

To all Members of Stroud District Council

12 February 2020

You are hereby summoned to attend a meeting of **STROUD DISTRICT COUNCIL** in the Council Chamber, Ebley Mill on **THURSDAY 20 FEBRUARY 2020 at 7.00pm.**



Kathy O'Leary  
Chief Executive

**Please Note:** This meeting will be filmed for live or subsequent broadcast via the Council's internet site (www.stroud.gov.uk). By entering the Council Chamber you are consenting to being filmed. The whole of the meeting will be filmed except where there are confidential or exempt items, which may need to be considered in the absence of the press and public.

## AGENDA

- 1 **APOLOGIES**  
To receive apologies for absence.
- 2 **DECLARATIONS OF INTEREST**  
To receive declarations of interest.
- 3 **MINUTES**  
To approve the Minutes of the Council's meeting held on 16 January 2020.
- 4 **ANNOUNCEMENTS**  
To receive announcements from the Chair of Council.
- 5 **GLOUCESTERSHIRE RESOURCES AND WASTE PARTNERSHIP**  
To approve membership of the newly formed Gloucestershire Resources and Waste Partnership.
- 6 **ADOPTION OF THE INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE (IHRA) WORKING DEFINITION OF ANTISEMITISM**  
To consider the adoption of the IHRA definition of antisemitism.
- 7 **DISPENSATION UNDER SECTION 85 OF THE LOCAL GOVERNMENT ACT 1972**  
To approve the absence of Councillor David Mossman from Council meetings due to illness.
- 8 **EXTENSION TO DESIGNATION OF MONITORING OFFICER**  
To extend the designation of the current interim Monitoring Officer.

## **9 RECOMMENDATIONS FROM OTHER COMMITTEE(S)**

### **9a Audit and Standards Committee – 28 January 2020**

*The relevant committee report is also available on the website page for this Council meeting.*

The Chair of Audit and Standards Committee will present this item:

#### **9ai Treasury Management Strategy, Annual Investment Strategy and Medium Revenue Provision Policy Statement 2020/21 ([Agenda Item 10](#))**

The Audit and Standards Committee RECOMMENDED that Council:

1. Adopt the prudential indicators and limits for 2020/21 to 2022/23;
2. Approve the treasury management strategy 2020/21, and the treasury prudential indicators;
3. Approve the investment strategy 2020/21, and the detailed criteria for specified and non-specified investments; and
4. Approve the MRP Statement 2020/21.

### **9b Strategy and Resources Committee – 30 January 2020**

*The relevant committee reports are also available on the website page for this Council meeting.*

The Chair of Strategy and Resources Committee will present these items:

#### **9bi The Fair Pay and Senior Pay Policy Statement 2019/20 ([Agenda Item 5](#))**

That the statement is approved.

#### **9bii Stroud District Council Capital Strategy ([Agenda Item 6](#))**

To approve the Capital Strategy at Appendix A.

#### **9biii The General Fund Budget 2020/21, Capital Programme, Medium Term Financial Plan and Council Tax Charges ([Agenda Item 8](#))**

Strategy and Resources Committee RECOMMENDED to Council (and subject to the Government's final settlement announcements):

1. To approve the updated Medium Term Financial Plan as set out in Appendices A-E;
2. To increase the council tax by £5 p.a. to £212.52 at Band D, an increase of less than 10p per week for the services provided by Stroud District Council;
3. To note the uncertainty around the impact of changes to local government funding in 2021/22;
4. To approve the Capital Programme, as set out in Appendix E;
5. To approve the planned changes to the reserves as set out in Section 4 of the report and Appendix F;
6. To approve the fees and charges policy and list of Council fees and charges as set out in Appendices G and H.

In addition to the recommendations from the Strategy and Resources Committee, Council RESOLVES:-

7. To approve the Council Tax Charges for the District as set out in Appendix I.

**9biv Housing Revenue Account (HRA) – Revised 2019/20 and Original 2020/21 Medium Term Financial Plan 2019/20 – 2023/24 ([Agenda Item 9](#))**

1. The revised HRA revenue budget for 2019/20 and original budget 2020/21 are approved.
2. The movement to and from HRA balances and capital reserves as detailed in Appendix B and section 9 are approved.
3. That from 1 April 2020:
  - i) Social rents and affordable rents are increased by 2.7%, in line with national rent guidance.
  - ii) Garage rents are increased by 2.7%.
  - iii) Landlord service charges are increased by 2.7%, except district heating charges which are decreased by an average of 21%.  
As detailed in Appendix A.
4. That the HRA Capital Programme for 2019/20 to 2023/24, as detailed in Appendix C, be included in the Council's Capital Programme.



# STROUD DISTRICT COUNCIL

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## COUNCIL MEETING

16 January 2020

7.00 pm – 8.15 pm

Council Chamber, Ebley Mill, Stroud

# 3

### Minutes

#### Membership

|                  |   |                 |   |                        |   |
|------------------|---|-----------------|---|------------------------|---|
| Martin Baxendale | P | Nick Hurst      | P | Nigel Prenter          | P |
| Dorcas Binns     | A | George James    | P | Skeena Rathor          | A |
| Catherine Braun  | P | Julie Job       | P | Sue Reed               | A |
| Chris Brine      | P | Haydn Jones     | P | Mark Reeves            | P |
| Miranda Clifton  | P | John Jones      | P | Steve Robinson*        | P |
| Nigel Cooper     | P | Norman Kay      | P | Mattie Ross            | P |
| Doina Cornell    | P | Darren Loftus   | A | Tom Skinner            | P |
| Gordon Craig     | A | Stephen Lydon   | P | Nigel Studdert-Kennedy | A |
| Rachel Curley    | P | John Marjoram   | P | Haydn Sutton           | P |
| Stephen Davies   | P | Phil McAsey     | A | Brian Tipper           | P |
| Paul Denney      | P | Karen McKeown   | A | Chas Townley           | P |
| Jim Dewey        | P | Jenny Miles     | P | Jessica Tomblin        | P |
| Jonathan Edmunds | A | Dave Mossman    | A | Ken Tucker             | P |
| Chas Fellows     | A | Gill Oxley      | A | Martin Whiteside       | P |
| Colin Fryer      | P | Keith Pearson   | P | Tim Williams           | P |
| Lindsey Green    | P | Simon Pickering | P | Tom Williams           | P |
| Trevor Hall      | A | Gary Powell**   | P | Debbie Young           | P |

\*\*Chair \*Vice-Chair P = Present A = Absent

(This was an additional meeting to the published civic timetable because the reports were not ready for the December meeting because of the General Election.)

#### Officers in Attendance

Chief Executive

Democratic Services & Elections Manager

Democratic Services & Elections Officer

Interim Head of Legal Services and  
Monitoring Officer

#### CL.045 APOLOGIES

Apologies for absence were received from Councillors Binns, Craig, Edmunds, Fellows, Hall, Loftus, McAsey, McKeown, Mossman, Oxley, Rathor, Reed and Studdert-Kennedy.

#### CL.046 DECLARATIONS OF INTEREST

There were none.

**CL.047      MINUTES**

**RESOLVED** That the minutes of the Council's meeting held on 19 December 2019 are confirmed and signed as a correct record.

**CL.048      ANNOUNCEMENTS**Leader

A Local Transport Plan (Draft for Consultation) was launched at Shire Hall today and stakeholder consultation events are scheduled to be held throughout the county. More details are in the Members' Weekly update.

All Members and Officers were invited to attend a remembrance event on Monday, 27 January 2020 in the Council Chamber at 1.30 pm dedicated to the remembrance of those who had suffered in The Holocaust, and in subsequent genocides in Cambodia, Rwanda, Bosnia, and Darfur. The Holocaust Memorial Day 2020 marks 75 years since the liberation of Auschwitz-Birkenau and the 25th anniversary of the genocide in Bosnia.

Chief Executive

The timetable for the elections for the Police and Crime Commissioner for Gloucestershire, all District Councillors and all Parish and Town Councillors was outlined.

All of the four Strategic Directors had now been appointed:-

Andrew Cummings - Strategic Director of Resources  
 Caron Starkey - Strategic Director of Change and Transformation  
 Brendan Cleere - Strategic Director of Place, and  
 Keith Gerrard - Strategic Director of Communities who starts on 2 March 2020.

**CL.049      PUBLIC QUESTION TIME**

There were none.

**CL.050      REVIEW OF POLLING DISTRICT, POLLING PLACES AND POLLING STATIONS 2019**

Councillor Cornell, the Leader presented the very detailed report which outlined changes following the consultation. The changes would take effect on the electoral register from 1 February 2020. This was seconded by Councillor Whiteside.

The following responses were given to Members' questions:-

- The number of Polling Stations could not be reduced any further because the Council had to have a polling station for each parish ward. In the General Election there were 88 polling stations and in May there would be 104.
- A briefing with the election agents takes place when the rules are explained and after each election feedback was also given and taken on board.
- There could be over 500 nominations for the election of Town and Parish Councillors and therefore the nomination period had been extended by a week.

- A letter with the Council's recommendations following the Community Governance Review had been sent to the Local Government Boundary Commission for England and no response had been received yet.
- The final version of Appendix A would be amended to move the text regarding 47 properties at Gunhouse Lane from the Rodborough Ward to the Brimscombe and Thrupp (Division 1) Ward.

When put to the vote, the Motion was unanimously carried.

- RESOLVED 1. To approve the schedule of polling districts and polling places 2020.**
- 2. To authorise the Democratic Services and Elections Manager to make necessary amendments to the register of electors.**
  - 3. To delegate responsibility to the Returning Officer to make any further polling place and polling station changes as necessary.**

**CL.051      APPOINTMENT OF THE INDEPENDENT REMUNERATION PANEL (IRP)**

The Leader stated that the Council would be sharing the IRP members with Gloucester City Council who were not reviewing their Members' allowance scheme. These positions were not paid but expenses would be reimbursed. A survey would be sent to all Members and an invitation for all Members to have an opportunity to meet with the IRP. The Members' allowances that were paid by other Councils of a similar size to Stroud would be compared for benchmarking.

Following the review, the IRP's report for adoption of the new Scheme of Allowances would be presented to a future meeting of Council after April; the date would be flexible.

The report was seconded by Councillor Townley.

Councillor Davies confirmed he would like to be involved in the review.

In response to a question from Councillor Kay, the Leader confirmed that the IRP would not be reviewing allowances for Town/Parish Council's only for our Council. Councillor Lydon suggested that the Council look at other measures to assist people who may wish to become a Councillor but have barriers eg a young family.

When put to the vote, the Motion was unanimously carried.

- RESOLVED 1. To establish an Independent Remuneration Panel.**
- 2. That the following be appointed to the Independent Remuneration Panel for a period of three years:**
    - Mrs Wynn Bartlett**
    - Mr Stewart Dove**
    - Mr Jason Jones and**
    - Mr Graham Russell**

**CL.052      MEMBERS' QUESTIONS**

There were none.

Councillor Pickering left the Council Chamber.

**CL.053      MOTION REGARDING DYING TO WORK CHARTER**

Councillor Fryer read out the Charter. The Motion was seconded by Councillor Cornell.

In response to a question, Councillor Fryer said that the Charter was good practice and if adopted would send out a message to the public and employees. He confirmed that he had not had discussions with the Council's Human Resources or Officers in Legal, that he could not see why in future contractors with the Council could not be included.

The Chief Executive confirmed that Councillor Fryer had not had discussions with Human Resources but that the Charter matched what the Council already did in practice. Those employees who had unfortunately been diagnosed with a terminal illness were supported by Human Resources and their work colleagues. Each case was looked at on an individual case by case basis. This care formed part of the Terms and Conditions of Employment within the Council's Staff Handbook.

During debate Members supported the Motion. Councillor Brine requested a recorded vote which was unanimously agreed by Members.

Councillor Pearson stated that the Charter should reflect the Council's policy that had been evidenced.

In summing up Councillor Cornell stated that the Charter would respect those individuals who are affected and confirmed that Councillor Hall would have proposed the Motion but was away. Gloucestershire County Council adopted the Charter in September 2019 and had also been adopted by other Council's. It was important that we also adopted the Charter.

In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001, a recorded vote was taken, the results of which are as follows:-

**FOR 37 votes, AGAINST 0 votes, ABSENTION 0 votes**

|                  |                 |                  |
|------------------|-----------------|------------------|
| Martin Baxendale | George James    | Mattie Ross      |
| Catherine Braun  | Julie Job       | Tom Skinner      |
| Chris Brine      | Haydn Jones     | Haydn Sutton     |
| Miranda Clifton  | John Jones      | Brian Tipper     |
| Nigel Cooper     | Norman Kay      | Chas Townley     |
| Doina Cornell    | Stephen Lydon   | Jessica Tomblin  |
| Rachel Curley    | John Marjoram   | Ken Tucker       |
| Stephen Davies   | Jenny Miles     | Martin Whiteside |
| Paul Denney      | Keith Pearson   | Tim Williams     |
| Jim Dewey        | Gary Powell**   | Tom Williams     |
| Colin Fryer      | Nigel Prenter   | Debbie Young     |
| Lindsey Green    | Mark Reeves     |                  |
| Nick Hurst       | Steve Robinson* |                  |

- RESOLVED 1. To review sick pay and sickness absence procedures and include a specific statement that they will not dismiss any person with a terminal diagnosis because of their condition.**
- 2. To ensure that that they have an Employee Assistance Programme that has the capacity and competency to provide support to any person with a terminal illness, including access to counselling and financial advice.**

3. To provide training to line managers and all HR staff on dealing with terminal illness, including how to discuss future plans with any worker who has a diagnosis of a terminal illness, and on what adaptations to work arrangements that may be necessary.
4. To adopt the Dying to Work Charter\* and notify all employees that they have made the commitments contained in it.

#### **CL.054      MOTION TO ADOPT PARENTAL LEAVE**

Councillor Curley outlined the above Motion, which had been seconded by Councillor Lydon and thanked the Monitoring Officer for his assistance in revising the resolution. By adopting the Motion it was hoped that it would encourage women, who are currently under represented to be involved in becoming a Councillor. As a Council we want to encourage younger Councillors to put themselves forward and to continue as Councillors when they had a young family. The Constitution Working Group could consider looking at parental leave.

Members asked questions if a Member took a period of 6 months off, and they were the only representative in that ward their electorate would suffer and arrangements for cover would need to be put into place. The possibility of substitutes on Committees was also discussed and a balance of gender.

Councillor Whiteside suggested that the Constitution Working Group look at the following:-

- Parental leave
- Substitution
- Parents coming back to cover Council duties
- The timing of meetings

Councillor Townley suggested that management arrangements are put into place when there was only one Member representing their ward.

Councillor Brine reminded Members that it was not all about attending Council meetings, there was also case work and representing constituents.

The Leader stated that she supported the Motion and the barriers from standing as a Councillor needed to be examined.

Councillor Young suggested that the Constitution Working Group look at childcare, which was also supported by other Members with young families.

Councillor Lydon suggested that the Constitution Working Group look at other good practices carried out by other local authorities.

In summing up, Councillor Curley thanked Members for their comments which would give the Constitution Working Group a basis to work on. How the extra 6 months could be agreed and keep in touch days over the extended period needed also to be included within that work.

Councillor Pearson stated that there was already provision in the Council's Constitution for childcare.

#### **RESOLVED To note:**



1. That analysis of the 2019 Local Election results by the Fawcett Society found that only 35% of councillors in England are women, up 1% since 2018;
2. As of October 2019, 27 councils have passed the LGA Labour Group's Parental Leave policy, and an additional 9 councils have their own parental leave policy in place;
3. In 2019, the LGA co-produced the 21st Century Councils Equalities Toolkit with MHCLG. The toolkit recommends that councils adopt a parental leave policy, and they link to the LGA Labour's Parental Leave policy as a model to adopt;
4. That the role of a councillor should be open to all, regardless of their background, and that introducing a parental leave policy is a step towards encouraging a wider range of people to become councillors, and is also a step to encourage existing councillors who may want to start a family to remain as councillors;
5. That parental leave must apply to parents regardless of their gender, and that it should also cover adoption leave to support those parents who choose to adopt.

- RESOLVED**
1. That it supports the principle of a parental leave policy to give all Councillors an entitlement to parental leave after a birth or adoption and to ensure that councillors with children and other caring commitments are supported as appropriate.
  2. The Constitution Working Group should be tasked with developing a parental leave policy for approval at a future Council meeting taking into account the parental leave policy drafted by the LGA Labour Group's Women's Taskforce and, where there is an impact on members allowances to consult with the Independent Remuneration Panel as required.
  3. That as part of its deliberation of the draft policy, the Constitutional Working Group, in conjunction with Human Resources, will consider the LGA/MHCLG toolkit ([https://www.local.gov.uk/sites/default/files/documents/11.152\\_Equalities\\_toolkit\\_v06.pdf](https://www.local.gov.uk/sites/default/files/documents/11.152_Equalities_toolkit_v06.pdf)) to consider the Council's existing practices and report to Council at the same meeting in which the draft policy is proposed for adoption.

The meeting closed at 8.15 pm.

Chair

**STROUD DISTRICT COUNCIL**  
**COUNCIL**

**AGENDA  
ITEM NO**

**20 FEBRUARY 2020**

**5**

|  |  |              |                 |                      |
|--|--|--------------|-----------------|----------------------|
| <b>Report Title</b>  | <b>GLOUCESTERSHIRE RESOURCES AND WASTE PARTNERSHIP</b>   |              |                 |                      |
| <b>Purpose of Report</b>                                       | To approve membership of the newly formed Gloucestershire Resources and Waste Partnership.   |              |                 |                      |
| <b>Decision(s)</b>   | <b>Council RESOLVES to:</b><br><b>a. Authorise Stroud District Council’s membership of the new Gloucestershire Resources and Waste Partnership; and</b><br><b>b. Delegate authority to the Head of Community Services to approve the final Terms of Reference in consultation with the Chair of Environment Committee.</b> |              |                 |                      |
| <b>Consultation and Feedback</b>                               | Options have been considered throughout 2019, alongside partner authorities in Gloucestershire.  |              |                 |                      |
| <b>Report Author</b>   | Michael Towson, Community Services Manager<br>Tel: 01453 754336<br>Email: <a href="mailto:michael.towson@stroud.gov.uk">michael.towson@stroud.gov.uk</a>   |              |                 |                      |
| <b>Options</b>   | Members could choose for SDC to remain outside of the partnership arrangements. However, this may minimise opportunity for joint working and communications.   |              |                 |                      |
| <b>Background Papers</b>                                       | None   |              |                 |                      |
| <b>Appendices</b>  | Appendix 1 - Gloucestershire Joint Municipal Waste Management Strategy 2007-2020<br><a href="https://www.recycleforgloucestershire.com/media/11218/jmwms-55580.pdf">https://www.recycleforgloucestershire.com/media/11218/jmwms-55580.pdf</a>  |              |                 |                      |
| <b>Implications (further details at the end of the report)</b> | <b>Financial</b>   | <b>Legal</b> | <b>Equality</b> | <b>Environmental</b> |
|  | Yes  | Yes          | No              | No                   |

**1. BACKGROUND**

- 1.1 Prior to the formation of the Gloucestershire Joint Waste Committee (GJWC) there had always been a less formal joint waste partnership, known latterly as the Gloucestershire Waste Partnership (GWP). This partnership didn’t have statutory or decision making powers but the voluntary structure was intended to maximise joint working. In 2007 all members of the GWP (Gloucestershire County Council, Stroud District Council, Cheltenham Borough Council, Cotswold District Council, Gloucester City Council, Tewkesbury Borough Council and the Forest Of Dean District Council) developed and adopted the Gloucestershire Joint Municipal Waste Management Strategy 2007-2020 (Appendix 1). All members of the GWP have been working since to deliver the objectives of this strategy.
- 1.2 In 2013 the GJWC was formally constituted between Gloucestershire County Council, Cheltenham Borough Council, Cotswold District Council and the Forest of Dean District Council, with Tewkesbury Borough Council joining later, in 2014.

- 1.3 The GJWC was set up to develop a more coordinated approach to waste collection and improve recycling performance. By working closer together and by sharing officer resources, it was thought greater efficiencies could be achieved, removing duplication. Staff from each member authority were transferred to a Joint Waste Team with an annual membership fee payable.
- 1.4 Stroud District Council and Gloucester City Council attended committee meetings as non-voting members, having decided not to join. Officers and members of Stroud District Council, whilst recognising the benefits of partnership working, were never convinced of the potential financial saving or the potential increases in performance likely to be gained from formally joining the GJWC.
- 1.5 As a result of the GJWC being set up the GWP was disbanded by agreement in 2014.
- 1.6 Stroud District Council regularly reviewed the potential benefits of joining the GJWC and in the autumn of 2018 the Association of Public Service Excellence (APSE) via a commissioned report, recommended that SDC re-consider joining once again. APSE felt this would ensure as impactful a voice as possible, particularly regarding the countywide waste finances and possible financial re-structure, including the payment of recycling credits and food waste incentive payments.
- 1.7 On 6<sup>th</sup> December 2018 however, Cheltenham Borough Council sent notice of its intention to leave the GJWC. This was due to concern over the cost of transfer of waste to the incinerator and the potential conflicts of interest between the GJWC and the collection authorities. This triggered the termination provisions, meaning that the GJWC ended on 13<sup>th</sup> December 2019.

## **2. NEW PARTNERSHIP PREPARTORY WORK TO DATE**

- 2.1 GCC commissioned a report to review arrangements and to help consider future partnership options. The consultant conducted an interview with the Community Services Manager and Environment Committee Chair from SDC, alongside individuals from all other authorities in Gloucestershire. The consensus was there would be value in joint working and of the options generated, forming a new partnership with a less formal approach that encouraged all partners to join, was favoured.
- 2.2 Officers from across the county have developed draft terms of reference for the new Resources and Waste Partnership and these will be considered by the new board structure.
- 2.3 The purpose of the proposed new partnership will be to provide countywide leadership and a framework for joint working between Gloucestershire local authorities on resources and waste matters.
- 2.4 A principal function will be the development of a new joint Resources and Waste Strategy for Gloucestershire, setting out a clear plan for delivering sustainable and affordable services over the next decade. Once adopted, the proposed new partnership will coordinate and oversee the delivery of this strategy.

### **3. IMPLICATIONS FOR STROUD DISTRICT COUNCIL**

- 3.1 The proposed new partnership will not have any statutory powers. Statutory responsibility for waste management will remain with the individual local authorities following the dissolution of the GJWC. Each local authority will hold its own budgets, contracts and employ its own staff. Whilst this impacts the authorities that were in the GJWC, there is no change for SDC.
- 3.2 It is proposed that GCC shall employ a Partnership and Community Engagement officer from existing GCC revenue budget to support the proposed new partnership and coordinate joint communications and projects.
- 3.3 As part of the restructure of the food waste incentive payments, GCC have committed £120k p.a. to the partnership with the intention of running generic waste campaigns which SDC will be able to influence if it is part of the partnership.
- 3.4 Any further funding, for identified joint projects or similar, would require opt-in and therefore, the model generates no financial burden.

### **4. FUTURE MEETINGS AND WORK PLANNING**

- 4.1 When decisions have been reached by each of the Gloucestershire local authorities (and assuming that the said authorities decide to join), an inaugural meeting of the new partnership will be convened at which it is anticipated the Terms of Reference will be considered and approved. Senior officers from around the county will present an outline partnership work plan for discussion and agreement by members. Nominations for the appointment of a chair and vice-chair of the partnership will also be sought at this meeting.
- 4.2 The future partnership meetings will provide an opportunity to develop a common understanding of the purpose and objectives of the new partnership and to discuss how members can best deliver its vision of responding to the climate emergency by working together to promote resource efficiency and sustainable, safe and cost effective waste management.
- 4.3 The proposed partnership also provides a forum for discussing and reaching consensus on current or emerging Resources and Waste issues; both locally and nationally. Consideration can also be given as to whether any external speakers should be invited to attend meetings, and if so, the subject areas that might be most beneficial to cover.

### **5. RECOMMENDATION**

- 5.1 SDC officers believe the new partnership will offer an excellent forum to discuss developments and changes in the industry and are enthused in particular at the prospect of improved countywide waste communications.
- 5.2 SDC will incur no financial cost and will not sacrifice any decision making powers. Officers recommend that SDC join the partnership.

## **6. IMPLICATIONS**

### **6.1 Financial Implications**

As detailed in paragraph 3.4 this model creates no financial implications for the Council. Future decisions around waste and recycling investment will be considered in the future as necessary.

Andrew Cummings - Strategic Director of Resources  
Tel: 01453 754115 Email: [andrew.cummings@stroud.gov.uk](mailto:andrew.cummings@stroud.gov.uk)

### **6.2 Legal Implications**

This is an informal partnership to promote collaborative working around waste in the County. No functions are to be transferred to the proposed body by the Council, as such, there are no specific legal implications arising from the recommendations made in this report.

Patrick Arran - Interim Head of Legal Services & Monitoring Officer  
Tel: 01453 754369 Email: [patrick.arran@stroud.gov.uk](mailto:patrick.arran@stroud.gov.uk)

### **6.3 Equality Implications**

There are not any specific changes to service delivery proposed within this decision.

### **6.4 Environmental Implications**

There are no significant implications within this category.

|  |  |              |                 |                      |
|--|--|--------------|-----------------|----------------------|
| <b>Report Title</b>  | <b>ADOPTION OF INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE WORKING DEFINITION OF ANTISEMITISM</b>   |              |                 |                      |
| <b>Purpose of Report</b>                                       | <b>For Council to consider the adoption of the IHRA definition of antisemitism</b>   |              |                 |                      |
| <b>Decision(s)</b>   | <b>Council RESOLVES to Adopt the IHRA working definition of antisemitism with immediate effect.</b>  |              |                 |                      |
| <b>Consultation and Feedback</b>                               | None   |              |                 |                      |
| <b>Report Author</b>   | Patrick Arran<br>Tel: 01453 754369 Email: <a href="mailto:patrick.arran@stroud.gov.uk">patrick.arran@stroud.gov.uk</a>   |              |                 |                      |
| <b>Options</b>   | Council can decide whether to adopt the definition or decline to do so.  |              |                 |                      |
| <b>Background Papers</b>                                       | None   |              |                 |                      |
| <b>Appendices</b>  | Letter dated the 15 <sup>th</sup> of October 2019 from Rt. Hon. Robert Jenrick MP, Secretary of State for the Ministry of Housing, Communities and Local Government. |              |                 |                      |
| <b>Implications (further details at the end of the report)</b> | <b>Financial</b>   | <b>Legal</b> | <b>Equality</b> | <b>Environmental</b> |
|  | No   | Yes          | Yes             | No                   |

## 1. INTRODUCTION

- 1.1 On the 15<sup>th</sup> of October 2019, the Secretary of State wrote to all Council Leaders in England requesting that the Council formally adopt the IHRA definition of antisemitism. 136 Councils out of 343 have already adopted the definition. The IHRA is an intergovernmental body established in Stockholm in 1998. It comprises 31 member nations whose purpose is to place political and social leaders' support behind the need for Holocaust education, remembrance and research, both nationally and internationally.
- 1.2 A new definition of antisemitism was adopted by the International Holocaust Remembrance Alliance (IHRA) in 2016 and formally adopted by Central Government on 12<sup>th</sup> December 2016. It is proposed that Stroud District Council also adopts this definition.
- 1.3 The definition is not legally binding but is an important tool to enable public bodies to understand how antisemitism manifests itself as it gives examples of the kind of behaviours which can constitute antisemitism. It will also assist the Council to meet its statutory obligations relating to its public sector equality duty under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

1.4 Adopting the IHRA definition is unlikely to disproportionately disadvantage any protected characteristic, and does not directly prevent the promotion of understanding between different groups.

1.5 Unfortunately, antisemitic hate incidents have reached a record level in the UK. Jewish people can and do experience antisemitism and hate crime. Adopting the definition will also provide our residents and visitors with assurance that hate crime of this nature will not be tolerated.

1.6 The definition states:

*“Anti-Semitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of anti-Semitism are directed towards Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”*

1.7 The IHRA website (<https://www.holocaustremembrance.com/node/196>) provides the following guidance in relation to the definition:

*“Manifestations might include the targeting of the state of Israel, conceived as a Jewish collectivity. However, criticism of Israel similar to that leveled against any other country cannot be regarded as antisemitic. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for “why things go wrong.” It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits.*

*Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:*

- *Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.*
- *Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.*
- *Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.*
- *Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its*

*supporters and accomplices during World War II (the Holocaust).*

- *Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.*
- *Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.*
- *Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavour.*
- *Applying double standards by requiring of it a behavior not expected or demanded of any other democratic nation.*
- *Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.*
- *Drawing comparisons of contemporary Israeli policy to that of the Nazis.*
- *Holding Jews collectively responsible for actions of the state of Israel.*

1.8 In May 2017, the then Secretary of State for Communities and Local Government wrote to local authorities asking them to adopt the working definition of antisemitism, which a number of Councils have now done. It is understood that the definition was informally adopted at this time by the then Monitoring Officer and Director of Tenant and Corporate Services, but it is appropriate that Council should formally adopt the definition to give it appropriate prominence and to demonstrate to Central Government that the Council has complied with its request.

## **2. IMPLICATIONS**

### **2.1 Financial Implications**

There are no significant implications within this category.

Andrew Cummings, Strategic Director of Resources  
Tel: 01453 754115 Email: [andrew.cummings@stroud.gov.uk](mailto:andrew.cummings@stroud.gov.uk)

### **2.2 Legal Implications**

Any legal implications are set out in the body of the report.

Patrick Arran, Interim Head of Legal Services & Monitoring Officer  
Tel: 01453 754369 Email: [patrick.arran@stroud.gov.uk](mailto:patrick.arran@stroud.gov.uk)

### **2.3 Equality Implications**

There are not any specific changes to service delivery proposed within this decision and any equality implications are set out in the body of the report.

### **2.4 Environmental Implications**

There are no implications within this category.





Ministry of Housing,  
Communities &  
Local Government

**Rt Hon Robert Jenrick MP**

*Secretary of State for Housing, Communities  
and Local Government*

**Ministry of Housing, Communities and Local  
Government**

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Council Leaders in England

15 October 2019

Dear Local Leaders,

### **Adoption of the International Holocaust Remembrance Alliance (IHRA) Working Definition of Antisemitism**

My predecessor wrote to you in early 2017 following the Government's adoption of the IHRA definition, encouraging you to formally adopt the definition as a clear message that antisemitic behaviour will not be tolerated. I am writing to you on this issue again to impress upon you the need to take urgent action, which is more important now than ever.

The Community Security Trust (CST) is the leading organisation monitoring and supporting victims of antisemitism, and I know many of you will be familiar with their work. Earlier this year, CST released their report on antisemitic incidents in the first six months of 2019. It showed the highest total on record over a six-month period, and an increase of 10% on the same period in 2018, with over 100 incidents per month for the third year running. Similarly, the annual figures for 2018 showed the highest number of antisemitic incidents on record.

This is a very worrying trend. CST's figures reflect the Home Office official statistics from October 2019 which show that 18% of religiously motivated hatred is targeted at Jewish people – up from 12% in 2018 – and that, per capita, Jewish people were most likely to report experiencing hatred.

The recent deplorable attack on a synagogue in Halle, Germany, which took the lives of two innocent people on Yom Kippur, the holiest day in the Jewish calendar, shows that antisemitic hate crime is not a thing of the past. This must give us all serious pause.

It is in this context that I write to you again, to strongly urge you to formally adopt the IHRA definition and use it on all appropriate occasions. The definition is not designed to be legally binding, but it is an invaluable tool for public bodies to understand how antisemitism manifests itself in the 21<sup>st</sup> century. It demonstrates a commitment to engaging with the experiences of Jewish communities and supporting them against the contemporary challenges they face.

I recognise the local authorities who have already adopted the definition and considered its practical application, and I am grateful to you for showing leadership in tackling this challenge.

The IHRA definition is already used in guidance for the Police and Crown Prosecution Service, providing examples of the kinds of behaviours which, depending on the circumstances, could constitute antisemitism. The United Nations Special Rapporteur on Freedom of Religion or Belief also recently released a report which agreed that “the IHRA Working Definition of Antisemitism can offer valuable guidance for identifying antisemitism in its various forms” and encouraged its use in “education, awareness-raising and for monitoring and responding to manifestations of antisemitism”.

For our part, the Government is absolutely committed to combatting antisemitism in all its forms, from wherever it arises. Examples of this include the strong work of the Cross-Government Working Group to Tackle Antisemitism, which builds on our close relationship with Jewish communities. The Government funds projects such as Solutions Not Sides which seeks to challenge stereotypes and foster more nuanced discussion of the Israel-Palestinian conflict, and we have recently announced a further £100,000 in funding to tackle online antisemitism.

I am a strong advocate for clear standards on hate crime and a consistent approach across institutions to strengthen the support we provide to students and communities.

We recognise the incredibly valuable role local authorities have to play in tackling all forms of hate crime, in partnership with local police forces. Your intimate knowledge of local communities and their concerns provides valuable evidence to target responses. Your work to build resilience and integration locally helps to challenge some of the factors that may cause hate crime, preventing prejudice and hatred from taking root.

Eradicating antisemitism is not a task that the Government can achieve on our own. We need local authorities to show leadership, alongside our partners in civil society and community activists. The Government has adopted the IHRA definition of antisemitism, as we recognise this is one of the strongest signals we can give our Jewish communities. It demonstrates that we hear and understand their concerns and are ready and willing to act in response. I would be grateful if you would inform me when you have adopted the definition, or the steps you are taking to adopt it, or otherwise explain your reluctance to do so, so that I can discuss the matter with you directly.



**RT HON ROBERT JENRICK MP**

**STROUD DISTRICT COUNCIL**  
**COUNCIL**

**AGENDA  
ITEM NO**

**20 FEBRUARY 2020**

**7**

|  |  |              |                 |                      |
|--|--|--------------|-----------------|----------------------|
| <b>Report Title</b>  | <b>DISPENSATION UNDER SECTION 85 LOCAL GOVERNMENT ACT 1972</b>   |              |                 |                      |
| <b>Purpose of Report</b>                                       | To approve the absence of Councillor David Mossman from Council meetings due to illness.   |              |                 |                      |
| <b>Decision(s)</b>   | <b>Council RESOLVES to:</b><br><br><b>a. Authorise Councillor Mossman to be absent from all meetings of the Authority until the end of the Municipal Year.</b>     |              |                 |                      |
| <b>Consultation and Feedback</b>                               | Group Leaders  |              |                 |                      |
| <b>Report Author</b>   | Patrick Arran, Interim Head of Legal & Monitoring Officer<br>Tel: 01453 754369 Email: <a href="mailto:patrick.arran@stroud.gov.uk">patrick.arran@stroud.gov.uk</a> |              |                 |                      |
| <b>Options</b>   | The options are either to grant the authorisation or decline to do so.   |              |                 |                      |
| <b>Background Papers</b>                                       | None   |              |                 |                      |
| <b>Appendices</b>  | None   |              |                 |                      |
| <b>Implications (further details at the end of the report)</b> | <b>Financial</b>   | <b>Legal</b> | <b>Equality</b> | <b>Environmental</b> |
|  | No   | Yes          | No              | No                   |

**1. BACKGROUND**

- 1.1 Councillor David Mossman is very unwell and is unable to attend meetings at all or with any regularity due to his illness.
- 1.2 Section 85 of the Local Government Act 1972 provides that, if a member of a local authority fails throughout a period of six consecutive months from the date of his / her last attendance to attend any meeting of the authority, s/he will cease to be a member of the authority.
- 1.3 Prior to the six month period elapsing, Council is able to approve the absence of a member thus ensuring that s/he does not cease to become a member. This is the purpose of this report.
- 1.3 Councillor Mossman attended Council on the 18<sup>th</sup> of July and the Planning Review Panel on the 22<sup>nd</sup> of October 2019. Section 85 subsection 2 includes advisory panels within the requisite attendance.

## **2. CONCLUSION**

If Councillor Mossman is unable attend any further meetings, he will cease to be a member unless Council authorises his absence.

## **3. IMPLICATIONS**

### **3.1 Financial Implications**

There are no significant implications within this category.

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Tel: 01453 754343 Email: [lucy.clothier@stroud.gov.uk](mailto:lucy.clothier@stroud.gov.uk)

### **3.2 Legal Implications**

There are no significant implications within this category.

Patrick Arran – Interim Head of Legal & Monitoring Officer  
Tel: 01453 754369 Email: [patrick.arran@stroud.gov.uk](mailto:patrick.arran@stroud.gov.uk)

### **4.1 Equality Implications**

An EIA is not required because there are not any specific changes to service delivery proposed within this decision.

**STROUD DISTRICT COUNCIL**  
**COUNCIL**

**AGENDA  
ITEM NO**

**20 FEBRUARY 2020**

**8**

|  |  |       |          |               |
|--|--|-------|----------|---------------|
| <b>Report Title</b>  | <b>EXTENSION TO THE DESIGNATION OF MONITORING OFFICER</b>  |       |          |               |
| <b>Purpose of Report</b>                                       | To extend the designation of the current Monitoring Officer  |       |          |               |
| <b>Decision(s)</b>   | <b>Council RESOLVES to:</b><br><br><b>Extend the designation of Patrick Arran as Monitoring Officer pending a permanent appointment being made to the Monitoring Officer Post.</b> |       |          |               |
| <b>Consultation and Feedback</b>                               | None   |       |          |               |
| <b>Report Author</b>   | Andrew Cummings, Strategic Director of Resources<br>Tel: 01453 754115 Email: andrew.cummings@stroud.gov.uk   |       |          |               |
| <b>Options</b>   | The Council may choose to designate a different officer as Monitoring Officer but it is a legal requirement to have an officer designated  |       |          |               |
| <b>Background Papers</b>                                       | None   |       |          |               |
| <b>Appendices</b>  | None   |       |          |               |
| <b>Implications (further details at the end of the report)</b> | Financial  | Legal | Equality | Environmental |
|  | Yes  | Yes   | No       | No            |

**1. INTRODUCTION / BACKGROUND**

- 1.1** Under Section 5 of the Local Government and Housing Act 1989 (as amended) the Council has a duty to designate one of its officers as Monitoring Officer.
- 1.2** The Monitoring Officer has a number of statutory duties and responsibilities which include ensuring that the Council act lawfully and to avoid any maladministration. This includes advising on the lawfulness of decision making, applying and maintaining the Council's Constitution and arrangements for effective governance. The Monitoring Officer is also responsible for promoting high standards of conduct and ethical behaviour
- 1.3** At the Council meeting on 17 October 2019, Patrick Arran was designated as Monitoring Officer until 31 March 2020.

## **2. MAIN POINTS**

- 2.1 The designation of Patrick Arran expires on 31<sup>st</sup> March 2020. At this point the legal service is expected to be transferred to the One Legal service, hosted by Tewkesbury Borough Council, but One Legal will not be providing the Monitoring Officer function to Stroud.
- 2.2 The Council is currently consulting with staff on plans for a Corporate Policy and Governance Team. This team will have as its head a Strategic Head of Policy and Governance who will act as the Council's monitoring officer. Patrick Arran has indicated a willingness to remain as Monitoring Officer until a permanent appointment is made.

## **3 IMPLICATIONS**

### **3.1 Financial Implications**

There are no significant implications within this category. The designation of a monitoring officer does not create an additional financial cost. The budget for a Policy and Governance Team is included in the Medium Term Financial Plan.

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### **3.2 Legal Implications**

There is a legal requirement for the Council to designate an officer as Monitoring Officer (who cannot be the Chief Finance Officer or Head of Paid Service). All further legal implications are set out in the report.

