy Assumptions

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

- Revenue Budget from paragraph 32
- 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 currently:

- 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.
- Reviewing the Council's capital programme and funding thereon.

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 will make a statutory assessment of the adequacy of reserves, taking into consideration the risk and uncertainties facing the Council, which will be 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 (see Reserves section).

Five Year Medium Term Financial Strategy

17. A five year forecast for the General Fund is set out below. The 2024/25 budget is balanced, ensuring the working balance remains at current levels. The 2025/26 position is also balanced. Although efficiencies will be delivered over the medium term, some use of reserves is projected for 2026/27 and beyond. It should be noted that forecasts beyond next year should be treated with caution due to the extreme uncertainty over the funding position from 2025/26 onwards.

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

- **Realigning** - Services budgets have been realigned to ensure the base budget correctly reflects the current service provision.
- **Inflation** – The last MTFS applied 4% inflation, which has been increased to 6.7% inflation, an increase of 2.7% for 2024/25. There are instances such as insurance where a specific inflation rate has been applied. For future years, inflation of 2% has been applied, which is the Bank of England's target for inflation.
- **Staffing costs** – Assumed 2% for future pay awards which is in line with the previous MTFS. The changes are due to structure & position changes with the last year.
- **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.
- **Reserves** – Contributions to/from Earmarked Reserves. There has been a large reduction in the use of in borough regeneration. As the capital programme has slipped and borrowing will not be as high, there is no need to use this over the next two years.
- **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. Due to capital programme slipping and other funding for capital programme, there has been a reduction in these costs.

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

	2024/25 £'000	2025/26 £'000	2026/27 £'000
Funding Gap b/wd	249	0	0
Add:			
Realigning	56	159	262
Inflation	244	243	264
Staffing costs	141	68	355
Increase in Income	(545)	(550)	(550)
Funding Adjustments	(872)	(872)	(1,058)
Pressure	1,207	1,241	1,252
Savings	(854)	(856)	(847)
Reserves	1,116	1,402	1,402
Non-Service	(741)	(835)	(347)
Total	0	0	734
Revised Working Balance			
b/wd	2,874	2,874	2,874
(Deficit)/Surplus	0	0	(734)
Use of earmarked reserves			734
Revised Working Balance	2,874	2,874	2,874
c/wd			

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

** Please note there are no changes to base budget for 2027/28 and 2028/29 as there was no base budget set for those years. Previous MTFs was set for only 3 years.

Government Funding

Provisional Local Government Finance Settlement

20. The Provisional Local Government Finance Settlement for 2024/25 was announced on 18 December 2023.

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 2.99% or £5.
- **New Homes Bonus** - The 2024/25 New Homes Bonus allocations have been announced. As last year, there will be no legacy payments for the 2024/25 in year allocations. The deadweight of 0.4% was maintained. Brentwood's allocation is £344,204.
- **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 2024/25, these are projected to have no net effect on council funding.
- **Services Grant** – There is an allocation of £10,559 in 2024/25. The Services Grant has reduced nationally, and for Brentwood.
- **Funding Guarantee** – The Government introduced a funding guarantee in 2023/24, to ensure that each authority receives at least a 3% increase in Core Spending Power before any Council Tax increase (signalled to be increasing to 4% in the Final Settlement). Brentwood will receive an allocation of £725,419. This may be subject to an increase in the Final Settlement.
- **Revenue Support Grant** – An allocation of £73,665 will be provided.
- **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. The government has restated its intention to review and reform the scheme but no details have yet been provided as to future funding.

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 2024/25.

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 2024/25 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

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	£'000	£'000	£'000	£'000	£'000	£'000
Business Rates	1,634	1,788	1,788	1,788	1,834	1,861

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. Additionally, we have estimated the base will increase - there is no guarantee this will happen but it is our best estimate based on what we do know.

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 2024/25 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	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Revenue Support Grant	233	Nil	Nil	Nil	Nil	NIL	NIL	74
Tariff-Top Up Adjustment	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
News Homes Bonus	1,155	410	678	688	529	713	450	344
Lower Tier Service Grant	Nil	Nil	Nil	Nil	71	74	Nil	Nil
Covid-19 Funding	Nil	Nil	Nil	982	309	Nil	Nil	Nil
Service Grant	Nil	Nil	Nil	Nil	114	114	64	11
Funding Guarantee	Nil	Nil	Nil	Nil	Nil	Nil	453	725
Total	1,388	410	678	1,670	1,023	901	967	1,154
Business Rates Retention	1,798	2,220	1,800	1,634	1,535	1,535	1,634	1,788
Business Rates Levy Account	Nil	Nil	25	Nil	Nil	Nil	Nil	Nil
Total	3,186	2,630	2,503	3,304	2,558	2,436	2,601	2,942

The table above highlights the continuous financial pressures the Council faces as funding has declined. There was some Revenue Support Grant in 2023/24 and 2024/25 but it is not comparable to previous years' grant.

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Gov funding	1,388	410	678	1,670	1,023	901	967	1,154
Business Rates	1,798	2,220	1,800	1,634	1,535	1,535	1,634	1,788
Council Tax	5,715	5,969	6,199	6,384	6,438	6,589	6,930	7,193
Total funding	8,901	8,599	8,677	9,688	8,996	9,025	9,531	10,135
September CPI	3.00%	2.40%	1.70%	0.50%	3.10%	10.10%	6.70%	N/A
Funding with inflation	8,901	9,168	9,388	9,548	9,595	9,893	10,892	11,622
Real v inflation figures	0	569	711	(140)	599	868	1,361	1,487

This table shows how far Brentwood's funding has fallen behind inflation. For 24/25, the projection is to be down £1.487m if funding had risen in line with inflation.

General Fund Revenue Budget

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

Table 6 – General Fund Revenue Budget

	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000
Growing Our Economy	1,278	1,296	1,314	1,299	1,327
Protecting Our Environment	6,111	6,158	6,124	6,057	6,186
Developing Our Communities	(3,636)	(3,608)	(3,577)	(3,541)	(3,616)
Improving Housing	105	114	124	123	125
Efficient & Effective Council	3,407	3,448	3,615	3,579	3,654
Total Corporate Priorities	7,265	7,408	7,600	7,517	7,676
Total Non-Service Expenditure	2,719	3,162	3,647	4,169	4,276
Total Cost of Services	9,984	10,570	11,247	11,686	11,952
Transfer to/(from) Reserves	151	(254)	(12)	(12)	(12)
Total Spending Requirement	<u>10,135</u>	<u>10,316</u>	<u>11,235</u>	<u>11,674</u>	<u>11,940</u>
Funding					
New Homes Bonus	(344)	(344)	(344)	(344)	(344)
Business Rates Retention	(1,788)	(1,788)	(1,788)	(1,824)	(1,861)
Other Non-Specific Grants	(85)	(85)	(85)	(85)	(85)
Minimum funding Guarantee	(725)	(725)	(725)	(725)	(725)
Council Tax Requirement	(7,193)	(7,374)	(7,559)	(7,748)	(7,942)
Total Funding	<u>(10,135)</u>	<u>(10,316)</u>	<u>(10,501)</u>	<u>(10,726)</u>	<u>(10,957)</u>
Total Deficit/(Surplus)	0	0	734	948	983
General Fund working balance Brought Forward	2,874	2,874	2,874	2,874	(2,874)
Total (Deficit)/Surplus	0	0	(734)	(948)	(983)
Use of GF mitigation reserves	0	0	734	948	983
Mitigation reserves balance C/F	6,207	6,207	5,473	4,525	3,542
General Fund working balance Carried Forward	2,874	2,874	2,874	2,874	2,874

Saving Targets within the Revenue Budget

33. Taking into account known pressures and reduced real-terms income, 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 financially sustainable.

34. Included in Table 7 are the current saving targets built within budget for 2024/25 and future years.

Table 7 - Proposed Saving Targets

	2024/25	2025/26	2026/27	2026/28	2026/29
Proposed Saving Targets	£'000	£'000	£'000	£'000	£'000
Corporate Vacancy Factor	(686)	(686)	(686)	(700)	(714)
Capitalisation Staff Costs	(50)	(50)	(50)	(51)	(52)
Total Efficiency Targets	(736)	(736)	(736)	(751)	(766)
Service income generation	(100)	(100)	(100)	(102)	(104)
Total Income Generation Targets	(100)	(100)	(100)	(102)	(104)
Debt Servicing savings	0	0	(240)	(480)	(480)
Total Saving Targets	(836)	(836)	(1,076)	(1,333)	(1,350)

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 with no detriment to the service can achieve a saving on the establishment as the role is funded 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 kept at 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.

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

Debt servicing savings – targets have been established to reduce the need to borrow, which in turn reduces the cost of interest and Minimum Revenue Provision. Some £8m has been assumed to be removed from the medium term borrowing requirement. This will be achieved by a combination of a review of large capital projects, to ensure they still deliver key benefits but at a reduced cost; and through asset sales which will generate a capital receipt which can be used to replace borrowing (or repay debt).

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. This benefit is offset by inflation increasing the cost of delivering income-generating assets, as well as the higher cost of borrowing additionally eroding the potential business case for a project. These factors are addressed through the delivery of debt servicing savings above, as well as a review of the value for money offered by the Council's development partnerships.

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 2024 allows for the effect of the 2022/23 outturn position and the forecast outturn for 2023/24.

General Fund Working Balance

48. When determining the budget position for 2024/25 Members have to make a balanced judgement as to the level of unallocated reserves to set for general purposes at 31 March 2024 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 2024/25. £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 2024/25, 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.

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 type	Opening Balance 2023/24 £'000	Forecast Balance 2023/24 £'000	Forecast Balance 2024/25 £'000	Forecast Balance 2025/26 £'000	Forecast Balance 2026/27 £'000	Forecast Balance 2027/28 £'000	Forecast Balance 2028/29 £'000
Mitigation	6,207	6,207	6,207	6,207	5,473	4,525	3,542
Service	1,932	1,780	1,708	1,708	1,708	1,708	1,708
Specific	960	927	665	653	641	629	617
COVID-19	373	0	0	0	0	0	0
Total	9,472	8,914	8,580	8,568	7,822	6,862	5,867

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.
- e) **Inflation & Finance mitigation** – To fund to mitigate inflation and rising financing costs.

Service Reserves

- f) **Asset Management** – Support Asset management team for reactive compliance works.
- g) **Economic Development** – To be drawn down in delivering the corporate strategy aim of growing the economy.
- h) **Electoral Registration** – fund to be utilised for any upcoming elections
- i) **High Street Fund** – Held to invest in improving the high streets, generating, and retaining economic growth.
- j) **Environmental Initiatives** – specifically set aside to support the green agenda for the Council.
- k) **Planning Enforcement** – To aid in supporting the planning enforcement work across the borough.
- l) **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.

- m) **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.
- n) **Legal Resource** – To support legal services with unexpected case work.
- o) **LGV Driver Training** – To fund mandatory CPC training for LGV drivers.
- p) **Digital, Customer & Comms** – To fund schemes such as customer service accreditation, customer contact training and development of social media engagement.
- q) **Rochford Partnership** – To set aside funding required for partnership.
- r) **Street Scene Initiatives** – To fund development of one-off initiatives within Street Scene service area.
- s) **Other Licences** – Pavement licence grant to be utilised during 2022/23
- t) **Corporate Training** – To fund investment in staff training and development.
- u) **Apprentice incentives** – To maintain a rolling programme of apprenticeships at the Council.
- v) **Staff recognition & Awards** - To recognise and celebrate staff achievements.

Specific Reserves

- w) **Duchess of Kent/ Nightingale** - To meet the cost of grounds maintenance at the new housing development at this site.
- x) **Health & Wellbeing** – Available for projects determined by the Brentwood health & Wellbeing board
- y) **Land at Hanover house** - To fund public open space improvements at land at Hanover House.
- z) **Neighbourhood Plan** – A carry forward of government grants to be used in the connection with Doddinghurst and West Horndon neighbourhood plans.
- aa) **Preventing Homelessness** – to aid in meeting the requirements of homelessness and any legislative changes
- bb) **Section 106** – For contributing to costs for public open space improvements; maintaining grounds from previous S106 receipts.
- cc) **Open Data Funding** - To support the anticipated additional work for DCN authorities related to open UPRN/USRN data
- dd) **Brentwood community Hospital** - To fund grounds maintenance of the former hospital site.
- ee) **Community Rights** – Government grant provided to assist in the implementation of the Localism act.
- ff) **New Corporate priorities** - To fund emerging new priority schemes
- gg) **Domestic Abuse funding** - To support initiatives to reduce domestic abuse
- hh) **CEV Funding** - To support the extremely vulnerable

Collection Fund Reserves

- ii) **COVID 19 Funding Volatility** – To mitigate any financial pressures on services caused by the COVID-19 pandemic, and to hold control balances of Government funding

Table 8b - General Fund Earmarked Reserve Forecast Balances

Reserve	Opening Balance 2023/24	Forecast Balance 2023/24	Forecast Balance 2024/25	Forecast Balance 2025/26	Forecast Balance 2026/27	Forecast Balance 2027/28	Forecast Balance 2028/29
Funding Volatility	1,320	1,320	1,320	1,320	1,320	838	0
Housing benefit Subsidy	150	150	150	150	150	150	150
Insurance and Risk Management	37	37	37	37	37	37	37
In Borough Regeneration	3,500	3,500	3,500	3,500	3,500	3,500	3,355
Inflation & Finance Mitigation	1,200	1,200	1,200	1,200	466	0	0
Total Mitigation Reserves	6,207	6,207	6,207	6,207	5,473	4,525	3,542
Asset Management	164	143	143	143	143	143	143
Economic Development	300	300	300	300	300	300	300
Electoral Registration	57	57	57	57	57	57	57
High Street Fund	200	200	200	200	200	200	200
Environmental Initiatives	182	182	182	182	182	182	182
Planning Enforcement	61	61	61	61	61	61	61
Service Investment and Initiatives	200	200	200	200	200	200	200
Leisure Contingency	72	72	72	72	72	72	72
Legal Resource	100	100	100	100	100	100	100
LGV Driver Training	10	10	10	10	10	10	10
Digital, Customer & Comms	134	119	119	119	119	119	119

Rochford partnership	189	72	0	0	0	0	0
Street Scene Initiatives	200	200	200	200	200	200	200
Other Licences	5	0	0	0	0	0	0
Corporate Training	46	52	52	52	52	52	52
Apprentice Incentives	9	9	9	9	9	9	9
Staff Recognition & Awards	3	3	3	3	3	3	3
Total Service Reserves	1,932	1,780	1,708	1,708	1,708	1,708	1,708
Duchess Of Kent/Nightingale	280	268	256	244	232	220	208
Health and Wellbeing	109	109	109	109	109	109	109
Land at Hanover House	10	10	10	10	10	10	10
Neighbourhood Plan	29	29	29	29	29	29	29
Preventing Homelessness	100	79	79	79	79	79	79
S106	7	7	7	7	7	7	7
Open Data Funding to LA's	1	1	1	1	1	1	1
Brentwood community hospital	40	40	40	40	40	40	40
Community rights	38	38	38	38	38	38	38
New corporate Priorities	250	250	0	0	0	0	0
Domestic abuse funding	69	69	69	69	69	69	69
CEV funding	27	27	27	27	27	27	27
Total Specific Reserves	960	927	665	653	641	629	617
COVID 19	373	0	0	0	0	0	0
Total COVID 19 - Specific Reserves	373	0	0	0	0	0	0
Total General Fund Earmarked Reserves	9,472	8,914	8,580	8,568	7,822	6,862	5,867

Utilisation of Reserves Vs Forecasted Deficits

53. Currently the balance on earmarked reserves is to reduce from £9,472k at the start of this year, to £5,867k by the end of 28/29, a reduction of £3,605. Some £373k of this reduction includes the utilization of COVID -19 grants, some of which is returned to Central Government. The majority of the rest of this reduction is to fund the budget gap between 2026/27 & 2028/29

54. The current MTFS forecasts a balanced budget in 2024/25 & 2025/26. There is a budget gap of £734k in 26/27, £948k in 2027/28 & £983k in 2028/29. Without any further savings it is planned to use reserves in these years to balance the budget.

