



# STROUD DISTRICT COUNCIL

Council Offices • Ebley Mill • Ebley Wharf • Stroud • GL5 4UB

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3 February 2021

## STRATEGY AND RESOURCES COMMITTEE

A remote meeting of the Strategy and Resources Committee will be held on **THURSDAY 11 FEBRUARY 2021** at **7.00 pm.**

Kathy O'Leary  
Chief Executive

*This is a remote meeting in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.*

### **Venue**

*This meeting will be conducted using Zoom and a separate invitation with the link to access the meeting will be sent to Members, relevant officers and members of the public who have submitted a question.*

### **Public Access**

*Members of the public, who have not submitted a question, are invited to access the meeting streamed live via Stroud District Council's [YouTube channel](#).*

### **Recording of Proceedings**

*A recording of the meeting will be published onto the Council's website ([www.stroud.gov.uk](http://www.stroud.gov.uk)). The whole of the meeting will be recorded except where there are confidential or exempt items, which may need to be considered in the absence of 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 meetings held on 10 December 2020.

**4 PUBLIC QUESTION TIME**

The Chair of the Committee will answer questions from members of the public, submitted in accordance with the Council's procedures.

**DEADLINE FOR RECEIPT OF QUESTIONS**

**Noon on Monday, 8 February 2021**

Questions must be submitted to the Chief Executive, Democratic Services, Ebley Mill, Ebley Wharf, Stroud and can be sent by email to [democratic.services@stroud.gov.uk](mailto:democratic.services@stroud.gov.uk)

**5 THE FAIR PAY AND SENIOR PAY POLICY STATEMENT 2020/21**

The Council is required under the Localism Act 2011 to approve and publish a policy statement on Senior Pay.

**6 COUNCIL TAX SUPPORT SCHEME**

To set a Council Tax Support Scheme for the period 1 April 2021 to 31 March 2022.

**7 STROUD DISTRICT COUNCIL CAPITAL STRATEGY**

To approve the Council's Capital Strategy.

**8 GENERAL FUND BUDGET 2021-22, CAPITAL PROGRAMME AND MTFP**

To consider the Council's financial position over the medium term and set a budget requirement and the level of council tax for 2021/22.

**9 HOUSING REVENUE ACCOUNT (HRA) ESTIMATES – REVISED 2021/22 AND ORIGINAL 2021/22 AND HOUSING REVENUE ACCOUNT (HRA) MEDIUM TERM FINANCIAL PLAN 2020/21 – 2024/25**

To present to the committee the revised estimates for 2020/21 and the original estimates for 2021/22

**10 MEMBER/OFFICER REPORTS (To Note)**

- a) Leadership Gloucestershire Update
- b) Gloucestershire Economic Growth Joint Committee (GEGJC)
- c) Gloucestershire Economic Growth Scrutiny Committee (GEGSC)
- d) Strategic Recovery Board
- e) Brimscombe Port Redevelopment
- f) Corporate Delivery Plan Progress Update Q3
- g) Corporate Peer Challenge Action Plan Progress Update Q3
- h) Support of the Leisure Contract Provider in Stroud (Sport and Leisure Management)
- i) Review of the Council Tax Hardship Scheme Covid-19 and Discretionary Housing

**11 WORK PROGRAMME**

To consider the work programme.

**12 MEMBERS' QUESTIONS**

See Agenda Item 4 for deadline for submission.

## Members of Strategy and Resources Committee 2020/21

**Councillor Doina Cornell (Chair)**

**Councillor Martin Whiteside (Vice-Chair)**

Councillor Chris Brine

Councillor Nigel Cooper

Councillor Rachel Curley

Councillor Stephen Davies

Councillor Nick Hurst

Councillor Keith Pearson

Councillor Simon Pickering

Councillor Mattie Ross

Councillor Tom Skinner

Councillor Ken Tucker

Councillor Debbie Young



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## STRATEGY AND RESOURCES COMMITTEE

10 December 2020

7.00 pm – 8.49 pm

Remote Meeting

### Minutes

#### Membership

<b>Councillor Doina Cornell (Chair)</b>	P	Councillor Keith Pearson	P
<b>Councillor Martin Whiteside (Vice-Chair)</b>	P	Councillor Simon Pickering	P
Councillor Chris Brine	P	Councillor Mattie Ross	P
Councillor Nigel Cooper	P	Councillor Tom Skinner	A
Councillor Rachel Curley	P	Councillor Ken Tucker	P
Councillor Stephen Davies	P	Councillor Debbie Young	P

P = Present A = Absent

#### Officers in Attendance

Chief Executive	Accountancy Manager
Strategic Director of Communities	Head of Property Services
Strategic Director of Place	Senior Democratic Services and Elections Officer
Senior Community Infrastructure Officer	

#### SRC.046

#### APOLOGIES

There were none.

#### SRC.047

#### DECLARATIONS OF INTEREST

There were none.

#### SRC.048

#### MINUTES

#### RESOLVED

That the Minutes of the meeting held on 8 October and 20 October 2020 are approved as a correct record.

#### SRC.049

#### STROUD DISTRICT 2030 STRATEGY – LIMITING, ADAPTING, RECOVERING AND RESPONDING IN A CHANGING CLIMATE

The Senior CN2030 Officer introduced the report. Members were informed that the Draft 2030 Strategy and Master Plan focused on how to address both climate and ecological emergency as well as aspect of recovery. A period of public consultation was being



undertaken and a report would be presented to Council in the Spring of 2021. The Senior SN2030 Officer encouraged Members of the Committee to make individual comments on the consultation and help promote to others the opportunity to feed into the consultation also.

Councillor Davies asked whether there was any measure of the impact of the work that had been carried out already in terms of reduction of Co2. The Senior CN2030 Officer confirmed that there were measures of carbon emissions and that this was available on the Council Website.

In a response to a question regarding the level of response that had been received so far it was confirmed that 5 consultation events had been held and were very well attended and approximately 90 responses to the survey had been received so far.

Councillor Pickering asked a question regarding the impact of the M5 motorway and whether this had been included in the strategy. The Senior CN2030 Officer advised that the master plan has a theme based on mobility and that a comprehensive action plan would be built on from this. This level of detail is not included in the master plan however comments on the M5 had been received during the consultation and would be looked at.

Councillor Cornell, the Chair, thanked the Senior CN2030 Officer for the detailed strategy and asked whether more work needed to be looked at in terms of risks and barriers to carrying out the strategy. It was confirmed that we do need to manage the risk however at the moment the masterplan and strategy is just the first stage of the work and more detailed work would need to be carried out once the community governance arrangements are in place.

The report was proposed by Councillor Pickering and seconded by Councillor Whiteside

Members debated the topic at length and discussion was undertaken on the following themes:

- The Council's housing stock
- The need to accelerate our actions due to the Climate Emergency
- That everyone must take responsibility including the wider community, investors and businesses.

On being put to the vote, the Motion was carried.

## **RESOLVED**

- a.) Endorse the draft 2030 Strategy.**
- b.) Delegate authority to the Strategic Director of Place and Senior Carbon Neutral 2030 Officer, in consultation with the Chair of the Committee, to make any changes to the draft 2030 Strategy arising from the current engagement and consultation process.**
- c.) Commend the draft 2030 Strategy for adoption by Full Council in February 2021, incorporating any changes made as a result of the consultation and engagement process referred to in b.) above.**

**Community Infrastructure Levy (CIL) Spending Proposals**

Councillor Pickering, the Chair of Environment Committee, introduced the report and provided a brief background on CIL and reminded Members that CIL partially replaced S106, with S106 being retained only for large strategic sites. The council had received over £650,000 since CIL launched 3 and a half years ago. Councillor Pickering advised that there had been 7 bids received and all were recommended for approval with varying levels of funding.

In the absence of any questions the report was proposed by Councillor Pickering and seconded by Councillor Brine.

Councillor Davies stated that it was great to be able to vote for something that allows the transfer of money to varied and exciting local schemes and highlighted the Hardwicke Youth Scheme and the work in Frampton for pedestrian and cyclists.

Councillor Hurst advised that he would be supporting the report however stated that CIL is a tax on development and effects the affordability of property especially for first time buyers.

Councillor Brine advised that it was great to see that the money is being invested in the District in a sensible way and would have an additional benefit of helping to reduce carbon emissions.

On being put to the vote, the Motion was carried.

**RESOLVED**            **To agree the Community Infrastructure Levy funding commitments as recommended by Environment Committee**

**SRC.051****LITTLECOMBE BUSINESS UNITS**

The Head of Property Services presented the report and advised that the development of the business units was completed in 2018 and that consideration was given to both letting and selling the units on long leases. The unit in question was one of the larger units, it was confirmed that the intention was to sell the unit however the valuation took it above the Head of Property Services current delegated limits.

Councillor Pearson asked for clarification on the income received from the units. The Head of Property Services confirmed that the sale of the 7 units totalled just over £1.6 million and 2 units had been leased, it was confirmed that a more detailed analysis of the figures would need to be undertaken and that these could be brought back to the Committee once the deals had been completed.

Councillor Davies asked whether the environmental implications were considered at the time they were built. The Head of Property Services advised that the EPC on the units is a B which is a good rating and they would look at environmental implications going forward if any further opportunities arose.

Councillor Hurst asked if office time and long term maintenance costs would be taken into consideration when looking at the costs for the project. The Head of Property Services confirmed that the original projections didn't take into consideration officer time however

they could make an estimate of this and confirmed that maintenance costs were recouped through service charges.

On being put to the vote, the Motion was carried.

**RESOLVED**                    **To delegate authority to the Head of Property Services to dispose of the remaining long leasehold interest in the council's business units at Littlecombe, Dursley above the current delegated limit of £250,000**

The meeting was paused to allow Councillor Pearson to regain connection to the meeting, the meeting resumed at 7:28pm

## **SRC.052**                    **MEMBER/OFFICER REPORTS**

### a) Investment and Development Panel

The Chair, Councillor Cornell, gave an update on the Investment and Development Panel and advised that although there hadn't been a meeting for a while plans were in place to look at making changes to the Investment and Development Panel.

### b) Leadership Gloucestershire Update

The Chair advised that a meeting had only been held that morning and therefore a written report had not been circulated. An update was given on Covid-19, the tier system and the effects of the relaxation of rules over the Christmas period. Leadership Gloucestershire also discussed the partnership work that had been undertaken to help with homelessness and a proposal was looked at that would involve each Council creating a more bespoke solution rather than pooling the resources over Gloucestershire. The Chair also confirmed that they discussed the Western Gateway and it had been agreed that a County and District Council Representative would be allowed on the board however it had not yet been agreed which District would be given the seat. The Chief Executive advised they had also received an update on the consultation for the One Gloucestershire Integrated Care System, there were two options available, for Gloucestershire to remain part of its own integrated care system or that Gloucestershire joins a larger integrated care system. It was advised that the debate suggested greater support for Gloucestershire remaining part of its own Integrated Care System.

### c) Gloucestershire Economic Growth Joint Committee (GEGJC)

The report was circulated prior to Committee. There were no questions.

### d) Gloucestershire Economic Growth Scrutiny Committee (GEGSC)

The report was circulated prior to Committee. There were no questions.

### e) Strategic Recovery Board

The report was circulated prior to Committee. The Strategic Director of Place also provided an update on the meeting that was held on the 19 October 2020 advising that they were now focused on the response to the pandemic and narrowing down the priorities for each of the four work streams.

### f) Brimscombe Port Redevelopment

The report was circulated prior to Committee. The Head of Property Services advised that they had met with the Environment agency and were expecting a response shortly, they had also met with County Highways and were awaiting their formal response.

g) Performance Monitoring Report

The report was circulated prior to Committee. The Chair advised that there had been another meeting of the Market Towns Forum and that it was great to develop the relationships with the Town Councils. The Chief Executive also confirmed that they had appointed to the position of Head of Technology.

h) Corporate Delivery Plan Progress Update Q2

The report was circulated prior to Committee. There were no questions.

i) Corporate Peer Challenge Action Plan Progress Update Q2

The report was circulated prior to Committee. There were no questions.

**SRC.053****WORK PROGRAMME**

It was confirmed that some of the items listed for future meetings had now been included in the Work Programme for the February and April 2021 Committee meetings.

**SRC.054****MEMBER QUESTIONS**

There were none.

The meeting closed at 8.49 pm

Chair

**STROUD DISTRICT COUNCIL**  
**STRATEGY AND RESOURCES COMMITTEE**

**AGENDA  
ITEM NO**

**11 FEBRUARY 2021**

**5**

<b>Report Title</b>	<b>THE FAIR PAY AND SENIOR PAY POLICY STATEMENT 2020/21</b>			
<b>Purpose of Report</b>	The Council is required under the Localism Act 2011 to approve and publish a policy statement on Senior Pay.			
<b>Decision(s)</b>	<b>The Committee RECOMMENDS to COUNCIL that the statement is approved.</b>			
<b>Consultation and Feedback</b>	A copy of the statement has been provided to Unison.			
<b>Report Author</b>	Lucy Powell, HR Manager Email: <a href="mailto:lucy.powell@stroud.gov.uk">lucy.powell@stroud.gov.uk</a>			
<b>Options</b>	The Council is required to publish a statement by the 31 <sup>st</sup> March 2021 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.			
<b>Background Papers</b>	Information on the Council's workforce was extracted from the Council's human resources/payroll system. The remuneration of individual senior officers is also published in the Council's Statement of Accounts and on the Council's website.			
<b>Appendices</b>	No appendices			
<b>Implications (further details at the end of the report)</b>	Financial	Legal	Equality	Environmental
	No	No	No	No

**1. INTRODUCTION / BACKGROUND**

- 1.1 This Pay Policy Statement is produced on an annual basis in accordance with Section 38 (1) of the Localism Act 2011. It is made available on the Council's website.
- 1.2 The Council has published information on senior pay for a number of years on its website and in its Statement of Accounts. It has also responded openly and in full to Freedom of Information Act requests for such details.
- 1.3 The Local Government Transparency Code 2015 places additional publication requirements on local authorities to publish data on their websites. This includes the requirement either to publish the data on their website or place a link on their website to such data. Additional requirements of the Code include the requirement for local authorities to publish:-
  - A list of responsibilities of senior staff
  - Details of bonuses and "benefits-in-kind" for all employees whose salary exceeds £50,000

- The pay multiple, defined as the ratio between the highest paid taxable earnings for the given year and the median earnings figure of the whole of the authority's workforce.

This information is available on the Council's website.

## **2. Pay Accountability - Senior Pay Policy Statement for Stroud District Council 2020-21**

- 2.1 Both the Localism Act 2011 and the Transparency Code 2015 require the definition and publication of data on the lowest paid employees, their remuneration and the clarification of the relationship of pay between the lowest and highest paid groups of employees.
- 2.2 The lowest paid employees of the Council are on the Apprentice grade and have a salary at 01/01/2021 of £12,444.00. The highest paid employee on Stroud 12 has a salary at 01/01/2021 of £118,437.00. This is calculated as a ratio of 1:10 between the lowest and the highest paid employees of the Council. The Government's view is that the salaries ratio in the public sector should not exceed 1:20, so the Council is well within these guidelines.
- 2.3 There is only a requirement by the Government to pay Apprentices £4.15 per hour. However, the Apprentice grade at the Council has been based on the National Minimum Wage for 18-20yr olds of £6.45.
- 2.4 The pay multiple, defined as the ratio between the highest paid taxable earnings for the given year and the median earnings figure of the whole of the authority's workforce was 4.44.
- 2.5 Since 2013, the Council has paid the Living Wage Foundation (LWF) living wage to staff on Stroud 1 by way of a supplement to basic pay. As a result of Local Government pay award the STR1 salary is now above the LWF salary and therefore no supplement is required. The Council will continue to monitor the STR1 salary and LWF salary.

## **3. Level and Elements of Remuneration in 2020-21**

The Council pays 'spot' salaries to all employees. There are 13 spot salaries:

Stroud Grade	Salary	FTE	Headcount	FTE Nov 2019	Headcount Nov 2019
STR APP	£12,444.00	1.00	1	7.00	7
STR1	£18,198.00	3.96	28	1.37	4
STR2	£19,698.00	25.52	51	35.68	50
STR3	£22,183.00	72.60	83	63.85	76
STR4	£27,041.00	71.81	79	65.14	75
STR5	£32,234.00	63.28	70	56.77	67
STR6	£37,890.00	37.78	40	40.34	43
STR7	£43,857.00	22.58	23	21.53	22
STR8	£50,745.00	11.19	12	11.80	12
STR9	£57,096.00	7.80	8	8.80	9
STR10	£75,174.00	0.00	0	0.00	0
STR11	£82,200.00	4.00	4	3.00	3
STR12	£118,437.00	1.00	1	1.00	1
<b>TOTAL</b>		<b>323.11</b>	<b>401* Actual = 366</b>	<b>316.28</b>	<b>369* Actual = 357</b>

\* This figure shows employees with contracted hours at each Stroud grade. The 'actual' figure indicates exact headcount, as some employees have more than one post at different grades.

- 3.1 There are no bonuses, annual increments or performance related payments. A salary supplement or honorarium can be paid when an employee carries out a substantial increase in duties and responsibilities.
- 3.2 The actual headcount has increased by 2.52% since last year.
- 3.3 The Chief Executive is employed under Chief Executives' Terms and Conditions. All other senior officers are employed under National Joint Council (NJC) for local government services. The Council publishes an Employee Handbook that sets out local terms and conditions of employment. This is available on the staff intranet.
- 3.4 The pay in relation to individual senior officers is shown below;

#### **Chief Executive**

- Salary of £118,437.00 subject to any national pay award. The Chief Executives' pay agreement of April 2020 increased Chief Executives' pay by 2.75 percent in April 2020.
- Employed under the Chief Executives' Terms and Conditions
- Election Fees as Returning Officer as set out in the Gloucestershire Scheme Scale of Fees for District and Parish Elections; Parliamentary, European Parliament, Referendum, Police Area Returning Officer Fees as specified by the Ministry of Justice, the Home Office or the Electoral Commission. The fees vary from year to year depending on the nature and number of elections. This is classed as a separate employment for superannuation purposes.
- Payment of membership of the Society of Local Authority Chief Executives (invoiced direct to the Council)

#### **Strategic Directors (Resources, Place, Communities and Change & Transformation)**

- Salary of £82,200 - £87,337.50 (subject to any national pay award)
- Taxable mileage payable in line with HMRC reimbursement rates.
- Payment of membership of one professional body (invoiced direct to the Council)
- Election fees payable to officers as election staff, as determined by the Returning Officer using the appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees

#### **Heads of Service**

- Salary of £57,096 subject to any national pay award
- Taxable mileage payable in line with HMRC reimbursement rates.
- Payment of membership of one professional body (invoiced direct to the Council).
- Election fees payable to officers as Deputy Returning Officer or election staff, as determined by the Returning Officer using the appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees

#### **Monitoring Officer**

- The permanent post is currently vacant and there are interim arrangements in place to cover this role at present.
- Taxable mileage payable in line with HRMC reimbursement rates (for perm role)
- Payment of membership of one professional body (invoiced direct to the Council) (for perm role)
- Election fees payable to officers as Deputy Returning Officer or election staff, as determined by the Returning Officer using appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees.

#### **Section 151 Officer (This role is covered by Strategic Director of Resources)**

- Salary of £85,282.50 (subject to national pay award)

- Taxable mileage payable in line with HRMC reimbursement rates.
- Payment of membership of one professional body (invoiced direct to the Council).
- Election fees payable to officers as Deputy Returning Officer or election staff, as determined by the Returning Officer using appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees.

### **Service Managers**

- Salaries in range from £37,890 to £50,745 subject to any national pay award
- Taxable mileage payable in line with HMRC reimbursement rates.
- Payment of membership of one professional body (invoiced direct to the Council).
- Election fees payable to officers as Deputy Returning Officer or election staff, as determined by the Returning Officer using the appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees

## **4. Remuneration on Recruitment**

### **4.1 Chief Executive**

The remuneration would be reviewed prior to advertisement by the Strategy & Resources Committee or its panel under delegated authority from the Council. The Committee's membership is agreed by the Council at its Annual General Meeting and is politically balanced.

The full Council appoints the Chief Executive based on a recommendation from the Committee.

### **4.2 Strategic Directors, Heads of Service, Service Managers, Monitoring Officer and S151 Officer**

The remuneration and allowances are set out in the Employee Handbook and the published salary scales

## **5. Remuneration on ceasing to hold office/be employed by the Council**

### **5.1 Chief Executive**

The Committee would make a recommendation to the full Council.

### **5.2 Strategic Directors, Heads of Service, Service Managers, Monitoring Officer and S151 Officer**

The terms of any redundancy or retirement are set out in the Employee Handbook (Section 3.3).

5.3 The Public Exit Payments Regulation 2020 caps exit payments in the Public Sector at £95,000. The total of all exit payments cannot exceed £95,000.

5.4 The cap will apply to any exit payment made on or after 4<sup>th</sup> November 2020

5.5 The cap applies to all payments related to exit, including redundancy, severance payments, settlement agreements, pay in lieu of notice and pension strain costs (additional employer pension fund contributions to enable an individual to take early retirement on an unreduced pension)



## **6. CONCLUSION**

### **6.1 Publication and Access to Information Relating to Remuneration**

6.2 This pay policy statement is published on the Council's website located under Open Data at <http://www.stroud.gov.uk/opendata>

6.3 The Council's Constitution and the Council's Statement of Accounts are published at [www.stroud.gov.uk](http://www.stroud.gov.uk)

## **7. IMPLICATIONS**

### **7.1 Financial Implications**

There are no financial implications arising directly from this report. All salary costs are budgeted for in the Medium term Financial Plan

Lucy Clothier, Accountancy Manager  
Email: [Lucy.Clothier@stroud.gov.uk](mailto:Lucy.Clothier@stroud.gov.uk)

### **7.2 Legal Implications**

There are no significant implications within this category.

One Legal  
Tel: 01684 272691 Email: [Patrick.arran@stroud.gov.uk](mailto:Patrick.arran@stroud.gov.uk)

### **7.3 Equality Implications**

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

### **7.4 Environmental Implications**

There are no significant implications within this category.

## STRATEGY AND RESOURCES COMMITTEE

11 FEBRUARY 2021

6

<b>Report Title</b>	<b>COUNCIL TAX SUPPORT SCHEME</b>			
<b>Purpose of Report</b>	<b>To set a Council Tax Support Scheme for the period 1 April 2021 to 31 March 2022</b>			
<b>Decision(s)</b>	<b>The Committee RECOMMENDS to Council that it adopts the current default scheme for 2021/22 keeping the scheme unchanged.</b>			
<b>Consultation and Feedback</b>	Consultation took place between 14 December 2020 and 22 January 2021			
<b>Report Author</b>	Simon Killen – Revenue and Benefits Manager Email: <a href="mailto:simon.killen@stroud.gov.uk">simon.killen@stroud.gov.uk</a>			
<b>Options</b>	The Council could choose to adopt a local scheme that reduces the Council Tax Support that working age claimants receive.			
<b>Background Papers</b>	None			
<b>Appendices</b>	Appendix A – Summary of Scheme 2021-22			
<b>Implications (further details at the end of the report)</b>	Financial	Legal	Equality	Environmental
	Yes	Yes	No	No

**1. BACKGROUND**

- 1.1** The Welfare Reform Act 2012 abolished Council Tax benefit. Section 10 of the 2012 Act added a new section 13A to the Local Government and Finance Act 1992 so that, in respect of dwellings in England, a person's liability to pay Council Tax is reduced in accordance with the billing authority's Council Tax Reduction Scheme. Liability may be reduced "to such an extent as the billing authority thinks fit." Billing authorities can apply a reduction in particular cases or by determining a class of case. Liability for Council Tax can be reduced to nil.
- 1.2** Each billing authority is required to develop a local Council Tax Support scheme each year for working age people.
- 1.3** Since 2013/14 the Council has adopted the Governments default scheme which has meant no changes or reduction in the support we provide
- 1.4** Council Tax Support is provided to around 6.200 households at an annual cost of £6.7m which includes both working age and pension age claimants. Working age caseload has increased by around 16% as a result of the pandemic.
- 1.5** Within Gloucestershire some of our neighbouring authorities have reshaped their schemes to an income banded scheme whilst others are changing to include a minimum payment

1.6 Between 14/12/20 and 22/01/21 a consultation was carried out on the council's website. This was seeking views from residents, as well as interested parties such as Citizens Advice, on the Council Tax support scheme and banded scheme. The consultation provided very little feedback.

1.7 Residents over state pension age are protected from any changes.

## 2. MAIN POINTS

2.1 Since 2013/14 the funding from central government to support the local working age scheme has continued to reduce in line with other central funding cuts. The council has so far absorbed any shortfall in funding assisted by utilising our local powers to reduce council tax discounts on empty properties, along with a premium charge.

2.2 To reduce costs to the council, changes would have to be made to the level of support provided to working age claimants.

2.3 There is a need to modernise and make changes to the current scheme so that it works together with the changes that are being made at national level with Universal Credit. Currently those claimants may have their entitlement recalculated each month taking into account fluctuations in income. This can result in revised changes to council tax instalments every month which can be confusing and make budgeting difficult.

2.4 There is a risk that the cost on maintaining the current local scheme will increase as the number of claimants increases due to the state of the local and national economy.

## 3. RECOMMENDATION

3.1 The report recommends that the council continues with the existing scheme for 2021/22. This will allow the council to continue to provide up to a maximum 100% support, whilst protecting the most vulnerable residents in the district.

3.2 The Council Tax Hardship scheme will allow us to award additional discount of up to £150 where eligibility is not the full 100%.

3.3 The wider introduction of Universal Credit will impact on how Council Tax support is administered and consideration should be given to an alternative scheme for futures years.

3.4 During 2021/22 a full review and modelling will be carried out and new proposals brought forward for consideration to change the scheme from 2022/23. Any future scheme will need to provide protection for the most vulnerable claimants as well as aim to be cost neutral.

## 4. IMPLICATIONS

### 4.1 Financial Implications

The costs of the scheme are included within the Medium Term Financial Plan. The report sets out that a full review of the scheme will be undertaken during 2021/22 for consideration of the Council Tax Support Scheme from 2022/23.

Lucy Clothier, Accountancy Manager  
Email: Lucy [Clothier@stroud.gov.uk](mailto:Lucy.Clothier@stroud.gov.uk)

## **4.2 Legal Implications**

The Local Government Tax Support 'LCTS' scheme is required under section 13A of the Local Government Finance Act 1992 ("the Act") (updated in 2012). The Act states that for each financial year, local authorities must consider whether to revise their LCTS scheme or replace it with another scheme.

The prescribed regulations set out the matters that must be included in such a scheme. Before making any changes, under Section 40 of the Act, the local authority must, in the following order:-

1. consult with any major precepting authorities
2. publish the draft scheme
3. consult other parties likely to have an interest in the scheme

If a local authority does not make/revise a LCTS scheme by the prescribed deadline, a default scheme will be imposed on the authority which will be effective from April 2021

One Legal

Tel: 01684 272012 Email: [Patrick.arran@stroud.gov.uk](mailto:Patrick.arran@stroud.gov.uk)

## **4.3 Equality Implications**

The council is committed to equality and the fair application of the policy, ensuring that people receive fair outcomes in the standard of service they receive from the Council, regardless of their race, gender, age, religion or belief, sexual orientation, marital or civil partnership status and/or disability in line with the principles set out in the Equalities Act 2010.

## **4.4 Environmental Implications**

There are no significant implications within this category.

## Council Tax Support Scheme

### Summary of the proposed scheme for Pension Credit Age persons and Working Age persons 2021/22

#### Introduction

The current Council Tax Support Scheme will end on 31st March 2021 and, from 1st April 2021, Councils will put in place (if necessary) a new local Council Tax Support scheme. Stroud District Council is proposing to continue the qualifying criteria from the current Council Tax Support Scheme as our local scheme. This means that all entitlements will remain the same. A consultation process in relation to this proposal was carried out between 14/12/2020 and 22/01/2021.

The purpose of this document is to give a high level overview of the current scheme, so that it is clear what we are proposing to continue. This document will also highlight any differences between the current scheme and the new local scheme that will take effect from 1<sup>st</sup> April 2021.

#### The Council Tax Support Scheme for Pensioners

The Government has protected Pensioners (i.e. those who have reached the age at which Pension Credit can be claimed) from change within local schemes. For Pensioners, the rules under the new local scheme will therefore be very similar to those of the current Council Tax Support scheme. An overview of the three basic types of qualification follows:

To qualify for Council Tax Support the person must:

- a. have attained the qualifying age for state Pension Credit,
- b. not be somebody with a partner of Working Age in receipt of Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance and Universal Credit ,
- c. be liable to pay Council Tax for property in which they are resident,
- d. not have capital and/or savings above £16,000, and
- e. have made a valid application for a Council Tax Support.

The three types of qualification are summarised as follows:

1. Where an applicant meets all of the criteria (a-e above) and receives a level of weekly income which is less than or equal to the living allowance set by Central Government (known as the 'applicable amount'); that person qualifies for 100% reduction on their Council Tax and has nothing to pay. However, this may be reduced if they have another adult living with them who is not their partner (this is known as a Non-Dependant Deduction).
2. Where an applicant meets all of the criteria (a-e above) and receives a level of weekly income which is above their applicable amount; the level of reduction will be calculated by taking 20% (known as the taper) of the difference between the income and the applicable amount away from their weekly Council Tax liability. Therefore, dependant on the level of income, the support could be anywhere between 0% and 100%. Again, this may be reduced if they have another adult living with them who is not their partner (this is known as a Non-Dependant Deduction).

3. Where the applicant meets all of the criteria, apart from the capital limit (a, b, c & e above) and has another adult living with them who is on a low income or on state benefits (who is not their partner and does not pay rent to them); they may qualify for a reduction (known in the current Council Tax Benefit scheme as 'Second Adult Rebate'). Dependant on the level of income received by the 'second adult' this could give a reduction of up to 25%. This may be up to 100% for qualifying student applicants.

### **The Council Tax Support Scheme for Working Age claimants**

As with the current Council Tax Support qualifying criteria, to qualify for Council Tax Support the person must:

- a. be someone who has not reached Pension Credit age, for whom a Council Tax Support claim can be calculated, unless they have a partner who is of working age,
- b. be liable to pay Council Tax for property in which they are resident,
- c. not have capital and/or savings above £16,000,
- d. have made a valid claim for Council Tax Support.