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### **3.3 Equality Implications**

An EIA is not required because there are not any specific changes to service delivery proposed within this decision

### **3.4 Environmental Implications**

There are no significant implications within this category

## COUNCIL

**9ai**

20 FEBRUARY 2020

|                          |  |
|--------------------------|--|
| <b>Report Title</b>      | <b>TREASURY MANAGEMENT STRATEGY, ANNUAL INVESTMENT STRATEGY AND MINIMUM REVENUE PROVISION POLICY STATEMENT 2020/21</b>   |
| <b>Purpose of Report</b> | <p>This report outlines the Council's prudential indicators for 2020/21 – 2022/23 and sets out the treasury strategy for this period. It fulfils three key reports required by the Local Government Act 2003:</p> <ul style="list-style-type: none"> <li>• reporting prudential indicators required by the CIPFA Prudential Code for Capital Finance in Local Authorities;</li> <li>• a treasury management strategy in accordance with the CIPFA Code of Practice on Treasury Management;</li> <li>• an investment strategy in accordance with the MHCLG investment guidance.</li> </ul> <p>It also fulfils the statutory duty to approve a minimum revenue policy (MRP) statement for 2020/21.</p> |
| <b>Decision(s)</b>       | <p><b>The Audit and Standards Committee at their meeting on 28 January 2020 RECOMMENDED that Council:</b></p> <ol style="list-style-type: none"> <li><b>1. adopt the prudential indicators and limits for 2020/21 to 2022/23;</b></li> <li><b>2. approve the treasury management strategy 2020/21, and the treasury prudential indicators;</b></li> <li><b>3. approve the investment strategy 2020/21, and the detailed criteria for specified and non-specified investments; and</b></li> <li><b>4. approve the MRP Statement 2020/21.</b></li> </ol>   |

|   |   |
|---|---|
| <b>Consultation and Feedback</b>                  | Link Asset Services (LAS)   |
| <b>Financial Implications and Risk Assessment</b> | <p>The Council has a responsibility to set a Treasury Management Strategy for the effective management of investments and borrowings.</p> <p>The Strategy proposed within is in line with the Medium Term Financial Plan including estimates of capital expenditure, borrowing costs and targets for income receivable.</p> <p>All specific financial implications are addressed throughout the body of the report.</p> <p>Andrew Cummings, Strategic Director of Resources<br/> Tel: 01453 754115      Email: <a href="mailto:andrew.cummings@stroud.gov.uk">andrew.cummings@stroud.gov.uk</a></p> |
| <b>Legal Implications</b>                         | <p>There are no significant legal implications arising from the recommendations in this report</p> <p>Patrick Arran, Interim Head of Legal &amp; Monitoring Officer<br/> Tel: 01453 754369      Email: <a href="mailto:patrick.arran@stroud.gov.uk">patrick.arran@stroud.gov.uk</a></p>   |



|   |  |
|---|--|
| <b>Report Author</b>                    | Graham Bailey, Principal Accountant<br>Tel: 01453 754133 E-mail: <a href="mailto:graham.bailey@stroud.gov.uk">graham.bailey@stroud.gov.uk</a>  |
| <b>Options</b>                          | Full Council is required to adopt the prudential indicators and approve the annual treasury management strategy. These are largely determined by the Council's revenue and capital budget decisions when setting the 2020/21 Council Tax, Housing rent levels and the capital programme.   |
| <b>Performance Management Follow Up</b> | Quarterly and annual Treasury Management reports of actual compared with estimated prudential indicators for 2020/21.<br><br>Any breaches of the Prudential Code will be reported to the Audit and Standards Committee. A breach of the Authorised Borrowing Limit would require immediate investigation and reporting to Council.   |
| <b>Background Papers</b>                | Treasury Management Policy Statement<br>Treasury Management Practices - Main Principles<br>Treasury Management Practices – Schedules<br>The Prudential Code for Capital Finance in Local Authorities (2017)<br>Treasury Management in the Public Services Guidance Notes for Local Authorities (2018)<br>Treasury Management in the Public Services Code of Practice and Cross-Sectoral Guidance Notes (2017)<br>CIPFA statement on borrowing in advance of need and investments in commercial properties. |
| <b>Appendices</b>                       | A. Investments at 31 December 2019<br>B. Explanation of Prudential Indicators<br>C. Economic Background<br>D. Treasury Management Scheme of Delegation and Role of the Section 151 Officer   |

## Discussion

1. Under the Local Government Act 2003 (the Act) and supporting regulations the Council is required to “have regard to” the Chartered Institute of Public Finance and Accountancy (CIPFA) 2017 Prudential Code and the CIPFA 2017 Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Council’s capital investment plans are affordable, prudent and sustainable.
2. Council is required to approve an Annual Treasury Management Strategy Statement for borrowing, and an Investment Strategy which sets out the Council’s policies for managing its investments and for giving priority to security and liquidity of investments.
3. There is also a statutory duty to approve a Minimum Revenue Provision (MRP) Policy Statement for the year and this is set out in paragraphs 2.6 – 2.11 of this report.
4. CIPFA Code of Practice on Treasury Management requires the Council to maintain a Treasury Management Manual, which is reviewed annually. This manual is a record of internal procedures and operational guidance, as such it is not subject to approval by Members. The manual incorporates the following documentation relating to Treasury management:
  - Treasury Management Policy Statement. This is reviewed annually.

- Treasury Management Practices (TMP) – Main Principles. There are 12 practices which set out the manner in which this Council will seek to achieve its treasury management policies and objectives and how it will manage and control those activities. These are reviewed annually.
- Treasury Management Practices – Schedules. These schedules set out the details of how the TMPs are put into effect by this Council. This document is revised annually to include the latest detailed procedural documents.
- Counterparty Lending List and lending criteria. The list used by the Council is provided by Link Asset Services (LAS), the Council's treasury advisors. A new list is provided weekly, and there are daily updates by email of any changes to ratings.

5. Other CIPFA requirements are:

- a Mid-Year Report and an Annual Report covering activities during the previous year;
- a Capital Strategy;
- delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions. At this Council, delegation is to the Section 151 officer;
- delegation by the Council of the role of scrutiny of treasury management reports and strategy to a specific named body. For this Council the delegated body is the Audit and Standards Committee.

## **Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement 2020/21**

### **1. INTRODUCTION**

- 1.1 The Act and supporting regulations require the Council to 'have regard to' the CIPFA Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.
- 1.2 The Act therefore requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy (as required by Investment Guidance issued subsequent to the Act). This sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 1.3 The 2020/21 strategy for the following aspects of the treasury management function is based upon the treasury officers' views on interest rates, supplemented with market forecasts provided by the Council's treasury advisor, LAS. The strategy covers:
- limits in force to mitigate the Council's treasury risk;
  - Prudential Indicators;
  - current treasury position;
  - borrowing requirement;
  - prospects for interest rates;
  - borrowing strategy;
  - policy on borrowing in advance of need;
  - investment strategy;
  - creditworthiness policy;
  - policy on use of external service providers;
  - Minimum Revenue Provision (MRP) statement;
  - treasury management scheme of delegation and section 151 role;
  - miscellaneous treasury issues.

- 1.4 It is a statutory requirement under Section 33 of the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, Section 32 requires a local authority to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions. This means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from:
- increases in interest charges and minimum revenue provision caused by increased borrowing to finance additional capital expenditure, and
  - any increases in running costs from new capital projects are limited to a level which is affordable for the foreseeable future.

## 2. CAPITAL PRUDENTIAL INDICATORS FOR 2020/21 TO 2022/23

- 2.1 Capital expenditure plans are a key driver of treasury management activity. There are prudential indicators that focus on the Council's capital spending plans.
- 2.2 The first prudential indicator is a summary of the Council's capital expenditure plans, shown in Table 1.

**Table 1: Capital Expenditure**

| Capital Expenditure  | 2018/19<br>£000<br>Actual | 2019/20<br>£000<br>Estimate | 2020/21<br>£000<br>Estimate | 2021/22<br>£000<br>Estimate | 2022/23<br>£000<br>Estimate |
|----------------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Community Services   | 61                        | -                           | 147                         | 170                         | -                           |
| Environment          | 813                       | 1,965                       | 4,379                       | 10,413                      | 3,899                       |
| Housing General Fund | 1,213                     | 1,498                       | 2,030                       | 330                         | 330                         |
| Strategy & Resources | 526                       | 1,573                       | 666                         | 500                         | 3,651                       |
| <b>General Fund</b>  | <b>2,613</b>              | <b>5,036</b>                | <b>7,222</b>                | <b>11,413</b>               | <b>7,880</b>                |
| <b>HRA</b>           | <b>8,593</b>              | <b>10,010</b>               | <b>18,250</b>               | <b>14,008</b>               | <b>10,164</b>               |
| <b>Total</b>         | <b>11,206</b>             | <b>15,046</b>               | <b>25,472</b>               | <b>25,421</b>               | <b>18,044</b>               |

- 2.3 Any shortfall of resources to finance the capital programme results in a borrowing need as set out in Table 2 below.

## Table 2: Capital Financing

| <b>Capital Expenditure</b>                   | <b>2018/19<br/>£000<br/>Actual</b> | <b>2019/20<br/>£000<br/>Estimate</b> | <b>2020/21<br/>£000<br/>Estimate</b> | <b>2021/22<br/>£000<br/>Estimate</b> | <b>2022/23<br/>£000<br/>Estimate</b> |
|--|------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| General Fund                                 | 2,613                              | 5,036                                | 7,222                                | 11,413                               | 7,880                                |
| HRA  | 8,593                              | 10,010                               | 18,250                               | 14,008                               | 10,164                               |
| <b>Total</b>                                 | <b>11,206</b>                      | <b>15,046</b>                        | <b>25,472</b>                        | <b>25,421</b>                        | <b>18,044</b>                        |
| Financed by:                                 |                                    |                                      |                                      |                                      |                                      |
| Capital receipts                             | 1,270                              | 914                                  | 5,566                                | 1,380                                | 144                                  |
| Capital grants                               | 1,414                              | 2,423                                | 4,477                                | 9,529                                | 3,676                                |
| Capital reserves                             | 620                                | 1,713                                | 1,322                                | 570                                  | 0                                    |
| Revenue                                      | 7,443                              | 9,075                                | 6,564                                | 6,323                                | 5,169                                |
| <b>Net GF Financing Need for the year</b>    | <b>459</b>                         | <b>921</b>                           | <b>1,498</b>                         | <b>1,487</b>                         | <b>4,302</b>                         |
| <b>Net HRA Financing Need for the year</b>   | <b>-</b>                           | <b>-</b>                             | <b>6,045</b>                         | <b>6,132</b>                         | <b>4,753</b>                         |
| <b>Total Net Financing Need for the year</b> | <b>459</b>                         | <b>921</b>                           | <b>7,543</b>                         | <b>7,619</b>                         | <b>9,055</b>                         |

2.4 The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic capital expenditure which has not yet been financed from either revenue or capital resources. It is the measure of the Council's underlying borrowing need. Any newly planned unfinanced capital expenditure will increase the CFR.

2.5 The Council is asked to approve the CFR projections below that are in line with approved capital budgets:

**Table 3: The Council's borrowing need (Capital Financing Requirement)**

| <b>Capital Financing Requirement</b> | <b>2018/19<br/>£000<br/>Actual</b> | <b>2019/20<br/>£000<br/>Estimate</b> | <b>2020/21<br/>£000<br/>Estimate</b> | <b>2021/22<br/>£000<br/>Estimate</b> | <b>2022/23<br/>£000<br/>Estimate</b> |
|--------------------------------------|------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| CFR - General Fund                   | 15,726                             | 14,617                               | 15,080                               | 15,387                               | 19,071                               |
| CFR - HRA                            | 95,742                             | 94,842                               | 99,969                               | 104,963                              | 108,355                              |
| Total CFR                            | 111,468                            | 109,459                              | 115,049                              | 120,350                              | 127,426                              |
| <b>Movement in CFR</b>               | <b>-896</b>                        | <b>-2,009</b>                        | <b>5,590</b>                         | <b>5,301</b>                         | <b>7,076</b>                         |

| <b>Movement in CFR represented by</b>        |             |               |              |              |              |
|--|-------------|---------------|--------------|--------------|--------------|
| Net financing need for the year              | 459         | 921           | 7,543        | 7,619        | 9,055        |
| Less MRP / VRP and other financing movements | -1,355      | -2,930        | -1,953       | -2,318       | -1,979       |
| <b>Movement in CFR</b>                       | <b>-896</b> | <b>-2,009</b> | <b>5,590</b> | <b>5,301</b> | <b>7,076</b> |

### **Minimum Revenue Provision (MRP) Policy Statement 2020/21**

2.6 The Council's MRP policy statement for 2020/21 is in accordance with the main recommendations contained within the guidance issued by the Secretary of State under section 21(1A) of the Local Government Act 2003. MRP will be charged under Option 3 of the MHCLG guidance on General Fund borrowing. Option 3 is an MRP charge over a time period reasonably commensurate with the estimated useful life of a new asset.

- 2.7 There is no requirement to charge MRP to the HRA. However, following on from the introduction of Self-Financing the HRA is required to charge depreciation on its assets for financial years commencing April 2017. As a result, depreciation is a real cost to the HRA from financial year 2017/18. The regulations had previously allowed for the Major Repairs Allowance to be used as a proxy for depreciation until 31 March 2017.
- 2.8 The HRA 30 year financial plan now includes provision for the repayment of debt and therefore the HRA will make Voluntary Revenue Provision (VRP) when this is considered prudent. The HRA has planned VRP of £0.9m (19/20), £0.918m (20/21), £1.138m (21/22) and £1.361m (22/23).
- 2.9 The General Fund MRP liability began when the General Fund undertook borrowing during financial year 2016/17. Borrowing in respect of The Pulse fitness extension, the Multi-Service contract vehicles, premises and equipment, and more recently the Littlecombe Business Units has resulted in a requirement to charge the General Fund with MRP, as a prudent provision for the repayment of that debt.
- 2.10 The status of £2m of funding received from the HCA in respect of capital development works to Brimscombe Port is effectively a loan, although the agreement with HCA is being re-negotiated. As no expenditure related to that loan has yet been incurred no MRP is charged to make provision for repayment. When expenditure is incurred then MRP will begin.
- 2.11 In 2020-21 IFRS16 is introduced and this will have the effect of removing the current distinction between finance and operating leases. As a result, some currently leased assets will come on balance sheet, but the impact is very immaterial. There will be a greater impact in future from planned vehicle leases particularly by the HRA Repairs and Maintenance service. The policy will be for these leased assets to be depreciated by the same amount as the MRP element of annual lease payments. MRP is the capital element of the annual lease payments, excluding interest and service elements which are revenue costs.

**Table 4: Core Funds and Expected Investments**

| Year end resources          | 2018/19<br>£m<br>Actual | 2019/20<br>£m<br>Estimate | 2020/21<br>£m<br>Estimate | 2021/22<br>£m<br>Estimate | 2022/23<br>£m<br>Estimate |
|-----------------------------|-------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Fund balances / reserves    | 32.881                  | 27.739                    | 26.694                    | 23.251                    | 20.286                    |
| Capital receipts            | 9.184                   | 5.670                     | 2.962                     | 2.274                     | 2.852                     |
| Provisions                  | 1.514                   | 1.514                     | 1.514                     | 1.514                     | 1.514                     |
| Other                       | 0.647                   | 0.500                     | 0.500                     | 0.500                     | 0.500                     |
| <b>Total Core funds</b>     | <b>44.226</b>           | <b>35.423</b>             | <b>31.670</b>             | <b>27.539</b>             | <b>25.152</b>             |
| Working capital             | 2.400                   | 0.500                     | 0.500                     | 0.500                     | 0.500                     |
| Under (-) / over borrowing  | -7.752                  | -5.742                    | -9.332                    | -10.633                   | -12.709                   |
| <b>Expected investments</b> | <b>38.874</b>           | <b>30.181</b>             | <b>22.838</b>             | <b>17.406</b>             | <b>12.943</b>             |

- 2.12 The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed in Table 4 above are estimates of the year-end balances for each resource and total cash flow balances.

### **Affordability of capital plans prudential indicators**

- 2.13 A prudential indicator is required to assess the affordability of capital expenditure plans. This indicator provides an estimate of the impact of capital investment plans on the

Council's overall finances. The Council is asked to approve the cost of capital expenditure plans as a ratio of the net revenue stream indicator shown in table 5.

**Table 5: Ratio of financing costs to net revenue stream**

|         | <b>2018/19<br/>Actual</b> | <b>2019/20<br/>Estimate</b> | <b>2020/21<br/>Estimate</b> | <b>2021/22<br/>Estimate</b> | <b>2022/23<br/>Estimate</b> |
|---------|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Non-HRA | -2.50%                    | -2.50%                      | -3.60%                      | -4.10%                      | -3.59%                      |
| HRA     | 16.20%                    | 15.33%                      | 14.74%                      | 16.49%                      | 17.18%                      |

### **3. BORROWING**

- 3.1 Amongst the objectives of the treasury management function are ensuring that the Council's cash is managed in accordance with relevant professional codes and that sufficient cash is available at the right times to facilitate revenue and capital spending plans. Capital expenditure plans as set out in section 2 indicate if borrowing is required.
- 3.2 Table 6 shows the actual external debt (the treasury management operations), compared against the underlying capital borrowing need (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

**Table 6: Gross Debt compared with Capital Financing Requirement (CFR)**

|                                      | 2018/19<br>£m<br>Actual | 2019/20<br>£m<br>Estimate | 2020/21<br>£m<br>Estimate | 2021/22<br>£m<br>Estimate | 2022/23<br>£m<br>Estimate |
|--------------------------------------|-------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <b>External Debt</b>                 |                         |                           |                           |                           |                           |
| Debt at 1 April                      | 105.717                 | 103.717                   | 103.717                   | 105.717                   | 109.717                   |
| Expected change in debt              | -2.000                  | -                         | 2.000                     | 4.000                     | 5.000                     |
| Other long term liabilities at 1 Apr | -                       | -                         | -                         | -                         | -                         |
| <b>Actual Gross Debt at 31 March</b> | 103.717                 | 103.717                   | 105.717                   | 109.717                   | 114.717                   |
| <b>Capital Financing Requirement</b> | 111.468                 | 109.459                   | 115.049                   | 120.350                   | 127.426                   |
| <b>Under / (-) over borrowing</b>    | 7.751                   | 5.742                     | 9.332                     | 10.633                    | 12.709                    |

**Borrowing Strategy**

- 3.3 Currently the Council has £103.717m of borrowing, compared with a Capital Financing Requirement (CFR) of £111.468m. This means that the capital borrowing need (the CFR), is greater than loan debt by £7.751m. The Council has taken no borrowing during the 2019/20 financial year.
- 3.4 There was a limit on HRA borrowing set by the Government in the Localism Act 2011 known as the HRA debt cap. This Council's HRA debt cap was £95.742m. This cap was the absolute limit for HRA borrowing under the Prudential Code, even if the Council considered further borrowing was affordable by the HRA. The debt cap was removed in 2018.
- 3.5 HRA capital plans now include borrowing of £6.045m commencing in 2020/21 and totalling £16.930m up to 2022/23. General Fund capital plans include borrowing of £11.184m up to 2023/24. The Section 151 officer will decide on the length and type of borrowing which may be required, as well as the optimum time to borrow in consultation with LAS, and take into account the latest projections for interest rates and other relevant factors including any benefits arising from internal borrowing.
- 3.6 At the end of 2020/21 there is an estimated internal borrowing position of £11.332m. Internal borrowing is currently beneficial because it reduces the financial impact of the differential between borrowing and investment interest rates. This position is projected as continuing through the period to 2022/23. Although, with the MTFP forecasting the running down of balances, and possible future changes in interest rate forecasts the Section 151 officer will keep this under review, and adjust the strategy as necessary in consultation with our Treasury advisers LAS.
- 3.7 Within the prudential indicators, there are key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2020/21 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not for revenue purposes.
- 3.8 The Section 151 officer reports that the Council complied with this prudential indicator in the current year and does not expect any breaches up to and including financial year 2022/23. This view takes into account current commitments, existing plans, and the proposals in this budget report.

- 3.9 There are two Treasury indicators set which limit external debt. The operational boundary is the limit that external debt should not normally exceed. If external debt were to exceed this figure then it should prompt an internal investigation to establish the reasons why the breach had occurred.

**Table 7: Operational Boundary**

| <b>Operational Boundary</b> | <b>2019/20<br/>£m<br/>Estimate</b> | <b>2020/21<br/>£m<br/>Estimate</b> | <b>2021/22<br/>£m<br/>Estimate</b> | <b>2022/23<br/>£m<br/>Estimate</b> |
|-----------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Debt                        | 127                                | 129                                | 133                                | 138                                |
| Other Long Term Liabilities | -                                  | -                                  | -                                  | -                                  |
| <b>Total</b>                | <b>127</b>                         | <b>129</b>                         | <b>133</b>                         | <b>138</b>                         |

- 3.10 The Authorised Limit is set or revised by full Council, and must not be exceeded. It represents the level of debt that is unsustainable in the longer term. It is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control local government borrowing in total or for specific councils. This power has not been used to date.

- 3.11 The Council is asked to approve the following Authorised Limit:

**Table 8: Authorised Limit for External Debt**

| <b>Authorised Limit</b>     | <b>2019/20<br/>£m<br/>Estimate</b> | <b>2020/21<br/>£m<br/>Estimate</b> | <b>2021/22<br/>£m<br/>Estimate</b> | <b>2022/23<br/>£m<br/>Estimate</b> |
|-----------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Debt                        | 135                                | 137                                | 141                                | 143                                |
| Other Long Term Liabilities | -                                  | -                                  | -                                  | -                                  |
| <b>Total</b>                | <b>135</b>                         | <b>137</b>                         | <b>141</b>                         | <b>143</b>                         |

- 3.12 Link Asset Services (LAS) are treasury advisers to the Council and part of their service is to assist the Council to formulate a view on interest rates. The following table gives the latest LAS forecast as at January 2020.



**Table 9: Interest Rate Forecast**

| Month  | Bank Rate | PWLB Borrowing Rates |         |         |
|--------|-----------|----------------------|---------|---------|
|        |           | 5 year               | 25 year | 50 year |
| Dec-19 | 0.75      | 2.3                  | 3.1     | 2.9     |
| Mar-20 | 0.75      | 2.4                  | 3.3     | 3.2     |
| Jun-20 | 0.75      | 2.4                  | 3.4     | 3.3     |
| Sep-20 | 0.75      | 2.5                  | 3.4     | 3.3     |
| Dec-20 | 0.75      | 2.5                  | 3.5     | 3.4     |
| Mar-21 | 1         | 2.6                  | 3.6     | 3.5     |
| Jun-21 | 1         | 2.7                  | 3.7     | 3.6     |
| Sep-21 | 1         | 2.8                  | 3.7     | 3.6     |
| Dec-21 | 1         | 2.9                  | 3.8     | 3.7     |
| Mar-22 | 1         | 2.9                  | 3.9     | 3.8     |
| Jun-22 | 1.25      | 3                    | 4       | 3.9     |
| Sep-22 | 1.25      | 3.1                  | 4       | 3.9     |
| Dec-22 | 1.25      | 3.2                  | 4.1     | 4       |
| Mar-23 | 1.25      | 3.2                  | 4.1     | 4       |

**Treasury management limits on activity**

3.13 The purpose of treasury management limits are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these limits are set to be too restrictive they will impair the opportunities to reduce costs or improve performance. The maturity structure of borrowing limits are set out in Table 10. The gross limits are set to control the Council's exposure to large fixed rate sums falling due for refinancing at the same time. Upper and lower limits are set for each time period.

3.14 The Council is asked to approve the following treasury indicators and limits:

**Table 10: Maturity structure of borrowing**

| <b>Maturity structure of new fixed and variable rate borrowing during 2020/21</b> | <b>Upper Limit</b> | <b>Lower Limit</b> |
|---|--------------------|--------------------|
| Under 12 months   | 25%                | 0%                 |
| 12 months and within 24 months  | 50%                | 0%                 |
| 24 months and within 5 years  | 75%                | 0%                 |
| 5 years and within 10 years   | 100%               | 0%                 |
| 10 years and above  | 100%               | 0%                 |

### **Policy on borrowing in advance of need**

3.15 The Council will not borrow more than, or in advance of, need purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within approved Capital Financing Requirement estimates as required by the Prudential Code (see paragraph 3.7). Decisions to borrow will seek to ensure value for money and security of funds.

3.16 The Council will consider borrowing up to 12 months ahead of capital spend:

- If such capital spend is considered very likely to occur within 12 months;
- treasury advisers demonstrate that rates are particularly low and likely to move higher within 12 months;
- treasury advisers evaluate a net saving after assessing cost of carry;
- a trigger rate(s) will be set by s151 officer in consultation with treasury advisers and treasury officers;
- borrowing may be conducted in parcels – eg £4m could be split into 4 x £1m or 2 x £2m;
- ensure the ongoing revenue liabilities created, and the implications for the future plans and budgets have been fully considered;
- evaluate the economic and market factors that might influence the manner and timing of any decision to borrow;
- consider the merits and demerits of alternative forms of funding;
- consider the alternative interest rate bases available, the most appropriate periods to fund and repayment profiles to use.

3.17 The foregoing usual procedure will not prevent the Section 151 officer from forward borrowing to the fullest extent permitted by the Prudential Code, CFR for the current year plus the following two years, if extraordinary conditions arise in the short term to make such action in the interests of the authority.

### **Debt rescheduling**

3.18 Now that the Council has £103.7m of debt, the Section 151 officer will keep under review opportunities for debt rescheduling. Debt rescheduling will be reported to Council at the next meeting after it occurs.

## **4. ANNUAL INVESTMENT STRATEGY**

### **Investment Policy**

- 4.1 It is vital that the Council ensures that its investment balances are best utilised to help the overall financial position. Appendix A shows that there is over £50m invested. Improving average returns on the Council's investment portfolio will be a significant factor in improving the Council's financial sustainability. Investment strategy is to broaden the range of longer term investments, and during 2019/20 £10m of longer term investments were approved including £6m in property funds and £4m in multi-asset funds. A further £5m will be made available in 2020/21 for longer term investments.
- 4.2 The Council will have regard to the MHCLG's Guidance on Local Government Investments ("the Guidance") issued in March 2004, any updates to that guidance such as the 2018 update, and the 2017 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA Treasury Management Code"). The Council's investment priorities in order are:
- 1) security of capital
  - 2) liquidity of investments
  - 3) rate of return
- 4.3 In accordance with the above, and in order to minimise the risk to investments with banks and building societies, the Council has below clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings, watches and outlooks published by all three ratings agencies with a full understanding of what the ratings mean for each agency. LAS's bank ratings service enables real-time monitoring of a bank's rating. Daily emails are sent to the Council to notify of any significant change to a bank rating, and are available on the Passport online portal.
- 4.4 Further, the Council's officers recognise that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector. Assessment will also take account of information reflecting the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" (CDS). Other information sources used will include the financial press, share price and other such information about the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
- 4.5 The intention of the strategy is to provide security of investment whilst maximising returns and an awareness of risk, both of losing capital and also of eroding the value of funds through lower rates of return.
- 4.6 The Council will also aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. The risk appetite of this Council has been generally low in order to give priority to security of investments, however higher risk longer term investments are part of a balanced portfolio of investments up to a value of £15m, subject to proper due diligence by the Section 151 officer.
- 4.7 Borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity.
- 4.8 'Specified' Investments which are investments with a high level of credit quality and maturities of up to 1 year and 'Non-Specified' Investments which are of a lower credit quality, may be for longer periods than 1 year and are more complex investment instruments which require proper due diligence before they are authorised for use during the financial year.

#### **Table 11: Non-specified investment limit**

| <b>Upper Limit for total principal sums invested for over 365 days</b> | <b>2018/19</b> | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> |
|--|----------------|----------------|----------------|----------------|----------------|
| Investments  | £10m           | £15m           | £15m           | £15m           | £15m           |

### **Specified Investments**

4.9 All specified investments will be sterling denominated, with maturities up to 1 year or less (including any forward deal time), subject to LAS's colour coding rating system as set out in creditworthiness policy paragraphs 4.19 – 4.24.

**Table 12: Specified Investments**

| Type of Investment   | Minimum 'High' Credit Criteria   | Max Sum** per institution / group |
|--|--|-----------------------------------|
| Debt Management Agency Deposit Facility  | *  | Unlimited                         |
| Term deposits – local authorities  | *  | £8m                               |
| Term deposits – banks and building societies                                     | Colour coded as per CAS Weekly counterparty listing (AA-countries & UK only) | £8m                               |
| UK Government Gilts  | *  | £12m                              |
| Bonds issued by multilateral development banks                                   | *  | £8m                               |
| Bonds issued by a financial institution which is guaranteed by the UK government | *  | £8m                               |
| Treasury Bills   | *  | £12m                              |
| Certificates of deposits issued by banks and building societies                  | Colour coded as per CAS Weekly counterparty listing (AA-countries & UK only) | £8m                               |
| Money Market Funds (CNAV)  | AAA  | £6m per MMF & £12m total in MMFs  |
| Money Market Funds (LVNAV)   | AAA  | £4m per MMF & £12m total in MMFs  |
| Money Market Funds (VNAV)  | AAA  | £2m & £12m total in MMFs          |

**Non-Specified Investments**

4.10 All investments will be sterling denominated.

4.11 Investments will not necessarily be made in all categories but they are included to allow the Council to put together a balanced portfolio to mitigate risk.

4.12 There are some important considerations that need to be borne in mind when considering non-specified investment types:

- There is a need to commit to investing for the medium to longer term and so funds invested need to be sourced from balances that will not be called upon for cash flow purposes in the short term;
- Some investments have naturally fluctuating capital values, whilst still providing a revenue income stream;
- Fluctuation in the value of pooled investments has no impact upon the General Fund in the short term. This is because government has given local government a 5 year

mitigation, commencing April 2018 and ending March 2023, under the accounting standard IFRS9 which affects the accounting for pooled investments. Without the mitigation, IFRS9 would have meant charging any fluctuations in capital values of investments against the Council's revenue expenditure each year;

- The Section 151 officer will subject any investment proposals to extensive due diligence using investment advisers as appropriate.

- 4.13 An investment selection process lead by LAS and involving a cross-party member advisory group to reflect member views in the decision making process was carried out in 2019 to select property fund and multi-asset fund investments. That process resulted in the selection and approval of investments in two property funds (Lothbury £4m and Hermes £2m), and two multi-asset funds (Royal London £3m and CCLA £1m). The multi-asset funds are under the Mixed Investment 0 – 35% Shares non-specified category, although it is accepted by the Section 151 officer that there could theoretically be up to 40% in equities in the CCLA fund due to their volatility constraints.
- 4.14 Investment decisions regarding non-specified investments include full consideration of the Council's declaration of a climate emergency. The recent selection process involved a number of processes not meeting the Council's requirements in this area and future investments placed will also be scrutinised in this fashion.

**Table 13: Non-specified Investments - Maturities in excess of 1 year**

| Financial instrument / institution   | Minimum Credit Criteria   | Max. maturity period | Max. Sum** |
|--|---|----------------------|------------|
| Term deposits – banks and building societies                                     | Colour coded as per LAS Weekly counterparty listing (AA- countries & UK only) | 3 years              | £8m        |
| Certificates of deposits issued by banks and building societies                  | Colour coded as per LAS Weekly counterparty listing (AA- countries & UK only) | 3 years              | £8m        |
| Property Funds   | ***   | 25 years             | £12m       |
| Short Dated Bond Funds   | ****  | 3 years              | £3m        |
| UK Gilts Funds   | ****  | 4 years              | £3m        |
| UK Index Linked Gilts Funds  | ****  | 4 years              | £3m        |
| £ Corporate Bond Funds   | ****  | 4 years              | £3m        |
| UK Equity & Bond Income Funds  | ****  | 10 years             | £3m        |
| Mixed Investments 0-35% Shares   | ****  | 3 years              | £6m        |
| Mixed Investments 20-60% Shares  | ****  | 4 years              | £4m        |
| Mixed investments 40-85% Shares  | ****  | 5 years              | £3m        |
| Corporate Bonds  | AA-   | 3 years              | £3m        |
| UK Local Authorities   | *   | 3 years              | £8m        |
| UK Government Gilts  | *   | 3 years              | £8m        |
| Bonds issued by multilateral development banks                                   | *   | 3 years              | £8m        |
| Bonds issued by a financial institution which is guaranteed by the UK government | *   | 3 years              | £8m        |

\* Government institutions have the highest security, although they are not formally rated.

\*\* A maximum sum refers to the combined total of specified and non-specified investments with a particular bank, or group if specified.

\*\*\* Any investment would be subject to an evaluation process and a report to Strategy and Resources Committee.

\*\*\*\* Due diligence Section 151 Officer

### **Investment Definitions**

**Short Dated Bond Funds** which focus on shorter-term investments, typically with a maturity limit of 5 years. May invest in all forms of fixed income investments, including government and corporate debt. They are often limited to only using investment grade bonds (BBB-rated and higher), but some funds may make use of sub-investment grade bonds, or unrated issuance.

**UK Gilt Funds** which invest at least 95% of their assets in Sterling denominated (or hedged back to Sterling) government backed securities, with a rating the same or higher than that of the UK, with at least 80% invested in UK government securities (Gilts).

**UK Index Linked Gilt Funds** which invest at least 95% of their assets in Sterling denominated (or hedged back to Sterling) government backed index linked securities, with a rating the same or higher than that of the UK, with at least 80% invested in UK Index Linked Gilts.

**Sterling Corporate Bond Funds** which invest at least 80% of their assets in Sterling denominated (or hedged back to Sterling), Triple BBB minus or above corporate bond securities (as measured by Standard & Poors or an equivalent external rating agency). This excludes convertibles, preference shares and permanent interest bearing shares (PIBs).

**UK Equity & Bond Income Funds** which invest at least 80% of their assets in the UK, between 20% and 80% in UK fixed interest securities and between 20% and 80% in UK equities. These funds aim to have a yield in excess of 120% of the FTSE All Share Index.

**Mixed Investments 0 – 35% Share Funds** in this sector are required to have a range of different investments. Up to 35% of the fund can be invested in company shares (equities). At least 45% of the fund must be in fixed income investments (for example, corporate and government bonds) and/or “cash” investments. “Cash” can include investments such as current account cash, short-term fixed income investments and certificates of deposit.

**Mixed Investments 20 – 60% Shares Funds** in this sector are required to have a range of different investments. The fund must have between 20% and 60% invested in company shares (equities). At least 30% of the fund must be in fixed income investments (for example, corporate and government bonds) and/or “cash” investments. “Cash” can include investments such as current account cash, short-term fixed income investments and certificates of deposit.

**Mixed Investments 40 – 85% Shares Funds** in this sector are required to have a range of different investments. However, there is scope for funds to have a high proportion in company shares (equities). The fund must have between 40% and 85% invested in company shares.

**Property Funds** invest an average of at least 70% of their assets direct in UK property over 5 year rolling periods.

## Investment Strategy

- 4.15 Cash flow forecast requirements and the outlook for short-term interest rates are important factors to consider when making investments. During 2019 base interest rate was 0.75%.
- 4.16 In 2020-21 the Council will continue to invest in the specified investment category for the longest permitted duration with quality counterparties to maximise return without compromising security, or liquidity. In particular instances the Section 151 Officer will authorise investments in the LAS blue category (see para 4.20) for a period of up to two years, which is currently longer than the LAS recommended duration of one year. Otherwise, the length of investments permitted will vary if necessary in line with LAS advice subject to the Council’s upper time limits.

**Table 14: Investments maturing after the end of the current financial year.**

| Financial Institution | Amount<br>£ | Maturity   | Rate     |
|-----------------------|-------------|------------|----------|
| Standard Chartered    | 2,000,000   | 05/05/2020 | 0.920%   |
| Hermes Property Fund  | 2,000,000   | long term  | variable |

- 4.17 The Council now has approved £10m of investments in the Non-Specified category, and there is scope for the Section 151 officer to increase this by a further £5m subject to proper due diligence.



- 4.18 Bank Rate is currently forecast to continue on a rising trend with further 0.25% increases forecast for March 2021 and June 2022, this would take base rate up to 1.25% in June 2022.
- 4.19 The Council will primarily make short-dated deposits of up to a year with appropriately rated banks or UK local authorities rather than utilising call accounts or money market funds in order to maximise interest. Transaction costs will be taken into account in any investment decision for smaller sums, which means balances of up to £1m may be retained in lower interest rate accounts. This will be done to save transaction costs, where transaction costs would exceed interest earned.
- 4.20 There will be daily monitoring of investments by treasury staff and there will be first quarter, half year, third quarter and year end reports that detail investment activity and performance to Audit and Standards Committee and to Council.

### **Creditworthiness policy**

- 4.21 This Council applies the creditworthiness service provided by LAS. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:
- credit watches and credit outlooks from credit rating agencies;
  - CDS spreads to give early warning of likely changes in credit ratings;
  - sovereign ratings to select counterparties from only the most creditworthy countries.
- 4.22 This modelling approach combines credit ratings, credit Watches and credit Outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads. The end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:
- **Yellow** 3 years
  - **Dark pink** 3 years for Ultra-Short Dated Bond Funds with a credit score of 1.25
  - **Light pink** 3 years for Ultra-Short Dated Bond Funds with credit score of 1.5
  - **Purple** 2 years
  - **Blue** 1 year (only applies to nationalised or semi nationalised UK Banks)
  - **Orange** 1 year
  - **Red** 6 months
  - **Green** 100 days
  - **No colour** not to be used
- 4.23 This creditworthiness service uses a wider array of information than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue impact to just one agency's ratings.
- 4.24 Typically the minimum credit ratings criteria the Council uses will be a short term rating (Fitch or equivalent) of short term rating F1 and a long term rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings, but may still be used. In these instances consideration will be given

to the whole range of ratings available, or other topical market information, to support their use.

4.25 All credit ratings will be monitored prior to making an investment decision. The Council is alerted to changes to ratings of all three agencies through its use of the LAS creditworthiness service.

- if a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately;
- in addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx European Financials benchmark and other market data on a daily basis via LAS's Passport website. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

4.26 The Council will not place sole reliance on the use of this external service. In addition this Council will use market data and market information, and information on external support for banks to help support its decision making process.

### **Country limits**

4.27 The Council will only invest in the UK and countries with a sovereign rating of AA- or higher. The following countries currently have sovereign ratings of AA- or higher, and also have banks operating in sterling markets which have credit ratings of green or above in LAS credit worthiness service.

| <b>AAA</b>  | <b>AA+</b> | <b>AA</b>       | <b>AA-</b> |
|-------------|------------|-----------------|------------|
| Australia   | Finland    | Abu Dhabi (UAE) | Belgium    |
| Canada      | USA        | France          | Qatar      |
| Denmark     | Hong Kong  |                 |            |
| Germany     | UK         |                 |            |
| Luxemburg   |            |                 |            |
| Netherlands |            |                 |            |
| Norway      |            |                 |            |
| Singapore   |            |                 |            |
| Sweden      |            |                 |            |
| Switzerland |            |                 |            |

## **5. MISCELLANEOUS TREASURY ISSUES**

### **Use of external service providers**

5.1 Link Asset Services (LAS), are the Council's treasury management advisers. However, responsibility for treasury management decisions remains with the Council at all times, therefore undue reliance will not be placed upon our external treasury management advisers. The current contract has an end date of 30 September 2020.

### **Member Training**

5.2 The CIPFA Code requires the Section 151 officer to arrange the provision of adequate training for members. Member training will be scheduled for the newly appointed Audit & Standards Committee after the elections in May 2020.