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 2024/25, the tax base will increase to 34,141.1. 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

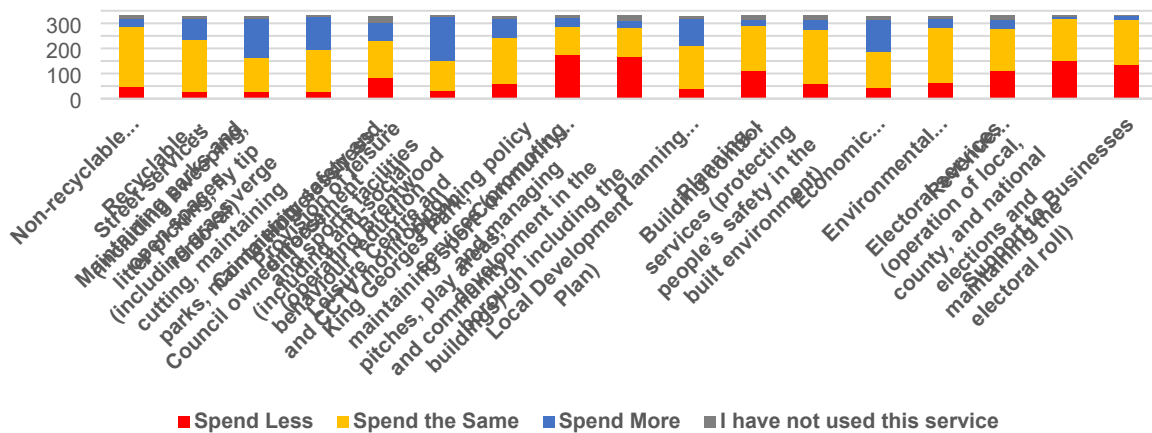
No changes from last year have been proposed.

Council Tax

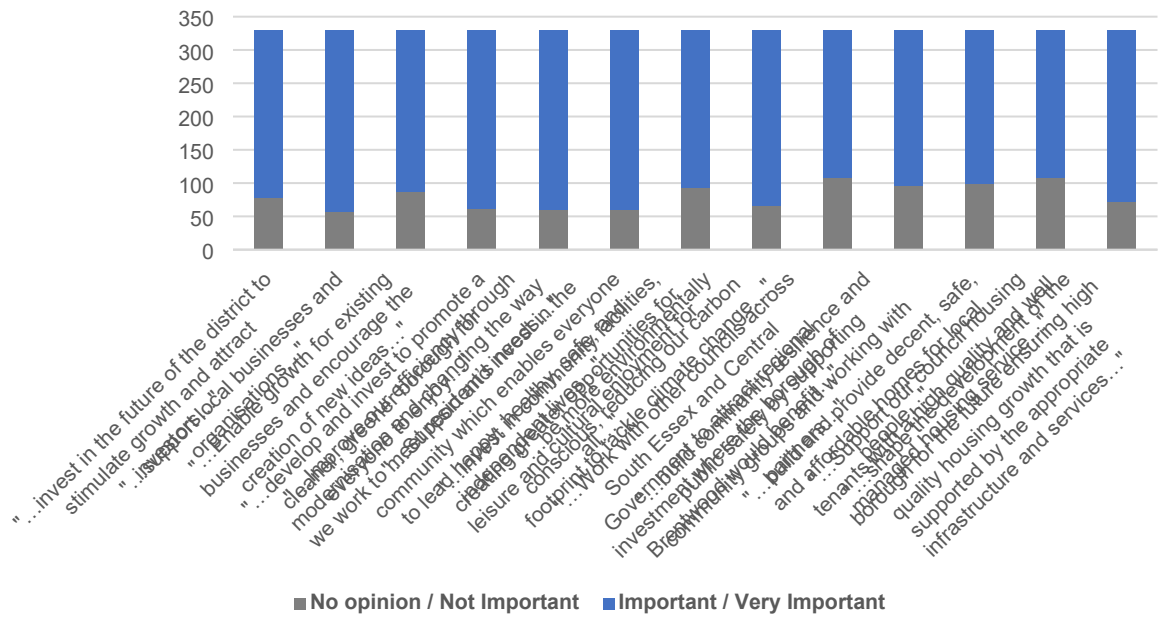
Budget and Council Tax Consultation

61. The Brentwood Borough Council Budget Consultation ran between 18th September and 29th October 2023 with paper submissions allowed up until 5th November. A total of 330 responses were received. The key headlines for the responses are:

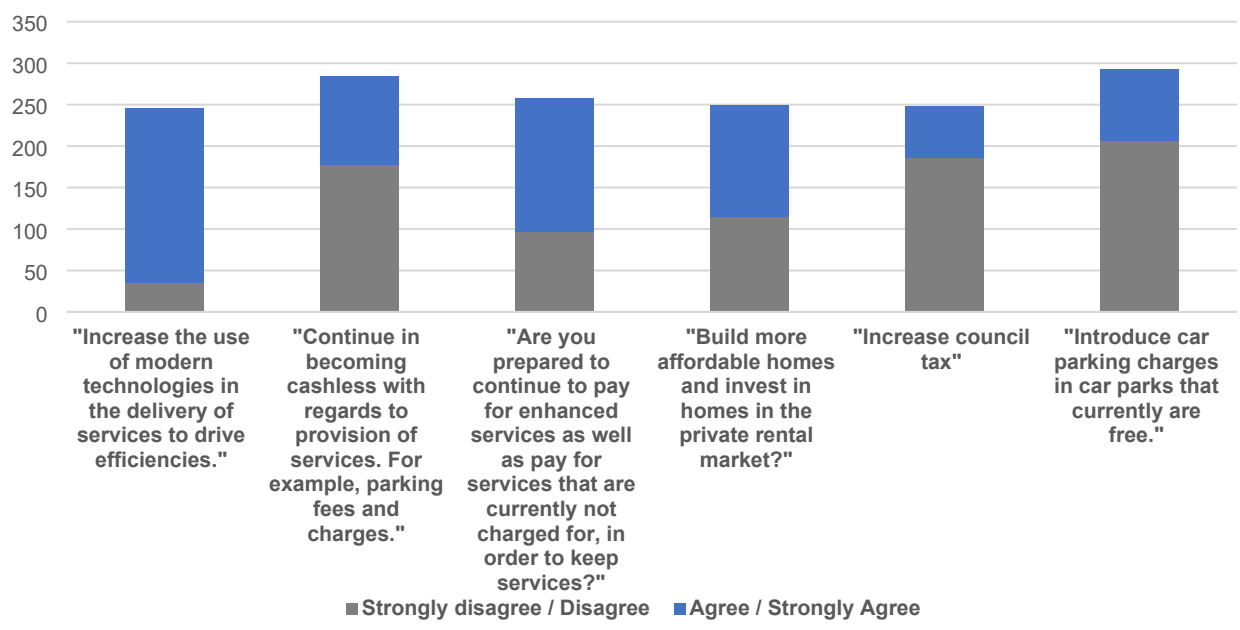
- Most people wanted to Spend the Same on all services. “Community safety and enforcement (including anti-social behaviour reduction and CCTV monitoring)” received the highest Spend More responses, whilst “Community development (including provision of community events Lighting Up, Strawberry Fair, and Family Fun Days)” received the highest number of Spend Less responses.



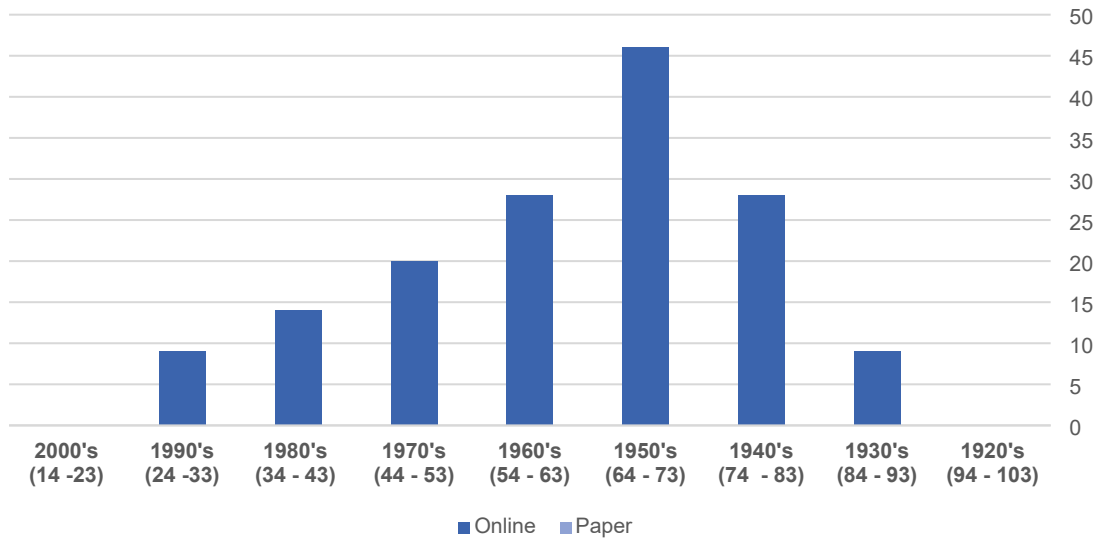
- The combined responses of Important and Very Important show that most residents felt that "...support local businesses and organisations..." was most important.
- When combining No opinion and Not Important, "...support our council tenants with high quality and well managed housing services..." and "...work with other councils across South Essex and Central Government..." were felt to be the least important of the business plan priorities.



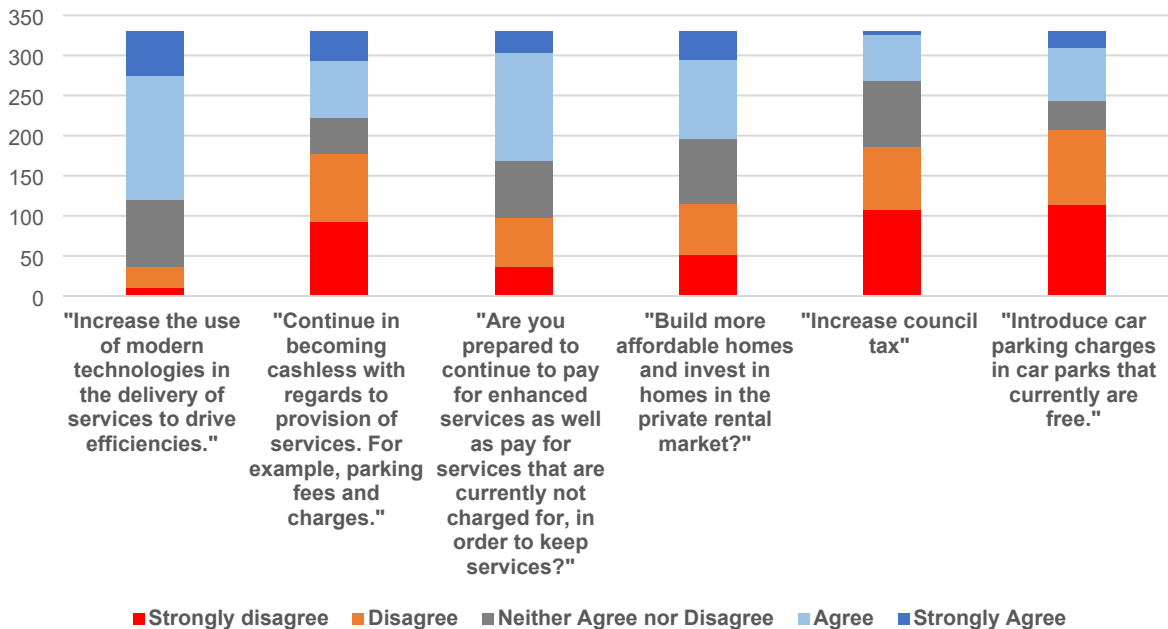
- The consultation included some suggestions on ways Brentwood Borough Council could raise money.
- When combining Agree and Strongly Agree, most residents opted for "Increase the use of modern technologies in the delivery of services to drive efficiencies."
- When combining Disagree and Strongly Disagree, most residents opted for "Introduce car parking charges in car parks that are currently free."



- Most responses came from people aged 64+, with all responses made online.



- "Introduce car parking charges in car parks that currently are free" received the highest Strongly Disagree and Disagree responses.
- "Increase the use of modern technologies in the delivery of services to drive efficiencies" received the highest Neither Agree nor Disagree response and also the highest Strongly Agree and Agree responses.



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 2024/25 is 34,141.1 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 2024/25 for District/Borough councils, any increase of 3% or £5 (whichever is the greater) more than the equivalent figure for 2023/24 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 2024 is required to be considered in the calculation of the Council Tax level for 2024/25. 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 13th February 2024 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 2024/25

Band D Brentwood	A	B	C	D	E	F	G	H
2023/24	141.39	164.12	187.29	210.70	257.52	304.34	351.17	421.40

69. The table below compares Parish, Town and Village Council precepts for 2024/25 with 2023/24. 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	Precept	Change
		2023/24	2024/25	%

		£	£	
Blackmore	1,516.80	102,695.00	104,962.00	2.21%
Doddinghurst	1,203.00	77,400.00	80,400.00	3.88%
Herongate	1,048.00	68,000.00	TBC	TBC
Ingatestone and Fryerning	2,423.30	191,503.00	197,248.00	3.00%
Kelvedon Hatch	1,069.80	94,620.00	TBC	TBC
Mountnessing	584.1	54,600.00	69,045.00	26.46%
Navestock	249.6	22,000.00	22,000.00	0.00%
Stondon Massey	337.1	37,433.00	39,304.00	5.00%
West Horndon	688.1	33,000.00	TBC	TBC
Total	9,119.80	681,251.00	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 2023/24	Band D 2024/25	Change £	Change %
Brentwood Council Only	204.58	210.7	6.12	2.99%
Essex County Council	1,450.17	TBC	TBC	TBC
Police, Fire and Crime Commissioner for Essex	233.46	TBC	TBC	TBC
Essex PFCC Fire and Rescue Authority	80.28	TBC	TBC	TBC
Blackmore	66.75	69.2	2.45	3.67%
Doddinghurst	63.39	66.83	3.44	5.43%
Herongate	64.10	TBC	TBC	TBC
Ingatestone and Fryerning	79.05	81.4	2.35	2.98%
Kelvedon Hatch	86.32	TBC	TBC	TBC
Mountnessing	90.71	93.48	2.77	3.05%
Navestock	88.21	88.14	-0.07	-0.08%
Stondon Massey	108.63	116.59	7.96	7.33%
West Horndon	46.99	TBC	TBC	TBC

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.

