



# Public Document Pack STROUD DISTRICT COUNCIL

Council Offices • Ebley Mill • Ebley Wharf • Stroud • GL5 4UB  
Telephone 01453 766321  
www.stroud.gov.uk Email: [democratic.services@stroud.gov.uk](mailto:democratic.services@stroud.gov.uk)

25 January 2023

## STRATEGY AND RESOURCES COMMITTEE

A meeting of the Strategy and Resources Committee will be held on **THURSDAY, 2 FEBRUARY 2023** in the Council Chamber, Ebley Mill, Ebley Wharf, Stroud at **7.00 pm**

Kathy O'Leary  
Chief Executive

**Please Note:** The meeting is being held in the Council Chamber at Stroud District Council and will be streamed live on the Council's [YouTube Channel](#). A recording of the meeting will be published onto the [Council's website](#). 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.

If you wish to attend this meeting, please contact [democratic.services@stroud.gov.uk](mailto:democratic.services@stroud.gov.uk).  
This is to ensure adequate seating is available in the Council Chamber.

### AGENDA

1. **APOLOGIES**  
To receive apologies of absence.
2. **DECLARATIONS OF INTEREST**  
To receive declarations of interest.
3. **MINUTES (Pages 5 - 14)**  
To approve the Minutes of the meetings held on 24 November 2022.
4. **PUBLIC QUESTIONS**  
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 Friday, 27 January 2023**

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. **MEMBER QUESTIONS**  
See Agenda Item 4 for deadlines for submission.

6. **STRATEGY AND RESOURCES BUDGET MONITORING REPORT Q2 2022/23 (Pages 15 - 28)**  
To present to the Committee a forecast of the outturn position against the General Fund revenue budget, Housing Revenue Account and capital programme for 2022/23, in order to give an expectation of possible variances against budget.
7. **GENERAL FUND BUDGET 2023/24, CAPITAL PROGRAMME AND MEDIUM-TERM FINANCIAL PLAN (Pages 29 - 152)**  
To consider the Council's financial position over the medium term and set a budget requirement and the level of council tax for 2023/24.
8. **HOUSING REVENUE ACCOUNT BUDGET ESTIMATES – REVISED 2022/23 AND ORIGINAL 2023/24 AND MEDIUM TERM FINANCIAL PLAN 2022/23 – 2026/27 (Pages 153 - 172)**  
To present to the committee the revised budget estimates for 2022/23 and the original estimates for 2023/24.
9. **STROUD DISTRICT COUNCIL CAPITAL STRATEGY (Pages 173 - 198)**  
To approve the Council's Capital Strategy.
10. **THE FAIR PAY AND SENIOR PAY POLICY STATEMENT 2022/23 (Pages 199 - 204)**  
The Council is required under the Localism Act 2011 to approve and publish a policy statement on Senior Pay.
11. **COUNCIL TAX SUPPORT SCHEME (Pages 205 - 218)**  
To set a Council Tax Support Scheme for the period 01 April 2023 to 31 March 2024.
12. **COUNCIL TAX SUPPORT FUND (Pages 219 - 222)**  
To adopt the Council Tax Support Fund for 2023/24.
13. **COUNCIL TAX PREMIUM - SECOND HOMES (Pages 223 - 226)**  
To implement a Council Tax Premium on second homes from 01 April 2024.
14. **COMMUNITY INFRASTRUCTURE LEVY (CIL) - SPENDING ALLOCATIONS FOR 2023/2024 (Pages 227 - 240)**  
CIL funding helps to provide for any additional demand placed on the local environment and services created by new housing growth, in accordance with adopted planning policy. Infrastructure project bids received in the 2022 funding round were recommended to Environment Committee in December 2022, where they were unanimously approved. The spend allocations detailed within this report are presented to Strategy and Resources Committee for secondary approval.
15. **MEMBER / OFFICER REPORTS ( TO NOTE)**
  - (a) Leadership Gloucestershire Update (Pages 241 - 242)
  - (b) Gloucestershire Economic Growth Scrutiny Committee (GEGSC) (To Follow)
  - (c) Regeneration and Investment Board (Pages 243 - 244)
  - (d) Brimscombe Port Redevelopment (Pages 245 - 248)
  - (e) Canal Update (Pages 249 - 252)
  - (f) Fit For the Future Update (Pages 253 - 254)

16. **WORK PROGRAMME (Pages 255 - 256)**

To consider the work programme.

**Members of Strategy and Resources Committee**

**Councillor Catherine Braun (Chair)**

Councillor Chris Brine

Councillor Doina Cornell

Councillor Gordon Craig

Councillor Stephen Davies

Councillor Laurie Davies

Councillor Nicholas Housden

**Councillor Natalie Bennett (Vice-Chair)**

Councillor Nick Hurst

Councillor Martin Percy

Councillor Keith Pearson

Councillor Mattie Ross

Councillor Ken Tucker

Councillor Chloe Turner

This page is intentionally left blank



# STROUD DISTRICT COUNCIL

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

Tel: (01453) 754 351/754 321

www.stroud.gov.uk

Email: democratic.services@stroud.gov.uk

## STRATEGY AND RESOURCES COMMITTEE

Thursday, 24 November 2022

7.00 - 9.49 pm

Council Chamber

### Minutes

#### Membership

##### **Councillor Catherine Braun (Chair)**

- \* Councillor Chris Brine
- Councillor Doina Cornell
- Councillor Gordon Craig
- Councillor Stephen Davies
- Councillor Laurie Davies
- \* Councillor Nicholas Housden
- \* Absent

##### **Councillor Natalie Bennett (Vice-Chair)**

- Councillor Nick Hurst
- Councillor Martin Percy
- Councillor Keith Pearson
- Councillor Mattie Ross
- Councillor Ken Tucker
- Councillor Chloe Turner

#### Officers in Attendance

- Chief Executive
- Strategic Director of Resources
- Corporate Director (Monitoring Officer)
- Strategic Director of Place
- Canal Project Manager

- Senior Policy and Governance Officer
- Policy & Projects Officer
- Senior Economic Development Specialist
- Senior Democratic Services & Elections Officer

#### SRC.0118 Apologies

Apologies for absence were received from Councillors Brine and Housden.

#### SRC.0119 Declarations of Interest

There were none.

#### SRC.0120 Minutes

**RESOLVED** That the Minutes of the meetings held on 29 September 2022 were approved as a correct record.

#### SRC.0121 Public Question Time

There were none.

#### SRC.0122 Member Questions

Strategy and Resources Committee  
Thursday, 24 November 2022

There were none.

**SRC.0123**    **Stroud District Themes, Outcomes and Measures for Measuring Social Value**

The Policy and Projects Officer presented the report which provided an update on the Social Value Portal, an online solution that allows organisations to measure environmental, social and economic activities delivered through procurement. The Portal used the National Themes, Outcomes and Measures (or TOMs) Framework which was developed by a national social value taskforce and had been certified by the Local Government Association. In 2022 the Social Value Portal updated their TOMs Framework in three ways:

- To make them simpler to use;
- To include more Environment outcomes and measures; and
- To enhance some existing measures to give clients better clarity on capturing social value.

It was advised that local authorities should move away from using the entire Framework, and instead use two tailored sets of TOMs. These two sets should be a master set that included measures relevant to SDC priorities, and a light set which was a smaller curated set of measures that could be used for smaller value contracts. To decide which measures would be included in both of these sets, the measures in the entire Framework were cross-referenced with the Council Plan, and the TOMs that would help achieve the key activities in the Council Plan were selected. The two new suggested sets of TOMs were available at appendix A. The Policy and Projects Officer also highlighted the first years progress update included within the report.

In response to Councillor Hurst, the Strategic Director of Resources confirmed that the financial implications had been considered when the decision was taken by Committee to implement the Social Value Portal in 2021.

Councillor Stephen Davies asked whether reports could be produced to highlight extra value that has come about since using the portal, he provided an example of knowing how many contractors had changed their processes to meet the TOMs by hiring local people. The Policy and Projects Officer confirmed that these reports would be available in December 2022.

In response to Councillor Cornell the Policy and Projects Officer confirmed that there was an ongoing review but they would be holding supplier engagement workshops in early 2023 to ensure they received feedback regarding what was and wasn't working well.

Councillor Cornell asked whether the TOMs could be checked again against the Council Plan as it was important that they aligned and wanted to ensure that Trade Unions were supported.

Proposed by Councillor Cornell and seconded by Councillor Turner.

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

**RESOLVED To**

- a) Approve the Stroud District TOMs to measure and manage social value through procurement and other projects.**

**b) Give delegated authority to the Strategic Director of Resources to make minor amendments to the Stroud District TOMs as necessary.**

**SRC.0124 Annual Corporate Procurement and Contract Management Update**

The Senior Policy and Governance Officer introduced the report and highlighted the following key points:

- A review of the procurement strategy would be carried out in line with the refreshed National Procurement Strategy in 2023.
- An assessment tool would be used to assess the level of maturity in relation to procurement activity.
- The Contract Management Framework had been agreed in January 2022 and they had been continuing to embed this across the authority.
- The Policy Team had begun reviewing contracts to make sure they were compliant with the framework.
- The annual spend analysis highlighted that local spend had reduced from 40% to 32% due to a number of reasons including the housing contract being moved inhouse.
- The total spend had increased from £29m to £37m due to the impact of inflation and the timing of the Capital Projects Programme.
- The Policy and Governance Team were planning to promote a campaign of 'Buy it Local' across the Council on influenceable spend.