## INVESTMENTS AS AT 31 December 2019

| Counterparty                     | £                 | %             | S/<br>NS | Type   | Issue      | Maturity   |
|----------------------------------|-------------------|---------------|----------|--------|------------|------------|
| NatWest Treasury Reserve         | 1,690,091         | 0.50%         | S        | Call   |            |            |
| RBS Deposit Account              | 7,541             | 0.20%         | S        | Call   |            |            |
| Natwest RFB                      | 2,000,000         | 0.85%         | S        | CD     | 03/01/2019 | 03/01/2020 |
| Natwest RFB                      | 2,000,000         | 0.78%         | S        | CD     | 18/09/2019 | 18/03/2020 |
| <b>NatWest/RBS Group Total</b>   | <b>5,697,632</b>  |               |          |        |            |            |
| Goldman                          | 1,649,483         | 0.67%         | S        | Call   |            |            |
| Federated Prime Rate             | 3,992,131         | 0.73%         | S        | Call   |            |            |
| Deutsche                         | 113,500           | 0.66%         | S        | Call   |            |            |
| Aberdeen                         | 3,992,569         | 0.68%         | S        | Call   |            |            |
| <b>Money Market Fund Total</b>   | <b>9,747,683</b>  |               |          |        |            |            |
| Santander - 180 day Notice       | 54                | 0.95%         | S        | Notice |            |            |
| Santander - 95 day Notice        | 7,917,928         | 0.85%         | S        | Notice |            |            |
| <b>Santander Total</b>           | <b>7,917,982</b>  |               |          |        |            |            |
| Svenska call                     | 2,414,077         | 0.69%         | S        | Call   |            |            |
| Svenska 35 Day Notice            | 5,413,000         | 0.75%         | S        | Notice |            |            |
| <b>Svenska Total</b>             | <b>7,827,077</b>  |               |          |        |            |            |
| 32 day notice                    | 5,910,777         | 0.90%         | S        | Notice |            |            |
| 95 day notice                    | 2,036,745         | 1.10%         | S        | Notice |            |            |
| <b>Lloyds Total</b>              | <b>7,947,522</b>  |               |          |        |            |            |
| Barclays FBCA                    | 1,433             | 0.10%         | S        | Call   |            |            |
| Current                          | 2,553             | 0.50%         | S        | Call   |            |            |
| Barclays 95 Day Notice           | 7,718,154         | 0.95%         | S        | Notice |            |            |
| <b>Barclays Total</b>            | <b>7,722,140</b>  |               |          |        |            |            |
| Standard Chartered               | 2,000,000         | 0.92%         | S        | CD     | 05/11/2019 | 05/05/2020 |
| Standard Chartered 95 Day Notice | 2,000,000         | SONIA + 0.31% | S        | Notice |            |            |
| <b>Standard Chartered Total</b>  | <b>4,000,000</b>  |               |          |        |            |            |
| Goldman Sachs 35 Day Notice      | 2,000,000         | 0.780%        | S        |        |            |            |
| <b>Goldman Sachs Total</b>       | <b>2,000,000</b>  |               |          |        |            |            |
| Coventry Building Society        | 2,000,000         | 0.86%         | S        | Fixed  | 15/07/2019 | 15/01/2020 |
| <b>Coventry Building Society</b> | <b>2,000,000</b>  |               |          |        |            |            |
| Hermes                           | 2,000,000         |               | NS       |        |            |            |
| <b>Property Funds</b>            | <b>2,000,000</b>  |               |          |        |            |            |
| <b>TOTAL INVESTMENTS</b>         | <b>56,860,036</b> |               |          |        |            |            |

S = Specified Investment - 1 year and less  
 NS = Non-specified investment - over 1 year  
 SONIA = Sterling Over Night Index Average

## **EXPLANATION OF PRUDENTIAL INDICATORS**

Central government control of borrowing was ended and replaced with Prudential borrowing by the Local Government Act 2003. Prudential borrowing permits local government organisations to borrow to fund capital spending plans provided they can demonstrate their affordability. Prudential indicators are the means to demonstrate affordability.

**Capital expenditure** – table 1 shows last year's capital expenditure, this year's projected capital expenditure and the approved programme until 2022/23.

**Ratio of financing costs to net revenue stream** – table 5 shows that the General Fund currently receives a small net income from the investment of balances. HRA borrowing means that interest on net borrowing now accounts for between 14.74% and 17.19% of net revenue.

**Net borrowing need** – table 2 shows borrowing planned to fund the capital programme.

**Capital financing requirement (CFR) as at 31 March** – table 3 shows the CFR which is the council's underlying need to borrow for capital purposes as determined from the balance sheet. Table 6 shows the overall CFR is £111.468m. As the Council has borrowing of £103.717m the balance sheet shows there is currently under borrowing of £7.751m, which is projected to decrease to £5.624m by 31 March 2020.

**Authorised limit for external debt** - table 8 shows the maximum limit for external borrowing. This is the statutory limit determined under section 3(1) of the Local Government Act 2003. This limit is set to allow sufficient headroom for day to day operational management of cashflows.

**Operational boundary for external debt** – table 7 shows the more likely limit to the level of external debt that may be required for day to day cashflow.

**Upper limit for total principal sums invested for over 365 days** – table 11 shows the amount it is considered can be prudently invested for period in excess of a year.

## ECONOMIC BACKGROUND

### UK

- **General election** December 2019 returned a large Conservative majority on a platform of getting Brexit done. UK to leave the EU by 31 January 2020.
- There is still considerable uncertainty about whether the UK and EU will be able to agree the details of a **trade deal** by the deadline set by the prime minister of December 2020. This leaves open the potential risks of a no deal or a hard Brexit.
- **GDP growth** has been weak in 2019 and is likely to be around only 1% in 2020.
- **November MPC meeting and Bank of England quarterly Monetary Policy Report** (formerly called the Inflation Report). MPC voted 7-2 to keep rates on hold. Increase in concerns among MPC members around weak UK growth caused by weak global economic growth and the potential for Brexit uncertainties to become entrenched and so delay UK economic recovery.
- **MPC meeting December 2019** again voted 7-2 to keep rates on hold. Their key view was that there was currently 'no evidence about the extent to which policy uncertainties among companies and households had declined' i.e. they were going to sit on their hands and see how the economy goes in the next few months.
- If economic growth were to weaken considerably, the MPC has relatively little room to make a big impact with **Bank Rate** still only at 0.75%. It would therefore, probably suggest that it would be up to the Chancellor to provide help to support growth by way of a **fiscal boost** e.g. tax cuts, infrastructure spending etc.
- **CPI inflation** has been hovering around the Bank of England's target of 2% during 2019, but fell again in both October and November to a three-year low of 1.5%. It is likely to remain close to, or under 2% over the next two years and so it does not pose any immediate concern to the MPC. However, if there was a hard or no deal Brexit, inflation could rise towards 4%, primarily because of imported inflation on the back of a weakening pound.
- **Labour market.** Employment growth has been quite resilient through 2019 until the three months to September where it fell by 58,000. However, there was an encouraging pick up again in the three months to October to growth of 24,000, which showed that the labour market was not about to head into a major downturn. The unemployment rate held steady at a 44-year low of 3.8%. Wage inflation has been steadily falling from a high point of 3.9% in July to 3.5% in October (3-month average regular pay, excluding bonuses). This meant that in real terms, (i.e. wage rates higher than CPI inflation), earnings grew by about 2.0%. As the UK economy is very much services sector driven, an increase in household spending power is likely to feed through into providing some support to the overall rate of economic growth in the coming months. The other message from the fall in wage growth is that employers are beginning to find it easier to hire suitable staff, indicating that supply pressure in the labour market is easing.

### USA

- **Growth** in 2019 has been falling after a strong start in quarter 1 at 3.1%, (annualised rate), to 2.0% in quarter 2 and then 2.1% in quarter 3. The economy looks likely to have maintained a growth rate similar to quarter 3 into quarter 4; fears of a recession in 2020 have largely dissipated.
- The strong growth in **employment numbers** during 2018 has weakened during 2019, indicating that the economy had been cooling, while inflationary pressures were also weakening.
- **CPI inflation** rose from 1.8% to 2.1% in November, a one year high, but this was singularly caused by a rise in gasoline prices.
- **The Fed** finished its series of increases in rates to 2.25 – 2.50% in December 2018. In July 2019, it cut rates by 0.25% as a 'midterm adjustment' but flagged up that this was not intended to be seen as the start of a series of cuts to ward off a downturn in growth. It also ended its programme of quantitative tightening in August, (reducing its holdings of treasuries etc.). It then cut rates by 0.25% again in September and by another 0.25% in its October meeting to 1.50 – 1.75%.
- At its September meeting it also said it was going to **start buying Treasuries again**, although this was not to be seen as a resumption of quantitative easing but rather an exercise to relieve liquidity pressures in the repo market. In the first month, it will buy \$60bn, whereas it had been reducing its balance sheet by \$50bn per month during 2019.

- The Fed left rates unchanged in **December**. However, the accompanying statement was more optimistic about the future course of the economy so this would indicate that further cuts are unlikely.
- **Trade war with China**. The trade war is depressing US, Chinese and world growth. In the EU, it is also particularly impacting Germany as exports of goods and services are equivalent to 46% of total GDP. It will also impact developing countries dependent on exporting commodities to China. However, progress has been made in December on agreeing a phase one deal between the US and China to roll back some of the tariffs; this gives some hope of resolving this dispute.

#### EUROZONE.

- **Growth** has been slowing from +1.8 % in 2018 to around half of that at the end of 2019; there appears to be little upside potential in the near future.
- **The European Central Bank (ECB)** ended its programme of quantitative easing purchases of debt in December 2018, which then meant that the central banks in the US, UK and EU had all ended the phase of post financial crisis expansion of liquidity supporting world financial markets by quantitative easing purchases of debt.
- However, the downturn in EZ growth in the second half of 2018 and into 2019, together with inflation falling well under the upper limit of its target range of 0 to 2%, (but it aims to keep it near to 2%), has prompted the ECB to take new measures to stimulate growth. At its March meeting it announced a **third round of TLTROs**; this provides banks with cheap borrowing.
- However, since then, the downturn in EZ and world growth has gathered momentum; at its meeting on 12 September it cut its deposit rate further into negative territory, from -0.4% to -0.5%, and announced a **resumption of quantitative easing purchases of debt for an unlimited period**.
- At its October meeting it said these purchases would start in November at €20bn per month - a relatively small amount compared to the previous buying programme. It also increased the maturity of the third round of TLTROs from two to three years. However, it is doubtful whether this very limited loosening of monetary policy will have much impact on growth and, unsurprisingly, the ECB stated that governments would need to help stimulate growth by 'growth friendly' fiscal policy.
- There were no policy changes in the December meeting, which was chaired for the first time by the new President of the ECB, Christine Lagarde. However, the outlook continued to be down beat about the economy; this makes it likely there will be further monetary policy stimulus to come in 2020. She also announced a thorough review during 2020 of how the ECB conducts monetary policy, including the price stability target.
- Several EU countries have **coalition governments**. More recently, Austria, Spain and Italy have been in the throes of trying to form coalition governments with some unlikely combinations of parties i.e. this raises questions around their likely endurance. The latest results of German state elections has put further pressure on the frail German CDU/SDP coalition government and on the current leadership of the CDU.

#### CHINA.

- Economic growth has been weakening over successive years, despite repeated rounds of central bank stimulus; medium term risks are increasing. Major progress still needs to be made to eliminate excess industrial capacity and the stock of unsold property, and to address the level of non-performing loans in the banking and shadow banking systems. In addition, there still needs to be a greater switch from investment in industrial capacity, property construction and infrastructure to consumer goods production.

#### JAPAN

- It has been struggling to stimulate consistent significant GDP growth and to get inflation up to its target of 2%, despite huge monetary and fiscal stimulus. It is also making little progress on fundamental reform of the economy.

### WORLD GROWTH – reversal of globalisation

- Until recent years, world growth has been boosted by **increasing globalisation** i.e. countries specialising in producing goods and commodities in which they have an economic advantage and which they then trade with the rest of the world. This has boosted worldwide productivity and growth, and, by lowering costs, has depressed inflation. However, the rise of China as an economic superpower over the last thirty years, which now accounts for nearly 20% of total world GDP, has unbalanced the world economy. The Chinese government has targeted achieving major world positions in specific key sectors and products, especially high tech areas and production of rare earth minerals used in high tech products. It is achieving this by massive financial support, (i.e. subsidies), to state owned firms, government directions to other firms, technology theft, restrictions on market access by foreign firms and informal targets for the domestic market share of Chinese producers in the selected sectors. This is regarded as being unfair competition that is putting western firms at an unfair disadvantage or even putting some out of business. It is also regarded with suspicion on the political front as China is an authoritarian country that is not averse to using economic and military power for political advantage. The current trade war between the US and China therefore needs to be seen against that backdrop. It is, therefore, likely that we are heading into a period where there will be a **reversal of world globalisation and a decoupling of western countries** from dependence on China to supply products. This is likely to produce a backdrop in the coming years of weak global growth and so weak inflation.
- **Central banks are, therefore, likely to come under more pressure to support growth by looser monetary policy measures and this will militate against central banks increasing interest rates in 2020 and beyond.**
- The trade war between the US and China has been during 2019, and still is, a major concern to **financial markets** due to the synchronised general weakening of growth in the major economies of the world, compounded by fears that there could even be a recession looming up in the US, (though such fears have largely dissipated towards the end of 2019).
- These concerns resulted in **government bond yields falling in 2019** in the developed world. If there were a major worldwide downturn in growth, central banks in most of the major economies will have limited ammunition available, in terms of monetary policy measures, when rates are already very low in most countries, (apart from the US). There are also concerns about how much distortion of financial markets has already occurred with the current levels of quantitative easing purchases of debt by central banks and the use of negative central bank rates in some countries. The latest PMI survey statistics of economic health for the US, UK, EU and China have all been predicting a downturn in growth; this confirms investor sentiment that the outlook for growth during the year ahead is weak.

### INTEREST RATE FORECASTS

The interest rate forecasts provided by Link Asset Services in paragraph 3.3 are **predicated on an assumption of an agreement being reached on Brexit between the UK and the EU**. On this basis, while GDP growth is likely to be subdued in 2019 and 2020 due to all the uncertainties around Brexit depressing consumer and business confidence, an agreement on the detailed terms of a trade deal is likely to lead to a boost to the rate of growth in subsequent years. This could, in turn, increase inflationary pressures in the economy and so cause the Bank of England to resume a series of gentle increases in Bank Rate. Just how fast, and how far, those increases will occur and rise to, will be data dependent. The forecasts in this report assume a modest recovery in the rate and timing of stronger growth and in the corresponding response by the Bank in raising rates.

- In the event of an **orderly non-agreement exit in December 2020**, it is likely that the Bank of England would take action to cut Bank Rate from 0.75% in order to help economic growth deal with the adverse effects of this situation. This is also likely to cause short to medium term gilt yields to fall.
- If there were a **disorderly Brexit**, then any cut in Bank Rate would be likely to last for a longer period and also depress short and medium gilt yields correspondingly. Quantitative easing could also be restarted by the Bank of England. It is also possible that the government could act to protect economic growth by implementing fiscal stimulus.

### The balance of risks to the UK

- The overall balance of risks to economic growth in the UK is probably even, but dependent on a successful outcome of negotiations on a trade deal.
- The balance of risks to increases in Bank Rate and shorter term PWLB rates are broadly similarly to the downside.
- In the event that a Brexit deal was agreed with the EU and approved by Parliament, the balance of risks to economic growth and to increases in Bank Rate is likely to change to the upside.

One risk that is both an upside and downside risk, is that all central banks are now working in very different economic conditions than before the 2008 financial crash as there has been a major increase in consumer and other debt due to the exceptionally low levels of borrowing rates that have prevailed since 2008. This means that the neutral rate of interest in an economy, (i.e. the rate that is neither expansionary nor deflationary), is difficult to determine definitively in this new environment, although central banks have made statements that they expect it to be much lower than before 2008. Central banks could therefore either over or under do increases in central interest rates.

### Downside risks to current forecasts for UK gilt yields and PWLB rates currently include:

- **Brexit** – if it were to cause significant economic disruption and a major downturn in the rate of growth.
- **Bank of England** takes action too quickly, or too far, over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- A resurgence of the **Eurozone sovereign debt crisis**. In 2018, Italy was a major concern due to having a populist coalition government which made a lot of anti-austerity and anti-EU noise. However, in September 2019 there was a major change in the coalition governing Italy which has brought to power a much more EU friendly government; this has eased the pressure on Italian bonds. Only time will tell whether this new coalition based on an unlikely alliance of two very different parties will endure.
- Weak capitalisation of some **European banks**, particularly Italian banks.
- **German minority government**. In the German general election of September 2017, Angela Merkel's CDU party was left in a vulnerable minority position dependent on the fractious support of the SPD party, as a result of the rise in popularity of the anti-immigration AfD party. The CDU has done badly in recent state elections but the SPD has done particularly badly and this has raised a major question mark over continuing to support the CDU. Angela Merkel has stepped down from being the CDU party leader but she intends to remain as Chancellor until 2021.
- **Other minority EU governments**. Austria, Finland, Sweden, Spain, Portugal, Netherlands and Belgium also have vulnerable minority governments dependent on coalitions which could prove fragile.
- **Austria, the Czech Republic, Poland and Hungary** now form a strongly anti-immigration bloc within the EU. There has also been rising anti-immigration sentiment in Germany and France.
- In October 2019, the IMF issued a report on the World Economic Outlook which flagged up a synchronised slowdown in world growth. However, it also flagged up that there was **potential for a rerun of the 2008 financial crisis**, but this time centred on the huge debt binge accumulated by corporations during the decade of low interest rates. This now means that there are corporates who would be unable to cover basic interest costs on **some \$19trn of corporate debt in major western economies**, if world growth was to dip further than just a minor cooling. This debt is mainly held by the shadow banking sector i.e. pension funds, insurers, hedge funds, asset managers etc., who, when there is \$15trn of corporate and government debt now yielding negative interest rates, have been searching for higher returns in riskier assets. Much of this debt is only marginally above investment grade so any rating downgrade could force some holders into a fire sale, which would then depress prices further and so set off a spiral down. The IMF's answer is to suggest imposing higher capital charges on lending to corporates and for central banks to regulate the investment operations of the shadow banking sector. In October 2019, the deputy Governor of the Bank of England also flagged up the dangers of banks and the shadow banking sector lending to corporates, especially highly leveraged corporates, which had risen back up to near pre-2008 levels.
- **Geopolitical risks**, for example in North Korea, but also in Europe and the Middle East, which could lead to increasing safe haven flows.



**Upside risks to current forecasts for UK gilt yields and PWLB rates**

- **Brexit** – if agreement was reached all round that removed all threats of economic and political disruption between the EU and the UK.
- The **Bank of England is too slow** in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to build up too strongly within the UK economy, which then necessitates a later rapid series of increases in Bank Rate faster than we currently expect.
- **UK inflation**, whether domestically generated or imported, returning to sustained significantly higher levels causing an increase in the inflation premium inherent to gilt yields.

## **TREASURY MANAGEMENT SCHEME OF DELEGATION AND ROLE OF THE SECTION 151 OFFICER**

### **1. Council**

- Approval of annual strategy, mid-year report and outturn report

### **2. Audit and Standards Committee**

- Receipt, review and recommendation to Council of quarterly monitoring reports
- Receipt, review and recommendation to Council of reports on treasury strategy, policy and activity

### **3. Section 151 Officer**

- Reviewing the treasury management policy, procedures, strategy and making recommendations to the Audit and Standards Committee;
- Approving the selection of external service providers and agreeing terms of appointment;
- Submitting regular treasury management strategy reports;
- Receiving and reviewing management information reports;
- Reviewing the performance of the treasury management function;
- Ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- Ensuring the adequacy on internal audit and liaising with external audit;
- Treasury management/capital and revenue financial implications of the Capital Strategy;
- Preparation of a capital strategy to include capital expenditure, capital financing, and treasury management, with a long term timeframe;
- Ensuring that the capital strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money;
- Ensuring that due diligence has been carried out on all investments and is in accordance with the risk appetite of the authority.

|   |   |
|---|---|
| <b>Report Title</b>                               | <b>THE FAIR PAY AND SENIOR PAY POLICY STATEMENT 2019/20</b>   |
| <b>Purpose of Report</b>                          | To put recommendations from Strategy & Resources Committee to Council for consideration and, if appropriate, approval.  |
| <b>Decision(s)</b>                                | <b>Council is RECOMMENDED to consider the recommendation from the Strategy and Resources Committee relating to the Fair Pay and Senior Pay Policy Statement 2019/20.</b>  |
| <b>Consultation and Feedback</b>                  | Please refer to original committee report.  |
| <b>Financial Implications and Risk Assessment</b> | Financial implications are set out in detail in the body of the S&R report.<br><br>Andrew Cummings, Strategic Director of Resources<br>Tel: 01453 754115<br>Email: <a href="mailto:andrew.cummings@stroud.gov.uk">andrew.cummings@stroud.gov.uk</a>   |
| <b>Legal Implications</b>                         | Any legal implications are set out in detail in the body of the S&R report.<br><br>Patrick Arran, Interim Head of Legal and Monitoring Officer<br>Tel: 01453 754369<br>Email: <a href="mailto:patrick.arran@stroud.gov.uk">patrick.arran@stroud.gov.uk</a>  |
| <b>Report Author</b>                              | Lucy Powell, HR Manager<br>Tel: 01453 754942<br>Email: <a href="mailto:lucy.powell@stroud.gov.uk">lucy.powell@stroud.gov.uk</a>   |
| <b>Options</b>                                    | The Council may accept the recommendations, amend the recommendations or decide not to accept the recommendations. But the Council is required to publish a statement by 31 March 2020 for the ensuing financial year. The nature and content must adhere to guidelines issued by the then Secretary of State for Communities and Local Government. |

1. At its meeting on 30 January 2020, the Strategy and Resources Committee considered a report in relation to the Fair Pay and Senior Pay Policy Statement 2019/20.
2. The reports sets out the detailed arrangements that the Council follows with regards to pay scales. It also sets out the Council's approach to Senior Management Pay and living wage as published by the Living Wage Foundation.
3. The relevant report can be accessed via this [link](#).

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**9bii**

|   |  |
|---|--|
| <b>Report Title</b>                               | <b>STROUD DISTRICT COUNCIL CAPITAL STRATEGY</b>  |
| <b>Purpose of Report</b>                          | To put recommendations from Strategy & Resources Committee to Council for consideration and, if appropriate, approval.   |
| <b>Decision(s)</b>                                | <b>Council is RECOMMENDED to consider the recommendation from the Strategy and Resources Committee to approve the Capital Strategy.</b>  |
| <b>Consultation and Feedback</b>                  |  |
| <b>Financial Implications and Risk Assessment</b> | There are no significant financial implications from the report. The Capital Strategy sets out the Council's approach to setting and monitoring the capital programme.<br><br>Andrew Cummings, Strategic Director of Resources<br>Tel: 01453 754115<br>Email: <a href="mailto:andrew.cummings@stroud.gov.uk">andrew.cummings@stroud.gov.uk</a> |
| <b>Legal Implications</b>                         | There are no specific legal implications arising from the recommendations made in this report.<br><br>Patrick Arran, Interim Head of Legal and Monitoring Officer<br>Tel: 01453 754369<br>Email: <a href="mailto:patrick.arran@stroud.gov.uk">patrick.arran@stroud.gov.uk</a>  |
| <b>Report Author</b>                              | Graham Bailey, Principal Accountant<br>Tel: 01453 754133 Email: <a href="mailto:graham.bailey@stroud.gov.uk">graham.bailey@stroud.gov.uk</a>   |
| <b>Options</b>                                    | The Council's Capital Strategy was introduced in April 2019 and should be subject to annual approval.  |

1. At its meeting on 30 January 2020, the Strategy and Resources Committee considered a report in relation to the updated Stroud District Council Capital Strategy.
2. The report sets out the Council's principles on how the Capital Programme is put together, how Capital expenditure can be financed and how the Council approaches and manages the risks related to the Capital Programme.
3. The relevant report can be accessed via this [link](#), with the Capital Strategy as [Appendix A](#).

**STROUD DISTRICT COUNCIL**  
**COUNCIL**

**AGENDA  
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**20 FEBRUARY 2020**

**9biii**

|   |   |
|---|---|
| <b>Report Title</b>                               | <b>THE GENERAL FUND BUDGET 2020/21, CAPITAL PROGRAMME, MEDIUM TERM FINANCIAL PLAN AND COUNCIL TAX CHARGES</b>   |
| <b>Purpose of Report</b>                          | To consider the Council's financial position over the medium term and set a budget requirement and the level of council tax for 2020/21.  |
| <b>Decision(s)</b>                                | <p><b>Strategy and Resources Committee RECOMMENDED to Council (and subject to the Government's final settlement announcements):</b></p> <ol style="list-style-type: none"> <li>1. To approve the updated Medium Term Financial Plan as set out in Appendices A-E;</li> <li>2. To increase the council tax by £5 p.a. to £212.52 at Band D, an increase of less than 10p per week for the services provided by Stroud District Council;</li> <li>3. To note the uncertainty around the impact of changes to local government funding in 2021/22;</li> <li>4. To approve the Capital Programme, as set out in Appendix E;</li> <li>5. To approve the planned changes to the reserves as set out in Section 4 of the report and Appendix F;</li> <li>6. To approve the fees and charges policy and list of Council fees and charges as set out in Appendices G and H.</li> </ol> <p><b>In addition to the recommendations from the Strategy and Resources Committee, Council RESOLVES:-</b></p> <ol style="list-style-type: none"> <li>7. To approve the Council Tax Charges for the District as set out in Appendix I.</li> </ol> |
| <b>Consultation and Feedback</b>                  | <ul style="list-style-type: none"> <li>• Budget holders on budgets and savings</li> <li>• Residents and businesses phone survey</li> <li>• Member workshops</li> </ul>  |
| <b>Financial Implications and Risk Assessment</b> | <p>The whole report is of a financial nature as it sets out the Council's Revenue and Capital Budgets for the period 2020/21 to 2023/24.</p> <p>Andrew Cummings, Strategic Director of Resources<br/>Email: <a href="mailto:andrew.cummings@stroud.gov.uk">andrew.cummings@stroud.gov.uk</a><br/>Tel: 01453 754115</p> <p>There are a number of risks to the Council's future financial position and the material risks are outlined in the body of this report. The budget monitoring process will report material changes in the Council's financial position to members.</p>   |

|   |   |
|---|---|
| <b>Legal Implications</b>               | <p>It is a legal requirement for the Council to set a balanced budget. There is no legal definition of a balanced budget and this is a matter for the professional judgement of the Chief Financial Officer (S151). Any other legal implications are set out in the body of the report.</p> <p>Patrick Arran, Interim Head of Legal Services &amp; Monitoring Officer<br/> Email: <a href="mailto:patrick.arran@stroud.gov.uk">patrick.arran@stroud.gov.uk</a><br/> Tel: 01453 754369</p>   |
| <b>Report Authors</b>                   | <p>Andrew Cummings, Strategic Director of Resources<br/> Email: <a href="mailto:andrew.cummings@stroud.gov.uk">andrew.cummings@stroud.gov.uk</a><br/> Tel: 01453 754115</p>   |
| <b>Options</b>                          | <p>The Council must set a balanced budget in time to start collecting council tax and rents by 1<sup>st</sup> April.</p>  |
| <b>Performance Management Follow Up</b> | <p>Budget Monitoring reporting during 2019/20.</p>  |
| <b>Background Papers / Appendices</b>   | <p>MHCLG Provisional Finance Settlement;<br/> Service Committee Revenue Estimates<br/> <b>Appendix A</b> - Medium Term Financial Plan<br/> <b>Appendix B</b> - Identified savings and pressures over the life of the plan<br/> <b>Appendix C</b> - Summary of the total revenue expenditure budget for 2019/20<br/> <b>Appendix D</b> - Revenue estimates for each committee<br/> <b>Appendix E</b> - Planned capital programme for the General Fund<br/> <b>Appendix F</b> - Impact of the Medium Term Financial Plan on the General Fund Reserves<br/> <b>Appendix G</b> - New fees and charges policy<br/> <b>Appendix H</b> – Stroud District Council Fees and Charges 2020-21 (81 pages)<br/> <b>Appendix I</b> – Council Tax Charges for the District (<b>to follow week commencing 17 February 2020</b>)</p> |

## 1. Introduction and Background

- 1.1 Council approved the Budget Strategy to 2024 at its meeting on 17 October 2019. This agreed the framework for the budget setting process in advance of the detailed budget work being undertaken by the authority.
- 1.2 The following report sets out the details of the Authority's Medium Term Financial Plan (MTFP) for the period 2020/21 – 2024/25. Each section of the report is laid out to focus on a specific area of the budget.
- 1.3 The Medium Term Financial Plan should be read as a companion document to the Council's most recent Corporate Delivery Plan (CDP). Throughout the budget setting process the priorities within the CDP have been considered in full and resources allocated to ensure the deliverability of CDP projects.
- 1.4 The MTFP for the General Fund and the Housing Revenue Account (HRA) have been prepared in tandem and should be regarded as the overall financial strategy for the Council. The

information is delivered within two separate reports for the purposes of clarity of decision making only.

1.5 The report is structured as follows;

- Estimates of Major Funding Sources
- Estimates made on costs / revenue
- The Medium Term Financial Position and planned use of reserves
- Capital Programme
- Statement of Chief Financial Officer and Long Term Risks

1.4 Appendix A sets out the summary of the Council's Medium Term Financial Plan. It shows adjustments to the plan as well as the estimates of major funding sources and movement on reserves.

1.5 Appendix B shows all the identified savings and pressures over the life of the plan. Each figure represents a change to the base budget.

1.6 Appendix C sets a summary of the total revenue expenditure budget for 2019/20.

1.7 Appendix D shows the revenue estimates for each committee, with those for Strategy and Resources Committee being shown in detail. The detail behind the other Committee expenditure budgets are included within the service estimates report taken to each Service Committee.

1.8 S&R Estimates have not previously been considered by this committee and are therefore included in full in Appendix D. All changes to S&R budgets are included within the overall corporate budgets covered within this report.

1.7 Appendix E shows the planned capital programme for the General Fund and the sources of financing which are estimated in the medium term.

1.8 Appendix F shows the impact of the Medium Term Financial Plan on the General Fund Reserves.

1.9 Appendix G is the new fees and charges policy setting out how the Council considers fees and charges with the new list of charges being shown at Appendix H.

1.10 Appendix I shows the Council Tax charges for all parishes across the District.

## **2. ESTIMATES OF MAJOR FUNDING SOURCES**

2.1 The provisional settlement for 2020/21, was announced on December 20<sup>th</sup> 2019. This settlement was based upon the one year spending review announced by central Government in September 2019 and is the first settlement after the end of the previous four year settlement period. The significant features impacting Stroud within the Settlement were;

- Confirmation of the removal of negative RSG
- The New Homes bonus allocation for 2020/21 being set at £1.331 million
- The Council Tax referendum limit being confirmed at £5 for district Councils
- The reforms to business rates baselines being deferred until 2021/22 with an increase of 1.6% in our baseline for 2021/22.

## **COUNCIL TAX**

- 2.2 Council Tax remains the most stable element of funding available to the Council. The tax base has grown by 1.72% in the past year against an assumption of 1.5% in the Budget Strategy. This is consistent with the growth of 1.71% achieved in the prior year. This budget proposes, in line with the agreed Budget Strategy, that tax is increased by £5 for the Band D Council Tax which takes the charge from £207.52 to £212.52. The additional funding raised by an increase in Council Tax continues to benefit the authority in every year of the MTFP. With no additional information available for years after 2020/21 it is assumed that the limit will remain at £5 for all future years of the plan.
- 2.3 Each year the Council budget includes an adjustment for a Council Tax surplus or deficit based upon amounts collected against the estimates made when the previous years' budget was set. For 2019/20 tax collected is currently expected to be very close to levels estimated and only a small adjustment to recoup an estimated deficit, shown in Appendix A as "collection fund deficit" of £11k is included in the 2020/21 budget.

## **BUSINESS RATES**

- 2.4 The amount of business rates included in the MTFP is made up of the baseline amount which central government determines we can retain which is £2.47 million in 2020/21 (£2.43m in 19/20) plus growth above that level which we are permitted to retain. For 2020/21 this can be accurately estimated and is included within the plan. The business rates retention system contains a number of individual elements and these are combined into one net figure within the MTFP.
- 2.5 It is anticipated that in 2021 central government will reset the business rates system and redistribute business rates growth across the country. It is therefore likely that this Council will lose the majority of the growth that is included within the current MTFP. The exact extent of this is very difficult to estimate but the figures within the MTFP have been calculated as the best figure at the current time. Although the exact amount is unknown a significant loss is almost certain.
- 2.6 This budget report has been written before the formal process of notifying Central Government of expected business rates income at the end of January 2020 which may cause some non-material variation to budgeted amounts. Any variation during 2020/21 against expected business rates income will be added or deducted from the Business Rates Reserve.
- 2.7 The Gloucestershire Business Rates Pool will continue to generate some additional funds until the baseline reset (see para 2.5). As in previous years an estimate of £100k is included within the baseline figures.

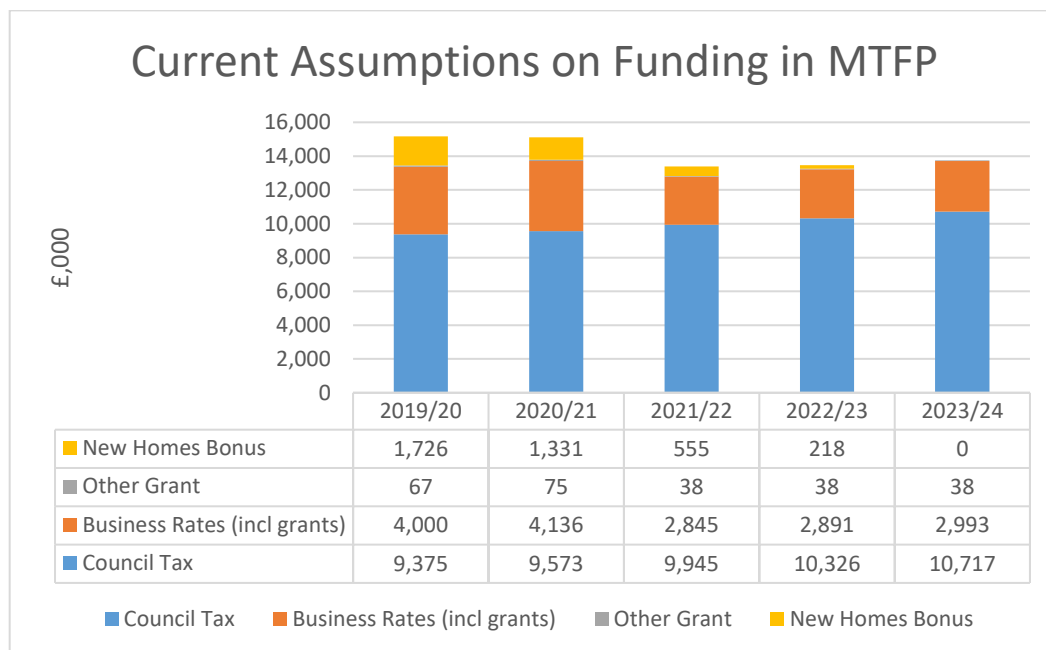
## **NEW HOMES BONUS**

- 2.8 The provisional settlement gave certainty to the amount of New Homes Bonus that is to be received by the authority in 2019/20 at £1.33 million (£793k was assumed in the budget strategy). This is a result of the government awarding an additional year of growth in 2020/21 which was not known at the time of the Budget Strategy. The past year has seen strong housing growth in the district resulting in the payment for this year being an additional £538k (£218k in the previous year). However, unlike the previous New Homes Bonus awards this funding is for one year only and does not generate payments in future years.



2.9 The settlement also seems to confirm that New Homes Bonus is to be phased out with funding to have ceased completely by 2023/24. This was the approach set out by this Council in the Budget Strategy from October 2019 and so this announcement brings no changes to our financial plans. The Government has promised a future consultation around a new housing incentive scheme at some point later this year. No details of this are known but it extremely unlikely it will deliver funding to District Councils in the same magnitude as the New Homes Bonus and therefore no funding is assumed within this MTFP.

**Table 1 – Current Funding Assumptions included in the MTFP**



**The Local Government Finance Outlook**

2.10 When agreeing the budget in January 2019 Council noted the uncertainty around the local government funding position as major reviews and changes were about to take place. Announcements during 2019 have confirmed that the following reviews have been deferred and are now expected to be implemented in 2020/21.

- The Fair Funding Review
- Business Rates Baseline Reset
- Multi-year spending review

2.11 A review of New Homes Bonus was also expected but as discussed in paragraph 2.09 it is now known that the grant is to be phased out.

2.12 The Fair Funding Review is the review being carried out to determine a more transparent system for the allocation of local government funds across the Country. It is considering how to apportion funds between local government services and appropriate methodologies for distribution based upon different sizes of authority and cost factors relating to local areas. The result for Stroud will be a new figure for how much business rates we are permitted to retain. Originally planned for implementation in 2020 the impact of the review will now not be known until later in the year for implementation in 2021. It is important to note that although the results are not known it is almost certain to result in a very significant redistribution of funds towards upper tier authorities with significant demand led pressures such as Adults Social Care and

Childrens Services receiving increases in funding at the expenses of lower tier services carried out by District Councils.

- 2.13 The fair funding review will determine what proportion of overall local government funding will go to each authority. It does not consider the total quantum available to local government. That will be determined by the multi-year spending review due to be completed across central government. Again, the results of this will not be known until later in 2020.
- 2.14 As discussed in paragraph 2.5 the Government also plans to remove business rates growth from authorities in 2021 and redistribute that nationally. The MTFP assumes that nearly all growth will be lost. Again the results of this process are very difficult to be sure of at this stage and more information will be reported to members when the results of the reviews are known.
- 2.15 As with 2019/20, the situation for 2020/21 is one of huge uncertainty with a number of different funding mechanisms being revised. Funding estimates within the MTFP for retained business rates have been prepared on a mid-case scenario which is believed to be prudent but not a worst case scenario. The final funding position is likely to differ, perhaps significantly, when the actual position is known. However, it is almost certain that the overall impact will be a net reduction in funding for this Council. It is therefore again recommended that the high level of uncertainty is noted when considering the MTFP.

### **3. ADJUSTMENTS TO REVENUE BUDGETS IN FUTURE YEARS**

- 3.1 The following section sets out the most significant changes which have been made in the 2019/20 budget. For the purposes of this report additional allocations of budget, or reductions in income targets are referred to as “pressures”. An increase in income targets or reduction in expenditure budgets are referred to as “savings”.

#### **Recurring Budget Changes**

- 3.2 There are a number of inflationary factors which will cause pressures on the MTFP in every year of the plan. These are included as annual adjustments.
- 3.3 Although details of the local government pay award are not yet nationally agreed provision has been made for staff to receive a 2.5% pay award in each year of the plan. This has added £256k to service budgets in 2019/20. An allowance of £260k has been added in each future year of the plan.
- 3.4 Payments made under contractual arrangements will also be subject to inflation. The Council’s budget strategy sets out that an inflationary allowance will be made for these contracts at the level of CPI each September. This percentage for the 2020/21 year was set at 1.7% which has added £143k to budgets in 2020/21. This level of inflation is lower than has been the case in previous years and the MTFP includes an allowance of £200k p.a. in all future years of the plan.
- 3.5 In relation to the multi-services contract with Ubico the Council has followed the same partnership budgeting approach that was successful for the 2019/20 year. This has resulted in agreement as to the budget set at £6.096 million (£5.873 million in 2019/20) This increase includes £55k related to the additional recycling round begun in 2019/20 and £46k for the cost of the Garden Waste service increasing to five days a week (this latter cost will be covered by subscriber fees).

- 3.6 The upcoming financial year will see the level of contribution that the Council is required to make to the Local Government Pension scheme change. This is based upon a full scheme valuation carried out by the actuary at March 31<sup>st</sup> 2019.
- 3.7 In simple terms the authority makes two payments into the pension fund. An annual lump sum to cover the cost of past pension deficits and a percentage of the existing payroll to reflect future benefits. The actuary makes an assessment as to whether the level of funding is appropriate to meet liabilities. The previous assessment in 2016 ruled that the Council had 74% of the assets it needs to meet liabilities. The 2019 valuation has increased that figure to 99%. Effectively this means that the deficit lump sum payment is not required to the same level as the deficit has now been recouped. The actuary has therefore programmed in a phased reduction to take it to a long term sustainable level. This is included in the MTFP and the General Fund portion of the saving in 2020/21 is £194k.
- 3.8 At the same time the annual percentage of payroll the Council is required to pay has increased from 18% to 19.7%. The pension saving included within the MTFP at Appendix A is net of the two adjustments.
- 3.9 It is important to clarify that these changes reflect only the Council's contribution to the fund. There is no impact on the level of staff benefits.
- 3.10 This year the budget process has included a fundamental review of fees and charges across the organisation and the compiling of a comprehensive document including all of the Council's charges. This is included at Appendix H. This detailed process has resulted in a one off increase in income targets related to fees and charges of £126k (£50k was assumed in the budget strategy). An allowance of £75k growth has been included for each future year in the plan. The compiling of a list of fees and charges gives certainty and transparency around the Council's charges.
- 3.11 Included at Appendix G is a fees and charges policy document. This document is intended to set out in a clear and simple fashion the Council's options when it comes to levying fees and charges for services. It also details the governance processes around setting the levels of fees and charges.