The three types of qualification are summarised as follows:

1. Where an applicant meets all of the criteria (a-d above) and receives a level of weekly income which is less than or equal to the living allowance set by Central Government (known as the 'applicable amount'); that person qualifies for 100% reduction on their Council Tax and has nothing to pay. However, this may be reduced if they have another adult living with them who is not their partner (this is known as a Non-Dependant Deduction).
2. Where an applicant meets all of the criteria (a-d above) and receives a level of weekly income which is above their applicable amount; the level of reduction will be calculated by taking 20% (known as the taper) of the difference between income and applicable amount away from their weekly Council Tax liability. Therefore, dependant on the level of income, the support could be anywhere between 0% and 100%. Again, this may be reduced if they have another adult living with them who is not their partner (this is known as a Non-Dependant Deduction).
3. Where the applicant meets all of the criteria, apart from the capital limit (a, b & d above) and has another adult living with them who is on a low income or on state benefits (who is not their partner and does not pay rent to them); they may qualify for a reduction (known in the current Council Tax Benefit scheme as 'Second Adult Rebate'). Dependant on the level of income received by the 'second adult' this could give a reduction of up to 25%. This may be up to 100% for qualifying students.

### **Legislation**

It is proposed that eligibility under the new local scheme mirrors what is already set out in legislation relating to the previous Council Tax Benefit scheme. Our scheme will mirror any changes made to the HB regulations after the CTB regs ended including:

- Removal of the family premium from 01 May 2016 for new claims and changes of circumstances for existing claimants who have a child or become responsible for a child after 30 April 2016

- Match the removal of allowances for third and subsequent children born after April 2017
- The restrictions in tax credits for two children and the removal of the family element from 2017
- Restrictions for those claimants leaving the UK for longer than one month
- Exception will be that Backdating will be limited to a maximum of three months for all CTS claimants

For reference these regulations are;

- The Social Security Contributions and Benefits Act 1992,
- The Social Security Administration Act 1992,
- The Council Tax Benefit Regulations 2006
- The Council Tax Benefit (Persons who have attained the qualifying age for state Pension Credit) Regulations 2006,
- The Housing Benefit Regulations 2006
- The Housing Benefit (Persons who have attained the qualifying age for state Pension Credit) Regulations 2006.

These regulations set out how Council Tax Benefit was claimed, calculated and paid. The local Council Tax Support scheme will mirror all of these criteria and a summary of the key factors follow:

### **Applicable Amount**

This is the living allowance that determines the financial needs of claimants. These are determined annually by Central Government and the local scheme will use the same figures in line with Social Security benefits. As shown in the detailed qualifying criteria above, they are used to determine your entitlement. Generally, if your income (including benefits and assumed income from capital) is lower than your applicable amount you will receive full support (less any deduction for any non-dependants living in your household). If your income is higher than your applicable amount then you will receive less than 100% support. Applicable amounts are calculated by making allowance for your personal needs, any children in the household, as well as premiums for certain household circumstances; for example if there is a disabled person within the household.

### **Income and Capital**

Income is all of the money that the applicant (and other members of their household) have coming in from earnings, social security benefits, maintenance payments, pensions and other sources. Some forms of income will have what is known as a 'disregard' applied to them. This means that, for the purposes of calculating Council Tax Support, they may be partially or fully ignored.

Any capital that the applicant has (for example savings, shares or other property) will contribute to the calculation as well as their income. The Council will work out an assumed weekly income from the applicant's capital/investments (known as tariff income) and this will be used to calculate a total income figure, so that this can be used to calculate entitlement. Again, some capital will be disregarded within the calculation.

### **Evidence**

The Council will, as with the current Council Tax Support scheme, require all applicants to provide evidence of most forms of income and capital. The Council will also require evidence of applicant's identity upon making a claim for Council Tax Support.

## **Change of Circumstances**

Recipients of Council Tax Support must notify the Council immediately if there are any changes that might affect their right to, or the amount of, Council Tax Support received.

This will include where they live; who they live with; changes in earnings, benefits and capital; the employment status of everyone in the household; a member of the household leaving or going into hospital or prison. Applicants will have a duty to notify the Council of any change of circumstances that they might reasonably be expected to know might affect their Council Tax Support entitlement.

## **Payment and Notification**

All awards of Council Tax Support will be credited direct to the applicant's Council Tax account. Applicants will be notified in writing about their weekly award and how it was calculated or (where they are not entitled) that their claim has been unsuccessful. Where Council Tax Support is awarded the applicant will also receive a new Council Tax bill with their reduced liability (even where they are entitled to 100% support and the bill is zero).

## **Overpayments**

As with the current Council Tax Support scheme, where an applicant has been awarded support and it is later determined that they should not have been entitled, an overpayment will have occurred. In most instances, where this is the applicants error, this overpayment will be added to their Council Tax account and collected as normal. Where this is not possible (for example if the account is now closed because the applicant has moved) normal recovery actions will be undertaken. The Council will be able to get an attachment to that benefit to recover Council Tax; which is possible within the current arrangements.

## **Claiming**

Currently claims for Housing Benefit and Council Tax Support are made on the same form. It is proposed that this will remain the same when the new local Council Tax Support scheme is introduced. Minor adjustments will need to be made to take account of the change in the name of the scheme (for example); however it is anticipated that a very similar form will be used and be available in exactly the same formats as with the current scheme. A shortened claim form has been introduced for use by claimants who are claiming and / or receiving Universal Credit.

## **Moving Over to the New Scheme**

The Council will not be asking existing Council Tax Support recipients to make a fresh claim for Council Tax Support. As the same qualifying criteria will apply, we will simply transfer all Council Tax Support claims in payment on 31<sup>st</sup> March 2021 to the new scheme.

## **Universal Credit**

Full service was rolled out across the district for a broader range of claimants from 4<sup>th</sup> October 2018. It has become more widely available for couples and families but only for new claims or where there is a significant change of circumstances.

The impact of Universal Credit will be monitored with a view to introduce a "tolerance level" of income change which would mean we ignore changes of less than a certain per cent or a certain amount.



Where claimants are employed and receiving Universal Credit, their net wage after tax, national insurance and pension deductions will be used in the assessment.

Where claimants are self-employed and are or were receiving Universal Credit, we will follow Universal Credit and use the relevant national minimum wage to make an assessment on their income where they have declared no profit.

It is proposed that eligibility under the new local scheme mirrors what had already been set out in legislation relating to the old Council Tax Benefit scheme, other than the annual uprating of premiums, allowances, non-dependant deductions and any changes to the national pension age scheme that need to be reflected in the local working age scheme.

Our scheme will also mirror any changes made to the HB regulations after the CTB regs ended including:

- Removal of the family premium from 1 May 2016 for new claims and changes of circumstance for existing claimants who have a child or become responsible for a child after 30 April 2016.
- Match the removal of allowances for third and subsequent children born after April 2017
- The restrictions in tax credits to two children and the removal of the family element from 2017
- restrictions for those claimants leaving the UK for longer than one month
- Exception will be that backdating will be limited to a maximum of three month for all CTS claimants.

**HBRO** = Housing Benefit Run On, an additional award of benefit for the first four weeks of employment where the customer was previously unemployed for a continuous period of 26 weeks

**CTS** = Council Tax Support

**Taper** = the rate at which benefit is reduced as income increases

**Second Adult Rebate** = an award of benefit based on the income a second person in a property

### **What are the differences between the old Council Tax Benefit Scheme and the new local Council Tax Support Scheme?**

There are some things, aside from the name, that will be different under the new local scheme. However, these are factors that will not generally affect the main qualifying criteria.

These differences are:

- **Discretionary Housing Payments** – Where someone did not receive full benefit (Housing Benefit or Council Tax Benefit) and there was the risk of financial hardship; the Council had a discretionary budget that it could use to top up Housing and/or Council Tax Benefit. Under the new local Council Tax Support scheme this discretionary allocation of

money is not available and there will not be any payment of discretionary support. This has not caused wide-ranging difficulties as we have been operating a Council Tax Support Scheme since April 2013.

- **Fraud** – The previous Council Tax Benefit scheme operated under Benefit Legislation and the Council had powers to investigate and prosecute fraudsters accordingly. The new scheme is not a benefit. It is a discount under Council Tax legislation and benefit investigation powers do not apply. However, under the Fraud Act 2006 the Council has very similar powers to investigate and prosecute those that fraudulently claim Council Tax Support.
- **Appeals** – The current appeals system (and processes) changed from those we had in place in relation to Council Tax Benefit. The Valuation Tribunal Service will be responsible for hearing appeals against Council Tax Support.
- **Universal Credit** – The introduction of Universal Credit may change the level of evidence and information that we require from applicants. Currently, for claimants of such benefits as Income Support and Job Seeker's Allowance, we receive information from the Department for Work and Pensions that reduces the duplication for the claimant. The DWP will only tell us of Universal Credit amounts if the claimant gives their permission, otherwise we will need to contact them like any other claimant.

**STROUD DISTRICT COUNCIL**  
**STRATEGY AND RESOURCES COMMITTEE**

**AGENDA  
ITEM NO**

**11 FEBRUARY 2021**

**7**

<b>Report Title</b>	<b>STROUD DISTRICT COUNCIL CAPITAL STRATEGY</b>			
<b>Purpose of Report</b>	To approve the Council's Capital Strategy.			
<b>Decision(s)</b>	<b>The Committee RECOMMENDS to COUNCIL to approve the Capital Strategy at Appendix A.</b>			
<b>Consultation and Feedback</b>	None			
<b>Report Author</b>	Graham Bailey, Principal Accountant 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.			
<b>Background Papers</b>	CIPFA Prudential Code 2018			
<b>Appendices</b>	Appendix A – Stroud District Council Capital Strategy			
<b>Implications (further details at the end of the report)</b>	Financial	Legal	Equality	Environmental
	No	No	No	No

**1. INTRODUCTION / BACKGROUND**

- 1.1** Under the Local Government Act 2003 the Council should have regard to the CIPFA Prudential Code. In 2018 this code was revised to include a requirement for every local authority to produce a “Capital Strategy”
- 1.2** The Guidance notes to the Prudential Code state that “The purpose of the capital strategy is to tell a story that gives a clear and concise view of how a local authority determines its priorities for capital investment, decides how much it can afford to borrow and sets its risk appetite”.
- 1.3** The Capital Strategy was approved by Council 20 February 2020 and the document should be reviewed at least annually and must be considered a “live” document to be used throughout the financial year.

**2. THE CAPITAL STRATEGY**

- 2.1** The proposed Capital Strategy is attached at Appendix A. It 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.

- 2.2** The Capital Strategy is split into four main sections to enable the reader of the strategy to clearly see the main issues as they are presented.
- 2.3** Section one sets out the basics of Capital Expenditure and the general principles which the Council will follow in its capital programme. The principles are as follows;
- Capital Investment is a vital tool in delivering strategic priorities
  - The capital programme will include only those schemes which assist in delivering a Council priority or commercial returns
  - The Council will consider schemes purely to generate a commercial return, as part of the budget strategy to close the gap between expenditure and resources
  - The evaluation of capital schemes for inclusion on the programme will follow an agreed process which allows scrutiny whilst not limiting innovation and adaptability
  - The funding of the capital programme must be considered alongside the revenue budget and balance sheet position as part of the Council's integrated financial planning
  - Capital projects will be monitored and evaluated, both during and after their completion, to ensure their efficient progress and that any lessons learnt can be transferred to other Council schemes
- 2.4** It is a requirement of the Capital Strategy that it must state whether the Council undertakes capital investment for a commercial return and how dependant the current revenue budget is on such investment. Within Section One it is set out that the Council will consider such investments should the opportunity arise. To not make that statement would limit the Council's ability to respond to such opportunities. The current MTFP has no reliance on income from previous capital expenditure where income generation was the only objective so the current risk exposure is nil.
- 2.5** Section two shows how the Council will select, approve and monitor capital schemes.
- 2.6** Section three covers the different source of funding for Capital Projects and the principles that will be followed in applying them. This includes the Council's policy on new borrowing setting out that the Council must consider the interest and MRP implications of any new borrowing.
- 2.7** Section Four links to existing Council policies on risk and treasury management. It also includes an analysis of the skills and knowledge within the organisation.
- 3. CONCLUSION**
- 3.1** No significant amendments have been made to the Strategy approved by Council in January 2020, although any references have been updated to the current financial data and capital schemes.

## **4. IMPLICATIONS**

### **4.1 Financial Implications**

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.

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### **4.2 Legal Implications**

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

One Legal

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### **4.3 Equality Implications**

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

### **4.4 Environmental Implications**

There are no significant implications within this category.

# **Stroud District Council Capital Strategy**

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## **Section 1 – Principles of the SDC Capital Strategy**

### **1. Introduction**

Welcome to the Capital Strategy for Stroud District Council. The following document sets out how the Council sets out its priorities for Capital investment including links to existing delivery plans and strategy documents. It also considers the ways in which capital expenditure may be financed, including the impact that the Strategy has on the budgets of both the General Fund and the Housing Revenue Account (HRA). The strategy will also set out the links with Treasury Management objectives and determine the authority's approach to risk in those objectives.

This document is a fundamental part of the Council's business planning process from both a financial and service perspective. It sets out a framework whereby the authority's capital resources can be effectively allocated to those projects which may help the Council achieve wider corporate objectives, protect existing assets and support financial sustainability.



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1. Capital Investment is a vital tool in delivering strategic priorities

## Principles

2. The capital programme will include only these schemes which assist in delivering a Council priority or commercial returns

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3. The Council will consider schemes purely to generate a commercial return, as part of the budget strategy to close the gap between expenditure and resources

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4. The evaluation of capital schemes for inclusion on the programme will follow an agreed process which allows scrutiny whilst not limiting innovation and adaptability

## Capital

5. The funding of the capital programme must be considered alongside the revenue budget and balance sheet position as part of the Council's integrated financial planning

## Strategy

6. Capital projects will be monitored and evaluated, both during and after their completion, to ensure their efficient progress and that any lessons learnt can be transferred to other Council schemes

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## 2. Background

As part of its wider treasury management objectives the Council must have regard to the “Prudential Code for Capital Finance in Local Authorities” (henceforth to be referred to as the Prudential Code), as produced by the Chartered Institute of Public Finance & Accountancy (CIPFA). The 2018 revision of the Prudential Code introduced the requirement for authorities to produce a Capital Strategy representing as it does best practice in financial planning. This document is that strategy for Stroud and sets out baseline practices. As the capital ambitions of the authority continue to grow the Strategy will serve as a basis for building that capital programme and can be updated as and when new priorities, schemes or methods of financing are introduced. It is a live document forming a fundamental part of the ongoing strategic planning of the Council.

## 3. Capital Expenditure

Capital Expenditure is that which is incurred on the acquisition, creation or enhancement of an asset. These assets can be tangible such as buildings or vehicles, as well as intangible such as software products or licenses. Revenue expenditure is that which is incurred on the day to day running costs of the Council.

## 4. The link between revenue and Capital

Capital and revenue expenditure are often treated as separate components of local authority budgets and funding for each is considered separately. However, it should be regarded as a vital component of successful financial planning that revenue and capital budgets are intrinsically linked, therefore this capital strategy should be deemed to form a key part of the authority’s medium term financial planning process.

The impact of capital expenditure upon the revenue budgets of the authority must be an intrinsic part of assessing capital projects at the business case stage.

The following table sets out some of the key impacts of capital expenditure upon the revenue budget.

### Revenue Savings

- Direct Income from assets
- Reduced maintenance costs
- Savings in labour costs

### Revenue Costs

- Running costs of new assets
- Minimum Revenue Provision (loan principal)
- Interest costs from borrowing (or lost investment interest if internally borrowing)
- Revenue funding of capital programme

As an indication of the current cost of the existing capital programme, the proposed Council budget for 2021/22 includes the following sums for loan principal and interest costs.

	2021/22	2022/23	2023/24	2024/25
General Fund	£000	£000	£000	£000
MRP	1,010	1,053	1,233	1,154
Interest	133	168	175	215
<b>GF Total</b>	<b>1,143</b>	<b>1,221</b>	<b>1,408</b>	<b>1,369</b>
<b>Housing Revenue Account</b>				
Principal	967	1,311	1,611	1,674
Interest	3,379	3,379	3,379	3,379
<b>HRA Total</b>	<b>4,346</b>	<b>4,690</b>	<b>4,990</b>	<b>5,053</b>

## 5. The Purpose of Capital Investment

Investment through Capital Expenditure may serve a number of purposes, these can typically be classified as being related to service priorities and commercial investments.

Service priorities are those areas that the Council has identified through the Corporate Delivery Plan. Capital expenditure may be a specific component of the corporate priority itself, such as the delivery of new affordable housing within the District or investment in an asset which helps to achieve the priority, such as new leisure facilities to improve public health.

Commercial investments are those which are entered into with the explicit objectives of returning a surplus for Council and therefore improving the financial sustainability of the Council. These may include:

- Acquisition of Property to deliver a commercial return, usually through rental
- Investments in outside organisations with the view to making a return

Investments which neither deliver a financial return nor achieve a service objective for the Council should not be considered for inclusion on the Capital Programme.

## 6. What are our Council priorities?

Council objectives are set out in the Corporate Delivery Plan 2018-22 (CDP) and Corporate Delivery Plan 2019-20 which list the five main priorities of the Council as:

- Help create a sustainable and vibrant economy that works for all
- Provide affordable, energy efficient homes for our diverse and changing population
- Help the community minimise its carbon footprint, adapt to climate change and continue to improve recycling rates
- Promote the health and wellbeing of our communities and work with others to deliver the public health agenda
- Provide value for money to our taxpayers and high quality services to our customers

The full CDP can be found at [www.stroud.gov.uk/media/682656/corporate-delivery-plan-2018-22.pdf](http://www.stroud.gov.uk/media/682656/corporate-delivery-plan-2018-22.pdf) and <https://www.stroud.gov.uk/media/1070492/stroud-district-council-corporate-delivery-plan-2019-20.pdf>

The CDP will be periodically reviewed and updated. As the CDP is reviewed new schemes will be evaluated against new Corporate Priorities.

The Council vision, currently “Leading a community that is making Stroud district a better place to live, work and visit for everyone”, should also be considered when planning capital projects.

## **7. Existing Capital Priorities**

The Capital Programme includes a number of high profile Capital Schemes and Priorities. These priorities are;

- New Build Housing, existing stock maintenance and support for affordable homes – The provision of housing is a key element of the Corporate Delivery Plan and the capital programme reflects this. The HRA capital programme now includes a second phase of new house building. To support the provision of future new builds the capital programme now also includes a budget for the purchase of land. This is a strong example of the use of capital planning to identify assets required (land) to support the provision of a Council priority (housing).
- Regeneration of the Canal – Support for the redevelopment of the Canal is a key component of the Council’s capital programme. “Stroudwater Connected” represents the next critical phase of the canal redevelopment that has bid successfully for £8.9m of HLF Lottery funding. Also, the Council has committed capital funds of £3 million to support the project.
- Redevelopment of Brimscombe Port – Brimscombe Port is the Council’s primary mixed use regeneration scheme for the upcoming period. Successful completion of the project will produce an increase in housing supply and provision for business accommodation as well as the restoration of a historically significant inland port. Funding for the scheme is likely to be drawn from a variety of sources including Council contributions, a loan from Homes England and funding through a joint venture agreement with a delivery partner.

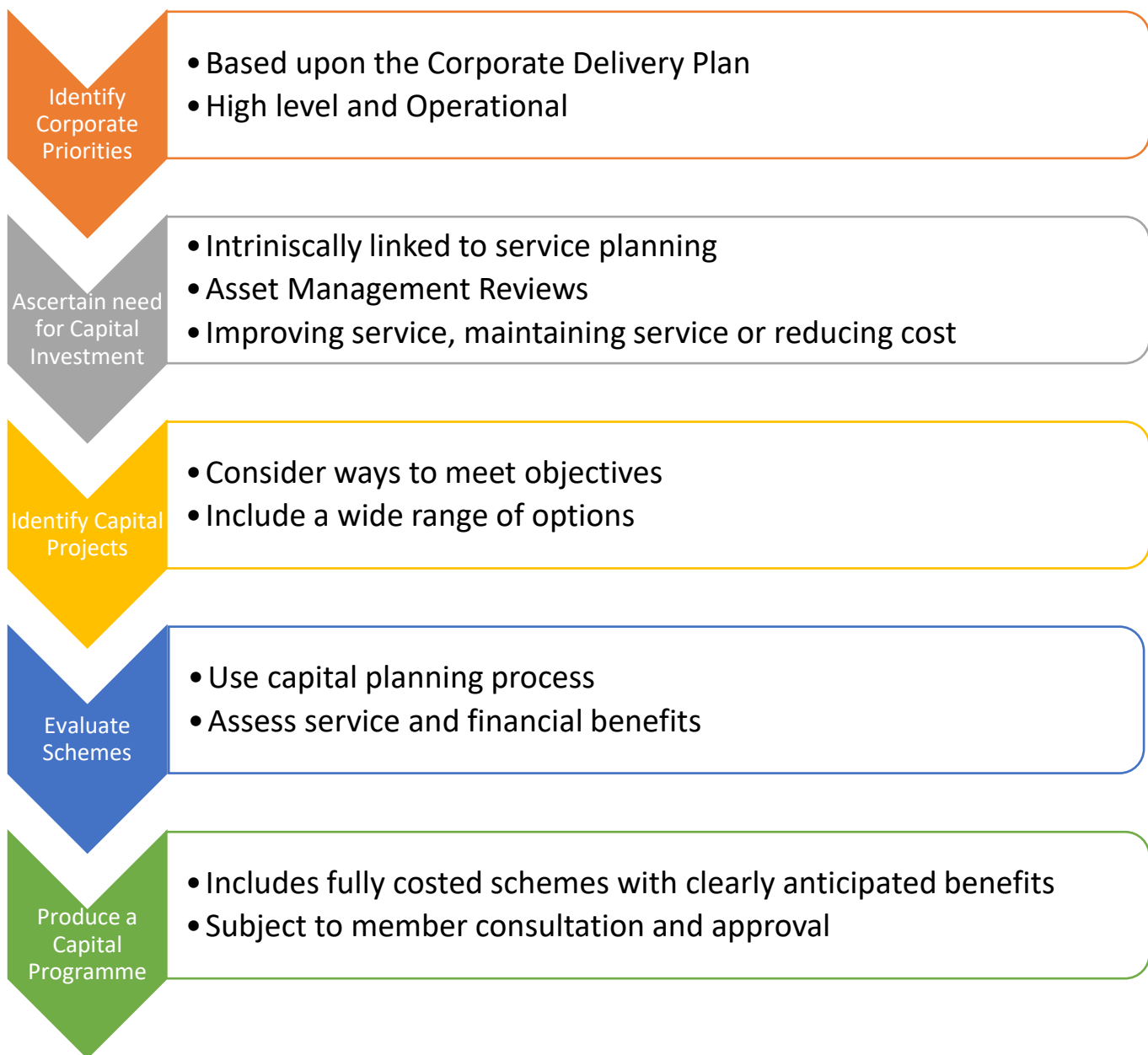
- Addressing climate change will require significant investment and the current capital programme includes borrowing of £1.432m for water source heat pumps at Ebley Mill and Brimscombe Port.
- The Council is part way through a £1.8m investment in ICT infrastructure transformation.
- Support waste and recycling through effective asset and fleet management – Under the terms of the Ubico contract the Council is responsible for procuring the vehicles and equipment required. It is vital that the Council plans long-term to secure the assets that are required. Failure to do so risks inefficiencies in providing the service and the financial costs of operating aging machinery.

As the Capital Strategy should be considered a live document these schemes and priorities are subject to change.

#### **8. Achieving priorities through capital investment.**

Capital expenditure and investment is a key tool in achieving Council priorities. Targeted investment can provide the Council with the assets it needs to deliver high quality, value for money services in accordance with the Corporate Delivery Plan. Capital investment opportunities may be targeted to deliver additional corporate priorities.

The diagram below is an illustration of the key principles and processes for initiating a capital project up to approval stage.



It should be recognised that the ideas for capital schemes could come from a wide variety of sources including officers, external stakeholders, individual members or Council committees.

## 9. Use of Commercial Investment

Stroud District Council has not historically made capital investments purely for financial return. This strategy sets out the scope by which the authority may make investments of this nature and also the governance process which covers such arrangements. Through a process of due diligence the authority must satisfy itself that it is acting within legal powers, identifying risks and mitigating them where possible and ensuring it has carried out a full sensitivity analysis of the potential financial impact of the investment.

As part of the Council's Budget Strategy and MTFP the Council will now look to reduce the impact of a decline in traditional funding sources by using commercial income from non-treasury investments to make up some of the difference. This protects front line services from the impact of funding reductions. This capital investment may take a variety of forms with investment in commercial property being something which the Council actively considers as part of this Strategy.

If the Council were to acquire property assets directly the following priorities are key.

**Security** – Assets will be considered only where there are existing strong tenants with a minimum of 10 years of lease remaining.

**Return**- Rental income should be maximised whilst at the same time management costs should be as low as possible.

**Local impact** – Where possible investing in Stroud and Gloucestershire to boost the local economy and provide regeneration opportunities.

The Council is aware and accepts that investments of this type are likely to be of higher risk than traditional investments and so must be subject to an enhanced level of scrutiny. The decision making body for such investments will be Strategy and Resources Committee which will receive recommendations presented jointly by the Head of Property Services and the S151 Officer.

Such recommendations will include

- Analysis of costs/revenue streams
- Details of lease arrangements
- Independent valuation and market advice
- All necessary legal due diligence
- The impact on revenue budgets
- Risk analysis including sensitivity analysis

If the authority begins to invest in commercial schemes additional revenue resources will be required to provide capacity to operate a portfolio. These costs will be funded by the income generated by the commercial investments.

The Council currently has no capital investments purely for income generating purposes.

The only element of the current General Fund MTFP dependent on lettings income is the business units at Littlecombe. The income targets from these units make up less than 0.5% of the Council's revenue budgets and therefore the risk can be considered to be minimal at this stage.

## **10. Asset Management**

Asset Management is the process by which the authority consider whether its assets are appropriate to deliver the high quality services demanded by residents. This process may identify a number of different outcomes for assets including;

- Change in use to meet the demands of a service
- Investment is required to improve the condition of an asset
- A new asset is required to better meet the Council priorities
- The need to dispose of the asset to realise its value in monetary terms

The Council will use active asset management to consider both its current asset base and its future asset base. The capital programme will be used to bridge the gap to ensure that the authority has sufficient assets in the long term.

The current capital programme does not include any allowance for backlog maintenance. This should be considered in future revisions to the capital programme as part of the asset management process.

The Council has an existing Corporate Asset Management Strategy and the principles contained within that document are those which are to be used in the asset management process.

## **11. Capital Disposals**

The asset management process may determine that the value of an asset is best realised through disposal. Sale of assets should be through an open market process to determine the best value.

Cash received from a sale of a property is a capital receipt. The use of these funds is restricted to purchasing new assets or repayment of existing debt. Decisions as to the use of Capital Receipts are to be made by Council after receiving advice from Strategy and Resources Committee and the Section 151 Officer. The Council will not make decisions about the ring-fencing of capital receipts before amounts are known and the use of such receipts has been considered in the light of the Council's overall financial position.

The existing General Fund capital programme is not dependent on a planned programme of capital receipts.

The HRA capital programme includes assumptions on levels of right to buy receipts as well as other capital receipts.

## **12. Multi-Year Capital Projects**

Capital projects deliver assets which will provide services and/or income to the Council for a number of years. As a result of the significance and complexity of a number of these projects they may take a number of years to plan and deliver.

When setting the Capital Programme Council will approve the schemes to be included, the budget for their delivery and the timescale in which they are to be achieved. Unless schemes have clearly defined development and delivery phases with separate objectives, budgets and timescales Council should be asked to approve a budget to cover the whole of



the project being delivered. Approval of the entire budget at the point of inception gives certainty for the project and assists officers in ensuring delivery.

The budget for approval will include an expected cash flow projection showing how much of the anticipated project budget will be incurred in each year of the Capital Programme. Any variations in timing of cash flows between years will be reported as part of the budget monitoring process. This should be regarded as part of the normal development of a capital project.

The Section 151 Officer will use delegated powers to re-profile capital expenditure between years after consideration of the Council's overall financial position.

Changes in the profile of a capital project which require additional money added to the overall budget will be reported to members.

### **13. Use of capitalisation flexibilities.**

Regulations around the flexible use of capital receipts allow the authority to use new capital receipts to fund the revenue costs of Council re-structuring which will generate savings in future years. This is subject to the Council approval of a policy on the flexible use of capital receipts. The Council currently has sufficient revenue reserves to meet the costs of its Workforce Plan and therefore there is no proposal to make use of these flexibilities.

## **Section 2 – Selecting, Approving and Monitoring Capital Schemes**

### **14. The Importance of Capital Business Cases**

The processes described in the following section are to be regarded as the authority's formal procedures for setting and monitoring capital projects. This process has been developed to ensure that the Council's capital programme contains schemes which are in line with objectives, meet its asset management requirements and are both affordable and deliverable. This process will give elected members confidence that decisions they are being asked to make regarding the capital programme have been based on a sound system of decision making.

All capital schemes to be considered in the capital programme must have been the subject of an evaluation process including a business case to ensure the Council can target its capital resources effectively.

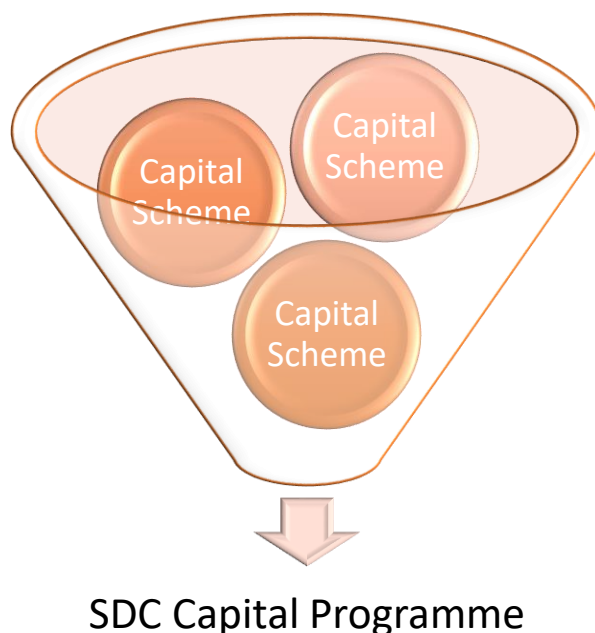
### **15. Information to be considered in Capital Decision Making**

When making decisions as to which schemes are included on the capital programme the presented business case must include information on these main factors.

- Financials – All anticipated costs and potential revenue streams must be set out. This should include risk analysis to show factors which may impact upon those numbers and where appropriate sensitivity analysis to show potential future scenarios.
- Strategic Objectives – As discussed capital schemes must meet Council priorities and the ability of a scheme to impact upon objectives must be clearly demonstrated. This should include the wider social and environmental impact of the capital project. This must be accompanied by evidence supporting the conclusions made.
- Capacity - All capital schemes, even those funded by external sources, require officers within the Council to implement them and this must be considered as part of the appraisal process. Where a project requires the procuring of additional resource to deliver the scheme this detail must be included in the financial analysis.
- Deliverability - The success of capital projects depends not just on the financial and non-financial resources of the District Council. External factors which impact on the deliverability of the project should also be considered as part of the planning process.