In response to Councillor Stephen Davies the Senior Policy and Governance Officer confirmed that the EU Directives referred to in the appendix were the same as the Public Contract Regulations and had been transposed into UK law. It was also advised that the dashboards were provided to Managers and the Strategic Leadership Team (SLT) for operational reasons and that they weren't currently provided to Committee Chairs. The Senior Policy and Governance Officer confirmed that training for staff had greatly improved and that a mandatory session was included in staff induction and they had provided additional training as required.

Councillor Pearson highlighted an error in the decision box and a friendly amendment was agreed to amend section a) to "NOTE the review of the Council's Procurement Strategy in line with the refreshed National Procurement Strategy which will be reported back to this committee on 20 April 2023."

Proposed by Councillor Turner and seconded by Councillor Pearson.

Councillors Pearson, Bennett, Hurst and Turner commended the report.

Councillor Stephen Davies supported the report but asked whether there would be value in Committee Chairs having sight of the dashboards to help review how procurement was being handled.

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

**RESOLVED To**

- a) NOTE the review of the Council's Procurement Strategy in line with the refreshed National Procurement Strategy which will be reported back to this committee on 20 April 2023.**
- b) APPROVE the campaign to promote the 'Buy It Local' for influenceable spend.**

**SRC.0125 Performance Management Framework (PMF) Review**

The Senior Policy and Governance Officer highlighted the following key points:

- A timetable had been created for Officers to know when to input updates into Excelsis so that performance monitors could consider relevant information.
- The Youth Council had been involved in the Performance Management meetings with Lead Officers and Committee Performance Monitors.
- A new web based performance management system called Pentana Risk had been procured which Councillors would have access to once it had been rolled out.
- Members would be kept up to date with the implementation of Pentana Risk.
- Actions had been included in section 3 to help improve the process further.

In response to Councillor Turner the Senior Policy and Governance Officer advised that all services would have a service plan however they may not all be inputted into excelsis, they would be working with services to ensure that plans were added to the new system once in place. It was also advised that she would look into the council plan objectives that sat at full council level and how they could best be reported as the full council did not have appointed performance monitors.

Councillor Stephen Davies asked when Pentana Risk would be implemented. The Senior Policy and Governance Officer advised that Pentana had proposed March 2023 however they were hoping that it may be earlier.

Councillor Ross asked whether the Youth Council would be able to present a performance monitoring update at Committee. The Senior Policy and Governance Officer confirmed that this would be possible if the Committee wanted to suggest this to the Youth Council Members at the next Performance Monitoring Meeting. The Chair agreed that it would be good to have further Youth Council participation.

Councillor Craig asked how they would ensure that updates were added to the new system regularly. The Senior Policy and Governance Officer confirmed that where updates were not completed it would be highlighted to Managers and SLT and that Officers would be encouraged to complete regular updates.

Proposed by Councillor Ross and seconded by Councillor Pearson.

Councillor Stephen Davies advised that if Officers know that Members are using the new system and looking for updates they would know that they needed to update them regularly, he asked Committee Chairs and Members to help by ensuring they used the system and reviewed risks.

Councillor Braun stated she was pleased to see the Youth Council involvement with the Performance Monitoring role.

Councillor Ross advised that she was pleased they were moving forward and improving monitoring.

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

**RESOLVED To****a) Note the report**



- b) Agree that the Policy and Governance Team meet regularly with all the committee performance monitors to share any best practice and recommend improvements.**

**SRC.0126 LGA Corporate Peer Challenge Action Plan**

The Chief Executive introduced the report and provided a brief timeline of events. She drew Members attention to the following key points:

- The Pace of Activity recommendation was to help the Council slow down and consider what they needed to prioritise and deliver, they had worked hard to ensure this was carried out.
- A Member Development Working Group had been set up and had now met and were making progress.
- Lots of work had been carried out on recommendation 6 to help give consistency across the Council, training was being carried out for Values and Behaviours and a whole series of standards were being adopted.
- A charter to help improve the relationship with Town and Parish Councils was being drafted and work was ongoing on other initiatives including a Parish and Town Council Hub.
- The Action Plan for improvements to Housing Services hadn't made as much progress due to delays in recruitment however they had now appointed a Strategic Head of Housing.

Councillor Turner asked what measures would be used to measure progress on the service standards. The Chief Executive advised that as they had only been implemented in July it was too early to judge progress, but they had measures in place to check how the Council was performing. She confirmed that they hoped to improve on the standards in due course and that the digital platform would help to reduce turnaround times.

In response to Councillor Percy the Strategic Director of Resources advised that they had produced a mapping flowchart to identify how Fit for the Future linked with the MTFP and savings targets, and confirmed that he would be happy to share it with Members.

Proposed by Councillor Cornell and seconded by Councillor Turner.

Councillor Hurst identified ways in which links with Parish and Town Councils could be improved including sharing resources to allow economies of scale.

Councillor Pearson advised that there needed to be a greater degree of involvement between Parish and Town Councils and the District Council. He identified an example of Upton St Leonards receiving no support in campaigning to reduce the noise from the motorway. The Chair advised that although they were not the transport authority, she would be happy to speak with Councillor Pearson outside the meeting to see whether any further support could be provided.

Councillor Cornell stated that acknowledging the council's strengths and where improvements could be made had been invaluable.

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

**RESOLVED To note the progress made with addressing the recommendations in the LGA Peer Challenge Action Plan prior to the Peer Challenge Team's revisit in January 2023.**

**SRC.0127 Rural England Prosperity Fund submission**

The Senior Economic Development Specialist introduced the report and highlighted the following key points:

- Stroud District had been awarded £400k to boost and support rural businesses and communities over the next 2 financial years.
- The fund was only available to support Capital Projects.
- Engagement had been carried out to ensure the grant proposal was suitable.
- The fund would be made available from April 2023.
- They were considering a partnership approach with Forest of Dean District Council, Cotswold District Council and Tewkesbury Borough Council to help share the administrative burden.
- The Farming and Wildlife Advisory Group (FWAG) were being considered to host the grant scheme with a percentage of the funding to support with food, farming and other land-based businesses.

In response to a question from Councillor Laurie Davies the Senior Economic Development Specialist advised that they could speak outside of the meeting to ensure that ideas like hers were covered in the grant criteria.

Councillor Stephen Davies asked that in press releases it was acknowledged that the funding came from Central Government. The Senior Economic Development Specialist assured Councillor Stephen Davies that this would be included.

In response to a question from Councillor Craig regarding advertising of the scheme the Senior Economic Development Specialist confirmed they were considering how best to market the idea to ensure good reach across the district. She confirmed that they would be contacting all Parish and Town Councils whose areas met the 'rural' criteria and would be speaking with partners and stakeholders such as the National Farmers' Union.

Councillor Cornell asked what support would be available for people completing applications. The Senior Economic Development Specialist confirmed that they would produce guidance including FAQs which contained examples of capital funding and would be happy to speak with people directly regarding the application process.

The Senior Economic Development Specialist advised in response to Councillor Turner that she would check whether organisations or businesses that had received funding previously outlined on page 141 would be able to reapply for funding for different projects.

Proposed by Councillor Turner and seconded by Councillor Bennett.

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

**RESOLVED To**

- a) **Approve the development of the Rural England Prosperity Fund Addendum**
- b) **Approve the next steps and outlined plan prior to submission of the plan**
- c) **Delegate Authority to the Strategic Director of Resources, in consultation with the Chair and Vice-Chair of this committee, to finalise the grant scheme.**

The meeting was adjourned for 8 minutes.

### **SRC.0128 Canal Project Update**

The Canal Project Manager announced that since writing the report they had been awarded the Institute of Civil Engineers award for the Ocean Bridge and that it was due to be renamed the Jubilee Bridge. The Committee extended their congratulations to the whole team. The Canal Project Manager highlighted key information contained within the report including:

- The restoration of the canal would bring significant economic, environmental and community benefits to the local area.
- The project budget was set in early 2020 prior to the start of the Covid Pandemic and was based on a completion date of the end of 2024.
- Following the first lockdown in May 2020 a Covid Impact Assessment was drafted which stated that the situation could change if there were further impacts of Covid-19.
- There had been an impact on both project delivery and costs.
- Rising inflation had impacted energy costs and the cost and availability of materials. Costs had been outlined in Appendix A.
- A gap of approximately £10m had been identified.
- They were applying for £2.2m from National Highways and between £2m and £2.5m from the National Lottery Covid Fund.
- The remaining funds would be made up from other partners, fundraising and the sale of materials.
- If the Committee agreed to additional funding it would not be drawn down until after full Permission to Start was awarded by the National Lottery Heritage Fund.

In response to Councillor Hurst it was confirmed that there would be a significant amount of soil and clay removed which would be sold on for projects, they had already received requests from contractors for the materials and have provided quotations. The Canal Project Manager advised that the materials may be exchanged with a contractor for reduced rates.

Councillor Pearson asked how many people were employed by the Council on the project team. The Canal Project Manager advised that there was 17.3fte accounted for within the budget and that the main reason for the cost increase was due to extension of contracts for 13 months.

The Strategic Director of Resources confirmed in response to Councillor Craig that if the additional £1m wasn't used then it would remain in the council reserve.