### **Additional Budget allocations – Pressures on existing services**

- 3.12 Budgets across the authority have been subject to wholesale review throughout the budget setting process. This has identified a number of service areas where additional budget is required to cover existing services. The significant changes are set out in the following paragraphs.
- 3.13 The Council has been aware for some time of the risk that income will be reduced from the County Council for incentivising of food waste collection. Stroud is the highest performer within Gloucestershire and therefore has the most to lose from the County Council's proposal to both standardise arrangements and make a saving for their authority on the scheme. The final details of the scheme have now been agreed by the County Council and the impact on Stroud, based on last year's collection figures is estimated at £181k p.a. This is now included within the MTFP. The Budget Strategy had already included an assumption of £200k p.a.
- 3.14 The budgets across the authority relating to maintenance, particularly in relation to property have remained static for a number of years. There has not been even a general inflationary allowance. This is against a background of building costs having risen faster than inflation in the general economy. In recognition of the fact that our assets are a key component of how

we deliver our services a number of adjustments have been made. For general property it has been calculated that £106k needs to be added to maintenance budgets and this is included in full in the MTFP.

- 3.15 Further adjustments have been made to the maintenance budgets for play areas to ensure that these are sufficient to continue to keep equipment in an appropriate condition. An allowance of £15k p.a. has been included for this. A contribution towards maintenance of play areas within the HRA of £30k p.a. is also included. This is because although a play area may be on HRA land they are not exclusively a tenant service.
- 3.16 An increase in budget of £76k for Housing Advice and Temporary Accommodation is included. This is made up of a £21k increase for the cost of bed and breakfast provision and a £55k increase to further strengthen the staffing within the team, including an accommodation officer. Provision of temporary accommodation for families has been utilising HRA properties in 2019/20 which ensures accommodation is within district and more affordable for the Council.
- 3.17 The Council had previously been in receipt of £10k p.a. from the College as a payment for car parking spaces at Stratford Park. This arrangement will come to an end in during 2020 so the income budget has been removed pending renegotiation of the arrangement.
- 3.18 Income received by the Council relating to land searches has fallen in recent years meaning that income now falls short of budgeted expectations. The income within the budget has now been reduced by £40k p.a.
- 3.19 The Council previously had a central savings target of £50k related to “spend consolidation”. This was targeted at projects where co-ordination across the Council could reduce costs such as postage. A number of projects are underway and are likely to deliver savings of at least that amount. In the interim period the savings target is removed and will be replaced by actual savings when they are achieved.
- 3.20 The Minimum Revenue Provision (MRP) represents the cost to the General Fund of borrowing to support the Capital Programme. This is kept under regular review to ensure that there are sufficient revenue funds to allow for the repayment of the capital programme. This year’s review has determined that additional funds are required and this is included within the MTFP. The amounts involved are 54k in 2020/21 and £130k in 2021/22. These additions ensure that the Council’s capital programme as set out in appendix E are affordable within the General Fund budget. The Treasury Management Strategy also anticipates that there will be some additional borrowing during the Medium Term so an allowance is also included for additional external interest in the later years of the plan.

### **Additional Budget allocations – New Growth Items**

- 3.21 As part of the budget development process there have been a number of growth items included within the budget for 2020/21 either to respond to new demands or to boost the Council’s capacity in certain areas. These are detailed below.
- 3.22 The Canal Project will make the bid for the next stage of HLF funding during the 2020/21 year. From the point at which the bid is submitted until a decision is made all of the salary costs for the canal team fall upon the Council. It is not possible to meet these costs from the sums originally set aside for the Canal without creating budget risks for the project itself. In light of that situation, and for transparency of project costs, it is necessary to include an additional revenue budget in 2020/21 only. This has been included at £161k.

- 3.23 The Council's Corporate Delivery Plan has a continued focus on regeneration projects as it looks to build upon the conclusion of the LGA Peer Review that it could be an exemplar leader of place. As part of this work it has been identified that there are a number of brownfield sites across the District which will need a long term approach and additional resource to tackle. In recognition of this the 2020/21 budget includes a one off sum of £100k to begin consideration of these sites and the approach to be taken. After this initial stage has been completed then further funds can be considered as required in future budget setting rounds.
- 3.24 It is also important that the Council considers the building of communities as well as physical infrastructure. Existing projects in the Health and Wellbeing team have begun considering how the Council can support others through community building activities. In order to support this activity a one off sum of £50k has been set aside. When the Strategic Director of Communities begins in post this will be an initial resource for them to consider options for work in this area and again further resource may be made available in future budget rounds if required.
- 3.25 During the 2019/20 year the Senior Leadership Team was restructured. It was estimated in the budget strategy that this strengthening of management capacity would amount to £30k p.a. in the General Fund. This estimate has now been confirmed and included within the budget.
- 3.26 The Peer Review report also recommended a strengthening of the work that the Council already does around policy and governance. Consultation is currently underway with staff about the best ways of achieving this. An allowance of £35k p.a. additional budget has been included as the current estimate of additional budget required, primarily to cover a new role for an Information governance officer to take a leading role on issues relating to effective management of information and ensuring appropriate transparency.
- 3.27 At its meeting on January 23<sup>rd</sup> 2020 the Community Services and Licensing Committee are to consider a report regarding the review of leisure provision across the District and the extension of the contract at Stratford Park leisure centre. As part of that report it is proposed that the living wage as determined by the living wage foundation is introduced at the leisure centre. This report is written before the date of this committee and whilst no assumptions are made about the decision the Committee might make, the MTFP includes an additional allowance of £80k p.a. for an increase in the contract cost. This is the maximum possible impact of introducing this increase in the wage structure. If the committee has chosen not to make that change then the cost will be removed from the MTFP.

### **Budget Savings**

- 3.28 The comprehensive review of budgets within the Council has revealed a number of areas where savings can be made by adjusting either expenditure or income budgets to reflect savings achieved. These savings can be realised as a result of past actions and decisions and are not aspirational saving targets to be realised in the future.
- 3.29 The review of budgets relating to MRP and the capital programme has demonstrated that the Council has an overprovision for repayment of the borrowing undertaken in order to build the facility at the Pulse. This budget of £35k can be removed as it is also included within the Corporate MRP total.
- 3.30 As part of their budget meeting in December 2019 the Housing Committee considered an adjustment to the level of support charges provided by the General Fund. This resulted in a total saving to the General Fund of £354k p.a. The biggest single contribution was identified as under charging of services (£120k) with also additional charges from Property Services for work on the new build programme. The Service 2020 repairs in-sourcing project has also

resulted in additional charges from the General Fund to the HRA which are included within the budget for that project.

- 3.31 Progress in marketing the business units at Littlecombe means that the full income budget can now be added to the MTFP. This represents an additional saving of £73k p.a. Where a unit has been sold rather than let the capital receipts are used to repay the borrowing incurred on construction, delivering the saving to the General Fund through saved MRP and interest rather than rental income.
- 3.32 The Council has previously approved a more ambitious treasury management strategy with regards to property funds and multi-asset funds. The first investments in funds of this nature have now been made giving a clearer picture of prudent returns expected. At this stage an additional £162k p.a. has been added to the MTFP.
- 3.33 As discussed in the Budget Strategy there is no longer a savings target for a work force plan based solely on headcount. A saving is realisable in 2019/20 from the pension elements of previous re-organisational savings. These had not previously been counted against the MTFP as a mitigation against possible pension cost increases at the next actuarial valuation. As discussed earlier in this report this is no longer a risk and therefore the saving of £117k can now be counted against the MTFP.
- 3.34 Small savings have been realised through additional income generation by securing a new tenant for part of Ebley Mill (£19k p.a.) and income raised through street naming (£15k p.a.)
- 3.35 The final savings relating to the transfer of the Subscription Rooms (£226k) and the Tourist Information Centre (£14k) become fully realised in 2020/21 and these are therefore adjusted within the budget.

#### 4. The Medium Term Financial Position and Use of Reserves

- 4.1 The proposed budget is in line with the Council's legal requirement to set a balanced budget. The forecast position is a surplus of £382k in 2020/21 before any movement in reserves.
- 4.2 As discussed earlier in the report the position in the Medium Term is much less certain. The current forecast within the MTFP suggest a reduction in New Homes Bonus (£776k) and Business Rates (£1.29m) between 2020/21 and 2021/22. The exact reductions will not be known until much later in 2020. The Council has deliberately built up reserves in order to provide time for transition once the new funding environment is known and this strategy is continued within this MTFP.
- 4.3 The table below shows the additional revenue savings or income streams required over the life of the MTFP.

**Table 2 – Additional Savings Required**

|                             | 2021/22<br>£000 | 2022/23<br>£000 | 2023/24<br>£000 | Total<br>£000 |
|-----------------------------|-----------------|-----------------|-----------------|---------------|
| Additional Savings Required | 628             | 336             | 417             | 1,381         |

- 4.4 The recently agreed Budget Strategy included a review of the Council's earmarked reserves to ensure they are correctly allocated. The results of that decision are used as the starting point for reserve levels within this MTFP.

- 4.5 As set out in the Budget Strategy the Council has an equalisation reserve to ensure that sudden reductions of funding do not have an immediate impact on service levels. It remains appropriate to use this reserve to give time to make the strategic decisions about new funding levels.
- 4.6 It is clear that one of the biggest risks to the financial position of the Authority is the resetting of Business Rates baselines and the loss of business rates growth that will cause. There is currently a strategy of putting some of the growth in a reserve each year before the reset with the reserve then gradually released after the reset to mitigate the position. With the baseline reset being delayed by a year an additional £600k is to be placed in the reserve in 2020/21 with withdrawals beginning the following year.
- 4.7 The current General Fund working balance representing the Council's base reserve before any consideration of earmarked reserves remains at £2.169 million. This is approximately 15% of the revenue budget in each year of the financial plan. This budget does not propose a revision of that sum although it will be kept under review by the S151 Officer in future years.
- 4.8 The Council has a Waste and Recycling reserve to help mitigate any significant cost increases relating to waste and recycling. This currently has a balance of £600k. The planned uses in the medium term are a withdrawal of £181k in 2020/21 to reflect the first year of lost food waste income and £150k in 2022/23 for the first year of a planned new round resulting from property growth. The balance on the reserve will be held towards the cost of new rounds which may be introduced in the future.
- 4.9 Building Control income is ring fenced for investment in the service and where surpluses have been generated they are held in the building control reserve. The service will be using some of this money in 2020/21 and therefore a sum of £159k is released from the reserve to cover the expenditure.
- 4.10 Community Services and Licensing Committee, at their meeting in November 2019, recommended that the Culture, Arts and Leisure Reserve is ringfenced towards a strategic review of Stratford Park and leisure provision across the District. This MTFP assigns that reserve in full to that purpose.
- 4.11 The capital reserve is money held by the Council for use on capital projects. Although held for capital expenditure the money is revenue in nature and is therefore not restricted in its usage. The planned usage of the reserve is set out in the capital programme at Appendix E.
- 4.12 The full detail of the Council's earmarked reserves and budgeted usage is shown at Appendix F. It should be recognised that the nature of reserves is that they are often used for unbudgeted expenditure and therefore additional usage and top ups to reserves will happen throughout the MTFP period. The S151 Officer reports the balance on reserves as necessary to the Strategy and Resources Committee.

## **5. CAPITAL PROGRAMME 2020/21 to 2023/24**

- 5.1 This section sets out the authority's Capital Programme for the Medium Term including descriptions of any major changes to capital schemes or financing requirements. The capital programme is developed and monitored in line with the organisation's agreed capital strategy.
- 5.2 The proposed Capital Programme is set out in the table below with a full list of capital schemes shown in Appendix E. The following paragraphs set out those capital schemes which have been significantly altered in this year's capital programme.

**Table 3 - Summary General Fund Capital Programme 2020/21 to 2024/25**

|                                | 2020/21<br>(£'000) | 2021/22<br>(£'000) | 2022/23<br>(£'000) | 2023/24<br>(£'000) | 2024/25<br>(£'000) | Total<br>(£'000) |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|
| <b>Capital Financing</b>       |                    |                    |                    |                    |                    |                  |
| Community Services & Licensing | 147                | 170                | 0                  | 0                  | 0                  | 317              |
| Environment                    | 4,379              | 10,413             | 3,899              | 3,899              | 3,968              | 22,659           |
| Housing General Fund           | 2,030              | 330                | 330                | 330                | 330                | 3,350            |
| Strategy & Resources           | 666                | 500                | 3,651              | 0                  | 0                  | 4,817            |
| <b>Total Funding</b>           | <b>7,222</b>       | <b>11,413</b>      | <b>7,880</b>       | <b>4,298</b>       | <b>330</b>         | <b>31,143</b>    |

- 5.3 The largest capital schemes in the General Fund are the next phase of canal restoration and the re-development of Brimscombe Port. The final value of these schemes are not known at this stage but the capital programme sets out the resources that the Council is committing to these projects along with estimates of the contributions from other sources.
- 5.4 The timing of capital programmes across financial years is often subject to variation and scheduling here is set at current best estimates. Variations to timing will be reported as required in future updates to the capital programme.
- 5.5 The capital budget relating to vehicles for the Ubico contract has again been set after detailed consultation with Ubico regarding the fleet requirements. The programme includes sufficient capacity to allow the maintenance of an up to date efficient fleet with large scale replacements when required.
- 5.6 There are no schemes within the current capital programme which are solely for the generation of an investment return.

### **Capital Financing**

- 5.7 The planned resources to fund the Capital Programme over the Medium Term are also shown at Appendix E.
- 5.8 The capital programme includes expectation of borrowing over the medium term of £11.184 million for the General Fund and £16.93 million for the HRA. The revenue provision for these schemes is included within the current Medium Term Financial Plan as part of the budget for the Minimum Revenue Provision and Interest. Any future schemes where borrowing is identified as a potential financing source must demonstrate that they make service efficiencies or generate income at least equal to the annual revenue costs of the borrowing. This is in line with the principles of the Capital Strategy.
- 5.9 A significant proportion (£3.298 million) of the General Fund capital programme is to be financed from the Capital Reserve. The Capital Reserve balance is currently estimated to be £2.119 million at the end of the 2023/24.
- 5.10 The Council has maintained a policy in recent years of borrowing from its own cash reserves rather than borrowing externally. Historically low interest rates have made this economically advantageous. This position will now be under review as a result of the levels of borrowing in the capital programme and the increased returns we are earning from our



investment. The MTFP now includes some provision for additional interest costs as set out in para 3.20.

## **6. STATEMENT OF THE CHIEF FINANCIAL OFFICER**

- 6.1 Section 25 of the Local Government Finance Act 2003 places a statutory duty on the Chief Financial Officer to report to the authority, at the time the budget is considered and the council tax is set, on the robustness of the budget estimates and the adequacy of the financial reserves. The Act requires councillors to have regard to the report in making decision at the Council's budget and rent setting, and the council tax setting meetings. Although this report focuses on the General Fund, the practices of budget setting have been adopted across both the General Fund and the Housing Revenue Account and my comments here around the estimates and reserve levels should be taken as relating to both.
- 6.2 In preparing this budget, officers from finance have worked with colleagues across the organisation to produce agreed budget requirements. These requirements take into consideration past trends, known service changes and Corporate Delivery Plan priorities. The authority's strong track record of delivering services within budget is evidence of the success of such a process.
- 6.3 The authority has a strong record of delivering financial outturns within agreed budgets. The overall scrutiny of budget levels throughout this budget setting round should further strengthen the ability to deliver within budget.
- 6.4 Throughout 2019 an agreed process of member and officer consultation was followed with four main budget setting workshops which included consideration of the Corporate Delivery Plan. This process has also been reviewed by Internal Audit during 2019 who have made no recommendations for improvement.
- 6.5 Where estimates relate to individual services committees those committees have the opportunity to scrutinise them before this budget report is produced.
- 6.6 Taking all of these factors into account I am satisfied that the estimates included within the Medium Term Financial Plan are robust.
- 6.7 The Council's General Fund balance of £2.169 million is sufficient for an authority with a budget of our size and there is no planned fluctuation in the balance over this medium term plan which is a further demonstration of financial strength.
- 6.8 At this stage in the financial year the level of earmarked reserves for the General Fund is estimated to be £16.137 million at the end of 2019/20. This can be regarded as a very healthy level for an authority of this size. The Medium Term Financial Plan proposed in this report would see some of these reserves utilised, as set out in the reserves review, with an estimated position of £8.680 million at the end of 2023/24. The budgeted level of reserves for 2023/24 can still be considered to be adequate.
- 6.9 As part of this round of budget setting a number of risk factors relating to the agreed plans in prior years have been removed or realised. Most notably these are the risk of an adverse result in the triennial pensions valuation, the impending threat in a reduction in the food waste income received and an aspirational saving relating to the work force plan which was previously being implemented. Although both the removal of the work force plan saving and the realisation of the food waste income risk are detrimental to the MTFP there is a benefit to be gained from the increased certainty that the realisation creates.

- 6.10 The uncertainty around the funding in the Medium Term is undoubtedly the single largest risk to the authority's financial position. The phasing out of New Homes Bonus is already known and the possibility for the loss of Business Rates Growth at the same time as the fair funding review creates the very real possibility of a highly damaging funding loss which may be only partly mitigated by Central Government transitional arrangements. The Authority has created an equalisation reserve and a business rates safety net reserve for exactly these scenarios. They will give the Authority time to make savings decisions in a measured fashion whilst hopefully minimised the impact on service delivery.
- 6.11 The existence of those reserves is only a solution in the medium term and if the results of those reviews are as expected it will be imperative that the Council takes steps to increase its income and, if necessary, decrease its costs to reduce the budget gap and the reliance on reserves.
- 6.12 As information becomes available for officers to calculate the impact of those reviews this will be reported back to members at the earliest opportunity.
- 6.13 The Council has strengthened its budget monitoring process in 2019/20 with the introduction of Quarter 2 monitoring. This gives an additional opportunity to report fluctuations in the estimated financial position of the Council.
- 6.14 I am therefore satisfied that the current and planned level of reserves in this MTFP is adequate.

## Medium Term Financial Plan 2020/21 - 2023/24

|  | 2019/20<br>£000 | 2020/21<br>£000 | 2021/22<br>£000 | 2022/23<br>£000 | 2023/24<br>£000 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b><u>Budget</u></b>                                     |                 |                 |                 |                 |                 |
| Opening Budget   | 14,492          | 14,592          | 14,722          | 14,811          | 15,187          |
| <b><u>Recurring Changes</u></b>                          |                 |                 |                 |                 |                 |
| Pay Increases  |                 | 256             | 260             | 260             | 260             |
| Fees and Charges Growth                                  |                 | (126)           | (75)            | (75)            | (75)            |
| Pensions Changes   |                 | (194)           | (206)           | (206)           | 0               |
| Contract Increases                                       |                 | 143             | 200             | 200             | 200             |
| Revised Budget   | 14,492          | 14,671          | 14,901          | 14,990          | 15,572          |
| Proposed Budget Adjustments                              | 100             | 51              | (90)            | 197             | 57              |
| <b>Revised Budget</b>                                    | <b>14,592</b>   | <b>14,722</b>   | <b>14,811</b>   | <b>15,187</b>   | <b>15,629</b>   |
| <b><u>Funding</u></b>                                    |                 |                 |                 |                 |                 |
| Council Tax  | 9,375           | 9,573           | 9,945           | 10,326          | 10,717          |
| Collection Fund Deficit                                  |                 | (11)            |                 |                 |                 |
| Business Rates (incl grants)                             | 4,000           | 4,136           | 2,845           | 2,891           | 2,993           |
| Other Grant  | 67              | 75              | 38              | 38              | 38              |
| New Homes Bonus  | 1,726           | 1,331           | 555             | 218             | 0               |
| <b>Total Funding</b>                                     | <b>15,168</b>   | <b>15,104</b>   | <b>13,383</b>   | <b>13,473</b>   | <b>13,748</b>   |
| <b>Surplus / (Deficit) before Reserves<br/>Movements</b> | <b>576</b>      | <b>382</b>      | <b>(1,428)</b>  | <b>(1,714)</b>  | <b>(1,881)</b>  |
| <b>Reserves Movements</b>                                |                 |                 |                 |                 |                 |
| Business Rates Reserve                                   | 400             | 600             | (800)           | (600)           | (500)           |
| Waste and Recycling Reserve                              |                 | (181)           |                 | (150)           |                 |
| Building Control Reserve                                 |                 | (159)           |                 |                 |                 |
| <b>Estimated Surplus / (Deficit)</b>                     | <b>176</b>      | <b>122</b>      | <b>(628)</b>    | <b>(964)</b>    | <b>(1,381)</b>  |
| <b><u>GF Equalisation Reserve</u></b>                    |                 |                 |                 |                 |                 |
| Opening  | 6,091           | 6,722           | 6,844           | 6,216           | 5,252           |
| Change   | 176             | 122             | (628)           | (964)           | (1,381)         |
| Reserves Review  | 455             |                 |                 |                 |                 |
| <b>Closing</b>   | <b>6,722</b>    | <b>6,844</b>    | <b>6,216</b>    | <b>5,252</b>    | <b>3,871</b>    |

## MTFP Changes

|  | 2020/21        | 2021/22     | 2022/23     | 2023/24   |
|--|----------------|-------------|-------------|-----------|
|  | £000           | £000        | £000        | £000      |
| <b>Pressures</b>                         |                |             |             |           |
| <b>Pressure on existing services</b>     |                |             |             |           |
| Additional Recycling Round               | 55             |             | 150         |           |
| Food Waste Income (GCC)                  | 181            |             |             |           |
| Drainage Board Levy increase             | 7              | 7           | 7           | 7         |
| Play areas                               | 45             |             |             |           |
| Stratford park - loss of car park income | 10             |             |             |           |
| Housing Advice & Temporary Accommodation | 76             |             |             |           |
| Homelessness Grant                       |                | 125         |             |           |
| Land charges income                      | 40             |             |             |           |
| Property Services                        | 106            |             |             |           |
| MRP - new capital spend                  | 54             | 130         |             |           |
| Spend consolidation                      | 50             |             |             |           |
| Interest costs on new borrowing          |                | 50          | 50          | 50        |
| <b>Growth Item</b>                       |                |             |             |           |
| Canal - pending HLF decision             | 161            | (161)       |             |           |
| Community Building                       | 50             | (50)        |             |           |
| Brownfield sites                         | 100            | (100)       |             |           |
| Senior Management Structure (GF share)   | 30             |             |             |           |
| Policy & Governance team - new posts     | 35             |             |             |           |
| Stratford Park - real living wage        | 80             |             |             |           |
| <b>Total Pressure</b>                    | <b>1,080</b>   | <b>1</b>    | <b>207</b>  | <b>57</b> |
| <b>Savings</b>                           |                |             |             |           |
| Debt Repayment (Pulse)                   | (35)           |             |             |           |
| Pension Prepayment                       |                | (81)        |             |           |
| Workforce Plan - Pension Savings         | (117)          |             |             |           |
| Sub Rooms transfer                       | (226)          |             |             |           |
| TIC Closure                              | (14)           |             |             |           |
| Littlecombe Business Units Income        | (73)           |             |             |           |
| Kingshill House - Asset Transfer         |                | (10)        | (10)        |           |
| Ebley Mill - new tenant                  | (19)           |             |             |           |
| Increased Investment Income              | (162)          |             |             |           |
| Health and Wellbeing - restructure       | (14)           |             |             |           |
| Street naming - additional income        | (15)           |             |             |           |
| Recharges to HRA                         | (354)          |             |             |           |
| <b>Total Saving</b>                      | <b>(1,029)</b> | <b>(91)</b> | <b>(10)</b> | <b>0</b>  |
| <b>Net Changes</b>                       | <b>51</b>      | <b>(90)</b> | <b>197</b>  | <b>57</b> |

| <b>General Fund Budget 2020/21</b>          |               |
|---|---------------|
|   | <b>£000s</b>  |
| <b>Committee Budgets</b>                    |               |
| Community Services and Licensing            | 2,931         |
| Environment                                 | 5,937         |
| Housing                                     | 644           |
| Strategy and Resources                      | 7,494         |
| HRA Income                                  | (1,995)       |
| Committee earmarked reserve transfers (net) | 1             |
| <b>Net Committee Budgets</b>                | <b>15,012</b> |
| <b>Corporate Budgets</b>                    |               |
| Minimum Revenue Provision                   | 1,035         |
| Interest Payable                            | 150           |
| Interest Receivable                         | (644)         |
| Feed in Tariff                              | (27)          |
| Drainage Board Levy                         | 151           |
| <b>Total Corporate Budgets</b>              | <b>(520)</b>  |
| <b>Service budgets not yet allocated</b>    |               |
| Community Building                          | 50            |
| Brownfield sites                            | 100           |
| Stratford Park - real living wage           | 80            |
| <b>Total Unallocated Budgets</b>            | <b>230</b>    |
| <b>Net Revenue Budget</b>                   | <b>14,722</b> |

## Committee Revenue Budgets

### Strategy and Resources Committee (Detailed)

|   | Para Refs | 2019/20<br>Original<br>Budget<br>(£'000) | 2019/20<br>Revised<br>Budget<br>(£'000) | 2020/21<br>Original<br>Budget<br>(£'000) |
|---|-----------|--|---|--|
| <b>Strategy &amp; Resources Committee</b>         |           |  |   |  |
| Car Parks (Other)                                 |           | 45                                       | 61                                      | 50                                       |
| Car Parks (Stroud)                                |           | (698)                                    | (679)                                   | (719)                                    |
| <b>Car Parks</b>                                  |           | <b>(653)</b>                             | <b>(618)</b>                            | <b>(668)</b>                             |
| Chief Executive                                   |           | 112                                      | 197                                     | 220                                      |
| Director of Resources                             |           | 0  | 82                                      | 111                                      |
| Director of Transformation                        |           | 0  | 26                                      | 111                                      |
| Director of Place                                 |           | 0  | 26                                      | 111                                      |
| Director of Communities                           |           | 0  | 26                                      | 111                                      |
| <b>Chief Executive</b>                            |           | <b>112</b>                               | <b>357</b>                              | <b>665</b>                               |
| Brunel Mall                                       |           | (44)                                     | (37)                                    | (66)                                     |
| Gossington Depot                                  |           | 29                                       | 29                                      | 63                                       |
| Industrial Units, Stonehouse                      |           | (9)                                      | (9)                                     | 0  |
| Littlecombe Development, Dursley                  |           | (47)                                     | (47)                                    | (68)                                     |
| <b>Commercial Properties</b>                      |           | <b>(71)</b>                              | <b>(64)</b>                             | <b>(72)</b>                              |
| Communications                                    |           | 137                                      | 137                                     | 141                                      |
| <b>Communications</b>                             |           | <b>137</b>                               | <b>137</b>                              | <b>141</b>                               |
| Business Services                                 |           | 126                                      | 126                                     | 138                                      |
| Corporate Change Team                             |           | 75                                       | 75                                      | 167                                      |
| Workforce Plan savings                            |           | 0  | 0                                       | 0  |
| <b>Corporate Business Services</b>                |           | <b>201</b>                               | <b>201</b>                              | <b>305</b>                               |
| Corporate Expenditure & Income                    |           | 2,539                                    | 1,193                                   | 894                                      |
| <b>Corporate Expenditure &amp; Income</b>         |           | <b>2,539</b>                             | <b>1,193</b>                            | <b>894</b>                               |
| Legal Services                                    |           | 411                                      | 411                                     | 418                                      |
| Procurement                                       |           | 65                                       | 65                                      | 67                                       |
| <b>Corporate Services (Legal)</b>                 |           | <b>476</b>                               | <b>476</b>                              | <b>485</b>                               |
| Youth Councils                                    |           | 3  | 3                                       | 3  |
| Democratic Services                               |           | 82                                       | 82                                      | 85                                       |
| Democratic Representation & Management            |           | (148)                                    | 42                                      | 42                                       |
| Members Expenses                                  |           | 364                                      | 364                                     | 364                                      |
| Electoral Registration                            |           | 107                                      | 107                                     | 122                                      |
| Elections   |           | 98                                       | 98                                      | 105                                      |
| <b>Democratic Representation &amp; Management</b> |           | <b>506</b>                               | <b>696</b>                              | <b>721</b>                               |
| Director (Tenant & Corporate Services)            |           | 48                                       | 48                                      | 0  |
| <b>Director (Corporate Services)</b>              |           | <b>48</b>                                | <b>48</b>                               | <b>0</b>                                 |

|   | Para Refs | 2019/20<br>Original<br>Budget<br>(£'000) | 2019/20<br>Revised<br>Budget<br>(£'000) | 2020/21<br>Original<br>Budget<br>(£'000) |
|---|-----------|--|---|--|
| <b>Strategy &amp; Resources Committee</b>         |           |  |   |  |
| Emergency Management                              |           | 29                                       | 29                                      | 22                                       |
| Facilities Management                             |           | 10                                       | 10                                      | 0  |
| Ebley Mill  |           | 402                                      | 401                                     | 453                                      |
| <b>Facilities Management</b>                      |           | <b>442</b>                               | <b>441</b>                              | <b>475</b>                               |
| Financial Services                                |           | 721                                      | 721                                     | 884                                      |
| <b>Financial Services</b>                         |           | <b>721</b>                               | <b>721</b>                              | <b>884</b>                               |
| Head of Finance                                   |           | 83                                       | 27                                      | 0  |
| <b>Head of Finance</b>                            |           | <b>83</b>                                | <b>27</b>                               | <b>0</b>                                 |
| Human Resources                                   |           | 407                                      | 411                                     | 431                                      |
| <b>Human Resources</b>                            |           | <b>407</b>                               | <b>411</b>                              | <b>431</b>                               |
| Information & Communication Technology            |           | 1,604                                    | 1,604                                   | 1,654                                    |
| <b>Information &amp; Communication Technology</b> |           | <b>1,604</b>                             | <b>1,604</b>                            | <b>1,654</b>                             |
| Brimscombe Port Business Park                     |           | 60                                       | 60                                      | (90)                                     |
| Bus Stations/Shelters                             |           | (4)                                      | 2                                       | (1)                                      |
| Merrywalks Precinct                               |           | 0  | 0                                       | 0  |
| Miscellaneous Properties and Land                 |           | (605)                                    | (598)                                   | (642)                                    |
| May Lane  |           | 9  | 3                                       | 15                                       |
| <b>Other Properties</b>                           |           | <b>(540)</b>                             | <b>(533)</b>                            | <b>(717)</b>                             |
| Pension Lump Sum                                  |           | 0  | 1,883                                   | 1,567                                    |
| <b>Pension Lump Sum</b>                           |           | <b>0</b>                                 | <b>1,883</b>                            | <b>1,567</b>                             |
| Head of Property Services                         |           | 60                                       | 60                                      | 61                                       |
| Property Services                                 |           | 254                                      | 254                                     | 273                                      |
| Building Maintenance                              |           | 157                                      | 66                                      | 106                                      |
| <b>Property Services</b>                          |           | <b>470</b>                               | <b>379</b>                              | <b>439</b>                               |
| <b>Strategy and Resources TOTAL</b>               |           | <b>6,480</b>                             | <b>7,358</b>                            | <b>7,204</b>                             |

(Tables may contain roundings)

## Community Services &amp; Licensing Committee (Summary)

|  | Para Refs | 2019/20<br>Original<br>Budget<br>(£'000) | 2019/20<br>Revised<br>Budget<br>(£'000) | 2020/21<br>Original<br>Budget<br>(£'000) |
|--|-----------|--|---|--|
| <b>Community Services Committee</b>              |           |  |   |  |
| Community Safety                                 |           | 208                                      | 220                                     | 211                                      |
| Cultural Services - Arts and Culture             |           | 700                                      | 640                                     | 415                                      |
| Cultural Services - Community Health & Wellbeing |           | 169                                      | 205                                     | 159                                      |
| Cultural Services - Sports Centres               |           | (170)                                    | (153)                                   | (197)                                    |
| Customer Services                                |           | 387                                      | 387                                     | 403                                      |
| Director (Customer Services)                     |           | 135                                      | 23                                      | 0  |
| Grants to Voluntary Organisations                |           | 337                                      | 337                                     | 341                                      |
| Licensing  |           | (62)                                     | (62)                                    | (59)                                     |
| Public Spaces                                    |           | 1,286                                    | 1,323                                   | 1,412                                    |
| Revenues and Benefits                            |           | 244                                      | 129                                     | 141                                      |
| Youth Services                                   |           | 101                                      | 106                                     | 104                                      |
| <b>Community Services and Licensing TOTAL</b>    |           | <b>3,334</b>                             | <b>3,154</b>                            | <b>2,931</b>                             |

## Housing Committee (Summary)

|                                   | Para Refs | 2019/20<br>Original<br>Budget<br>(£'000) | 2019/20<br>Revised<br>Budget<br>(£'000) | 2020/21<br>Original<br>Budget<br>(£'000) |
|-----------------------------------|-----------|--|---|--|
| <b>Housing Committee</b>          |           |  |   |  |
| Housing Advice                    |           | 247                                      | 247                                     | 348                                      |
| Housing Strategy                  |           | 138                                      | 309                                     | 135                                      |
| Private Sector Housing            |           | 154                                      | 154                                     | 161                                      |
| <b>Housing General Fund Total</b> |           | <b>538</b>                               | <b>710</b>                              | <b>644</b>                               |

## Environment Committee (Summary)

|                                 | Para Refs | 2019/20<br>Original<br>Budget<br>(£'000) | 2019/20<br>Revised<br>Budget<br>(£'000) | 2020/21<br>Original<br>Budget<br>(£'000) |
|---------------------------------|-----------|--|---|--|
| <b>Environment Committee</b>    |           |  |   |  |
| Canal                           |           | 6  | 32                                      | 164                                      |
| Carbon Management               |           | 71                                       | 135                                     | 109                                      |
| Development Control             |           | 41                                       | 130                                     | 184                                      |
| Director (Development Services) |           | 119                                      | 78                                      | 0  |
| Economic Development            |           | 91                                       | 102                                     | 99                                       |
| Health & Wellbeing              |           | 780                                      | 951                                     | 831                                      |
| Land Charges & Street Naming    |           | (51)                                     | (42)                                    | (19)                                     |
| Planning Strategy/Local Plan    |           | 309                                      | 374                                     | 410                                      |
| Statutory Building Control      |           | 92                                       | (29)                                    | (93)                                     |
| Waste & Recycling: Other        |           | 20                                       | 20                                      | 12                                       |
| Waste and Recycling: MSC        |           | 3,947                                    | 3,947                                   | 4,241                                    |
| <b>Environment TOTAL</b>        |           | <b>5,425</b>                             | <b>5,696</b>                            | <b>5,937</b>                             |



| Community Services Capital Schemes | 2019/20<br>Revised<br>Estimate<br>(£'000) | 2020/21<br>Revised<br>Estimate<br>(£'000) | 2021/22<br>Original<br>Estimate<br>(£'000) | 2022/23<br>Original<br>Estimate<br>(£'000) | 2023/24<br>Original<br>Estimate<br>(£'000) | 2024/25<br>Original<br>Estimate<br>(£'000) | Total<br>(£'000) |
|------------------------------------|---|---|--|--|--|--|------------------|
| Community Building Investment      | -   | 117                                       | -  | -  | -  | -  | 117              |
| Stratford Park Lido                | -   | 30  | 170  | -  | -  | -  | 200              |
| <b>Subtotal Community Services</b> | -   | <b>147</b>                                | <b>170</b>                                 | -  | -  | -  | <b>317</b>       |

| Environment Capital Schemes       | 2019/20<br>Revised<br>Estimate<br>(£'000) | 2020/21<br>Revised<br>Estimate<br>(£'000) | 2021/22<br>Original<br>Estimate<br>(£'000) | 2022/23<br>Original<br>Estimate<br>(£'000) | 2023/24<br>Original<br>Estimate<br>(£'000) | 2024/25<br>Original<br>Estimate<br>(£'000) | Total<br>(£'000) |
|-----------------------------------|---|---|--|--|--|--|------------------|
| Canal 1B (development)            | 1,068                                     | -   | -  | -  | -  | -  | 1,068            |
| Canal 1B (delivery)               | -   | 3,317                                     | 9,921                                      | 3,733                                      | 992  | -  | 17,963           |
| Market Town Centres               | 113                                       | 50  | -  | -  | -  | -  | 163              |
| MSC - Vehicles                    | 684                                       | 712                                       | 492  | 166  | 2,976                                      | -  | 5,030            |
| Stroud District Cycling & Walking | 100                                       | 200                                       | -  | -  | -  | -  | 300              |
| Wallbridge                        | -   | 100                                       | -  | -  | -  | -  | 100              |
| <b>Subtotal Environment</b>       | <b>1,965</b>                              | <b>4,379</b>                              | <b>10,413</b>                              | <b>3,899</b>                               | <b>3,968</b>                               | -  | <b>24,624</b>    |

| Housing GF Capital Schemes                           | 2019/20<br>Revised<br>Estimate<br>(£'000) | 2020/21<br>Revised<br>Estimate<br>(£'000) | 2021/22<br>Original<br>Estimate<br>(£'000) | 2022/23<br>Original<br>Estimate<br>(£'000) | 2023/24<br>Original<br>Estimate<br>(£'000) | 2024/25<br>Original<br>Estimate<br>(£'000) | Total<br>(£'000) |
|--|---|---|--|--|--|--|------------------|
| Affordable Housing - Support to Registered Providers | 39  | -   | -  | -  | -  | -  | 39               |
| CCG Health through Warmth Grants                     | 200                                       | 200                                       | -  | -  | -  | -  | 400              |
| Disabled Facilities Grants                           | 330                                       | 330                                       | 330  | 330  | 330  | 330  | 1,980            |
| Park Homes Project                                   | 76  | -   | -  | -  | -  | -  | 76               |
| Temporary Accommodation                              | -   | 500                                       | -  | -  | -  | -  | 500              |
| Warm Homes Fund                                      | 853                                       | 1,000                                     | -  | -  | -  | -  | 1,853            |
| <b>Subtotal Housing GF</b>                           | <b>1,498</b>                              | <b>2,030</b>                              | <b>330</b>                                 | <b>330</b>                                 | <b>330</b>                                 | <b>330</b>                                 | <b>4,848</b>     |

| Strategy and Resources Capital Schemes   | 2019/20<br>Revised<br>Estimate<br>(£'000) | 2020/21<br>Revised<br>Estimate<br>(£'000) | 2021/22<br>Original<br>Estimate<br>(£'000) | 2022/23<br>Original<br>Estimate<br>(£'000) | 2023/24<br>Original<br>Estimate<br>(£'000) | 2024/25<br>Original<br>Estimate<br>(£'000) | Total<br>(£'000) |
|--|---|---|--|--|--|--|------------------|
| Avon Mutual                              | 50  | -   | -  | -  | -  | -  | 50               |
| Brimscombe Port Redevelopment            | 242                                       | 166                                       | 100  | 3,651                                      | -  | -  | 4,159            |
| Ebley Mill Works                         | 98  | -   | -  | -  | -  | -  | 98               |
| Electric Vehicles                        | 257                                       | -   | -  | -  | -  | -  | 257              |
| ICT Investment Plan                      | 746                                       | 500                                       | 400  | -  | -  | -  | 1,646            |
| Littlecombe Business Units               | 54  | -   | -  | -  | -  | -  | 54               |
| MSCP Resurfacing                         | 120                                       | -   | -  | -  | -  | -  | 120              |
| Subscription Rooms                       | 6   | -   | -  | -  | -  | -  | 6                |
| <b>Subtotal Strategy &amp; Resources</b> | <b>1,573</b>                              | <b>666</b>                                | <b>500</b>                                 | <b>3,651</b>                               | <b>-</b>                                   | <b>-</b>                                   | <b>6,390</b>     |

|   |              |              |               |              |              |            |               |
|---|--------------|--------------|---------------|--------------|--------------|------------|---------------|
| <b>TOTAL General Fund Capital Schemes</b> | <b>5,036</b> | <b>7,222</b> | <b>11,413</b> | <b>7,880</b> | <b>4,298</b> | <b>330</b> | <b>36,179</b> |
|---|--------------|--------------|---------------|--------------|--------------|------------|---------------|