74. These are still be calculated and will be reported at Council.

Appendix 1 – Detail of Base Changes to MTF5

	24/25	25/26	26/27	Comments
Total	(249)	0	974	
Realigning	(55)	45	148	
Fly tipping service	0	0	0	70k staffing pressure offset by 70k extra income
Utility bills	12	12	24	Adjusted utility bills to match usage after readings
HB Realignment	20	34	112	Housing benefit realigned
Other	(87)	(1)	12	Smaller changes to reflect virements and activity
Inflation	257	258	278	
Insurance premiums	85	85	85	Increased 20-30%
Allowances	12	12	12	Increased 2% across staffing and members
Contracted services	69	70	90	Increases in line with contracts
R&M	45	45	45	Increased by in line with CPI
Water	8	8	8	Increases to water bills
Fuel	9	9	9	Increases in line with fuel increases
General	16	16	16	Other small increase
Rents & Leases	13	13	13	Increases in line with contracts
Income	(527)	(529)	(529)	
Strategic assets	(211)	(211)	(211)	Increase due to rent increases at Childerditch
Fees & Charges	(316)	(318)	(318)	Impact of F&C increases
Pressure	1,015	973	1,281	
One team savings pressure	423	454	475	Removal of remaining one teams saving targets
SAIL Recharge	256	256	256	Reduction in SAIL recharge
Software	45	45	45	Software licence and support increase
Town Hall service charges	60	60	60	Town hall service charges increases in line with management company budget
Parking charges	35	35	35	Bank charges for parking increase

Staffing	141	68	355	Staffing changes - most notably changes for Refuge drivers from D to E
Engagement HQ	15	15	15	Engagement HQ
Magazine	40	40	40	Corporate priority for new magazine
Savings	(441)	(441)	(441)	
Energy cost savings	(441)	(441)	(441)	Cheaper rates on new contract
Other	0	0	0	Small changes under £500
Non Service	(804)	(897)	(412)	
Insurance premiums	8	8	8	Insurance premiums for investment assets
Investment income	(50)	(50)	(50)	Increase in interest rates
MRP	(460)	(405)	(346)	SAIL paying capital repayments contribution to our MRP and then MRP grows
Realigning budgets	(28)	(28)	(28)	Smaller changes to reflect virements and activity
Interest payable	(292)	(459)	(53)	Reduction to reflect changes in funding of capital programme
Interest receivable	18	37	57	Less interest received from SAIL loan as they make capital repayments
Reserves	1,116	1,402	1,644	
Transfer from reserves	952	1,450	1,692	Not drawing down on reserves to fund financing of capital programme
Transfer to reserves	164	(48)	(48)	Transfer to reserves in 24/25 to fund deficit in 25/26. Then reduced contribution
Funding adjustments	-810	-811	-995	
Minimum funding guarantee	-725	-725	-725	Continuation of funding guarantee from Centre go
Council tax increases	-20	-21	-205	Increase in 3rd year more is because 26/27 base was set at 25/26
New homes bonus	-344	-344	-344	NH bonus now budgeted
Business rates retention	-254	-254	-254	Increase in baseline

Change in grants	533	533	533	Change in grants from what was budget before. Over grants increased
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**BRENTWOOD
BOROUGH COUNCIL**

Brentwood Borough Council
Housing Revenue Account
Budget and 30 Year Business
Plan
2024/25

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Housing Revenue Account (HRA) Budget 2024/25

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 through 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.
6. For rent periods that begin in the 12 months from 1 April 2024 to 31 March 2025, CPI + 1% has resulted in rents going up by 7.7%.
7. This document looks to provide information on the HRA budget for 2024/25 and forward financial forecast through to 2028/29 together with the Housing Capital Programme. It also provides an update on the 30-year business plan.

Table 1 - Outturn 2023/24

	2022/23 Outturn £'000	2023/24 Budgeted Outturn £'000	2023/24 Forecast Outturn £'000	2023/24 Variance £'000
Deficit/(Surplus)	(390)	(26)	(755)	(729)
Working Balance bfwd	1,921	2,311	2,311	0
Working Balance cfwd	2,311	2,337	3,066	729

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 previous 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 rent policy is to follow government guidelines which proposes to increase rents by 7.7% for 2024/25. This figure is CPI from September 2023 which was 6.7%, plus 1%. The proposed increase will contribute to funding the current services provided as well as supporting the development of the capital programme and housing development plans. When considering the rent setting the following assumptions have been considered:

- The financial viability of the HRA business plan

- Provision for the repairs & maintenance capital programme
- Development for new homes in the borough
- Affordability for tenants
- Investing in services so the tenant receives the best service delivery.

12. It is also important to note that during the Autumn budget, the government announced that the local authority housing allowance for the rent element of benefits would be increasing. Whilst this amount is not yet set, this will benefit Tenants who are entitled to that particular benefit and assist with their rent payments.

13. 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 2024/25 are increased by 7.7%
- that all rents from 2025/26 continue to increase by the CPI plus 1%. Below are the assumptions included in the 30-year business plan:

2024/25	2025/26	2026/27 and onwards
7.7%	3.25%	2%

- 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

14. The tables below set out the current overall average rent of secure tenancies (excluding Shared Ownership and Affordable Rents), with the 7.7% increase applied from April 2024, and provides some examples of rent levels for properties of different sizes.

15. The average rent increase applied to HRA properties is 7.7%. This results in an average weekly rent of £101.41 and an average weekly increase of £7.25 for flats and

an average weekly rent of £125.35 and an average increase of £8.96 for houses/Bungalows.

Table 2 – Flats Rental Increase

No of Bedrooms	Average Rent £	Average increase £	No of Properties
0	83.25	5.95	59
1	96.82	6.92	499
2	106.73	7.63	468
3	117.58	8.41	54
Total	101.41	7.25	1,080

Table 2a – Houses Rental Increase

No of Bedrooms	Average Rent £	Average increase £	No of Properties
0	87.55	6.26	16
1	105.46	7.54	228
2	121.87	8.71	379
3	135.12	9.66	605
4	161.83	11.57	15
Total	125.35	8.96	1,243

Shared Ownership Rents

16. The tables below set out the current overall average rent for Shared Ownership properties, with the 7.7% increase applied from April 2023, and provides some examples of rent levels for properties of different sizes.

17. The average rent increase applied to Shared ownership properties is 7.%. Therefore, the average weekly increase is £3.49 for flats and £3.43 for houses. Average weekly rent is £48.78 for flats and £47.98 for houses.

Table 2b – Shared Ownership Flats Rental Increase

No of Bedrooms	Average Rent £	Average increase £	No of Properties*
1	45.40	3.25	6.00
2	55.54	3.97	3.00
Total	48.78	3.49	9.00

Table 2c – Shared Ownership Houses Rental Increase

No of Bedrooms	Average Rent £	Average increase £	No of Properties*
1	45.99	3.29	4.00
2	55.96	4.00	1.00

Total	47.98	3.43	5.00
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* The Council share in the 14 Shared Ownership properties is 48%

Affordable Rents

18. The tables below set out the current overall average rent for properties with Affordable Rents, with the 7.7% increase applied from April 2023, and provides some examples of rent levels for properties of different sizes.

19. The average rent increase applied to affordable rents is 7.7%. This results in an average weekly rent of £211.35 for flats and £238.93 for houses. An average weekly increase of £17.08 for houses and £15.11 for flats.

Table 2d – Affordable Rents Flats

No of Bedrooms	Average Rent £	Average increase £	No of Properties
1	181.26	12.96	4
2	211.68	15.14	11
3	269.72	19.28	2
Total	211.35	15.11	17

Table 2e – Affordable Rents Houses

No of Bedrooms	Average Rent £	Average increase £	No of Properties
1	181.14	12.95	4
2	231.37	16.54	9
3	254.15	18.17	17
4	259.22	18.53	2
Total	238.93	17.08	32

Applying Formula Rent to new Tenancies.

20. 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.

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

21. 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%
2024-25	6.7%	1.00%	7.7%

22. 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.
23. Registered providers must not allow rents to rise above the rent cap level for the size of property concerned.
24. 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 2024/25 are as follows.

Table 5 – Rent Caps

Number of bedrooms	Rent Cap
1 and bedsits	£188.04
2	£199.09
3	£210.15
4	£221.19
5	£232.26
6 or more	£243.31

25. 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.
26. 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.
27. 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

28. 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.
29. 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.
30. 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.
31. 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.
32. 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

33. 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

34. On 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.
35. 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
- 2024/25 – 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.

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

37. 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.

38. 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

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

40. There is a slight reduction in the Repairs and Maintenance budget in 2024/25 compared to 2023/24. This is due to:

- Additional growth built into the 2023/24 budget ends in 2024/25, e.g. for the EICR testing programme.
- A saving in consultancy costs.

Housing Revenue Account Budget 2024/25

Table 6 – HRA Budget 2024/25

	2022/23	2023/24	2024/25	2025/26	2026/27
	Outturn	Forecast	Budget	Budget	Budget
	£'000	£'000	£'000	£'000	£'000
Repairs & Maintenance	3,235	3,215	3,817	3,726	3,686
Supervision and Management	4,113	4,541	4,561	4,565	4,611
Rents Rates Taxes & Other Charges	161	290	324	324	324
Bad Debt Provision	146	160	60	60	60
Depreciation (Major Repairs Reserve)	3,250	2,941	2,941	2,941	2,941
Corporate & Democratic Core	377	347	347	347	347

Total Expenditure	11,282	11,494	12,050	11,963	11,969
Dwelling Rent	(12,487)	(13,263)	(14,170)	(14,453)	(14,743)
Non-Dwelling Rent	(253)	(251)	(265)	(270)	(276)
Charges for Services & Facilities	(1,069)	(970)	(997)	(1,016)	(1,033)
Total Income	(13,809)	(14,484)	(15,432)	(15,739)	(16,052)
Net Cost of Services	(2,527)	(2,990)	(3,382)	(3,776)	(4,083)
Interest Payable	1,908	2,335	2,481	4,053	4,053
Pension Contributions	276	0	0	0	0
Investment Income	(47)	(62)	(62)	(62)	(62)
Contributions to HRA CAPEX	0	0	963	0	0
Total Non-Service Expenditure	2,137	2,273	3,382	3,991	3,991
Appropriations	0	717	0	(215)	92
Deficit/(Surplus)	(390)	0	0	0	0
Working Balance bfwd	1,921	2,311	2,311	2,311	2,311
Working Balance cfwd	2,311	2,311	2,311	2,311	2,219

HRA Reserves

41. 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.
42. 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.
43. The Working Balance can be used to correct inflation assumptions, increase capital spend, repay debt early or to fund new HRA capital projects.
44. The following table sets out the estimated reserve levels over the period 2023/24 to 2026/27:

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

Earmark Reserves

46. 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 2024 is £3.2 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.

Table 7 – HRA Working & Earmarked Reserve (ER) Balance

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
Opening Working balance	2,311	2,311	2,311	2,311
Transfer In/(Out)	0	0	0	0
Closing balance	2,311	2,311	2,311	2,311
Opening ER Balance	2,500	3,217	3,217	3,002
Transfer In/(Out)	717	0	(215)	92
Closing ER Balance	3,217	3,217	3,002	3,094

HRA Capital Programme

47. 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

48. 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.

49. 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.

50. 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.

51. 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.

52. 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.

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 8 – HRA Capital Programme

	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000
HRA Decent Works Programme	8,000	8,000	5,000	5,000	4,000
Strategic Housing Development Programme (SHDP)	18,050	30,740	14,320	2,020	0
Total	26,050	38,740	19,320	7,020	4,000
Funded by					
HRA Capital Receipts	(1,000)	(1,000)	(1,000)	(4,079)	(2,000)
Grant Funding	(2,000)	(6,050)	(6,050)	(1,000)	(1,000)
Major Repairs Contribution	(2,941)	(2,941)	(2,941)	(1,941)	(1,000)
Borrowing	(20,109)	(28,749)	(9,329)	0	0
Total	(26,050)	(38,740)	(19,320)	(7,020)	(4,000)

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, £58.187 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 removed. 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 9 – 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 next loan is rescheduled to be paid 28/03/2027 and will require refinancing of £10 million.

63. 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

64. 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.

65. Following the priorities set out above means the capital required on the stock is funded throughout the term of the 30 years.

66. 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.

67. 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 10 – HRA 30-year Business Plan

Description	Local Authority HRA Model			Brentwood Borough Council				
	1 2024.25	2 2025.26	3 2026.27	4 2027.28	5 2028.29	6-10 2029/34	11-20 2034/44	21-30 2044/54
Income								
Gross Rental Income	£14,766	£14,957	£16,756	£17,326	£17,663	£93,876	£215,759	£257,856
Void Losses	-£295	-£299	-£335	-£347	-£353	-£1,878	-£4,315	-£5,157
Other Rental Income	£0	£0	£0	£0	£0	£0	£0	£0
Tenanted Service Charges	£968	£980	£993	£1,012	£1,033	£5,482	£12,734	£15,523
Leasehold Service Charges	£0	£0	£0	£0	£0	£0	£0	£0
Non-Dwelling Income	£273	£273	£273	£278	£284	£1,506	£3,498	£4,264
Grants	£0	£0	£0	£0	£0	£0	£0	£0
RTB - Administration	£0	£0	£0	£0	£0	£0	£0	£0
Other Income	£70	£70	£70	£71	£72	£384	£892	£1,087
Total income	£15,781	£15,980	£17,756	£18,341	£18,698	£99,369	£228,567	£273,572
Expenditure								
General Management	-£2,925	-£2,948	-£2,973	-£3,087	-£3,148	-£16,712	-£38,822	-£47,324
Special Management	-£1,515	-£1,496	-£1,517	-£1,547	-£1,578	-£8,377	-£19,460	-£23,721
Other Management	-£671	-£671	-£671	-£685	-£699	-£3,708	-£8,614	-£10,500
Bad Debt Provision	-£60	-£60	-£67	-£70	-£71	-£377	-£866	-£1,034
Responsive & Cyclical Repairs	-£3,817	-£3,726	-£3,686	-£3,898	-£4,015	-£21,958	-£54,965	-£73,868
Other revenue expenditure	£0	£0	£0	£0	£0	£0	£0	£0
Total expenditure	-£8,988	-£8,901	-£8,915	-£9,287	-£9,511	-£51,131	-£122,726	-£156,448
Capital financing costs								
Interest paid on debt	-£2,481	-£2,481	-£3,202	-£4,132	-£4,149	-£21,933	-£52,109	-£66,389
Interest paid on 141 receipts	£0	£0	£0	£0	£0	£0	£0	£0
Debt management expenses	£0	£0	£0	£0	£0	£0	£0	£0
Interest Received	£0	£0	£0	£0	£0	£0	£0	£0
Depreciation	-£2,941	-£2,941	-£2,941	-£2,997	-£3,048	-£16,022	-£36,310	-£42,807
Capital financing costs	-£5,422	-£5,422	-£6,143	-£7,129	-£7,197	-£37,955	-£88,418	-£109,196
Appropriations								
Revenue provision (HRA CFR)	£0	£0	-£7,316	-£1,834	-£1,988	-£10,131	-£17,087	-£7,463
RCCO	£0	£0	£0	£0	£0	£0	£0	£0
Other appropriations	£0	£0	£0	£0	£0	£0	£0	£0
Appropriations	£0	£0	-£7,316	-£1,834	-£1,988	-£10,131	-£17,087	-£7,463
Net income/ (expenditure)	£1,371	£1,657	-£4,618	£91	£2	£153	£336	£465
HRA Balance								
Opening Balance	£3,033	£4,404	£6,061	£1,442	£1,534	£7,707	£17,797	£22,124
Generated in year	£1,371	£1,657	-£4,618	£91	£2	£153	£336	£465
Appropriated in	£0	£0	£0	£0	£0	£0	£0	£0
Appropriated out	£0	£0	£0	£0	£0	£0	£0	£0
Closing Balance	£4,404	£6,061	£1,442	£1,534	£1,535	£7,860	£18,133	£22,590