Councillor Laurie Davies raised concerns regarding allocating a £1m during a cost-of-living crisis and asked whether there would be other projects that would require capital spend. The Strategic Director of Resources advised that there were a few largescale Capital Projects including Brimscombe Port but they were not seeking any additional funding for those projects at this time. He also confirmed that there were other projects within the HRA programme however these projects would not be eligible to use this fund as it was held within the General Fund not HRA. He further confirmed that there were not any currently identified Capital Schemes around the cost-of-living-crisis that the fund could be used on.

Councillor Stephen Davies stated that the lottery bid confirmed that the Councils ambition was to get from the Severn to the Thames and asked for this to be confirmed to the Lottery as the Canal Strategy didn't include the statement. The Canal Project Manager confirmed

that it was a wider aim of the Cotswold Canal Trust and they were discussing the vision with all of the councils along the canal to see what the position was.

Councillor Percy asked that the proposal to put a group together to consider ongoing costs was implemented to ensure that they keep within the parameters of the revised budget. The Canal Project Manager confirmed that they were looking at where cost savings and efficiencies could be made. Councillor Percy requested that the Committee had ongoing visibility of how the project was being managed financially and the schedule. The Chair confirmed that regular updates would be brought to the Committee.

Proposed by Councillor Braun and seconded by Councillor Pearson.

Councillor Pearson advised that he would continue to support the Canal project knowing that it would be monitored closely.

Councillor Stephen Davies offered support for the project and stated that it had real potential to provide benefits to communities within the district.

Councillor Turner confirmed that the additional funding was vital to deliver an extremely strategically important project.

The project was further endorsed by Councillor Cornell, Ross, Hurst, Percy, Craig, Bennett and Braun.

Councillor Laurie Davies advised that she understood the benefits that the Canal would bring to the district however advised that she was unable to vote in favour of additional funding during the difficult time.

On being put to the vote, the Motion was carried with 11 votes in favour and 1 against.

- RESOLVED**
1. To confirm Stroud District Council's commitment to the Cotswold Canals Partnership and to acting as the Accountable Body in managing the grant from the Lottery Fund and the overall management of the project
  2. To allocate £1 million from the Capital Reserve as a contribution to the Canal Partnership

- RECOMMENDED TO COUNCIL**
1. To increase the capital budget for the Canal Project by £10.187m, to be funded as set out in this report

**SRC.0129 Member / Officer Reports ( To Note)**

a) Performance Management

Councillor Craig introduced the report and highlighted the 2 areas of concern which they considered in detail during the meeting including the Canal and objectives in ER4.1, ER4.1.1 and ER4.13. which hadn't been started.

In response to Councillor Turners question regarding the divestment of pensions the Strategic Director of Resources advised that the finance team had been concentrating on budget setting and closing the audit of accounts but they would make contact with Gloucestershire County Council again and he would provide an update as soon as possible.

Councillor Percy asked for new dates to be added to items where they have gone past the expected date or were not on track to meet the original deadline. The Strategic Director of Resources confirmed that it could be done and that they would meet with all Performance Monitors to ensure that the process was consistent.

b) Leadership Gloucestershire Update

The report had been included in the reports pack, there were no questions.

c) Gloucestershire Economic Growth Joint Committee (GEGJC)

The report had been circulated to Members and published on the website, there were no questions.

d) Regeneration and Investment Board

The report had been included in the reports pack, there were no questions.

e) Brimscombe Port Redevelopment

Councillor Hurst stated that the report suggested that St Modwen were going to carry out further ground investigation despite the Council already having provided detailed reports. The Strategic Director of Resources advised he would go back to the team for a response to the question.

Councillor Stephen Davies asked whether a date had been set for public consultation. The Strategic Director of Resources confirmed they would check for a date, the Strategic Director of Place advised that a more detailed update on Brimscombe Port was due to be provided at the next Regeneration and Investment Board meeting.

f) Fit for the Future Update

In response to Councillor Percy the Chief Executive confirmed that the first item they had used the digital platform on was garden waste and that it was chosen for many reasons including that it fit well into the timescales in terms of garden waste renewals.

g) Update on the Economic Development Strategy

Councillor Braun asked for further information regarding the item on skills and opportunities and the partnership with Stroud District Growth Hub. The Senior Economic Development Specialist confirmed they were looking at beginning outreach in the south of the District and would be carrying out a pilot in Dursley.

**SRC.0130 Work Programme**

Councillor Pearson advised Members that he had attended one of the exhibitions about the A417 missing link and advised Members to look at the National Highways website for further information and a video.

The meeting closed at 9.49 pm

Chair

This page is intentionally left blank

## STROUD DISTRICT COUNCIL

## STRATEGY AND RESOURCES COMMITTEE

2 FEBRUARY 2023

<b>Report Title</b>	<b>Budget Monitoring Report Q2 2022/23</b>			
<b>Purpose of Report</b>	To present to the Committee a forecast of the outturn position against the General Fund revenue budget, Housing Revenue Account and capital programme for 2022/23, in order to give an expectation of possible variances against budget.			
<b>Decision(s)</b>	<p><b>The Committee RESOLVES to:</b></p> <p>a) <b>To note the outturn forecast for the General Fund Revenue budget.</b></p> <p>b) <b>To note the outturn forecast for the Housing Revenue Account</b></p> <p>c) <b>To note the outturn forecast for the Capital Programme.</b></p>			
<b>Consultation and Feedback</b>	Budget holders have been consulted about the budget issues in their service areas. The feedback has been incorporated into to the report to explain difference between budgets and actual income and expenditure.			
<b>Report Author</b>	Adele Rudkin, Accountant Tel: 01453 754109 Email: <a href="mailto:adele.rudkin@stroud.gov.uk">adele.rudkin@stroud.gov.uk</a> Jon Coldridge, Principal Accountant Tel : 01453 754030 Email: <a href="mailto:jon.coldridge@stroud.gov.uk">jon.coldridge@stroud.gov.uk</a>			
<b>Options</b>	None			
<b>Background Papers</b>	None			
<b>Appendices</b>	Appendix A – Other Service Committee Summaries Appendix B – Strategy and Resources Committee Detailed Breakdown Appendix C – Housing Revenue Account Breakdown			
<b>Implications (further details at the end of the report)</b>	Financial	Legal	Equality	Environmental
	No	No	No	No

## 1. Background

- 1.1 This report provides the second monitoring position statement for the financial year 2022/23. The purpose of this report is to notify members of any known significant variations to budgets for the current financial year, highlight any key issues and to inform members of any action to be taken if required.

## 2. Summary

- 2.1 The monitoring position for the General Fund at 30 September 2022 shows a projected net revenue variance of £319k against the latest budget, as summarised in Section 3.
- 2.2 The Housing Revenue Account (HRA) shows a forecasted overspend of £559k, as shown in Section 5.
- 2.3 The capital programme, as detailed in Section 6, shows a forecast spend of £29.5m against a budget of £29.3m.

## 3. Revenue Budget Position

- 3.1 Council approved the General Fund Revenue budget for 2022/23 in February 2022.
- 3.2 The budget has been revised to include the budget allocations carried forward from 2021/22, as reported to this Committee in September 2022, as well as the distribution to committees of the additional recovery budget items for 2022/23 which were held centrally in Strategy and Resources in the base budget. The recently agreed pay award (£1,925 on all pay scales) funded from reserves as set aside by this Committee will be reflected in the Q3 report.
- 3.3 In response to the impact of the cost of living crisis, a detailed exercise examining the effect on the gas and electric costs within the Council has been undertaken. Estimates have been included within the budget forecast outturn position where applicable.
- 3.4 The monitoring position for the General Fund at 30 September 2022 shows a **projected net overspend of £319k** against the latest budget, as summarised in Table 1.

**Table 1 – General fund Summary**

	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2022/23 Forecast Outturn (£'000)	2022/23 Reserve Transfers (£'000)	2022/23 Outturn Variance (£'000)
<b>GENERAL FUND</b>					
Community Services and Licensing	3,307	3,598	4,191	0	592
Development Control	220	228	466	0	237
Environment	6,465	6,671	6,795	(249)	(125)
Housing General Fund	890	1,098	897	43	(158)
Strategy and Resources	8,807	8,598	8,483	(22)	(138)
Accounting Adjustments	(2,408)	(2,408)	(2,408)	0	0
<b>Net Revenue Expenditure</b>	<b>17,281</b>	<b>17,786</b>	<b>18,423</b>	<b>(228)</b>	<b>409</b>
Funding from Govt Grants/Council Tax	(16,039)	(16,039)	(16,129)	0	(90)
Transfers to/(from) Earmarked Reserves	(1,242)	(1,747)	(1,747)	0	0
<b>Total General Fund</b>	<b>0</b>	<b>0</b>	<b>547</b>	<b>(228)</b>	<b>319</b>

3.5 Key areas of variance:

### 3.6 Housing Benefit - £345k additional expenditure

A pressure is ongoing for Housing Benefit payments for higher cost supported housing, where the additional cost of the charges is only reimbursed by Government at 60%. The remaining 40% is borne by SDC. This is over and above the additional budget allocation of £160k agreed by Council in February 2022.



**3.7 The Pulse - £158k overspend/reduced income**

A reduced level of income is expected over winter, with some cancellation of membership expected due to the cost of living crisis. A reduction of £55k has been included.

Utilities are expected to cost £61k more than budget, and there has also an upgrade to the hot water generation at a cost of £35k.

**3.8 Stratford Park Leisure Centre - £89k overspend**

The SLM contract allows for any increase in the cost to utilities to run Stratford Park to be shared between SLM and SDC. The included sum is an estimate of the level of cost to be met by SDC.