The purpose of this evaluation process is effectively to act like the image below.

Ideas for a range of capital schemes should be considered and it is those which best fit the strategic vision of the Council within the financial parameters available which make it onto the Capital Programme.



## 16. Governance of the Capital Programme

This strategy sets out the governance relationship relating to the capital programme and the respective role of Members and Officers in relation to the decision making process. The roles of the various groups are as follows.

Decision making on the capital programme is likely to be an iterative and often circular process with information flowing both ways between these respective groups.

As an example the following timescale may be followed for producing the capital programme during the main budget setting process.

Apr – Jun – Officers produce list of new capital project ideas

July – Strategic Leadership Team assess those to require business cases

September – November – Investment and Development Panel work with Officers to select schemes and produce a capital programme.

December – Capital Programme incorporated within overall Council budget

January – Budget approved by Strategy and Resources Committee and Council.

#### Strategy and Resources Committee

- Formally agrees the capital programme
- Receives budget monitoring reports covering financial and non-financial elements of capital schemes
- Approves commercial capital investments

#### Investment and Development Panel

- Informally reviews business cases
- Allows panel a chance to comment on capital schemes before formal approval process

#### Strategic Leadership Team

- Reviews Business Cases submitted
- Performs initial sift of viable schemes
- Approves proposed list of capital schemes
- Discussions will include Chief Executive, Strategic Directors, Section 151 and Head of Property Services

#### Service Managers / Heads of Service

- Identify priorities and opportunities for capital investment
- Act as, or appoint, project managers to lead on schemes and complete outline business cases

### 17. In-Year Capital Decisions

Selecting projects to go onto the Capital Programme must remain possible outside of the usual capital budget setting process. The authority needs the flexibility to take advantage of schemes which present themselves at any stage during the year.

Capital schemes presented in year should go through the same appraisal process as schemes considered at budget setting time. The business case must indicate whether they are self-financing (through an external grant or savings/income which meet borrowing costs) or require the commitment of Council resources.

In rare cases there may be insufficient time for a capital purchase to go through the full Committee cycle, such as in the case of an opportunity land purchase. In such an instance where it is above delegated powers of officers the decision will be made by the Section 151 Officer and Head of Paid Service, in consultation with the Chair of Strategy and Resources Committee. This only applies where there is an existing budget approved by full Council which may be used.

Capital schemes fully funded by external grants should not automatically be included on the capital programme without a process of due consideration as even fully funded schemes have a cost in relation to officer time.

### **18. Monitoring Capital Projects**

Effective monitoring of projects is a vital element of good capital governance.

Capital projects are often significant not only in terms of financial resources required but in terms of organisational capacity, impact upon Service delivery and reputational risk. It is therefore vital that there is sufficient monitoring carried out upon schemes to allow stakeholders to be informed of progress and for members and officers to make decisions as required.

In order to meet this requirement the Strategic Leadership Team will receive a monitoring report showing the current spend against capital projects at the end of each financial quarter, with an outturn report at year-end. Strategic Leadership Team may then invite project managers for schemes with variances deemed to be significant, either financially or in terms of project progress, to attend the meeting to present a progress report.

Service Committees will receive information on the progress of capital projects as part of the finance budget monitoring reports already received. Committees may also add specific projects to their work plan should they wish to scrutinise projects in depth.

Schemes requiring additional funding to be committed by the District Council as a result of either changes in cost estimate or extensions of scope will be the subject of a report to, and decision by, both Strategy and Resources Committee and Council. It should be regarded as a key element of a well-managed capital programme

### **19. Post Project Evaluation**

All Capital Projects must be the subject of a post project evaluation. This must be completed by the Project Manager. This should not be regarded as an onerous process but simply the final stage of good project management. Key findings will be reported to the relevant service Committee. A Corporate Register of completed projects and listed key lessons is to be maintained and managers planning new projects must have due regard for any lessons previously learnt. As part of the year-end closedown process the finance team will request a copy of the completed post project evaluation for all projects which have completed in year.

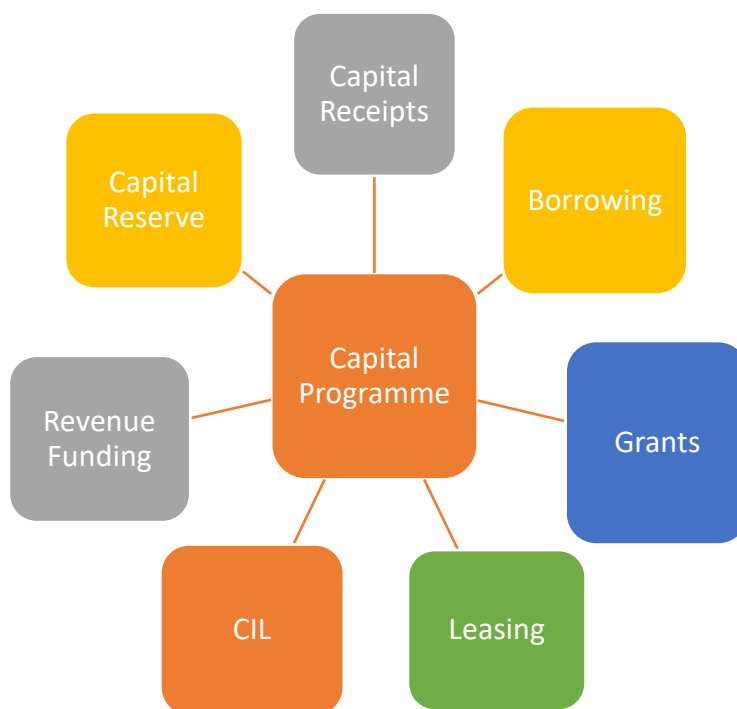
## Section 3- Financing the Capital Programme

### 20. Capital Funding

There are a number of distinct sources of funding which can be utilised to finance capital expenditure. Some funding sources are ring fenced and can only be used for Housing Revenue Account capital expenditure, or a particular capital project. Consideration of funding must be made when projects are at the planning stage. No capital project will be put forward without funding having been identified to complete the project. Where capital schemes are in multiple phases, perhaps requiring an initial development phase to ensure funding for the final phases, this will be considered as part of the planning stage and clearly reported.

Capital funding cannot be used to fund revenue costs which may arise from a capital scheme such as consultant's costs on feasibility before a project is identified.

The possible options for Capital Financing are shown in the table diagram below followed by a clarification of the characteristic and potential usage of each one.



## **21. SDC Resources**

### **Capital Receipts**

The sale of assets with a value of more than £20,000 generates income known as capital receipts. Legislation requires these to be spent on either new capital investment or the repayment of existing debt. The government is allowing some flexibility in the use of capital receipts up until 31 March 2022 to fund revenue costs of transformation projects where these are expected to generate revenue savings in future years (See Section 13).

HRA Right to Buy compulsory sale of council houses generate receipts that may be retained to cover the cost of transacting the sales and to cover outstanding debt on the property sold, but a proportion of the remainder must be surrendered to Central Government.

All other HRA capital receipts may be retained provided they are spent on affordable housing, regeneration or paying off housing debt.

General Fund capital receipts can be retained in full. These can arise from the sale of land and buildings, vehicles, plant and equipment, and also through the repayment of loans or grants.

An active asset management planning process is needed to review the asset requirements of the Council and therefore to identify surplus assets which may be sold to generate capital receipts.

### **Capital Reserve**

Reserves are set aside from revenue resources and earmarked for particular purposes. The capital reserve is earmarked to be used to finance properly authorised capital schemes. At any one time, some or all of the capital reserve will be earmarked to finance part of the current year and future years' capital programme.

### **Leasing**

One way of acquiring new assets is to lease. This is commonly used to procure lower value assets that may be below the £20,000 de minimis level for treating as capital expenditure, for example small vehicles or photocopiers. The cost of leasing should always be compared with other means of financing, in recent years it has not been the most cost effective source of capital funding.

For accounting year 2022-23 a technical distinction between finance leases and operating leases will end with the introduction of IFRS16. This will mean an increase in the Council's CFR, an increase in property, plant and equipment long term assets totals on the balance sheet, together with a corresponding long term liability representing the principal element of future lease payments. For Stroud District Council the impact for current leased assets is assessed to be immaterial with the only assets affected photocopiers, some vehicles which have not been purchased outright and some leased in land used as car parks. The de-

minimis level will further limit the already low impact. Detailed calculations will be required during 2021-22 financial year for disclosures, and accounting entries required for that year. There will be no impact on costs or cash flows for the Council, the impact will be of a presentational and compliance nature.

### **Prudential Borrowing**

The Council is able to borrow money on the money market or from the Public Works Loans Board (PWLB) to fund capital schemes. A preferential certainty rate of interest is allocated to Councils who apply for it, and it is the policy of this Council to take advantage of the certainty rate each year.

For all schemes initially funded from borrowing, the Council will have to fund the repayment and interest costs as there is no longer any central government “supported borrowing” allocations and related revenue support.

The Council is only able to borrow for “unsupported borrowing” (also known as Prudential Borrowing) under the guidance contained in the CIPFA Prudential Code whereby, in summary, the Council is required to ensure that all borrowing is both prudent and affordable. All schemes funded from prudential borrowing are approved by full Council. As part of the Treasury Management Strategy each year full Council approves a limit for affordable borrowing and capital schemes will be considered in the light of that limit.

From November 2020 access to PWLB was prohibited for any local authority with plans in their three-year capital programme for purchase of assets for yield. This has resulted in General Fund borrowing rates reducing by 1%, however it limits the scope of action for the Council to invest for gain as set out in parts of this strategy.

## **22. External Funding**

### **Capital Grant from Government or Government Agency**

Central government and government agencies provide capital grant funding that can be either ring fenced or non-ring fenced. Examples of ring fenced grants that the Council has received are disabled facilities grants (DFG’s) and Heritage Lottery Fund (HLF) canal project funding.

### **Community Infrastructure Levy (CIL)**

Any monies received from developers for infrastructure from the Community Infrastructure Levy will not be allocated to a specific service but will be allocated under the CIL arrangements (“the Regulation 123 List”) in line with Council’s capital scheme priorities.

The process for allocating CIL funds will be in accordance with the process agreed by Strategy and Resources Committee.



## **Section 106 Agreements**

Developer consents may attract Section 106 funding to spend on a particular asset or site as an alternative to CIL.

### **Capital contributions from partner organisation**

When capital projects are devised it is open for project managers to invite funding from a range of partner organisations. Partner organisations in recent years have included Gloucestershire County Council, Stroud Town Council, Cotswold Canals Trust and Friends of the Cowle Museum.

### **Revenue contributions**

Services who are leading a capital project may make savings within their revenue budgets during a particular year and in some circumstances use that saving to part-fund a capital project.

## **23. Policy on use of Capital Funding**

The Council will look to use external funding sources where possible to meet the funding requirements of its capital programme.

Where the use of SDC resources are required the authority will look to utilise reserves, revenue funding or capital receipts as these create no long term revenue cost implications on the Council.

Borrowing will be used as the last possible source of funding and should be restricted only to those schemes which generate sufficient savings or income to meet the costs of interest and the Minimum Revenue Provision.

Any borrowing incurred to support the provision of new build housing within the Housing Revenue Account must be demonstrated to be affordable over a period of 30 years.

## Major Sources of Funding for the Capital Programme – Risks and Restrictions

General fund Receipts	HRA Receipts	Capital Reserve	Revenue Funding	Borrowing	Grant funding / S106
<ul style="list-style-type: none"> <li>• Restrictions - Used for capital expenditure or debt repayment only</li> <li>• Risks - Can only be used once</li> </ul>	<ul style="list-style-type: none"> <li>• May only be used on the HRA</li> </ul>	<ul style="list-style-type: none"> <li>• Restrictions - None. Also usable on revenue expenditure</li> <li>• Risks - Can only be used once. Decision required as to best use</li> </ul>	<ul style="list-style-type: none"> <li>• Restrictions - None</li> <li>• Risks - Decision required as to best use</li> </ul>	<ul style="list-style-type: none"> <li>• Restrictions - For capital expenditure only. Must be within affordable limit set by Council</li> <li>• Risks - Creates an ongoing MRP and interest liability over the life of the asset</li> </ul>	<ul style="list-style-type: none"> <li>• Restriction - Dependent on grant conditions</li> <li>• Risks - Objectives set out by third party. Not in line with SDC priorities.</li> </ul>

## 24. Relationship between Capital Strategy and Treasury Management

Treasury management refers to the processes of managing and reporting on the Council's performance in matters of investment and borrowing.

The Council's policy on Treasury Management has numerous links to the Capital Strategy. It is not intended that this Strategy replace the reporting requirements of the Treasury Management Strategy and includes a summary of the major points of that strategy and associated governance processes.

Key Treasury decisions are the responsibility of full Council and are contained within the Treasury Management Strategy.

These include

- Approved limits on borrowing
- Limits for investment types and counterparty limits
- Planned capital expenditure
- Estimates for the future Capital Financing Requirement
- Policy on the Minimum Revenue Provision

Detailed discussion on these matters is delegated to the Audit and Standards Committee who then make recommendations on to full Council.

The key impact of a capital programme using borrowing is the creation of a "Capital Financing Requirement" (CFR). The CFR represents the need to borrow external funds as a result of expenditure funded through borrowing. Having a CFR creates the need for a Minimum Revenue Provision (MRP), a sum to be put to one side each year from the General Fund for repayment of debt.

The Council's MRP policy is to make provision for the repayment of debt equally over the life of the asset that the borrowing relates to.

The current projections of General Fund MRP are shown in the table below.

	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
Opening CFR	14,647	16,041	17,270	16,924	20,211
Borrowing	2,988	2,239	707	4,520	-
Budgeted MRP	(1,594)	(1,010)	(1,053)	(1,233)	(1,154)
Closing CFR	<b>16,041</b>	<b>17,270</b>	<b>16,924</b>	<b>20,211</b>	<b>19,057</b>

The Treasury Strategy approved in February 2020 sets out the following limits for borrowing. These will be revised by as part of the Treasury Management Strategy to be considered by Council in February 2021, in light of the HRA new build programme.

	2020/21 (£m)	2021/22 (£m)	2022/23 (£m)
Authorised Debt Limit	137	141	143

The Audit and Standards Committee receive at a minimum a mid-year monitoring report for Treasury management and an end of year outturn report. Where circumstances require, such as a material fall in the value of investments, a report would be prepared and presented to the next meeting of the Committee by the S151 Officer.

## Section 4- Risk Management

### 25. Embedding Risk Management in the Capital Programme

The Capital Strategy must be considered alongside the principles of risk management. Risks are inevitable within a capital programme, as with all aspects of Council operations, and effective management of risk is a vital part of the capital strategy.

The Council has a pre-existing “Risk Management Policy Statement & Strategy” which sets out the authority’s approach to risk and risk management. All principles included within that document should be considered as embedded within the Capital Strategy.

For the purpose of clarity the Risk Management Policy Statement is repeated here

The Council is committed to securing **effective risk management** as part of its responsibility to deliver effective public services within its district.

It acknowledges that effective risk management **helps strengthen its capacity and ability to efficiently meet its corporate priorities and core business.**

In managing its risks, SDC commits to:

(a) Operate in a **culture of creativity and innovation, rather than risk avoidance;**  
and

(b) Act consistently within recognised best practice to **identify, evaluate and secure the proportionate control of its risks.**

The types of risk the authority is exposed to in the Capital Programme are summarised below;

- Financial Risk – The risk of significant cost overruns or commercial investments not performing as expected. The authority has a low appetite for this risk as it would impact upon available resources. Mitigation will be in the form of close scrutiny of capital spending through the budget monitoring process.

- Strategic Risk – The risk of not delivering key Council priorities or projects. Mitigation will be in the form of careful selection and planning of capital projects before commencement and project managers reviewing project progress and taking corrective action where necessary. Major changes in the outcomes of schemes will be reported to the appropriate Committee.
- Governance risk – The risk of capital spending decisions not being appropriately considered and decisions not being made at the correct level. Mitigation is the governance principles contained within the capital strategy.
- Resourcing risk – The risk that insufficient funds are available to fund the capital programme or that the incorrect type of funds is applied to capital projects. This is mitigated by the financing of capital projects being reviewed by the S151 Officer as part of the budget setting and the outturn.

## **26. Knowledge and Skills within the organisation**

The Capital Programme is developed and monitored within the finance team by professionally qualified accountants who are required to undertake Continuing Professional Development to ensure their knowledge remains relevant. They have many years of experience in managing local authority capital programmes, including commercial investments.

The Property Services team has officers of multiple disciplines who are experienced at leading capital projects, managing the Council's property portfolio and working within the local property market. They have experience of dealing with acquisitions, disposals, new commercial and residential development and redevelopment of brownfield sites. The team of Chartered Surveyors are required to undertake Continuing Professional Development to retain their membership of the RICS.

Legal Services will be provided by One Legal who will form a key part of the decision making around Capital projects. All solicitors are required to complete an annual Statement of Competence to the regulatory body to ensure any professional training needs are identified and addressed.

Where necessary external advice may be sought for all types of financial, property and legal advice. These costs, or at least appropriate estimates, will be included in the business cases of capital schemes.

Officers will work with members to ensure that training needs for elected members are appropriately identified. As a minimum annual training will be provided around the Treasury Management Strategy.

**STROUD DISTRICT COUNCIL**  
**STRATEGY AND RESOURCES COMMITTEE**

**AGENDA  
ITEM NO**

**11 FEBRUARY 2021**

**8**

<b>Report Title</b>	<b>GENERAL FUND BUDGET 2021/22, CAPITAL PROGRAMME AND MEDIUM-TERM FINANCIAL PLAN</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 2021/22.
<b>Decision(s)</b>	<p><b>The Committee RECOMMENDS to Council:</b></p> <ul style="list-style-type: none"> <li>a. To approve the updated Medium-Term Financial Plan as set out in Appendices A-E</li> <li>b. To increase the council tax by £5 to £217.52 at Band D, an increase of less than 10p per week for the services provided by Stroud District Council;</li> <li>c. To note the uncertainty around the impact of changes to future local government funding</li> <li>d. To approve the Capital Programme, as set out in Appendix F</li> <li>e. To approve the planned changes to the reserves as set out in Section 4 of the report and Appendix G</li> <li>f. To approve the fees and charges policy and list of Council fees and charges as set out in Appendices H and I</li> </ul>
<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>Report Authors</b>	Andrew Cummings, Strategic Director of Resources Email: <a href="mailto:andrew.cummings@stroud.gov.uk">andrew.cummings@stroud.gov.uk</a>
<b>Options</b>	To review assumptions made in funding. To challenge long term cost projections.
<b>Background Papers</b>	MHCLG Provisional Finance Settlement; Service Committee Revenue Estimates
<b>Appendices</b>	<ul style="list-style-type: none"> <li>A – Medium Term Financial Plan</li> <li>B – Changes in Budget</li> <li>C – Recovery Budget Additions</li> <li>D – Budget Summary</li> <li>E – Committee Budgets</li> <li>F – Capital Programme</li> <li>G – Reserves</li> <li>H – Fees and Charges Policy</li> <li>I – Fees and Charges 2021/22</li> </ul>

<b>Implications (further details at the end of the report)</b>	Financial	Legal	Equality	Environmental
	Yes	Yes	No	Yes

## 1. INTRODUCTION / BACKGROUND

- 1.1 Council approved the Budget Strategy to 2025 at its meeting on 22 October 2020. 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 2021/22 – 2024/25. Each section of the report is laid out to focus on a specific area of the budget.
- 1.3 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.
- 1.4 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
- 1.5 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.
- 1.6 Appendix B shows all the identified savings and pressures over the life of the plan. Each figure represents a change to the base budget.
- 1.7 Appendix C is a summary of the additional items included within the budget, including those related to Covid recovery workstreams. This appendix also shows the sources of funding allocated.
- 1.8 Appendix D sets a summary of the total revenue expenditure budget for 2019/20.
- 1.9 Appendix E 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.

- 1.10 Appendix F shows the planned capital programme for the General Fund and the sources of financing which are estimated in the medium term.
- 1.11 Appendix G shows the impact of the Medium-Term Financial Plan on the General Fund Reserves.
- 1.12 Appendix H is the fees and charges policy setting out how the Council considers fees and charges with the new list of charges being shown at Appendix I.

## 2. ESTIMATES OF FUNDING SOURCES

- 2.1 The provisional settlement for 2020/21, was announced on December 17<sup>th</sup> 2020. This settlement was based upon the one-year spending review announced by Central Government in November 2020. The originally planned multi-year spending review had to be replaced by a single year as a result of the pandemic. The significant features impacting Stroud within the Settlement were;
  - A £5 limit on the annual increase of Band D Council Tax
  - “Negative RSG” continues to be funded by Central Government
  - Business Rates growth is not to be “reset” in 2021
  - Further grant support related to the Covid pandemic
  - An additional year of New Homes Bonus grant meaning a smaller reduction
  - A new “Lower Tier Services” grant, funded from savings nationally within NHB
- 2.2 At the time of writing the settlement is still provisional and not yet finalised. Figures within the MTFP will be updated at the point of the final settlement if necessary.
- 2.3 It has previously been reported that the reset and national redistribution of Business Rate Growth, currently worth approximately £1.4m p.a., is the major risk within the Medium-Term Financial Plan. Central Government has always planned to carry out this reset at the same time as a wider review of Local Government funding (the “Fair Funding Review”). The provisional settlement brought confirmation that neither of these changes will happen in 2021/22. There is a stated desire to work with the sector to bring about these changes but as yet it is very unclear at what point these changes will take place.

### **Covid Related Grants**

- 2.4 As part of the Provisional Settlement there were a number of Covid-related grants announced for local authorities. There are three which relate directly to Stroud and these are included within the Medium-Term Financial Plan.
- 2.5 A fifth tranche of the General Covid Pressures Grant (SDC allocation £470k). This is unringfenced money to support local authorities with the impact of the pandemic. Central Government has indicated that Councils should expect this to be the last tranche of this money to be forthcoming.
- 2.6 The Sales, Fees and Charges Compensation Scheme has been extended for a further quarter until the end of June. This scheme reimburses local authorities for 75% of income losses resulting from the pandemic, after an initial 5% deductible. This had originally been expected to come to end in March 2021. An estimate of an SDC allocation of £334k has been included in the Covid Related grants section of the MTFP.



- 2.7 An additional grant was announced as part of the settlement intended to compensate authorities for the anticipated increasing costs of the Local Council Tax support scheme. The “Local Council Tax Support Grant” is awarded in recognition of the increased costs of providing local council tax support and other help to economically vulnerable households following the pandemic. It is not additional funding for recipients of the support, as was the case with the Hardship Fund in 2020/21. The indicative allocation for SDC is £174k and this is included in the MTFP.
- 2.8 As part of the settlement two measures were introduced to protect local authorities from the fall in tax receipts from both Council Tax and Business Rates in 2020/21. Firstly, a requirement was introduced to spread any deficits arising from shortfalls in collection over three years rather than the usual one. This is reflected in the Collection Fund deficit line of the MTFP. This changes the timing pattern of tax income but has no impact on overall levels of income received.
- 2.9 More significantly a grant to compensate authorities for 75% of lost income for both taxes was introduced. The consultation on this 75% scheme has only recently closed and final details of the scheme are not known at the time of writing. Taxation losses for Stroud District are not expected to be material, although the level of write offs considered at the end of the financial year will have a large influence upon this. At this current time an estimate of the net impact of deficits and the 75% grant has been included within the MTFP. This will be updated, and any movement reflected through the business rates reserve as the position becomes clearer.

### **New Homes Bonus**

- 2.10 The reduction in New Homes Bonus will continue into 2021/22, albeit less sharply than anticipated. This is a result of Central Government rewarding an additional year of housing growth than they had originally planned. This takes the New Homes Bonus grant for 2021/22 to £880k (£1.3m in 2020/21).
- 2.11 It is clear that nationally the Government intends to remove New Homes Bonus and therefore it is still phased out within the next two years of the MTFP. A consultation is expected in 2021 on a new system for rewarding housing growth. There is no further information about what such a replacement may be and therefore no income is included within the MTFP.
- 2.12 As a partial replacement there is now a new grant to for District Councils and others carrying out lower tier services. This lower tier services grant is to help cover the cost of providing these services and is funded nationally by reductions in New Homes Bonus. The allocation for Stroud is £105k and is expected to be for one year only. It is included within “Other Grants” in the MTFP.

### **Business Rates**

- 2.13 The apportionment system for Business Rates between the District Council, County Council and Central Government is to continue into 2021/22 much as it has done in recent years. As reported in paragraph 2.3 the anticipated reset of growth is not happening in 2021. This means that a much higher level of Business Rate income can be included within the MTFP as growth will be retained within Stroud District and not redistributed elsewhere. The MTFP as laid out allocates £0.5 million of this growth to the Business Rates reset reserve.

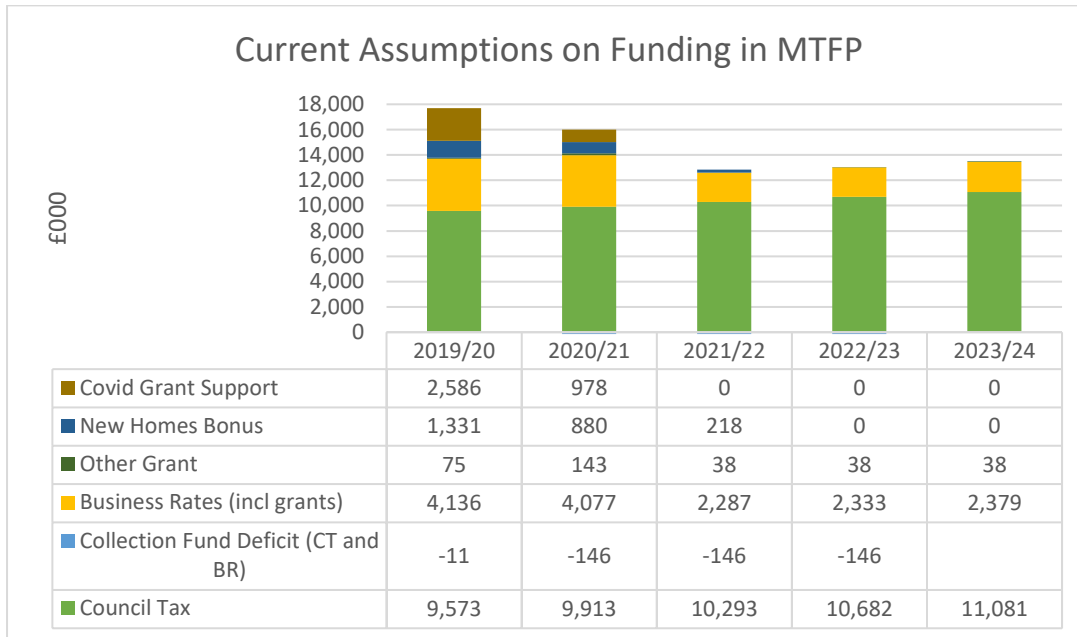
- 2.14 It likely that the pandemic will have an impact on the level of Business Rates collected in 2021/22. The exact amount is difficult to determine at this current stage as many businesses had 100% reliefs in 2020 and the furlough scheme is still operating. The assumption is for a no growth and an overall small amount in retained rates. A collection fund deficit is included and smoothed over three years as covered in Paragraph 2.8. The 75% tax compensation scheme at Paragraph 2.9 will also mitigate the impact. Should Business Rates retained vary significantly from those in the MTFP the mitigating action will be to change the allocation to the reset reserve. It should be noted that it is also possible that levels retained will be higher than anticipated if current estimates are eventually too cautious.
- 2.15 The multiplier rate, used to determine inflationary rates increases for businesses, has been frozen by the Government for 2021/22. Under normal circumstances this would have been a rise of 0.55% and authorities will be compensated for the lost income through a grant.
- 2.16 During 2020/21 there have been considerable business rates relief for businesses including a full year holiday for retail premises. This was reimbursed to local authorities by Central Government. No new reliefs for 2021/22 were announced as part of the settlement but the Government did say it would look at plans “in the New Year”. Any further reliefs awarded should again be expected to be reimbursed to the Council.
- 2.17 Central Government is currently carrying out a fundamental review of how Business Rates operates as a system of taxation and results are expected in 2021. This may result in fundamental changes to the system of local business taxation. If there are large scale changes to the system, then this will inevitably impact upon local authorities as the billing authorities. The budgetary changes it will bring are less clear as any revised system will need to continue to provide funding for the sector. No anticipated changes are included within the MTFP, but the outcomes of the review will be reported as necessary in future budget reports.
- 2.18 The Gloucestershire Business Rates Pool will continue to operate for the 2021/22 year. This is likely to provide some additional return to the Council by reducing the rates levy returned to Central Government. As in previous years an expected gain of £100k is included within the base budget and any excess will be taken to reserves or used to help manage the overall outturn position of the Council.

### **Council Tax**

- 2.19 The local government finance settlement confirms that District Councils are again permitted to increased Council Tax by £5 a year for each Band D Property. In line with the Budget Strategy approved by Council in October this increase has been applied to the Medium-Term Financial Plan in all years. This will make the Band D Council Tax for the District Council £217.52 a year.
- 2.20 As anticipated in the Budget Strategy the growth in the taxbase is lower than it has been in previous years. This growth for 2021/22 is 1.17% which contrasts with growth of 1.7% in each of the last two financial years. In large part this is due to an increase in the levels of Local Council Tax Support (LCTS) being claimed. When setting the tax base an estimate is made as to the equivalent Band D properties claiming LCTS and this assumption has increased by 7% for the upcoming financial year.

- 2.21 Town and Parish Council taxbases will also be impacted in growth changes as a result of LCTS changes and this will be included in their budget setting processes.
- 2.22 The fall in Council Tax income in year will create a deficit on the Council’s “Collection Fund” which represents the account used to collect taxation and pay major preceptors. The impact of this deficit will be spread over three years as dictated by Central Government support for the pandemic response.
- 2.23 The table below sets out the expected funding over the period of the MTFP.

**Table 1 – Sources of Funding within 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 2021/22 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 At the time of writing there are no details known about the national negotiations on local government pay. Nationally the Chancellor has indicated there will be a pay freeze for large parts of the public sector. Although this has no direct impact on local government (it is outside the scope of the Chancellor’s control due to the pay rates being contractual and set by the Joint Committee under the Green Book) that position will inevitably set the backdrop for negotiations. In the MTFP an increase of 1% has been allowed for, a cost of £134k, as this is thought to be reasonable and in line taken by other authorities. Increases of 2% have

been allowed for in future years. All points on the Stroud District Council payscale will remain above the Real Living Wage.