Chart 1 – HRA 30 working balances

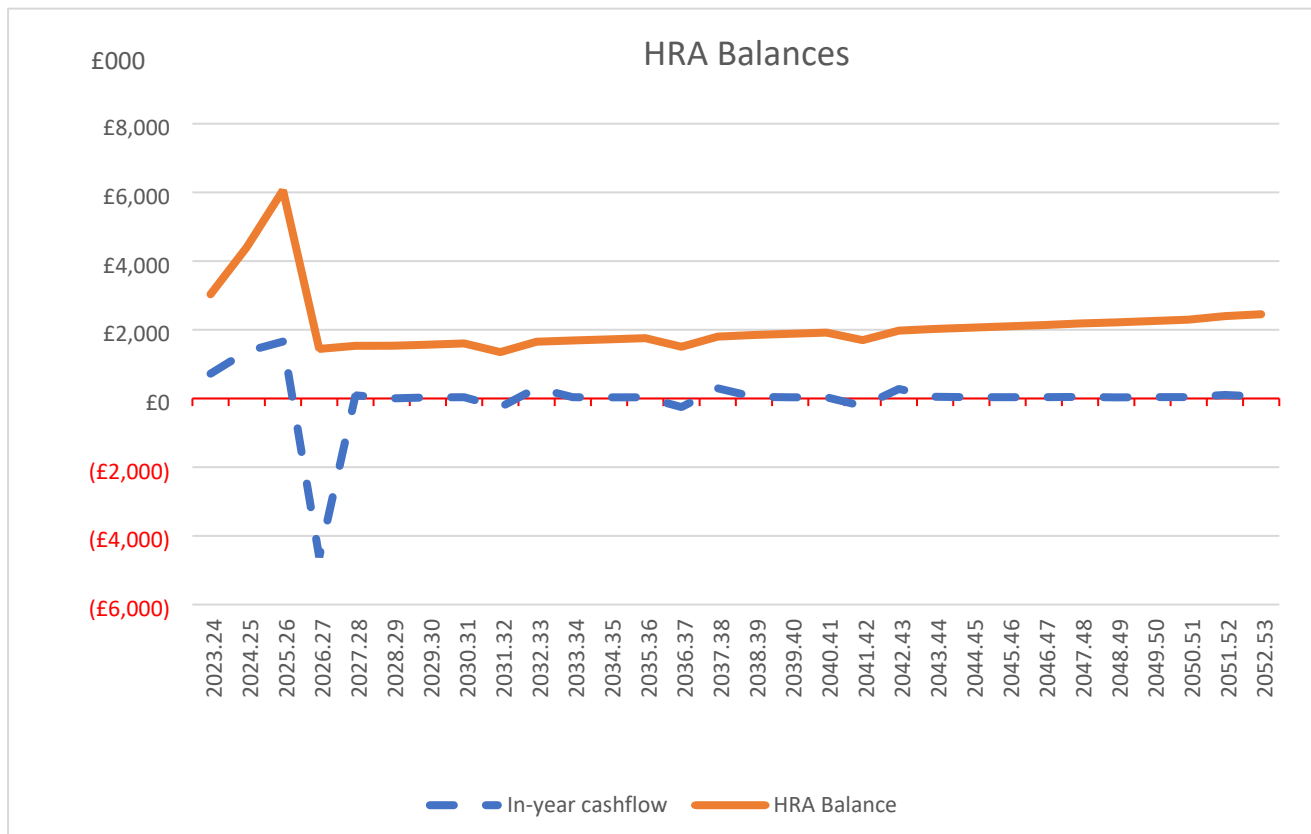
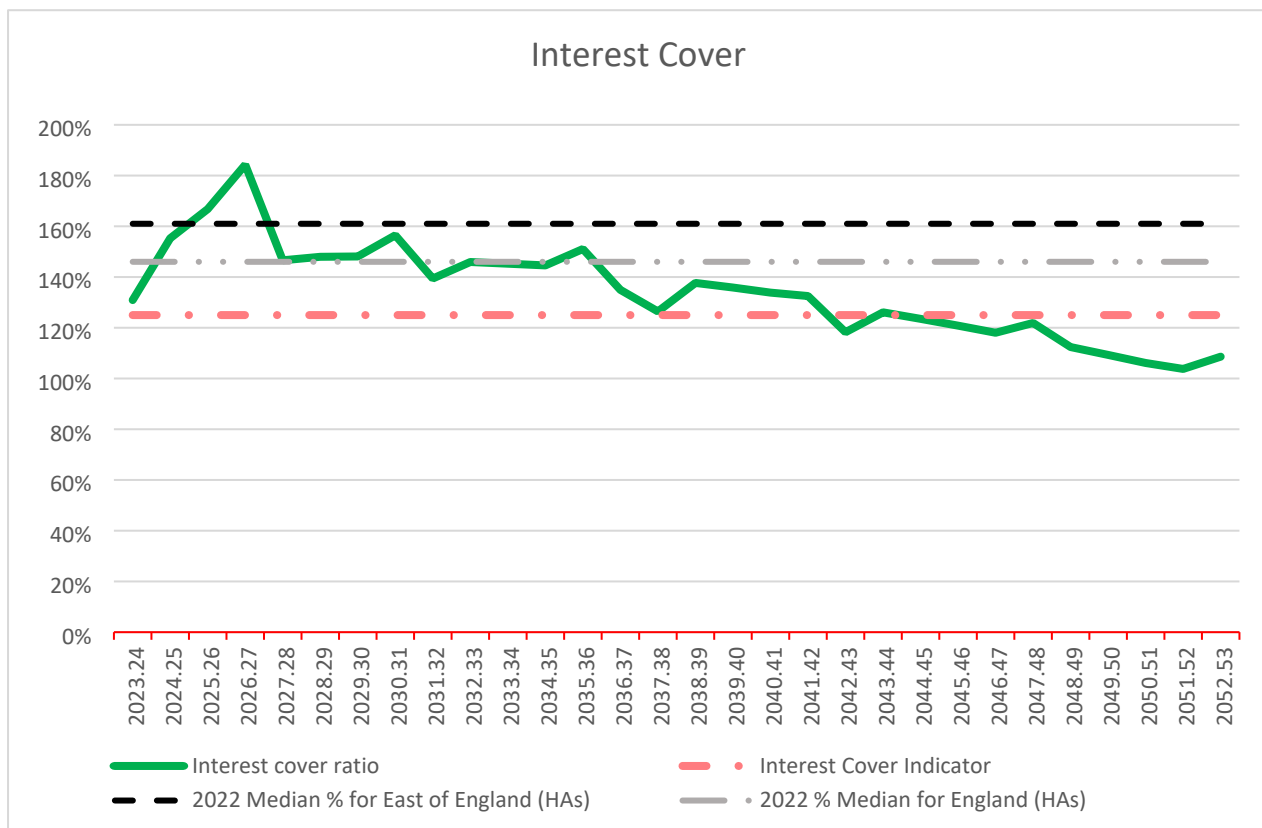


Chart 2 – Interest cover



Appendix C

Appendix C: Capital Programme 2024/25 - 2028/29

	2023/24 Forecast £'000	2024/25 Budget £'000	2025/26 Budget £'000	2026/27 Budget £'000	2027/28 Budget £'000	2028/29 Budget £'000
Protecting Our Environment						
Vehicle Fleet Management	1,378	860	500	500	500	500
Open Spaces Infrastructure	100	50	50	50	50	50
Low Emissions Infrastructure	138	0		0	0	0
Total Protecting Our Environment	1,616	910	550	550	550	550
Developing Our Communities						
Brentwood Leisure centre	1,000	0	0	0	0	0
Football Hub Development	5	0	0	0	0	0
Retrofit - GF	250	0	0	0	0	0
Total Developing Our Communities	1,255	0	0	0	0	0
Improving Housing						
Home Repair Assistance Grant	5	5	5	5	5	5
Disabled Facilities Grant	250	250	250	250	250	250
HRA Decent Home Programme	10,000	8,000	8,000	5,000	5,000	4,000
Strategic Housing Delivery Programme	1,250	18,050	30,740	14,320	2,020	
HSG Capital Grants Expenditure (LAHF Grant)	1,337	0	0	0	0	0
Total Improving Housing	12,842	26,305	38,995	19,575	7,275	4,255
Delivering an Effective and Efficient Council						
Asset Management Strategy	100	100	100	100	100	100
Asset Compliance	250	100	250	250	250	250
E-Financial	51	0	0	0	100	0
ICT Strategy	100	100	100	100	100	100
ICT Hardware	125	125	125	125	125	125
Software Infrastructure	50	50	50	50	50	50
Total Delivering an Effective and Efficient Council	676	475	625	625	725	625
Growing our Economy						
Car Park Improvements	100	50	250	50	50	50
Regeneration Fund	0	18,000	0	0	0	0
Baytree Centre	800	5,000	8,473	7,625	0	0
Childerditch	250	2,500	1,770	0	0	0
Total Growing our Economy	1,150	25,550	10,493	7,675	50	50
Total Capital Programme	17,539	53,240	50,663	28,425	8,600	5,480
GF capital expenditure reductions	0	0	0	-4,000	0	0
Total Capital Programme	17,539	53,240	50,663	24,425	8,600	5,480

Appendix C: Capital funding 2024/25 - 2028/29

	2023/24 Forecast £'000	2024/25 Budget £'000	2025/26 Budget £'000	2026/27 Budget £'000	2027/28 Budget £'000	2028/29 Budget £'000
Total General Capital Programme	4,952	27,190	11,923	5,105	1,580	1,480
Total HRA Capital Programme	12,587	26,050	38,740	19,320	7,020	4,000
Total Capital Programme	17,539	53,240	50,663	24,425	8,600	5,480
Funded By:						
General Fund Capital Receipts	(200)	(200)	(200)	(200)	(200)	(200)
Government Grants	(250)	(250)	(250)	(250)	(250)	(250)
Borrowing	(4,502)	(26,740)	(11,473)	(4,655)	0	(1,030)
Capital receipts					(4,000)	0
Total General Fund Capital Funding	(4,952)	(27,190)	(11,923)	(5,105)	(4,450)	(1,480)
HRA Capital Receipts	(500)	(1,000)	(1,000)	(1,000)	(4,079)	(2,000)
HRA Grant Funding	(1,000)	(2,000)	(6,050)	(6,050)	(1,000)	(1,000)
Major Repairs Reserve	(2,941)	(2,941)	(2,941)	(2,941)	(1,941)	(1,000)
HRA Borrowing	(8,146)	(20,109)	(28,749)	(9,329)	0	0
Total HRA Capital Funding	(12,587)	(26,050)	(38,740)	(19,320)	(7,020)	(4,000)
Total Capital Funding	(17,539)	(53,240)	(50,663)	(24,425)	(11,470)	(5,480)

The excess funding in 27/28 General fund will be used to refinance debt maturing 2028.



Fees and Charges Schedule

2024/25

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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

Housing, Health and Community

**HOUSING, HEALTH AND COMMUNITY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2023-March 2024		April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: CEMETERIES

CHARGING AREA: CEMETERIES

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

Purchase of Exclusive Rights of Burial for 50 years

All full burial graves	E	D	£ 1,440.00	£ 1,440.00	£ 1,538.00	£ 1,538.00
Cremated remains grass plot	E	D	520.00	520.00	556.00	556.00
Non-Brentwood resident - all full burial graves	E	D	2,890.00	2,890.00	3,087.00	3,087.00
Non-Brentwood resident - cremated remains grass plot	E	D	1,040.00	1,040.00	1,111.00	1,111.00

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

Granite vaults	E	D	1,060.00	1,060.00	1,133.00	1,133.00
Niches In granite columbarium	E	D	710.00	710.00	759.00	759.00
Non- Brentwood resident - granite vaults	E	D	2,120.00	2,120.00	2,265.00	2,265.00
Non-Brentwood resident - niches in granite Columbarium	E	D	1,430.00	1,430.00	1,528.00	1,528.00

Interment Fees

Graves dug down for one or two	O	D	1,040.00	1,040.00	1,111.00	1,111.00
Additional charge for dig down to 9ft	O	D	260.00	260.00	278.00	278.00
Cremated remains grass plot	O	D	220.00	220.00	235.00	235.00
Granite vault	O	D	400.00	400.00	428.00	428.00
Niche In granite Columbarium	O	D	400.00	400.00	428.00	428.00
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	2,090.00	2,090.00	2,233.00	2,233.00
Non-Brentwood resident -additional charge for dig down to 9ft	O	D	520.00	520.00	556.00	556.00
Non-Brentwood resident -cremated remains grass plot	O	D	450.00	450.00	481.00	481.00
Non-Brentwood resident -granite vault	O	D	790.00	790.00	844.00	844.00
Non-Brentwood resident -niche In granite Columbarium	O	D	790.00	790.00	844.00	844.00
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	240.00	240.00	257.00	257.00
Cremated remains plot	E	D	120.00	120.00	129.00	129.00
Non-Brentwood resident -all full burial graves	E	D	480.00	480.00	513.00	513.00
Non-Brentwood resident -cremated remains plot	E	D	240.00	240.00	257.00	257.00

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

Granite vaults	E	D	420.00	420.00	449.00	449.00
Niches In granite Columbarium	E	D	290.00	290.00	310.00	310.00
Non-Brentwood resident - granite vaults	E	D	850.00	850.00	908.00	908.00
Non-Brentwood resident - niches In granite Columbarium	E	D	570.00	570.00	609.00	609.00

Monuments

Monument/Inscription approval fee	O	D	160.00	160.00	171.00	171.00
Additional approval fee charge for kerbed monuments	O	D	160.00	160.00	171.00	171.00
Inscription on a vault or niche	S	D	290.00	290.00	310.00	310.00
Full Landing in approved areas	O	D	-	-	350.00	350.00

Other Charges

Deed Transfer	O	D	70.00	70.00	75.00	75.00
Search of Burial Records	O	D	30.00	30.00	33.00	33.00
Chapel hire - Woodman Road Cemetery	E	D	70.00	70.00	75.00	75.00

**HOUSING, HEALTH AND COMMUNITY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FE E	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: WASTE MANAGEMENT

CHARGING AREA: REFUSE

Dog waste and litter bin emptying

Empty dog waste/litter bins	Per Empty	S	D	£ 4.58	£ 5.50	£ 4.90	£ 5.88
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Domestic Refuse Collection

Bulky Household Collections - Charge per item	Min 2 Items	O	D	13.00	13.00	13.50	13.50
Biodegradable sacks for garden waste per wrap of 10*		O	D	4.00	4.00	4.25	4.25
Biodegradable sacks for garden waste per wrap of 100 (Wholesale)		S	D	287.50	345.00	305.00	366.00
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	24.00	24.00	25.00	25.00
Hire of 1280 litre container		S	D	123.33	148.00	130.00	156.00
Hire of 770, 940 and 1100 litre Container		S	D	115.00	138.00	122.00	146.40
Hire of 240 litre container		S	D	37.50	45.00	39.75	47.70
Hire of 360 litre container		S	D	50.00	60.00	53.00	63.60