**3.9 Development Control – £237k loss of income/overspend**

Income is expected to reduce by £173k due to reduced planning applications linked to the cost of living crisis. There is also additional staff costs to support enforcement and consultant fees for the planning peer challenge.

**3.10 Waste and Recycling – (£195k) additional income/overspend**

Recycling credits and income from the sale of materials continues to be higher than budget (£256k), and there are reduced gate costs on disposal (£189k). The cost of bins and receptacles has increased by £70k (which is taken into consideration in next years budget), and lower incentive payments from the County Council of £34k due to lower than expected residual waste volumes. There is currently an expected overspend of £160k on the Ubico contract. This is predominantly due to rising costs of fuel and hire and repair costs for vehicles. An allowance was made from the outturn position for inflationary pressures for Ubico and this will be monitored.

**3.11 Planning Strategy - £61k overspend**

Grant funding for Neighbourhood Development Plans has decreased and no longer covers SDCs costs. This is due to both reduced grant levels and the number of NDPs reaching the referendum stage decreasing over time

**3.12 Car Parks - £297k underachievement income**

User numbers remain suppressed post pandemic, as people work in different ways, with less reliance on town centre locations. We now believe the current levels are likely to illustrate a new normal. Income shortfalls have been proposed for 2023/24 budget setting.

**3.13 Investment income – (£250k) additional income**

Higher interest rates are expected to lead to higher investment income than originally budgeted.

**3.14 Minimum Revenue Provision - £112k overspend**

The funding put aside towards the repayment of borrowing can vary based on the capital programme. The revised capital programme this year would lead to an increase in Minimum Revenue Provision (MRP) due to slippage from 2022/23 (where there was an underspend in MRP). The final figure will depend on total borrowing for the capital programme.

**3.15 Covid 19 – (£204k) underspend**

A budget allowance of £500k was approved to offset Covid related expenditure or loss of income by Council in February 2022.

Currently the only identified pressure relating to Covid-19 is a loss of car parking income of £296k.

**3.16 Funding – (£90k) additional income**

£90k New Burdens funding has been received from government to help fund the delivery of additional areas of work. This includes the work required to process the £150 Council Tax energy payments.

**3.17 Modernisation Savings**

The Medium Term Financial Plan includes a Modernisation savings target which for 2022/23 stands at £350k. It is expected that some of this savings target will be met through vacancy savings, with additional savings to be found through the Fit for the Future programme.

The Quarter 2 position includes an estimate of £323k vacancy savings to be achieved during the year, an increase from £224k in Q1. It should be noted that this amount is likely to fluctuate throughout the year. This leaves an estimated savings target of only £27k.

**Table 2: Current estimate of vacancy savings**

<b>Service</b>	<b>Vacancy Saving Forecast £k</b>
Customer Services	21
Revenues and Benefits	100
Youth service	18
Biodiversity	37
Planning Strategy	6
Housing Advice	27
Finance	11
HR	24
ICT	57
Property Services	21
<b>Total</b>	<b>323</b>

**4. Strategy & Resources Committee Revenue budget**

- 4.1 The latest budget for Strategy and Resources Committee is £8.598m. The monitoring position at Quarter 2 shows a projected (£0.138m) variance against the latest budget.
- 4.2 The below table gives a summary by service, with narrative given for major variances. Appendix B gives a further breakdown of the Strategy and Resources revenue budget.

**Table 3 – Strategy & Resources Revenue budgets 2022/23**

<b>Strategy &amp; Resources Committee</b>	<b>2022/23 Original Budget (£'000)</b>	<b>2022/23 Revised Budget (£'000)</b>	<b>2022/23 Forecast Outturn (£'000)</b>	<b>2022/23 Reserve Transfers (£'000)</b>	<b>2022/23 Outturn Variance (£'000)</b>
Car Parks	(659)	(658)	(362)	0	297
Commercial Properties	(136)	(123)	(128)	0	(5)
Communications	169	169	190	0	21
Corporate Expenditure & Income	1,486	1,190	1,061	0	(130)
Corporate Policy & Governance	1,162	1,162	1,191	0	29
Corporate Services (Legal)	512	512	512	0	0
Covid-19	500	500	0	0	(500)
Facilities Management	434	442	558	0	116
Financial Services	873	873	878	0	5
Fit for the Future	334	422	421	1	0
Human Resources	659	673	673	0	0
Information & Communication Technology	1,900	1,900	1,919	0	19
Other Properties	(768)	(758)	(726)	(23)	9
Pension Lump Sum	1,156	1,156	1,156	0	0
Property Services	590	543	534	0	(9)
Senior Leadership Team	591	593	602	0	9
Youth Councils	3	3	4	0	0
<b>Strategy and Resources TOTAL</b>	<b>8,807</b>	<b>8,598</b>	<b>8,483</b>	<b>(22)</b>	<b>(138)</b>

**4.3 Car Parks - £297k income shortfall**

(Mike Towson, xtn 4336, [michael.towson@stroud.gov.uk](mailto:michael.towson@stroud.gov.uk))

User numbers remain suppressed post pandemic, as people work in different ways, with less reliance on town centre locations. We now believe the current levels are likely to illustrate a new normal. Income shortfalls have been proposed for 2023/24 budget setting.

**4.4 Communications - £21k overspend**

(Ben Falconer, xtn 4104, [ben.falconer@stroud.gov.uk](mailto:ben.falconer@stroud.gov.uk))

This forecast overspend is related to a salary post shared between Communications and Fit for the Future. Funding for this has been raised as part of the budget setting process for 2023/24.

**4.5 Corporate Expenditure & Income – (£130k) underspend**

(Lucy Clothier, xtn 4343, [lucy.clothier@stroud.gov.uk](mailto:lucy.clothier@stroud.gov.uk))

Additional investment income of £250k, due to higher interest rates, is currently expected to be partially offset by higher Minimum Revenue Provision (based on the current capital programme). Both areas will fluctuate during the year.

**4.6 Corporate Policy & Governance – £29k overspend**

(Hannah Emery, xtn 4383, [hannah.emery@stroud.gov.uk](mailto:hannah.emery@stroud.gov.uk))

Following a review of the Members' Scheme of Allowances, Council approved the Independent Remuneration Panel's recommendations in July 2022 to increase the Basic Allowance for 2021/22 by £132.00 and 2022/23 by £250.00 Special Responsibility Allowances were also increased which has resulted in a predicted overspend of £28k. There are a small number of offsetting underspends within the service contributing to the overall variance.

**4.7 COVID 19 – (£500k) underspend**  
(Lucy Clothier, [lucy.clothier@stroud.gov.uk](mailto:lucy.clothier@stroud.gov.uk))

A budget allowance of £500k was approved to offset Covid related expenditure or loss of income by Council in February 2022.

Currently the only identified pressure relating to Covid-19 is a loss of car parking income of £297k which can be funded from the allocated budget allowance.

**4.8 Facilities Management - £116k unachieved income**  
(Brian McGough, xtn 4411, [brian.mcgough@stroud.gov.uk](mailto:brian.mcgough@stroud.gov.uk))

This variance is predominantly due to lack of income for rental and service charge income £68k in respect of the New Build and Bodley Block Ground in Ebley Mill and the rising costs of electricity £35k.

The District Council continue to use both spaces for additional space during the Covid pandemic and, now with the onset of winter, the ground floor of the Bodley Block has been fully occupied allowing energy saving elsewhere in the building.

The New Build has been successfully let to a new tenant and will be occupied in January 2023, whilst the letting agent continues to market the Bodley Block with a number of enquiries received from prospective tenants.

**4.9 Human Resources – (£24k) underspend**  
(Lucy Powell, xtn 4286, [lucy.powell@stroud.gov.uk](mailto:lucy.powell@stroud.gov.uk))

This forecast underspend is due to the service carrying several vacancies in this financial year. The current establishment has been considered and proposals raised as to what is needed going forward to ensure that the service is fully staffed in the near future. This saving has been included in the overall vacancy savings reported in 3.14.

**4.10 ICT – £19k overspend**  
(Adrian Blick,xtn 4282, [adrian.blick@stroud.gov.uk](mailto:adrian.blick@stroud.gov.uk))

The principal variance is concerned with several software contracts including Gladstone, Civica and Uniform seeing a significant increase in their renewal costs. An underspend in salaries has been forecast due to in year vacancies that are actively being recruited to. This saving has been currently included in the overall vacancy savings reported in 3.14.

**4.11 Property Services – (£21k) underspend**  
(Alison Fisk,xtn 4430, [alison.fisk@stroud.gov.uk](mailto:alison.fisk@stroud.gov.uk))

An in year salary saving is forecast due to vacancies within the team whilst recruitment was taking place. This saving has been included in the overall vacancy savings reported in 3.14.

**5. Housing Revenue Account Budget Position**

5.1 The original net Housing Revenue Account (HRA) budget for 2022/23 is a transfer to reserves of £1,008k, as approved by Council in February 2022.

5.2 The budget monitoring position for the HRA at Quarter 2 shows a projected net overspend of £559k (2.1% of gross spend) against the current budget, as shown in the below table.