- 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 0.5% which has added £65k 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 150k for 2022/23 and then £200k p.a. for all future years of the plan.
- 3.5 The Council's largest contract within the General Fund is the multi-services contract with Ubico. The Council has resulted in agreement as to the budget for existing services at £6.229 million (£6.096 million in 20/21) The largest element of the increase was for capital charges levied upon Ubico by the Council which represent zero net cost to the Council (as the income is also recognised elsewhere). Within Appendix B the General Fund changes related to Ubico are a pressure of £38k for inflation and a saving of £73k for income and other efficiencies.
- 3.6 During the 2020/21 year it has also been agreed to transfer the maintenance of Stratford Park to Ubico. Once this work is included the final contract sum for 2021/22 becomes £6.379 million.
- 3.7 The upcoming financial year represents the second of three years in which the actuary to the Gloucestershire Pension Fund has recommended a decrease to the fund. This is reflected in the MTFP. This change is a result of the high levels of funding within the scheme at the last full valuation and has no impact on pension benefits of current and former employees.
- 3.8 As with last 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 I. As anticipated in the Budget Strategy the pandemic impact results in a lower level of increase in fee income for 2021/21 at £66k, increasing to £100k for all future years of the plan.
- 3.9 Included at Appendix H 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**

- 3.10 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.
- 3.11 In the current financial year the Bank of England has reduced base interest rates to 0.1% from 0.75%. This represents an 85% fall in the target income that can be achieved through the Council's general investments. Mitigating actions include maximising the amount held in pooled funds, which have a higher return, and funding borrowing within the capital programme from our own cash resources. However, there is still a downturn of £205k expected in the net interest position in 2021/22 with no improvement expected across the term of the MTFP.

3.12 An additional budget of £153k has been made for the provision of temporary accommodation for those facing homelessness. Costs in this area have increased considerably, partly as a result of the pandemic, and more budgetary provision is required. At this time the provision of this accommodation has been added into the Council's base budget rather than being regarded as a one-year Covid related item. This will be reviewed throughout the upcoming year.

### **Additional Budget allocations – Covid Pressures**

3.13 As in 2020/21 the Covid pandemic is likely to have significant impact upon both costs and income in 2021/22. At the time of writing, with infection rates high but a vaccination programme underway, it is very difficult to assess the exact level of this impact. Lost income will continue to have the biggest impact on the Council, and this has been estimated for the upcoming year. Lost income is likely to be highest in the first quarter when the 75% compensation scheme is still running. There will also be additional costs, most significantly through in increased costs from Ubico.

3.14 The impact of the pandemic is currently anticipated to be a total of £1.54 million and detail is shown in the table below. This is shown as a single item on the face of the MTFP. At this point adjustments have only been made for 2021/22 but it is likely there will be impacts into the medium term. These will also be assessed throughout the upcoming year.

**Table 2 – Estimated Covid Impact in 2021/22**

<b>Covid - loss of income</b>	<b>£000</b>
The Pulse	520
Planning	286
Car parking	354
Property rent	145
Building Control	48
Museum	40
Revs and Bens Enforcement	50
Health & Wellbeing	14
Licensing	12
<b>Total Income</b>	<b>1,470</b>
<b>Covid - additional exp</b>	
Ubico	60
The Pulse	10
<b>Total Expenditure</b>	<b>70</b>
<b>Total</b>	<b>1,540</b>

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

3.15 This year a number of new items have been included within the Medium-Term financial plan. These relate to either existing priorities or key recovery workstreams arising from the pandemic.

3.16 The impact of these additional recovery items is totalled by Committee at Appendix B.

3.17 One new item for an existing scheme is £372k for the Canal Project. This is included in the revenue budget as it relates to items previously considered as capital. It is still part of the overall Canal funding already agreed and does not represent additional money required for the project. It is funded by the Capital Reserve as shown at Appendix A.

3.18 As a result of the number of new recovery projects being included, a separate Appendix C has been produced listing the details of these projects and the budget allocations. Many of the items also attract HRA funding as they involve work across Council priorities. The table below summarises the funding across the General Fund and HRA. In total the additions represent an investment of over £1.1 million in Council priorities across the life of the MTFP. These allocations are time limited and do not create an ongoing draw on the base budget.

**Table 3 – Additional Items across the General Fund and HRA**

	2020/21	2021/22	2022/23	2023/24	Total
	£000	£000	£000	£000	£000
<b>General Fund</b>	90	621	161	20	<b>892</b>
<b>HRA</b>	0	92	110	57	<b>259</b>
<b>Total</b>	<b>90</b>	<b>713</b>	<b>271</b>	<b>77</b>	<b>1,146</b>

### **Budget Savings**

3.19 The review of budgets across the Council also includes those areas where savings can be made on existing budget allocations. These are then removed from the MTFP to free up resources for other services or to improve the overall Council financial position.

3.20 There were three one off areas of investment in 2020/21 representing costs related to the Canal Bid, Brownfield regeneration and Community Building. All three of these are removed from the base budget in 2021/22 as originally agreed. The canal costs were incurred as part of the successful bidding process. The budgets for brownfield regeneration and community building have been passed into the recovery process and are included within the action plans for that programme and the allocations at Appendix C.

3.21 As agreed in the Budget Strategy it is now appropriate to begin including savings targets in relation to the modernisation programme and the MTFP now includes a target of £1m to be achieved over the next four years. Closing the gap between expected income and expenditure remains a fundamental component of the modernisation programme.

3.22 As detailed in paragraph 3.5 the budgeting process for Ubico has included consideration of a number of areas of efficiency within the contract operation. These total £73k and are included in the savings list at Appendix B.

3.23 The Minimum Revenue Provision (MRP) related to capital expenditure, effectively the principal repayment on borrowing, is kept under review each year. Borrowing is likely to be lower than expected in 2020/21 and therefore an MRP saving of £82k is included for 2021/22. This cost then increases throughout the MTFP as more capital schemes are completed.

## **4. The Medium-Term Financial Plan and Use of Reserves**

### **Use of Reserves**

- 4.1 The proposed budget is in line with the Council's legal requirement to set a balanced budget.
- 4.2 The Council continues to use an equalisation reserve to manage fluctuations of balances between financial years. In the medium term this gives the Council the ability to make savings over a number of years rather than making any short-term adjustments to services.
- 4.3 During 2020/21 the Council has had a successful policy to manage additional expenditure or lost income arising from the pandemic through this equalisation reserve. This will be continued into 2021/22 and throughout the MTFP if it is required. This policy allows the Council to work effectively throughout the pandemic, providing res without immediate risk to long term financial stability.
- 4.4 The significant fall in income anticipated through a business rates growth reset in 2022/23 means that will be the point at which additional savings are required. On current estimates there will be an annual deficit of £1.9 million before reserves movements.
- 4.5 The General Fund working balance remains at £2.169 million throughout the life of the MTFP. This is considered to be more than adequate for the current position but is kept under constant review.
- 4.6 Many of the recovery items included within the MTFP, and covered in Section 3, are funded through the use of specific reserves which have previously been earmarked for these purposes. The MTFP at Appendix A shows the use of each of these reserves clearly.
- 4.7 The capital reserve is used to fund elements of the canal project which the Council is funding in the early stages of the scheme. This is included within the Council's financial contribution already agreed by members.
- 4.8 The Business Rates Pilot reserve is used to fund the £35k administrative support for the Council acting as a hub for the Kickstart programme. This is a DWP initiative to help bring the unemployed back to work and the Council will work with local employers to provide placements. This scheme is in line with the original principles for the allocation of this funding.
- 4.9 The climate change reserve is being drawn down for a number of elements supporting the 2030 Strategy. This includes the net annual cost of the water sourced heat pump at Ebley Mill (previously agreed by Council) and further resources for the community engagement around the Strategy.
- 4.10 The Council has a Business Rates reserve to mitigate against the impact of the reset of Business Rates Growth reset currently anticipated. As the reset has been delayed by a further year it is proposed to transfer £500k into this reserve in 2021/22. The drawdown of the reserve then begins in the following year, should the reset have taken place.
- 4.11 The table below shows the current forecast of General Fund equalisation Reserve over the life of the draft MTFP.

**Table 4 – Forecast level of General Fund equalisation reserve**

	2021/22	2022/23	2023/24	2024/25
	£000	£000	£000	£000
<b>Estimated Surplus / (Deficit)</b>	(250)	(1,073)	(1,343)	(469)
<b>GF equalisation reserve</b>				
Opening	6,777	6,527	5,454	4,111
Change	(250)	(1,073)	(1,343)	(469)
Closing	<b>6,527</b>	<b>5,454</b>	<b>4,111</b>	<b>3,642</b>

## 5. CAPITAL PROGRAMME 2021/22 to 2024/25

- 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 F. The following paragraphs set out those capital schemes which have been significantly altered in this year's capital programme.

**Table 5 – Capital Programme**

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Committee</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Community Services and Licensing	117	30	170	-	-	-
Environment	5,107	7,870	5,142	3,564	30	30
Housing (General Fund)	2,888	1,995	345	345	345	345
Strategy and Resources	2,436	553	42	3,665	-	-
<b>TOTAL General Fund</b>	<b>10,548</b>	<b>10,448</b>	<b>5,699</b>	<b>7,574</b>	<b>375</b>	<b>375</b>
Housing Revenue Account	12,136	23,359	14,861	7,288	5,458	-
<b>TOTAL Capital Programme</b>	<b>22,684</b>	<b>33,807</b>	<b>20,560</b>	<b>14,862</b>	<b>5,833</b>	<b>375</b>

- 5.3 At the request of the Environment Committee an additional investment in cycling infrastructure is included within the budget. This is a sum of £200k included for 2021/22 and funded from the capital reserve.



- 5.4 The significant investment in water sourced heat pumps at both Ebley and Brimscombe Mills, previously agreed by Council, is now included within the programme.
- 5.5 The Green Homes Scheme for which the Council has successfully bid for two tranches of grant funding is included across the capital programmes for 2020/21 and 2021/22. This is a £2 million scheme to reduce carbon emissions in park homes.
- 5.6 The Council has also been successful in bidding for additional funding to continue the Rural Suds programme. This is a combination of capital and revenue funding with £30k p.a. having been added to the Capital Programme.
- 5.7 These three environmental schemes represent a significant investment in the Council's environmental commitment totalling £3.6 million over the life of the MTFP in capital works. This is in addition to funds within the HRA Programme.
- 5.8 The rolling fleet replacement for the Ubico contract has also be considered as part of the budget setting process. Updated figures for capital allocations are now included within the capital programme. This takes into consideration expected growth required in the number of rounds over the medium term. Keeping the fleet effectively renewed is a vital part of ensuring that revenue costs arising though vehicles maintenance and hire charges are minimised.
- 5.9 At its meeting of December 2020 the Environment Committee agreed an allocation of £40k from the Community Infrastructure Levy to fund the provision of in-cab technology for Ubico. This will allow them to move away from paper-based systems. This capital project required additional match funding. An allocation of the remaining balance of the Waste and Recycling Reserve of £80k has been included for this purpose.
- 5.10 The provision of New Housing remains a key Council priority. The capital programme for the Housing Revenue Account includes a budgeted allocation of over £31 million over the Medium Term for the development of new homes.
- 5.11 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 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.

### **Capital Financing**

- 5.12 The planned resources to fund the Capital Programme over the Medium Term are also shown at Appendix F.
- 5.13 The capital programme includes expectation of borrowing over the medium term of £10.5 million for the General Fund and £20.8 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. In order to mitigate the impact of low interest rates any borrowing will be undertaken from Council cash resources wherever possible. 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.

5.14 A significant proportion (£2.203 million) of the General Fund capital programme is to be financed from the Capital Reserve. The Capital Reserve balance is currently estimated to be £1.61 million at the end of 2024/25.

## **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 decisions at the Council's budget and rent 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 This year's budget process, more than any other, features considerable risk and uncertainty. The impacts of the Covid Pandemic are extremely difficult to forecast, not least because the path of the pandemic is so unknown. Pandemic response is by its very nature reactive and change quickly. The estimates included within the Medium-Term Financial Plan have been based upon the best information of writing, but they are subject to change at short notice.

6.3 The policy of using the equalisation reserve to manage the impacts of the pandemic response is an effective measure to safeguard the financial health of the authority. In 2020/21 the Council has been able to make a number of funding commitments to support the local community and this reserve allows those decisions to be made quickly. The Central Government support which has been received means that the overall impact on reserves has been well managed and therefore the policy can continue.

6.4 The financial impact of the pandemic has also impacted on the business rates reset reserve. The budget for 2020/21 included a planned transfer to this reserve of £600k which will not take place. However, the delay of the reset for at least one further year effectively offsets this change and a transfer of £500k is now planned for 2021/22. If the business rates received in 2021/22 is higher or lower than anticipated this reserve transfer will be increased or decreased accordingly.

6.5 Aside from the pandemic the fair funding review for local government remains the significant risk on the horizon. The Council currently benefits from a high level of business rates growth within the system and a higher baseline level of funding than would otherwise have been the case if Central Government had not eliminated negative RSG. If those plans had proceeded as were anticipated the Council would have been left with a baseline for business rates of around £1.8 million rather than the £4 million we currently have in the budget for 2021/22.

6.6 The MTFP from 2022/23 onwards reduces the level of Business Rates included as some estimate of a potential reduction but this is on a best estimates basis. The reset and review have now been delayed twice and there is no guarantee that there won't be a further delay.

6.7 The one year delay of the reset, and fair funding review, has a positive impact upon the MTFP in 2021/22 but perpetuates the problem that beyond the upcoming financial year the Council has very little certainty around its financial position.

- 6.8 2021/22 is a year of significant investment in recovery projects. This is appropriate in pandemic response and the Council's position is strengthened by being able to fund this work by reserves it had earmarked for these specific purposes. This minimises the risk to the overall Council position.
- 6.9 The uncertainty over the Medium-Term Position means that the majority of that additional investment is for a time limited period. Those allocations can be kept under review and additional budget allocations can be determined as work plans and budget certainty develops. In particular projects relating to the 2030 Strategy will be considered for further funding as the Action Plan develops.
- 6.10 I am satisfied that the estimates within this plan are robust. They have been based upon the best available information at the time of setting the budgets. The budget monitoring and covid reporting processes will be used to monitor expenditure and income throughout the year and adjust estimates where necessary.
- 6.11 The level of reserves included is adequate. There are sufficient sums set aside both for priority projects and also for protecting the Council's position from short term shocks. It remains the case that long-term financial sustainability is dependent on identifying additional savings or revenue streams.

## **7 IMPLICATIONS**

### **7.1 Financial Implications**

The whole report is of a financial nature.

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### **7.2 Legal Implications**

Any legal implications relating to budget setting are set in the body of the report

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### **7.3 Equality Implications**

An EqlA is not required because no changes to service levels are proposed. When utilising budget allocations equality implications will be considered where appropriate.

### **7.4 Environmental Implications**

There are no direct environmental implications to the allocation of resources. The Medium-Term financial plan includes investments in environmental projects

- Funding for additional officers to include retrofitting support in Council and private homes
- Capital investments in Green Homes
- Water sourced heat pumps in two Council properties and Water Sourced heat pumps
- A continuation of the Rural Suds Programme
- Further investment in cycling and walking schemes

## Medium Term Financial Plan 2020/21 - 2024/25

	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
<b><u>Budget</u></b>					
Opening Budget	14,592	14,587	15,187	14,598	14,760
<b><u>Recurring Changes</u></b>					
Pay Increases	256	134	260	260	260
Additional Pay Award	24				
Fees and Charges Growth	(126)	(66)	(100)	(100)	(100)
Pensions Changes	(194)	(206)	(206)	0	0
Contract Increases	143	65	150	200	200
Revised Budget	14,695	14,514	15,291	14,958	15,120
Proposed Budget Adjustments	51	673	(693)	(198)	(353)
Building Control Reserve	(159)				
<b>Revised Budget</b>	<b>14,587</b>	<b>15,187</b>	<b>14,598</b>	<b>14,760</b>	<b>14,767</b>
<b><u>Funding</u></b>					
Council Tax	9,573	9,913	10,293	10,682	11,081
Collection Fund Deficit (CT and BR)	(11)	(146)	(146)	(146)	
Business Rates (incl grants)	4,136	4,077	2,287	2,333	2,379
Other Grant	75	143	38	38	38
New Homes Bonus	1,331	880	218	0	0
Covid Grant Support	2,586	978	0	0	0
<b>Total Funding</b>	<b>17,690</b>	<b>15,845</b>	<b>12,690</b>	<b>12,907</b>	<b>13,498</b>
<b>Surplus / (Deficit) before Reserves Movements</b>	<b>3,103</b>	<b>658</b>	<b>(1,908)</b>	<b>(1,853)</b>	<b>(1,269)</b>
<b>Reserves Movements</b>					
Business Rates Reserve		500	(600)	(500)	(800)
Waste and Recycling Reserve	(181)	(181)	(150)		
Capital Reserve - Canal		(372)			
Recovery Reserve Funding	(90)	(579)	(85)	(10)	
<b>Estimated Surplus / (Deficit)</b>	<b>3,374</b>	<b>1,290</b>	<b>(1,073)</b>	<b>(1,343)</b>	<b>(469)</b>
<b><u>GF Equalisation Reserve</u></b>					
Opening	6,722	6,777	6,527	5,454	4,111
Change	3,374	1,290	(1,073)	(1,343)	(469)
Covid Shortfall	(3,319)	(1,540)			
<b>Closing</b>	<b>6,777</b>	<b>6,527</b>	<b>5,454</b>	<b>4,111</b>	<b>3,642</b>

## MTFP Changes

	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
<b>Pressures</b>				
<b>Pressure on existing services</b>				
Additional Recycling Round		180		
Drainage Board Levy increase	7	7	7	7
Temporary Accommodation	153			
Homelessness Grant	(29)	125		
Investment income/borrowing costs	205	39	11	44
<b>Budget Items</b>				
MRP on Water Source Heat Pumps	57			
Canal (funded within Canal Project)	372	(372)		
Strategy and Resources Committee	423	(314)	(109)	
Environment Committee	68	(36)	(32)	
Community Services and Licensing Committee	119	(99)		(20)
Housing Committee	11	(11)		
<b>Total Pressure</b>	<b>1,386</b>	<b>(481)</b>	<b>(123)</b>	<b>31</b>
<b>Savings</b>				
<b>Removal of One off budget items</b>				
Canal	(161)			
Community Building	(50)			
Brownfield sites	(100)			
<b>Planned Savings</b>				
Modernisation Programme	(200)	(250)	(250)	(300)
Kingshill House	(5)	(5)	(5)	(5)
MRP on capital spend	(82)	43	180	(79)
Ebley Mill Gas savings - funding towards Water Source Heat Pumps MRP	(15)			
Ubico contract savings	(73)			
Other minor adjustments	(27)			
<b>Total Saving</b>	<b>(713)</b>	<b>(212)</b>	<b>(75)</b>	<b>(384)</b>
<b>Net Changes</b>	<b>673</b>	<b>(693)</b>	<b>(198)</b>	<b>(353)</b>

**Allocations of Budget to Recovery Items**

The following tables represent those additional items within the Medium-Term Financial Plan which are linked to recovery. The majority of the funding is from earmarked reserves which have been set aside specifically for these purposes.

There are no permanent additions to the number of officers within the Council. Additional officers are used on a temporary basis to support priority projects.

Sums below represent allocations of budget. Individual service committees will take ownership of completion of the projects within their areas of expertise.

To encourage cross Council working projects are funded across the General Fund and Housing Revenue Account. A summary of the allocations across is as follows.

	<b>2020/21 £000</b>	<b>2021/22 £000</b>	<b>2022/23 £000</b>	<b>2023/24 £000</b>	<b>Total</b>
<b>General Fund</b>	90	621	161	20	<b>892</b>
<b>HRA</b>	0	92	110	57	<b>259</b>
<b>Total</b>	<b>90</b>	<b>713</b>	<b>271</b>	<b>77</b>	<b>1,151</b>

The tables below represent brief descriptions of items in relation to their respective committees. An HRA table is included to show the full impact on the Council financial position.

Strategy and Resources Committee	Detail of Budgets	General Fund Budget 21/22 £k	Funding
Regeneration	To provide additional officer capacity required to drive delivery of priority regeneration projects and opportunities across the district, delivering a range of outcomes such as homes, jobs, heritage restoration and environmental improvements and benefits. (Regeneration Lead, 2 Project Managers and a Surveyor)	109	Base Budget / Brownfield regeneration reserve (plus funding in HRA)
Economic Recovery	To provide additional officer capacity required for the preparation and introduction of the new Local Plan and release capacity to focus on Covid-19 recovery. (Backfill Existing Planning Strategy Manager to enable them to lead on economic recovery)	115	Recovery reserve
Canal Strategy	Commissioning and production of a Canal Corridor Strategy, to identify the economic, social and environmental opportunities to the whole district from the regeneration of the canal corridor.	60	Capital reserve
Economic Development	To provide officer capacity to focus on sustainable economic recovery from Covid-19 across Stroud district. (One ED Officer) promoting the creation of support the local economy to transition to the Carbon Zero Economy	44	Recovery reserve
Kickstart Administration	To provide officer capacity to introduce and administer the Kickstart scheme in Stroud district, with the Council acting as a gateway to the recruitment by local businesses of young people most affected by the Covid-19 pandemic. (One Kickstart Officer)	35	Business Rates pilot reserve
Stroud District Prospectus and wider Marketing and Engagement	To commission marketing and engagement expertise to produce a Stroud district prospectus, showcasing the district's achievements and future priorities to potential public and private investors. Also, to commission communications and engagement expertise to support delivery of 2030 commitments.	60	Climate change and recovery reserves
<b>Total</b>		<b>423</b>	

<b>Environment Committee</b>	<b>Detail of Budgets</b>	<b>General Fund Budget 21/22 £k</b>	<b>Funding</b>
Climate Change	To provide additional temporary officer capacity to drive implementation of the CN 2030 strategy and associated actions, focused on the Council's own activities and operations as well as community and partnership orientated work. (Two additional carbon neutral officers – of which one is community engagement with a focus on private homes retrofit, plus an HRA retrofit officer. Three officers in total.)	63	Climate Change reserve (plus funding in HRA)
Salmon Springs - enabling	To support early site preparation and access works to enable the transformation of this site from a species poor grassland to a rich woodland habitat, promoting community involvement and contributing to CN2030 commitments.	5	Climate Change reserve
<b>Total</b>		<b>68</b>	

<b>Community, Services and Licensing Committee</b>	<b>Detail of Budgets</b>	<b>General Fund Budget 21/22 £k</b>	<b>Funding</b>
Creation of Museum Supporter Scheme	Establish a free-to-join scheme to increase engagement with and between audiences, support co-curation online and physically, help to identify non-users, and promote advocacy and audience development working with existing venues and promoters.	14	Culture, Arts and Leisure reserve
Leisure and Wellbeing Review	To provide the additional temporary officer and externally commissioned capacity to project manage and drive the implementation of the district wide Leisure and Wellbeing review  (Project Manager and consultancy support)	85	Culture, Arts and Leisure reserve



Community Hub	To provide additional temporary officer capacity to develop and extend the community hub model and local community networks across the district, essential to Covid-19 recovery. (One New Post – Partnership funding available)	20	Community building reserve
<b>Total</b>		<b>119</b>	

Housing Committee	Detail of Budgets	General Fund Budget 21/22 £k	Funding
Rough Sleeping and Temporary Accommodation	To provide additional temporary officer capacity to address cases of homelessness and rough sleeping, which have risen during the Covid-19 pandemic. (One Short Term Post)	11	Housing Advice staffing budget
<b>Total</b>		<b>11</b>	

Housing Committee - HRA	Detail of Budgets	HRA Budget 21/22 £k	Funding
Regeneration	To provide additional officer capacity required to drive delivery of priority regeneration projects and opportunities across the district. (Project Manager and a Surveyor – half funded by HRA)	42	HRA
Climate Change	To provide additional temporary officer capacity to drive implementation of the CN 2030 strategy and associated actions, focused on the Council's own activities and operations as well as community and partnership orientated work. (Carbon Neutral Officer – community engagement, half HRA funded, and one Retrofit Officer from mid 21/22 – wholly HRA funded)	50	HRA
<b>Total</b>		<b>92</b>	

The full breakdown of General Fund budgets used to support these projects is set out in the table below.

Funding	20/21	21/22	22/23	23/24	Total
Base Budget	0	42	76	10	<b>128</b>
Underspends/carry forward	4	11	0	0	<b>15</b>
Culture, Arts and Leisure Reserve	0	99	0	0	<b>99</b>
Climate Change Reserve	0	98	32	0	<b>130</b>
Capital Reserve	0	60	0	0	<b>60</b>
Recovery Reserve	86	189	0	0	<b>275</b>
Business Rates Pilot Reserve	0	35	0	0	<b>35</b>
Community Building Reserve	0	20	20	10	<b>50</b>
Brownfield Regeneration Reserve	0	67	33	0	<b>100</b>
<b>Total</b>	<b>90</b>	<b>621</b>	<b>161</b>	<b>20</b>	<b>892</b>

<b>General Fund Budget 2021/22</b>	
	<b>£000s</b>
<b>Committee Budgets</b>	
Community Services and Licensing	3,010
Environment	6,046
Housing	773
Strategy and Resources	7,265
HRA Income	(2,058)
Committee earmarked reserve transfers (net)	(179)
<b>Net Committee Budgets</b>	<b>14,857</b>
<b>Corporate Budgets</b>	
Minimum Revenue Provision	1,010
Interest Payable	133
Interest Receivable	(422)
Feed in Tariff	(27)
Drainage Board Levy	158
<b>Total Corporate Budgets</b>	<b>(291)</b>
<b>Recovery Items (Appendix C)</b>	
Strategy and Resources Committee	423
Environment Committee	68
Community Services and Licensing Committee	119
Housing Committee	11
<b>Total Recovery Items</b>	<b>621</b>
<b>Net Revenue Budget</b>	<b>15,187</b>

Strategy and Resources Committee (Detailed)

	2020/21 Original Budget (£'000)	2020/21 Revised Budget (£'000)	2021/22 Original Budget (£'000)
<b>Strategy &amp; Resources Committee</b>			
Car Parks (Other)	50	51	53
Car Parks (Stroud)	(719)	(731)	(740)
<b>Car Parks</b>	<b>(668)</b>	<b>(680)</b>	<b>(687)</b>
Brunel Mall	(66)	(58)	(68)
Gossington Depot	63	48	(57)
Littlecombe Development, Dursley	(68)	(68)	(27)
<b>Commercial Properties</b>	<b>(72)</b>	<b>(78)</b>	<b>(152)</b>
Communications	154	154	163
<b>Communications</b>	<b>154</b>	<b>154</b>	<b>163</b>
Corporate Expenditure & Income	894	877	2,862
<b>Corporate Expenditure &amp; Income</b>	<b>894</b>	<b>877</b>	<b>2,862</b>
Business Services	305	250	411
Democratic Services	113	113	104
Elections	105	105	92
Electoral Registration	122	122	94
Executive Support	59	59	82
Members Expenses	364	364	364
Procurement	67	67	0
<b>Corporate Policy &amp; Governance</b>	<b>1,135</b>	<b>1,080</b>	<b>1,147</b>
Legal Services	418	418	437
<b>Corporate Services (Legal)</b>	<b>418</b>	<b>418</b>	<b>437</b>
Ebley Mill	453	462	393
Emergency Management	22	22	22
<b>Facilities Management</b>	<b>475</b>	<b>484</b>	<b>415</b>
Financial Services	884	884	833
<b>Financial Services</b>	<b>884</b>	<b>884</b>	<b>833</b>
Human Resources	431	435	562
<b>Human Resources</b>	<b>431</b>	<b>435</b>	<b>562</b>

	2020/21 Original Budget (£'000)	2020/21 Revised Budget (£'000)	2021/22 Original Budget (£'000)
<b>Strategy &amp; Resources Committee</b>			
Information & Communication Technology	1,654	1,654	1,702
<b>Information &amp; Communication Technology</b>	<b>1,654</b>	<b>1,654</b>	<b>1,702</b>
Brimmscombe Port Business Park	(90)	(54)	27
Bus Stations/Shelters	(1)	(4)	(1)
May Lane	15	2	4
Miscellaneous Properties and Land	(642)	(675)	(740)
<b>Other Properties</b>	<b>(717)</b>	<b>(731)</b>	<b>(711)</b>
Pension Lump Sum	1,567	1,567	1,362
<b>Pension Lump Sum</b>	<b>1,567</b>	<b>1,567</b>	<b>1,362</b>
Building Maintenance	106	67	107
Head of Property Services	61	61	61
Property Services	273	273	275
<b>Property Services</b>	<b>439</b>	<b>400</b>	<b>443</b>
Chief Executive	162	162	164
Director of Communities	111	111	113
Director of Place	111	111	120
Director of Resources	111	111	116
Director of Transformation	111	111	117
<b>Senior Leadership Team</b>	<b>607</b>	<b>607</b>	<b>629</b>
Youth Councils	3	4	3
<b>Youth Councils</b>	<b>3</b>	<b>4</b>	<b>3</b>
<b>Strategy and Resources TOTAL</b>	<b>7,204</b>	<b>7,076</b>	<b>9,009</b>

(Table may contain roundings)

## Community Services & Licensing Committee (Summary)

	2020/21 Original Budget (£'000)	2020/21 Revised Budget (£'000)	2021/22 Original Budget (£'000)
<b>Community Services Committee</b>			
Community Safety	211	226	213
Cultural Services - Arts and Culture	415	428	416
Cultural Services - Community Health & Wellbeing	159	179	160
Cultural Services - Sports Centres	(197)	(81)	(119)
Customer Services	403	403	392
Grants to Voluntary Organisations	341	341	336
Licensing	(59)	(59)	(54)
Public Spaces	1,412	1,434	1,408
Revenues and Benefits	141	141	152
Youth Services	104	123	105
<b>Community Services and Licensing TOTAL</b>	<b>2,931</b>	<b>3,136</b>	<b>3,010</b>

## Housing Committee (GF) (Summary)

	2020/21 Original Budget (£'000)	2020/21 Revised Budget (£'000)	2021/22 Original Budget (£'000)
<b>Housing Committee</b>			
Housing Advice	348	348	479
Housing Strategy	135	302	136
Private Sector Housing	161	161	157
<b>Housing General Fund Total</b>	<b>644</b>	<b>811</b>	<b>773</b>