* 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

Residual Trade Waste Collection & Disposal

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				

Exempt for publication - please contact the Council for prices

Residual Waste - Collection only

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				

Exempt for publication - please contact the Council for prices

Trade Glass Collection

1100 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				

Exempt for publication - please contact the Council for prices

Trade Dry Recycling Collection

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				

Exempt for publication - please contact the Council for prices

School Dry Recycling Collection

Collection per annum		O	D				
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Exempt for publication - please contact the Council for prices

Trade Dry Recycling Sacks for Use in Containers Only

Purple sacks - 400 sacks per box.	Box	O	D				
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Exempt for publication - please contact the Council for prices

Trade Food Waste

140 litre bin	Per Lift	O	D				
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Exempt for publication - please contact the Council for prices

Events - Residual Waste (Maximum hire 5 days - one collection)

1100 litre Container	Per Lift	O	D				
770 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				

Exempt for publication - please contact the Council for prices

Events - Dry Recycling (Maximum hire 5 days)

1100 litre Container	Per Lift	O	D				
770 litre Container		O	D				
360 litre Container		O	D				
240 litre Container		O	D				

Exempt for publication - please contact the Council for prices

Events - Glass (Maximum hire 5 days)

1100 litre Bin	Per Lift	O	D				
360 litre bin		O	D				
240 litre Bin		O	D				

Exempt for publication - please contact the Council for prices

**HOUSING, HEALTH AND COMMUNITY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	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	75.00	75.00
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	120.00	120.00
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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
Additional fee for operating without a permit	O	S	N/A	N/A	1,188.00	1,188.00
PVR I and dry cleaners	O	S	N/A	N/A	155.00	155.00
PVR I & II combined	O	S	N/A	N/A	257.00	257.00
Vehicle (VRs) and other reduced fee activities	O	S	N/A	N/A	362.00	362.00
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 Lower Level	O	S	400.00	400.00	400.00	400.00
Fly-tipping Upper Level					1,000.00	1,000.00
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	100.00	100.00
Fly posting						
* Full penalty	O	S/D	150.00	150.00	150.00	150.00
* Early payment	O	S/D	50.00	50.00	100.00	100.00
High Hedge Complaint	O	S	550.00	550.00	650.00	650.00

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, HEALTH AND COMMUNITY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			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

**HOUSING, HEALTH AND COMMUNITY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			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	72.00	72.00	77.00	77.00
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Developer Charges

Naming of street – per street	OS	D	120.00	120.00	128.00	128.00
Numbering of development plots	OS	D	90.00	90.00	96.00	96.00
Numbering of development plots 2-10 units	OS	D	175.00	175.00	186.00	186.00
Numbering of development plots over 10 units	OS	D	175.00 + £38 per extra unit		186.00 + £40 per extra unit	

**HOUSING, HEALTH AND COMMUNITY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			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)	O	D	£35 - £90	£35 - £90	£35 - £90	£35 - £90
	(Access to Shared kitchen for cooking, No Breakfast	O	S	3.50	3.50	3.50	3.50
Amenity charge - 1 person Household per day		O	S	0.57	0.57	0.57	0.57
Additional persons per person - per day		O	S	0.51	0.51	0.51	0.51
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, HEALTH AND COMMUNITY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
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SERVICE AREA: HOUSING REVENUE ACCOUNT

CHARGING AREA: ESTATES & SHELTERED

Housing Estates

Storage - Evictions	Per week	O	D	12.23	12.23	12.50	12.50
Copying of Housefile		O	D	10.19	10.19	10.50	10.50
Copying of Tenancy Agreement		O	D	10.19	10.19	10.50	10.50
Garage Clearance		S	D	At Cost	At Cost	At Cost	At Cost
Property Clearance 1 or 2 Beds		S	D	At Cost	At Cost	At Cost	At Cost
Property Clearance 3 or 4 Beds		S	D	At Cost	At Cost	At Cost	At Cost
Bulk Waste Removal per item	Min 2 items	O	D	15.00	15.00	15.30	15.30

Tenancy Management

Court Costs	Average	O	D	412.25	412.25	424.50	424.50
Gas Servicing Warrant Fee		O	D	22.00	22.00	22.00	22.00
Gas Servicing Warrant Enforcement		S	D	35.00	42.00	35.83	43.00
Forced entry		S	D	At Cost	At Cost	At Cost	At Cost
Administration Charge		S	D	13.33	16.00	13.75	16.50
Non-return of Gas/Electric Keys and Cards		O	D	199.02	199.02	200.00	200.00

Garage Rental Fees Per Week

Car spaces & Car Ports							
Car Space Council Tenant		O	D	2.09	2.09	2.25	2.25
Car Space Private (NCT)		O	D	2.94	2.94	3.17	3.17
Car Space Leaseholder		O	D	2.50	2.50	2.69	2.69
Garages							
Garage Council Tenant		O	D	9.74	9.74	10.49	10.49
Garage Private (NCT)		S	D	13.61	13.61	14.66	14.66
Garage Charities		O	D	13.61	13.61	14.66	14.66
Garage Leasehold		E	D	11.78	11.78	12.69	12.69
Garage Commercial		S	D	25.09	25.09	27.02	27.02

**HOUSING, HEALTH AND COMMUNITY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: HOUSING REVENUE ACCOUNT

CHARGING AREA: REPAIRS

Rechargeable Repairs

Replacement Key/Key Fob	S	D	Cost price	Cost price	Cost price	Cost price
Lock Change - Dwelling:Gain Access – 1 Door ref: 396001	S		Cost price	Cost price	Cost price	Cost price
Lock:Full Lock Change – Front Door ref: 390929	S	D	Cost price	Cost price	Cost price	Cost price
Opening:Board Up With 12mm Sterling or Plywood ref: 397001	S		Cost price	Cost price	Cost price	Cost price
Single Glaze 6mm Window Replacement upto 1 Square Metre ref: 515013	S	D	Cost price	Cost price	Cost price	Cost price
Single Glaze 6mm Window Replacement over 1 Square Metre ref: 515015	S	D	Cost price	Cost price	Cost price	Cost price
Double Glazed Window Replacement upto 1 Square Metre ref: 556005	S	D	Cost price	Cost price	Cost price	Cost price
Double Glazed Window Replacement over 1 Square Metre ref: 556007	S	D	Cost price	Cost price	Cost price	Cost price
Internal Fire door Replacement 1/2hr (less stops or frame) ref: 330013	S	D	Cost price	Cost price	Cost price	Cost price
External Timber Door Replacement Panelled or Glazed Front Door ref: 321107	S	D	Cost price	Cost price	Cost price	Cost price
Renew Internal Ply Flush Door Ref: 330001			Cost price	Cost price	Cost price	Cost price
Paint Pack Dulux - 2 bed	S	D	Cost price	Cost price	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)						
Any other repair deemed re-chargeable	S	D	Cost price	Cost price	Cost price	Cost price
Drain:Jet Blockage (per hour) ref: 039004	S	D	Cost price	Cost price	Cost price	Cost price
Drain:Rod Blockage ref: 039006	S	D	Cost price	Cost price	Cost price	Cost price
Burst:Repair Burst Pipe ne 28MM ref: 640001	S	D	Cost price	Cost price	Cost price	Cost price
Admin Cost to process recharge	New	S	D	0	0	13.33 16

**HOUSING, HEALTH AND COMMUNITY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
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SERVICE AREA: HOUSING REVENUE ACCOUNT

CHARGING AREA: LEASEHOLDERS

Leaseholders

Leasehold Information Pack (LPE1)	S	D	147.17	176.60	147.50	177.00
Leasehold Alterations Consent	S	D	147.17	176.60	147.50	177.00
Leasehold property valuations (request for amendment)	S	D	Cost Price	Cost Price	Cost Price	Cost Price
Registration of Notices	O	D	63.33	76.00	63.33	76.00
Lease Extension or Enfranchisement	S	D	888.71	1,066.45	Cost Price	Cost Price
Lease Variation	S	D	433.97	520.76	437.50	525.00
Registration Fee for Charge (If lease rate is different this will be charged instead of the standard fee)	S	D	40.56	48.67	41.67	50.00
Letter of Postponement of Discount Charge to enable further borrowing	S	D	130.00	156.00	133.33	160.00
Registration of charge against property	NEW	S	D		Cost Price	Cost Price

Sheltered Schemes

Rental of Guest Room Per Night	S	D	9.25	11.10	10.00	12.00
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Clean and Green

**CLEAN AND GREEN
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
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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	204.00	204.00
Catering Unit - serving alcohol	E	D	200.00	200.00	204.00	204.00
Large Business - more than 10 employees	E	D	137.00	137.00	140.00	140.00
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	100.00	100.00	102.00	102.00
Small business - less than 10 employees	E	D	88.00	88.00	90.00	90.00
Crafters and Artists - all hand made by the seller	E	D	57.00	57.00	59.00	59.00
Registered charity	E	D	45.00	45.00	46.00	46.00

Strawberry Fair and other Community Events

Catering Unit - serving food e.g. Burgers, hot dogs etc.	E	D	175.00	175.00	179.00	179.00
Catering Unit - serving alcohol	E	D	137.00	137.00	140.00	140.00
Large business - more than 10 employees	E	D	110.00	110.00	113.00	113.00
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	80.00	80.00	82.00	82.00
Small business - less than 10 employees	E	D	63.00	63.00	65.00	65.00
Crafters and Artists - all handmade by the seller	E	D	37.00	37.00	38.00	38.00
Registered charity	E	D	37.00	37.00	38.00	38.00
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	185.00	185.00
Face Painters (large community events)	E	D	73.00	73.00	N/A	N/A

Family Fun Days

Wristbands - Rides and Bouncy castles	Per Child	E	D	5.00	5.00	5.00	5.00
Stalls - selling children's pocket money gifts and toys (new category)		E	D	21.00	21.00	22.00	22.00
Sole Catering unit by tender							
Face painters (per face painter)		E	D	25.00	25.00	28.00	28.00

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

**CLEAN AND GREEN
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
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SERVICE AREA: GOLF COURSE

CHARGING AREA: GOLF COURSE

Per Revenue and Customs Brief 3(2023) the Council are now treating supplies of leisure services as Non-Business with effect 03/03/2023. Prior to this the Sports VAT Exemption was used with effect 01/10/2018. Prior to this, fees would have included VAT at the standard rate.

Annual Season Ticket

7 day Adult	O	D	860.00	860.00	980.00	980.00	
7 day Junior (under 17)	O	D	N/A	N/A	N/A	N/A	
7 day Junior (under 17) After 3pm	O	D	60.00	60.00	70.00	70.00	
7 day Intermediate (under 25)	O	D	640.00	640.00	730.00	730.00	
5 day Adult	Mon - Fri	O	D	720.00	720.00	820.00	820.00
5 day Concessionary	Mon - Fri	O	D	580.00	580.00	660.00	660.00

Weekday

Per Round - 18 holes - Adult	O	D	N/A	N/A	N/A	N/A	
Per Round - 18 holes - Adult	Mon-Thu	O	D	25.00	25.00	28.00	28.00
Per Round - 18 holes - Junior (under 17) & 65 and over	O	D	N/A	N/A	N/A	N/A	
Per Round - 18 holes - Junior (under 17) & 65 and over	Mon-Thu	O	D	22.00	22.00	25.00	25.00

Weekends and Public Holidays

Per Round - 18 holes - Adult	O	D	N/A	N/A	N/A	N/A	
Per Round - 18 holes - Adult	Fri - Sun	O	D	31.00	31.00	35.00	35.00
Juniors (under 17) & 65 and over	After 1pm	O	D	N/A	N/A	N/A	N/A
Juniors (under 17) & 65 and over	After 3pm	O	D	22.00	22.00	25.00	25.00

Other Charges

Twilight Play - Weekday	O	D	13.00	13.00	15.00	15.00
Twilight Play - Weekends and Public Holidays	O	D	14.00	14.00	15.00	15.00

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.

Brentwood Borough Council Staff: 50% discount

**CLEAN AND GREEN
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: OPEN SPACES

CHARGING AREA: SPORTS FACILITIES AND OPEN SPACES

Per Revenue and Customs Brief 3(2023) the Council are now treating supplies of leisure services as Non-Business with effect 03/03/2023 (NB block bookings of 10 or more remain VAT Exempt per VAT Notice 742 section 5.4). Prior to this the Sports VAT Exemption was used 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	O	D	1,192.00	1,192.00	1,274.00	1,274.00
Pitch & Pavilion - Fortnightly - Adult - Season	Other Days	O	D	1,165.00	1,165.00	1,245.00	1,245.00
Pitch & Pavilion - Weekly - Adult - Season	Sunday/Bank Holidays	O	D	2,383.00	2,383.00	2,546.00	2,546.00
Pitch & Pavilion - Weekly - Adult - Season	Other Days	O	D	2,325.00	2,325.00	2,484.00	2,484.00
Occasional Matches - Adult	Any Day	O	D	118.00	118.00	127.00	127.00

Other Playing Fields (No Changing Facilities)

Pitch - Fortnightly - Adult - Season	Any Day	O	D	757.00	757.00	809.00	809.00
Pitch - Weekly - Adult - Season	Any Day	O	D	1,507.00	1,507.00	1,610.00	1,610.00

Junior Matches All Sites (No Changing Facilities)

Pitch - Fortnightly - Junior - Season	Any Day	O	D	415.00	415.00	444.00	444.00
Pitch - Weekly - Junior - Season	Any Day	O	D	825.00	825.00	882.00	882.00

Occasional Matches (No Changing Facilities)

Adult	Any Day	O	D	75.00	75.00	81.00	81.00
Juniors (under17)	Any Day	O	D	46.00	46.00	50.00	50.00

Mini Soccer - All Sites (No Changing Facilities)

Seasonal Booking every week	Weekly	E	D	439.00	439.00	469.00	469.00
Occasional	Any Day	O	D	39.00	39.00	42.00	42.00

Bowling Greens

Bowls - Season	Adult	O	D	182.00	182.00	195.00	195.00
Bowls - Season	Juniors/OAP's	O	D	114.00	114.00	122.00	122.00
Match Reservations + per rink (inclusive of visitors fees non returnable)	Club Charges	O	D	9.00	9.00	10.00	10.00
Other Reservations (not inclusive of visitors fees non returnable)	Club Charges	O	D	6.50	6.50	7.00	7.00

Large Open spaces (The Brentwood Centre)

Large Events - more than 1/2 Field with £5 or more admission fee		E	D	2,560.00	2,560.00		
Medium Events - less than 1/2 field and less than £5 admission fee		E	D	1,055.00	1,055.00		
Small Events - less than 1/4 field		E	D	453.00	453.00		
Set up and take down for events							
Keep Fit sessions - No cordoning off of field (max 20)	Single	O	D	19.17	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	453.00	453.00	453.00	453.00
Keep Fit sessions - No cordoning off of field (max 20)		O	D	19.58	23.50	19.58	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	453.00	453.00		
Keep Fit sessions - No defined area (max 20 people)	Single session	O	D	19.58	23.50		

All Open Spaces

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

**CLEAN AND GREEN
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			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	186.00	186.00	186.00	186.00
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Finance, Asset, Investments and Recovery

**FINANCE, ASSETS, INVESTMENTS AND RECOVERY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2023-March 2024		April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking

Chatham Way

			<u>Chargable period 24 Hours</u>		<u>Chargable period 24 Hours</u>	
Monday to Saturday						
30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.92	1.10	1.25	1.50
2 hours	S	D	1.83	2.20	2.08	2.50
2 hours with discount card	S	D	1.25	1.50	1.50	1.80
3 hours	S	D	2.75	3.30	2.92	3.50
4 hours	S	D	3.67	4.40	3.75	4.50
5 hours	S	D	4.58	5.50	4.58	5.50
6 hours +	S	D	5.50	6.60	5.83	7.00
24 hours	S	D	7.33	8.80	N/A	N/A
Sunday Charge						
All day	S	D	0.92	1.10	0.00	0.00

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	0.00	0.00
Lost Ticket	S	D	5.00	6.00	5.00	6.00

William Hunter Way

			<u>Chargable period 24 Hours</u>		<u>Chargable period 24 Hours</u>	
Monday to Saturday						
30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.92	1.10	1.25	1.50
2 hours	S	D	1.83	2.20	2.08	2.50
2 hours with discount card	S	D	1.25	1.50	1.50	1.80
3 hours	S	D	2.75	3.30	2.92	3.50
4 hours	S	D	3.67	4.40	3.75	4.50
5 hours	S	D	4.58	5.50	4.58	5.50
6 hours	S	D	5.50	6.60	5.83	7.00
24 hours	S	D	7.33	8.80	N/A	N/A
Sunday Charge						
All day	S	D	0.92	1.10	0.00	0.00

**FINANCE, ASSETS, INVESTMENTS AND RECOVERY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking

Town Hall

Monday to Friday not open to the public.