**Table 4: HRA Revenue Summary**

	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2022/23 Forecast Outturn (£'000)	2022/23 Reserve Transfers (£'000)	2022/23 Outturn Variance (£'000)
<b>Housing Committee</b>					
Total Income	(24,058)	(24,058)	(24,091)	0	(33)
Total Expenditure	11,551	11,551	12,143	0	592
Total Other Costs and Income	14,673	14,019	14,019	0	0
<b>Total Net Expenditure</b>	<b>2,166</b>	<b>1,512</b>	<b>2,071</b>	<b>0</b>	<b>559</b>
Transfers to/from Earmarked reserves	(1,158)	(90)	(90)	0	0
Transfers to/from General Reserves	(1,008)	(1,422)	(1,422)	0	0
<b>Total Housing Revenue Account</b>	<b>0</b>	<b>0</b>	<b>559</b>	<b>0</b>	<b>559</b>

5.3 A more detailed breakdown of this table can be found in Appendix C.

5.4 Key areas of variance are set out below. Further detail can be found in the Housing Committee report.

**5.5 Rents and Service Charges – (£33k) additional income**

During the course of the last financial year the number of empty council house properties undergoing works to make them ready to be let significantly reduced from 164 at the start of 2021/22 to 71 at the year end. The Property Care team have worked exceptionally hard over this period and during the first quarter of 2022, and have reduced the figure further to 30-35, which is now in line with pre pandemic levels.

The hard work of the Property Care team and its contractors assisted through additional targeted resources has meant we are continuing to reduce the recent historical backlog. Material and labour supply chains still remains uncertain, and we will continue monitor how this may impact on workstreams.

As a result of the reduction in the voids there has been an increase in let properties and therefore rental income.

Garage rents are expected to be higher than budgeted but will continue to reduce in line with the approval to review the use of all garage sites.

An allowance for non payment of rents is included in the Provision for Bad Debt line. The amount is not yet known and it is hoped that this can be reduced during the year through proactive support for tenants including sustainable payment arrangements to maintain tenancies.

Income levels will continue to be monitored.

**5.6 Supervision and management – (£204k) underspend**

During 2021/22 and early 2022/23 a number of posts became vacant and are actively being recruited to through the due process. While these posts are in the process of recruitment, performance of the service has been strong. Taking into account vacancy and recruitment across the quarter and a reduction in IT software purchase and upgrades the underspend is estimated to be (£128k).

**5.7 Repairs and maintenance – £532k overspend**

There were also a number of posts that became vacant in 2021/22 within Property Care. These vacancies are currently actively being recruited for in order to maintain service delivery. Taking into account vacancy and recruitment across the quarter the underspend is estimated to be (£205k).

Where trade posts have remained vacant additional costs are being recorded for sub-contractors in order to maintain work patterns. Further work is being undertaken by the property care team to establish the impact of inflation as well as the costs of labour and materials in respect of the overall service position. The estimated variance of for sub-contractors is £332k which is a combination of current working sub-contractor requirements and also cover for vacant trade posts.

Capacity for delivering voids remains high as a result of which the variance has increased by £162k. A further £75k increased variance relates to council tax on voids which will reduce as the number of voids decrease.

Additional slippage expenditure of £140k where costs exceeded the insured value are carried forward from 2021/22. Predominantly this relates to exceptional costs of making safe, rebuilding the property and reinstating surrounding properties following an incident in Newport.

**5.8 Independent Living Service - £179k overspend**

The £179k overspend is due to the high increased costs of both Gas and electric supply within the independent living properties for which tenants have been protected against for 2022/23.

**5.9 Other Expenditure - £51k overspend**

The £51k overspend is due to the high increased costs of electric supply within the communal areas of flat blocks for which tenants have been protected against for 2022/23

**5.10 Independent Living Modernisation - £35k overspend**

The overspend relates to Council Tax charges in respect of buildings at Glebelands and Cambridge House which are due to be demolished. Phase 1 extension of time costs, increase in build costs, Covid and Brexit have all contributed to delays in the programme It is anticipated that the demolition will start in January 2023.

**6. Capital Programme**

6.1 The current General Fund capital programme, following changes proposed as part of budget setting is £12.911m. This includes reprofiling of the Canal project, the addition of a new Warm Homes Low Carbon Initiative grant scheme for private sector housing and the addition of a budget for the purchase of Bath Place.

6.2 The current forecast spend is £13.073m, a net overspend of £0.162m, which relates to a previously reported pressure of £0.496m for Brimscombe Port and expected slippage in the Ubico multi-service vehicles purchase with some vehicles now expected early in 2023/24.

6.3 The HRA capital programme has been revised to £16.389m for 2022/23. This includes revised capital budgets due to reprofiling of capital programmes over financial years as included in the Budget Setting report.

6.4 Major works programmes are all currently expected to deliver to budget.

6.5 New Build and Regeneration is on target.

6.6 Construction is complete at Broadfield Road and Ringfield Close and an assessment of closure costs and the outturn position is underway. These sites have delivered a total of 29 affordable properties (24 affordable rent, 3 shared ownership and 2 Older person's shared ownership). The final project costs and outturn position will be reported in a future budget monitoring report when the assessment of closure costs is complete.

**Table 5 – Capital Summary**

	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2022/23 Forecast Outturn (£'000)	2022/23 Outturn Variance (£'000)
<b>Capital Schemes</b>				
Community Buildings Investment	0	17	17	0
Stratford Park Lido	190	220	220	0
<b>Community Services Capital Schemes TOTAL</b>	<b>190</b>	<b>237</b>	<b>237</b>	<b>0</b>
Canal	7,259	2,532	2,532	0
Multi-Service Contract Vehicles	466	1,232	868	(364)
Rural SuDS Project	30	70	100	30
Stratford Park Acquisition of Machinery	0	0	0	0
Stroud District Walking & Cycling Plan	0	130	130	0
Wallbridge-Gateway	100	27	27	0
<b>Environment Capital Schemes TOTAL</b>	<b>7,855</b>	<b>3,990</b>	<b>3,656</b>	<b>(334)</b>
Better Care Fund Projects	0	0	0	0
Disabled Facilities Grant Scheme	350	350	350	0
Green Home LADS Park Homes	0	90	90	0
Green Homes LADS 3	1,030	945	945	0
Health through Warmth Grants	200	200	200	0
Home Upgrade Grant - Sustainable Warmth	4,218	4,133	4,133	0
Private Sector Housing Loans	15	15	15	0
Temporary Accommodation	0	190	190	0
Warm Homes	0	40	40	0
Warm Homes-Low Carbon Initiatives	0	1,000	1,000	0
<b>Housing General Fund Capital Schemes TOTAL</b>	<b>5,813</b>	<b>6,963</b>	<b>6,963</b>	<b>0</b>
Brimscombe Port Redevelopment	174	1,709	2,205	496
Electric Vehicle Acquisition	0	12	12	0
ICT Investment Plan	0	0	0	0
Water Source Heat Pump-Ebley Mill & Brimscombe Port	0	0	0	0
<b>Strategy and Resources Capital Schemes TOTAL</b>	<b>174</b>	<b>1,721</b>	<b>2,217</b>	<b>496</b>
<b>TOTAL GENERAL FUND CAPITAL SCHEMES</b>	<b>14,032</b>	<b>12,911</b>	<b>13,073</b>	<b>162</b>
Major Works	8,425	11,093	11,093	0
Other Capital Works	0	435	435	0
New Build and Development	10,571	2,213	2,213	0
Independent Living Modernisation	648	648	648	0
Acquisitions	2,000	2,000	2,000	0
<b>TOTAL HRA SCHEMES</b>	<b>21,644</b>	<b>16,389</b>	<b>16,389</b>	<b>0</b>
<b>TOTAL CAPITAL SCHEMES</b>	<b>35,677</b>	<b>29,300</b>	<b>29,462</b>	<b>162</b>

## 7. Strategy and Resources Capital Programme

7.1 Table 6 below shows the Capital Forecast position at Quarter 2 for Strategy and Resources Committee and shows a projected outturn variance of **£496k**.

**Table 6 – Strategy and Resources Capital Programme**

Strategy & Resources Capital Schemes	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2022/23 Forecast Outturn (£'000)	2022/23 Outturn Variance (£'000)
Brimscombe Port Redevelopment	174	1,709	2,205	496
Electric Vehicle Acquisition	0	12	12	0
<b>Strategy and Resources Capital Schemes</b>	<b>174</b>	<b>1,721</b>	<b>2,217</b>	<b>496</b>

### 7.2 Brimscombe Port Redevelopment

The majority of the variance is due to the demolition costs being considerably more than anticipated. Legal fees are a lot higher than projected due to the complexities of the project becoming more apparent as it has progressed. In addition the change in programme (delays to demolition and extended procurement) resulted in re-profiling of the costs moving from 2021/22 to 2022/23.

### 7.3 Electric Vehicle Acquisition

The remaining capital budget of £12k will be utilised in installing electric vehicle points across the county. A Consultancy service have been engaged to produce a report to identify recommendations for EV charging rollout within our car parks and the most appropriate operating model.

## 8. IMPLICATIONS

### 8.1 Financial Implications

There are no financial implications arising from this report as it reports on previous financial activities, and expected forecasts.

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

### 4.1 Legal Implications

There are no specific legal implications arising from the recommendations of this report.

One Legal

Tel: 01684272012 Email: [legal.services@onelegal.org.uk](mailto:legal.services@onelegal.org.uk)

### 4.2 Equality Implications

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

### 4.3 Environmental Implications

There are no significant implications within this category.