## Capital Financing

| General Fund Capital Financing  | 2019/20<br>Revised<br>Estimate<br>(£'000) | 2020/21<br>Revised<br>Estimate<br>(£'000) | 2021/22<br>Original<br>Estimate<br>(£'000) | 2022/23<br>Original<br>Estimate<br>(£'000) | 2023/24<br>Original<br>Estimate<br>(£'000) | 2024/25<br>Original<br>Estimate<br>(£'000) | Total<br>(£'000) |
|---------------------------------|---|---|--|--|--|--|------------------|
| Capital Reserve                 | 1,406                                     | 1,322                                     | 570  | -  | -  | -  | 3,298            |
| Capital Receipts                | 39  | -   | -  | -  | -  | -  | 39               |
| Borrowing (Excl Canal)          | 921                                       | 1,271                                     | 592  | 3,424                                      | 2,976                                      | -  | 9,184            |
| Grant (Excl Canal)              | 1,459                                     | 1,530                                     | 330  | 330  | 330  | 330  | 4,309            |
| External Funding                | -   | 117                                       | -  | 393  | -  | -  | 510              |
| Other Reserves                  | 307                                       | -   | -  | -  | -  | -  | 307              |
| Revenue income                  | -   | -   | -  | -  | -  | -  | -                |
| Borrowing (Canal)               | -   | 227                                       | 895  | 878  | -  | -  | 2,000            |
| External Canal Funding          | 904                                       | 2,755                                     | 9,026                                      | 2,855                                      | 992  | -  | 16,532           |
| <b>Total GF Capital Funding</b> | <b>5,036</b>                              | <b>7,222</b>                              | <b>11,413</b>                              | <b>7,880</b>                               | <b>4,298</b>                               | <b>330</b>                                 | <b>36,179</b>    |

## Capital Financing by Scheme

Appendix E

| General Fund Capital Funding                         | Capital Reserve | Other Reserves | Capital Receipts | Borrowing     | Grant        | External Funding | TOTAL         |
|--|-----------------|----------------|------------------|---------------|--------------|------------------|---------------|
| Community Building Investment                        | 117             | -              | -                | -             | -            | -                | 117           |
| Stratford Park Lido                                  | 200             | -              | -                | -             | -            | -                | 200           |
| Canal 1B (development)                               | 164             | -              | -                | -             | -            | 904              | 1,068         |
| Canal 1B (delivery)                                  | 335             | -              | -                | 2,000         | -            | 15,628           | 17,963        |
| Market Town Centres                                  | 163             | -              | -                | -             | -            | -                | 163           |
| MSC - Vehicles                                       | -               | -              | -                | 5,030         | -            | -                | 5,030         |
| Stroud District Cycling & Walking                    | 300             | -              | -                | -             | -            | -                | 300           |
| Wallbridge   | 90              | -              | -                | -             | -            | 10               | 100           |
| Affordable Housing - Support to Registered Providers | -               | -              | 39               | -             | -            | -                | 39            |
| CCG Health through Warmth Grants                     | -               | -              | -                | -             | 400          | -                | 400           |
| Disabled Facilities Grants                           | -               | -              | -                | -             | 1,980        | -                | 1,980         |
| Park Homes Project                                   | -               | -              | -                | -             | 76           | -                | 76            |
| Temporary Accommodation                              | -               | -              | -                | 500           | -            | -                | 500           |
| Warm Homes Fund                                      | -               | -              | -                | -             | 1,853        | -                | 1,853         |
| Avon Mutual  | -               | 50             | -                | -             | -            | -                | 50            |
| Brimscombe Port Redevelopment                        | 59              | -              | -                | 3,600         | -            | 500              | 4,159         |
| Ebley Mill Works                                     | 98              | -              | -                | -             | -            | -                | 98            |
| Electric Vehicles                                    | -               | 257            | -                | -             | -            | -                | 257           |
| ICT Investment Plan                                  | 1,646           | -              | -                | -             | -            | -                | 1,646         |
| Littlecombe Business Units                           | -               | -              | -                | 54            | -            | -                | 54            |
| MSCP Resurfacing                                     | 120             | -              | -                | -             | -            | -                | 120           |
| Subscription Rooms                                   | 6               | -              | -                | -             | -            | -                | 6             |
| <b>TOTAL General Fund Capital Schemes</b>            | <b>3,298</b>    | <b>307</b>     | <b>39</b>        | <b>11,184</b> | <b>4,309</b> | <b>17,042</b>    | <b>36,179</b> |

## Housing Revenue Account

Appendix E

| HRA Capital Programme              | 2019/20<br>Revised<br>Estimate<br>(£'000) | 2020/21<br>Revised<br>Estimate<br>(£'000) | 2021/22<br>Original<br>Estimate<br>(£'000) | 2022/23<br>Original<br>Estimate<br>(£'000) | 2023/24<br>Original<br>Estimate<br>(£'000) | 2024/25<br>Original<br>Estimate<br>(£'000) | Total<br>(£'000) |
|------------------------------------|---|---|--|--|--|--|------------------|
| Major Works                        | 7,756                                     | 6,089                                     | 5,154                                      | 4,585                                      | 4,445                                      | 4,548                                      | 32,577           |
| New Build Programme                | 1,640                                     | 11,686                                    | 8,416                                      | 4,995                                      | -  | -  | 26,737           |
| Sheltered Modernisation            | 614                                       | 475                                       | 438  | 584  | 843  | 882  | 3,836            |
| <b>TOTAL HRA Capital Programme</b> | <b>10,010</b>                             | <b>18,250</b>                             | <b>14,008</b>                              | <b>10,164</b>                              | <b>5,288</b>                               | <b>5,430</b>                               | <b>63,150</b>    |

| HRA Capital Financing            | 2019/20<br>Revised<br>Estimate<br>(£'000) | 2020/21<br>Revised<br>Estimate<br>(£'000) | 2021/22<br>Original<br>Estimate<br>(£'000) | 2022/23<br>Original<br>Estimate<br>(£'000) | 2023/24<br>Original<br>Estimate<br>(£'000) | 2024/25<br>Original<br>Estimate<br>(£'000) | Total<br>(£'000) |
|----------------------------------|---|---|--|--|--|--|------------------|
| Revenue Funding                  | 9,075                                     | 6,564                                     | 6,323                                      | 5,169                                      | 5,288                                      | 5,430                                      | 37,849           |
| Capital Receipts                 | 875                                       | 5,566                                     | 1,380                                      | 144  | -  | -  | 7,965            |
| Homes England Grant              | 60  | 75  | 173  | 98   | -  | -  | 406              |
| Borrowing                        | -   | 6,045                                     | 6,132                                      | 4,753                                      | -  | -  | 16,930           |
| <b>TOTAL HRA Capital Funding</b> | <b>10,010</b>                             | <b>18,250</b>                             | <b>14,008</b>                              | <b>10,164</b>                              | <b>5,288</b>                               | <b>5,430</b>                               | <b>63,150</b>    |

## Medium Term Reserves Plan

| Reserve Name                        | Balance post review<br>£000s | 19/20<br>Estimated<br>Usage<br>£000s | 19/20<br>Estimated<br>Balance<br>£000s | Budgeted Usage   |                  |                  |                  | 2023/24<br>Estimated<br>Balance<br>£000s |
|-------------------------------------|------------------------------|--------------------------------------|--|------------------|------------------|------------------|------------------|--|
|                                     |                              |                                      |  | 2020/21<br>£000s | 2021/22<br>£000s | 2022/23<br>£000s | 2023/24<br>£000s |  |
| Brexit Costs                        | 18                           | 35                                   | 53                                     | (53)             |                  |                  |                  | 0  |
| Building Control Shared Service     | 224                          | (65)                                 | 159                                    | (159)            |                  |                  |                  | 0  |
| Business Rates Pilot                | 897                          | (307)                                | 590                                    | (200)            | (200)            | (190)            |                  | 0  |
| Business Rates Safety net           | 1,346                        | 400                                  | 1,746                                  | 600              | (800)            | (600)            | (500)            | 446                                      |
| Capital                             | 5,417                        | (1,406)                              | 4,011                                  | (1,322)          | (570)            |                  |                  | 2,119                                    |
| Carry Forward                       | 423                          | (423)                                | 0                                      |                  |                  |                  |                  | 0  |
| CIL (Community Infrastructure Levy) | 218                          |                                      | 218                                    |                  |                  |                  |                  | 218                                      |
| Climate Change                      | 200                          |                                      | 200                                    |                  |                  |                  |                  | 200                                      |
| Culture, Arts and Leisure           | 130                          |                                      | 130                                    |                  |                  |                  |                  | 130                                      |
| Homelessness Prevention             | 98                           |                                      | 98                                     |                  |                  |                  |                  | 98                                       |
| Investment Risk                     | 100                          |                                      | 100                                    |                  |                  |                  |                  | 100                                      |
| Legal Counsel                       | 50                           |                                      | 50                                     |                  |                  |                  |                  | 50                                       |
| MTFP Equalisation                   | 6,547                        | 176                                  | 6,723                                  | 122              | (628)            | (964)            | (1,381)          | 3,871                                    |
| Neighbourhood Planning Grant        | 47                           | (47)                                 | 0                                      |                  |                  |                  |                  | 0  |
| Opportunity Land Purchase           | 250                          |                                      | 250                                    |                  |                  |                  |                  | 250                                      |
| PDG                                 | 50                           | (50)                                 | 0                                      |                  |                  |                  |                  | 0  |
| Planning Appeal Costs               | 100                          |                                      | 100                                    |                  |                  |                  |                  | 100                                      |
| Redundancy                          | 250                          |                                      | 250                                    |                  |                  |                  |                  | 250                                      |
| Repairs and replacement             | 260                          | (60)                                 | 200                                    |                  |                  |                  |                  | 200                                      |
| Street Cleaning Funding             | 20                           |                                      | 20                                     |                  |                  |                  |                  | 20                                       |
| Transformation                      | 678                          | (37)                                 | 641                                    | (94)             | (94)             | (94)             |                  | 359                                      |
| Waste Management                    | 600                          |                                      | 600                                    | (181)            |                  | (150)            |                  | 269                                      |
| Welfare Reform                      | 30                           | (30)                                 | 0                                      |                  |                  |                  |                  | 0  |
| <b>Total Earmarked Reserves</b>     | <b>17,951</b>                | <b>(1,813)</b>                       | <b>16,137</b>                          | <b>(1,287)</b>   | <b>(2,292)</b>   | <b>(1,998)</b>   | <b>(1,881)</b>   | <b>8,680</b>                             |



# **Fees and Charges Policy**

## **January 2020**

## **1. Background**

- 1.1 The Council provides a wide range of services to the residents and businesses in Stroud District. Some of these services are statutory and must be provided by the Council, but others are discretionary.
- 1.2 Councils are able to provide additional, non statutory, services and charge for these services under the Local Government Act 2003. This includes any enhancements to statutory services.
- 1.3 Charging is an important function. The level of fees and charges can influence the way in which services are used, for example by promoting access to certain services or to help prevent wasteful use of a service.
- 1.4 It is also a significant source of income that supports the delivery of the services. If the Council were to reduce or stop charges for services it would not have the resources to continue providing all of the services it currently offers.
- 1.5 A policy gives a framework under which fees and charges are set. It ensures that all services adhere to the same procedures when setting charges to have a consistent approach to charges across all council services.
- 1.6 Fees and charges do not include the following areas. These charges will be set and approved outside the Fees and Charges policy.
  - Council Tax
  - Business Rates
  - Housing rents and service charges
  - Property rents and service charges

## **2. Fees and Charges Policy**

- 2.1 Fees and charges will be put in place to provide the best overall value for residents, businesses and the community. This will mean that some services will be charged at a commercial rate, whereas others will be subsidised to encourage their use. Where statutory charges are in place, these will be included at the statutory rate.
- 2.2 Where possible income will be maximised to contribute towards service delivery. This does not, however, mean that the cost of all services will be fully charged as this may not be appropriate in all service areas.
- 2.3 It is the responsibility of the Service Manager to set the fees and charges for their services, ensuring that they are fixed at the correct level and approved appropriately. Where relevant benchmarking against other councils or providers will be undertaken.
- 2.4 Fees and charges will be put forward for approval by Council, or by the relevant Committee under delegated authority.

### 3. Charging Policy

#### 3.1 Fees and charges will be set using the following charge types:

| Charge Type        | Detail  |
|--------------------|---|
| Statutory          | Fees are set by Government and are to be charged at the statutory rate  |
| Commercial         | Fees set in line with other providers, influenced by market forces  |
| Full Cost Recovery | Fees set based on recovering the full cost of providing the service   |
| Subsidised         | Fees set at below the cost of providing the service, meaning part of the service is funded by other council income such as Council Tax and Business Rates |
| Nominal            | Fees set at a nominal fee, meaning most of the service is funded by other council income such as Council Tax and Business Rates.                          |
| Free               | Fees not charged. All of the service is funded by other council income such as Council Tax and Business Rates   |

### 4. Discount and Concessions

- 4.1 Sometimes discounts or concessions are made available on services. This could be to ensure that everybody has access to a service, or to provide some services at a reduced cost to certain groups to encourage the use of the service.
- 4.2 The fees and charges papers will include where discounts or concessions are in place.

### 5. Review

- 5.1 Unless otherwise stated, fees and charges will be reviewed annually, with the default assumption that all fees and charges be increased by the rate of inflation as determined by the Section 151 Officer.
- 5.2 Service Managers are expected to review all fees and charges and have discretion to deviate from this base position of inflationary uplifts. The review should take into consideration the cost of providing the service, inflationary uplifts, as well as service information and knowledge on market conditions or the impact of fee charges on service users. This will also include a review of any discounts and concessions.
- 5.3 Fees and Charges are to be reported to Committees and Council in line with the Budget Setting process. Where necessary consultation periods should also be adhered to.
- 5.4 New fees will generally be implemented from 1 April each year.



- 5.5 This review does not mean that all fees and charges will change annually, as some may remain the same as the previous year.
- 5.6 Where appropriate benchmarking and an Equalities Impact Assessment will be also undertaken by the service manager.
- 5.7 There may be instances where fees and charges need to be amended outside the annual process, for example a significant change in the cost of providing the service, or changes beyond the control of the Council eg a change in the VAT rate. Where possible any additional changes will follow the same process as the annual review.



## **Fees and Charges**

**2020/21**

# Stroud District Council

## Schedule of Fees and Charges from 1 April 2020

| Service | Page |
|---------|------|
|---------|------|

### **Community Services and Licensing Committee**

|  |       |
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| Community Services - Careline Services | 5-6   |
| Community Services - Cemeteries        | 7-9   |
| Licensing - Gambling Act 2005          | 10-13 |
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### **Environment Committee**

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|--|-------|
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### **Housing Committee**

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|---|-------|
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### **Strategy and Resources Committee**

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**Community Services and Licensing Committee**  
**Community Health and Wellbeing**  
Schedule of Fees and Charges from 1 April 2020

| Description of Charge                       | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|---|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|   | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| Cardiac Rehab Exercise Class                | 3.00                              | 3.00      | 3.00                              | 3.00      | 0.0%        |
| Respiratory Rehab Exercise Class            | 3.00                              | 3.00      | 3.00                              | 3.00      | 0.0%        |
| Better Balance Exercise Class               | 3.00                              | 3.00      | 3.00                              | 3.00      | 0.0%        |
| Cancer Rehab Exercise Class                 | 3.00                              | 3.00      | 3.00                              | 3.00      | 0.0%        |
| Mummy & Me Exercise Class                   | 3.00                              | 3.00      | 3.00                              | 3.00      | 0.0%        |
| GP Referral Induction                       | 14.00                             | 14.00     | 14.00                             | 14.00     | 0.0%        |
| GP Referral sessional attendance            | 3.00                              | 3.00      | 3.00                              | 3.00      | 0.0%        |
| Better Balance Booklets (per book)          | 1.00                              | 1.00      | 1.00                              | 1.00      | 0.0%        |
| Resistance Bands for Better Balance Clients | 1.00                              | 1.00      | 1.00                              | 1.00      | 0.0%        |
| Partner attending Healthy Lifestyles Class  | 1.50                              | 1.50      | 1.50                              | 1.50      | 0.0%        |

**Community Services and Licensing Committee**  
**Community Health and Wellbeing**  
Schedule of Fees and Charges from 1 April 2020

**Proposed increase in fee/charge from previous year**

0.0%

**Basis of charge (eg full cost recovery, statutory charge, subsidised service)**

Subsidised service.

**Details of any discretionary discounts or concessions**

N/A.

**Has any benchmarking or consultation been undertaken?**

We are comparable to other local district authorities offering similar special population classes.

**Equality Impact Assessment**

N/A.

**Budget Impact**

No impact on the budget as the income generated from the classes pay for the instructor and venue hire for all classes.

**Community Services and Licensing Committee**  
**Community Services - Careline Services**  
**Schedule of Fees and Charges from 1 April 2020**

| Description of Charge                     | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|---|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|   | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| Careline monitoring only (VAT Exempt)     | 87.36                             | 87.36     | 89.54                             | 89.54     | 2.5%        |
| Careline monitoring only (not VAT Exempt) | 87.36                             | 104.83    | 89.54                             | 107.45    | 2.5%        |
| Careline rental (VAT Exempt)              | 181.48                            | 181.48    | 186.02                            | 186.02    | 2.5%        |
| Careline rental (not VAT Exempt)          | 181.48                            | 217.78    | 186.02                            | 223.22    | 2.5%        |
| Pendant purchase (VAT Exempt)             | 50.00                             | 50.00     | 51.25                             | 51.25     | 2.5%        |
| Pendant purchase (not VAT Exempt)         | 50.00                             | 60.00     | 51.25                             | 61.50     | 2.5%        |
| ADSL Fliter                               | 2.00                              | 2.40      | 2.05                              | 2.46      | 2.5%        |
| Extension lead                            | 6.00                              | 7.20      | 6.15                              | 7.38      | 2.5%        |

# Community Services and Licensing Committee

## Community Services - Careline Services

### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|      |
|------|
| 2.5% |
|------|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|   |
|---|
| Full cost recovery is aimed for however at the current time this is operated as a subsidised service. |
|---|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|       |
|-------|
| None. |
|-------|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
|--|

|  |
|--|
| Yes, with other similar services operating within Gloucestershire. |
|--|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|            |
|------------|
| Completed. |
|------------|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

|   |
|---|
| This will help to bring the service closer to break even/profit, this is expected to be achieved in 2020/21 if the service continues to expand and offer other services during this period. |
|---|

**Community Services and Licensing Committee**  
**Community Services - Cemeteries**  
**Schedule of Fees and Charges from 1 April 2020**

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

**In grave for which no “Exclusive Rights of Burial” has been granted**

*Single or Meadow plot – not exceeding 1.5m (5ft) in depth:*

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| A still born child or a person under 3 months old (Rights) | 211.00 | 211.00 | 0.00*  | 0.00*  | N/A  |
| Person over 3 months old and under 16 years (Rights)       | 218.00 | 218.00 | 0.00*  | 0.00*  | N/A  |
| Person 18 years and over (Rights)                          | 367.00 | 367.00 | 376.00 | 376.00 | 2.5% |
| Cremated remains (Rights)                                  | 262.00 | 262.00 | 269.00 | 269.00 | 2.7% |

*Double – exceeding 1.5m (5ft) in depth but not exceeding 2.1m (7ft):*

|                        |        |        |        |        |      |
|------------------------|--------|--------|--------|--------|------|
| Any interment (Rights) | 367.00 | 367.00 | 376.00 | 376.00 | 2.5% |
|------------------------|--------|--------|--------|--------|------|

*Single or Meadow plot – not exceeding 1.5m (5ft) in depth:*

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| Person over 3 months old and under 16 years (Burial) | 172.00 | 172.00 | 0.00*  | 0.00*  | N/A  |
| Person 18 years and over (Burial)                    | 432.00 | 432.00 | 443.00 | 443.00 | 2.5% |
| Cremated remains (Burial)                            | 125.00 | 125.00 | 128.00 | 128.00 | 2.4% |

*Double – exceeding 1.5m (5ft) in depth but not exceeding 2.1m (7ft):*

|                        |        |        |        |        |      |
|------------------------|--------|--------|--------|--------|------|
| Any interment (Burial) | 602.00 | 602.00 | 617.00 | 617.00 | 2.5% |
|------------------------|--------|--------|--------|--------|------|

**In grave for which an “Exclusive Rights of Burial” has been granted**

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| Opening of previously purchased plot – single or meadow | 432.00 | 432.00 | 443.00 | 443.00 | 2.5% |
| Opening of previously purchased plot – double           | 602.00 | 602.00 | 617.00 | 617.00 | 2.5% |
| Re-opening of previously purchased double plot          | 432.00 | 432.00 | 443.00 | 443.00 | 2.5% |
| Cremated remains in casket                              | 125.00 | 125.00 | 128.00 | 128.00 | 2.4% |

**Miscellaneous Charges**

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| Surcharge for Saturday burials                                     | 246.00 | 246.00 | 252.00 | 252.00 | 2.4% |
| Purchase of “Exclusive Rights of Burial” purchased prior to burial | 426.00 | 426.00 | 437.00 | 437.00 | 2.6% |



| Description of Charge   | Charge<br>April 2019 - March 2020                             |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|---|---|-----------|-----------------------------------|-----------|-------------|
|   | £ Exc VAT   | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
|   | Purchase of "Exclusive Rights of Burial" for cremated remains | 304.00    | 304.00                            | 312.00    |             |
| Search fees (records only)  | 39.00   | 39.00     | 40.00                             | 40.00     | 2.6%        |
| Cremated remains scattered by Cemetery Staff                                    | 39.00   | 39.00     | 40.00                             | 40.00     | 2.6%        |
| Transfer of Grave Rights  | 39.00   | 39.00     | 40.00                             | 40.00     | 2.6%        |
| Additional fee for Caskets that cannot be accommodated in a standard grave plot | POA   | POA       | POA                               | POA       | N/A         |

*\*Double fees will be charged for non residents*

### **Monuments, Gravestones and Monument Inscriptions**

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| Memorial stone with or without plinth not exceeding 1m in height, 60cm width and 30cm depth   | 204.00 | 204.00 | 209.00 | 209.00 | 2.5% |
| A memorial vase only, preferably square or rectangular in shape, to an overall dimension not exceeding 30cm in height and 25cm x 25cm | 49.00  | 49.00  | 50.00  | 50.00  | 2.0% |
| Additional inscription to a monument  | 54.00  | 54.00  | 55.00  | 55.00  | 1.9% |
| Simple hardwood not exceeding 75cm x 45cm   | 30.00  | 30.00  | 31.00  | 31.00  | 3.3% |

### *Cremated Remains Section*

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| Any memorial maximum height 60cm                                | 100.00 | 100.00 | 103.00 | 103.00 | 3.0% |
| Plaque in Garden of Remembrance                                 | 29.00  | 29.00  | 30.00  | 30.00  | 3.4% |
| Purchase and Installation of Post Plaque for Meadow Burial Area | 129.00 | 129.00 | 132.00 | 132.00 | 2.3% |

### **Charges for Green Burials**

|                                 |          |          |          |          |      |
|---------------------------------|----------|----------|----------|----------|------|
| All burials – single plots only | 1,160.00 | 1,306.00 | 1,189.00 | 1,338.00 | 2.5% |
| Advanced Reservation Fee only   | 0.00     | 0.00     | 0.00     | 0.00     | 0.0% |

### *Cremated Remains Interment*

|                               |        |        |        |        |      |
|-------------------------------|--------|--------|--------|--------|------|
| Cremated remains interment    | 808.00 | 945.00 | 828.00 | 968.00 | 2.5% |
| Advanced Reservation Fee only | 0.00   | 0.00   | 0.00   | 0.00   | 0.0% |

# Community Services and Licensing Committee

## Community Services - Cemeteries

### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|   |
|---|
| Increase of 2.5% rounded to the nearest £1. |
|---|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|                     |
|---------------------|
| Full cost recovery. |
|---------------------|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|   |
|---|
| 0.00* - there was a change in the law whereby we cannot charge for a child who died under the age of 18 or stillborn after 24 weeks. We are however able to claim the costs back from the Children's Funeral Fund for England. These recovered costs will rise by 2.5%. |
|---|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
|--|

|      |
|------|
| N/A. |
|------|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|      |
|------|
| N/A. |
|------|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

|                   |
|-------------------|
| Increase of 2.5%. |
|-------------------|

## Community Services and Licensing Committee

### Licensing - Gambling Act 2005

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

#### *Premise Licence; New Application*

|                                     |           |           |           |           |      |
|-------------------------------------|-----------|-----------|-----------|-----------|------|
| Small Casino                        | 5,600.00  | 5,600.00  | 5,600.00  | 5,600.00  | 0.0% |
| Large Casino                        | 7,000.00  | 7,000.00  | 7,000.00  | 7,000.00  | 0.0% |
| Regional Casino                     | 10,500.00 | 10,500.00 | 10,500.00 | 10,500.00 | 0.0% |
| Bingo Club                          | 2,450.00  | 2,450.00  | 2,450.00  | 2,450.00  | 0.0% |
| Betting Premises (excluding Tracks) | 2,100.00  | 2,100.00  | 2,100.00  | 2,100.00  | 0.0% |
| Tracks                              | 1,750.00  | 1,750.00  | 1,750.00  | 1,750.00  | 0.0% |
| Family Entertainment Centres        | 1,400.00  | 1,400.00  | 1,400.00  | 1,400.00  | 0.0% |
| Adult Gaming Centre                 | 1,400.00  | 1,400.00  | 1,400.00  | 1,400.00  | 0.0% |

#### *Premises Licence; Annual Fee*

|                                     |           |           |           |           |      |
|-------------------------------------|-----------|-----------|-----------|-----------|------|
| Small Casino                        | 3,500.00  | 3,500.00  | 3,500.00  | 3,500.00  | 0.0% |
| Large Casino                        | 7,000.00  | 7,000.00  | 7,000.00  | 7,000.00  | 0.0% |
| Regional Casino                     | 10,500.00 | 10,500.00 | 10,500.00 | 10,500.00 | 0.0% |
| Bingo Club                          | 700.00    | 700.00    | 700.00    | 700.00    | 0.0% |
| Betting Premises (excluding Tracks) | 420.00    | 420.00    | 420.00    | 420.00    | 0.0% |
| Tracks                              | 700.00    | 700.00    | 700.00    | 700.00    | 0.0% |
| Family Entertainment Centres        | 525.00    | 525.00    | 525.00    | 525.00    | 0.0% |
| Adult Gaming Centre                 | 700.00    | 700.00    | 700.00    | 700.00    | 0.0% |

#### *Premises Licence; Application to Vary*

|                                     |          |          |          |          |      |
|-------------------------------------|----------|----------|----------|----------|------|
| Small Casino                        | 2,800.00 | 2,800.00 | 2,800.00 | 2,800.00 | 0.0% |
| Large Casino                        | 3,500.00 | 3,500.00 | 3,500.00 | 3,500.00 | 0.0% |
| Regional Casino                     | 5,250.00 | 5,250.00 | 5,250.00 | 5,250.00 | 0.0% |
| Bingo Club                          | 1,225.00 | 1,225.00 | 1,225.00 | 1,225.00 | 0.0% |
| Betting Premises (excluding Tracks) | 1,050.00 | 1,050.00 | 1,050.00 | 1,050.00 | 0.0% |
| Tracks                              | 875.00   | 875.00   | 875.00   | 875.00   | 0.0% |
| Family Entertainment Centres        | 700.00   | 700.00   | 700.00   | 700.00   | 0.0% |
| Adult Gaming Centre                 | 700.00   | 700.00   | 700.00   | 700.00   | 0.0% |

#### *Premise Licence; Application to Transfer*

|                                     |          |          |          |          |      |
|-------------------------------------|----------|----------|----------|----------|------|
| Small Casino                        | 1,260.00 | 1,260.00 | 1,260.00 | 1,260.00 | 0.0% |
| Large Casino                        | 1,505.00 | 1,505.00 | 1,505.00 | 1,505.00 | 0.0% |
| Regional Casino                     | 4,550.00 | 4,550.00 | 4,550.00 | 4,550.00 | 0.0% |
| Bingo Club                          | 840.00   | 840.00   | 840.00   | 840.00   | 0.0% |
| Betting Premises (excluding Tracks) | 840.00   | 840.00   | 840.00   | 840.00   | 0.0% |
| Tracks                              | 665.00   | 665.00   | 665.00   | 665.00   | 0.0% |
| Family Entertainment Centres        | 665.00   | 665.00   | 665.00   | 665.00   | 0.0% |
| Adult Gaming Centre                 | 840.00   | 840.00   | 840.00   | 840.00   | 0.0% |

#### *Premises Licence; Application for Re-instatement*

| Description of Charge               | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-------------------------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                                     | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
|                                     | Small Casino                      | 1,260.00  | 1,260.00                          | 1,260.00  |             |
| Large Casino                        | 1,505.00                          | 1,505.00  | 1,505.00                          | 1,505.00  | 0.0%        |
| Regional Casino                     | 4,550.00                          | 4,550.00  | 4,550.00                          | 4,550.00  | 0.0%        |
| Bingo Club                          | 840.00                            | 840.00    | 840.00                            | 840.00    | 0.0%        |
| Betting Premises (excluding Tracks) | 840.00                            | 840.00    | 840.00                            | 840.00    | 0.0%        |
| Tracks                              | 665.00                            | 665.00    | 665.00                            | 665.00    | 0.0%        |
| Family Entertainment Centres        | 665.00                            | 665.00    | 665.00                            | 665.00    | 0.0%        |
| Adult Gaming Centre                 | 840.00                            | 840.00    | 840.00                            | 840.00    | 0.0%        |

*Premises Licence; Application for Provisional Statement*

|                                     |           |           |           |           |      |
|-------------------------------------|-----------|-----------|-----------|-----------|------|
| Small Casino                        | 5,600.00  | 5,600.00  | 5,600.00  | 5,600.00  | 0.0% |
| Large Casino                        | 7,000.00  | 7,000.00  | 7,000.00  | 7,000.00  | 0.0% |
| Regional Casino                     | 10,500.00 | 10,500.00 | 10,500.00 | 10,500.00 | 0.0% |
| Bingo Club                          | 2,450.00  | 2,450.00  | 2,450.00  | 2,450.00  | 0.0% |
| Betting Premises (excluding Tracks) | 2,100.00  | 2,100.00  | 2,100.00  | 2,100.00  | 0.0% |
| Tracks                              | 1,750.00  | 1,750.00  | 1,750.00  | 1,750.00  | 0.0% |
| Family Entertainment Centres        | 1,400.00  | 1,400.00  | 1,400.00  | 1,400.00  | 0.0% |
| Adult Gaming Centre                 | 1,400.00  | 1,400.00  | 1,400.00  | 1,400.00  | 0.0% |

*Premises Licence; New licence application for Provisional Statement Holders*

|                                     |          |          |          |          |      |
|-------------------------------------|----------|----------|----------|----------|------|
| Small Casino                        | 2,100.00 | 2,100.00 | 2,100.00 | 2,100.00 | 0.0% |
| Large Casino                        | 3,500.00 | 3,500.00 | 3,500.00 | 3,500.00 | 0.0% |
| Regional Casino                     | 5,600.00 | 5,600.00 | 5,600.00 | 5,600.00 | 0.0% |
| Bingo Club                          | 840.00   | 840.00   | 840.00   | 840.00   | 0.0% |
| Betting Premises (excluding Tracks) | 840.00   | 840.00   | 840.00   | 840.00   | 0.0% |
| Tracks                              | 665.00   | 665.00   | 665.00   | 665.00   | 0.0% |
| Family Entertainment Centres        | 665.00   | 665.00   | 665.00   | 665.00   | 0.0% |
| Adult Gaming Centre                 | 840.00   | 840.00   | 840.00   | 840.00   | 0.0% |

*All Premises Types*

|                        |       |       |       |       |      |
|------------------------|-------|-------|-------|-------|------|
| Copy of Licence        | 25.00 | 25.00 | 25.00 | 25.00 | 0.0% |
| Notification of Change | 35.00 | 35.00 | 35.00 | 35.00 | 0.0% |

*Permits; New Applications*

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| FEC Gaming Machine Permit              | 300.00 | 300.00 | 300.00 | 300.00 | 0.0% |
| Prize Gaming Permit                    | 300.00 | 300.00 | 300.00 | 300.00 | 0.0% |
| Club Gaming Permit                     | 200.00 | 200.00 | 200.00 | 200.00 | 0.0% |
| Club Machine Permit                    | 200.00 | 200.00 | 200.00 | 200.00 | 0.0% |
| Licensed Premise Gaming Machine Permit | 150.00 | 150.00 | 150.00 | 150.00 | 0.0% |

*Permits; Fast Track Application Fee*

|                     |        |        |        |        |      |
|---------------------|--------|--------|--------|--------|------|
| Club Gaming Permit  | 100.00 | 100.00 | 100.00 | 100.00 | 0.0% |
| Club Machine Permit | 100.00 | 100.00 | 100.00 | 100.00 | 0.0% |

*Permits; Renewal Fee – 10 years*

|                           |        |        |        |        |      |
|---------------------------|--------|--------|--------|--------|------|
| FEC Gaming Machine Permit | 300.00 | 300.00 | 300.00 | 300.00 | 0.0% |
| Prize Gaming Permit       | 300.00 | 300.00 | 300.00 | 300.00 | 0.0% |
| Club Gaming Permit        | 200.00 | 200.00 | 200.00 | 200.00 | 0.0% |

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

|                     |        |        |        |        |      |
|---------------------|--------|--------|--------|--------|------|
| Club Machine Permit | 200.00 | 200.00 | 200.00 | 200.00 | 0.0% |
|---------------------|--------|--------|--------|--------|------|

*Permits; Annual Fee*

|   |       |       |       |       |      |
|---|-------|-------|-------|-------|------|
| Club Gaming Permit                      | 50.00 | 50.00 | 50.00 | 50.00 | 0.0% |
| Club Machine Permit                     | 50.00 | 50.00 | 50.00 | 50.00 | 0.0% |
| Licensed Premises Gaming Machine Permit | 50.00 | 50.00 | 50.00 | 50.00 | 0.0% |

*Permits; Transfer*

|  |       |       |       |       |      |
|--|-------|-------|-------|-------|------|
| Licensed Premise Gaming Machine Permit | 25.00 | 25.00 | 25.00 | 25.00 | 0.0% |
|--|-------|-------|-------|-------|------|

*Permits; Variation*

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| Club Gaming Permit                     | 100.00 | 100.00 | 100.00 | 100.00 | 0.0% |
| Club Machine Permit                    | 100.00 | 100.00 | 100.00 | 100.00 | 0.0% |
| Licensed Premise Gaming Machine Permit | 100.00 | 100.00 | 100.00 | 100.00 | 0.0% |

*Permits; Notification of Change of Name*

|  |       |       |       |       |      |
|--|-------|-------|-------|-------|------|
| FEC Gaming Machine Permit              | 25.00 | 25.00 | 25.00 | 25.00 | 0.0% |
| Prize Gaming Permit                    | 25.00 | 25.00 | 25.00 | 25.00 | 0.0% |
| Licensed Premise Gaming Machine Permit | 25.00 | 25.00 | 25.00 | 25.00 | 0.0% |

*Permits; All*

|                |       |       |       |       |      |
|----------------|-------|-------|-------|-------|------|
| Copy of Permit | 15.00 | 15.00 | 15.00 | 15.00 | 0.0% |
|----------------|-------|-------|-------|-------|------|

*Small Society Lottery Registration*

|                 |       |       |       |       |      |
|-----------------|-------|-------|-------|-------|------|
| New Application | 40.00 | 40.00 | 40.00 | 40.00 | 0.0% |
| Annual Fee      | 20.00 | 20.00 | 20.00 | 20.00 | 0.0% |

*Notifications and Notices*

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| Licensed Premises Paming Machine Notification | 50.00  | 50.00  | 50.00  | 50.00  | 0.0% |
| Temporary Use Notice                          | 500.00 | 500.00 | 500.00 | 500.00 | 0.0% |
| Occasional Use Notice                         | 0.00   | 0.00   | 0.00   | 0.00   | 0.0% |

# Community Services and Licensing Committee

## Licensing - Gambling Act 2005

### Schedule of Fees and Charges from 1 April 2020

**Proposed increase in fee/charge from previous year**

No Change since Gambling Act came into force in 2006.

**Basis of charge (eg full cost recovery, statutory charge, subsidised service)**

Statutory cap on fees relating to Premises Licences under the Gambling Act. Stroud District Council fees were set in 2006 on a cost recovery basis. The fees were set below the Statutory Cap. Fees for permits, notifications and registrations under the Gambling Act are fixed fees set in statute.

**Details of any discretionary discounts or concessions**

None.

**Has any benchmarking or consultation been undertaken?**

No.

**Equality Impact Assessment**

No.

**Budget Impact**

Stroud District Council only has 8 licensed premises so any changes to the fees for Premises Licences would have little budget impact.