Saturday Charge			Chargeable period 24 Hours		Chargeable period 24 Hours	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT
30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.92	1.10	1.25	1.50
2 hours	S	D	1.83	2.20	2.08	2.50
2 hours with discount card	S	D	1.25	1.50	1.50	1.80
3 hours	S	D	2.75	3.30	2.92	3.50
4 hours	S	D	3.67	4.40	3.75	4.50
5 hours	S	D	4.58	5.50	4.58	5.50
6 hours	S	D	5.50	6.60	5.83	7.00
24 hours	S	D	7.33	8.80	0.00	0.00
Sunday Charge						
All day	S	D	0.92	1.10	0.00	0.00

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	0.92	1.10	1.25	1.50
2 hours	S	D	1.83	2.20	2.08	2.50
2 hours with discount card	S	D	1.25	1.50	1.50	1.80
3 hours	S	D	2.75	3.30	2.92	3.50
4 Hours	S	D	3.67	4.40	3.75	4.50
5 hours	S	D	4.58	5.50	4.58	5.50
6 hours	S	D	5.50	6.60	5.83	7.00
Over 6 hours	S	D	7.33	8.80	7.50	9.00
Monday to Saturday - 6:00am to 7:00pm						
Mini-bus - All Day	S	D	14.17	17.00	14.17	17.00
Coach - All Day	S	D	27.50	33.00	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

Monday to Saturday			Chargeable period 24 Hours		Chargeable period 24 Hours	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT
30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.92	1.10	1.25	1.50
2 hours	S	D	1.83	2.20	2.08	2.50
2 hours with discount card	S	D	1.25	1.50	1.50	1.80
3 hours	S	D	2.75	3.30	2.92	3.50
Sunday Charge						
All day	S	D	0.92	1.10	0.00	0.00

Hunters Avenue

Maximum stay 3 hours no return for 4 hours

Monday to Saturday			Chargeable period 24 Hours		Chargeable period 24 Hours	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT
30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.92	1.10	1.25	1.50
2 hours	S	D	1.83	2.20	2.08	2.50
2 hours with discount card	S	D	1.25	1.50	1.50	1.80
3 hours	S	D	2.75	3.30	2.92	3.50
Sunday Charge						
All day	S	D	0.92	1.10	0.00	0.00

**FINANCE, ASSETS, INVESTMENTS AND RECOVERY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			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	33.33	40.00	33.33	40.00
1 month	S	D	100.00	120.00	100.00	120.00
3 months	S	D	300.00	360.00	300.00	360.00
6 months	S	D	566.67	680.00	566.67	680.00
12 months	S	D	1,025.00	1,230.00	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

Season Tickets - £2 overnight charge - No refund

7 days	S	D	11.67	14.00	11.67	14.00
1 month	S	D	50.83	61.00	50.83	61.00
3 months	S	D	152.08	182.50	152.08	182.50
6 months	S	D	304.17	365.00	304.17	365.00
12 months	S	D	608.33	730.00	608.33	730.00

Note - Only for resident parking (subject to address confirmation) at William Hunter way and Chatham way car parks.

Penalty Charge Notice

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

Note: Set through national legislation

Housing Resident Parking Permits

Annual Parking Permit for Housing Parking Orders	S	D	28	34	33	40
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**FINANCE, ASSETS, INVESTMENTS AND RECOVERY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2023-March 2024		April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: DESIGN AND PRINT SERVICES

CHARGING AREA: DESIGN AND PRINT SERVICES

External Printing

Provision of design and print services - per hour	S	D	£ 18.33	£ 22.00	£ 19.17	£ 23.00
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	0.05	0.06
Provision of printing materials	S	D	As per job spec			

**FINANCE, ASSETS, INVESTMENTS AND RECOVERY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			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	400.00	480.00	425.00	510.00
Council Chamber Full Day*	S	D	680.00	816.00	725.00	870.00
Committee Rooms 1 Half Day*	S	D	175.00	210.00	183.33	220.00
Committee Rooms 1 Full Day*	S	D	280.00	336.00	300.00	360.00
Committee Rooms 2 Half Day*	S	D	70.00	84.00	75.00	90.00
Committee Rooms 2 Full Day*	S	D	115.00	138.00	125.00	150.00
Civic Foyer Half Day	S	D	115.00	138.00	125.00	150.00
Civic Foyer Full Day	S	D	200.00	240.00	216.67	260.00
Leader's Room Half Day	S	D	90.00	108.00	91.67	110.00
Leader's Room Full Day	S	D	165.00	198.00	175.00	210.00

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

Weddings (Town Hall - From August 2019)

Council Chamber Monday - Thursday	S	D	390.00	468.00	390.00	468.00
Council Chamber Friday	S	D	390.00	468.00	390.00	468.00
Council Chamber Saturday	S	D	390.00	468.00	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	200.00	240.00	200.00	240.00
Committee Rooms Friday	E/S	D	260.00	312.00	260.00	312.00
Committee Rooms Saturday	E/S	D	320.00	384.00	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.

**FINANCE, ASSETS, INVESTMENTS AND RECOVERY
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING & ECONOMY

CHARGING AREA: Economic Development						
Brentwood Business Showcase exhibitor stands			191.67	230	N/A	N/A

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 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2023-March 2024		April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: LAND CHARGES

CHARGING AREA: Land Charges

Search Fees

LLC1	O	S	22.00	22.00	23.00	23.00
CON 29R	S	S	106.67	128.00	108.00	135.00
CON 29R including LLC1	S/O	S	124.17	149.00	125.60	157.00
CON 290 optional enquiries, except Q22	S	S	13.33	16.00	13.60	17.00
CON 290 optional enquiries, Q22 only	S	S	15.00	18.00	15.20	19.00
Any other additional enquiries	O	S	34.00	34.00	36.00	36.00
Additional parcels of Land	S	S	39.17	47.00	38.40	48.00

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

**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2023-March 2024 Excl VAT	April 2023-March 2024 Inc VAT	April 2024-March 2025 Excl VAT	April 2024-March 2025 Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Street Trading

Static Licence	O	D	1,000.00	1,000.00	1,060.00	1,060.00
Mobile Licence	O	D	600.00	600.00	N/A	N/A
Static Consent	O	D	1,000.00	1,000.00	N/A	N/A
Mobile Consent	O	D	600.00	600.00	636.00	636.00
Market Operator weekly Fee	O	D	425.00	425.00	450.00	450.00
Market Operator additional days Fee (per day)	O	D	200.00	200.00	212.00	212.00

Scrap Metal

Site Application - New - 3 years	O	D	510.00	510.00	540.00	540.00
Collector Application - New - 3 years	O	D	300.00	300.00	318.00	318.00
Variation	O	D	100.00	100.00	106.00	106.00
Site Renewal Application - 3 years	O	D	510.00	510.00	540.00	540.00
Collector Renewal Application - 3 years	O	D	252.00	252.00	267.00	267.00

Skin Piercing

Premises Registration	O	D	284.00	284.00	301.00	301.00
Practitioner Registration	O	D	100.00	100.00	106.00	106.00

Animals

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

Animal Boarding - Application Fee	O	D	330.00	330.00	350.00	350.00
Animal Boarding - Grant Fee	O	D	110.00	110.00	116.00	116.00
Selling Animals As Pets - Application Fee	O	D	330.00	330.00	350.00	350.00
Selling Animals As Pets - Grant Fee	O	D	110.00	110.00	116.00	116.00
Dog Breeding - Application Fee	O	D	330.00	330.00	350.00	350.00
Dog Breeding - Grant Fee	O	D	110.00	110.00	116.00	116.00
Hiring Out Horses - Application Fee	O	D	330.00	330.00	350.00	350.00
Hiring Out Horses - Grant Fee	O	D	110.00	110.00	116.00	116.00
Keeping Animals for Exhibition - Application Fee	O	D	330.00	330.00	350.00	350.00
Keeping Animals for Exhibition - Grant Fee	O	D	110.00	110.00	116.00	116.00
Combination Of Activities - Application Fee (for each additional activity)	O	D	145.00	145.00	154.00	154.00
Combination Of Activities - Grant Fee (for each additional activity)	O	D	82.00	82.00	87.00	87.00
Variation to licence/re-evaluation or rating	O	D	245.00	245.00	260.00	260.00
Appeal (All Licences)	O	D	150.00	150.00	159.00	159.00
Variation to reduce the licencable activities or number of animals	O	D	93.00	93.00	98.00	98.00
Additional Premises under an arrangers element of a Home Boarding Lic (New)	O	D	70.00	70.00	74.00	74.00
Dangerous Wild Animals - 2 years	O	D	500.00	500.00	530.00	530.00
Zoo Premises New - 6 years	O	D	1,500.00	1,500.00	1,590.00	1,590.00
Zoo Premises Renewal - 4 years	O	D	800.00	800.00	848.00	848.00

Sex Establishment Licensing

Premises Application	O	D	2,330.00	2,330.00	2,470.00	2,470.00
Premises Renewal	O	D	1,590.00	1,590.00	1,685.00	16,685.00
Premises Variation	O	D	530.00	530.00	562.00	562.00

Pavement Permit

New application Tables and Chairs 1-2 tables	O	D	286.00	286.00	303.00	303.00
New Application Tables and Chairs 3-6 tables	O	D	517.00	517.00	548.00	548.00
New Application Tables and Chairs over 6 tables.	O	D	742.00	742.00	786.00	786.00
Renewal application Tables and Chairs 1-2 tables	O	D	176.00	176.00	186.00	186.00
Renewal Application Tables and Chairs 3-6 tables	O	D	407.00	407.00	431.00	431.00
Renewal Application Tables and Chairs over 6 tables.	O	D	632.00	632.00	670.00	670.00
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	220.00	220.00	233.00	233.00
Application to close road with 500 - 1999 people attending	O	D	396.00	396.00	420.00	420.00
Application to close road with 2000+ people attending	O	D	748.00	748.00	793.00	793.00

**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Gambling Act 2005

Bingo Clubs

New Application	O D	3,500.00	3,500.00	3,500.00	3,500.00
Annual Fee	O D	1,000.00	1,000.00	1,000.00	1,000.00
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 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2023-March 2024 Excl VAT	Inc VAT	April 2024-March 2025 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 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	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 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Taxi

Vehicle Licence - Hackney Carriage

Vehicle Licence - including Plate	O	S	296.00	296.00	296.00	296.00
CON 29R including LLC1	O	S	80.00	80.00	80.00	80.00

Vehicle Licence - Private Hire

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

Drivers Licence - Hackney Carriage and Private Hire

Combined Driver New - 1 year (Excludes DBS)	O	S	160.00	160.00	160.00	160.00
Combined Driver Renewal - 1 year (Excludes DBS)	O	S	143.00	143.00	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	160.00	160.00	160.00	160.00
Private Hire Driver Renewal - 1 year (Excludes DBS) (New)	O	S	143.00	143.00	143.00	143.00
Private Hire Driver New - 3 years (Excludes DBS) (New)	O	S	404.00	404.00	404.00	404.00
Private Hire Driver Renewal - 3 years (Excludes DBS) (New)	O	S	354.00	354.00	354.00	354.00
Hackney Carriage Driver New - 1 year (Excludes DBS) (New)	O	S	160.00	160.00	160.00	160.00
Hackney Carriage Driver Renewal - 1 year (Excludes DBS) (New)	O	S	143.00	143.00	143.00	143.00
Hackney Carriage Driver New - 3 years (Excludes DBS) (New)	O	S	404.00	404.00	404.00	404.00
Hackney Carriage Driver Renewal - 3 years (Excludes DBS) (New)	O	S	354.00	354.00	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	374.00	374.00	374.00	374.00
Operator Licence - 2 to 5 Vehicles - 5 years	O	S	1,248.00	1,248.00	1,248.00	1,248.00
Operator Licence - more than 5 Vehicles - 5 years	O	S	1,547.00	1,547.00	1,547.00	1,547.00