## Environment Committee (Summary)

	2020/21 Original Budget (£'000)	2020/21 Revised Budget (£'000)	2021/22 Original Budget (£'000)
<b>Environment Committee</b>			
Canal	164	164	379
Carbon Management	109	109	110
Development Control	184	184	197
Economic Development	99	99	101
Health & Wellbeing	831	1,007	830
Land Charges & Street Naming	(19)	(19)	(18)
Planning Strategy/Local Plan	410	370	370
Statutory Building Control	(93)	(93)	(137)
Waste & Recycling: Other	12	12	12
Waste and Recycling: MSC	4,241	4,241	4,329
<b>Environment TOTAL</b>	<b>5,937</b>	<b>6,073</b>	<b>6,172</b>

Capital Programme 2020/21 to 2025/26					Appendix F	
Capital Scheme	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
<b>Community Services &amp; Licensing</b>						
Community Building Investment	117	-	-	-	-	-
Stratford Park Lido	-	30	170	-	-	-
<b>Total Community Services &amp; Licensing</b>	<b>117</b>	<b>30</b>	<b>170</b>	-	-	-
<b>Environment</b>						
Canal Phase 1B	3,702	6,631	4,905	574	-	-
Market Town Centres Initiative Fund	50	50	-	-	-	-
MSC - In Cab Technology	-	120	-	-	-	-
MSC - Vehicles	1,056	739	207	2,960	-	-
Stroud District Cycling & Walking Plan	204	200	-	-	-	-
Stratford Park Machinery	95	-	-	-	-	-
Rural SuDS	-	30	30	30	30	30
Wallbridge	-	100	-	-	-	-
<b>Total Environment</b>	<b>5,107</b>	<b>7,870</b>	<b>5,142</b>	<b>3,564</b>	<b>30</b>	<b>30</b>
<b>Housing General Fund</b>						
Affordable Housing - Support to Registered Providers	39	-	-	-	-	-
CCG Health through Warmth Grants	227	200	-	-	-	-
Disabled Facilities Grants	330	330	330	330	330	330
Green Homes LADS Park Homes	1,094	950	-	-	-	-
Private Sector Homes Scheme	15	15	15	15	15	15
Temporary Accommodation	-	500	-	-	-	-
Warm Homes Fund	1,183	-	-	-	-	-
<b>Total Housing General Fund</b>	<b>2,888</b>	<b>1,995</b>	<b>345</b>	<b>345</b>	<b>345</b>	<b>345</b>
<b>Strategy and Resources</b>						
Brimscombe Port Mill Works	295	-	-	-	-	-
Brimscombe Port Redevelopment	200	153	42	3,665	-	-
Electric Vehicles	12	-	-	-	-	-
ICT Investment Plan	497	400	-	-	-	-
Water Source Heat Pump - Ebley Mill & Brimscombe Port	1,432	-	-	-	-	-
<b>Total Strategy and Resources</b>	<b>2,436</b>	<b>553</b>	<b>42</b>	<b>3,665</b>	-	-
<b>Total General Fund</b>	<b>10,548</b>	<b>10,448</b>	<b>5,699</b>	<b>7,574</b>	<b>375</b>	<b>375</b>
<b>Housing Revenue Account</b>						
Major Works	4,969	9,752	4,586	4,445	4,576	-
New Homes	6,503	13,249	9,691	2,000	-	-
Sheltered Modernisation	664	358	584	843	882	-
<b>Total Housing Revenue Account</b>	<b>12,136</b>	<b>23,359</b>	<b>14,861</b>	<b>7,288</b>	<b>5,458</b>	-
<b>Total Capital Programme</b>	<b>22,684</b>	<b>33,807</b>	<b>20,560</b>	<b>14,862</b>	<b>5,833</b>	<b>375</b>

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
<b>Committee</b>						
Community Services and Licensing	117	30	170	-	-	-
Environment	5,107	7,870	5,142	3,564	30	30
Housing (General Fund)	2,888	1,995	345	345	345	345
Strategy and Resources	2,436	553	42	3,665	-	-
<b>TOTAL General Fund</b>	<b>10,548</b>	<b>10,448</b>	<b>5,699</b>	<b>7,574</b>	<b>375</b>	<b>375</b>
Housing Revenue Account	12,136	23,359	14,861	7,288	5,458	-
<b>TOTAL Capital Programme</b>	<b>22,684</b>	<b>33,807</b>	<b>20,560</b>	<b>14,862</b>	<b>5,833</b>	<b>375</b>

## Capital Financing Statement

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
<b>1. Capital Expenditure</b>						
Community Services	117	30	170	-	-	-
Environment	5,107	7,870	5,142	3,564	30	30
Housing General Fund	2,888	1,995	345	345	345	345
Housing Revenue Account	12,136	23,359	14,861	7,288	5,458	-
Strategy and Resources	2,436	553	42	3,665	-	-
<b>Estimated Expenditure</b>	<b>22,684</b>	<b>33,807</b>	<b>20,560</b>	<b>14,862</b>	<b>5,833</b>	<b>375</b>
<b>Financed by:</b>						
Borrowing HRA	1,331	9,751	8,442	1,302	-	-
HE Grant	200	75	173	-	-	-
HRA Usable capital receipts (3)	4,972	2,692	1,076	-	-	-
Revenue funded	5,633	10,841	5,170	5,986	5,458	-
<b>HRA Financing Total</b>	<b>12,136</b>	<b>23,359</b>	<b>14,861</b>	<b>7,288</b>	<b>5,458</b>	<b>-</b>
Borrowing GF	2,988	2,239	707	4,520	-	-
Capital grants (5)	2,834	1,510	360	360	360	360
Capital reserve (4)	1,113	920	170	-	-	-
External funding	3,067	5,546	4,420	2,589	15	15
General Fund usable capital receipts (2)	39	-	-	-	-	-
Revenue funded	495	153	42	105	-	-
Other reserves	12	80	-	-	-	-
<b>General Fund Financing Total</b>	<b>10,548</b>	<b>10,448</b>	<b>5,699</b>	<b>7,574</b>	<b>375</b>	<b>375</b>
<b>Total Financing</b>	<b>22,684</b>	<b>33,807</b>	<b>20,560</b>	<b>14,862</b>	<b>5,833</b>	<b>375</b>
<b>2. General Fund Usable Capital Receipts</b>						
Brought forward 1 April	502	513	543	573	573	608
add: received in year	50	30	30	35	35	35
less: applied as above	(39)	-	-	-	-	-
Carried forward 31 March	513	543	573	608	608	643
<b>3. HRA Usable Capital Receipts</b>						
Brought forward 1 April	10,110	5,738	3,646	3,170	3,770	4,370
add: received in year	600	600	600	600	600	600
less: applied as above	(4,972)	(2,692)	(1,076)	-	-	-
Carried forward 31 March	5,738	3,646	3,170	3,770	4,370	4,970
<b>4. Capital Reserve</b>						
Brought forward 1 April	4,257	3,144	2,224	2,054	2,054	2,054
add: received in year	-	-	-	-	-	-
less: applied as above	(1,113)	(920)	(170)	0	-	-
Carried forward 31 March	3,144	2,224	2,054	2,054	2,054	2,054
<b>5. Capital Grants (General Fund)</b>						
Disabled Facilities Grant due	330	330	330	330	330	330
Park Homes	1,094	950	-	-	-	-
Health through Warmth	227	200	-	-	-	-
Rural SuDS	-	30	30	30	30	30
Warm Homes Fund	1,183	-	-	-	-	-
Capital grants	2,834	1,510	360	360	360	360



## Medium Term Reserves Plan

## Appendix G

Reserve Name	Outturn Balances	Estimated Usage	Budgeted Usage				Estimated Balance
	19/20 £000s	2020/21 £000s	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/24 £000s	2024/25 £000s
Brexit Reserve	53	(53)					0
Building Control Shared Service Reserve	122	(159)	(52)	90			0
Business Rates Pilot Reserve	590	(200)	(200)	(190)			0
Brownfield Regeneration	0	100	(67)	(33)			0
Business Rates Ret- Safety net	1,892	0	500	(600)	(500)	(800)	492
Capital Reserve	4,257	(1,113)	(1,364)	(170)			1,610
General Fund Carry Forwards	420	(420)					0
CIL (Community Infrastructure Levy) Reserve	565						565
Climate Change	275		(98)	(32)			145
Community Building	0	50	(20)	(20)	(10)		0
Covid-19 Recovery Reserve	492	(86)	(189)				217
Culture, Arts and Leisure Reserve	130		(99)				31
Homelessness Prevention Reserve	98						98
Investment Risk Reserve	310						310
Legal Counsel Reserve	50						50
Local Plan Reserve	31						31
MTFP Equalisation Reserve	6,724	55	(250)	(1,073)	(1,343)	(469)	3,644
Neighbourhood Planning Grant Reserve	14	(9)	(6)				0
Opportunity Land Purchase Reserve	250						250
Planning Appeal Costs Reserve	100						100
Redundancy Reserve	250						250
Repairs & Replacements Reserve	252						252
GBRP SEDF	12						12
Transformation Reserve	678	(94)	(94)	(94)			396
Waste Management	600	(181)	(269)	(150)			0
Welfare Reform Reserve	30						30
	<b>18,193</b>	<b>(2,109)</b>	<b>(2,208)</b>	<b>(2,273)</b>	<b>(1,853)</b>	<b>(1,269)</b>	<b>8,482</b>



# **Fees and Charges Policy**

## **January 2021**

## **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**

**2021/22**

# Stroud District Council

## Schedule of Fees and Charges from 1 April 2021

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## Community Services and Licensing Committee

### Community Health and Wellbeing

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Cardiac Rehab Pay As You Go Class	3.00	3.00	3.50	3.50	16.7%
Respiratory Rehab Pay As You Go Class	3.00	3.00	3.50	3.50	16.7%
Better Balance Pay As You Go Class	3.00	3.00	3.50	3.50	16.7%
Cancer Rehab Pay As You Go Class	3.00	3.00	3.50	3.50	16.7%
Mummy & Me Pay As You Go Class	3.00	3.00	3.50	3.50	16.7%
Cardiac Rehab Pay As You Go Zoom Class	2.00	2.00	2.25	2.25	12.5%
Respiratory Rehab Pay As You Go Zoom Class	2.00	2.00	2.25	2.25	12.5%
Better Balance Pay As You Go Zoom Class	2.00	2.00	2.25	2.25	12.5%
Cancer Rehab Pay As You Go Zoom Class	2.00	2.00	2.25	2.25	12.5%
Mummy & Me Pay As You Go Zoom Class	2.00	2.00	2.25	2.25	12.5%
Cardiac Rehab 10 Class Pass	30.00	30.00	35.00	35.00	16.7%
Respiratory Rehab 10 Class Pass	30.00	30.00	35.00	35.00	16.7%
Better Balance 10 Class Pass	30.00	30.00	35.00	35.00	16.7%
Cancer Rehab 10 Class Pass	30.00	30.00	35.00	35.00	16.7%
Mummy & Me 10 Class Pass	30.00	30.00	35.00	35.00	16.7%
Couples - 10 class pass	55.00	55.00	55.00	55.00	0.0%
Cardiac Rehab 10 Zoom Class Pass	20.00	20.00	22.50	22.50	12.5%
Respiratory Rehab 10 Zoom Class Pass	20.00	20.00	22.50	22.50	12.5%
Better Balance 10 Zoom Class Pass	20.00	20.00	22.50	22.50	12.5%
Cancer Rehab 10 Zoom Class Pass	20.00	20.00	22.50	22.50	12.5%
Mummy & Me 10 Zoom Class Pass	20.00	20.00	22.50	22.50	12.5%
GP Referral Induction	14.00	14.00	20.00	20.00	42.9%
GP Referral sessional attendance	2.00	2.00	2.00	2.00	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%
Wrist/Ankle Weight - .5kg	5.00	5.00	5.00	5.00	0.0%
Wrist/Ankle Weight - 1.0kg	7.50	7.50	7.50	7.50	0.0%
Wrist/Ankle Weight -1 .5kg	10.00	10.00	10.00	10.00	0.0%
Pilates Mat	4.80	4.80	4.80	4.80	0.0%
Hand Weights - 1.0kg	3.10	3.10	3.10	3.10	0.0%
Hand Weights - 2.0kg	7.30	7.30	7.30	7.30	0.0%
Hand Weights - 3.0kg	9.80	9.80	9.80	9.80	0.0%
Partner attending Healthy Lifestyles Class	1.50	1.50	2.00	2.00	33.3%



**Community Services and Licensing Committee**  
**Community Health and Wellbeing**  
**Schedule of Fees and Charges from 1 April 2021**

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

Pay as You Go Class - increase 16.7% to bring in line with charges at The Pulse. These prices have not been increased for about 6 years due to taking cash on site, but with the introduction of class passes and cashless classes we are in a position to increase the cost. Zoom classes have increased 12.5 % due to increased demand. Increase in GP Referral Induction results from bringing the scheme back in-house and being delivered by SDC Officers; resulting in an increase in staff costs. New categories for equipment packs were introduced in 2020-21 as the result of Covid19 and lockdowns, and will continue to be offered 2021-22. Partner attending Healthy Lifestyles Class prices haven't gone up in 6 years, so increase will bring in line with Pay as You Go.

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

Cost Recovery

**Details of any discretionary discounts or concessions**

None

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

These classes are cheaper than anywhere else across the county and cover costs for instructor and venue hire etc.

**Equality Impact Assessment**

None

**Budget Impact**

Costs covered

**Community Services and Licensing Committee**  
**Community Services - Careline Services**  
**Schedule of Fees and Charges from 1 April 2021**

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Careline monitoring only (VAT Exempt)	89.54	89.54	91.33	91.33	2.0%
Careline monitoring only (not VAT Exempt)	89.54	107.45	91.33	109.60	2.0%
Careline rental (VAT Exempt)	186.02	186.02	189.74	189.74	2.0%
Careline rental (not VAT Exempt)	186.02	223.22	189.74	227.69	2.0%
Pendant purchase (VAT Exempt)	51.25	51.25	52.28	52.28	2.0%
Pendant purchase (not VAT Exempt)	51.25	61.50	52.28	62.74	2.0%
ADSL Fliter	2.05	2.46	2.09	2.51	2.0%
Extension lead	6.15	7.38	6.27	7.52	2.0%

**Community Services and Licensing Committee**  
**Community Services - Careline Services**  
Schedule of Fees and Charges from 1 April 2021

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

2%

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

Full cost recovery

**Details of any discretionary discounts or concessions**

None

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

Yes, with other similar services operating within Gloucestershire

**Equality Impact Assessment**

Completed previously. The increase in cost is low and the overall cost is in line with other local authorities offering a similar service.

**Budget Impact**

This will help to bring the service closer to break even/profit, this is expected to be achieved in 2021/2022 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 2021**

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ 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)	0.00*	0.00*	0.00	0.00	0.0%
Person over 3 months old and under 16 years (Rights)	0.00*	0.00*	0.00	0.00	0.0%
Person 18 years and over (Rights)	376.00	376.00	384.00	384.00	2.1%
Cremated remains (Rights)	269.00	269.00	274.00	274.00	1.9%

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

Any interment (Rights)	376.00	376.00	384.00	384.00	2.1%
------------------------	--------	--------	--------	--------	------

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

A still born child after 24 <sup>th</sup> week or a person under 18 years (Burial)	0.00*	0.00*	0.00	0.00	0.0%
Person 18 years and over (Burial)	443.00	443.00	452.00	452.00	2.0%
Cremated remains (Burial)	128.00	128.00	131.00	131.00	2.3%

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

Any interment (Burial)	617.00	617.00	629.00	629.00	1.9%
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**In grave for which an “Exclusive Rights of Burial” has been granted**

Opening of previously purchased plot – single or meadow	443.00	443.00	452.00	452.00	2.0%
Opening of previously purchased plot – double	617.00	617.00	629.00	629.00	1.9%
Re-opening of previously purchased double plot	443.00	443.00	452.00	452.00	2.0%
Cremated remains in casket	128.00	128.00	131.00	131.00	2.3%

**Miscellaneous Charges**

Surcharge for Saturday burials	252.00	252.00	252.00	257.00	0.0%
Purchase of “Exclusive Rights of Burial” purchased prior to burial	437.00	437.00	446.00	446.00	2.1%

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

Purchase of "Exclusive Rights of Burial" for cremated remains	312.00	312.00	318.00	318.00	1.9%
Search fees (records only)	40.00	40.00	41.00	41.00	2.5%
Cremated remains scattered by Cemetery Staff	40.00	40.00	41.00	41.00	2.5%
Transfer of Grave Rights	40.00	40.00	41.00	41.00	2.5%
Additional fee for Caskets that cannot be accommodated in a standard grave plot	POA	POA	POA	POA	0.0%

*\*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	209.00	209.00	213.00	213.00	1.9%
A memorial vase only, preferably square or rectangular in shape, to an overall dimension not exceeding 30cm in height and 25cm x 25cm	50.00	50.00	51.00	51.00	2.0%
Additional inscription to a monument	55.00	55.00	56.00	56.00	1.8%
Simple hardwood not exceeding 75cm x 45cm	31.00	31.00	32.00	32.00	3.2%

### *Cremated Remains Section*

Any memorial maximum height 60cm	103.00	103.00	105.00	105.00	1.9%
Plaque in Garden of Remembrance	30.00	30.00	31.00	31.00	3.3%
Purchase and Installation of Post Plaque for Meadow Burial Area	132.00	132.00	135.00	135.00	2.3%

### **Charges for Green Burials**

All burials – single plots only	1,189.00	1,338.00	1,213.00	1,455.60	2.0%
Advanced Reservation Fee only	0.00	0.00	0.00	0.00	0.0%

### *Cremated Remains Interment*

Cremated remains interment	828.00	968.00	845.00	1,014.00	2.1%
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 2021

<b>Proposed increase in fee/charge from previous year</b>
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Increase of 2% rounded to the nearest £1
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<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
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Full cost recovery
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<b>Details of any discretionary discounts or concessions</b>
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0 * - Burial costs for a child who died under the age of 18 or stillborn after 24 weeks are not charged. We are however able to claim the costs back from the Children's Funeral Fund for England. These recovered costs will rise by 2%.
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**Note VAT is charged on the provision of tree and maintenance works only
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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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Negligible
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## Community Services and Licensing Committee

### Licensing - Gambling Act 2005

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ 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*

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%

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
	Regional Casino	4,550.00	4,550.00	4,550.00	
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%
Club Machine Permit	200.00	200.00	200.00	200.00	0.0%

*Permits; Annual Fee*



Description of Charge	Charge		Charge		Change %
	April 2020 - March 2021		April 2021 - March 2022		
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

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%
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*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%
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*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 2021

**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. They have not been increased since. 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 7 licensed premises under the Gambling Act 2005 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 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ 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%

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

Premises Licence/Club Premises Certificates - Other Fees

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 2021

<b>Proposed increase in fee/charge from previous year</b>
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No changes since Licensing Act 2003 came into force in 2005
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<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
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Statutory Charge
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<b>Details of any discretionary discounts or concessions</b>
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None
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<b>Has any benchmarking or consultation been undertaken?</b>
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No
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<b>Equality Impact Assessment</b>
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No
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<b>Budget Impact</b>
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None
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## Community Services and Licensing Committee

### Licensing - Scrap Metal Dealers

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
	New Application Site Licence - 3 years	357.00	357.00	364.00	
Renewal Application Site Licence - 3 years	204.00	204.00	208.00	208.00	2.0%
New Application Collectors Licence - 3 years	235.00	235.00	240.00	240.00	2.1%
Renewal Application Collectors licence - 3 years	148.00	148.00	151.00	151.00	2.0%
Variation Collector to Site	143.00	143.00	146.00	146.00	2.1%
Variation Site to Collector	61.00	61.00	62.00	62.00	1.6%
Change of Name on Licence	16.00	16.00	16.00	16.00	0.0%
Replacement or Additional Licences	10.50	10.50	10.50	10.50	0.0%

# Community Services and Licensing Committee

## Licensing - Scrap Metal Dealers

### Schedule of Fees and Charges from 1 April 2021

<b>Proposed increase in fee/charge from previous year</b>
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2%
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<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
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Full cost recovery
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<b>Details of any discretionary discounts or concessions</b>
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None
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<b>Has any benchmarking or consultation been undertaken?</b>
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No
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<b>Equality Impact Assessment</b>
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No
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<b>Budget Impact</b>
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There number of scrap metal dealer licences issued by Stroud District Council is low. A 2% increase reflects the annual increase in costs but will have minimal impact on the budget
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**Community Services and Licensing Committee**  
**Licensing - Sex Establishments**  
 Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
	New/Variation Application	5,474.00	5,474.00	5,583.00	
Renewal/Transfer	2,677.00	2,677.00	2,731.00	2,731.00	2.0%



**Community Services and Licensing Committee**  
**Licensing - Sex Establishments**  
Schedule of Fees and Charges from 1 April 2021

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

2%

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

Full Cost recovery

**Details of any discretionary discounts or concessions**

None

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

No

**Equality Impact Assessment**

No

**Budget Impact**

None – no licences issued under Sex Establishment Licensing

## Community Services and Licensing Committee

### Licensing - Street Trading

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
New/Variation/Transfer Application – Itinerant Consent	42.00	42.00	43.00	43.00	2.4%
New/Variation/Transfer Application – Static Consent	158.00	158.00	161.00	161.00	1.9%
Itinerant Traders - Per Quarter	152.00	152.00	155.00	155.00	2.0%
Itinerant Trader - Per Annum	557.00	557.00	568.00	568.00	2.0%
Static Traders Band 1 - Per Quarter	557.00	557.00	568.00	568.00	2.0%
Static Traders Band 1 - Per Annum	1,848.00	1,848.00	1,885.00	1,885.00	2.0%
Static Traders Band 2 - Per Quarter	338.00	338.00	345.00	345.00	2.1%
Static Traders Band 2 - Per Annum	1,113.00	1,113.00	1,135.00	1,135.00	2.0%
Short Term Consent - Granted for a period of up to 7 days	34.00	34.00	34.00	34.00	0.0%
Short Term Consent - Additional Days	5.00	5.00	5.00	5.00	0.0%

# Community Services and Licensing Committee

## Licensing - Street Trading

### Schedule of Fees and Charges from 1 April 2021

<b>Proposed increase in fee/charge from previous year</b>
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2%
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<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
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Full cost recovery
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<b>Details of any discretionary discounts or concessions</b>
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None
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<b>Has any benchmarking or consultation been undertaken?</b>
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No
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<b>Equality Impact Assessment</b>
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No
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<b>Budget Impact</b>
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The number of street trading consents issued by Stroud District Council is low. A 2% increase reflects the annual increase in costs but will have minimal impact on the budget
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## Community Services and Licensing Committee

### Licensing - Taxis and Private Hire

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ 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	265.00	265.00	0.0%
Driver licence - Renewal 1 year	80.00	80.00	80.00	80.00	0.0%
Driver licence - Renewal 3 year	200.00	200.00	200.00	200.00	0.0%
Written Knowledge Test - Taxi Driver only	60.00	60.00	60.00	60.00	0.0%
DVLA check - required on new app and then on every renewal	5.00	5.00	5.00	5.00	0.0%
DBS check - required on new app and then every 3 years	56.00	56.00	56.00	56.00	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	125.00	125.00	0.0%
Transfer (ownership or HCV to PHV) of vehicle licence	30.00	30.00	30.00	30.00	0.0%
Change of Vehicle	45.00	45.00	45.00	45.00	0.0%
Change of Registration of Vehicle	25.00	25.00	25.00	25.00	0.0%
Replacement plate	13.00	13.00	13.00	13.00	0.0%
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	140.00	140.00	0.0%
Operator New App 5 year	430.00	430.00	430.00	430.00	0.0%
Operator Renewal 1 year	110.00	110.00	110.00	110.00	0.0%
Operator Renewal 5 year	380.00	380.00	380.00	380.00	0.0%

## Community Services and Licensing Committee

### Licensing - Taxis and Private Hire

#### Schedule of Fees and Charges from 1 April 2021

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

No increase proposed.

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

The fees were last increased in 2020/2021 following a full costing exercise and consultation. Taxi legislation states that fees can only be increased following consultation and public notice. During the Covid pandemic many taxi businesses were unable to operate and suffered losses. The Council did not give any discounts during this time. It is not considered appropriate or necessary to increase fees for 2021/2022 whilst businesses are still struggling. The fees will be reviewed in full in 2022/2023

**Details of any discretionary discounts or concessions**

None

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

No

**Equality Impact Assessment**

No

**Budget Impact**

Due to Covid the number of taxi and private hire licences has reduced. It is anticipated that there will be reduced income in 2021/2022.

## Community Services and Licensing Committee

### Licensing - Pavement Licences

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
	New Application	100.00	100.00	100.00	

**Community Services and Licensing Committee**  
**Licensing - Pavement Licences**  
Schedule of Fees and Charges from 1 April 2021

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

None

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

Fee is already set at maximum statutory charge

**Details of any discretionary discounts or concessions**

None

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

This a new temporary Licensing Regime introduced this year as part of the Governments Covid 19 recovery plans. There is a statutory cap of £100. All Gloucestershire Licensing Authorities have adopted the maximum fee

**Equality Impact Assessment**

None

**Budget Impact**

The legislation for issuing Pavement Licences came into force in July 2020. By November 2020 the Council has only received two applications. Budget impact is minimal

**Community Services and Licensing Committee**  
**Museum in the Park**  
**Schedule of Fees and Charges from 1 April 2021**

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

Museum Admission (donations welcome)	0.00	0.00	0.00	0.00	N/A
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*Venue Hire*

Walled Garden & Pavilion Hire for Evening Functions & Parties (prices start at)	416.67	500.00	416.67	500.00	0.0%
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*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 (only for sites notified pre-2014)	30.00	36.00	30.00	36.00	0.0%
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**Charges vary for collections study group visits, photographic & research services and use of Museum for location filming/photo shoots**



Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

*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%

*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%
Plus travel at 45p per mile (per HMRC rate)					

*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 2021

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

Fees and charges have been reviewed, no price changes.

**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 demand. 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 (i.e. 'sell' more to meet the target).

**Details of any discretionary discounts or concessions**

Art Fund Members get 10% off as part of National Art Pass

**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 for the schedule of fees and charges. Income targets have been revised down due to Covid-19.

# Community Services and Licensing Committee

## The Pulse

### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
School Swim-School swimming lessons per child	1.28	1.28	1.30	1.30	1.6%
School Swim-Price per school if they bring less than 22 children	27.50	27.50	28.05	28.05	2.0%
School fitness classes	2.00	2.00	2.05	2.05	2.5%
School instructor fee per 30 minutes	15.10	15.10	15.40	15.40	2.0%
Lifeguard hire for 30 minutes	12.85	12.85	13.10	13.10	1.9%
Standard swim price	3.33	4.00	3.42	4.10	2.5%
concessions swim price	2.00	2.40	2.04	2.45	2.1%
Monthly swim membership	23.33	28.00	23.79	28.55	2.0%
12 session swim card Adult	33.33	40.00	34.00	40.80	2.0%
12 session swim card Concessions	20.00	24.00	20.42	24.50	2.1%
Annual swim card Adult	225.00	270.00	229.50	275.40	2.0%
Adult per lesson	5.70	5.70	5.80	5.80	1.8%
Junior per lesson stage 6-7b (45 minute lesson)	5.50	5.50	5.70	5.70	3.6%
Direct Debit fee for lessons	22.91	22.91	23.75	23.75	3.7%
Junior lesson stage 1-5 (30 minute lessons)	5.40	5.40	5.70	5.70	5.6%
Junior parent+toddler lessons (30 minute lessons)	5.40	5.40	5.70	5.70	5.6%
Direct Debit fee for lessons	22.50	22.50	23.75	23.75	5.6%
ADP swim squad single swim price and lifesaving	5.70	5.70	5.70	5.70	0.0%
Direct Debit fee for lessons	23.75	23.75	23.75	23.75	0.0%
Hire of instructor other	25.00	30.00	25.50	30.60	2.0%
Crèche	2.08	2.50	2.13	2.55	2.0%
Parent & Toddler	4.13	4.95	4.21	5.05	2.0%
Pool Hire (per hour)	49.17	59.00	50.17	60.20	2.0%
Party Pack (45 mins) standard	82.50	99.00	84.17	101.00	2.0%
Party menu/ crissy croc, submarine,	30.00	36.00	30.58	36.70	1.9%
Slippery slide and Aqua Glide	37.50	45.00	38.25	45.90	2.0%
Splat	20.83	25.00	21.25	25.50	2.0%
Rafts, shapes, stepping stones	16.67	20.00	17.00	20.40	2.0%
Exterminator	58.33	70.00	59.50	71.40	2.0%
Private Tuition (1:1 ratio)	15.90	15.90	16.20	16.20	1.9%
Private Tuition (1:2 ratio)	18.75	18.75	19.10	19.10	1.9%
Private Tuition (1:3 ratio)	21.65	21.65	22.10	22.10	2.1%
Water fitness classes	5.90	5.90	6.00	6.00	1.7%
Fitness class concessions	3.55	3.55	3.60	3.60	1.4%
Shower	4.33	5.20	4.42	5.30	1.9%
Under 18 months free	0.00	0.00	0.00	0.00	0.0%
Inflatable Session	3.75	4.50	3.83	4.60	2.2%
Inflatable Session-concessions	2.25	2.70	2.29	2.75	1.9%
Large inflatable session-standard price	4.08	4.90	4.17	5.00	2.0%
Large inflatable session-concessions price	2.46	2.95	2.50	3.00	1.7%
Family Swim (2+2)	9.71	11.65	9.92	11.90	2.1%
Family Swim (2+3) Non Member	11.50	13.80	11.75	14.10	2.2%
Family inflatable fun ( 2+2)	10.79	12.95	11.00	13.20	1.9%
Family inflatable fun ( 2+3)	12.83	15.40	13.08	15.70	1.9%
Large inflatable - Family (2+2)	11.79	14.15	12.04	14.45	2.1%
Large inflatable - Family (2+3)	14.00	16.80	14.29	17.15	2.1%
Prescribed exercise plan	15.00	15.00	15.30	15.30	2.0%