## Community Services and Licensing Committee

### Licensing - Licensing Act 2003

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

#### *Premises Licence/Club Premises Certificates - New Application and Major Variation*

|   |           |           |           |           |      |
|---|-----------|-----------|-----------|-----------|------|
| Band A No rateable value to £4,300                                    | £100.00   | £100.00   | £100.00   | £100.00   | 0.0% |
| Band B £4,301 - £33,000   | £190.00   | £190.00   | £190.00   | £190.00   | 0.0% |
| Band C £33,001 – £87,000  | £315.00   | £315.00   | £315.00   | £315.00   | 0.0% |
| Band D £87,001 – £125,000   | £450.00   | £450.00   | £450.00   | £450.00   | 0.0% |
| Band E £125,001 and above   | £635.00   | £635.00   | £635.00   | £635.00   | 0.0% |
| Band D where premises primarily sell alcohol (Premises Licences only) | £900.00   | £900.00   | £900.00   | £900.00   | 0.0% |
| Band E where premises primarily sell alcohol (Premises Licences only) | £1,905.00 | £1,905.00 | £1,905.00 | £1,905.00 | 0.0% |

#### *Premises Licence/Club - Premises Certificates Annual Fee*

|   |           |           |           |           |      |
|---|-----------|-----------|-----------|-----------|------|
| Band A No rateable value to £4,300                                    | £70.00    | £70.00    | £70.00    | £70.00    | 0.0% |
| Band B £4,301 - £33,000   | £180.00   | £180.00   | £180.00   | £180.00   | 0.0% |
| Band C £33,001 – £87,000  | £295.00   | £295.00   | £295.00   | £295.00   | 0.0% |
| Band D £87,001 – £125,000   | £320.00   | £320.00   | £320.00   | £320.00   | 0.0% |
| Band E £125,001 and above   | £350.00   | £350.00   | £350.00   | £350.00   | 0.0% |
| Band D where premises primarily sell alcohol (Premises Licences only) | £640.00   | £640.00   | £640.00   | £640.00   | 0.0% |
| Band E where premises primarily sell alcohol (Premises Licences only) | £1,050.00 | £1,050.00 | £1,050.00 | £1,050.00 | 0.0% |

#### *Premises Licence - New Applications and Major Variations - Extra Fee for Large Events*

|                 |            |            |            |            |      |
|-----------------|------------|------------|------------|------------|------|
| 5,000 – 9,999   | £1,000.00  | £1,000.00  | £1,000.00  | £1,000.00  | 0.0% |
| 10,000 – 14,999 | £2,000.00  | £2,000.00  | £2,000.00  | £2,000.00  | 0.0% |
| 15,000 - 19,999 | £4,000.00  | £4,000.00  | £4,000.00  | £4,000.00  | 0.0% |
| 20,000 - 29,999 | £8,000.00  | £8,000.00  | £8,000.00  | £8,000.00  | 0.0% |
| 30,000 - 39,999 | £16,000.00 | £16,000.00 | £16,000.00 | £16,000.00 | 0.0% |
| 40,000 - 49,999 | £24,000.00 | £24,000.00 | £24,000.00 | £24,000.00 | 0.0% |
| 50,000 - 59,999 | £32,000.00 | £32,000.00 | £32,000.00 | £32,000.00 | 0.0% |
| 60,000 - 69,999 | £40,000.00 | £40,000.00 | £40,000.00 | £40,000.00 | 0.0% |
| 70,000 - 79,999 | £48,000.00 | £48,000.00 | £48,000.00 | £48,000.00 | 0.0% |
| 80,000 - 89,999 | £56,000.00 | £56,000.00 | £56,000.00 | £56,000.00 | 0.0% |
| 90,000 and over | £64,000.00 | £64,000.00 | £64,000.00 | £64,000.00 | 0.0% |

#### *Premises Licence - Annual Fee - Extra Fee for Large Events*

|                 |            |            |            |            |      |
|-----------------|------------|------------|------------|------------|------|
| 5,000 – 9,999   | £500.00    | £500.00    | £500.00    | £500.00    | 0.0% |
| 10,000 – 14,999 | £1,000.00  | £1,000.00  | £1,000.00  | £1,000.00  | 0.0% |
| 15,000 - 19,999 | £2,000.00  | £2,000.00  | £2,000.00  | £2,000.00  | 0.0% |
| 20,000 - 29,999 | £4,000.00  | £4,000.00  | £4,000.00  | £4,000.00  | 0.0% |
| 30,000 - 39,999 | £8,000.00  | £8,000.00  | £8,000.00  | £8,000.00  | 0.0% |
| 40,000 - 49,999 | £12,000.00 | £12,000.00 | £12,000.00 | £12,000.00 | 0.0% |
| 50,000 - 59,999 | £16,000.00 | £16,000.00 | £16,000.00 | £16,000.00 | 0.0% |
| 60,000 - 69,999 | £20,000.00 | £20,000.00 | £20,000.00 | £20,000.00 | 0.0% |
| 70,000 - 79,999 | £24,000.00 | £24,000.00 | £24,000.00 | £24,000.00 | 0.0% |
| 80,000 - 89,999 | £28,000.00 | £28,000.00 | £28,000.00 | £28,000.00 | 0.0% |
| 90,000 and over | £32,000.00 | £32,000.00 | £32,000.00 | £32,000.00 | 0.0% |

#### *Premises Licence/Club Premises Certificates - Other Fees*

| Description of Charge   | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|---|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|   | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| Minor variation application   | £89.00                            | £89.00    | £89.00                            | £89.00    | 0.0%        |
| Application by Community premises to display designated premises supervisor | £23.00                            | £23.00    | £23.00                            | £23.00    | 0.0%        |
| Theft, loss, etc of premises licence or summary                             | £10.50                            | £10.50    | £10.50                            | £10.50    | 0.0%        |
| Application for provisional statement where premises being built, etc       | £315.00                           | £315.00   | £315.00                           | £315.00   | 0.0%        |
| Notification of change of name or address                                   | £10.50                            | £10.50    | £10.50                            | £10.50    | 0.0%        |
| Application to vary licence to specify individual as premises supervisor    | £23.00                            | £23.00    | £23.00                            | £23.00    | 0.0%        |
| Application for transfer of premises licence                                | £23.00                            | £23.00    | £23.00                            | £23.00    | 0.0%        |
| Interim authority notice following death etc of licence holder              | £23.00                            | £23.00    | £23.00                            | £23.00    | 0.0%        |
| Notification of change of name or alteration of rules of club               | £10.50                            | £10.50    | £10.50                            | £10.50    | 0.0%        |
| Change of relevant registered address of club                               | £10.50                            | £10.50    | £10.50                            | £10.50    | 0.0%        |
| Right of freeholder etc to be notified of licensing matters                 | £21.00                            | £21.00    | £21.00                            | £21.00    | 0.0%        |

*Personal Licence*

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| Application for a grant or renewal of personal licence | £37.00 | £37.00 | £37.00 | £37.00 | 0.0% |
| Notification of change of name or address              | £10.50 | £10.50 | £10.50 | £10.50 | 0.0% |
| Theft, loss etc. of personal licence                   | £10.50 | £10.50 | £10.50 | £10.50 | 0.0% |

*Temporary Event Notice*

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| Temporary event notice                     | £21.00 | £21.00 | £21.00 | £21.00 | 0.0% |
| Theft, loss etc. of temporary event notice | £10.50 | £10.50 | £10.50 | £10.50 | 0.0% |



# Community Services and Licensing Committee

## Licensing - Licensing Act 2003

### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|  |
|--|
| No changes since Licensing Act 2003 came into force in 2005. |
|--|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|                   |
|-------------------|
| Statutory Charge. |
|-------------------|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|  |
|--|
| <i>Premises Licence/Club - Premises Certificates: Exemptions</i> |
|--|

|   |
|---|
| No fee is required if the application relates to the provision of regulated entertainment only and is one of the following: |
|---|

- |  |
|--|
| <ul style="list-style-type: none"><li>• Made by a school / college proprietor and the regulated entertainment on the premises is carried on by the school / college for and on behalf of the purposes of the school/college;</li><li>• Is in respect of premises that are or form part of a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building.</li></ul> |
|--|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
|--|

|     |
|-----|
| No. |
|-----|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|      |
|------|
| N/A. |
|------|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

|                                  |
|----------------------------------|
| No change in budget anticipated. |
|----------------------------------|

## Community Services and Licensing Committee

### Licensing - Scrap Metal Dealers

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge                            | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|--|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|  | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| New Application Site Licence - 3 years           | 357.00                            | 357.00    | 390.00                            | 390.00    | 9.2%        |
| Renewal Application Site Licence - 3 years       | 204.00                            | 204.00    | 224.00                            | 224.00    | 9.8%        |
| New Application Collectors Licence - 3 years     | 235.00                            | 235.00    | 258.00                            | 258.00    | 9.8%        |
| Renewal Application Collectors Licence - 3 years | 148.00                            | 148.00    | 162.00                            | 162.00    | 9.5%        |
| Variation Collector to Site                      | 143.00                            | 143.00    | 68.00                             | 68.00     | -52.4%      |
| Variation Site to Collector                      | 61.00                             | 61.00     | 36.00                             | 36.00     | -41.0%      |
| Change of Name on Licence                        | 16.00                             | 16.00     | 16.00                             | 16.00     | 0.0%        |
| Replacement or Additional Licences               | 11.00                             | 11.00     | 11.00                             | 11.00     | 0.0%        |

# Community Services and Licensing Committee

## Licensing - Scrap Metal Dealers

### Schedule of Fees and Charges from 1 April 2020

#### Proposed increase in fee/charge from previous year

Stroud District Council's scrap metal licence fees were last increased 5 years ago in 2015. A detailed costing exercise for each licence type has demonstrated that over the past three years the current fees for new and renewal applications have not covered the costs of administering the scrap metal dealer licences. Additionally, Stroud District Council scrap metal fees are now the lowest in the district. A 10% increase will bring Stroud District Council scrap metal fees closer to full cost recovery. The costing exercise demonstrated that the current fees for variation applications are too high and they have been reduced to reflect the cost. It should be noted that this Council has never received a variation application since the Scrap Metal Dealers Act came into force in 2013.

#### Basis of charge (eg full cost recovery, statutory charge, subsidised service)

Scrap metal licence fees are based on full cost recovery. European Directives make it clear that the Council can not make a profit from licensing fees. Case law states that profit and deficit over a three-year period can be taken account of in subsequent years. The costing exercise takes account of all of the above and is based on the predicted budgeted costs for 2020/2021.

#### Details of any discretionary discounts or concessions

None.

#### Has any benchmarking or consultation been undertaken?

A benchmarking exercise has been completed comparing Stroud District fees with other Gloucester Authorities.

#### Equality Impact Assessment

Not applicable.

#### Budget Impact

Currently Stroud District Council only has 19 scrap metal dealer licences. They are renewed every 3 years. The costing exercise shows that the proposed change in fees will only have a very minimal impact on income with an approximate increase of £133 per year.

**Community Services and Licensing Committee**  
**Licensing - Sex Establishments**  
 Schedule of Fees and Charges from 1 April 2020

| Description of Charge     | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|---------------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                           | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| New/Variation Application | 5,340.00                          | 5,340.00  | 5,474.00                          | 5,474.00  | 2.5%        |
| Renewal/Transfer          | 2,612.00                          | 2,612.00  | 2,677.00                          | 2,677.00  | 2.5%        |

# Community Services and Licensing Committee

## Licensing - Sex Establishments

### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|      |
|------|
| 2.5% |
|------|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|                     |
|---------------------|
| Full Cost recovery. |
|---------------------|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|       |
|-------|
| None. |
|-------|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
|--|

|     |
|-----|
| No. |
|-----|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|     |
|-----|
| No. |
|-----|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

|  |
|--|
| None – no licences issued under Sex Establishment Licensing. |
|--|

## Community Services and Licensing Committee

### Licensing - Street Trading

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge                                     | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|---|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|   | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| New/Variation/Transfer Application – Itinerant Consent    | 41.00                             | 41.00     | 42.00                             | 42.00     | 2.5%        |
| New/Variation/Transfer Application – Static Consent       | 154.00                            | 154.00    | 158.00                            | 158.00    | 2.5%        |
| Itinerant Traders - Per Quarter                           | 148.00                            | 148.00    | 152.00                            | 152.00    | 2.5%        |
| Itinerant Trader - Per Annum                              | 543.00                            | 543.00    | 557.00                            | 557.00    | 2.5%        |
| Static Traders Band 1 - Per Quarter                       | 543.00                            | 543.00    | 557.00                            | 557.00    | 2.5%        |
| Static Traders Band 1 - Per Annum                         | 1,803.00                          | 1,803.00  | 1,848.00                          | 1,848.00  | 2.5%        |
| Static Traders Band 2 - Per Quarter                       | 330.00                            | 330.00    | 338.00                            | 338.00    | 2.5%        |
| Static Traders Band 2 - Per Annum                         | 1,086.00                          | 1,086.00  | 1,113.00                          | 1,113.00  | 2.5%        |
| Short Term Consent - Granted for a period of up to 7 days | 33.00                             | 33.00     | 34.00                             | 34.00     | 2.5%        |
| Short Term Consent - Additional Days                      | 5.00                              | 5.00      | 5.00                              | 5.00      | 2.5%        |

# Community Services and Licensing Committee

## Licensing - Street Trading

### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|   |
|---|
| Increase of 2.5% rounded to the nearest £1. |
|---|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|                     |
|---------------------|
| Full cost recovery. |
|---------------------|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|       |
|-------|
| None. |
|-------|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
|--|

|     |
|-----|
| No. |
|-----|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|     |
|-----|
| No. |
|-----|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

|                   |
|-------------------|
| Increase of 2.5%. |
|-------------------|

## Community Services and Licensing Committee

### Licensing - Taxi's and Private Hire

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge                                 | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|---|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|   | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| Driver Licence - New Application 1 year               | 160.00                            | 160.00    | 160.00                            | 160.00    | 0.0%        |
| Driver Licence - New Application 3 year               | 265.00                            | 265.00    | 278.00                            | 278.00    | 4.9%        |
| Driver Licence - Renewal 1 year                       | 80.00                             | 80.00     | 84.00                             | 84.00     | 5.0%        |
| Driver Licence - Renewal 3 year                       | 200.00                            | 200.00    | 210.00                            | 210.00    | 5.0%        |
| Written Knowledge Test - Taxi Driver only             | 60.00                             | 60.00     | 60.00                             | 60.00     | 0.0%        |
| Replacement Badge                                     | 10.50                             | 10.50     | 10.50                             | 10.50     | 0.0%        |
| Vehicle Licence - New Application 1 Year (inc Plate)  | 160.00                            | 160.00    | 160.00                            | 160.00    | 0.0%        |
| Vehicle Licence - Renewal 1 year                      | 125.00                            | 125.00    | 131.00                            | 131.00    | 4.8%        |
| Transfer (ownership or HCV to PHV) of vehicle licence | 30.00                             | 30.00     | 32.00                             | 32.00     | 6.7%        |
| Change of Vehicle                                     | 45.00                             | 45.00     | 47.00                             | 47.00     | 4.4%        |
| Change of Registration of Vehicle                     | 25.00                             | 25.00     | 26.00                             | 26.00     | 4.0%        |
| Replacement Plate                                     | 13.00                             | 13.00     | 14.00                             | 14.00     | 7.7%        |
| Bracket   | 11.00                             | 11.00     | 11.00                             | 11.00     | 0.0%        |
| Plate Deposit   | 25.00                             | 25.00     | 25.00                             | 25.00     | 0.0%        |
| Private Hire Plate Exemption                          | 50.00                             | 50.00     | 50.00                             | 50.00     | 0.0%        |
| Private Hire Plate Exemption Renewal                  | 25.00                             | 25.00     | 25.00                             | 25.00     | 0.0%        |
| Operator New App 1 year                               | 140.00                            | 140.00    | 142.00                            | 142.00    | 1.4%        |
| Operator New App 5 year                               | 430.00                            | 430.00    | 446.00                            | 446.00    | 3.7%        |
| Operator Renewal 1 year                               | 110.00                            | 110.00    | 116.00                            | 116.00    | 5.5%        |
| Operator Renewal 5 year                               | 380.00                            | 380.00    | 400.00                            | 400.00    | 5.3%        |



# Community Services and Licensing Committee

## Licensing - Taxi's and Private Hire

### Schedule of Fees and Charges from 1 April 2020

#### Proposed increase in fee/charge from previous year

Stroud District Council's taxi and private hire fees have not been changed since 2018. A detailed costing exercise for each licence type has demonstrated that the fees no longer cover the costs of administering taxi and private hire licences. An increase of approximately 5% for most application types will bring Stroud District Council taxi and private hire fees closer to cost recovery. This percentage is similar to the increase in CPI over the past two years which is the figure that this Council's uses for general fee increases.

#### Basis of charge (eg full cost recovery, statutory charge, subsidised service)

Taxi and private hire fees are based on cost recovery of the costs permitted within taxi legislation. European Directives make it clear that the Council can not make a profit from taxi and private hire licensing fees. Case law states that profit and deficit over a three-year period can be taken account of in subsequent years. The Wakefield case states that there must not be cross subsidisation between the various types of taxi and private hire licences and in particular driver enforcement costs cannot be charged against vehicle licences. The costing exercise takes account of all of the above and is based on the predicted budgeted costs for 2020/2021.

Taxi and private hire legislation states that once the Council has made a decision to increase vehicle and operator fees it must take out a public notice in a newspaper and give 28 days for the public to make comment. If the amended fees are approved by Council, Officers will put a public notice in a newspaper at the end of February 2020. They will also notify the taxi and private hire trade of the proposed changes in fees. The legislation goes on to state that if any objections are made during the 28 days, and not withdrawn, the Council will set a further date, not later than two months after 1 April 2020, when the varied licence fees will come into effect, with or without modification as decided by the Council after consideration of the objections.

#### Details of any discretionary discounts or concessions

None.

#### Has any benchmarking or consultation been undertaken?

A benchmarking exercise has been completed comparing Stroud District fees with other Gloucester Authorities.

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
| Not applicable.                   |

|   |
|---|
| <b>Budget Impact</b>  |
| The proposed change in fees will give an increase in income. The costing exercise estimates an increase of £2,285 per year. |

# Community Services and Licensing Committee

## Museum in the Park

### Schedule of Fees and Charges from 1 April 2020

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

|                                      |      |      |      |      |      |
|--------------------------------------|------|------|------|------|------|
| Museum Admission (donations welcome) | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
|--------------------------------------|------|------|------|------|------|

#### Venue Hire

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| Walled Garden & Pavilion Hire for Evening Functions & Parties (prices start at) | 416.67 | 500.00 | 416.67 | 500.00 | 0.0% |
|---|--------|--------|--------|--------|------|

#### Learning Pavilion Venue Hire

|                |        |        |        |        |      |
|----------------|--------|--------|--------|--------|------|
| - per half day | 125.00 | 150.00 | 125.00 | 150.00 | 0.0% |
| - per day      | 250.00 | 300.00 | 250.00 | 300.00 | 0.0% |

#### Gallery 2 Venue Hire

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| - per half day  | 79.17  | 95.00  | 79.17  | 95.00  | 0.0% |
| - per day   | 104.17 | 125.00 | 104.17 | 125.00 | 0.0% |
| - Evenings per hour (Monday-outside Museum opening hours) | 50.00  | 60.00  | 50.00  | 60.00  | 0.0% |
| - Educational Course bookings                             | 45.83  | 55.00  | 45.83  | 55.00  | 0.0% |

#### Refreshments

|                                      |      |      |      |      |      |
|--------------------------------------|------|------|------|------|------|
| - Tea & Coffee per person            | 2.08 | 2.50 | 2.08 | 2.50 | 0.0% |
| - Tea, Coffee & Biscuits per person  | 2.50 | 3.00 | 2.50 | 3.00 | 0.0% |
| Use of Flipchart stand, paper & pens | 4.17 | 5.00 | 4.17 | 5.00 | 0.0% |

#### Museum Venue Hire-Evening events-per hour

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| - Hire of Gallery 2                          | 50.00  | 60.00  | 50.00  | 60.00  | 0.0% |
| - Hire of Garden Pavilion                    | 50.00  | 60.00  | 50.00  | 60.00  | 0.0% |
| - Hire of above plus access to Mansion House | 100.00 | 120.00 | 100.00 | 120.00 | 0.0% |

#### Collection Charges

|  |       |       |       |       |      |
|--|-------|-------|-------|-------|------|
| Deposition of archaeological archives-per unit | 30.00 | 36.00 | 30.00 | 36.00 | 0.0% |
|--|-------|-------|-------|-------|------|

#### **Charges vary for collections study group visits, photographic & research services and use of Museum for location filming/photo shoots**

#### Learning - Onsite & Outreach

|   |       |       |       |       |      |
|---|-------|-------|-------|-------|------|
| - Learning visits and outreach-per pupil (minimum of £50) | 4.00  | 4.00  | 4.00  | 4.00  | 0.0% |
| - Hire of Time Boxes - per fortnight                      | 15.00 | 15.00 | 15.00 | 15.00 | 0.0% |

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

*Group Visits, Tours & Community Outreach Talks*

|  |       |       |       |       |      |
|--|-------|-------|-------|-------|------|
| Self-guided group visit  | 0.00  | 0.00  | 0.00  | 0.00  | 0.0% |
| Self-guided group visit with tea,coffee, biscuits (per person)                                       | 3.00  | 3.00  | 3.00  | 3.00  | 0.0% |
| Self-guided group visit with tea,coffee, biscuits, welcome talk/local history slideshow (per person) | 6.00  | 6.00  | 6.00  | 6.00  | 0.0% |
| Evening group visit & museum tour/talk (per person)  | 10.00 | 10.00 | 10.00 | 10.00 | 0.0% |

*Community Outreach talks and object handling*

|                                   |       |       |       |       |      |
|-----------------------------------|-------|-------|-------|-------|------|
| - per session between 9am and 5pm | 45.00 | 45.00 | 45.00 | 45.00 | 0.0% |
| - per session outside hours above | 55.00 | 55.00 | 55.00 | 55.00 | 0.0% |

*Gallery Hire for Art Exhibitions*

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| Exclusive hire of Gallery one for Art Exhibitions (per week)        | 745.83 | 895.00 | 745.83 | 895.00 | 0.0% |
| Shared use of Gallery one for Art Exhibitions (per exhibition)      | 291.67 | 350.00 | 291.67 | 350.00 | 0.0% |
| Museum Freelance Technician/ Curator (per hour)                     | 25.00  | 30.00  | 25.00  | 30.00  | 0.0% |
| Printing exhibition lables & A2 Introduction panel (per exhibition) | 29.17  | 35.00  | 29.17  | 35.00  | 0.0% |
| Gallery hire for evening private view (per hour)                    | 50.00  | 60.00  | 50.00  | 60.00  | 0.0% |
| Use of Gallery Two for 2D Art/ Local History Exhibitions            | 0.00   | 0.00   | 0.00   | 0.00   | 0.0% |

*Photocopying - per copy*

|             |      |      |      |      |      |
|-------------|------|------|------|------|------|
| - A4 B&W    | 0.08 | 0.10 | 0.08 | 0.10 | 0.0% |
| - A3 B&W    | 0.21 | 0.25 | 0.21 | 0.25 | 0.0% |
| - A4 Colour | 0.42 | 0.50 | 0.42 | 0.50 | 0.0% |
| - A3 Colour | 0.83 | 1.00 | 0.83 | 1.00 | 0.0% |

*Laminating - per sheet*

|      |      |      |      |      |      |
|------|------|------|------|------|------|
| - A4 | 0.83 | 1.00 | 0.83 | 1.00 | 0.0% |
| - A3 | 1.67 | 2.00 | 1.67 | 2.00 | 0.0% |

# Community Services and Licensing Committee

## Museum in the Park

### Schedule of Fees and Charges from 1 April 2020

#### Proposed increase in fee/charge from previous year

Various - fees and charges have been revised as required, no prices have been reduced. Fees and charges are reviewed and revised in line with business objectives and experience with customers.

#### Basis of charge (eg full cost recovery, statutory charge, subsidised service)

Charges are variable across the service, some set in consultation with other museums, some local, some in response to customer feedback. Often they form the basis of discussion with customers (e.g. hire of gallery for exhibition). Corporate price increases are reflected in budget setting even if the fees and charges are not increased (e.g. we must 'sell' more to meet the target).

#### Details of any discretionary discounts or concessions

N/A.

#### Has any benchmarking or consultation been undertaken?

For some charges e.g. Archaeological deposits, price per head for pupils.

#### Equality Impact Assessment

Yes - none of the protected characteristics are affected negatively by our charges.

#### Budget Impact

None.

# Community Services and Licensing Committee

## The Pulse

### Schedule of Fees and Charges from 1 April 2020

| Description of Charge  | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|--|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|  | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| School Swim-School swimming lessons per child                    | 1.25                              | 1.25      | 1.28                              | 1.28      | 2.4%        |
| School Swim-Price per school if they bring less than 22 children | 27.00                             | 27.00     | 27.50                             | 27.50     | 1.9%        |
| School fitness classes   | 2.00                              | 2.00      | 2.00                              | 2.00      | 0.0%        |
| School instructor fee per 30 minutes                             | 14.80                             | 14.80     | 15.10                             | 15.10     | 2.0%        |
| Lifeguard hire for 30 minutes                                    | 12.60                             | 12.60     | 12.85                             | 12.85     | 2.0%        |
| Standard swim price  | 3.33                              | 4.00      | 3.33                              | 4.00      | 0.0%        |
| concessions swim price   | 2.00                              | 2.40      | 2.00                              | 2.40      | 0.0%        |
| Monthly swim membership  | 23.33                             | 28.00     | 23.33                             | 28.00     | 0.0%        |
| 12 session swim card Adult                                       | 33.33                             | 40.00     | 33.33                             | 40.00     | 0.0%        |
| 12 session swim card Concessions                                 | 20.00                             | 24.00     | 20.00                             | 24.00     | 0.0%        |
| Annual swim card Adult   | 225.00                            | 270.00    | 225.00                            | 270.00    | 0.0%        |
| Adult per lesson   | 5.60                              | 5.60      | 5.70                              | 5.70      | 1.8%        |
| Junior per lesson stage 6-7b (45 minute lesson)                  | 5.40                              | 5.40      | 5.50                              | 5.50      | 1.9%        |
| Direct Debit fee for lessons                                     | 22.50                             | 22.50     | 22.91                             | 22.91     | 1.8%        |
| Junior lesson stage 1-5 (30 minute lessons)                      | 5.25                              | 5.25      | 5.40                              | 5.40      | 2.9%        |
| Junior parent+toddler lessons (30 minute lessons)                | 5.25                              | 5.25      | 5.40                              | 5.40      | 2.9%        |
| Direct Debit fee for lessons                                     | 21.88                             | 21.88     | 22.50                             | 22.50     | 2.8%        |
| ADP swim squad single swim price and lifesaving                  | 5.60                              | 5.60      | 5.70                              | 5.70      | 1.8%        |
| Direct Debit fee for lessons                                     | 23.33                             | 23.33     | 23.75                             | 23.75     | 1.8%        |
| ADP package (2 lessons per week)                                 | 7.60                              | 7.60      | 7.65                              | 7.65      | 0.7%        |
| Hire of instructor other   | 25.00                             | 30.00     | 25.00                             | 30.00     | 0.0%        |
| Crèche   | 1.83                              | 2.20      | 2.08                              | 2.50      | 13.6%       |
| Parent & Toddler   | 4.00                              | 4.80      | 4.13                              | 4.95      | 3.1%        |
| Pool Hire (per hour)   | 48.33                             | 58.00     | 49.17                             | 59.00     | 1.7%        |
| Party Pack (45 mins) standard                                    | 82.50                             | 99.00     | 82.50                             | 99.00     | 0.0%        |
| Party menu/ crissy croc,submarine,                               | 29.17                             | 35.00     | 30.00                             | 36.00     | 2.9%        |
| Slippery slide and Aqua Glide                                    | 36.67                             | 44.00     | 37.50                             | 45.00     | 2.3%        |
| Splat  | 19.17                             | 23.00     | 20.83                             | 25.00     | 8.7%        |
| Rafts,shapes,stepping stones                                     | 13.33                             | 16.00     | 16.67                             | 20.00     | 25.0%       |
| Twin Track   | 57.50                             | 69.00     | 58.33                             | 70.00     | 1.4%        |
| Private Tuition (1:1 ratio)                                      | 15.45                             | 15.45     | 15.90                             | 15.90     | 2.9%        |
| Private Tuition (1:2 ratio)                                      | 18.20                             | 18.20     | 18.75                             | 18.75     | 3.0%        |
| Private Tuition (1:3 ratio)                                      | 21.00                             | 21.00     | 21.65                             | 21.65     | 3.1%        |
| Water fitness classes  | 5.70                              | 5.70      | 5.90                              | 5.90      | 3.5%        |
| Fitness class concessions  | 3.40                              | 3.40      | 3.55                              | 3.55      | 4.4%        |
| Shower   | 4.33                              | 5.20      | 4.33                              | 5.20      | 0.0%        |
| Under 18 months free   | 0.00                              | 0.00      | 0.00                              | 0.00      | 0.0%        |
| Intensive Course-Junior (5 day course)                           | 30.00                             | 30.00     | 30.00                             | 30.00     | 0.0%        |
| Inflatable Session   | 3.67                              | 4.40      | 3.75                              | 4.50      | 2.3%        |
| Inflatable Session-concessions                                   | 2.17                              | 2.60      | 2.25                              | 2.70      | 3.8%        |
| Large inflatable session-standard price                          | 3.96                              | 4.75      | 4.08                              | 4.90      | 3.2%        |
| Large inflatable session-concessions price                       | 2.38                              | 2.85      | 2.46                              | 2.95      | 3.5%        |
| Family Swim (2+2)  | 9.71                              | 11.65     | 9.71                              | 11.65     | 0.0%        |
| Family Swim (2+3) Non Member                                     | 11.50                             | 13.80     | 11.50                             | 13.80     | 0.0%        |
| Family inflatable fun ( 2+2)                                     | 10.50                             | 12.60     | 10.79                             | 12.95     | 2.8%        |
| Family inflatable fun ( 2+3)                                     | 12.42                             | 14.90     | 12.83                             | 15.40     | 3.4%        |

| Description of Charge                      | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|--|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|  | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
|  | Large inflatable - Family (2+2)   | 11.42     | 13.70                             | 11.79     |             |
| Large inflatable - Family (2+3)            | 13.54                             | 16.25     | 14.00                             | 16.80     | 3.4%        |
| Prescribed exercise plan                   | 14.00                             | 14.00     | 15.00                             | 15.00     | 7.1%        |
| Exercise referral class                    | 2.00                              | 2.00      | 2.00                              | 2.00      | 0.0%        |
| Specialist class - cardiac and respiratory | 3.20                              | 3.20      | 3.30                              | 3.30      | 3.1%        |
| Monthly Leisure Pass (rolling DD)          | 32.92                             | 39.50     | 33.33                             | 40.00     | 1.3%        |
| Student Leisure Pass                       | 22.92                             | 27.50     | 22.92                             | 27.50     | 0.0%        |
| Student rolling                            | 24.17                             | 29.00     | 21.67                             | 26.00     | -10.3%      |
| Annual Membership existing members         | 325.00                            | 390.00    | 325.00                            | 390.00    | 0.0%        |
| New members April 2019                     | 332.50                            | 399.00    | 340.00                            | 408.00    | 2.3%        |
| Annual membership students                 | 229.17                            | 275.00    | 229.17                            | 275.00    | 0.0%        |
| Direct Debit joining fee                   | 25.00                             | 30.00     | 25.00                             | 30.00     | 0.0%        |

### **Concessions Member**

|   |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|
| Off Peak Membership monthly                       | 29.50  | 35.40  | 30.42  | 36.50  | 3.1%   |
| Off Peak annual existing member                   | 287.50 | 345.00 | 287.50 | 345.00 | 0.0%   |
| Off Peak annual new member April 2020             | 295.00 | 354.00 | 300.00 | 360.00 | 1.7%   |
| One off monthly                                   | 37.50  | 45.00  | 39.17  | 47.00  | 4.4%   |
| Fitness classes at Pulse                          | 6.40   | 6.40   | 6.70   | 6.70   | 4.7%   |
| Fitness class concessions in Pulse                | 3.85   | 3.85   | 4.00   | 4.00   | 3.9%   |
| Spin classes                                      | 6.40   | 6.40   | 6.55   | 6.55   | 2.3%   |
| Spin express                                      | 4.90   | 4.90   | 5.00   | 5.00   | 2.0%   |
| Yoga/Pilates/Tai chi                              | 8.25   | 8.25   | 8.50   | 8.50   | 3.0%   |
| Yoga/Pilates/Tai chi - concessions                | 4.95   | 4.95   | 5.10   | 5.10   | 3.0%   |
| 30 minute classes                                 | 4.30   | 4.30   | 4.40   | 4.40   | 2.3%   |
| concessions                                       | 2.60   | 2.60   | 2.60   | 2.60   | 0.0%   |
| Gym session                                       | 6.50   | 6.50   | 6.60   | 6.60   | 1.5%   |
| Gym concessions                                   | 3.90   | 3.90   | 3.95   | 3.95   | 1.3%   |
| Personal Training 30 minutes                      | 16.00  | 16.00  | 16.50  | 16.50  | 3.1%   |
| Personal Training 60 minutes                      | 26.00  | 26.00  | 26.00  | 26.00  | 0.0%   |
| Personal Training 30 minutes package              | 90.00  | 90.00  | 90.00  | 90.00  | 0.0%   |
| Personal Training 60 minutes package              | 150.00 | 150.00 | 150.00 | 150.00 | 0.0%   |
| Personal Training 30 minutes package              | 144.00 | 144.00 | 148.50 | 148.50 | 3.1%   |
| Personal Training 60 minutes package              | 234.00 | 234.00 | 234.00 | 234.00 | 0.0%   |
| Small group training 4 clients per class          | 26.00  | 26.00  | 26.00  | 26.00  | 0.0%   |
| Induction   | 15.00  | 15.00  | 7.00   | 7.00   | -53.3% |
| Induction concessions                             | 8.60   | 8.60   | 8.60   | 8.60   | 0.0%   |
| Body trax consultation                            | 20.00  | 20.00  | 21.50  | 21.50  | 7.5%   |
| Body trax use of scales with results not analysed | 5.00   | 5.00   | 5.50   | 5.50   | 10.0%  |
| Studio Parties                                    | 54.17  | 65.00  | 55.42  | 66.50  | 2.3%   |
| Soft play sessions                                | 2.08   | 2.50   | 2.08   | 2.50   | 0.0%   |
| Holiday activity days                             | 16.67  | 20.00  | 18.33  | 22.00  | 10.0%  |
| Extended days                                     | 0.00   | 0.00   | 21.25  | 25.50  | NEW    |
| Childrens studio classes                          | 4.00   | 4.00   | 4.00   | 4.00   | 0.0%   |
| Personal training 2 to 1                          | 35.00  | 35.00  | 35.00  | 35.00  | 0.0%   |

# Community Services and Licensing Committee

## The Pulse

### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|  |
|--|
| Individual fee basis - see fees table. |
|--|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|   |
|---|
| We are a subsidised service however each year we aim to be operationally self sufficient. |
|---|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|   |
|---|
| The concessions for swimming and classes is based upon Stroud District Councils district wide concessions scheme. |
|---|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
|--|

|  |
|--|
| The prices were benchmarked against Stratford Park Leisure Centres current prices. |
|--|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|      |
|------|
| N/A. |
|------|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

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|--|
| The overall income target is increased by 2.5%. The fees have increased where we feel the business can sustain the increase. Areas where the business has higher prices than its competitors have remained the same such as public swimming. |
|--|



## Environment Committee

### Building Control

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

#### **Building Control Fee Earning**

|                             |          |          |          |          |      |
|-----------------------------|----------|----------|----------|----------|------|
| 1.1 Erection of 1 dwelling  | 540.00   | 648.00   | 591.67   | 710.00   | 9.6% |
| 1.2 Erection of 2 dwellings | 720.00   | 864.00   | 788.33   | 946.00   | 9.5% |
| 1.3 Erection of 3 dwellings | 900.00   | 1,080.00 | 985.00   | 1,182.00 | 9.4% |
| 1.4 Erection of 4 dwellings | 1,080.00 | 1,296.00 | 1,182.50 | 1,419.00 | 9.5% |
| 1.5 Erection of 5 dwellings | 1,290.00 | 1,548.00 | 1,411.67 | 1,694.00 | 9.4% |
| 1.6 Erection of 6 dwellings | 1,440.00 | 1,728.00 | 1,576.67 | 1,892.00 | 9.5% |

1.7 For more than 6 houses please contact Building Control for a quote

#### *Schedule 2 Domestic and Commercial Extensions*

|   |        |        |        |        |       |
|---|--------|--------|--------|--------|-------|
| 2.1 The erection or extension of a detached garage or carport or both having a floor area not exceeding 60m <sup>2</sup> in total and is intended to be used in common with an existing building, and which is not an exempt building   | 300.00 | 360.00 | 333.33 | 400.00 | 11.1% |
| 2.2 The conversion in total or part of an attached or integral garage to provide additional habitable accommodation   | 215.00 | 258.00 | 258.33 | 310.00 | 20.2% |
| 2.3 The conversion in total or part of a loft upto 80m <sup>2</sup> - new fee 2020/21   | 0.00   | 0.00   | 546.67 | 650.00 | N/A   |
| 2.4 Any extension where the total floor area of which does not exceed 20m <sup>2</sup> including means of access and works in connection with that extension  | 390.00 | 468.00 | 426.66 | 512.00 | 9.4%  |
| 2.5 Any extension where the total floor area of which exceeds 20m <sup>2</sup> but does not exceed 60m <sup>2</sup> , including means of access and works in connection with that extension   | 540.00 | 648.00 | 591.67 | 710.00 | 9.6%  |
| 2.6 Any extension where the total floor area of which exceeds 60m <sup>2</sup> but does not exceed 100m <sup>2</sup> , including means of access and works in connection with that extension  | 665.00 | 798.00 | 716.67 | 860.00 | 7.8%  |
| 2.6 Any large extension where the total floor area of which equals or exceeds 100m <sup>2</sup> , including means of access and works in connection with that extension. Charges are calculated based on Schedule 3 * with a minimum of | 665.00 | 798.00 | 716.67 | 860.00 | 7.8%  |

#### *Schedule 3 Other Works*

|   |        |        |        |        |       |
|---|--------|--------|--------|--------|-------|
| 3.1 does not exceed £2,000                                    | 145.00 | 174.00 | 158.33 | 190.00 | 9.2%  |
| 3.2 exceeds £2,000 but does not exceed £5,000                 | 205.00 | 246.00 | 225.00 | 270.00 | 9.8%  |
| 3.3 exceeds £5,000 but does not exceed £20,000                | 255.00 | 306.00 | 275.00 | 330.00 | 7.8%  |
| Together with for every £1,000 (or part thereof) over £5,000  | 10.20  | 12.24  | 11.22  | 13.46  | 10.0% |
| 3.4 exceeds £20,000 but does not exceed £80,000               | 410.00 | 492.00 | 450.00 | 540.00 | 9.8%  |
| Together with for every £1,000 (or part thereof) over £20,000 | 5.10   | 6.12   | 5.61   | 6.73   | 10.0% |
| 4.1 Replacement of up to 15 No. windows and doors             | 65.00  | 78.00  | 116.66 | 140.00 | 79.5% |

| Description of Charge  | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|--|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|  | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| 4.2 Minor alterations carried out at the same time as a domestic extension to another part of the same building (with a cost of work not exceeding £2,000) | 70.83                             | 85.00     | 70.83                             | 85.00     | 0.0%        |
| 4.3 Domestic thermal insulation upgrade to an individual element (external walls, floor or roof)   | 145.00                            | 174.00    | 158.33                            | 190.00    | 9.2%        |
| 4.4 Inspections outside the scope of the notification framework (per inspection)   | 70.83                             | 85.00     | 70.83                             | 85.00     | 0.0%        |
| 4.5 Inspection of dormant projects over 3 years old  | 92.50                             | 111.00    | 92.50                             | 111.00    | 0.0%        |
| 4.6 Copy documents on IDOX upto 2006 - new fee 2020/21   | 0.00                              | 0.00      | 29.17                             | 35.00     | N/A         |
| 4.7 Copy documents prior to 2006 (reproduced for conveyance from microfiche) inline with 20 year GDPR retention policy - new fee 2020/21                   | 0.00                              | 0.00      | 54.17                             | 65.00     | N/A         |

### **Building Control Regularisations**

|                             |          |          |          |          |      |
|-----------------------------|----------|----------|----------|----------|------|
| 1.1 Erection of 1 dwelling  | 810.00   | 810.00   | 887.50   | 887.50   | 9.6% |
| 1.2 Erection of 2 dwellings | 1,080.00 | 1,080.00 | 1,182.50 | 1,182.50 | 9.5% |
| 1.3 Erection of 3 dwellings | 1,350.00 | 1,350.00 | 1,477.50 | 1,477.50 | 9.4% |
| 1.4 Erection of 4 dwellings | 1,620.00 | 1,620.00 | 1,773.75 | 1,773.75 | 9.5% |
| 1.5 Erection of 5 dwellings | 1,935.00 | 1,935.00 | 2,117.50 | 2,117.50 | 9.4% |
| 1.6 Erection of 6 dwellings | 2,160.00 | 2,160.00 | 2,365.00 | 2,365.00 | 9.5% |

1.7 For more than 6 houses please contact Building Control for a quote

### *Schedule 2 Domestic and Commercial Extensions*

|  |        |        |          |          |       |
|--|--------|--------|----------|----------|-------|
| 2.1 The erection or extension of a detached garage or carport or both having a floor area not exceeding 60m2 in total and is intended to be used in common with an existing building, and which is not an exempt building  | 450.00 | 450.00 | 500.00   | 500.00   | 11.1% |
| 2.2 The conversion in total or part of an attached or integral garage to provide additional habitable accommodation  | 322.50 | 322.50 | 387.50   | 387.50   | 20.2% |
| 2.3 The conversion in total or part of a loft upto 80m2 - new fee 2020/21  | 0.00   | 0.00   | 820.00   | 820.00   | N/A   |
| 2.4 Any extension where the total floor area of which does not exceed 20m2 including means of access and works in connection with that extension   | 585.00 | 585.00 | 640.00   | 640.00   | 9.4%  |
| 2.5 Any extension where the total floor area of which exceeds 20m2 but does not exceed 60m2, including means of access and works in connection with that extension   | 810.00 | 810.00 | 887.50   | 887.50   | 9.6%  |
| 2.6 Any extension where the total floor area of which exceeds 60m2 but does not exceed 100m2, including means of access and works in connection with that extension  | 997.50 | 997.50 | 1,075.00 | 1,075.00 | 7.8%  |
| 2.6 Any large extension where the total floor area of which equals or exceeds 100m2, including means of access and works in connection with that extension. Charges are calculated based on Schedule 3 * with a minimum of | 997.50 | 997.50 | 1,075.00 | 1,075.00 | 7.8%  |

### *Schedule 3 Other Works*

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| 3.1 does not exceed £2,000                     | 217.50 | 217.50 | 237.50 | 237.50 | 9.2% |
| 3.2 exceeds £2,000 but does not exceed £5,000  | 307.50 | 307.50 | 337.50 | 337.50 | 9.8% |
| 3.3 exceeds £5,000 but does not exceed £20,000 | 382.50 | 382.50 | 412.50 | 412.50 | 7.8% |

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

|   |        |        |        |        |       |
|---|--------|--------|--------|--------|-------|
| together with for every £1,000 (or part thereof ) over £5,000 | 15.30  | 15.30  | 16.83  | 16.83  | 10.0% |
| 3.4 exceeds £20,000 but does not exceed £80,000               | 615.00 | 615.00 | 675.00 | 675.00 | 9.8%  |
| together with for every £1,000 (or part thereof) over £20,000 | 7.65   | 7.65   | 8.42   | 8.42   | 10.1% |

|  |              |  |  |  |  |
|--|--------------|--|--|--|--|
| 4.1 Replacement of upto 15 No. windows and doors   | As section 3 |  |  |  |  |
| 4.2 Minor alterations carried out at the same time as a domestic extension to another part of the same building (with a cost of work not exceeding £2,000) | As section 3 |  |  |  |  |
| 4.3 Domestic thermal insulation upgrade to an individual element (external walls, floor or roof)   | As section 3 |  |  |  |  |
| 4.4 Inspections outside the scope of the notification framework (per inspection)   | As section 3 |  |  |  |  |
| 4.5 Inspection of dormant projects over 3 years old  |              |  |  |  |  |
| 4.6 Copy documents on IDOX upto 2006   | N/A          |  |  |  |  |
| 4.7 Copy documents prior to 2006 (reproduced conveyancy only copies from microfiche) inline with 20 year GDPR retention policy                             | N/A          |  |  |  |  |

# Environment Committee

## Building Control

### Schedule of Fees and Charges from 1 April 2020

#### Proposed increase in fee/charge from previous year

Individual fee basis - see fees table. The average proposed increase in charges is 9.5%.