**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: BUILDING CONTROL

CHARGING AREA: NEW DWELLINGS NOT EXCEEDING 300m2

HO1							
Houses Bungalows less than 4 storeys 1 plot Plan and Inspection	S	D	701.67	842.00	750.83	901.00	
Houses Bungalows less than 4 storeys 1 plot Building Notice	S	D	809.17	971.00	865.83	1,039.00	
Houses Bungalows less than 4 storeys 1 plot Regularisation	O	D	1,169.00	1,169.00	1,251.00	1,251.00	
HO2 CON 29R including LLC1							
Houses Bungalows less than 4 storeys 2 plot Plan and Inspection	S	D	1,036.67	1,244.00	1,110.00	1,332.00	
Houses Bungalows less than 4 storeys 2 plot Building Notice	S	D	1,142.50	1,371.00	1,222.50	1,467.00	
Houses Bungalows less than 4 storeys 2 plot Regularisation	O	D	1,652.00	1,652.00	1,768.00	1,768.00	
HO3							
Houses Bungalows less than 4 storeys 3 plot Plan and Inspection	S	D	1,384.17	1,661.00	1,481.67	1,778.00	
Houses Bungalows less than 4 storeys 3 plot Building Notice	S	D	1,598.33	1,918.00	1,710.83	2,053.00	
Houses Bungalows less than 4 storeys 3 plot Regularisation	O	D	2,311.00	2,311.00	2,473.00	2,473.00	
HO4							
Houses Bungalows less than 4 storeys 4 plot Plan and Inspection	S	D	1,749.17	2,099.00	1,871.67	2,246.00	
Houses Bungalows less than 4 storeys 4 plot Building Notice	S	D	1,866.67	2,240.00	1,997.50	2,397.00	
Houses Bungalows less than 4 storeys 4 plot Regularisation	O	D	2,698.00	2,698.00	2,887.00	2,887.00	
HO5							
Houses Bungalows less than 4 storeys 5 plot Plan and Inspection	S	D	2,110.00	2,532.00	2,258.33	2,710.00	
Houses Bungalows less than 4 storeys 5 plot Building Notice	S	D	2,215.83	2,659.00	2,371.67	2,846.00	
Houses Bungalows less than 4 storeys 5 plot Regularisation	O	D	3,203.00	3,203.00	3,428.00	3,428.00	
FO1							
Houses Bungalows less than 4 storeys 1 flat Plan and Inspection	S	D	701.67	842.00	750.83	901.00	
Houses Bungalows less than 4 storeys 1 flat Building Notice	S	D	809.17	971.00	865.83	1,039.00	
Houses Bungalows less than 4 storeys 1 flat Regularisation	O	D	1,169.00	1,169.00	1,251.00	1,251.00	
FO2							
Houses Bungalows less than 4 storeys 2 flat Plan and Inspection	S	D	1,036.67	1,244.00	1,110.00	1,332.00	
Houses Bungalows less than 4 storeys 2 flat Building Notice	S	D	1,142.50	1,371.00	1,222.50	1,467.00	
Houses Bungalows less than 4 storeys 2 flat Regularisation	O	D	1,652.00	1,652.00	1,768.00	1,768.00	
FO3							
Houses Bungalows less than 4 storeys 3 flat Plan and Inspection	S	D	1,384.17	1,661.00	1,481.67	1,778.00	
Houses Bungalows less than 4 storeys 3 flat Building Notice	S	D	1,598.33	1,918.00	1,710.83	2,053.00	
Houses Bungalows less than 4 storeys 3 flat Regularisation	O	D	2,311.00	2,311.00	2,473.00	2,473.00	
FO4							
Houses Bungalows less than 4 storeys 4 flat Plan and Inspection	S	D	1,749.17	2,099.00	1,871.67	2,246.00	
Houses Bungalows less than 4 storeys 4 flat Building Notice	S	D	1,866.67	2,240.00	1,997.50	2,397.00	
Houses Bungalows less than 4 storeys 4 flat Regularisation	O	D	2,698.00	2,698.00	2,887.00	2,887.00	
FO5							
Houses Bungalows less than 4 storeys 5 flat Plan and Inspection	S	D	2,110.00	2,532.00	2,258.33	2,710.00	
Houses Bungalows less than 4 storeys 5 flat Building Notice	S	D	2,215.83	2,659.00	2,371.67	2,846.00	
Houses Bungalows less than 4 storeys 5 flat Regularisation	O	D	3,203.00	3,203.00	3,428.00	3,428.00	
CV01							
Conversion to a Single Dwelling House Plan and Inspection	S	D	775.00	930.00	830.00	996.00	
Conversion to a Single Dwelling House Building Notice	S	D	852.50	1,023.00	912.50	1,095.00	
Conversion to a Single Dwelling House Regularisation	O	D	1,177.00	1,177.00	1,260.00	1,260.00	
CV02							
Conversion to a Single Flat Plan and Inspection	S	D	699.17	839.00	748.33	898.00	
Conversion to a Single Flat Building Notice	S	D	770.00	924.00	824.17	989.00	
Conversion to a Single Flat Regularisation	O	D	1,120.00	1,120.00	1,199.00	1,199.00	
ED							
Notifiable Electrical Work where a satisfactory certificate will not be issued by a Part P registered electrician.	S	D	375.83	451.00	402.50	483.00	

**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

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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	320.00	384.00	342.50	411.00
	Single Storey extension not exceeding 10 sq m Building Notice	S	D	351.67	422.00	376.67	452.00
	Single Storey extension not exceeding 10 sq m Regularisation Charge	O	D	485.00	485.00	519.00	519.00
DW01	CON 29R including LLC1						
	Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	602.50	723.00	645.00	774.00
	Single Storey extension not exceeding 40 sq m Building Notice	S	D	663.33	796.00	710.00	852.00
	Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	915.00	915.00	980.00	980.00
DW02	Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	753.33	904.00	806.67	968.00
	Single Storey extension not exceeding 100 sq m Building Notice	S	D	828.33	994.00	886.67	1,064.00
	Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	1,143.00	1,143.00	1,224.00	1,224.00
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	702.50	843.00	752.50	903.00
	Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Building Notice	S	D	772.50	927.00	826.67	992.00
	Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	1,065.00	1,065.00	1,140.00	1,140.00
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	781.67	938.00	1,004.00	1,004.00
	Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Building Notice	S	D	859.17	1,031.00	920.00	1,104.00
	Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,185.00	1,185.00	1,268.00	1,268.00
DW05	Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Plan and Inspection Charge	S	D	385.00	462.00	412.50	495.00
	Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Building Notice	S	D	423.33	508.00	453.33	544.00
	Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Regularisation Charge	O	D	584.00	584.00	625.00	625.00
DW06	Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Plan and Inspection Charge	S	D	494.17	593.00	529.17	635.00
	Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Building Notice	S	D	544.17	653.00	582.50	699.00
	Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Regularisation Charge	O	D	750.00	750.00	803.00	803.00
DW07	First Floor & Second Floor loft conversion Plan and Inspection Charge	S	D	580.00	696.00	620.83	745.00
	First Floor & Second Floor loft conversion Building Notice	S	D	638.33	766.00	683.33	820.00
	First Floor & Second Floor loft conversion Regularisation Charge	O	D	880.00	880.00	942.00	942.00
DW08	Other Works Plan and Inspection Charge	S	D	345.00	414.00	369.17	443.00
	Other Works Building Notice	S	D	379.17	455.00	405.83	487.00
	Other Works Regularisation Charge	O	D	524.00	524.00	561.00	561.00
DW09	Re-roofing, installation of solar panels or photovoltaic cells Plan and Inspection Charge	S	D	211.67	254.00	226.67	272.00
	Re-roofing, installation of solar panels or photovoltaic cells Building Notice	S	D	232.50	279.00	249.17	299.00
	Re-roofing, installation of solar panels or photovoltaic cells Regularisation Charge	O	D	321.00	321.00	344.00	344.00
DW10	Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	190.00	228.00	203.33	244.00
	Replacement of windows, roof lights, roof windows or external glazed doors Building Notice	S	D	209.17	251.00	224.17	269.00
	Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	288.00	288.00	309.00	309.00
DW11	Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	253.33	304.00	271.67	326.00
	Cost of work not exceeding £5,000 Building Notice	S	D	278.33	334.00	298.33	358.00
	Cost of work not exceeding £5,000 Regularisation Charge	O	D	384.00	384.00	411.00	411.00
DW12	Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	489.17	587.00	524.17	629.00
	Cost of work exceeding £5,000 but not exceeding £25,000 Building Notice	S	D	538.33	646.00	576.67	692.00
	Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	743.00	743.00	796.00	796.00
DW13	Cost of work exceeding £25,000 but not exceeding £100,000 Plan and Inspection Charge	S	D	808.33	970.00	865.00	1,038.00
	Cost of work exceeding £25,000 but not exceeding £100,000 Building Notice	S	D	888.33	1,066.00	950.83	1,141.00
	Cost of work exceeding £25,000 but not exceeding £100,000 Regularisation Charge	O	D	1,227.00	1,227.00	1,313.00	1,313.00
ED	Notifiable electrical work where a satisfactory certificate will not be issued by a Part P registered electrician	S	D	375.83	451.00	402.50	483.00

**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			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	595.83	715.00	638.33	766.00
Single Storey extension not exceeding 40 sq m Regularisation Charge CON 29R including LLC1	O	D	915.00	915.00	980.00	980.00

ND02

Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	680.83	817.00	729.17	875.00
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	1,032.00	1,032.00	1,105.00	1,105.00

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	744.17	893.00	796.67	956.00
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	1,127.00	1,127.00	1,206.00	1,206.00

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	808.33	970.00	865.00	1,038.00
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,222.00	1,222.00	1,308.00	1,308.00

Alterations

ND05

Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	320.00	384.00	342.50	411.00
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	479.00	479.00	513.00	513.00
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	277.50	333.00	297.50	357.00
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	405.00	405.00	434.00	434.00
Renewable energy systems not exceeding £20,000 Planning and Inspection Charge	S	D	298.33	358.00	320.00	384.00
Renewable energy systems not exceeding £20,000 Regularisation Charge	O	D	426.00	426.00	456.00	456.00
Installation of new shop front and work not exceeding £5,000 Plan and Inspection Charge	S	D	298.33	358.00	320.00	384.00
Installation of new shop front and work not exceeding £5,000 Regularisation Charge	O	D	426.00	426.00	456.00	456.00

ND06

Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	489.17	587.00	524.17	629.00
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	745.00	745.00	798.00	798.00
Replacement of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Plan and Inspection Charge	S	D	384.17	461.00	411.67	494.00
Replacement of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Regularisation Charge	O	D	595.00	595.00	637.00	637.00
Installation of raised storage platform not exceeding 250 sqm within an existing building Plan and Inspection Charge	S	D	468.33	562.00	501.67	602.00
Installation of raised storage platform not exceeding 250 sqm within an existing building Regularisation Charge	O	D	660.00	660.00	707.00	707.00

ND07

Cost of work exceeding £25,000 and not exceeding £100,000 Plan and Inspection Charge	S	D	850.83	1,021.00	910.83	1,093.00
Cost of work exceeding £25,000 and not exceeding £100,000 Regularisation Charge	O	D	1,296.00	1,296.00	1,387.00	1,387.00
Fit out of building up to 100 sq m Plan and Inspection Charge	S	D	575.00	690.00	615.83	739.00
Fit out of building up to 100 sq m Regularisation Charge	O	D	798.00	798.00	854.00	854.00

**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Planning Application Fees

All Outline Applications

Site not more than 0.5 hectares	O	S	N/A	N/A	£578.00	£578.00
Up to 2.5 hectare, per 0.1 hectare	O	S	462.00	462.00	£0.00	£0.00
					£15,443 +	£15,443 +
More than 2.5 hectares	O	S	11,432.00	11,432.00	£186.00	£186.00
Each 0.1 hectare in excess of 2.5 hectares to a maximum of £125,000	O	S	138.00	138.00	£0.00	£0.00
Site between 0.5 hectares and 2.5 hectares	O	S	N/A	N/A	£624.00	£624.00

Householder Applications

CON 29R including LLC1						
Alterations/extensions to a single dwelling	O	S	206.00	206.00	£258.00	£258.00

Full Applications

Single dwellinghouse (or single flat)	O	S	N/A	N/A	£258.00	£258.00
Alterations/extensions two or more dwellings	O	S	407.00	407.00	£509.00	£509.00
Number of dwellinghouses - no more than 10	O	S	N/A	N/A	£578.00	£578.00
New Dwellings (between 10 & 50) per dwelling	O	S	462.00	462.00	£624.00	£624.00
New Dwellings more than 50	O	S	22,859.00	22,859.00	£30,860.00	£30,860.00
Each dwelling in excess of 50 to a maximum of £300,000	O	S	138.00	138.00	£186.00	£186.00

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

Gross Floor up to 40sq m	O	S	234.00	234.00	£293.00	£293.00
Gross Floor 40 sq m to 75 sq m	O	S	462.00	462.00	£578.00	£578.00
Gross Floor 75sq m to 3750 sq m each 75 sq m or part thereof	O	S	462.00	462.00	£624.00	£624.00
Gross Floor more than 3750 sq m	O	S	22,859.00	22,859.00	£30,680.00	£30,680.00
Each additional 75 sq m in excess of 3750 sq m to a maximum of £250,000	O	S	138.00	138.00	£186.00	£186.00

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	£120.00	£120.00
Gross Floor 465 sq m to 540 sq m	O	S	462.00	462.00	£578.00	£578.00
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	N/A	N/A
Gross Floor more than 540 sq m not more than 1,000sq.m	O	S	N/A	N/A	£578.00	£578.00
Each additional 75sq.m in excess of 540 sq.m	O	S	N/A	N/A	£578.00	£578.00
Gross Floor between 1,000 sq.m and 4215 sq m for first 1,000sq.m	O	S			£624.00	£624.00
Each additional 75sq.m in excess of 1,000 sq.m	O	S	N/A	N/A	£624.00	£624.00
Each additional 75 sq m in excess of 4215 sq m to a maximum of £250,000	O	S	138.00	138.00	N/A	N/A
Gross Floor more than 4215 sq m	O	S	22,859.00	22,859.00	£30,860.00	£30,860.00
Each additional 75 sq m in excess of 4215 sq m to a maximum of £250,000	O	S	N/A	N/A	£186.00	£186.00

Erection of glasshouses

Gross Floor no more than 465 sq m	O	S	96.00	96.00	£120.00	£120.00
More than 465 sq.m but not more than 1,000 sq.m	O	S	N/A	N/A	£3,225.00	£3,225.00
Gross Floor more than 465 sq m	O	S	2,580.00	2,580.00	N/A	N/A
1,000 sq.m or more	O	S	N/A	N/A	£3,483.00	£3,483.00

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	N/A	N/A
Site Area not more than 1 hectares - per 0.1 hectare or part thereof	O	S	N/A	N/A	£578.00	£578.00
More than 1 hectare but not more than 5 hectares for each 0.1 hectare or part thereof	O	S	N/A	N/A	£624.00	£624.00
Site Area more than 5 hectares	O	S	22,859.00	22,859.00	£30,860.00	£30,860.00
Each additional 0.1 hectare in excess of 5 hectares up to a maximum of £250,000	O	S	138.00	138.00	£186.00	£186.00

Applications other than Building Works

Car parks, Service Roads or other accesses	O	S	234.00	234.00	£293.00	£293.00
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Waste (Use of land for disposal of refuse or waste materials or deposit of amterial remaining after extraction or storage minerals)

Site Area no more than 15 hectares per 0.1 hectare	O	S	234.00	234.00	£316.00	£316.00
Site Area more than 15 hectares	O	S	34,934.00	34,934.00	£47,161.00	£47,161.00
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	138.00	138.00	N/A	N/A
Each 0.1 hectare in excess of 15 hectares up to a maximum of £105,300	O	S	N/A	N/A	£186.00	£186.00

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	£686.00	£686.00
Site area more than 7.5 hectares	O	S	38,070.00	38,070.00	£51,395.00	£51,395.00
Each 0.1 hectare in excess of 7.5 hectares up to a maximum of £250,000	O	S	151.00	151.00	N/A	N/A
Each 0.1 hectare in excess of 7.5 hectares up to a maximum of £405,000	O	S	N/A	N/A	£204.00	£204.00

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	£347.00	£347.00
Site area more than 15 hectares	O	S	38,520.00	38,520.00	£52,002.00	£52,002.00
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	151.00	151.00	N/A	N/A
Each 0.1 hectare in excess of 15 hectares up to a maximum of £105,300	O	S	N/A	N/A	£204.00	£204.00

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	£316.00	£316.00
Site area more than 15 hectares	O	S	34,934.00	34,934.00	£47,161.00	£47,161.00
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	138.00	138.00	N/A	N/A
Each 0.1 hectare in excess of 15 hectares up to a maximum of £105,300	O	S	N/A	N/A	£186.00	£186.00

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	N/A	N/A
Any site area per 0.1 hectares up to a maximum of £2,535	O	S	N/A	N/A	£293.00	£293.00

Lawful Development Certificate

Existing Use or operation	O	S	Same As	Same As	Same As	Same As
Existing use or operation - lawful not to comply with any condition or limitation	O	S	Full	Full	Full	Full
	O	S	234.00	234.00	293.00	293.00
Proposed use or operation	O	S	Half normal planning fee	Half normal planning fee	Half normal planning fee	Half normal planning fee