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
	Exercise referral class	2.00	2.00	2.05	
Specialist class - cardiac and respiratory	3.30	3.30	3.35	3.35	1.5%
Monthly Leisure Pass (rolling DD)	33.33	40.00	34.00	40.80	2.0%
Student Leisure Pass	22.92	27.50	23.38	28.05	2.0%
Student rolling	21.67	26.00	22.08	26.50	1.9%
Annual Membership existing members	325.00	390.00	331.50	397.80	2.0%
New members April 2021	340.00	408.00	346.79	416.15	2.0%
Annual membership students	229.17	275.00	233.75	280.50	2.0%
Direct Debit joining fee	25.00	30.00	25.50	30.60	2.0%
Off Peak Membership monthly	30.42	36.50	31.04	37.25	2.1%
Off Peak annual existing member	287.50	345.00	293.25	351.90	2.0%
Off Peak annual new member April 2019	300.00	360.00	306.00	367.20	2.0%
One off monthly	39.17	47.00	39.96	47.95	2.0%
Fitness classes at Pulse	6.70	6.70	6.85	6.85	2.2%
Fitness class concessions in Pulse	4.00	4.00	4.10	4.10	2.5%
Spin classes	6.55	6.55	6.70	6.70	2.3%
Spin express	5.00	5.00	5.10	5.10	2.0%
Yoga/Pilates/Tai chi	8.50	8.50	8.65	8.65	1.8%
Yoga/Pilates/Tai chi - concessions	5.10	5.10	5.20	5.20	2.0%
30 minute classes	4.40	4.40	4.50	4.50	2.3%
concessions	2.60	2.60	2.65	2.65	1.9%
Gym session	6.60	6.60	6.75	6.75	2.3%
Gym concessions	3.95	3.95	4.05	4.05	2.5%
Personal Training 30 minutes	16.50	16.50	16.85	16.85	2.1%
Personal Training 60 minutes	26.00	26.00	26.50	26.50	1.9%
Personal Training 30 minutes package	90.00	90.00	91.80	91.80	2.0%
Personal Training 60 minutes package	150.00	150.00	153.00	153.00	2.0%
Personal Training 30 minutes package	148.50	148.50	151.50	151.50	2.0%
Personal Training 60 minutes package	234.00	234.00	238.70	238.70	2.0%
Personal training 2 to 1	35.00	35.00	35.70	35.70	2.0%
Freelance personal trainer hire per month	200.00	200.00	204.00	204.00	2.0%
Induction	7.00	7.00	7.15	7.15	2.1%
Induction concessions	4.20	4.20	4.30	4.30	2.4%
Body trax consultation	21.50	21.50	21.95	21.95	2.1%
Body trax use of scales with results not analysed	5.50	5.50	5.60	5.60	1.8%
Studio Parties	55.42	66.50	56.54	67.85	2.0%
Soft play sessions	2.08	2.50	2.13	2.55	2.0%
Holiday activity days	18.33	22.00	18.71	22.45	2.0%
Extended days	21.25	25.50	21.67	26.00	2.0%
Childrens studio classes	4.00	4.00	4.10	4.10	2.5%

# Community Services and Licensing Committee

## The Pulse

### Schedule of Fees and Charges from 1 April 2021

<b>Proposed increase in fee/charge from previous year</b>
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2% - See fees
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<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
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We are a subsidised service however each year we aim to be operationally self sufficient.
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<b>Details of any discretionary discounts or concessions</b>
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The concessions for swimming and classes is based upon Stroud District Councils district wide concessions scheme.
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<b>Has any benchmarking or consultation been undertaken?</b>
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The prices were benchmarked against Stratford Park Leisure Centres current prices.
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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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Income targets have been revised down due to Covid-19.
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## Environment Committee

### Building Control

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

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

1.1 Erection of 1 dwelling	591.67	710.00	591.67	710.00	0.0%
1.2 Erection of 2 dwellings	788.33	946.00	788.33	946.00	0.0%
1.3 Erection of 3 dwellings	985.00	1,182.00	985.00	1,182.00	0.0%
1.4 Erection of 4 dwellings	1,182.50	1,419.00	1,182.50	1,419.00	0.0%
1.5 Erection of 5 dwellings	1,411.67	1,694.00	1,411.67	1,694.00	0.0%
1.6 Erection of 6 dwellings	1,576.67	1,892.00	1,576.67	1,892.00	0.0%

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	333.33	400.00	333.33	400.00	0.0%
2.2 The conversion in total or part of an attached or integral garage to provide additional habitable accommodation	258.33	310.00	258.33	310.00	0.0%
2.3 The conversion in total or part of a loft upto 80m <sup>2</sup>	541.67	650.00	541.67	650.00	0.0%
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	426.67	512.00	426.67	512.00	0.0%
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	591.67	710.00	591.67	710.00	0.0%
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	716.67	860.00	716.67	860.00	0.0%
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	716.67	860.00	716.67	860.00	0.0%

#### *Schedule 3 Other Works*

3.1 does not exceed £2,000	158.33	190.00	158.33	190.00	0.0%
3.2 exceeds £2,000 but does not exceed £5,000	225.00	270.00	225.00	270.00	0.0%
3.3 exceeds £5,000 but does not exceed £20,000	275.00	330.00	275.00	330.00	0.0%
Together with for every £1,000 (or part thereof) over £5,000	11.22	13.46	11.22	13.46	0.0%
3.4 exceeds £20,000 but does not exceed £80,000	450.00	540.00	450.00	540.00	0.0%
Together with for every £1,000 (or part thereof) over £20,000	5.61	6.73	5.61	6.73	0.0%

4.1 Replacement of up to 15 No. windows and doors	116.67	140.00	116.67	140.00	0.0%
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%

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
	4.3 Domestic thermal insulation upgrade to an individual element (external walls, floor or roof)	158.33	190.00	158.33	
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	29.17	35.00	29.17	35.00	0.0%
4.7 Copy documents prior to 2006 (reproduced for conveyance from microfiche) inline with 20 year GDPR retention policy	54.17	65.00	54.17	65.00	0.0%

### **Building Control Regularisations**

1.1 Erection of 1 dwelling	887.50	887.50	887.50	887.50	0.0%
1.2 Erection of 2 dwellings	1,182.50	1,182.50	1,182.50	1,182.50	0.0%
1.3 Erection of 3 dwellings	1,477.50	1,477.50	1,477.50	1,477.50	0.0%
1.4 Erection of 4 dwellings	1,773.75	1,773.75	1,773.75	1,773.75	0.0%
1.5 Erection of 5 dwellings	2,117.50	2,117.50	2,117.50	2,117.50	0.0%
1.6 Erection of 6 dwellings	2,365.00	2,365.00	2,365.00	2,365.00	0.0%

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	500.00	500.00	500.00	500.00	0.0%
2.2 The conversion in total or part of an attached or integral garage to provide additional habitable accommodation	387.50	387.50	387.50	387.50	0.0%
2.3 The conversion in total or part of a loft upto 80m2	820.00	820.00	820.00	820.00	0.0%
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	640.00	640.00	640.00	640.00	0.0%
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	887.50	887.50	887.50	887.50	0.0%
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	1,075.00	1,075.00	1,075.00	1,075.00	0.0%
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	1,075.00	1,075.00	1,075.00	1,075.00	0.0%

### *Schedule 3 Other Works*

3.1 does not exceed £2,000	237.50	237.50	237.50	237.50	0.0%
3.2 exceeds £2,000 but does not exceed £5,000	337.50	337.50	337.50	337.50	0.0%
3.3 exceeds £5,000 but does not exceed £20,000	412.50	412.50	412.50	412.50	0.0%
together with for every £1,000 (or part thereof) over £5,000	16.83	16.83	16.83	16.83	0.0%
3.4 exceeds £20,000 but does not exceed £80,000	675.00	675.00	675.00	675.00	0.0%
together with for every £1,000 (or part thereof) over £20,000	8.42	8.42	8.42	8.42	0.0%
4.1 Replacement of upto 15 No. windows and doors	As section 3				

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ 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)	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 2021

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

It is not proposed to increase charges in 2021/22 as they were increased by 9% in May 2020. This was the first increase since the fees were aligned with GCC in July 2015 and any further increase would likely impact on our ability to compete for business. It is proposed to continue to benchmark charges against other local authorities. As a point of reference a review of charges in the area has been carried out this month. The impact of the increase in charges in May 2020 is not completely clear due to the current pandemic.

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

Full cost recovery of the building control budget (4010) which is ring fenced and required to be cost neutral over a 3-5 year period.

**Details of any discretionary discounts or concessions**

N/A

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

Benchmarking took place last year when the charges were increased. An updated benchmarking is contained in a separate document. It is proposed that charges are not increased this year but are kept under review. This approach has been discussed and agreed with the Strategic Director of Place.

**Equality Impact Assessment****Budget Impact**

The budgetted income target would remain at £630,00.00 a reduction of £12500 against that proposed assuming a 2% increase. The impacts of Covid are likely to be a continue into next year.

**Environment Committee**  
**Community Services - Garden and Bulky Waste**  
**Schedule of Fees and Charges from 1 April 2021**

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Garden Waste – annual charge	41.67	50.00	41.67	50.00	0.0%
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 2021

<b>Proposed increase in fee/charge from previous year</b>
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Garden waste - 0% increase – Big increases in the last 2 years as pre-agreed via Env. Com. Increase not recommended for 2021. Bulky Waste – 0% This increased by 25% at last increase so likewise, an increase is not recommended.
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<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
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Cost recovery
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<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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Yes, other local authority scheme prices monitored – see below
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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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Based on 12,000 subscribers to garden waste, we expect that not increasing the garden waste fee will cost £12k. However, this is on the back of 2 big increases that sees Stroud have the most expensive garden waste fee in Gloucestershire.
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**Environment Committee**  
**Health and Wellbeing - Dog Warden Service**  
**Schedule of Fees and Charges from 1 April 2021**

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

*Dangerous Wild Animals*

First application	177.50	213.00	180.83	217.00	1.9%
Renewal	134.17	161.00	136.67	164.00	1.9%

*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	538.33	646.00	549.17	659.00	2.0%
Renewal	489.17	587.00	499.17	599.00	2.0%
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	284.17	341.00	289.17	347.00	1.8%
Renewal	190.00	228.00	193.33	232.00	1.8%
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 2021

<b>Proposed increase in fee/charge from previous year</b>
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2% uplift
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<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
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Cost recovery
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<b>Details of any discretionary discounts or concessions</b>
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None
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<b>Has any benchmarking or consultation been undertaken?</b>
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None
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<b>Equality Impact Assessment</b>
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Not this year
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<b>Budget Impact</b>
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Not significant
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## Environment Committee

### Health and Wellbeing - Environmental Protection

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ 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.	48.33	58.00	0.00	0.00	-100%

## Environment Committee

### Health and Wellbeing - Environmental Protection

#### Schedule of Fees and Charges from 1 April 2021

<b>Proposed increase in fee/charge from previous year</b>
Charge no longer applicable for this service as information can be requested free of charge under the Environmental Information Regulations

<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
Charge no longer applicable for this service as information can be requested free of charge under the Environmental Information Regulations

<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>
Income reduced to zero

## Environment Committee

### Health and Wellbeing - Environmental Services

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Private Water Sampling	57.50	69.00	58.67	70.40	2.0%
Private Water Supply Risk Assessment	39.17	47.00	39.96	47.95	2.0%



## Environment Committee

### Health and Wellbeing - Environmental Services

#### Schedule of Fees and Charges from 1 April 2021

<b>Proposed increase in fee/charge from previous year</b>
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2% uplift
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<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
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Cost recovery
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<b>Details of any discretionary discounts or concessions</b>
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None
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<b>Has any benchmarking or consultation been undertaken?</b>
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No
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<b>Equality Impact Assessment</b>
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No
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<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
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None
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**Environment Committee**  
**Health and Wellbeing - Food Safety**  
**Schedule of Fees and Charges from 1 April 2021**

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

*Food Export Health Certificates*

Food Export Certificates (less that 120 a year)	40.83	49.00	41.67	50.00	2.0%
Where more than 120 certificates are issued per year	32.50	39.00	33.33	40.00	2.6%
For the issue of a Health Certificate where the inspection of a consignment is required	85.83	103.00	88.33	106.00	2.9%
Verification of Organic Shipments	40.83	49.00	41.67	50.00	2.0%

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

Premises	97.50	117.00	100.00	120.00	2.6%
Each person practicing	47.50	57.00	48.33	58.00	1.7%

*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)	71.67	86.00	71.67	86.00	0.0%
Food Hygiene Rating Scheme re-score request (per request)	164.17	197.00	164.17	197.00	0.0%
Safer Food Better Business Packs (inc 3 month diary refill)	17.50	21.00	17.50	21.00	0.0%
Safer Food Better Business Diary Refill (12 months)	13.33	16.00	13.33	16.00	0.0%
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	683.33	820.00	683.33	820.00	0.0%
Annual Renewal Fee	179.17	215.00	179.17	215.00	0.0%
Hourly Rate	60.00	72.00	60.00	72.00	0.0%

*Food Hygiene and Health & Safety Training Courses*

Full day courses (approx 6 hours)	50.00	60.00	50.00	60.00	0.0%
Half Day Courses (approx 3 hours)	30.83	37.00	30.83	37.00	0.0%
On-site training courses: Rate per day (Charged pro-rata for shorter courses) plus the cost of materials and examination fees.	313.33	376.00	313.33	376.00	0.0%

**Environment Committee**  
**Health and Wellbeing - Food Safety**  
Schedule of Fees and Charges from 1 April 2021

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

2% or no uplift

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

Cost recovery

**Details of any discretionary discounts or concessions**

None

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

Fees agreed with County group

**Equality Impact Assessment**

Not this year

**Budget Impact**

Not significant

**Environment Committee**  
**Health and Wellbeing - Pest Control**  
**Schedule of Fees and Charges from 1 April 2021**

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

**Pest Control - DOMESTIC**

*Rats & Mice*

Standard	68.33	82.00	75.00	90.00	9.8%
(extra visit £32)	25.83	31.00	26.67	32.00	3.2%
Benefits – Standard	34.17	41.00	37.50	45.00	9.8%
(extra visit £16)	12.50	15.00	13.33	16.00	6.6%

*Wasps*

Standard	55.83	67.00	57.50	69.00	3.0%
Standard – additional	17.50	21.00	18.33	22.00	4.7%
Benefits - Single space	27.50	33.00	28.33	34.00	3.0%
Benefit – additional	8.33	10.00	9.17	11.00	10.0%

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

All Jobs	70.00	84.00	71.67	86.00	2.4%
Benefits	35.00	42.00	35.83	43.00	2.4%
Bedbugs / Cockroaches	27.50	33.00	28.33	34.00	3.0%
Survey - (Quote after visit)	27.50	33.00	28.33	34.00	3.0%

**Pest Control - COMMERCIAL**

*Rats & Mice*

Standard	123.33	148.00	125.83	151.00	2.0%
(extra visit £50)	40.83	49.00	41.67	50.00	2.0%
Fleas / Carpet Moth / Beetle / Cluster Flies / Ants	102.50	123.00	105.00	126.00	2.4%

*Wasps*

Standard	81.67	98.00	83.33	100.00	2.0%
Standard – additional	30.83	37.00	31.67	38.00	2.7%

*Bed Bugs*

Survey - (Quote after visit)	32.50	39.00	33.33	40.00	2.6%
Call out	32.50	39.00	33.33	40.00	2.6%

**Environment Committee**  
**Health and Wellbeing - Pest Control**  
 Schedule of Fees and Charges from 1 April 2021

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

From 2 - 10%

Charges for rodent treatment after identifying that our fees were lower than many other local authorities in the South West. Rodent treatments require 3 visits, whereas most other pests can be dealt with in a single visit. The charges continue to represent good value for money.

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

Subsidised

**Details of any discretionary discounts or concessions**

Half price for customers on certain benefits

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

South West Pest Liaison Group Members

**Equality Impact Assessment**

Not this year

**Budget Impact**

Not significant

**Environment Committee**  
**Health and Wellbeing - Port Health**  
**Schedule of Fees and Charges from 1 April 2021**

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

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

Bacteriological examination	99.17	119.00	101.67	122.00	2.5%
Legionella examination	110.83	133.00	113.33	136.00	2.3%
Chemical analysis	220.00	264.00	224.17	269.00	1.9%
Organic	39.17	47.00	40.00	48.00	2.1%

**Environment Committee**  
**Health and Wellbeing - Port Health**  
Schedule of Fees and Charges from 1 April 2021

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

Approx 2%

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

Cost recovery

**Details of any discretionary discounts or concessions**

None

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

No

**Equality Impact Assessment**

No

**Budget Impact**

None

## Environment Committee

### Health and Wellbeing - Community Infrastructure Levy (CIL)

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

**From January 2021**

Residential properties per m <sup>2</sup>	96.44	96.44	96.44	96.44	0.0%
Supermarkets and Retail Warehouses per m <sup>2</sup>	90.41	90.41	90.41	90.41	0.0%



## Environment Committee

### Health and Wellbeing - Community Infrastructure Levy (CIL)

#### Schedule of Fees and Charges from 1 April 2021

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

New fees will be set November 2020

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

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

**Details of any discretionary discounts or concessions**

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

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

Yes – as part of CIL adoption in 2017

**Equality Impact Assessment**

Yes, as part of Local Plan process

**Budget Impact**

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 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ 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 2021

<b>Proposed increase in fee/charge from previous year</b>
No change

<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>
Fees are set to be broadly in-line with and not to exceed our neighbouring authorities in the County.

<b>Equality Impact Assessment</b>
N/A

<b>Budget Impact</b>
N/A

**Environment Committee**  
**Planning - Application Fees**  
**Schedule of Fees and Charges from 1 April 2021**

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ 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%
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*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%

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

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

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	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 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 + additional £138 for each 0.1 hectare, or part thereof, in excess of 5 hectares to a maximum of £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 2021

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

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

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

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

**Details of any discretionary discounts or concessions**

N/A

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

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

**Equality Impact Assessment**

N/A

**Budget Impact**

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

## Environment Committee

### Planning - Applications other than Building Work

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ 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%
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*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%

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

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

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%
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*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 2021

<b>Proposed increase in fee/charge from previous year</b>
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These fees are set by central government and cannot be influenced by the Council
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<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
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These fees are set by central government and cannot be influenced by the Council
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<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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These fees are set by central government and cannot be influenced by the Council
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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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These fees are set by central government and cannot be influenced by the Council
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**Environment Committee**  
**Planning - Pre-Application Fees**  
Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

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

Planning permission for dropped kerb	20.83	25.00	21.67	26.00	4.0%
Scheme support indication	51.67	62.00	53.33	64.00	3.2%
Householder proposal enquiry	51.67	62.00	53.33	64.00	3.2%
Non-Householder proposal enquiry	68.33	82.00	70.00	84.00	2.4%
30 Minutes with planner (via a virtual meeting)	61.67	74.00	63.33	76.00	2.7%
60 Minutes with planner (via a virtual meeting)	123.33	148.00	125.83	151.00	2.0%
30 Minutes with planner at applicants property where social distancing can be achieved (not a listed building)	102.50	123.00	105.00	126.00	2.4%
60 Minutes with planner at applicants property (not a listed building)	154.17	185.00	157.50	189.00	2.2%
30 Minutes with a conservation specialist at applicants property where social distancing can be achieved (listed building)	0.00	0.00	153.33	184.00	100.0%
Major housing or commercial projects. First hour of each meeting (additional research £60 per hour)	266.67	320.00	271.67	326.00	1.9%
Planning research	55.83	67.00	57.50	69.00	3.0%
Works to protected trees (history of a site and constraints) per hour and part of thereof	85.83	103.00	87.50	105.00	1.9%
Works to protected trees (TPO and Conservation Areas)	25.83	31.00	26.67	32.00	3.2%
Ecological response on proposed action	40.83	49.00	41.67	50.00	2.0%
Planning Administration Charges (e.g. copy documents) (£20 per half hour plus additional if printed)	17.50	21.00	18.33	22.00	4.8%

**Environment Committee**  
**Planning - Pre-Application Fees**  
Schedule of Fees and Charges from 1 April 2021

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

3% rounded to nearest £1

**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**

Due to Covid 19 new restrictions have been put in place

## Environment Committee

### Planning - Prior Approval

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ 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 April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ 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%
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*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 April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

Other advertisements	385.00	462.00	385.00	462.00	0.0%
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*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%
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## Environment Committee

### Planning - Prior Approval

#### Schedule of Fees and Charges from 1 April 2021

<b>Proposed increase in fee/charge from previous year</b>
These fees are set by central government and cannot be influenced by the Council

<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>
These fees are set by central government and cannot be influenced by the Council

<b>Equality Impact Assessment</b>
N/A

<b>Budget Impact</b>
These fees are set by central government and cannot be influenced by the Council

## Environment Committee

### Planning Strategy

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ 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 Local Plan for Public Consultation	£10.00	£12.00	£10.00	12.00	0.0%

#### **Environmental Information (EIR)**

Charge per hour (staff time) to provide copies of TPOs, Section 106 Agreements, drawings, reports, and other documents considered environmental information, that do not form part of the planning register or pre-date 2005. No charge if officer time spent is less than 30 minutes.	£20.83	£25.00	£21.25	25.50	2.0%
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#### **Disbursement Costs (EIR)**

A4 Black & White	£0.08	£0.10	£0.09	0.10	2.0%
A3 Black & White	£0.21	£0.25	£0.21	0.26	2.0%
A4 Colour	£0.42	£0.50	£0.43	0.51	2.0%
A3 Colour	£0.83	£1.00	£0.85	1.02	2.0%

#### **SATURN Highway Model - Stroud Local Plan forecasts**

Access fee	£2,000.00	£2,400.00	£2,000.00	£2,400.00	0.0%
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# Environment Committee

## Planning Strategy

### Schedule of Fees and Charges from 1 April 2021

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

Subject to any Council wide increase due to inflation.

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

Full cost recovery for Local Plan and disbursements.

Subsidised service for environmental information and access to highway model.

**Details of any discretionary discounts or concessions**

None

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

Benchmarking carried out on environmental information charges and access to highway model.

**Equality Impact Assessment**

No equality issues identified.

**Budget Impact**

No significant budget impact. Charge for access to highway model will partly offset overspend on building the highway model.

## Environment Committee

### Private Housing - Land Drainage Consenting

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ 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 2021

<b>Proposed increase in fee/charge from previous year</b>
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Not Applicable
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<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
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Statutory Charge
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<b>Details of any discretionary discounts or concessions</b>
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None
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<b>Has any benchmarking or consultation been undertaken?</b>
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None
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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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None
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## Housing Committee

### Private Housing - Caravan Site Licensing

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Caravan Site Licensing Fee (VAT exempt) hourly rate charge	47.15	47.15	49.60	49.60	5.2%

**Housing Committee**  
**Private Housing - Caravan Site Licensing**  
Schedule of Fees and Charges from 1 April 2021

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

5.2%

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

Full Cost recovery

**Details of any discretionary discounts or concessions**

None

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

No

**Equality Impact Assessment**

None

**Budget Impact**

None

## Housing Committee

### Private Housing - HMO Licensing

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Application for Licence Fee for HMO	265.00	265.00	262.00	262.00	-1.1%
Management & Enforcement Fee for HMO - (only applicable once licence approved and due to be paid before licence issued)	635.00	635.00	614.00	614.00	-3.3%

**Housing Committee**  
**Private Housing - HMO Licensing**  
Schedule of Fees and Charges from 1 April 2021

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

-2.7%

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

Charge is based on cost recovery. The fees for HMO's are required to be set according to a government matrix and are based on costs in the previous year. If the outturn costs are less than the fees charged, the fees must be reduced in the following year. A recalculation of the costs in accordance with the regulations indicated that a reduction is appropriate this year.

**Details of any discretionary discounts or concessions**

None

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

Costing Matrix used was developed in consultation with other Local Authorities in Gloucestershire and based on the regulations issued by Government

**Equality Impact Assessment**

None

**Budget Impact**

Licenses last for 5 years and the number issued is small, so budget impact will be minimal

## Housing Committee

### Private Housing - Immigration Accommodation Certificate

#### Schedule of Fees and Charges from 1 April 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Immigration Certificate	116.67	140.00	119.17	143.00	2.1%



## Housing Committee

### Private Housing - Immigration Accommodation Certificate

#### Schedule of Fees and Charges from 1 April 2021

<b>Proposed increase in fee/charge from previous year</b>
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2.1%
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<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
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Cost Recovery
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<b>Details of any discretionary discounts or concessions</b>
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None
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<b>Has any benchmarking or consultation been undertaken?</b>
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Yes
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<b>Equality Impact Assessment</b>
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None
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<b>Budget Impact</b>
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None
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**Strategy and Resources Committee**  
**Community Services - Car Parking**  
**Schedule of Fees and Charges from 1 April 2021**

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

*London Road MSCP*

1hr	0.67	0.80	0.67	0.80	0.0%
2hrs	1.25	1.50	1.25	1.50	0.0%
3hrs	1.50	1.80	1.50	1.80	0.0%
4hrs	1.83	2.20	1.83	2.20	0.0%
4hrs +	2.50	3.00	2.50	3.00	0.0%

*London Road Surface*

1hr	0.67	0.80	0.67	0.80	0.0%
2hrs	1.25	1.50	1.25	1.50	0.0%
3hrs	1.50	1.80	1.50	1.80	0.0%
4hrs	1.83	2.20	1.83	2.20	0.0%
4hrs +	2.50	3.00	2.50	3.00	0.0%

*Cheapside*

1hr	0.67	0.80	0.67	0.80	0.0%
2hrs	1.25	1.50	1.25	1.50	0.0%
3hrs	1.50	1.80	1.50	1.80	0.0%
4hrs	1.83	2.20	1.83	2.20	0.0%
24hrs	2.50	3.00	2.50	3.00	0.0%
48hrs	5.00	6.00	5.00	6.00	0.0%
72hrs	7.50	9.00	7.50	9.00	0.0%

*Church Street*

1hr	1.00	1.20	1.08	1.30	8.3%
2hrs	1.67	2.00	1.67	2.00	0.0%

*Rowcroft*

1hr	1.00	1.20	1.08	1.30	8.3%
2hrs	1.67	2.00	1.67	2.00	0.0%
3hrs	2.08	2.50	2.08	2.50	0.0%

*Parliament Street*

1hr	0.67	0.80	0.67	0.80	0.0%
2hrs	1.25	1.50	1.25	1.50	0.0%
3hrs	1.50	1.80	1.50	1.80	0.0%
4hrs	1.83	2.20	1.83	2.20	0.0%
4hrs +	2.50	3.00	2.50	3.00	0.0%

**Strategy and Resources Committee**  
**Community Services - Car Parking**  
 Schedule of Fees and Charges from 1 April 2021

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

Whilst there is an 8% increase on just one short stay tariff, this is likely to equate to an 2% overall increase in income\*

\*Please note this is assessed on 19/20 revenues and usage and does not account for Covid-19.

**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**

Exactly as last year - 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 2021**

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

*Commercial Rates*

8hrs	89.69	107.63	91.50	109.80	2.0%
Hourly rate	18.79	22.55	19.17	23.00	2.0%
Monday – Friday (no evening use)	405.73	486.88	413.85	496.62	2.0%
Monday – Friday (evening use)	579.13	694.95	590.71	708.85	2.0%
7 days (no evening use)	521.04	625.25	531.47	637.76	2.0%
7 days (evening use)	713.23	855.88	727.50	873.00	2.0%

*Non Commercial Rates*

8hrs	61.50	73.80	62.73	75.28	2.0%
Hourly rate	12.82	15.38	13.08	15.69	2.0%
Monday – Friday (no evening use)	305.79	366.95	311.91	374.29	2.0%
Monday – Friday (evening use)	452.71	543.25	461.77	554.12	2.0%
7 days (no evening use)	380.11	456.13	387.71	465.25	2.0%
7 days (evening use)	553.50	664.20	564.57	677.48	2.0%

**Strategy and Resources Committee**  
**Community Services - Old Town Hall**  
Schedule of Fees and Charges from 1 April 2021

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

2%

**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.

**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 2021

Description of Charge	Charge April 2020 - March 2021		Charge April 2021 - March 2022		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Small Stall	7.08	8.50	7.08	8.50	0.0%
Large Stall	12.92	15.50	12.92	15.50	0.0%

**Strategy and Resources Committee**  
**Community Services - Shambles Market**  
Schedule of Fees and Charges from 1 April 2021

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

No change. Increases of above 6% were undertaken last year and given the less than favourable trading conditions, it is recommended that fees remain unchanged.

**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

## STRATEGY AND RESOURCES COMMITTEE

11 FEBRUARY 2021

9

<b>Report Title</b>	<b>HOUSING REVENUE ACCOUNT (HRA) ESTIMATES – REVISED 2020/21 AND ORIGINAL 2021/22 AND HOUSING REVENUE ACCOUNT (HRA) MEDIUM TERM FINANCIAL PLAN 2020/21 – 2024/25</b>
<b>Purpose of Report</b>	To present to the committee the revised estimates for 2020/21 and the original estimates for 2021/22
<b>Decision(s)</b>	<p><b>The Committee RECOMMENDS to COUNCIL:</b></p> <p>a. The revised HRA revenue budget for 2020/21 and original budget 2021/22 are approved</p> <p>b. The movement to and from HRA balances and earmarked reserves as detailed in Appendix B and section 9 are approved</p> <p>c. That from 1 April 2021:</p> <ul style="list-style-type: none"> <li>i. Social rents and affordable rents are increased by 1.5%, in line with national rent guidance</li> <li>ii. Garage rents are increased by 1.5%</li> <li>iii. Landlord service charges are increased by 1.5%, except sheltered housing charges which are individually set</li> </ul> <p>As detailed in Appendix A</p> <p>d. That the HRA Capital Programme for 2020/21 to 2024/25, as detailed in Appendix C, be included in the Council’s Capital Programme.</p>
<b>Consultation and Feedback</b>	Budget holders and senior managers
<b>Report Author</b>	Lucy Clothier, Accountancy Manager Email: <a href="mailto:lucy.clothier@stroud.gov.uk">lucy.clothier@stroud.gov.uk</a>
<b>Options</b>	<p>a) Reduce or increase capital and revenue expenditure</p> <p>b) Reduce or increase dwelling rents</p> <p>c) Reduce or increase landlord service charges</p>
<b>Background Papers</b>	None



<b>Appendices</b>	A – HRA rents and service charges B – HRA MTFP and reserves position C – HRA Capital Programme and funding			
<b>Implications (further details at the end of the report)</b>	Financial	Legal	Equality	Environmental
	Yes	No	No	No

## 1. Background

- 1.1 The Budget Strategy reported to Strategy and Resources Committee in October 2020 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 £281k is included in the draft budget for 2021/22. This is an increase of £19k from the position reported to Housing Committee.
- 2.2 It is proposed that weekly rents and most service charges increase by 1.5%, with sheltered housing charges to be set individually for each scheme, based on the cost of providing the service to that scheme. Further detail can be found in Section 4 (from 4.11), and Appendix A.
- 2.3 The HRA capital programme has been significantly affected by Covid-19, and the programme has been amended to reflect this. The revised budget for 2020/21 is £12.1m, rising to £23.4m in 2021/22.

## 3. Housing Revenue Account (HRA)

- 3.1 The base budget in 2020/21 includes a transfer to general reserves of £180k.
- 3.2 The proposed budget for 2021/22 includes expenditure of £23,447k, funded by £23,208k income, with a net transfer from reserves of £801k, including a transfer to general reserves of £281k.
- 3.3 A summary of the changes from the 2020/21 budget can be found in Table 1 below.