## Other Service Committee Summaries

### Community Services & Licensing Committee

	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2022/23 Forecast Outturn (£'000)	2022/23 Outturn Variance (£'000)
<b>Community Services Committee</b>				
Community Safety	171	179	174	(5)
Cultural Services - Arts and Culture	410	406	411	5
Cultural Services - Community Health & Wellbeing	165	295	291	(3)
Cultural Services - Sports Centres	(90)	26	266	241
Customer Services	475	497	476	(21)
Grants to Voluntary Organisations	330	330	330	0
Licensing	(44)	(44)	(52)	(8)
Public Spaces	1,401	1,422	1,460	38
Revenues and Benefits	380	380	725	345
Youth Services	109	109	110	1
<b>Community Services and Licensing TOTAL</b>	<b>3,307</b>	<b>3,598</b>	<b>4,191</b>	<b>592</b>

### Environment Committee

	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2022/23 Forecast Outturn (£'000)	2022/23 Reserve Transfers (£'000)	2022/23 Outturn Variance (£'000)
<b>Environment Committee</b>					
Canal	170	20	20	0	0
Carbon Management	224	224	156	64	(5)
Economic Development	236	286	572	(292)	(6)
Health & Wellbeing	858	909	893	0	(16)
Land Charges & Street Naming	(14)	(14)	(23)	0	(9)
Planning Strategy/Local Plan	365	621	749	(67)	61
Statutory Building Control	(131)	(131)	(134)	45	42
Waste & Recycling: Other	26	26	28	0	2
Waste and Recycling: MSC	4,730	4,730	4,535	0	(195)
<b>Environment TOTAL</b>	<b>6,465</b>	<b>6,671</b>	<b>6,795</b>	<b>(249)</b>	<b>(125)</b>

### DCC – Planning

	Para Refs	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2022/23 Forecast Outturn (£'000)	2022/23 Outturn Variance (£'000)
<b>Community Services Committee</b>					
Development Control		220	228	466	237
<b>Development Control TOTAL</b>		<b>220</b>	<b>228</b>	<b>466</b>	<b>237</b>

### Housing Committee – General Fund

	Para Refs	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2022/23 Forecast Outturn (£'000)	2022/23 Reserve Transfers (£'000)	2022/23 Outturn Variance (£'000)
<b>Housing Committee</b>						
Housing Advice		562	553	421	0	(132)
Housing Strategy		166	333	265	43	(25)
Private Sector Housing		163	213	212	0	(1)
<b>Housing General Fund Total</b>		<b>890</b>	<b>1,098</b>	<b>897</b>	<b>43</b>	<b>(158)</b>

## Strategy and Resources Committee – Detailed Breakdown

	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2022/23 Forecast Outturn (£'000)	2022/23 Reserve Transfers (£'000)	2022/23 Outturn Variance (£'000)
<b>Strategy &amp; Resources Committee</b>					
Car Parks (Other)	55	55	54	0	(0)
Car Parks (Stroud)	(763)	(763)	(476)	0	287
Car Parks Enforcement	50	50	60	0	10
<b>Car Parks</b>	<b>(659)</b>	<b>(658)</b>	<b>(362)</b>	<b>0</b>	<b>297</b>
Brunel Mall	(66)	(57)	(48)	0	10
Gossington Depot	(66)	(62)	(71)	0	(9)
Industrial Units, Stonehouse	0	0	0	0	0
Littlecombe Development, Dursley	(4)	(4)	(9)	0	(6)
<b>Commercial Properties</b>	<b>(136)</b>	<b>(123)</b>	<b>(128)</b>	<b>0</b>	<b>(5)</b>
Communications	169	169	190	0	21
<b>Communications</b>	<b>169</b>	<b>169</b>	<b>190</b>	<b>0</b>	<b>21</b>
Corporate Expenditure & Income	1,486	1,190	1,061	0	(130)
<b>Corporate Expenditure &amp; Income</b>	<b>1,486</b>	<b>1,190</b>	<b>1,061</b>	<b>0</b>	<b>(130)</b>
Democratic Services	115	115	116	0	1
Elections	102	102	99	0	(4)
Electoral Registration	116	116	111	0	(5)
Executive Support	85	85	85	0	0
Members Expenses	364	364	392	0	28
Policy	380	380	389	0	9
Procurement	0	0	0	0	0
<b>Corporate Policy &amp; Governance</b>	<b>1,162</b>	<b>1,162</b>	<b>1,191</b>	<b>0</b>	<b>29</b>
Legal Services	512	512	512	0	0
<b>Corporate Services (Legal)</b>	<b>512</b>	<b>512</b>	<b>512</b>	<b>0</b>	<b>0</b>
Covid-19	500	500	0	0	(500)
<b>Covid-19</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>(500)</b>
Ebley Mill	411	420	536	0	116
Emergency Management	22	22	22	0	0
Facilities Management	0	0	0	0	0
<b>Facilities Management</b>	<b>434</b>	<b>442</b>	<b>558</b>	<b>0</b>	<b>116</b>

	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2022/23 Forecast Outturn (£'000)	2022/23 Reserve Transfers (£'000)	2022/23 Outturn Variance (£'000)
<b>Strategy &amp; Resources Committee</b>					
Financial Services	873	873	878	0	5
<b>Financial Services</b>	<b>873</b>	<b>873</b>	<b>878</b>	<b>0</b>	<b>5</b>
Fit for the Future	334	422	421	1	0
<b>Fit for the Future</b>	<b>334</b>	<b>422</b>	<b>421</b>	<b>1</b>	<b>0</b>
Human Resources	659	673	673	0	0
<b>Human Resources</b>	<b>659</b>	<b>673</b>	<b>673</b>	<b>0</b>	<b>0</b>
Information & Communication Technology	1,900	1,900	1,919	0	19
<b>Information &amp; Communication Techno</b>	<b>1,900</b>	<b>1,900</b>	<b>1,919</b>	<b>0</b>	<b>19</b>
Brimscombe Port Business Park	30	30	53	(23)	0
Bus Stations/Shelters	8	(0)	(0)	0	0
May Lane	0	0	3	0	3
Miscellaneous Properties and Land	(806)	(787)	(781)	0	6
<b>Other Properties</b>	<b>(768)</b>	<b>(758)</b>	<b>(726)</b>	<b>(23)</b>	<b>9</b>
Pension Lump Sum	1,156	1,156	1,156	0	0
<b>Pension Lump Sum</b>	<b>1,156</b>	<b>1,156</b>	<b>1,156</b>	<b>0</b>	<b>0</b>
Building Maintenance	118	71	71	0	0
Head of Property Services	74	74	74	0	0
Property Services	398	398	389	0	(9)
<b>Property Services</b>	<b>590</b>	<b>543</b>	<b>534</b>	<b>0</b>	<b>(9)</b>
Chief Executive	171	171	172	0	2
Director of Communities	117	117	118	0	1
Director of Place	124	124	124	0	0
Director of Resources	121	121	126	0	5
Director of Transformation	58	60	62	0	2
<b>Senior Leadership Team</b>	<b>591</b>	<b>593</b>	<b>602</b>	<b>0</b>	<b>9</b>
Youth Councils	3	3	4	0	0
<b>Youth Councils</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>
<b>Strategy and Resources TOTAL</b>	<b>8,807</b>	<b>8,598</b>	<b>8,483</b>	<b>(22)</b>	<b>(138)</b>

## Housing Revenue Account

	Para Refs	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2022/23 Forecast Outturn (£'000)	2022/23 Reserve Transfers (£'000)	2022/23 Outturn Variance (£'000)
<b>Housing Committee</b>						
Dwelling rents and service charges		(23,615)	(23,615)	(23,604)	0	10
Other charges and income		(644)	(644)	(687)	0	(43)
Provision for bad debt		200	200	200	0	0
<b>Total Income</b>	<b>5.5</b>	<b>(24,058)</b>	<b>(24,058)</b>	<b>(24,091)</b>	<b>0</b>	<b>(33)</b>
Supervision and management	5.6	4,538	4,538	4,334	0	(204)
Repairs and maintenance	5.7	5,294	5,294	5,826	0	532
Independent Living service	5.8	692	692	871	0	179
Other expenditure	5.9	575	575	626	0	51
Independent Living Modernisation	5.10	452	452	487	0	35
<b>Total Expenditure</b>		<b>11,551</b>	<b>11,551</b>	<b>12,143</b>	<b>0</b>	<b>592</b>
Support Service Charges from the GF		2,408	2,408	2,408	0	0
Interest payable/receivable		3,359	3,359	3,359	0	0
Provision for repaying debt		1,012	1,012	1,012	0	0
Revenue funding of capital programme (Depn & RCCO)		7,894	7,240	7,240	0	0
<b>Total Other Costs and Income</b>		<b>14,673</b>	<b>14,019</b>	<b>14,019</b>	<b>0</b>	<b>0</b>
<b>Total Net Expenditure</b>		<b>2,166</b>	<b>1,512</b>	<b>2,071</b>	<b>0</b>	<b>559</b>
Transfers to/(from) HRA earmarked reserves		(1,158)	(90)	(90)	0	0
Transfers to/(from) HRA general reserves		(1,008)	(1,422)	(1,422)	0	0
<b>Total Housing Revenue Account</b>		<b>0</b>	<b>0</b>	<b>559</b>	<b>0</b>	<b>559</b>