**PLANNING COMMITTEE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Planning Application Fees

Prior Approval

Telecommunications Code Systems Operators	O	S	462.00	462.00	578.00	578.00
Larger Home Extensions	O	S	96.00	96.00	120.00	120.00
Additional Storeys on a home	O	S	96.00	96.00	120.00	120.00
Agricultural and Forestry buildings & operations	O	S	96.00	96.00	120.00	120.00
Demolition of Buildings	O	S	96.00	96.00	120.00	120.00
Change of Use from Commercial/Business/Service (Use Class E), or Betting Office or Pay Day Loan Shop to mixed use including up to two flats (Use Class C3)	O	S	96.00	96.00	120.00	120.00
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E), Hotels (Use Class C1), Residential Institutions (Use Class C2A) to a state funded school	O	S	96.00	96.00	120.00	120.00
Change of use of a building and any land within its curtilage from an Agricultural Buildings to a State Funded School	O	S	96.00	96.00	120.00	120.00
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (Use Class E), storage or Distribution (Use Class B8), or Hotels (Use Class C1)	O	S	96.00	96.00	120.00	120.00
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)	O	S	96	96	120	120
If it includes building operations in connection with the change of use	O	S	206	206	258	258
Change of use of a building from Betting Office, Pay Day Loan Shop, Launderette; a mixed use combining of these uses and use as Dwellinghouse(s); or Hot Food takeaways to Dwellinghouses (Use Class C3)	O	S	96	96	120	120
if it includes building operations in connection with change of use	O	S	206	206	258	258
Change of Use of a building and any land within its Curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3)	O	S	96	96	120	120
if it includes building operations in connection with the change of use	O	S	206	206	258	258
Temporary Use of Buildings or land for the Purpose of commercial film-making and the associate Temporary Structures, Works, Plant or Machinery required in connection with that Use	O	S	96	96	120	120
Provision of Temporary School Buildings on Vacant Commercial Lane and the use of that land as a State-funded School for up to 3 Academic Years	O	S	96	96	120	120
Development Consisting of the Erection or Construction of a Collection Facility with the Curtilage of a Shop	O	S	96	96	120	120
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roof of Non Domestic Buildings, up to a capacity of 1 Megawatt	O	S	96	96	120	120
Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc	O	S	96	96	120	120
Erection, extension or alteration on a closed defence site by or on behalf of the Crown of single living accommodation and/or non-residential buildings	O	S	96	96	120	120
Erection, extension, or alteration of a university building	O	S	96	96	120	120

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 £578	Full Fee due or if paid £578
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Approval/Variation/Discharge of condition

Application for removal or variation of a condition following grant of planning permission Request for confirmation that one or more planning conditions have been complied with - Householder	O	S	234.00	234.00	293.00	293.00
Request for confirmation that one or more planning conditions have been complied with - Other	O	S	34.00	34.00	43.00	43.00
	O	S	116.00	116.00	145.00	145.00

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	N/A	N/A
More than 50 dwellings	O	S	22,859.00	22,859.00	30,860.00	30,860.00
Each dwelling in excess of 50 up to a maximum of £250,000	O	S	138.00	138.00	186.00	186.00
Other Changes of use of a building or land	O	S	462.00	462.00	N/A	N/A
Number of dwellinghouses not more than 10	O	S	N/A	N/A	578.00	578.00
Number of dwellinghouses between 10 and 50	O	S	N/A	N/A	624.00	624.00

Other Changes of Use

Building or Land	O	S	N/A	N/A	£578.00	£578.00
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Advertising

Relating to the business on the premises	O	S	132.00	132.00	165.00	165.00
business	O	S	132.00	132.00	165.00	165.00
Other advertisements	O	S	462.00	462.00	578.00	578.00

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

Applications in respect of major developments	O	S	690.00	690.00	0.00	0.00
Applications in respect of householder developments	O	S	68.00	68.00	0.00	0.00
Applications in respect of other developments	O	S	234.00	234.00	0.00	0.00

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

Applications in respect of householder development	O	S	34.00	34.00	43.00	43.00
Applications in respect of other developments	O	S	234.00	234.00	293.00	293.00

Application for Permission in Principle

For each 0.1 hectare of the site area	O	S	402.00	402.00	503.00	503.00
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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 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Pre-Application Advice

Pre-Application Advice

1	Householder Householder - written response only	S	D	66.67	80.00	73.33	88.00
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	158.33 / 300	190 / 360	174.16 / 330	209 / 396
3	CON 29R including LLC1	S	D	33.33	40.00	36.67	44.00
4	Express Householder Advice - e.g. week turnaround	S	D	470.83	565.00	517.92	621.50
	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 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)			166.67	200.00	183.33	2,200.00
5	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	391.67 / 545.83	470 / 655	430.83 / 600.41	517 / 720.50
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	416.67 / 570.83	500 / 685	458.33 / 627.91	550 / 753.50
7	Follow up comments upon per additional set of drawings	S	D	166.67	200.00	183.33	220.00
	Creation of a singular: dwellinghouse; replacement dwellinghouse; or residential annexe Note: in excess of 1 but below 10 units constitutes Minor development 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.)			391.67 / 545.83	470 / 655	430.83 / 600.41	517 / 720.50
8	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, specialist advice is required and is charged as follows.)	S	D	416.67 / 570.83	500 / 685	458.33 / 627.91	550 / 753.50
9	Follow up comments upon per additional set of drawings	S	D	166.67	200.00	183.33	220.00
	Minor Development Written summary only/ with specialist advice	S	D	391.67 / 545.83	470 / 655	430.83 / 600.41	517 / 720.50
12	Up to 1-hour inhouse meeting and written summary/ with specialist advice	S	D	808.33 / 958.33	970 / 1150	889.16 / 1054.1	131.02 / 1340.1
13	Up to 1-hour onsite meeting and written summary/with specialist advice	S	D	833.33 / 983.33	1000 / 1180	116.66 / 1081.6	1100 / 1298
14	Additional 1-hour inhouse meetings and written summaries/ with specialist	S	D	516.67 / 666.67	620 / 800	568.33 / 733.33	682 / 880
15	Follow up comments per additional set of drawings	S	D	187.50	225.00	206.25	247.50
	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.)			2,312.50	2,775.00	2,543.75	2,798.13
16	Up to 1-hour inhouse meeting and written summary	S	D	2,312.50	2,775.00	2,543.75	2,798.13
17	Up to 1-hour onsite meeting and written summary set	S	D	2,375.00	2,850.00	2,612.50	2,873.75
	Subsequent follow up advice – if you have: already received advice about a similar development on the same site in the last three months or Received a refusal of planning permission for a similar development on the same site in			279.17	335.00	307.08	337.79
18	Written advice	S	D	279.17	335.00	307.08	337.79
19	A subsequent meeting with a planning officer	S	D	1,691.67	2,030.00	1,860.83	2,046.92
	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)			2,825.00	3,390.00	3,107.50	3,418.25
20	Up to 1-hour inhouse meeting and written summary	S	D	2,825.00	3,390.00	3,107.50	3,418.25
21	Up to 1-hour onsite meeting and written summary set	S	D	2,845.83	3,415.00	3,130.42	3,443.46
	Subsequent follow up advice – if you have: already received advice about a similar development on the same site in the last three months or Received a refusal of planning permission for a similar development on the same site in			2,083.33	2,500.00	2,291.67	2,750.00
23	A subsequent meeting with a planning officer	S	D	2,083.33	2,500.00	2,291.67	2,750.00
	Strategic Development (Principal Planner) Your new building has 5000 or more sqm of floor space The site area is 5 or more hecatres (where you don't now the floorspace)			3,200.00	3,840.00	3,520.00	4,224.00
24	Up to 1-hour inhouse meeting and written summary	S	D	3,200.00	3,840.00	3,520.00	4,224.00
25	Up to 1-hour onsite meeting and written summary	S	D	3,225.00	3,870.00	3,547.50	4,257.00
	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			2,541.67	3,050.00	2,795.83	3,355.00
26	Up to 1-hour onsite meeting and written summary	S	D	2,541.67	3,050.00	2,795.83	3,355.00
	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	141.67	170.00	155.83	187.00
28	Up to 1-hour inhouse meeting and written summary	S	D	235.00	282.00	258.50	310.20
29	Up to 1-hour onsite meeting and written summary	S	D	262.50	315.00	288.75	346.50

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 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			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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Brentwood Borough Council

Pay Policy Statement

2024/25

Policy Owner:	Human Resources
Date published:	
Effective Date:	18 January 2024
Review Date:	18 January 2025

Brentwood Borough Council Pay Policy Statement 2024/25

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, 2x 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 £146,890 per annum to £167,590 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 (£105,490 - £115,840).

Directors are paid on Director Grade (£84,790 - £95,140).

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 employees, 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.

Remuneration and Job Evaluation in relation to the Strategic Partnership

For staff that undertake work as part of the Strategic Partnership with Rochford District Council, a joint pay framework has been established. This consists of 15 grades, with Band 1 being the lowest and CE being 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.

Job evaluation of these roles is undertaken using the National Joint Council (NJC) job evaluation scheme and is used for all grades up to Band 10.

For the purposes of posts within the Strategic Partnership the pay scales are aligned to the National Joint Council (NJC), Joint Negotiating Committee for Chief Offices (JNC) and the Association of Local Authority Chief Executives and Senior Managers (ALACE) for the purposes of pay awards, which are negotiated on a nationally level.

The salaries and any other applicable payments are shared with Rochford District Council. Other conditions of service for these posts are determined by the National Joint Council (NJC) and local collective agreements.

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, (£28,524) is 1:5.3
- The ratio of the Chief Executive (top earner) salary to the lowest salary, (£21,894) is 1:6.9

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:

- (i) In circumstances that are relevant (e.g. Redundancy)
- (ii) That is in accordance with our Policy Statement on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS)
- (iii) That complies with the specific terms of a Settlement Agreement
- (iv) 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.

BRENTWOOD BOROUGH COUNCIL PAY SCALES

1 April 2023

Grade A

SCP	Annual Salary	Monthly Salary	Hourly Rate
8	19,917	1,660	10.32
9	20,840	1,737	10.80
10	21,533	1,794	11.16
11	21,894	1,824	11.35

Grade B

SCP	Annual Salary	Monthly Salary	Hourly Rate
11	21,894	1,824	11.35
12	22,254	1,854	11.53
13	22,727	1,894	11.78
14	23,072	1,923	11.96
15	23,475	1,956	12.17

Grade C

SCP	Annual Salary	Monthly Salary	Hourly Rate
15	23,475	1,956	12.17
16	23,936	1,995	12.41

17	24,418	2,035	12.66
18	24,835	2,069	12.87
19	25,609	2,134	13.27

Grade D

SCP	Annual Salary	Monthly Salary	Hourly Rate
19	25,609	2,134	13.27
20	26,404	2,200	13.69
21	27,225	2,269	14.11
22	27,834	2,319	14.43
23	28,524	2,377	14.78

Grade E

SCP	Annual Salary	Monthly Salary	Hourly Rate
23	28,524	2,377	14.78
24	29,319	2,443	15.20
25	30,123	2,510	15.61
26	30,962	2,580	16.05
27	31,857	2,655	16.51

Grade F

SCP	Annual Salary	Monthly Salary	Hourly Rate
28	32,772	2,731	16.99
29	33,894	2,824	17.57
30	34,882	2,907	18.08
31	35,860	2,988	18.59

32	36,796	3,066	19.07
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Grade G

SCP	Annual Salary	Monthly Salary	Hourly Rate
33	37,761	3,147	19.57
34	38,717	3,226	20.07
35	39,442	3,287	20.44
36	40,367	3,364	20.92
37	41,410	3,451	21.46

Grade H

SCP	Annual Salary	Monthly Salary	Hourly Rate
37	41,410	3,451	21.46
38	42,498	3,541	22.03
39	43,729	3,644	22.67
40	44,786	3,732	23.21
41	45,866	3,822	23.77

Grade I

SCP	Annual Salary	Monthly Salary	Hourly Rate
41	45,866	3,822	23.77
42	46,917	3,910	24.32
43	47,983	3,998	24.87
44	49,067	4,089	25.43
45	50,074	4,173	25.96

Grade J

SCP	Annual Salary	Monthly Salary	Hourly Rate
45	50,074	4,173	25.96
46	51,195	4,266	26.54
47	52,285	4,357	27.10
48	53,403	4,450	27.68
49	54,479	4,540	28.24

Grade ELT 1

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	54,971	4,581	28.49
2	56,192	4,683	29.13
3	57,405	4,784	29.76
4	58,626	4,885	30.39
5	59,845	4,987	31.02

Grade ELT 2

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	61,670	5,139	31.97
2	63,497	5,291	32.91
3	64,709	5,392	33.54
4	65,926	5,493	34.17
5	67,150	5,596	34.83

Director Grade

SCP	Annual Salary	Hourly Rate
1	84,790	43.95
2	89,970	46.63
3	95,140	49.32

Strategic Director Grade

SCP	Annual Salary	Hourly Rate
1	105,490	54.68
2	110,670	57.36
3	115,840	60.05

Chief Executive Grade

SCP	Annual Salary	Hourly Rate
1	146,890	76.14
2	157,240	81.51
3	167,590	86.87

BRENTWOOD BOROUGH COUNCIL and ROCHFORD DISTRICT COUNCIL

One Team Pay Scales

1 April 2023

Band 1

SCP	Annual Salary	Hourly Rate
1	<i>Deleted wef 01 Apr 2023</i>	
2	22,366	11.59

Band 2

SCP	Annual Salary	Hourly Rate
3	22,737	11.79
4	23,114	11.98
5	23,500	12.18

Band 3

SCP	Annual Salary	Hourly Rate
6	23,893	12.38
7	24,294	12.59
8	24,702	12.80

Band 4

SCP	Annual Salary	Hourly Rate
9	25,119	13.02
10	25,545	13.24
11	25,979	13.47
12	26,421	13.69

13	26,873	13.93
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Band 5

SCP	Annual Salary	Hourly Rate
14	27,334	14.17
15	27,803	14.41
16	28,282	14.66
17	28,770	14.91
18	29,269	15.17

Band 6

SCP	Annual Salary	Hourly Rate
19	29,777	15.43
20	30,296	15.70
21	30,825	15.98
22	31,364	16.26
23	32,076	16.63

Band 7

SCP	Annual Salary	Hourly Rate
24	33,024	17.12
25	33,945	17.59
26	34,834	18.06
27	35,745	18.53
28	36,648	19.00

Band 8

SCP	Annual Salary	Hourly Rate
29	37,336	19.35
30	38,223	19.81
31	39,186	20.31
32	40,221	20.85
33	41,418	21.47

Band 9

SCP	Annual Salary	Hourly Rate
34	42,403	21.98
35	43,421	22.51
36	44,428	23.03
37	45,441	23.55
38	46,464	24.08

Band 10

SCP	Annual Salary	Hourly Rate
39	47,420	24.58
40	48,474	25.13
41	49,498	25.66
42	50,512	26.18
43	51,515	26.70

SM1

SCP	Annual Salary	Hourly Rate
1	53,940	27.96
2	59,134	30.65

3	63,289	32.80
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SM2

SCP	Annual Salary	Hourly Rate
1	64,328	33.34
2	69,522	36.03
3	73,677	38.19

Director Grade

SCP	Annual Salary	Hourly Rate
1	84,790	43.95
2	89,970	46.63
3	95,140	49.32

Strategic Director Grade

SCP	Annual Salary	Hourly Rate
1	105,490	54.68
2	110,670	57.36
3	115,840	60.05

Chief Executive Grade

SCP	Annual Salary	Hourly Rate
1	146,890	76.14
2	157,240	81.51
3	167,590	86.87

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.

Finance, Assets, Investment and Recovery 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.

The function within the remit of the Finance, Assets, Investment and Recovery 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.