Table 1: HRA Summary

Housing Committee	para	2020/21 Revised Estimate £k	2021/22 Original Estimate £k
Base Budget		(180)	(180)
Pay and contract increases	5		128
Rent and service charges	4		(265)
Proposed budget adjustments	7,8		(56)
Growth	6		92
<b>Net Service Budget</b>		<b>(180)</b>	<b>(281)</b>

#### 4. Proposed Rent and Service Charges 2021/22

4.1 Appendix A sets out the proposed increases in fees and charges.

##### 4.2 Dwelling Rents

2021/22 is the second year of rents being regulated by the Regulator of Social Housing, following the four year rent reductions. 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 1.5% - CPI of 0.5% plus 1%. This increases the average rent from £83.57 per week to £84.83 per week, an increase of £1.26p per week.

4.4 This is much lower than had been assumed in the HRA MTFP due to the low inflation levels. As reported in the Budget Strategy Paper reported to Strategy and Resources and Council in October 2020 a low inflation rate has a significant impact on the long term financial position of the HRA. Compared to the previous assumption of 2% CPI, the current CPI of 0.5% reduces the annual income by £317k. Over a 30 year period this compounds to a reduction in income of £13.1m. With an additional assumption that inflation rates will still be lower than 2% for 2022/23 (1.6% as set out in the assumptions), the total loss of income compared to the previous assumptions totals £16.6m over 30 years.

4.5 This has been in part offset by an increase in property numbers due to lower than anticipated Right to Buy sales in 2019/20 and the first half of 2020/21, as well as the purchase of properties as included in the capital programme.

4.6 Members could choose to increase rents by less than 1.5% within the regulations. Each 0.5% change would reduce the average weekly rent for tenants by £0.42 per week, or £21.84 per year, and decrease dwelling rent income to the HRA by approximately

£107k per year. If Members chose to implement a lower rent increase, the corresponding amount would need to be funded from reductions in existing services.

4.7 There are also options to increase rents, such as for higher earning tenants. It is not being recommended that this is put in place. It is possible to apply to deviate from the regulated rents of CPI+1% if this causes serious financial difficulty. This does not yet apply to the SDC HRA.

4.8 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 74% of tenants have rents below the Target Rent (a decrease from 78% 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.

#### 4.9 Shared Ownership rents

Shared ownership rents are to increase by the inflationary uplifts set out in each lease.

#### 4.10 Garage rents and service charges

Garage rents and service charges are recommended to increase by 1.5% (CPI+1%, in line with rents), with the exception of sheltered housing service charges, which are set out below.

#### 4.11 Sheltered housing service charges

From April 2021 it is proposed that the sheltered housing service charges are reset, in line with the Older Persons Housing Strategy and based on the expected cost of running each scheme. This means that some schemes will receive a higher service charge and some lower than current charges. A complete list of the proposed service charges, is included in Appendix A.

4.12 Savings have been made in sheltered housing through reducing expenditure whilst bringing the service in line with the Older Persons Strategy. These revised charges would allow those savings to be passed on to tenants where possible.

4.13 In summary 15 schemes (444 tenancies) would have reduced charges and 10 schemes (267 tenancies) would have higher charges.

4.14 These charges are eligible for housing benefit and universal credit and so tenants in receipt of benefits (even partial benefits) would not be affected by these new charges.

4.15 With some schemes increasing in cost and some decreasing, the overall benefits claim will not change significantly, however many tenants (currently 32%) pay their rents and service charges in full, and so would be directly affected by this change.

4.16 In recognition of this, the proposal includes applying a discretionary discount to the charge for any increase for a tenant not eligible for benefits to bring it back down to the charge that would have been in place had these changes not happened. For 2021/22 this will be £26.36 (2020/21 charge of £25.97 plus 1.5% (CPI +1%)). For example, a tenant not eligible for housing benefit or universal credit and in a scheme with a new charge of £30 per week would have a credit added to their account to bring the weekly cost back down to £26.36. This credit will continue for the life of the

tenancy. A tenant in the same scheme but receipt of housing benefit or universal credit would not have the credit applied and the full service charge will be reclaimed through benefits.

- 4.17 This will ensure that no existing tenant will themselves pay more than they do now, whilst reclaiming as much of the cost of running the service as possible. Many tenants will benefit from reduced charges, and where those tenants are in receipt of benefits this reduction will also be passed on.
- 4.18 From April 2021 these charges will be in place for all new tenants, since the properties will be advertised with the full charges, and so any prospective tenant will know the full cost in advance. This will be monitored to see if/how the service charges affect the popularity of schemes.
- 4.19 Worked example

<b>Example Sheltered Service Charges per week</b>	<b>Example scheme 1 (lower than current charge) charge per week (£)</b>	<b>Example scheme 2 (higher than current charge) charge per week (£)</b>
Current Charge 2021/22 (2020/21 of £25.97 + 1.5%)	26.36	26.36
<b>New charge for scheme</b>	<b>22.00</b>	<b>30.00</b>
Existing tenant in receipt of benefits (any increase would be payable by benefits, not the tenant)	22.00	30.00
Existing tenant not in receipt of benefits	22.00	30.00 less credit of -£3.64 = £26.36
New tenant from April 2021	22.00	30.00

- 4.20 These charges will be reviewed at least every three years. Where facilities change, for example if a scheme converts to Independent Living and loses the communal room, the service charges will be reviewed earlier.
- 4.21 Sheltered Modernisation works should not affect future service charges for any scheme, except where additional services, such as a lift, are added. General improvements to schemes will not be charged to tenants through service charges, but will remain subsidised from the wider HRA.
- 4.22 The purpose of these changes is not financial, but to ensure fair charges to tenants in line with the new service as set out in the Older Persons Strategy. The changes outlined in this paper would not increase the income to the HRA, but in the short term would reduce it as subsidy would be given to existing tenants with higher charges to pay. This subsidy would reduce as new tenancies start.
- 4.23 The proposed service charges have been reduced from those presented to Housing Committee in line with the amended salary uplift assumptions.

#### 4.24 General Needs Cleaning Service Charges

In recognition that during the Covid-19 lockdown there was an 8 week period where the general needs blocks were unable to be cleaned, it is proposed that those tenants affected by the reduction in service will receive a credit against their charges in 2021/22.

#### 4.25 Void assumptions

Void levels are assumed to remain at 1% for General Needs properties for an additional year, increasing the income assumption by £191k. Void rates in sheltered housing remain at 5%.

#### 4.26 Provision for bad debt

In line with current plans, provision for non payment of rents and charges have been increased to £200k (from £110k) to make an allowance for the anticipated impact of Universal Credit. Any ongoing impact of Covid-19 will be monitored.

### **5. Pay and Price Inflation**

- 5.1 Pay inflation has been changed to 1% for 2021/22. In line with the Budget Strategy, future years pay inflation has been provided for in the MTFP at a rate of 2.75%.
- 5.2 Provision has also been made for non pay inflation on major contracts.

### **6. Growth Items**

- 6.1 A number of priority growth areas have been identified across the Council. This includes some areas relating to the housing landlord function and so must be funded within the HRA. Further details on the Growth and Recovery programme can be found in Appendix C of the General Fund report.

#### 6.2 Regeneration - additional budget of £42k

To provide additional officer capacity required to drive delivery of priority regeneration projects and opportunities across the district.

Two additional posts have been added to the structure for two years, one Surveyor and one Project Manager, and will be half funded by the HRA.

#### 6.3 Climate Change – additional budget of £50k

To provide additional officer capacity to drive implementation of the 2030 strategy and associated actions, focused on the Council's own activities and operations as well as community and partnership orientated work.

One additional Carbon Neutral Officer has been included in the structure for 18 months and will be half funded by the HRA as part of the role will be working directly with tenants.

A new Retrofit Officer post will be added to the HRA staffing structure and will focus on the physical aspects of the housing stock. This post has been included for a period of three years from midway through 2021/22.

## **7. Service Delivery**

### **7.1 Tenancy management (staffing)**

The Tenancy Management structure was increased by three posts in 2020/21 for a period of 12 months. Due to the exceptional circumstances in 2020/21 it has not been possible to measure the effectiveness of this arrangement and so the additional posts are set to continue for another 12 month period.

### **7.2 Sheltered housing**

Further savings have been found across sheltered housing whilst bringing the service in line with the older persons strategy. As outlined in paragraph 4.11, these savings will be passed on to the tenants through service charges

### **7.3 Repairs and maintenance**

Budgets have been realigned in line with the in house repairs service, however at this time the overall budget remains the same. The performance of the service will continue to be monitored against both the budget and the business case. It is still expected that savings will be made in the future.

The electrical servicing and repairs service contract is due to end in April 2021. In line with the Repairs and Maintenance Service report consideration is being given to bringing the service in house. No change in budget is proposed for 2021/22, and any additional savings identified by increasing the in house provision will be reported to Housing Committee as part of the budget monitoring process.

The planned cyclical works on dwellings, which includes external painting and rendering has increased by £239k. This is not an increase in average cost, but represents an increase in work in the programme for 2021/22. The cost of cyclical works vary year to year based on the programme being delivered.

## **8. Central Changes**

8.1 A number of changes are proposed to central budgets:

8.2 Contribution to capital programme – this is made up of the depreciation charge which is put aside in the Major Repairs Reserve to fund major works, plus a Revenue Contribution to Capital Outlay (RCCO) for the Sheltered Modernisation capital programme.

8.3 Provision to repay debt – in line with the MTFP the provision for repaying debt has been increased by 2%, £18k, plus an allowance to repay the additional borrowing on the current new build programme. The total provision included in the base budget for 2021/22 is £967k.

8.4 Currently the debt is being directly allocated to offset previous borrowing. This is in line with Minimum Revenue Provision (MRP) in the General Fund. In the General Fund this direct allocation has to happen, however the HRA does not have to put aside money to repay debt. It could, as has been previously reported, keep the borrowing on a long term basis and continue to pay ongoing interest payments.

8.5 Although the intention is to continue to put aside money to repay the borrowing, it is proposed that this funding be kept in an earmarked reserve instead of being locked away with the MRP of the General Fund. It could still be available to repay loans when they are due, but would give the possibility of reversing this decision if it became necessary in the future.

- 8.6 This proposal has been included in this budget to start from 2020/21, and is reflected in Section 9, Earmarked Reserves.
- 8.7 Investment income – investment income is expected to decrease against the base budget, due to lower interest rates that have arisen in the Covid-19 pandemic.
- 8.8 Pension lump sum – in line with the triennial pension review the annual lump sum has reduced. The HRA share of this reduction is £73k.

## 9. Earmarked Reserves

- 9.1 The below table shows a summary of the earmarked reserves held in the HRA. Where there are changes to the reserves held, these are detailed following the table.

Table 2: HRA Earmarked Reserves

Earmarked Reserve	2020/21				2021/22			
	Opening balance £k	Transfers out £k	Transfers in £k	Closing balance £k	Opening balance £k	Transfers out £k	Transfers in £k	Closing balance £k
Sheltered Modernisation	2,345	(949)	1,380	<b>2,776</b>	<b>2,776</b>	(1,524)	1,000	<b>2,252</b>
Estate Redevelopment	1,170	0	0	<b>1,170</b>	<b>1,170</b>	0	0	<b>1,170</b>
Transformation	250	0	0	<b>250</b>	<b>250</b>	0	0	<b>250</b>
HRA General Contingency	100	0	0	<b>100</b>	<b>100</b>	0	0	<b>100</b>
Provision for repayment of debt	0	0	918	<b>918</b>	<b>918</b>	0	967	<b>1,885</b>
<b>Total Earmarked reserves</b>	<b>3,865</b>	<b>(949)</b>	<b>2,298</b>	<b>5,214</b>	<b>5,214</b>	<b>(1,524)</b>	<b>1,967</b>	<b>5,657</b>

### 9.2 Sheltered Modernisation

Transfers to the Sheltered Housing EMR have remained in line with previous assumptions in total, although have been reprofiled.

The transfers from the Sheltered Modernisation are in line with current forecasts of spend.

### 9.3 Transformation

The HRA has an existing EMR for staffing changes under the Work Force Plan. It is proposed that this reserve is redesignated to general transformation. This would support the HRA share of the cost of council-wide transformation. The transformation programme should lead to savings in the future which would also be shared with the HRA.

### 9.4 Provision for repayment of debt

As detailed in paragraph 8.3 it is proposed that the amounts put aside for the repayment of debt are held in an earmarked reserve in order to allow flexibility in the future.

## 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 3.

Table 3: HRA MTFP

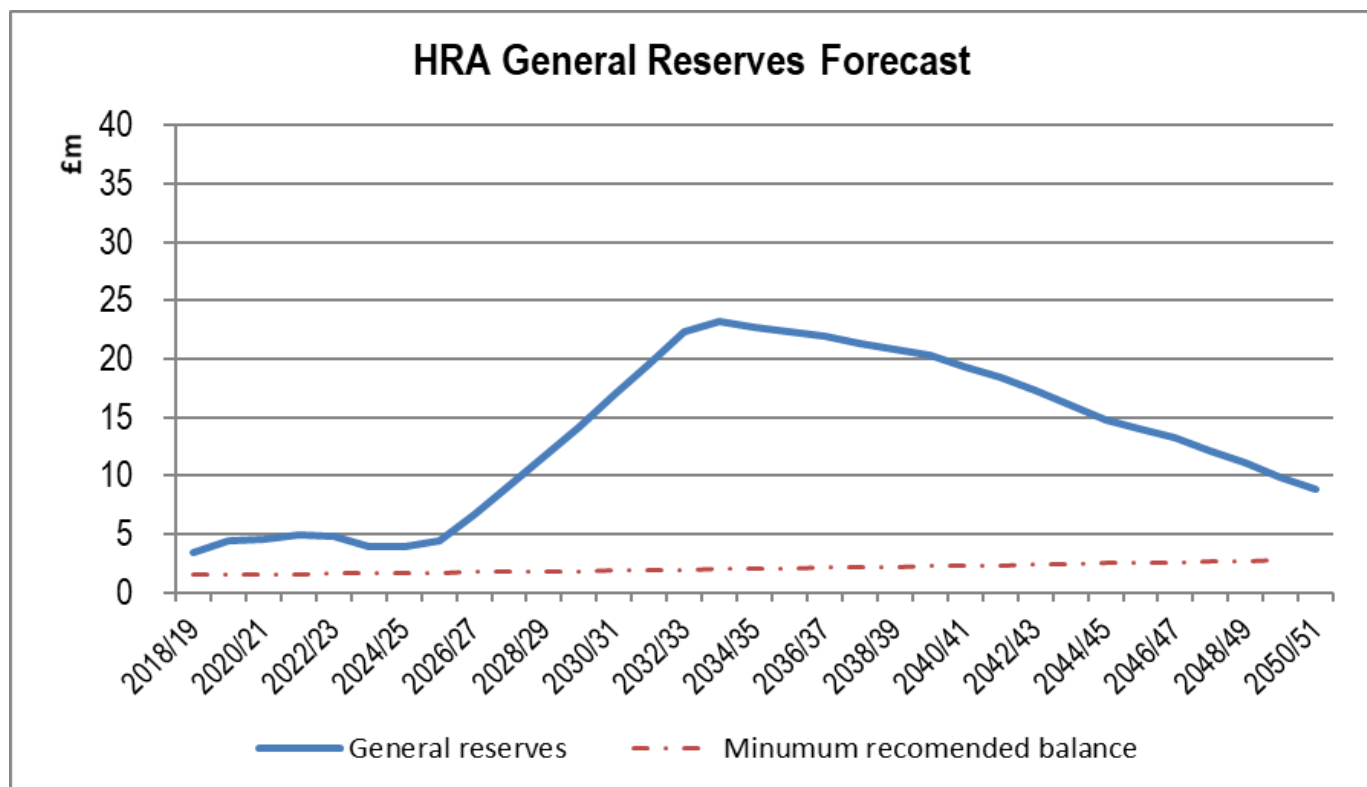
	2020/21 Base	2020/21 Revised	2021/22 Base	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast
Income	(22,943)	(22,943)	(23,208)	(23,758)	(24,457)	(25,118)
Expenditure	9,890	9,890	10,142	10,122	10,411	10,663
Other income and expenditure	12,440	12,440	13,306	13,612	15,397	14,956
<b>Total Housing Revenue Account</b>	<b>(612)</b>	<b>(612)</b>	<b>240</b>	<b>(25)</b>	<b>1,351</b>	<b>501</b>
Transfers to/(from) earmarked reserves	431	431	(521)	66	(440)	(473)
Transfers to/(from) general reserves	181	181	281	(41)	(911)	(27)
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Reserves Balance</b>	4,430	4,430	4,610	4,891	4,850	3,939
Opening balance	181	181	281	(41)	(911)	(27)
Transfers to/(from)	4,610	4,610	4,891	4,850	3,939	3,912
<b>Closing Balance</b>	<b>(22,943)</b>	<b>(22,943)</b>	<b>(23,208)</b>	<b>(23,758)</b>	<b>(24,457)</b>	<b>(25,118)</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, which is very positive given the reduced rental income.

10.3 The long term position has improved from the position presented to Housing Committee due to the reduced pay inflation assumption for 2021/22. Although there are growth items included in the budget, these are only fixed term for up to three years and so do not have a significant impact on the long term position.



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 assumptions. 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 period of 1% as detailed in paragraph 4.25), and 5% in sheltered housing properties are assumed (in schemes not affected by the Sheltered Housing Modernisation Programme).
- Inflation of 1.6% has been assumed across rents in 2022/23, rising to 2% in 2023/24.
- 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 unexpected costs and 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 other than those in the current programme.
- 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. Risks and Uncertainties

The HRA still faces a number of risks and uncertainties over the medium to long term. These include:

- 12.1 Inflation – if inflation rates remain lower than expected, the rental income will be lower than currently assumed. This could significantly affect the funding available to run the service and deliver works on the properties.
- 12.2 Right to Buy Receipts – there is still a risk that the development programme could slip, or some schemes may not be possible to deliver. Therefore, because of changes to timing, receipts would need to be repaid.

The Ministry of Housing, Communities and Local Government has given an extension to the three year deadline to use receipts to March 2021, however due to the impact of Covid-19 on the programme it may be necessary to repay RTB receipts in 2020/21 and/or 2021/22.

There is also a potential risk that the receipts may not be sufficient to fund the capital programme over the longer term. If this were to happen, alternative funding would need to be found. This could include Homes England grant funding.

- 12.3 Interest Rates - the HRA is largely sheltered from increases in interest rates 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.

Investment income is directly linked to interest rates, and lower interest rates would reduce the investment income the HRA receives on reserve balances.

- 12.4 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.
- 12.5 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.
- 12.6 Internal Council Changes – any major changes to the Council could impact on the HRA medium/long term position.

## 13. Capital Programme

- 13.1 A revised programme of £12,115k in 2020/21 is proposed, followed by an increased budget of £23,359m in 2021/22. The total indicative spend over the five year capital programme is £63,081k, however this is subject to change as schemes are worked up.
- 13.2 A full breakdown of the capital programme and funding can be found in Appendix D.

## 14. Major Works

- 14.1 It is proposed that the budget for 2020/21 is revised to £4,969k, with the base budget for 2021/22 at £9,752k.

- 14.2 The delivery of the 2020/21 programme has been significantly affected by Covid-19 and has been reprogrammed accordingly.
- 14.3 The 2021/22 programme has also been revised to include additional works based on the capacity of the Contracts Team and the contractors. It includes £2.263m works which will improve the energy efficiency of the dwellings to help reduce the carbon footprint of the properties and reduce the fuel bills of tenants. The works contributing to this include loft and cavity wall insulation, external wall insulation, windows and heating systems.
- 14.4 As members will be aware, a bid has been submitted for Social Housing Demonstrator grant funding. If successful, the capital programme will be realigned with this bid.
- 14.5 As the works are not yet programmed after 2021/22, 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.
- 14.6 Although the capital programme includes a number of the works identified in the Sustainable Energy Strategy, further work will need to be undertaken to establish the level of ambition, and how best to deliver this. Any additional works will need to be fully costed and decisions will need to be made about how to fund the works.

## **15. New Homes and Regeneration Programme**

- 15.1 The development programme has been reprofiled with updated assumptions on timing and cost as reported in the New Homes and Regeneration Programme and Sheltered Modernisation Update Information Sheet.

## **16. Purchase of replacement housing**

- 16.1 A budget of £1,320k was included in the base budget in order to replace HRA properties used as temporary accommodation for homeless families. This should allow households to stay in the district, as well as provide savings to the General Fund, with no net cost to the HRA since future rent income would offset the cost of borrowing.
- 16.2 Due to the successful programme of purchasing properties in 2020/21, it is proposed to increase this programme to £2m per year. This would allow properties to be purchased on an ongoing basis, and would be used flexibly between buying properties to replace dwellings converted to temporary accommodation, buying properties to add to the general HRA stock which would provide long term accommodation to local households, and also to allow any purchases of land or dwellings which can be added to the development programme, as set out in the Strategy for New Council Homes.
- 16.3 Any purchases would need to follow the regulations set out in the Capital Strategy and be subject to a survey and business case to ensure that they are suitable to manage and maintain, as well as financially viable. Consultation would continue, including with ward councillors, as normal.
- 16.4 This would be an opportunity led budget, being dependant on the right properties becoming available and having the necessary staffing resource available at that time. There are no targets in place for acquisitions and it would not necessarily be used in full each year. It is not envisaged that any unused funds would carry forward to the following year.

- 16.5 Due to the ongoing rental income these purchases would not adversely affect the HRA position over 30 years, but once the initial borrowing was repaid, the rental income would benefit the HRA. It would also assist with the use of RTB receipts, helping to allocate receipts within the three year deadline.
- 16.6 The revised budget for 2020/21 also includes a budget of £600k for the Next Steps Accommodation Programme following a successful bid for grant funding for four flats to be purchased and used to house ex rough sleepers. The grant funding of £200k will be combined with existing capital receipts to purchase the properties. The HRA funding will be repaid through ongoing rental payments from the new tenants.

## **17. Sheltered Housing Modernisation**

- 17.1 As reported in the New Homes and Regeneration Programme and Sheltered Modernisation Update Information Sheet, reported to Housing Committee in December 2020, works are underway at Willow Road, Stonehouse with works due to start at Springfields Court, Cam in January 2021.
- 17.2 A budget is included for works on two additional schemes in 2021/22 as planned, with the schemes to be approved by Housing Committee later in the financial year.

## **18. IMPLICATIONS**

### **18.1 Financial Implications**

This report is financial in nature.

Lucy Clothier, Accountancy Manager

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### **18.2 Legal Implications**

None directly arising from this report other than to note that this report forms part of the budget setting process for 2021/22 which involves the Council calculating capital and revenue estimates for its General Fund and HRA.

One Legal

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### **18.3 Equality Implications**

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

### **18.4 Environmental Implications**

There are no significant implications arising directly from this report. The ongoing environmental implications would need to be considered for each service area when looking at delivery.

**Proposed Level of HRA Rents and Service Charges 2021/22**
**Appendix A**

<b>Draft Proposed level of rents and service charges</b> (on a weekly basis over 52 weeks)	Current 2020/21 £	Proposed 2021/22 £	Increase/ Decrease £	Increase/ Decrease %
<b>Rents</b>				
Dwelling rents (average)	83.57	84.83	1.26	1.5%
Garage rents (excl VAT which is chargeable to non tenants only)	13.09	13.29	0.20	1.5%
<b>Landlord service charges</b> (charged where applicable)				
TV relay (communal aerials-basic IRS)	0.37	0.38	0.01	1.5%
TV relay (communal aerials-comprehensive IRS)	0.93	0.94	0.01	1.5%
Cleaning charges (average)	2.58	2.62	0.04	1.5%
District heating (average)	6.98	7.08	0.10	1.5%
Water charges (average)	2.72	2.76	0.04	1.5%
<b>Sheltered Housing service charges</b>				
Archway Gardens	25.97	21.23	-4.74	-18.3%
Ashcroft House	25.97	37.64	11.67	44.9%
Ashwell House	25.97	21.63	-4.34	-16.7%
Broadfield Road	25.97	12.14	-13.83	-53.3%
Burdett House	25.97	26.98	1.01	3.9%
Chapel Lane	25.97	30.62	4.65	17.9%
Concord	25.97	26.54	0.57	2.2%
Draycott	25.97	24.39	-1.58	-6.1%
Dryleaze Court/Dryleaze House	25.97	22.98	-2.99	-11.5%
George Pearce House	25.97	16.49	-9.48	-36.5%
Glebelands	25.97	13.00	-12.97	-49.9%
Grange View	25.97	27.78	1.81	7.0%
Grove Park Road	25.97	25.03	-0.94	-3.6%
Hamfallow Court	25.97	31.56	5.59	21.5%
Hazelwood	25.97	33.11	7.14	27.5%
Jenner Court	25.97	22.49	-3.48	-13.4%
Malvern Gardens	25.97	24.94	-1.03	-4.0%
Sherborne House	25.97	25.65	-0.32	-1.2%
Springfields Court	25.97	20.77	-5.20	-20.0%
St Nicholas Court	25.97	25.61	-0.36	-1.4%
Tanners Piece (average)	16.48	16.73	0.25	1.5%
The Beeches	25.97	28.33	2.36	9.1%
The Corriett	25.97	21.97	-4.00	-15.4%
Vizard Close	25.97	32.56	6.59	25.4%
Walter Preston Court	25.97	28.92	2.95	11.4%
Willow Road	25.97	22.20	-3.77	-14.5%

# HRA Medium Term Financial Plan 2020/21 to 2024/25

## Appendix B

	2020/21 Base	2020/21 Revised	2021/22 Base	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast
<b>Income</b>						
Dwelling rents and service charges	(22,444)	(22,444)	(22,799)	(23,381)	(24,112)	(24,691)
Other charges and income	(609)	(609)	(609)	(581)	(553)	(555)
Provision for bad debt	110	110	200	204	208	128
<b>Total Income</b>	<b>(22,943)</b>	<b>(22,943)</b>	<b>(23,208)</b>	<b>(23,758)</b>	<b>(24,457)</b>	<b>(25,118)</b>
<b>Expenditure</b>						
Supervision and management	3,927	3,929	3,997	4,024	3,933	3,993
Repairs and maintenance	4,237	4,235	4,482	4,342	4,445	4,551
Sheltered housing service	856	856	837	856	875	895
Other expenditure	542	542	540	550	561	573
Sheltered housing modernisation programme	329	329	287	350	597	651
<b>Total Expenditure</b>	<b>9,890</b>	<b>9,890</b>	<b>10,142</b>	<b>10,122</b>	<b>10,411</b>	<b>10,663</b>
<b>Other income and expenditure</b>						
Support service charges from GF	1,995	1,995	2,058	2,109	2,162	2,216
Revenue Funding of Capital Programme (Depreciation and	6,218	6,218	6,947	6,559	7,635	7,098
Provision for repayment of debt	918	918	967	1,324	1,625	1,687
Interest payable/receivable	3,309	3,309	3,334	3,620	3,974	3,955
<b>Total other income and expenditure</b>	<b>12,440</b>	<b>12,440</b>	<b>13,306</b>	<b>13,612</b>	<b>15,397</b>	<b>14,956</b>
<b>Total Housing Revenue Account</b>	<b>(612)</b>	<b>(612)</b>	<b>240</b>	<b>(25)</b>	<b>1,351</b>	<b>501</b>
Transfers to/(from) earmarked reserves	431	431	(521)	66	(440)	(473)
Transfers (to)/from general reserves	181	181	281	(41)	(911)	(27)
<b>Total HRA</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

HRA Capital Programme	2020/21 Base £k	2020/21 Revised £k	2021/22 £k	2022/23 £k	2023/24 £k	2024/25 £k
<b>Major Works</b>						
Central Heating	745	403	855			
Disabled Adaptations	150	130	150			
Kitchens	589	100	640			
Bathrooms		77	678			
Major Voids	450	450	450			
Asbestos/Radon	271	271	422			
Windows	884	153	465			
Doors		591	823			
Electrical Works	200	194	150			
Environmental Works	150	170	500			
Fire Risk Assessment Works		0	150			
Door Entry	242	212	180			
External Works	2,387	2197	3274			
Lifts		0	80			
Septic Tanks	21	21	0			
Special Projects		0	500			
IT Systems			435			
Major Works				4,586	4,445	4,576
<b>Total Major Works</b>	<b>6,089</b>	<b>4,969</b>	<b>9,752</b>	<b>4,586</b>	<b>4,445</b>	<b>4,576</b>
<b>New Homes</b>						
Southbank, Woodchester	495	660	0			
Purchase of Properties	1,320	2000	2000	2,000	2,000	
New Homes Contingency	50	50	50	50		
Canal side: Corner of A419/Downton Road (Former Ship Inn Site)	50	15	51	1,775		
Glebelands, Cam	50	45	2544	1,989		
Broadfield Road, Eastington	1,126	11	1494			
Orchard Road, Ebley	686	23	840			
Queens Drive, Cashes Green	876	12	494	730		
Ringfield Close, Nailsworth	2,897	14	3302			
Summersfield Road, Minchinhampton	1,086	50	1024			
Gloucester St and Bradley St, WuE	20	2	55	1,757		
Cambridge House, Dursley	30	21	1395	1390		
Opportunity Land Acquisition Pot	3,000	3000	0			
Next Steps Accommodation Project	0	600	0			
<b>Total New Homes</b>	<b>11,686</b>	<b>6,503</b>	<b>13,249</b>	<b>9,691</b>	<b>2,000</b>	
Sheltered Modernisation	475	643	358	584	843	882
<b>Total HRA Capital Programme</b>	<b>18,250</b>	<b>12,115</b>	<b>23,359</b>	<b>14,861</b>	<b>7,288</b>	<b>5,458</b>

HRA Capital Financing	2020/21 Base £k	2020/21 Revised £k	2021/22 £k	2022/23 £k	2023/24 £k	2024/25 £k
Revenue Funding (including depreciation and Sheltered Modernisation reserve)	6,564	5,612	10,841	5,170	5,986	5,458
Capital Receipts (including RTB receipts)	5,566	4,972	2,692	1,076	0	0
Homes England/ Government Grant Funding	75	200	75	173	0	0
Borrowing	6,045	1,331	9,751	8,442	1,302	0
<b>Total Funding</b>	<b>18,250</b>	<b>12,115</b>	<b>23,359</b>	<b>14,861</b>	<b>7,288</b>	<b>5,458</b>





## STRATEGY & RESOURCES COMMITTEE MEMBER/OFFICER REPORT

<b>NAME OF ORGANISATION/BODY</b>	Leadership Gloucestershire
<b>DATE OF LAST MEETING ATTENDED</b>	10 December 2020
<b>BRIEF REPORT:</b>	
<p>There were a number of verbal updates given, on the Western Gateway, which is to meet next week and which will be asked to accommodate a Gloucestershire district representative, and on the Gloucestershire City Region Board, which met for the first time on 17 November and which is to request £50,000 of funding from the GEGJC. The most significant update was on Covid-19 from Sarah Scott, Director of Adult Social Care and Public Health at GCC.</p> <p>Sarah Scott reported that (at that point in time) hospital admissions and deaths were still rising although infections were falling in the community. These factors combined would determine the appropriate tier for Gloucestershire following the lockdown in November – December, and it was expected that all figures would rise again following the lockdown. Lateral Flow Devices (LFD) had been used for testing 600+ at the Royal Agricultural University and Deer Park School, and the first vaccinations had been rolled out this week from the first 5 county practice-based community centres with a further 5 to be announced.</p> <p>There was also a verbal update from GCC on the One Gloucestershire Integrated Care System (ICS) and the consultation on the NHS England Board paper on ‘Integrating Care; next steps to building strong and effective integrated care systems across England’. There were 2 options being considered:</p> <ul style="list-style-type: none"><li>• Gloucestershire remains one ICS, which GCC supports, or</li><li>• Gloucestershire joins a larger ICS with a structure at place level.</li></ul> <p>Consultation outputs would need to be fed back by 8 January, a plan for Gloucestershire would be needed by the end of September and implemented by March 2022. Gloucestershire is recognised as a high-performing ICS, its continuation is supported by local MPs and GCC moved that LG should send a letter of support of its continuation.</p>	
<b>FUTURE MEETINGS</b>	4 March 2021 (to focus on Homelessness) 17 June 2021 30 September 2021 2 December 2021
<b>REPORT SUBMITTED BY</b>	Kathy O’Leary
<b>DATE</b>	18 January 2021



## STRATEGY & RESOURCES COMMITTEE MEMBER/OFFICER REPORT

<b>NAME OF ORGANISATION/BODY</b>	Gloucestershire Economic Growth Joint Committee
<b>DATE OF LAST MEETING ATTENDED</b>	20 January 2021

### BRIEF REPORT:

There were six update reports presented for information, and one report for decision. The six update reports were:

#### 1. Gloucestershire Economic Growth Scrutiny Committee Update

Cllr Kevin Cromwell gave a verbal update on the last Scrutiny Committee.