**STROUD DISTRICT COUNCIL**  
**STRATEGY AND RESOURCES COMMITTEE**  
**THURSDAY, 2 FEBRUARY 2023**

<b>Report Title</b>	<b>General Fund Budget 2023/24, 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 2023/24.
<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-D</li> <li>b. To increase the council tax by 2.99% to £229.17 at Band D, an increase of less than 13p 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 E</li> <li>e. to approve the planned changes to the reserves as set out in Section 4 of the report and Appendix F</li> <li>f. to approve the fees and charges policy and list of Council fees and charges as set out in Appendices G and H</li> </ul>
<b>Consultation and Feedback</b>	<ul style="list-style-type: none"> <li>• Annual consultation with residents and businesses</li> <li>• Budget Holders on budgets and savings</li> <li>• Committees and Council on Council Plan</li> </ul>
<b>Report Author</b>	Andrew Cummings, Strategic Director of Resources Tel:      Email: andrew.cummings@stroud.gov.uk
<b>Options</b>	The Committee may choose to make alternative budget recommendations to Council
<b>Background Papers</b>	<ul style="list-style-type: none"> <li>• DLUHC Provisional Finance Settlement;</li> <li>• Service Committee Revenue Estimates</li> </ul>
<b>Appendices</b>	A – Medium Term Financial Plan B – Changes in Budget C – Budget Summary D – Committee Budgets E – Capital Programme F – Earmarked Reserves G – Fees and Charges Policy H – Fees and Charges 2023/24

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

**1. INTRODUCTION / BACKGROUND**

- 1.1** Council approved the budget for 2022/23 and the Medium Term Financial Plan (MTFP) at its meeting on Feb 17<sup>th</sup> 2022. An update to the MTFP was then agreed by Strategy and Resources Committee on September 29<sup>th</sup> 2022. This MTFP update agreed the framework for the budget setting process, in advance of the detailed budget work being undertaken by officers across the authority.
- 1.2** The following report sets out the details of the Authority’s Medium-Term Financial Plan (MTFP) for the period 2022/23 – 2026/27. 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
  - Adjustments to Revenue Budget
  - The Medium-Term Financial Position and planned use of reserves
  - Capital Programme
  - Statement of Chief Financial Officer
- 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 key 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 sets out a summary of the total revenue expenditure budget for 2023/24.
- 1.8** Appendix D shows the revenue estimates for each committee, with those for Strategy and Resources Committee being shown in detail. The detail behind the other Committee expenditure budgets is included within the service estimates report taken to each Service Committee. Committee budgets in this Appendix include those items listed as Corporate or Council Plan items in Appendix C.

- 1.9 Appendix E shows the planned capital programme for the General Fund and the sources of financing which are estimated in the medium term.
- 1.10 Appendix F shows the impact of the Medium-Term Financial Plan on the earmarked reserves within the General Fund.
- 1.11 Appendix G 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 H.

## 2. ESTIMATES OF MAJOR FUNDING

- 2.1 The provisional local government financial settlement for 2023/24 was announced on December 19th, 2022. That followed a local government finance policy paper from earlier in December. Although a two-year settlement was originally anticipated, as reported to Strategy and Resource in September, the settlement eventually covered only a one-year period. However, the policy paper did set out some of the government's longer term thinking on local government finance. Therefore, although the Council remains in the position whereby estimates can only be made with certainty for the upcoming year, it is possible to gain some insight about plans for future years. The key announcements from those two documents are as follows;
  - A confirmation of a 3% Band D increase referendum limit for Council Tax for Shire District authorities for both 2023/24 and 2024/25
  - Councils will be funded for the freezing of the business rates multiplier paid by businesses, although this moves to CPI (10.1%) from RPI (12.6%)
  - "Negative RSG" – representing the fourth year of cuts from a previous four-year settlement, continues to be funded by Central Government
  - An additional year of New Homes Bonus grant has been awarded
  - The introduction of a new grant to guarantee a 3% increase in core spending power
  - Two existing separate grants are rolled into the Revenue Support Grant (RSG)
  - A commitment to review the position of District Authorities in the round including the impact of changes to New Homes Bonus
- 2.2 The Settlement is still provisional at the time of writing. However, no significant changes are expected from the final settlement when it is released. Any material change to funding numbers in the MTFP would be updated at that point if required.
- 2.3 The impact of the settlement is explained in the paragraphs below and shown in the MTFP at Appendix A.
- 2.4 Although it is not expected in the next two years, there is still anticipated to be a review in the formulas for funding local government, previously known as the fair funding review. This is likely to lead to a movement in funding away from District Councils, including a "reset" of business rates growth. There are still no new details available on how such proposals will operate but consultation with the sector can be expected.
- 2.5 The fair funding review and reset of business rates growth is therefore anticipated to result in a significant reduction of funding from the 2025/26 year onwards. The Council's external funding advisors estimate that transitional funding will be available for those Councils who see falls in funding through the process. They have estimated that Stroud

will receive £1.1 million in that first year and this is included within the MTFP in the other grants line.

## **Council Tax**

- 2.6** The provisional settlement included a referendum limit for District Councils to increase their Band D Council Tax by the higher of 3% or £5 for the 2023/24 year. This contrasts with upper tier authorities who are permitted increases of 5%. Police Forces have been permitted increases of £15 for a Band D Property.
- 2.7** A 3% rise will also be permitted for 2024/25 and the MTFP has been calculated on that basis. After that year the assumptions on Council Tax return to a £5 Band D annual increase.
- 2.8** The Medium-Term Financial Plan recommends an increase of 3% which represents an increase of £6.65 for a Stroud District Council Band D Property. Strategy and Resources Committee will be considering, alongside the budget papers, a continuation of the Local Council Tax Support Scheme. This scheme will still provide 100% support for those who meet the criteria of the scheme.
- 2.9** Actual tax base growth for 2023/24 has been confirmed as only 0.65%. This is a change from the previous year which had a high level of growth at 1.9%, and the historic average of 1.5%. This lower tax base increase is reflective of anticipated lower level of housing completions in the upcoming year and an increase in the level of Council Tax Discounts claimed, particularly single person discount. A growth of 0.65% is an increase of 301 Band D equivalents raising £68k per year.
- 2.10** Previously, the Council Tax base has been calculated using a collection rate of 99%, reflecting historic high performance in Stroud in the collection of Council Tax. The current level of collection post Covid is currently around 98.5%. This still represents a higher level of collection than local peers but requires an adjustment to the Council Tax base.
- 2.11** The Council Tax Base has therefore been recalculated using 98.5% collection. This collection adjustment reduces the Tax Base by 236 Band Properties and the estimated level of tax collected by £53k per year. This will be kept under review and revised for future years tax setting if necessary.
- 2.12** After these adjustments the new Council Tax base is 46,505.95 (46,441.54 in 2022/23). This is therefore an increase of just 0.14%.
- 2.13** At the new Council Tax Base a 1% increase in Council Tax raises approximately £103k per year towards Council Services.
- 2.14** The full change in estimated Council Tax collected is shown at Table 1 below.



**Table 1 – Change in Estimated Council Tax Income**

	<b>£'000</b>
Increase in Tax Base	68
Adjustment to Collection Rate	(53)
Council Tax 3% Increase	309
<b>Total Council Tax Change</b>	<b>324</b>

- 2.15** The Council is carrying a deficit in its Collection Fund related to lost income from Council Tax in 2020/21. This was 75% funded by Central Government. At the end of the 2020/21 year an earmarked reserve was set up to cover this deficit over a three-year period. The MTFP at Appendix A shows the latest Council Tax deficit and the use of the reserve to fund it.
- 2.16** At this meeting Strategy and Resources Committee will be considering whether to give notice of the Council's intention to introduce a Council Tax Premium on Second Homes. The MTFP has currently been prepared on the basis that there will be such a premium from 2024/25 onwards. The budget papers will be adjusted for the Council meeting if agreement is not reached on the premium.

### **Business Rates**

- 2.17** The settlement and policy paper between them have confirmed expectations that business rate growth, so important to the financial position of the Council, is not being reset and reclaimed in either 2023/24 or 2024/25. Business rates growth since the retention system was introduced in 2013 is the major component of rates income for the Council. The rates baseline within the retention system currently stands at £2.5 million which would be the amount included within the budget if there had been no growth in rates collected. However, the retained growth has actually allowed £5.3 million to be included within the MTFP.
- 2.18** The 2023/24 year is one in which all businesses nationally have their rates bill recalculated as a result of the Valuation Office Agency reassessing their rateable value. This is a process over which the Council has no influence. At a national level it is designed to be fiscally neutral, i.e. not raising or reducing businesses rates income, but for individual businesses there can be changes. Overall across Stroud District the rateable value of businesses has increased by 21.9% meaning that many businesses will see increases. This does not bring additional income to the Council as the tariff, an amount of rates payable by the Council to Central government, has increased by £2.2 million to ensure the Council doesn't gain at a local level.
- 2.19** The revaluation system will include a process known as "transitional relief". This means that businesses who see increases in bills will have that increase phased over time. Similarly, any reductions will also be phased. Where this phasing leads to a reduction in

income for the District Council this will be compensated by Central Government in the form of a grant so the transitional process will be revenue neutral for the authority.