#### Basis of charge (eg full cost recovery, statutory charge, subsidised service)

The building control fee earning account is required to achieve full cost recovery when measured over a period of 3-5 years.

#### Details of any discretionary discounts or concessions

A charge is not applicable to building work that benefits a person with disabilities; this could be alterations to increase door widths, a through floor lift or an extension to add a bathroom/bedroom at ground level.

#### Has any benchmarking or consultation been undertaken?

Benchmarking against neighbouring Authorities, Cotswold District Council and South Gloucestershire Council.

#### Equality Impact Assessment

The proposed increase in charges is the first increase since August 2015. Building Regulations apply to certain building work; the cost of the service is associated with the type of work being carried out. Where work is for the benefit of a disabled person our scheme of charges covers building work that is exempt from a charge and this will continue.

#### Budget Impact

The proposed increase in income is required to off set increased service costs. Some charges are negotiated with customers. Customers also have a choice to appoint the Council or a private approved inspector.

## Environment Committee

### Community Services - Garden and Bulky Waste

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge        | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|------------------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                              | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| Garden Waste – annual charge | 37.50                             | 45.00     | 41.67                             | 50.00     | 11.1%       |
| Bulky Waste – per collection | 20.83                             | 25.00     | 20.83                             | 25.00     | 0.0%        |
| RADAR Key – per key          | 2.08                              | 2.50      | 2.08                              | 2.50      | 0.0%        |

## Environment Committee

### Community Services - Garden and Bulky Waste

#### Schedule of Fees and Charges from 1 April 2020

| <b>Proposed increase in fee/charge from previous year</b> |
|---|
|---|

|  |
|--|
| Garden waste - 11% increase – this was pre-agreed via Environment Committee.<br>Bulky waste - 0% This increased by 25% recently and therefore an additional 2% increase is not appropriate at this time. |
|--|

| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|
|--|

|                |
|----------------|
| Cost recovery. |
|----------------|

| <b>Details of any discretionary discounts or concessions</b> |
|--|
|--|

|      |
|------|
| N/A. |
|------|

| <b>Has any benchmarking or consultation been undertaken?</b> |
|--|
|--|

|   |
|---|
| Yes, other local authority scheme prices monitored. |
|---|

| <b>Equality Impact Assessment</b> |
|-----------------------------------|
|-----------------------------------|

|      |
|------|
| N/A. |
|------|

| <b>Budget Impact</b> |
|----------------------|
|----------------------|

|   |
|---|
| Based on 10,000 subscribers to garden waste, we expect a revenue increase of circa. £50k. |
|---|

## Environment Committee

### Health and Wellbeing - Dog Warden Service

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

#### *Dangerous Wild Animals*

|                   |        |        |        |        |      |
|-------------------|--------|--------|--------|--------|------|
| First application | 173.33 | 208.00 | 177.50 | 213.00 | 2.5% |
| Renewal           | 130.83 | 157.00 | 134.17 | 161.00 | 2.5% |

#### *Zoo Licence (no dispensation)*

\*(Plus additional necessary Veterinary or other Inspection Fees) Original Licence 4 years, renewed for 6 years

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| Application for grant of new licence      | 525.00 | 630.00 | 538.33 | 646.00 | 2.5% |
| Renewal                                   | 477.50 | 573.00 | 489.17 | 587.00 | 2.5% |
| Periodical Inspection (recovery of costs) |        |        |        |        |      |
| Informal Inspection (recovery of costs)   |        |        |        |        |      |

#### *Zoo Licence (s.14 (2) dispensation)*

\*(Plus additional necessary Veterinary or other Inspection Fees) Original Licence 4 years, renewed for 6 years

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| Application for grant of new licence      | 277.50 | 333.00 | 284.17 | 341.00 | 2.5% |
| Renewal                                   | 185.00 | 222.00 | 190.00 | 228.00 | 2.5% |
| Periodical Inspection (recovery of costs) |        |        |        |        |      |
| Informal Inspection (recovery of costs)   |        |        |        |        |      |

## Environment Committee

### Health and Wellbeing - Dog Warden Service

#### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|  |
|--|
| 2.5% - Charges rounded to the whole pound. |
|--|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
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|                     |
|---------------------|
| Full cost recovery. |
|---------------------|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
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|      |
|------|
| N/A. |
|------|

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|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
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|------|
| N/A. |
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|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
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| N/A. |
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|                      |
|----------------------|
| <b>Budget Impact</b> |
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|------|
| N/A. |
|------|



## Environment Committee

### Health and Wellbeing - Environmental Protection

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge   | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|---|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|   | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| For a search to be carried out on a property, in relation to Contaminated Land, Landfills, authorised process etc, specific questions answered. | 47.50                             | 57.00     | 48.33                             | 58.00     | 2.5%        |

## Environment Committee

### Health and Wellbeing - Environmental Protection

#### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|  |
|--|
| 2.5% - Charges rounded to the whole pound. |
|--|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|                     |
|---------------------|
| Full cost recovery. |
|---------------------|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|      |
|------|
| N/A. |
|------|

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|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
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|------|
| N/A. |
|------|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
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| N/A. |
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| <b>Budget Impact</b> |
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|      |
|------|
| N/A. |
|------|

## Environment Committee

### Health and Wellbeing - Environmental Services

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge                | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|--------------------------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                                      | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| Private Water Sampling               | 55.83                             | 67.00     | 57.50                             | 69.00     | 2.5%        |
| Private Water Supply Risk Assessment | 38.33                             | 46.00     | 39.17                             | 47.00     | 2.5%        |

## Environment Committee

### Health and Wellbeing - Environmental Services

#### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|  |
|--|
| 2.5% - Charges rounded to the whole pound. |
|--|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|                     |
|---------------------|
| Full Cost Recovery. |
|---------------------|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|      |
|------|
| N/A. |
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|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
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|      |
|------|
| N/A. |
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|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|      |
|------|
| N/A. |
|------|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|      |
|------|
| N/A. |
|------|

**Environment Committee**  
**Health and Wellbeing - Food Safety**  
**Schedule of Fees and Charges from 1 April 2020**

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

*Food Export Health Certificates*

|   |       |        |       |        |      |
|---|-------|--------|-------|--------|------|
| Food Export Certificates (less that 120 a year)   | 40.00 | 48.00  | 40.83 | 49.00  | 2.5% |
| Where more than 120 certificates are issued per year                                    | 31.67 | 38.00  | 32.50 | 39.00  | 2.5% |
| For the issue of a Health Certificate where the inspection of a consignment is required | 83.33 | 100.00 | 85.83 | 103.00 | 2.5% |
| Verification of Organic Shipments   | 40.00 | 48.00  | 40.83 | 49.00  | 2.5% |

*Registration of skin piercing establishments and practitioners: Accupuncture / Cosmetic-Piercing (inc Ear Piercing) Semi-Permanent Skin Colouring, Electrolysis / Tattooing*

|                        |       |        |       |        |      |
|------------------------|-------|--------|-------|--------|------|
| Premises               | 95.00 | 114.00 | 97.50 | 117.00 | 2.5% |
| Each person practicing | 46.67 | 56.00  | 47.50 | 57.00  | 2.5% |

*Food Hygiene and Health & Safety Advice*

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| General advisory visits (including advice on gaining or retaining a rating of 5 for food hygiene) (£70 an hour, minimum one hour and then £35 for each half an hour there after)  | 70.00  | 84.00  | 71.67  | 86.00  | 2.5% |
| Food Hygiene Rating Scheme re-score request (per request)   | 160.00 | 192.00 | 164.17 | 197.00 | 2.5% |
| Safer Food Better Business Packs (inc 3 month diary refill)   | 16.67  | 20.00  | 17.50  | 21.00  | 2.5% |
| Safer Food Better Business Diary Refill (12 months)   | 13.33  | 16.00  | 13.33  | 16.00  | 2.5% |
| Food Health and Safety: Primary Authority Partnership – establishing a long term single point of contact for your business to receive UK wide assured advice. The suggested cost is for; setting up, assessment of initial needs and the provision of 12 hours of officer time - Set up | 666.67 | 800.00 | 683.33 | 820.00 | 2.5% |
| Annual Renewal Fee  | 175.00 | 210.00 | 179.17 | 215.00 | 2.5% |
| Hourly Rate   | 58.33  | 70.00  | 60.00  | 72.00  | 2.5% |

*Food Hygiene and Health & Safety Training Courses*

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| Full day courses (approx 6 hours)  | 49.17  | 59.00  | 50.00  | 60.00  | 2.5% |
| Half Day Courses (approx 3 hours)  | 30.00  | 36.00  | 30.83  | 37.00  | 2.5% |
| On-site training courses: Rate per day (Charged pro-rata for shorter courses) plus the cost of materials and examination fees. | 305.83 | 367.00 | 313.33 | 376.00 | 2.5% |

**Environment Committee**  
**Health and Wellbeing - Food Safety**  
Schedule of Fees and Charges from 1 April 2020

**Proposed increase in fee/charge from previous year**

2.5% - Charges rounded to the whole pound.

**Basis of charge (eg full cost recovery, statutory charge, subsidised service)**

Full cost recovery.

**Details of any discretionary discounts or concessions**

N/A.

**Has any benchmarking or consultation been undertaken?**

N/A.

**Equality Impact Assessment**

N/A.

**Budget Impact**

N/A.

**Environment Committee**  
**Health and Wellbeing - Pest Control**  
**Schedule of Fees and Charges from 1 April 2020**

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

**Pest Control - DOMESTIC**

*Rats & Mice*

|                     |       |       |       |       |      |
|---------------------|-------|-------|-------|-------|------|
| Standard            | 66.67 | 80.00 | 68.33 | 82.00 | 2.5% |
| (extra visit £30)   | 25.00 | 30.00 | 25.83 | 31.00 | 2.5% |
| Benefits – Standard | 33.33 | 40.00 | 34.17 | 41.00 | 2.5% |
| (extra visit £15)   | 12.50 | 15.00 | 12.50 | 15.00 | 2.5% |

*Wasps*

|                         |       |       |       |       |      |
|-------------------------|-------|-------|-------|-------|------|
| Standard                | 54.17 | 65.00 | 55.83 | 67.00 | 2.5% |
| Standard – additional   | 16.67 | 20.00 | 17.50 | 21.00 | 2.5% |
| Benefits - Single space | 27.08 | 32.50 | 27.50 | 33.00 | 2.5% |
| Benefit – additional    | 8.33  | 10.00 | 8.33  | 10.00 | 2.5% |

*Fleas / Carpet Moth / Beetle / Cluster Flies / Ants*

|                              |       |       |       |       |      |
|------------------------------|-------|-------|-------|-------|------|
| All Jobs                     | 68.33 | 82.00 | 70.00 | 84.00 | 2.5% |
| Benefits                     | 34.17 | 41.00 | 35.00 | 42.00 | 2.5% |
| Bedbugs / Cockroaches        | 26.67 | 32.00 | 27.50 | 33.00 | 2.5% |
| Survey - (Quote after visit) | 26.67 | 32.00 | 27.50 | 33.00 | 2.5% |

**Pest Control - COMMERCIAL**

*Rats & Mice*

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| Standard   | 120.00 | 144.00 | 123.33 | 148.00 | 2.5% |
| (extra visit £40 + VAT)                                | 40.00  | 48.00  | 40.83  | 49.00  | 2.5% |
| Fleas / Carpet Moth / Beetle / Cluster Flies /<br>Ants | 100.00 | 120.00 | 102.50 | 123.00 | 2.5% |

*Wasps*

|                       |       |       |       |       |      |
|-----------------------|-------|-------|-------|-------|------|
| Standard              | 80.00 | 96.00 | 81.67 | 98.00 | 2.5% |
| Standard – additional | 30.00 | 36.00 | 30.83 | 37.00 | 2.5% |

*Bed Bugs*

|                              |       |       |       |       |      |
|------------------------------|-------|-------|-------|-------|------|
| Survey - (Quote after visit) | 31.67 | 38.00 | 32.50 | 39.00 | 2.5% |
| Call out                     | 31.67 | 38.00 | 32.50 | 39.00 | 2.5% |

**Environment Committee**  
**Health and Wellbeing - Pest Control**  
Schedule of Fees and Charges from 1 April 2020

**Proposed increase in fee/charge from previous year**

2.5% - Charges rounded to the whole pound.

**Basis of charge (eg full cost recovery, statutory charge, subsidised service)**

Subsidised service.

**Details of any discretionary discounts or concessions**

People on benefits.

**Has any benchmarking or consultation been undertaken?**

N/A.

**Equality Impact Assessment**

N/A.

**Budget Impact**

N/A.



## Environment Committee

### Health and Wellbeing - Port Health

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

#### **Water Sampling PORT (cost per sample)**

|                             |        |        |        |        |      |
|-----------------------------|--------|--------|--------|--------|------|
| Bacteriological examination | 96.67  | 116.00 | 99.17  | 119.00 | 2.5% |
| Legionella examination      | 108.33 | 130.00 | 110.83 | 133.00 | 2.5% |
| Chemical analysis           | 215.00 | 258.00 | 220.00 | 264.00 | 2.5% |
| Organic                     | 38.33  | 46.00  | 39.17  | 47.00  | 2.5% |

## Environment Committee

### Health and Wellbeing - Port Health

#### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|  |
|--|
| 2.5% - Charges rounded to the whole pound. |
|--|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|                     |
|---------------------|
| Full cost recovery. |
|---------------------|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|      |
|------|
| N/A. |
|------|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
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|      |
|------|
| N/A. |
|------|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|      |
|------|
| N/A. |
|------|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

|      |
|------|
| N/A. |
|------|

## Environment Committee

### Housing Strategy - Community Infrastructure Levy (CIL)

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

**From January 2020**

|   |       |       |       |       |      |
|---|-------|-------|-------|-------|------|
| Residential properties per m <sup>2</sup>             | 90.72 | 90.72 | 96.44 | 96.44 | 6.3% |
| Supermarkets and Retail Warehouses per m <sup>2</sup> | 85.05 | 85.05 | 90.41 | 90.41 | 6.3% |

## Environment Committee

### Housing Strategy - Community Infrastructure Levy (CIL)

#### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|   |
|---|
| 6.3% as per government formula - This Levy has indexation applied annually according to a government formula which reflects changes to build costs. As of Jan 2020, this annual change will be applied per calendar year, not per financial year, as per government guidance. |
|---|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|   |
|---|
| Charge was set according to government guidance and subject to viability assessment through the Local Plan process. |
|---|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|   |
|---|
| There are a range of CIL exemptions relating to different types of development. |
|---|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
|--|

|                                       |
|---------------------------------------|
| Yes, as part of CIL adoption in 2017. |
|---------------------------------------|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|                                    |
|------------------------------------|
| Yes, as part of Local Plan process |
|------------------------------------|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

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|--|
| 5% of CIL income is retained by the Council to cover administrative costs. |
|--|

## Environment Committee

### Land and Property

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge   | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|---|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|   | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| Standard Search (LLC1 + CON29R)   | 148.00                            | 172.60*   | 148.00                            | 172.60*   | 0.0%        |
| LLC1 Only   | 25.00                             | 25.00     | 25.00                             | 25.00     | 0.0%        |
| CON29R  | 123.00                            | 147.60    | 123.00                            | 147.60    | 0.0%        |
| CON29O Enquiries Questions 4-21 each  | 11.00                             | 13.20     | 11.00                             | 13.20     | 0.0%        |
| CON29O Enquiry 22 (Commons Registration)  | 22.00                             | 26.40     | 22.00                             | 26.40     | 0.0%        |
| Property name change  | 35.00                             | 35.00     | 35.00                             | 35.00     | 0.0%        |
| Official address for a new or existing property (each) - 1-5 properties   | 40.00                             | 40.00     | 40.00                             | 40.00     | 0.0%        |
| Official address for a new or existing property (each) - 6-25 properties  | 35.00                             | 35.00     | 35.00                             | 35.00     | 0.0%        |
| Official address for a new or existing property (each) - 26-75 properties   | 30.00                             | 30.00     | 30.00                             | 30.00     | 0.0%        |
| Official address for a new or existing property (each) - 76+ properties   | 25.00                             | 25.00     | 25.00                             | 25.00     | 0.0%        |
| Naming a new street (charge to the developer)   | 100.00                            | 100.00    | 100.00                            | 100.00    | 0.0%        |
| Naming an existing unnamed street (charge to Parish or Town Council)  | 120.00                            | 120.00    | 120.00                            | 120.00    | 0.0%        |
| Naming an existing unnamed street (charge to Parish or Town Council) - plus £30.00 for each affected property thereon | 30.00                             | 30.00     | 30.00                             | 30.00     | 0.0%        |
| Renaming an existing named street (charge to Parish or Town Council)  | 120.00                            | 120.00    | 120.00                            | 120.00    | 0.0%        |
| Renaming an existing named street (charge to Parish or Town Council) - plus £30.00 for each affected property thereon | 30.00                             | 30.00     | 30.00                             | 30.00     | 0.0%        |
| Address amendments (e.g. revised street and postcode)   | 35.00                             | 35.00     | 35.00                             | 35.00     | 0.0%        |

# Environment Committee

## Land and Property

### Schedule of Fees and Charges from 1 April 2020

| <b>Proposed increase in fee/charge from previous year</b> |
|---|
|---|

|   |
|---|
| 0.0% - *The LLC1 which is £25.00 is not subject to VAT. Therefore, the Standard Search fee of £148.00 only has £123.00 which is subject to VAT hence £24.60 and a total fee of £172.60. |
|---|

| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
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|--|

|                     |
|---------------------|
| Full cost recovery. |
|---------------------|

| <b>Details of any discretionary discounts or concessions</b> |
|--|
|--|

|       |
|-------|
| None. |
|-------|

| <b>Has any benchmarking or consultation been undertaken?</b> |
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|--|

|   |
|---|
| No. But fees are set to be broadly in-line with and not to exceed our neighbouring authorities in the County. |
|---|

| <b>Equality Impact Assessment</b> |
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|-----------------------------------|

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|------|
| N/A. |
|------|

| <b>Budget Impact</b> |
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|      |
|------|
| N/A. |
|------|

**Environment Committee**  
**Planning - Application Fees**  
**Schedule of Fees and Charges from 1 April 2020**

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

*Outline Applications*

|   |          |           |          |           |      |
|---|----------|-----------|----------|-----------|------|
| £462 per 0.1 hectare for sites up to and including 2.5 hectares               | 385.00   | 462.00    | 385.00   | 462.00    | 0.0% |
| £11432 + £138 for each 0.1 in excess of 2.5 hectares to a maximum of £150,000 | 9,526.67 | 11,432.00 | 9,526.67 | 11,432.00 | 0.0% |

*Householder Applications*

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| Alterations/extensions to single dwellinghouse, including works within boundary | 171.67 | 206.00 | 171.67 | 206.00 | 0.0% |
|---|--------|--------|--------|--------|------|

*Full Applications*

|   |           |           |           |           |      |
|---|-----------|-----------|-----------|-----------|------|
| Alterations/extensions to two or more dwellinghouses, including works within boundaries   | 339.17    | 407.00    | 339.17    | 407.00    | 0.0% |
| New dwellinghouses (up to 50 and including 50)  | 385.00    | 462.00    | 385.00    | 462.00    | 0.0% |
| New dwellinghouses (for more than 50) £22,859 + £138 per additional dwellinghouse in excess of 50 up to a maximum fee of £300,000 | 19,049.17 | 22,859.00 | 19,049.17 | 22,859.00 | 0.0% |

*Erection of Buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery)*

|   |           |           |           |           |      |
|---|-----------|-----------|-----------|-----------|------|
| Gross floor space to be created by development - No increase in floor space or no more than 40 sq m | 195.00    | 234.00    | 195.00    | 234.00    | 0.0% |
| Gross floor space to be created by development - More than 40 sq m but no more than 75 sq m         | 385.00    | 462.00    | 385.00    | 462.00    | 0.0% |
| Gross floor space to be created by development - More than 75 sq m but no more than 3,750 sq m      | 385.00    | 462.00    | 385.00    | 462.00    | 0.0% |
| Gross floor space to be created by development - More than 3,750 sq m                               | 19,049.17 | 22,859.00 | 19,049.17 | 22,859.00 | 0.0% |

*Erection of Buildings (on land used for agricultural for agricultural purposes)*

|  |           |           |           |           |      |
|--|-----------|-----------|-----------|-----------|------|
| Gross floor space to be created by development - Not more than 465 sq m                      | 80.00     | 96.00     | 80.00     | 96.00     | 0.0% |
| Gross floor space to be created by development - More than 465 sq m not more than 540 sq m   | 385.00    | 462.00    | 385.00    | 462.00    | 0.0% |
| Gross floor space to be created by development - More than 540 sq m not more than 4,215 sq m | 385.00    | 462.00    | 385.00    | 462.00    | 0.0% |
| Gross floor space to be created by development - More than 4,215 sq m                        | 19,049.17 | 22,859.00 | 19,049.17 | 22,859.00 | 0.0% |

*Erection of Glasshouses (on land used for the purposes of agriculture)*

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

|  |          |          |          |          |      |
|--|----------|----------|----------|----------|------|
| Gross floor space to be created by development -<br>Not more than 465 sq m | 80.00    | 96.00    | 80.00    | 96.00    | 0.0% |
| Gross floor space to be created by development -<br>More than 465 sq m     | 2,150.00 | 2,580.00 | 2,150.00 | 2,580.00 | 0.0% |

*Erection/Alterations/replacement of Plant & Machinery*

|   |           |           |           |           |      |
|---|-----------|-----------|-----------|-----------|------|
| Site area - Not more than 5 hectares (£462 for<br>each 0.1 hectare, or part of thereof)   | 385.00    | 462.00    | 385.00    | 462.00    | 0.0% |
| Site area - More than 5 hectares (£22,859 +<br>additional £138 for each 0.1 hectare, or part<br>thereof, in excess of 5 hectares to a maximum of<br>£300,000) | 19,049.17 | 22,859.00 | 19,049.17 | 22,859.00 | 0.0% |



## Environment Committee

### Planning - Application Fees

#### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|  |
|--|
| 0.0% - Charges rounded to the whole pound. |
|--|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|   |
|---|
| These fees are set by central government and cannot be influenced by the Council. |
|---|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
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|      |
|------|
| N/A. |
|------|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
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|------|
| N/A. |
|------|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|      |
|------|
| N/A. |
|------|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

|      |
|------|
| N/A. |
|------|

## Environment Committee

### Planning - Applications other than Building Work

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| Car parks, service roads or other access - for existing uses | 195.00 | 234.00 | 195.00 | 234.00 | 0.0% |
|--|--------|--------|--------|--------|------|

*Waste (use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)*

|   |           |           |           |           |      |
|---|-----------|-----------|-----------|-----------|------|
| Site area - Not more than 15 hectares (£234 for each 0.1 hectare, or part thereof)  | 195.00    | 234.00    | 195.00    | 234.00    | 0.0% |
| Site area - More than 15 hectares (£34,934 + £138 for each 0.1 hectare, or part thereof, in excess of 15 hectares up to a maximum of £78,000) | 29,111.67 | 34,934.00 | 29,111.67 | 34,934.00 | 0.0% |

*Operations connected with exploratory drilling for oil or natural gas*

|   |           |           |           |           |      |
|---|-----------|-----------|-----------|-----------|------|
| Site area - Not more than 75 hectares   | 423.33    | 508.00    | 423.33    | 508.00    | 0.0% |
| Site area - More than 7.5 hectares (£38,070 + additional £151 for each 0.1 hectare, or part thereof, in excess of 7.5 hectares up to a maximum of £300,000) | 31,725.00 | 38,070.00 | 31,725.00 | 38,070.00 | 0.0% |

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

|   |          |          |          |          |      |
|---|----------|----------|----------|----------|------|
| Site area - Not more than 15 hectares (£257 for each 0.1 hectare, or part thereof)  | 214.17   | 257.00   | 214.17   | 257.00   | 0.0% |
| Site area - More than 15 hectares (£38,520 + £151 for each 0.1 hectare, or part thereof, in excess of 15 hectares up to a maximum of £78,000) | 3,208.33 | 3,850.00 | 3,208.33 | 3,850.00 | 0.0% |

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

|   |           |           |           |           |      |
|---|-----------|-----------|-----------|-----------|------|
| Site area - Not more than 15 hectares (£234 for each 0.1 hectare, or part thereof)  | 195.00    | 234.00    | 195.00    | 234.00    | 0.0% |
| Site area - More than 15 hectares (£34,934 + £138 for each 0.1 hectare, or part thereof, in excess of 15 hectares up to a maximum of £78,000) | 29,111.67 | 34,934.00 | 29,111.67 | 34,934.00 | 0.0% |

*Other Operations (not coming with any of the above categories)*

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| Site area - Any site area (£234 for each 0.1 hectare, or part thereof, up to a maximum of £2,028) | 195.00 | 234.00 | 195.00 | 234.00 | 0.0% |
|---|--------|--------|--------|--------|------|

*Lawful Development Certificate*

|   |                              |        |        |        |      |
|---|------------------------------|--------|--------|--------|------|
| Existing use or operation   | Same as full                 |        |        |        |      |
| Existing use or operation - lawful not to comply with any condition or limitation | 195.00                       | 234.00 | 195.00 | 234.00 | 0.0% |
| Proposed use or operation   | Half the normal planning fee |        |        |        |      |

## Environment Committee

### Planning - Applications other than Building Work

#### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|  |
|--|
| 0.0% - Charges rounded to the whole pound. |
|--|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|   |
|---|
| These fees are set by central government and cannot be influenced by the Council. |
|---|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|      |
|------|
| N/A. |
|------|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
|--|

|      |
|------|
| N/A. |
|------|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|      |
|------|
| N/A. |
|------|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

|      |
|------|
| N/A. |
|------|

## Environment Committee

### Planning - Pre-Application Fees

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

#### **Pre-application Advice, Enquiries & Documents Online**

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| Planning permission for dropped kerb  | 20.00  | 24.00  | 20.83  | 25.00  | 2.5% |
| Scheme support indication   | 50.00  | 60.00  | 51.67  | 62.00  | 2.5% |
| Householder proposal enquiry  | 41.67  | 50.00  | 51.67  | 62.00  | 2.5% |
| Non-Householder proposal enquiry  | 66.67  | 80.00  | 68.33  | 82.00  | 2.5% |
| 30 Minutes with planner at Ebley Mill   | 60.00  | 72.00  | 61.67  | 74.00  | 2.5% |
| 60 Minutes with planner at Ebley Mill   | 120.00 | 144.00 | 123.33 | 148.00 | 2.5% |
| 30 Minutes with planner at applicants property  | 100.00 | 120.00 | 102.50 | 123.00 | 2.5% |
| 60 Minutes with planner at applicants property  | 150.00 | 180.00 | 154.17 | 185.00 | 2.5% |
| Major housing or commercial projects. First hour of each meeting (£240 per hour thereafter, additional research £60 per hour) | 250.00 | 300.00 | 266.67 | 320.00 | 2.5% |
| Planning research   | 54.17  | 65.00  | 55.83  | 67.00  | 2.5% |
| Works to protected trees (history of a site and constraints) per hour and part of thereof                                     | 83.33  | 100.00 | 85.83  | 103.00 | 2.5% |
| Works to protected trees (TPO and Conservation Areas)   | 25.00  | 30.00  | 25.83  | 31.00  | 2.5% |
| Ecological response on proposed action  | 40.00  | 48.00  | 40.83  | 49.00  | 2.5% |
| Planning Administration Charges (e.g. copy documents) (£20 per half hour plus additional if printed)                          | 16.67  | 20.00  | 17.50  | 21.00  | 2.5% |

**Environment Committee**  
**Planning - Pre-Application Fees**  
 Schedule of Fees and Charges from 1 April 2020

**Proposed increase in fee/charge from previous year**

0.0% - Charges rounded to the whole pound.

**Basis of charge (eg full cost recovery, statutory charge, subsidised service)**

Cost recovery.

**Details of any discretionary discounts or concessions**

Social registered landlords/housing associations for affordable housing developments.

**Has any benchmarking or consultation been undertaken?**

Not in the last 12 months.

**Equality Impact Assessment**

N/A.

**Budget Impact**

N/A.

## Environment Committee

### Planning - Prior Approval

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

#### *Prior Approval*

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| Agricultural and Forestry buildings & operations or demolition of buildings  | 80.00  | 96.00  | 80.00  | 96.00  | 0.0% |
| Communications (previously referred to as 'Telecommunications Code Systems Operators)  | 385.00 | 462.00 | 385.00 | 462.00 | 0.0% |
| Proposed Change of Use to State Funded School or Registered Nursery  | 80.00  | 96.00  | 80.00  | 96.00  | 0.0% |
| Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery   | 80.00  | 96.00  | 80.00  | 96.00  | 0.0% |
| Proposed Change of Use of Agricultural Building to a flexible use within Shop, Financial and Professional Services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure               | 80.00  | 96.00  | 80.00  | 96.00  | 0.0% |
| Proposed Change of Use of Agricultural building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouses)   | 80.00  | 96.00  | 80.00  | 96.00  | 0.0% |
| Proposed Change of Use of Agricultural Building to a Dwellinghouses (Use Class C3), where there are no Associated Building Operations  | 80.00  | 96.00  | 80.00  | 96.00  | 0.0% |
| Proposed Change of Use of Agricultural Building to a Dwellinghouses (Use Class C3), and Associated Building Operations   | 171.67 | 206.00 | 171.67 | 206.00 | 0.0% |
| Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouses), where there are no Associated Building Operations | 80.00  | 96.00  | 80.00  | 96.00  | 0.0% |
| Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouses), and Associated Building Operations                | 171.67 | 206.00 | 171.67 | 206.00 | 0.0% |
| Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)   | 80.00  | 96.00  | 80.00  | 96.00  | 0.0% |
| Notification for Prior Approval for a Change Of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)  | 80.00  | 96.00  | 80.00  | 96.00  | 0.0% |
| Notification for Prior Approval for a Change Of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations      | 171.67 | 206.00 | 171.67 | 206.00 | 0.0% |

| Description of Charge   | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|---|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|   | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| Notification for Prior Approval for Change Of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Class A3)                                     | 80.00                             | 96.00     | 80.00                             | 96.00     | 0.0%        |
| Notification for Prior Approval for Change Of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Class A3), and Associated Building Operations | 171.67                            | 206.00    | 171.67                            | 206.00    | 0.0%        |
| Notification for Prior Approval for Change Of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)                                 | 80.00                             | 96.00     | 80.00                             | 96.00     | 0.0%        |
| Notification for Prior Approval for Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop  | 80.00                             | 96.00     | 80.00                             | 96.00     | 0.0%        |
| Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in connection with that use  | 80.00                             | 96.00     | 80.00                             | 96.00     | 0.0%        |
| Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaic (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt   | 80.00                             | 96.00     | 80.00                             | 96.00     | 0.0%        |

*Reserved Matters*

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| Application for approval of reserved matters following outline approval | 385.00 | 462.00 | 385.00 | 462.00 | 0.0% |
|---|--------|--------|--------|--------|------|

*Approval/Variation/discharge of condition*

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| Application for removal or variation of a condition following grant of planning permission   | 195.00 | 234.00 | 195.00 | 234.00 | 0.0% |
| Request for confirmation that one or more planning conditions have been complied with (£34 per request for householder otherwise £116 per request) | 28.33  | 34.00  | 28.33  | 34.00  | 0.0% |

*Change of Use*

|   |           |           |           |           |      |
|---|-----------|-----------|-----------|-----------|------|
| Number of dwellinghouses - Not more than 50 dwellinghouses (£462 for each)  | 385.00    | 462.00    | 385.00    | 462.00    | 0.0% |
| Number of dwellinghouses - More than 50 dwellinghouses (£22,859 + £138 for each in excess of 50 up to a maximum of £300,00) | 19,049.17 | 22,859.00 | 19,049.17 | 22,859.00 | 0.0% |
| Other Changes Of Use of a building or land  | 385.00    | 462.00    | 385.00    | 462.00    | 0.0% |

*Advertising*

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| Relating to the business on the premises   | 110.00 | 132.00 | 110.00 | 132.00 | 0.0% |
| Advance signs which are not situated on or visible from the site, directing the public to a business | 110.00 | 132.00 | 110.00 | 132.00 | 0.0% |



| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

|                      |        |        |        |        |      |
|----------------------|--------|--------|--------|--------|------|
| Other advertisements | 385.00 | 462.00 | 385.00 | 462.00 | 0.0% |
|----------------------|--------|--------|--------|--------|------|

*Application for a Non-material Amendment Following a Grant of Planning Permission*

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| Applications in respect of householder developments | 28.33  | 34.00  | 28.33  | 34.00  | 0.0% |
| Applications in respect of other developments       | 195.00 | 234.00 | 195.00 | 234.00 | 0.0% |

*Application for Permission in Principle*

|   |        |        |        |        |      |
|---|--------|--------|--------|--------|------|
| Site area - £402 for each 0.1 hectare (or part thereof) | 335.00 | 402.00 | 335.00 | 402.00 | 0.0% |
|---|--------|--------|--------|--------|------|

## Environment Committee

### Planning - Prior Approval

#### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|  |
|--|
| 0.0% - Charges rounded to the whole pound. |
|--|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|  |
|--|
| These fees are set by central government and cannot be influenced by the Council |
|--|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|      |
|------|
| N/A. |
|------|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
|--|

|      |
|------|
| N/A. |
|------|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|      |
|------|
| N/A. |
|------|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

|      |
|------|
| N/A. |
|------|

# Environment Committee

## Planning Strategy

### Schedule of Fees and Charges from 1 April 2020

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

#### Local Plan

|  |        |        |        |        |      |
|--|--------|--------|--------|--------|------|
| Stroud District Local Plan   | £16.67 | £20.00 | £16.67 | £20.00 | 0.0% |
| Stroud District Local Plan Review: Draft<br>Local Plan for Public Consultation | £10.00 | £12.00 | £10.00 | £12.00 | 0.0% |

# Environment Committee

## Planning Strategy

### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|  |
|--|
| Local Plan – actual cost of production (in 2015 and 2019). Post and packaging at current Royal Mail rates. |
|--|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|                     |
|---------------------|
| Full cost recovery. |
|---------------------|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|       |
|-------|
| None. |
|-------|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
|--|

|     |
|-----|
| No. |
|-----|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|      |
|------|
| N/A. |
|------|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

|   |
|---|
| Minimal impact as most people now download the Local Plan from website. |
|---|

## Environment Committee

### Private Housing - Land Drainage Consenting

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge        | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|------------------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                              | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| Land Drainage Consenting Fee | 50.00                             | 50.00     | 50.00                             | 50.00     | 0.0%        |

## Environment Committee

### Private Housing - Land Drainage Consenting

#### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|      |
|------|
| 0.0% |
|------|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|                   |
|-------------------|
| Statutory Charge. |
|-------------------|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|       |
|-------|
| None. |
|-------|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
|--|

|                         |
|-------------------------|
| N/A - legislative cost. |
|-------------------------|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|                                |
|--------------------------------|
| N/A - legislative requirement. |
|--------------------------------|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

|       |
|-------|
| None. |
|-------|

## Housing Committee

### Private Housing - Caravan Site Licensing

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge | Charge<br>April 2019 - March 2020                             |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|---|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT   | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
|                       | Caravan Site Licensing Fee (VAT exempt)<br>hourly rate charge | 46.00     | 46.00                             | 47.00     |             |

## Housing Committee

### Private Housing - Caravan Site Licensing

#### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|   |
|---|
| 2.5% - In line with increased salary costs rounded to nearest £ |
|---|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|   |
|---|
| Full cost recovery per site as prescribed by Mobile Homes Act 2013. |
|---|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|       |
|-------|
| None. |
|-------|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
|--|

|  |
|--|
| N/A - legislative cost recovery basis. |
|--|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|                                |
|--------------------------------|
| N/A - legislative requirement. |
|--------------------------------|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

|       |
|-------|
| None. |
|-------|



**Housing Committee**  
**Private Housing - HMO Licensing**  
Schedule of Fees and Charges from 1 April 2020

| Description of Charge   | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|---|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|   | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| Application for Licence Fee for HMO   | 245.00                            | 245.00    | 265.00                            | 265.00    | 8.2%        |
| Management & Enforcement Fee for HMO - (only applicable once licence approved and due to be paid before licence issued) | 585.00                            | 585.00    | 635.00                            | 635.00    | 8.5%        |

**Housing Committee**  
**Private Housing - HMO Licensing**  
Schedule of Fees and Charges from 1 April 2020

**Proposed increase in fee/charge from previous year**

Increase on individual basis - see fee table.

**Basis of charge (eg full cost recovery, statutory charge, subsidised service)**

Full cost recovery as prescribed by Housing Act 2004.

**Details of any discretionary discounts or concessions**

None.

**Has any benchmarking or consultation been undertaken?**

N/A - legislative cost recovery basis.

**Equality Impact Assessment**

N/A - legislative requirement.

**Budget Impact**

None.