#### 2. Taxi Licensing Scrutiny Task Group Report

Cllr Kate Haigh presented the Task Group's recommendations in respect of working towards a common set of standards, sanctions, fees and guidance for taxi and private hire vehicle licensing for all local authorities in Gloucestershire. There were four recommendations for District Licensing Committees and the Gloucestershire Licensing Group:

- i) To sign up to and implement the National Register of Refusals and Revocations (NR3) for the respective authorities if they have not already done so.
- ii) To draw up a comparison of policies and licensing standards across all authorities and explore how vehicle standards and enforcement can be aligned and organised jointly. This may be done through a transition period of implementing new standards gradually.
- iii) To agree and implement a joint training offer on safeguarding and disability awareness for licensing committee members and drivers.
- iv) To work towards a common approach to the use of CCTV in taxis and private higher vehicles across the County by 2024, noting the recent Statutory Guidance which identifies the benefits of using this technology and of a common approach to adopting changes to the licensing regime.

There were a further two recommendations to the Transport Planning and Integrated Transport Unit:

- v) To work together with District Licensing Committees and the GLOG to ensure that planned changes to infrastructure such as electric charging points and projects such as the community transport pilot take taxi and private hire vehicles into account, particularly for those operating in rural areas.

vi) To sign Gloucestershire County Council up to and implement the National Register of Refusals and Revocations (NR3) if they have not already done so.

There were also two further recommendations to District Licensing Officers and the GCC ITU:

- vii) To collaborate on a countywide awareness raising media campaign to improve public awareness of the differences between hackney and private hire vehicles.
- viii) To run annual countywide surveys for drivers and the general public via the District Licensing Authorities to monitor progress and effectiveness of recommendations. The responses from this are to be discussed between District Licensing Committees, GLOG and ITU at a joint annual meeting.

### **3. Cyber Growth**

Tim Atkins of Cheltenham BC gave a presentation and update on cyber growth, incorporating the launch of the Golden Valley development and the Golden Valley Garden Community proposal. This is central to the future of Gloucestershire and at the heart of the City Region's growth, and was described as 'the cradle of cyber innovation'. See funding request at item 10 on the agenda.

### **4. Strategic Planning – Statement of Common Ground Update**

Mike Dawson of Tewkesbury BC, presented an update report on the Statement of Common Ground. A strategic planning framework for Gloucestershire is being taken forward through the preparation of a Statement of Common Ground (SCG) between the 6 districts, County Council and GFirst LEP, which will be the first step in developing an agreed long-term view of growth in the county to help shape plans.

At the meeting a revised recommendation to refer the Draft Statement of Common Ground to the Leaders Board was agreed, at the request of the Leader of Tewkesbury BC. It will then be brought back to GEGJC for endorsement and recommendation to the seven local authorities in Gloucestershire for consideration and approval. The GEGJC would then receive an update once it had been considered by the seven councils and the LEP, and receive an Action Plan within 6 months to advance agreements outlined in the draft SCG.

### **5. Gloucestershire Covid-19 Economic Recovery Planning Update**

Colin Chick of GCC and Mike Dawson of Tewkesbury BC and gave an update in respect of collaboration across Covid-19 economic recovery plans in the county, which the Senior Officer Group had been working on since the emerging plans were reviewed at earlier GEGJC meetings in July, September and December and GCC's Road to Recovery strategy was tabled in December, setting out the short, medium and long-term actions and how progress would be measured in respect of the three drivers of recovery:

- People, place and connectivity
- Skills and employment
- Infrastructure, economy and growth.

In particular, Colin Chick highlighted progress made on tourism and that the successful Innovation Lab at Coleford would be rolled out to a hub in each district. It has been successful in advancing the digital skills of children, young people and SMEs and helping with training and placements, including through DWP. There is ambition to widen scope to Adult Education.

Mike Dawson also highlighted the work of the LEP and councils to progress some of the other drivers, see G First LEP update below. A full report would be provided to the March meeting. Steve Mawson, who chairs the county Recovery Group, highlighted that we would need to think about when recovery really starts as we have been pitched back into responding to the pandemic and prioritising vaccination, and we have yet to understand exactly what we are recovering from.

## **6. GFirst LEP Update**

Dev Chakraborty gave a quarterly update to the meeting in December, and as this is an additional meeting, flagged one issue for information only, about the possibility of pooling part of the Additional Restrictions Grant (Discretionary Scheme), for which permission would be needed from MHCLG. The idea of pooling ARG to benefit recovery activity on a countywide basis is being explored by the County S.151 Officers' Group which meets weekly, in discussion with the LEP team which has come up with three ideas:

### **i) Helping to get more SMEs online**

This would involve employing a project manager to draw together all the current free support available to help get businesses online, develop a virtual training and event programme and oversee a Growth Hub business navigator and an administrator, with a view to training business owners and giving them small grants of up to £3,000 which could be made available to help SMEs set up new / enhanced websites to trade online. The three posts, programme and 100 grants would cost a total of £362,000 or £60,333 for each of the 6 districts.

### **ii) Set up an apprenticeship clearing house**

This would be a one stop shop for apprentices, matching trainees with businesses and increasing the number of apprenticeships in the county and employer engagement. This would require two full-time and one part-time employees, website creation and hosting a free phone number at a total cost of £250,000 for a two-year period, or £41,667 per district council.

### **iii) 'Think Gloucestershire' campaign**

The GFirst LEP has been running a 'Think Gloucestershire' campaign since June 2020 using different adverts. This proposal would extend and increase the profile of the campaign from February to September 2022, and would also look to promote the night-time economy. A 9-month campaign would cost £90,000, or £15,000 per district council.

MHCLG has confirmed that the only one of the three that potentially they would support pooling for would be the first of these, as the intention of Additional Restrictions Grant (Discretionary Funding) is to provide direct grant funding to businesses themselves wherever possible. This will be explored further with the County S.151 Officers' Group.

The one report for decision was:

**Business Rate Pool including SEDC funding requests**

Andrew Cummings gave a verbal update on the Business Rate Pool and introduced reports on two Strategic Economic Development Fund (SEDF) funding requests:

**i) from the City Region Board for a City Region Prospectus**

Mike Dawson outlined that an appropriate specialist company would be engaged to produce a prospectus, for use on websites and social media, to launch, publicise and promote the City Region. This would aid collaboration and help position the county in the Western Gateway and attract inward investment. £50,000 was agreed to progress this.

**ii) From CBC to lead on Cyber and Digital Growth in Gloucestershire**

Tim Atkins outlined that in November 2019 GEGJC approved £200,000 to support the 'development and promotion of Gloucestershire as the UK home of cyber tech industry'. This has been successful in promoting the county's leading role in the cyber and digital industries, and following the launch of the Golden Valley Development in Cheltenham, further one-off funding of £200,000 was agreed to drive forward promotion and growth, working with the Senior Officers Group.

**iv)**

<b>FUTURE MEETINGS</b>	10 March 2021 9 June 2021 15 September 2021 17 November 2021
<b>REPORT SUBMITTED BY</b>	Kathy O'Leary
<b>DATE</b>	20 January 2021



## STRATEGY & RESOURCES COMMITTEE MEMBER/OFFICER REPORT

<b>NAME OF ORGANISATION/BODY</b>	Strategic Recovery Board
<b>DATE OF LAST MEETING ATTENDED</b>	9 December 2020
<b>BRIEF REPORT:</b>	
<p>The last meeting of the Strategic Recovery Board took place on 9 December 2020, where the focus was on the Council's response to the Government's 'Kickstart' Scheme.</p> <p>Under this scheme, the Council will act as a 'gateway' and facilitator, encouraging young people most affected by the Covid-19 pandemic to take up work placement opportunities of up to six months with the district's many businesses.</p> <p>In view of the increasing number of Covid-19 infections across the County and Nationwide and the need for the Council to concentrate on response based activity, the Board also discussed where effort and resources should be focused on recovery at this time. This discussion has informed the budget report under a separate item at S&amp;R Committee on 11 February 2021.</p> <p>The next meeting of the Strategic Recovery Board will take place on 26 January 2021. Key items for consideration will include: (i) a brief for a new canal strategy to maximise the economic social and environmental opportunities arising from the restoration of the Stroudwater canal and the linkages to the national canal network, and (ii) consideration of key areas of feedback from the recent engagement and consultation on the 2030 Strategy for the district.</p> <p>Monthly Highlight Reports on Recovery work, summarising progress and key activities for the forthcoming period, will continue to be included within the Weekly Update for all Members</p>	
<b>FUTURE MEETINGS</b>	18 February 2021
<b>REPORT SUBMITTED BY</b>	Brendan Cleere – Strategic Director of Place
<b>DATE</b>	20 January 2021



## STRATEGY & RESOURCES COMMITTEE

### MEMBER/OFFICER REPORT

<b>NAME OF ORGANISATION/BODY</b>	Brimscombe Port Project Board
<b>DATE OF LAST MEETING ATTENDED</b>	16 December 2020
<b>BRIEF REPORT:</b>	
<p>1.1 The purpose of this Member/ Officer Report is to update members on the current position and programme for the redevelopment of Brimscombe Port.</p> <p>1.2 The last update was dated 1 December 2020. This update is to inform members of the progress made in the last 5 weeks.</p> <p>1.3 <b>Planning</b> – The final responses required from third party consultees have been received and a response to Natural England’s concerns has been submitted for the planning application for the phase 1 infrastructure and the demolition of the existing buildings together with the listed building application for the demolition of the modern extensions to Port Mill. All information has now been finalised and the aim remains for the report to be presented to the February Development Control Committee.</p> <p>1.4 The report to be presented to the Strategy and Resources Committee to seek formal approval to the procurement process for the selection of a developer partner also remains programmed for March, subject to a planning decision being made in February. This will enable the outcome of the bid to the One Public Estate programme for Land Release Funding (LRF) to be known, which is due in February.</p> <p>1.5 <b>Project Board</b> - Along with the standing items of risk register, budget and programme, at its meeting of the Project Board on the 16 December the FAQs were reviewed and these are being finalised for publication on the Council’s website.</p> <p>1.6 <b>Tenancy Management</b> - Several of the tenants on site continue to be negatively impacted by COVID-19 and have received support from Government grants, or directly from the council with rent holidays being granted. In spite of this, 2 businesses have closed and others are still struggling. Grace Network are delivering a range of services (e.g. The Long Table, and Stroud Food Bank) from the site which have been important in lockdown and recovery. The leases for the business park and industrial units had been structured so that vacant possession is achievable from between January this year until the end of March and two tenants have now vacated their units. For some tenants it has been possible and appropriate to extend their leases for a further 3 months until the end of June, without jeopardising the current programme.</p>	
<b>FUTURE MEETINGS</b>	2 February 2021
<b>REPORT SUBMITTED BY</b>	Leonie Lockwood
<b>DATE</b>	18 January 2021

**CORPORATE DELIVERY PLAN PROGRESS 3<sup>RD</sup> QUARTER 2020/21  
(UNCOMPLETED ACTIONS ROLLED FORWARD FROM 2019/20)**

**1. BACKGROUND AND FOREWORD**

- 1.1** The Corporate Delivery Plan incorporating Key Actions for 2019/20 was agreed at full Council on 16 May 2019 following a number of officer and member workshops.
- 1.2** With the remote meeting protocol in place this report has been provided as an information sheet rather than as a report for the Committee. It has been prepared to show progress as at the end of the 3<sup>rd</sup> Quarter 2020/21 for those actions which were not completed during 2019/20 due to the impacts of the Covid-19 pandemic.
- 1.3** The postponement of the 2020 elections to May 2021 and the coronavirus pandemic has led to a reassessment of priorities, with the Council now working on a 1-year external Recovery Plan and a 2-year internal Modernisation Plan. These will gradually develop into a longer term renewal strategy which will form the basis for a new Corporate Plan in 2021.
- 1.4** As reported previously, the majority of CDP actions have been completed, namely:
- New Health and Wellbeing plan and
  - Corporate Procurement Strategy in place
  - Continued provision of new housing
  - Sheltered housing refurbishment completions
  - Support for the Stratford Park parkrun
  - Development of a 2030 Strategy
  - Investment in a low carbon community fleet
  - The tenant repairs service has moved in-house
  - Introduced new TM Strategy with significant ethical screening
  - Housing Delivery Strategy Adopted
  - Made a (pre-Covid) decision on Stratford Park Contract
  - Legal Services moved into a partnership

**2. PROGRESS ON THE KEY ACTIONS FOR 2019/20 ROLLED FORWARD TO 2020/21**

- 2.1** Below, under each of the 5 Corporate Delivery Plan priorities, are the headlines of the progress made for each of the remaining CDP Key Actions as at the end of the third quarter 2020/21.

**Eka Nowakowska, Policy & Performance Officer**  
**Ext: 4288**  
**Email: eka.nowakowska@stroud.gov.uk**



**ECONOMY: Help create a sustainable and vibrant economy that works for all**

**CDP1.1 Continue to allocate funds from the business rates pilot fund in line with the agreed principles: Supporting Local Businesses; Improving the Council's long-term financial position; Local Wealth Building; Supporting a Zero Carbon District; Reducing inequality.**

- No further funds have been allocated but the reserve now forms part of agreed recovery funding.

**CDP1.3 Progress and deliver the redevelopment of Brimscombe Port by securing planning permission and being ready to seek a development partner.**

- Much progress has been made over recent months with responses received from highways and the Environment Agency to the planning application. Final information is being prepared in relation to the response from Natural England. Applications are due to be considered at the February Development Control Committee subject to all information being ready in time. A paper is to be prepared for S&R committee on 4th March to seek approval to procure a developer partner, subject to receipt of planning permission and market conditions being right.

**AFFORDABLE HOUSING: Provide affordable, energy efficient homes for our diverse and changing population**

**CDP2.5 Contribute to our identified local housing need, by building new council homes through:**

- a) submitting planning applications for 56 units on 6 sites.**
- b) agreeing an approach to purchase more land.**

- The Strategy for New Council Homes was approved at the Housing Committee meeting held on the 22 September 2020. This sets out a framework for the purchase of land. Planning permission has been granted for 44 new homes across four sites and an application has been submitted for a further 5 new homes. The planning application for the remaining site is delayed due to legal issues regarding the access. Applications are to be made for a further 36 new homes in quarter 4.

**CDP2.8 Provide high quality, safe temporary accommodation for homeless single people and families within the district.**

- The provision of single homeless accommodation has unfortunately stalled as Gloucester City Homes has withdrawn from delivering this project. Resources have been concentrated on supporting the Government's

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‘Everyone In’ drive to get rough sleepers off the streets and into accommodation during the pandemic.

**ENVIRONMENT: Help the community minimise its carbon footprint, adapt to the changing climate and continue to improve recycling rates**

**CDP3.11 Implement the revised Environment Strategy and develop an action plan with partners to incorporate our commitment to being a Carbon Neutral district by 2030 (CN2030).**

- The CN2030 Strategy public consultation feedback is under review. A redraft taking into account views received will be presented to full Council on 18th March 2021.

**CDP3.12 Work with partners to implement the next phase of the cycling and walking strategy, focussing on routes between Dudbridge-Nailsworth; Dursley–Cam-Uley; Wotton-Kingswood-Charfield.**

- Following requests from GCC for CIL funding, further match funding has been allocated from the cycling and walking budget to progress several routes as outlined in the route summaries below.
- Dudbridge-Nailsworth: £116k from CIL and £40k from the cycling and walking budget (total £156k) has been allocated to provide essential refurbishment works to Newman Henders bridge. Remaining track improvement works will also be completed from this allocation.
- Dursley-Cam-Uley: £25k from CIL and £25k from the cycling and walking budget (total £50k) has been allocated to complete design works for sections linking the Littlecombe development to the proposed cycle track at the north east Cam development. Public consultation on work to footpath CDU14 to make it suitable for cycling and re-designate it as a bridleway has been delayed due to Covid 19. The £50k allocated from the cycling and walking budget to complete these works remains in place.
- Wotton-Kingswood-Charfield: Sustrans have commenced the design phase for this project. SDC is contributing £8k for this piece of work. A request for a further £10k from the cycling and walking budget to complete this work is currently being considered.

In addition to those routes above that form part of the Corporate Delivery Plan, the following CIL funding has been agreed or discussions progressed (last bullet point):

- Cainscross segregated cycleway: £25k from CIL and £25k from the cycling and walking budget (total £50k) has been allocated for the upgrading of 1.25km of existing advisory cycle lanes to provide light segregation

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between Lansdown and Cainscross Roundabout, connecting to onward strategic cycle routes.

- Frampton Cycle Path: £10k from CIL and £10k from the cycling and walking budget (total £20k) has been allocated for detailed design work to implement a safe link from the canal to the village in association with the completion of the canal restoration work.
- Stroud-Chalford: Meetings with the local parishes leading this project are due to be held to coordinate this proposed route with the proposed redevelopment of Brimscombe Port. This has yet to be formally agreed as a Council priority scheme.

**CDP3.13 In our role as statutory waste collection authority, support community groups to phase out single use plastics; whilst also reducing its use across council services.**

- As reported previously Stroud District Action on Plastic (SDAP) were invited to contribute to the SDC Christmas message promoted to residents alongside collection alterations over the festive period. This was shared widely on social media and appeared in local press. The SDAP AGM took place in December.

**CDP3.14 In Partnership with Stroud Town Council and Friends of the Lido submit a bid to National Lottery Heritage Fund for additional funding to refurbish Stratford Park Lido.**

- As stated in Q1 the project is being delayed due to the current pandemic. A meeting has taken place with a representative of the friends of the Lido and another is scheduled in for January. Again due the pandemic bids from the various agencies/ organisations are closed. The friends of the Lido will be part of the consultation process for the District leisure review.

**HEALTH AND WELL BEING: Promote the health and well-being of our communities and work with others to deliver the public health agenda**

**CDP4.18 Agree a long term investment and management plan for Stratford Park with partners and contractors**

- The consultants have been appointed (Max Associates). Angela has been appointed project lead and Mike Hammond as project sponsor. Keith Gerrard has a strategic oversight of the project and its progression. A plan for the project has been laid out and regular meetings are being held. Regular updates are being given to the Chair of CS&L.

**DELIVERY: Provide value for money to our taxpayers and high quality services to our customers**

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**CDP5.21 Create a strategic approach to building more effective partnerships with parish and town councils.**

- The Council continues to work constructively with Town and Parish Councils throughout the pandemic. Twice-weekly Member updates on the pandemic are now shared directly with Town and Parish Councils. Community Response staff have liaised closely with Town and Parish Councils in connection with the Community Resilience Grant funding available.

**CDP5.22 Adopt a clear vision and digital strategy which is fit for purpose to deliver good quality, convenient and efficient services for staff, residents and local businesses.**

- Work has been delayed by the pandemic but a vision and digital strategy is now in draft and initial modernisation discussions held with Group Leaders and Strategy & Resources members.

**CDP5.23 Explore the opportunities for income generation to help achieve financial self-sufficiency.**

- The Budget Strategy was approved by Council in October 2020 and includes an assessment of the pandemic impact. Savings targets have been introduced into the MTFP to move towards balancing in the longer term.

**2.2** In summary, progress on these key projects continues to progress well despite the impact of the pandemic. A strategic workshop took place in December with Alliance Members to finalise the Recovery Plan strategic priorities for the remainder of the municipal year 2020-21 and beyond, following an initial workshop with Group Leaders and Committee Chairs.

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## **CORPORATE PEER CHALLENGE PROGRESS 3<sup>RD</sup> QUARTER 2020/21**

### **1. BACKGROUND AND FOREWORD**

- 1.1** The Local Government Association (LGA) offers all local authorities the opportunity to participate in a Corporate Peer Challenge every 4 years or so as part of its sector-led improvement programme.
- 1.2** The Council's Corporate Peer Challenge took place between 26 and 29 March 2019. It was conducted by a team of elected members and senior officers from other local authorities together with LGA advisors.
- 1.3** The Peer Challenge team reviewed the Council's self-assessment, key documents. They conducted site visits, interviews and workshops with a wide selection of staff, members, stakeholders and partners, meeting with 107 people and holding 47 meetings during their stay.
- 1.4** The Council received the Peer Challenge team's feedback report in May 2019 and reported it to Council on 16 May 2019. The report set out eight recommendations in respect of areas for development and improvement.
- 1.5** An Action Plan was developed in respect of the 8 recommendations, including timescales and organisational leads. These are recorded on our performance management system – Excelsis.
- 1.6** Three of the recommendations were completed during 2019/20, namely the restructure of the senior leadership team (CRD1); adoption of the Corporate Delivery Plan to May 2020 (CRD2) and regular meetings are now held between Senior Officers and Members both on a formal and informal basis. Officers and members are also involved in strategic conversations with partners from other authorities (CRD5). The remaining actions were rolled forward to 2020/21.

### **2. PROGRESS ON THE ACTION PLAN**

- 2.1** A summary of progress made in the 3<sup>rd</sup> Quarter 2020/21 is set out below.

**REC 3 (CRD3) Ensure the integrity of the current IT system. Review the progress and suitability of current plans, capability and capacity in respect of this, and beyond that to confirm the emerging plans in respect of ICT development and digital delivery fit with longer term transformational plans.**

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- Despite some delays due to staffing and the pandemic, work has continued on the Infrastructure Refresh Program. A new Head of Technology and Infrastructure and Security Manager have been appointed, both of which have been vacant for 2 years. These new managers respectively started in January and start in February 2021, and their roles, alongside that of the existing Systems Development manager, will define the long term strategic goals of ICT alongside those of the organisation as a whole and the emerging modernisation agenda.

**REC 4 (CRD4) Work with all key stakeholders over the next year to develop a clear vision and priorities for the council aligned to our Medium Term Financial Plan (MTFP), to be agreed in the next iteration of the Corporate Delivery Plan (CDP) and once approved ensure this is communicated effectively to residents, businesses and other partners.**

- Alliance Member workshops focusing on the strategic priorities for the year ahead and beyond were held on 12 November, 1 December and 28 January and have informed the budget setting process. This will form the basis of the new Corporate Plan following delayed local elections.

**REC 6 (CRD6) Establish effective workforce planning and performance management arrangements so that the Council has a committed and engaged staff group with clarity in terms of the expectations of them and sufficient capacity to deliver its plans. The Council should:**

- **Review is future staffing arrangements, ensuring strategic fit and the development of a 'one council' ethos**
- **Develop core transformation plans and ensure sufficient capacity to enable effective delivery and monitoring. This includes consideration of ICT provision.**
- **Establish appropriate pay and reward arrangements for staff**
- **Ensure consistent compliance with, and outcomes arising from, core HR policies are delivered eg appraisals**
- **Ensure consistent oversight, management and compliance with key performance management practices.**
  - An action plan has been agreed with our Organisational Development Consultants, Ascend. Initial sessions have been held with SLT and LMT. Member and staff 121s and focus groups were held in December 2020, and form the basis for the next stage of the process to develop Council-wide values and behaviours.

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**REC 7 (CRD7) Building on its relatively strong financial position, review how its investment and commercial plans could be enhanced. A key focus of this will be to help deliver the Council's priorities as well as sustain its financial viability into the medium term.**

- The Council has completed a further £1m investment in Multi-Asset funds. Capital performance in investments during the quarter has been stable.

**REC 8 (CRD8) Consider reviewing governance arrangements to ensure better decision making in order to deliver its revised priorities and plans. As part of this the Council should:**

- **Look to develop better collaboration at an early stage in producing policy or service options, taking account of expertise available from members where appropriate, together with ensuring that operational, financial and legal implications of options are effectively understood**
  - **Seek to build greater political consensus before decision making reports come to members, with greater opportunity for testing and rigour.**
- The CE and Leader hold and plan to hold regular meetings with the Group Leaders, Policy Committee Chairs and Vice Chairs and the Strategic Leadership Team at which proposals can be discussed at a formative stage. The Strategic Leadership Team meets at least weekly and promotes collaborative and strategic working across the Council. This is demonstrated by the rapid and ongoing response to the Coronavirus pandemic and the work being put into Recovery plans and relating them well to the budget-setting process.
  - The report preparation process has evolved and there are clear operational, financial and legal implications set out in reports which are discussed with the administration at draft stage. The CE and SLT engage with Group Leaders and Policy Committee Chairs, and in turn they engage with their political groups to help build political consensus.
  - Constitution Working Group has now re-convened and is considering its work plan. Any progress from here will be business as usual within the role of the Monitoring Officer.

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**2.2** In summary, the impact of the second wave of the Covid-19 pandemic, particularly in having to postpone the local council election until May 2021, has delayed the implementation of some of the recommendations. Alliance Member workshops to help set strategic priorities and inform budget setting have been held. The Council's Organisational Development Programme is now under way with Member and staff focus groups and 121s held in December 2020 and feedback sessions in February 2021.

Much of the ongoing activity is captured in our emerging Modernisation Programme.

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## STRATEGY & RESOURCES COMMITTEE MEMBER/OFFICER REPORT

<b>NAME OF ORGANISATION/BODY</b>	Support for the leisure contract
<b>DATE OF LAST MEETING ATTENDED</b>	13 January 2021

### BRIEF REPORT:

#### Background

At S&R committee in October 2020 councillors agreed to pay the operator (SLM) 50% of their operational deficit up to the value of 150k subject to submitting monthly accounts during 2020/2021 financial year.

This was agreed subject to the operator opening the centre and providing a wide range of activities whilst adhering to **Government Covid Guidance**.

This figure was based upon the original forecast submitted by the operator after lock down 1.

At this time the operational deficit estimated to be 300k for the full financial year.

This forecast was subject to the centre being able to gradually increase capacity month by month.

#### Current Situation

Since the October meeting the centre has had to endure 2 further closures due to Covid restrictions.

1. Lock down 25<sup>th</sup> March – 25<sup>th</sup> July 2020
2. Lock down 2 – 5<sup>th</sup> November – 2<sup>nd</sup> December 2020
3. Lock down 3 – 31<sup>st</sup> December 2020 – ongoing

**Please Note:** During all periods of re-opening the centre has had to operate at a significant reduced capacity.

An initial payment of 45K was agreed to cover 50% of the operator's, operational deficit from April – October 2020(which was announced at last S&R committee).

In November 2020 the operator submitted accounts equating to circa 66K operational deficit.

This deficit equated to:

1. Staff costs (including 20k of redundancy related costs)
2. Central costs (company costs)
3. Operations costs (utility, repairs etc)
4. Loss of income

After a discussion with the Directors of Resources, Communities and Chair of CS&L it was recommended to remove the redundancy costs and pay 50% of the operational deficit circa 23K.

At the same time the council submitted a grant bid on behalf of the operator to NLRF (National Leisure Relief Fund) 100 million nationally to recover part of their operational deficit.

We are expecting to be informed of the total awarded in mid-February 2021.( Actual knowledge of sums award money will not be known)

No further payments will be made until the grant has been confirmed to ensure the council against any potential over payments.

Adjustments will be made at the end of this financial year where the council will review all payments including the NLRF and issue any of the remaining 150K if required.

Due to the extended closure of lock down 3 the leisure industry is unlikely to recover quickly in the first part of the 2021/2022 financial year as originally expected.

There is a strong possibility that further support will be required to protect the SLM contract at Stratford Park Leisure Centre. Officers will continue to work closely with SLM to keep these to a minimum.

<b>FUTURE MEETINGS</b>	4 February 2021, 4 March 2021, 8 April 2021
<b>REPORT SUBMITTED BY</b>	Angela Gillingham
<b>DATE</b>	01/02/2021

## **COUNCIL TAX HARDSHIP FUND – 2020/21**

On 18 June 2020 the committee adopted a Council Tax hardship scheme for 2020/21 and approved an update to the existing section 13a Hardship Policy.

The policy set out the Council's approach to the awarding of discretionary reductions to individuals in respect of a council tax liability. The policy allows the Council to reduce the Council Tax payable on the grounds of hardship or where there are exceptional circumstances.

We have provided all recipients of working age local Council Tax support during the financial year 2020-21 with a further reduction in their annual Council Tax bill of up to £150, using the discretionary powers to reduce the liability of Council Tax payers outside of the formal local Council Tax support scheme design.

The allocation of funding for Stroud District Council for the financial year 2020-21 was £628,575. The government have recently confirmed this funding could be carried forward to 2021/22 to continue to be able to provide that support.

We have been able to apply discounts to over 2,200 Council Tax accounts which has seen a total of £288,734 in support to residents. We will continue to award discounts to those falling into difficulties and find themselves claiming support for the first time. These awards will generally be made automatically without the need for application.

Whilst our case load has risen by around 16%, we have not seen that new spike in claimants as the Government have continued to extend the Self-employed income support and furlough schemes. During this financial year we have generally suspended the statutory debt collections process, meaning we are not necessarily aware of some of those more pressing hardship cases. Once the Covid-19 restrictions relax we will have more opportunity to assist those in need.

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