## Housing Committee

### Private Housing - Immigration Accommodation Certificate

#### Schedule of Fees and Charges from 1 April 2020

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
|                       | Immigration Certificate           | 100.00    | 120.00                            | 116.67    |             |

## Housing Committee

### Private Housing - Immigration Accommodation Certificate

#### Schedule of Fees and Charges from 1 April 2020

|   |
|---|
| <b>Proposed increase in fee/charge from previous year</b> |
|---|

|   |
|---|
| This fee has not been reviewed since 2014. Cost recovery calculation at current rates gives a figure of £140 as being appropriate an increase of 16.6 %. Benchmarking with 10 other LA's offering this service indicated that this was only slightly above the average. |
|---|

|  |
|--|
| <b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b> |
|--|

|                     |
|---------------------|
| Full cost recovery. |
|---------------------|

|  |
|--|
| <b>Details of any discretionary discounts or concessions</b> |
|--|

|       |
|-------|
| None. |
|-------|

|  |
|--|
| <b>Has any benchmarking or consultation been undertaken?</b> |
|--|

|      |
|------|
| Yes. |
|------|

|                                   |
|-----------------------------------|
| <b>Equality Impact Assessment</b> |
|-----------------------------------|

|                                |
|--------------------------------|
| No adverse impacts identified. |
|--------------------------------|

|                      |
|----------------------|
| <b>Budget Impact</b> |
|----------------------|

|       |
|-------|
| None. |
|-------|

**Strategy and Resources Committee**  
**Community Services - Car Parking**  
**Schedule of Fees and Charges from 1 April 2020**

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

*London Road MSCP*

|        |      |      |      |      |    |
|--------|------|------|------|------|----|
| 1hr    | 0.67 | 0.80 | 0.67 | 0.80 | 0% |
| 2hrs   | 1.17 | 1.40 | 1.25 | 1.50 | 7% |
| 3hrs   | 1.50 | 1.80 | 1.50 | 1.80 | 0% |
| 4hrs   | 1.75 | 2.10 | 1.84 | 2.20 | 5% |
| 4hrs + | 2.50 | 3.00 | 2.50 | 3.00 | 0% |

*London Road Surface*

|        |      |      |      |      |    |
|--------|------|------|------|------|----|
| 1hr    | 0.67 | 0.80 | 0.67 | 0.80 | 0% |
| 2hrs   | 1.17 | 1.40 | 1.25 | 1.50 | 7% |
| 3hrs   | 1.50 | 1.80 | 1.50 | 1.80 | 0% |
| 4hrs   | 1.75 | 2.10 | 1.84 | 2.20 | 5% |
| 4hrs + | 2.50 | 3.00 | 2.50 | 3.00 | 0% |

*Cheapside*

|       |      |      |      |      |    |
|-------|------|------|------|------|----|
| 1hr   | 0.67 | 0.80 | 0.67 | 0.80 | 0% |
| 2hrs  | 1.17 | 1.40 | 1.25 | 1.50 | 7% |
| 3hrs  | 1.50 | 1.80 | 1.50 | 1.80 | 0% |
| 4hrs  | 1.75 | 2.10 | 1.84 | 2.20 | 5% |
| 24hrs | 2.50 | 3.00 | 2.50 | 3.00 | 0% |
| 48hrs | 5.00 | 6.00 | 5.00 | 6.00 | 0% |
| 72hrs | 7.50 | 9.00 | 7.50 | 9.00 | 0% |

*Church Street*

|      |      |      |      |      |    |
|------|------|------|------|------|----|
| 1hr  | 0.92 | 1.10 | 1.00 | 1.20 | 9% |
| 2hrs | 1.67 | 2.00 | 1.67 | 2.00 | 0% |

*Rowcroft*

|      |      |      |      |      |    |
|------|------|------|------|------|----|
| 1hr  | 0.92 | 1.10 | 1.00 | 1.20 | 9% |
| 2hrs | 1.67 | 2.00 | 1.67 | 2.00 | 0% |
| 3hrs | 2.08 | 2.50 | 2.09 | 2.50 | 0% |

*Parliament Street*

|        |      |      |      |      |    |
|--------|------|------|------|------|----|
| 1hr    | 0.67 | 0.80 | 0.67 | 0.80 | 0% |
| 2hrs   | 1.17 | 1.40 | 1.25 | 1.50 | 7% |
| 3hrs   | 1.50 | 1.80 | 1.50 | 1.80 | 0% |
| 4hrs   | 1.75 | 2.10 | 1.84 | 2.20 | 5% |
| 4hrs + | 2.50 | 3.00 | 2.50 | 3.00 | 0% |

**Strategy and Resources Committee**  
**Community Services - Car Parking**  
 Schedule of Fees and Charges from 1 April 2020

**Proposed increase in fee/charge from previous year**

Overall standard 2.5% increase

**Basis of charge (eg full cost recovery, statutory charge, subsidised service)**

Full cost recovery.

**Details of any discretionary discounts or concessions**

Concessions to Blue Badge Holders – Free of charge parking.

**Has any benchmarking or consultation been undertaken?**

A comprehensive benchmarking exercise was undertaken for the last increase in 2017.

**Equality Impact Assessment**

As above (at last increase).

**Budget Impact**

Pressure of £35k on MTFP as charges increased by standard 2.5%, estimated to generate an additional £15k, rather than at a level to increase revenue by £50k

**Strategy and Resources Committee**  
**Community Services - Old Town Hall**  
**Schedule of Fees and Charges from 1 April 2020**

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |

*Commercial Rates*

|                                  |        |        |        |        |      |
|----------------------------------|--------|--------|--------|--------|------|
| 8hrs                             | 87.50  | 105.00 | 90.00  | 108.00 | 2.9% |
| Hourly rate                      | 18.33  | 22.00  | 18.75  | 22.50  | 2.3% |
| Monday – Friday (no evening use) | 395.83 | 475.00 | 405.83 | 487.00 | 2.5% |
| Monday – Friday (evening use)    | 565.00 | 678.00 | 579.17 | 695.00 | 2.5% |
| 7 days (no evening use)          | 508.33 | 610.00 | 520.83 | 625.00 | 2.5% |
| 7 days (evening use)             | 695.83 | 835.00 | 713.33 | 856.00 | 2.5% |

*Non Commercial Rates*

|                                  |        |        |        |        |      |
|----------------------------------|--------|--------|--------|--------|------|
| 8hrs                             | 60.00  | 72.00  | 61.67  | 74.00  | 2.8% |
| Hourly rate                      | 12.50  | 15.00  | 12.92  | 15.50  | 3.4% |
| Monday – Friday (no evening use) | 298.33 | 358.00 | 305.83 | 367.00 | 2.5% |
| Monday – Friday (evening use)    | 441.67 | 530.00 | 452.50 | 543.00 | 2.5% |
| 7 days (no evening use)          | 370.83 | 445.00 | 380.00 | 456.00 | 2.5% |
| 7 days (evening use)             | 540.00 | 648.00 | 553.33 | 664.00 | 2.5% |

**Strategy and Resources Committee**  
**Community Services - Old Town Hall**  
Schedule of Fees and Charges from 1 April 2020

**Proposed increase in fee/charge from previous year**

Standard 2.5%.

**Basis of charge (eg full cost recovery, statutory charge, subsidised service)**

Partial cost recovery.

**Details of any discretionary discounts or concessions**

Concessions for charity organisations as above.

**Has any benchmarking or consultation been undertaken?**

Not this year.

**Equality Impact Assessment**

N/A.

**Budget Impact**

No impact to the budget.



**Strategy and Resources Committee**  
**Community Services - Shambles Market**  
**Schedule of Fees and Charges from 1 April 2020**

| Description of Charge | Charge<br>April 2019 - March 2020 |           | Charge<br>April 2020 - March 2021 |           | Change<br>% |
|-----------------------|-----------------------------------|-----------|-----------------------------------|-----------|-------------|
|                       | £ Exc VAT                         | £ Inc VAT | £ Exc VAT                         | £ Inc VAT |             |
| Small Stall           | 6.67                              | 8.00      | 7.08                              | 8.50      | 6.3%        |
| Large Stall           | 12.08                             | 14.50     | 12.92                             | 15.50     | 6.9%        |

**Strategy and Resources Committee**  
**Community Services - Shambles Market**  
Schedule of Fees and Charges from 1 April 2020

**Proposed increase in fee/charge from previous year**

A 50p increase on the small stall fees and a £1 increase on the large stall fees.

**Basis of charge (eg full cost recovery, statutory charge, subsidised service)**

Full cost recovery.

**Details of any discretionary discounts or concessions**

No concessions or discounts.

**Has any benchmarking or consultation been undertaken?**

N/A.

**Equality Impact Assessment**

N/A.

**Budget Impact**

Negligible.

**STROUD DISTRICT COUNCIL**  
**STRATEGY AND RESOURCES COMMITTEE**

**AGENDA  
ITEM NO**

**30 JANUARY 2020**

**9biv**

|                          |  |
|--------------------------|--|
| <b>Report Title</b>      | <b>HOUSING REVENUE ACCOUNT (HRA) – REVISED 2019/20 AND ORIGINAL 2020/21 AND MEDIUM TERM FINANCIAL PLAN 2019/20 – 2023/24</b>   |
| <b>Purpose of Report</b> | To present to the committee the revised estimates for 2019/20 and the original estimates for 2020/21   |
| <b>Decision(s)</b>       | <p><b>The Committee RECOMMENDS to Council that:</b></p> <ul style="list-style-type: none"> <li>(1) The revised HRA revenue budget for 2019/20 and original budget 2020/21 are approved</li> <li>(2) The movement to and from HRA balances and capital reserves as detailed in Appendix B and section 9 are approved</li> <li>(3) That from 1 April 2020: <ul style="list-style-type: none"> <li>i) Social rents and affordable rents are increased by 2.7%, in line with national rent guidance</li> <li>ii) Garage rents are increased by 2.7%</li> <li>iii) Landlord service charges are increased by 2.7%, except district heating charges which are decreased by an average of 21%</li> </ul> <p style="margin-left: 40px;">As detailed in Appendix A</p> </li> <li>(4) That the HRA Capital Programme for 2019/20 to 2023/24, as detailed in Appendix C, be included in the Council's Capital Programme.</li> </ul> |

|   |   |
|---|---|
| <b>Consultation and Feedback</b>                  | Budget holders and senior managers  |
| <b>Financial Implications and Risk Assessment</b> | <p>The whole report is of a financial nature as it sets out the Housing Revenue Account budgets for the period 2020/21 to 2023/24.</p> <p>Andrew Cummings<br/>Strategic Director of Resources<br/>Email: andrew.cummings@stroud.gov.uk</p> <p>There are a number of risks to the Council's future financial position and the material risks are outlined in the body of this report. The budget monitoring process will report material changes in the Council's financial position to members.</p> |
| <b>Legal Implications</b>                         | <p>There are no specific legal implications arising from the recommendations made in this report.</p> <p>Patrick Arran, Interim Head of Legal Services &amp; Monitoring Officer<br/>Tel: 01453 754369 Email: patrick.arran@stroud.gov.uk</p>  |
| <b>Report Author</b>                              | <p>Lucy Clothier, Interim Accountancy Manager<br/>Tel: 01453 754343 Email: lucy.clothier@stroud.gov.uk</p>  |
| <b>Options</b>                                    | <p>a) Reduce or increase capital and revenue expenditure<br/>b) Reduce or increase dwelling rents<br/>c) Reduce or increase landlord service charges</p>  |
| <b>Performance Management Follow Up</b>           | <p>Outturn report to Strategy and Resources and Housing Committee in June 2020</p>  |
| <b>Background Papers/ Appendices</b>              | <p>A – Rents and Service Charges<br/>B – MTFP and reserves position<br/>C – Capital Programme and funding</p>   |

## 1. Background

- 1.1 The Budget Strategy report to Strategy and Resources Committee in October 2019 set out the way in which the Council would approach setting budgets for the forthcoming financial year.
- 1.2 It would be helpful where members have questions on matters of detail if they could be referred to the report author or the appropriate service manager before the meeting.**

## 2. Summary

- 2.1 A transfer to HRA general reserves of £181k is included in the draft budget for 2020/21. This is an increase from the £50k transfer to reserves in the revised budget for 2019/20.

- 2.2 This is a change of £42k from the position reported to Housing Committee. This relates to a change in pension contributions which was not known at that time. Further detail can be found in section 6.
- 2.3 It is proposed that weekly rents and most service charges increase by 2.7%.
- 2.4 The HRA capital programme has been updated, with the cost of new build expected to be higher than previously expected. There are also new budgets included for a new build scheme at the Cambridge House site, and also a proposed budget to replace any HRA housing used for temporary accommodation.
- 2.5 The cost of completing the sheltered modernisation works on the green and amber schemes has also now been included in the MTFP.

### 3. Housing Revenue Account (HRA)

- 3.1 The base budget in 2019/20 includes a transfer to general reserves of £103k, which has been revised to £50k following the approval of the in house repairs and maintenance service.
- 3.2 The proposed budget for 2020/21 includes expenditure of £22,331k, funded by £22,943k, with a net transfer to reserves of £612k, including a transfer to general reserves of £181k.
- 3.3 A summary of the changes from the 2019/20 budget can be found in Table 1 below.

Table 1: HRA Summary

| Housing Committee            | para | 2019/20<br>Revised<br>Estimate<br>£k | 2020/21<br>Original<br>Estimate<br>£k |
|------------------------------|------|--------------------------------------|---------------------------------------|
| Base Budget                  |      | (103)                                | (50)                                  |
| Virements/adjustments        |      | 53                                   | (53)                                  |
| Pay and contract increases   | 5    |                                      | 210                                   |
| Pension contribution changes | 6    |                                      | (42)                                  |
| Rent and service charges     | 4    |                                      | (545)                                 |
| Proposed budget adjustments  | 7,8  |                                      | 299                                   |
| <b>Net Service Budget</b>    |      | <b>(50)</b>                          | <b>(181)</b>                          |

- 3.4 The budget proposal includes a number of changes from the 2019/20 base budget. A summary of the significant changes can be found in Table 2 below.

Table 2: Summary of proposed budget changes

| Area   | Para | Change<br>£k |
|--|------|--------------|
| <b>Pressures</b>   |      |              |
| Tenancy management - staffing  | 7.1  | 112          |
| HRA play areas   | 7.2  | 20           |
| HRA rubbish clearance  | 7.2  | 34           |
| Additional cost of support services from GF                              | 7.3  | 354          |
| <b>Savings</b>   |      |              |
| Contribution from GF for grounds maintenance and play areas              | 7.4  | (30)         |
| Sheltered housing savings  | 7.5  | (261)        |
| <b>Central changes</b>   |      |              |
| Bad debt provision (as per MTFP)   | 8.3  | 30           |
| Increase contribution to Sheltered Modernisation programme (as per MTFP) | 9.2  | 380          |
| Contribution to capital programme  | 8.2  | (330)        |
| Provision to repay debt (as per MTFP)                                    | 8.3  | 18           |
| Increased investment income  | 8.4  | (50)         |
|  |      |              |
| Other changes (net)  |      | 22           |
| <b>Total proposed changes</b>  |      | <b>299</b>   |

#### 4. Rent and Service Charges 2020/21 – (£545k) additional income

4.1 Appendix A sets out the proposed increases in fees and charges.

##### 4.2 Dwelling Rents

2020/21 is the first year following the four year rent reduction, with rents now regulated by the Regulator of Social Housing. The Regulator is permitting registered providers to increase rents by Consumer Price Index (CPI) +1%.

4.3 It is therefore proposed that all social and affordable rents are increased by 2.7% - CPI of 1.7% plus 1%. This increases the average rent from £81.20 per week to £83.40 per week, an increase of £2.20p per week.

4.4 Members could choose to increase rents by more or less than 2.7%. Each 0.5% change would increase/reduce the average weekly rent for tenants by £0.41 per week, or £21.32 per year, and decrease dwelling rent income to the HRA by approximately £104k per year. If Members chose to implement a lower rent increase, the corresponding amount would need to be funded from reductions in existing services.

4.5 On becoming vacant, dwellings at social rent are being relet at the Target Rent, a national rent calculation for social housing which is designed to

give fair and consistent rents across all local authority and housing association stock. Currently 78% of tenants have rents below the Target Rent (a decrease from 83% last year). This figure will reduce as dwellings become void and are relet, but as existing tenancies will be unaffected it will be a very gradual change. Members could choose to implement Social Rents at above Target Rent on relet (up to 5% on General Needs and 10% on Sheltered properties), but this is not being proposed at this time.

4.6 Shared ownership rents are to increase by the inflationary uplifts set out in each lease.

4.7 Garage rents and service charges

Garage rents and service charges are recommended to increase by 2.7% (CPI+1%, in line with rents), with the exception of district heating charges. This is for the five sheltered schemes with a communal boiler that serves all of the dwellings in the scheme. In line with last year it is proposed to change the service charges in line with the cost of gas supply. After an increase of 14% last year, a procurement exercise has led to a decrease in cost. It is proposed that this is passed on in full, with an average reduction of 21%.

4.8 Void assumptions

Void levels are assumed to remain at 1% for General Needs properties and 5% for Sheltered for a second year.

4.9 Provision for bad debt

Assumptions around non payment of rents and charges have been set at 0.5% of income. A higher level has been assumed for three years over the course of the MTFP to make an allowance for the anticipated impact of Universal Credit.

**5. Pay and Price Inflation - £210k pressure**

5.1 In line with the Budget Strategy, future years pay inflation has been provided for in the MTFP at a rate of 2.5%.

5.2 Provision has been made for non pay inflation for major contracts at a rate of 3%.

5.3 Utility budgets have been increased or decreased in line with contractual increases.

**6. Pension Contribution Changes – (£42k) saving**

6.1 The triennial review of pension contributions has led to a decrease in the lump sum payment and an increase in the salary linked pension contributions.

6.2 Although the overall impact is a saving of £42k in 2020/21, it is not expected to significantly change the 30 year position because of the increase in salary linked pension contributions which are expected to rise with inflation each year.

**7. Service Changes**

7.1 Tenancy management (staffing) – £112k pressure

It is proposed that the Tenancy Management team is increased by three officers. This includes two Neighbourhood Management Officers (one of which is extending an existing fixed term post to carry out tenancy audits), and an additional Business Support Assistant. The diverse nature of the role requires officers with a specialist skill set who are effective communicators and deliverers of services and are able to manage conflicting priorities. The structure will be reviewed after 12 months to ensure its ongoing effectiveness.

**7.2 HRA grounds maintenance - £54k pressure**

An ongoing pressure has been identified on the cost of refuse clearance, and it is proposed to increase the budget by £34k in 2020/21. It is also proposed to increase the budget for play area maintenance by £20k.

**7.3 Support charges - £354k pressure**

The cost of support services provided by the general fund have increased by £354k in 2020/21. This is in part due to inflation (£39k), but also reflects services undercharging in 2019/20 (£120k). There are increased charges relating to the new Senior Leadership Team structure (£65k), an increased charge from Property Service (£65k) to reflect work undertaken for the HRA, particularly the new build and small sites programme, and an additional £65k due to the new in house repairs service (as was built into the business case).

**7.4 Contribution from General Fund - £30k saving**

It is proposed that the contribution from the General Fund towards the maintenance of HRA areas, including HRA play areas, is increased from £170k to £200k. This reflects that the areas being maintained are used by many residents, and not just council tenants.

**7.5 Sheltered housing – £261k saving**

Savings of £261k have been identified across the sheltered housing service, in part due the continued progress of the Sheltered Modernisation programme, and the closing of 'red' schemes, along with changes in line with the Older Persons Strategy. Savings include staffing savings and changes to the call monitoring service as approved by Housing Committee in September 2019. This has greatly reduced the level of subsidy required from the wider HRA, helping with the overall position.

**7.6 Repairs and maintenance – £nil**

Budgets have been realigned in line with the in house repairs service, however at this time the overall budget remains the same.

**8. Central Changes**

8.1 A number of changes are proposed to central budgets:

8.2 Contribution to capital programme – depreciation is expected to decrease by £330k. Although this is an in year saving, it will not affect the long term position of the HRA as it will mean additional contributions will need to be made in future years.



- 8.3 Provision to repay debt – in line with the MTFP the provision for repaying debt has been increased by 2%, £18k
- 8.4 Investment income – investment income is expected to increase against the base budget, based on an estimated level of balances held by the HRA.

## 9. Earmarked Reserves

- 9.1 The below table shows a summary of the earmarked reserves held in the HRA.

Table 3: HRA Earmarked Reserves

| Earmarked Reserve       | 2019/20               |                     |                    |                       | 2020/21               |                     |                    |                       |
|-------------------------|-----------------------|---------------------|--------------------|-----------------------|-----------------------|---------------------|--------------------|-----------------------|
|                         | Opening balance<br>£k | Transfers out<br>£k | Transfers in<br>£k | Closing balance<br>£k | Opening balance<br>£k | Transfers out<br>£k | Transfers in<br>£k | Closing balance<br>£k |
| Sheltered Modernisation | 2,514                 | (1,226)             | 1,000              | 2,288                 | 2,288                 | (949)               | 1,380              | 2,719                 |
| Estate Redevelopment    | 1,170                 | 0                   | 0                  | 1,170                 | 1,170                 | 0                   | 0                  | 1,170                 |
| Staffing                | 250                   | 0                   | 0                  | 250                   | 250                   | 0                   | 0                  | 250                   |
| HRA General Contingency | 100                   | 0                   | 0                  | 100                   | 100                   | 0                   | 0                  | 100                   |
| Carry Forwards          | 60                    | (60)                | 0                  | 0                     | 0                     | 0                   | 0                  | 0                     |
|                         | <b>4,070</b>          | <b>(1,286)</b>      | <b>1,000</b>       | <b>3,808</b>          | <b>3,808</b>          | <b>(949)</b>        | <b>1,380</b>       | <b>4,239</b>          |

- 9.2 Transfers to the Sheltered Housing EMR is in line with previous assumptions.
- 9.3 The transfers from the Sheltered Modernisation are in line with current forecasts of spend.

## 10. HRA Medium Term Financial Plan (MTFP) and 30 Year Position

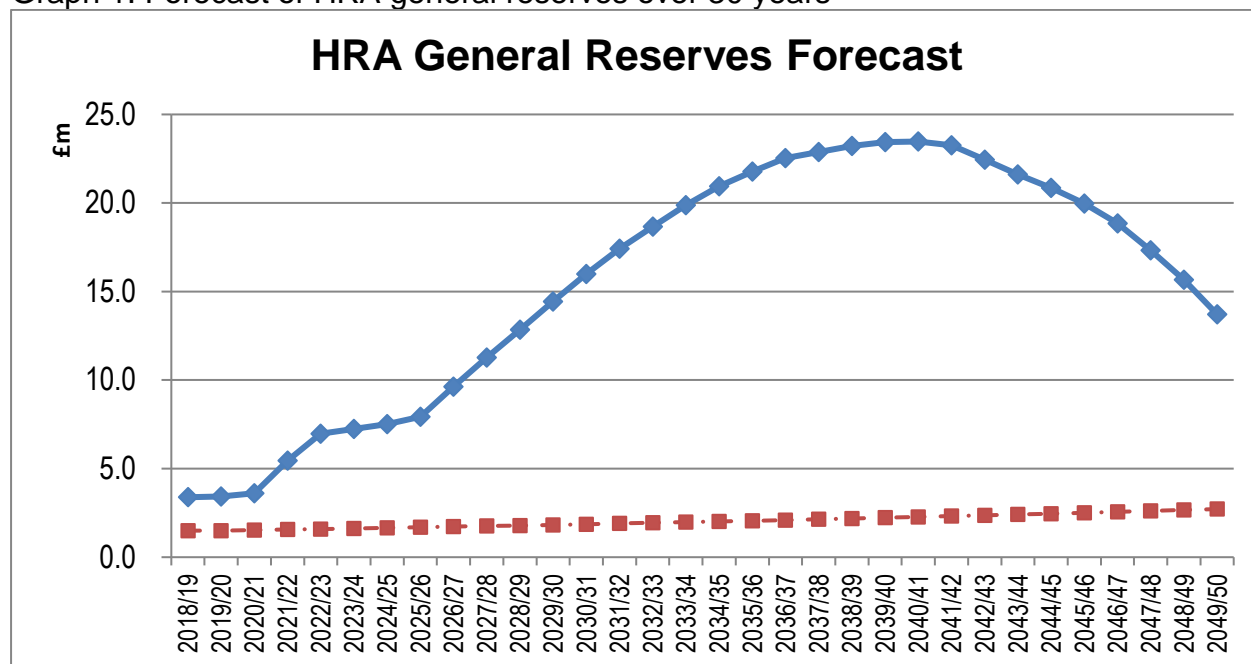
- 10.1 The MTFP based on the proposed budget position is shown in Table 4, along with forecasted HRA General Reserves balances.

Table 4: HRA MTFP

|   | 2019/20<br>Base | 2019/20<br>Revised | 2020/21<br>Base | 2021/22<br>Forecast | 2022/23<br>Forecast | 2023/24<br>Forecast |
|---|-----------------|--------------------|-----------------|---------------------|---------------------|---------------------|
| Income  | (22,325)        | (22,325)           | (22,943)        | (23,271)            | (23,983)            | (24,566)            |
| Expenditure                                     | 9,948           | 10,061             | 9,890           | 10,101              | 10,460              | 10,756              |
| Other income and<br>expenditure                 | 12,501          | 12,501             | 12,440          | 12,965              | 12,947              | 13,676              |
| <b>Total Housing Revenue<br/>Account</b>        | <b>123</b>      | <b>236</b>         | <b>(612)</b>    | <b>(205)</b>        | <b>(576)</b>        | <b>(134)</b>        |
| Transfers to/(from)<br>earmarked reserves       | (226)           | (286)              | 431             | (1,635)             | (934)               | (150)               |
| <b>Transfers (to)/from general<br/>reserves</b> | <b>(103)</b>    | <b>(50)</b>        | <b>(181)</b>    | <b>(1,840)</b>      | <b>(1,510)</b>      | <b>(285)</b>        |
| <b>HRA General Reserves Balance</b>             |                 |                    |                 |                     |                     |                     |
| Opening balance                                 | 3,386           | 3,386              | 3,435           | 3,616               | 5,456               | 6,965               |
| Transfers                                       | 103             | 50                 | 181             | 1,840               | 1,510               | 285                 |
| <b>Closing balance</b>                          | <b>3,488</b>    | <b>3,435</b>       | <b>3,616</b>    | <b>5,456</b>        | <b>6,965</b>        | <b>7,250</b>        |

10.2 With the changes proposed in this report the HRA is forecast to have a balanced position across the full 30 year period.

Graph 1: Forecast of HRA general reserves over 30 years



## 11. Material Assumptions Made in the HRA MTFP

11.1 The MTFP forecast is made under a number of assumption. The main ones of note are summarised below:

- Rents will rise by CPI+1% for five years, then CPI only.
- Void levels of 2% in general needs (after a two year period of 1% as detailed in paragraph 4.8), and 5% in sheltered housing properties are assumed (in schemes not affected by the Sheltered Housing Modernisation Programme).
- Inflation of 2% has been assumed across rents and contract inflation.
- 30 Right to Buy sales a year have been assumed in terms of rent loss.
- HRA balances will be maintained at a minimum of £1.5m (rising with inflation) over the MTFP period in order to provide resilience against the negative financial impact of future legislative changes.
- Major works are included on a standard replacement basis. Additional works identified in the Energy Strategy are not yet included.
- The new build programme is included at the estimate cost of building to a minimum SAP rating of 86. Any additional cost over this level would need to be funded by additional borrowing which would increase interest costs and the repayment of the borrowing.

## 12. Sheltered Modernisation

- 12.1 The full cost of sheltered modernisation has not, to date, been included in full within the MTFP or 30 year position. Following the approval of the Older Persons Strategy, it is recommended that this cost is now recognised.
- 12.2 The estimated cost of works on 17 Green and Amber schemes is £7.3m over 7 years. This is an increase of £4.8m over the existing provision.
- 12.3 The below table shows an indicative profile of the spend. It should be noted that it is likely that this will change as schemes are reviewed to determine works required.

Table 5: Proposed Spend on Green/Amber schemes in £k

| 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | Total |
|---------|---------|---------|---------|---------|---------|---------|-------|
| 877     | 655     | 659     | 929     | 1,400   | 1,533   | 1,237   | 7,290 |

- 12.4 The MTFP position reported in Section 10 includes this additional cost.

## 13. Risks and Uncertainties

The HRA still faces a number of risks and uncertainties over the medium to long term. These include:

- 13.1 Right to Buy Receipts – the ability to borrow has greatly changed the forecasted position on the use of Right to Buy (RTB) receipts. However, although the new programme as indicatively shown in Appendix C is in part funded from RTB receipts, there is still a risk that the programme could slip, or some schemes may not be possible to deliver. Therefore, because of changes to timing, receipts would need to be repaid.
- There is also a potential risk that the receipts may not be sufficient to fund the capital programme. If this were to happen, alternative funding would need to be found.
- 13.2 Interest Rates - the HRA is largely sheltered from interest rate changes in the medium term as all of the current borrowing is at fixed interest rates. As loans become repayable, advice will be sought from our treasury advisors on the most advantageous approach to refinancing.
- 13.3 Stock Condition – the information held on the condition of the stock continues to grow, with data being collected regularly. As more data is collected, the longer term forecasts are revised and could mean that more, or less, spend is required compared to the current forecast.
- 13.4 Staffing – the ability to attract and retain staff, especially in specialist areas such as development, repairs and maintenance and tenancy management, is extremely important. Any significant gaps could result in a reduced service to tenants, and/or a financial pressure in recruiting agency staff.
- 13.5 Internal Council Changes – any major changes to the Council could impact on the HRA medium/long term position.

## **14. Capital Programme**

- 14.1 A revised programme of £10,447k in 2019/20 is proposed, followed by an increased budget of £18,250k
- 14.2 in 2020/21. The total indicative spend over the five year capital programme is £58,157k, however this is subject to change as schemes are worked up.
- 14.3 A full breakdown of the capital programme and funding can be found in Appendix C.

## **15. Major Works**

- 15.1 It is proposed that the budget for 2019/20 is revised to £7,581k, with the base budget for 2020/21 at £6,068k.
- 15.2 The programming of works for 2020/21 is already well underway which allows greater certainty over the deliverability of the work streams. However, even with a fully planned programme there will always be some element of variation due to unknown void costs, tenant refusals, adverse weather and further stock condition data being known.
- 15.3 As the works are not yet programmed after 2020/21, the Capital Programme is condensed to show all capital major works on one line. This will be expanded on each year to show the full programme when it is in place, with future years also being reprofiled.

## **16. New Homes and Regeneration Programme**

- 16.1 The development programme has been reprofiled with updated assumptions on timing.
- 16.2 Following an external review of the cost of building new houses, the budget has been increased to reflect build cost inflation and the cost of building to a minimum SAP rating of 86, as reported to Housing Review Panel and as detailed in the new homes section of the Energy Strategy update report to this Committee to address the Council's commitment to Carbon Neutral 2030.
- 16.3 The total additional cost is currently expected to be £4.1m, with the additional funding coming from capital receipts and borrowing. The additional cost of borrowing has been included in the MTFP.
- 16.4 These costs are still estimates at this point, and are subject to change when the schemes are tendered.
- 16.5 The first phase of three schemes will be tendered at the SAP 86 level, and will include options to replace the gas boilers with air source heat pumps, and a cost benefit analysis will be performed.
- 16.6 Following the freeing up of HRA borrowing, it is now possible to include the Cambridge House site into the capital programme, which, as a 'red' sheltered housing site, was due to be sold.. It is proposed that it is funded from RTB receipts and borrowing and a recommendation to include this scheme within the new homes programme is included in the Sheltered Modernisation Programme update report to this Committee.

## **17. Purchase of replacement housing**

- 17.1 With the intention of using some HRA properties to temporarily house homeless families, as this would allow the households to stay in district, as well as provide savings to the General Fund, it is proposed to have a pot to purchase replacement properties in the HRA. This will help prevent the number of long term houses available in the stock decreasing.
- 17.2 A budget of £1,320k has been included in the proposed budget. This is an indicative budget only, and its use will be dependent on the number of properties used as temporary accommodation and the availability of suitable replacement properties. Any purchases would be subject to a survey and business case to ensure that they are suitable to manage and maintain, as well as financially viable.

## **18. Sheltered Housing Modernisation**

- 18.1 The Sheltered Modernisation Programme continues on the green/amber schemes, with works to the common areas of Concord completed and George Pearce House due to be complete in Spring 2020. Tanners Piece, the Council's first Independent Living scheme, which replaced properties that formed part of the 'red' scheme at Ringfield Close, was completed in summer 2019.
- 18.2 The planned programme will continue in 2020/21 with works proposed at Willow Road, Stonehouse and Springfield Court, Cam. The nature of the works will be determined after consultation with tenants and officers. The recommendation for the inclusion of these two schemes into the programme is included within the Sheltered Modernisation Programme update report to this Committee.
- 18.3 As reported in section 12 it is proposed that the full programme of green and amber schemes is now included in the MTFP and 30 year position.

**APPENDIX A**

**Proposed Level of HRA Rents and Service Charges 2020/21**

| <b>DRAFT Proposed level of rents and service charges</b> (on a weekly basis over 52 weeks) | Current<br>2019/20<br>£ | Proposed<br>2020/21<br>£ | Increase/<br>Decrease<br>£ | Increase/<br>Decrease<br>%                                |
|--|-------------------------|--------------------------|----------------------------|---|
| <b>Rents</b>   |                         |                          |                            |   |
| Dwelling rents (average)   | 81.20                   | 83.40                    | 2.20                       | 2.7%  |
| Garage rents (excl VAT which is chargeable to non tenants only)                            | 12.75                   | 13.09                    | 0.34                       | 2.7%  |
|  |                         |                          |                            |   |
| <b>Landlord Service Charges</b> (charged where applicable)                                 |                         |                          |                            |   |
| TV relay (communal aerials – basic IRS)  | 0.36                    | 0.37                     | 0.01                       | 2.7%  |
| TV relay (communal aerials – comprehensive IRS)  | 0.91                    | 0.93                     | 0.02                       | 2.7%  |
| Cleaning charges (average)   | 2.51                    | 2.58                     | 0.07                       | 2.7%  |
| District heating (average)   | 8.82                    | 6.98                     | -1.84                      | -21%<br>(-22% less any increases not passed on last year) |
| Water charges (average)  | 2.65                    | 2.72                     | 0.07                       | 2.7%  |
| Sheltered Housing  | 25.29                   | 25.97                    | 0.68                       | 2.7%  |
| Sheltered Housing - Tanners Piece (average)  | 16.04                   | 16.48                    | 0.44                       | 2.7%  |

APPENDIX B

HRA Medium Term Financial Plan 2019/20 to 2023/24

|  | 2019/20<br>Base | 2019/20<br>Revised | 2020/21<br>Base | 2021/22<br>Forecast | 2022/23<br>Forecast | 2023/24<br>Forecast |
|--|-----------------|--------------------|-----------------|---------------------|---------------------|---------------------|
| <b>Income</b>  |                 |                    |                 |                     |                     |                     |
| Dwelling rents and service charges   | (21,875)        | (21,875)           | (22,444)        | (22,924)            | (23,638)            | (24,223)            |
| Other charges and income   | (531)           | (531)              | (609)           | (551)               | (553)               | (555)               |
| Provision for bad debt   | 80              | 80                 | 110             | 204                 | 208                 | 212                 |
| <b>Total Income</b>  | <b>(22,325)</b> | <b>(22,325)</b>    | <b>(22,943)</b> | <b>(23,271)</b>     | <b>(23,983)</b>     | <b>(24,566)</b>     |
| <b>Expenditure</b>   |                 |                    |                 |                     |                     |                     |
| Supervision and management   | 4,039           | 4,092              | 3,579           | 3,659               | 3,840               | 3,738               |
| Repairs and maintenance  | 3,806           | 3,866              | 4,543           | 4,654               | 4,768               | 4,885               |
| Sheltered housing service  | 1,174           | 1,174              | 953             | 972                 | 992                 | 1,013               |
| Other expenditure  | 460             | 460                | 542             | 553                 | 564                 | 575                 |
| Sheltered housing modernisation programme  | 470             | 470                | 329             | 318                 | 350                 | 597                 |
| <b>Total Expenditure</b>   | <b>9,948</b>    | <b>10,061</b>      | <b>9,946</b>    | <b>10,155</b>       | <b>10,513</b>       | <b>10,808</b>       |
| <b>Other income and expenditure</b>  |                 |                    |                 |                     |                     |                     |
| Support service charges from GF Revenue Funding of Capital Programme (Depreciation and RCCO) | 1,560           | 1,560              | 1,982           | 2,030               | 2,083               | 2,134               |
| Provision for repayment of debt  | 900             | 900                | 918             | 1,138               | 1,361               | 1,538               |
| Interest payable/receivable  | 3,354           | 3,354              | 3,309           | 3,782               | 4,063               | 4,242               |
| <b>Total other income and expenditure</b>  | <b>12,501</b>   | <b>12,501</b>      | <b>12,427</b>   | <b>12,954</b>       | <b>12,936</b>       | <b>13,664</b>       |
| <b>Total Housing Revenue Account</b>   | <b>123</b>      | <b>236</b>         | <b>(570)</b>    | <b>(162)</b>        | <b>(533)</b>        | <b>(94)</b>         |
| Transfers to/(from) earmarked reserves   | (226)           | (286)              | 431             | (1,635)             | (934)               | (150)               |
| <b>Transfers (to)/from general reserves</b>  | <b>(103)</b>    | <b>(50)</b>        | <b>(139)</b>    | <b>(1,797)</b>      | <b>(1,467)</b>      | <b>(245)</b>        |



APPENDIX C

HRA Capital Programme 2019/20 to 2023/24

| HRA Capital Programme                   | 2019/20<br>Base<br>£k | 2019/20<br>Revised<br>£k | 2020/21<br>£k | 2021/22<br>£k | 2022/23<br>£k | 2023/24<br>£k |
|---|-----------------------|--------------------------|---------------|---------------|---------------|---------------|
| <b>Major Works</b>                      |                       |                          |               |               |               |               |
| Central Heating                         | 1,021                 | 849                      | 745           |               |               |               |
| Disabled Adaptations                    | 200                   | 200                      | 150           |               |               |               |
| Kitchens and Bathrooms                  | 1,389                 | 1,400                    | 589           |               |               |               |
| Major Voids                             | 464                   | 464                      | 450           |               |               |               |
| Asbestos/Radon                          | 422                   | 422                      | 271           |               |               |               |
| Doors and Windows                       | 1,022                 | 702                      | 884           |               |               |               |
| Electrical Works                        | 218                   | 218                      | 200           |               |               |               |
| Environmental Works                     |                       | 150                      | 150           |               |               |               |
| Door Entry                              | 218                   | 313                      | 242           |               |               |               |
| Suited Locks                            | 76                    | 150                      | 0             |               |               |               |
| External Works                          | 3,519                 | 2,713                    | 2,387         |               |               |               |
| Septic Tanks                            |                       |                          | 21            |               |               |               |
| IT Systems                              |                       | 175                      |               |               |               |               |
| Major Works                             |                       |                          |               | 5,004         | 4,332         | 4,068         |
| <b>Total Major Works</b>                | <b>8,549</b>          | <b>7,756</b>             | <b>6089</b>   | <b>5,004</b>  | <b>4,332</b>  | <b>4,068</b>  |
| <b>New Homes</b>                        |                       |                          |               |               |               |               |
| Southbank, Woodchester                  | 902                   | 707                      | 495           |               |               |               |
| Purchase of<br>Properties/Miscellaneous | 0                     | 0                        | 1,320         |               |               |               |
| New Homes Contingency                   | 50                    | 50                       | 50            | 50            | 50            |               |
| Former Ship Inn Site,<br>Stonehouse     | 1,000                 |                          | 50            | 950           | 485           |               |
| Tanners Piece, Nailsworth               | 449                   | 705                      |               |               |               |               |
| Glebelands, Cam                         | 0                     |                          | 50            | 2,765         | 2,766         |               |
| Broadfield Road, Eastington             | 31                    | 31                       | 1,126         | 282           |               |               |
| Orchard Road, Ebley                     | 20                    | 20                       | 686           | 142           |               |               |
| Queens Drive, Cashes Green              | 27                    | 16                       | 876           | 354           |               |               |
| Ringfield Close, Nailsworth             | 55                    | 55                       | 2,897         | 1,168         |               |               |
| Summersfield Road,<br>Minchinhampton    | 28                    | 28                       | 1,086         |               |               |               |
| Gloucester St and Bradley St,<br>WuE    | 28                    | 28                       | 20            | 805           | 985           |               |
| Cambridge House, Dursley                |                       |                          | 30            | 1,900         | 709           |               |
| Opportunity Land Acquisition<br>Pot     | 3,000                 | 0                        | 3,000         |               |               |               |
| <b>Total New Homes</b>                  | <b>5,590</b>          | <b>1,640</b>             | <b>11,686</b> | <b>8,416</b>  | <b>4,995</b>  |               |
| Sheltered Modernisation                 | 614                   | 614                      | 475           | 438           | 584           | 843           |
| <b>Total HRA Capital Programme</b>      | <b>14,753</b>         | <b>10,010</b>            | <b>18,250</b> | <b>14,008</b> | <b>10,164</b> | <b>5,288</b>  |

**APPENDIX C**

| <b>HRA Capital Financing</b>   | <b>2019/20<br/>Base<br/>£k</b> | <b>2019/20<br/>Revised<br/>£k</b> | <b>2020/21<br/>£k</b> | <b>2021/22<br/>£k</b> | <b>2022/23<br/>£k</b> | <b>2023/24<br/>£k</b> |
|--|--------------------------------|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Revenue Funding (including depreciation and Sheltered Modernisation reserve) | 9,179                          | 9,075                             | 6,564                 | 6,323                 | 5,169                 | 5,288                 |
| Capital Receipts (including RTB receipts)                                    | 1,491                          | 875                               | 5,566                 | 1,380                 | 144                   |                       |
| Homes England Grant Funding  | 158                            | 60                                | 75                    | 173                   | 98                    |                       |
| Borrowing  | 3,925                          | 0                                 | 6,045                 | 6,132                 | 4,753                 |                       |
| <b>Total Funding</b>   | <b>14,753</b>                  | <b>10,010</b>                     | <b>18.250</b>         | <b>14,008</b>         | <b>10,164</b>         | <b>5,288</b>          |