- 2.20** Part of the revaluation system is that the “multiplier”, the rate at which a business’ rateable value is converted into an actual rates bill, is adjusted nationally to reflect the overall shift in property values. The multiplier is currently 49.9p for every £1 of rateable value. Without government intervention the multiplier would have fallen to 45.5p and then risen by the rate of CPI inflation. Central Government have announced that instead the rate will remain flat which effectively represents the revaluation adjustment and then an inflation adjustment to bring it back to 49.9p.
- 2.21** In terms of the income received by the District Council there will be a grant paid by Central Government to compensate for the loss of income received as a result of caps being placed on the multiplier. As government has now been capping the multiplier for a number of years the value of this grant has increased and multiplier support is now expected to total £1.2m of the business rates income included within the MTFP.
- 2.22** This inflation linked increase is the major reason why anticipated business rates income increases from £4.4 million in 2022/23 to £5.3 million in 2023/24. There have also been new businesses opening within the District and collection rates have been improving since falling during the Covid pandemic.
- 2.23** As has been reported in previous years and earlier in this report, the Business Rates retention system is the main lever through which the government can redistribute funding nationally. This is, therefore, likely to be the method through which not only growth is reset, but the results of the fair funding review are implicated. Business Rates forecasts from 2025/26 onwards are an estimate based on modelled potential impacts of the review. When more clarity about future years is available it will be reported to members.
- 2.24** The delayed reset of business rates growth means that the Gloucestershire Business Rates Pool will continue to operate in 2023/24. In line with the approach used in previous years, no pool income is included in the base budget as the level of funding available cannot be confirmed until the outturn position at the end of the financial year. As in previous years the amount received, and the allocation of the funding, will be considered by Strategy and Resources Committee as part of the outturn report process.
- 2.25** As with Council Tax, Business Rates had a Collection Fund deficit at year end 2021/22. This was created by the significant Business Rates holidays awarded by central government since the start of the Covid pandemic. Central Government funding was received to cover this cost and Appendix A shows both the Collection Fund deficit and the reserve funding being used to offset. The exact level of business rates deficit will be known at the end of January 2023. If any changes to the MTFP are required these will be made for the Council report on February 16<sup>th</sup>.

## **New Homes Bonus**

- 2.26** In the current financial year two separate allocations of New Homes Bonus (NHB) are being received. The first is the final year of so-called legacy funding. This represents £218k of funding in 2022/23. The second is a one-off payment relating to the housing growth between 2020 and 2021 representing £1.213million. This gives a total allocation

for the year, including the legacy payment, of £1.431 million. Both of these allocations cease in the 2022/23 year.

- 2.27** The provisional settlement also confirmed that there will be one further year of growth awarded at a level of £893k which is now included within the MTFP for 2023/24..
- 2.28** As part of the Central Government Policy Paper on local government funding issued in early December 2022 it was announced that a decision on the future of New Homes Bonus for 2024/25 will be made before settlement 2023 in order to help local authorities plan. At this stage no allocation of New Homes Bonus is included for that year.

### **Other non-ringfenced grants**

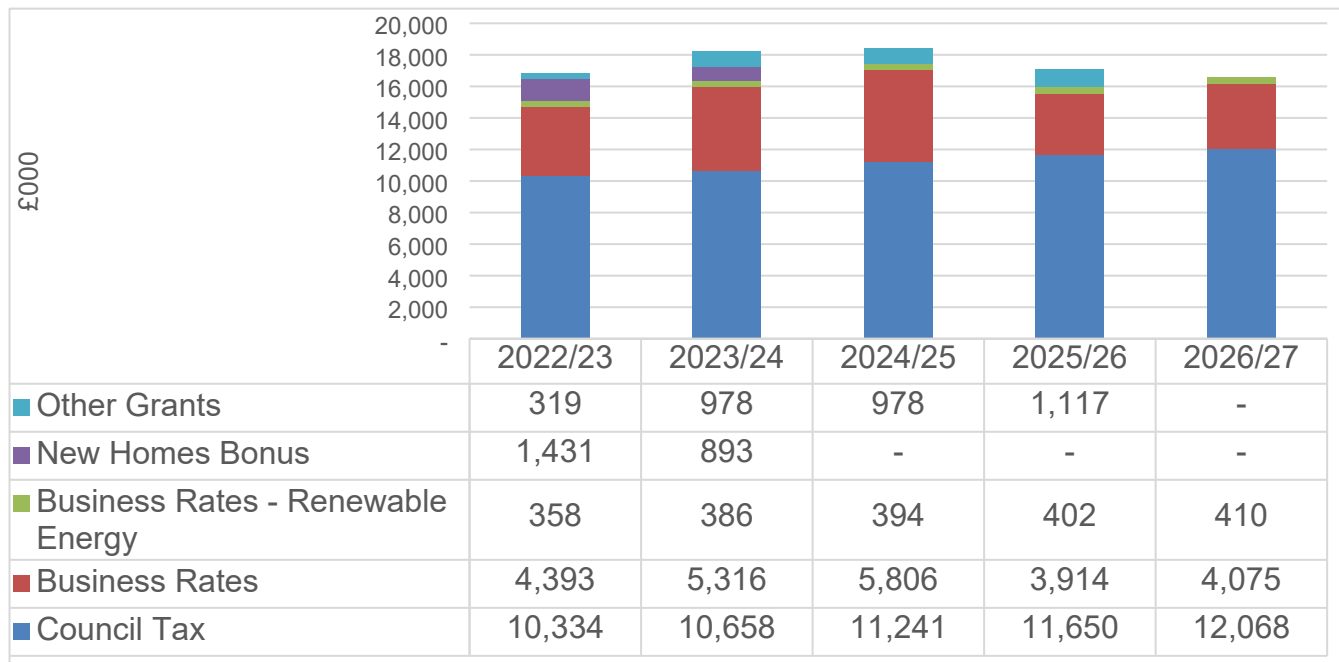
- 2.29** One technical element of the settlement is to roll two previously separate grants into the overall settlement position. These are the grant for the administration of local Council tax support and a grant to cover the reduction in Council Tax income through family annexes. These have been rolled together and mean Stroud now receives an element of Revenue Support Grant again, for the first time since 2017/18, at £159k. The loss of the separate Council Tax support grant of £98k is shown at Appendix B. The family annex grant was previously included in the other grant line anyway so this change has no MTFP impact.
- 2.30** The element of “Negative RSG” which Stroud is expected to pay in the local government funding formula continues to be funded by Central Government.
- 2.31** In 2022/23 we received a “lower tier services grant” from central government to reflect the particular cost pressures of providing lower tier services. The allocation was £111k. This grant was first awarded for one year only in 2021/22 and was then extended for a further year. The provisional settlement has confirmed that this grant has now ceased and no income is expected in 2023/24.
- 2.32** In the current year there was further grant funding available in the form of the 2022/23 Services Grant. This grant has been worth £170k to SDC.
- 2.33** The provisional settlement has confirmed that the Services grant will continue for one more year but allocations will be reduced, in part to reflect the reversal of the rise in National Insurance. This change reduces the allocation to SDC from £170k in 2022/23 to £96k in 2023/24.
- 2.34** Most significantly a new grant has been introduced, funded nationally from the reductions in New Homes Bonus and Services grant, to guarantee that every authority has at least a 3% increase in core spending power. Core Spending Power is the measure by which Central Government considers local authority income levels, excluding business rates growth. The new grant is designed to ensure that we have at least a 3% increase in CSP before any decisions about Council Tax levels are made and £724k has been awarded to SDC.
- 2.35** The funding included within Other Grants is shown in the following table

**Table 2 – Make Up of Other Grants**

	2022/23	2023/24	2024/25	2025/26	2026/27
	£'000	£'000	£'000	£'000	£'000
Family Annex Grant	38	0	0	0	0
Lower Tier Services Grant	111	0	0	0	0
Services Grant	170	95	95	0	0
Revenue Support Grant	0	159	159	0	0
Funding Guarantee Grant	0	724	724	0	0
Fair Funding Transition	0	0	0	1,117	0
<b>Total Other Grants</b>	<b>319</b>	<b>978</b>	<b>978</b>	<b>1,117</b>	<b>0</b>

2.36 The sources of funding included within the MTFP are summarised in the table below.

**Table 3 – Assumed Funding in the MTFP**



### 3. ADJUSTMENTS TO REVENUE BUDGET IN FUTURE YEARS

3.1 The following section sets out the most significant changes which have been made in the 2023/24 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 changes which have an impact over the life of the MTFP and these are included as annual adjustments. In the national economy inflation is currently a significant issue (CPI is 10.5% at the time of writing).
- 3.3** The 2022/23 local government pay award negotiations at a sum of £1,925 per annum on all scale points. This has added £449k on top of budgeted sums for the 2022/23 year which has been funded from reserves allocated in the 2021/22 outturn report. That award however creates a pressure for all years going forward and is therefore included in the MTFP.
- 3.4** Negotiations for the 2023/24 pay award will begin in the coming months and the MTFP allows for an award of 5% on top of current pay levels, creating an additional pressure of £640k for that year. The Council has no direct influence on the eventual level of pay award as this is linked to national negotiations, but it is hoped that this level of budgeted increase will provide sufficient funding for any sums eventually agreed.
- 3.5** A number of supplier contracts have increased in price and a budget allowance of £1.71 million is included for 2022/23 year, including energy contracts.
- 3.6** The largest single increase is for the Ubico contract. The agreed contract sum for next year of £7,799,080 includes considerable adjustments for the impacts of inflation upon services. The table below summarises the changes in the contract.

**Table 4 – Changes in the Ubico Contract**

	<b>£000</b>
<b>Opening Budget</b>	<b>6,921</b>
Diesel	169
Pay Inflation	490
Other employment costs	22
General Vehicle Costs	(15)
Asset Charge	99
Premises & Insurance	57
PPE	14
Corporate Support	42
<b>2022/23 Budget</b>	<b>7,799</b>

- 3.7** The largest Ubico increases are in relation to the level of pay award being above budgeted increases and the price of diesel at the pumps having been considerably higher than when budget sums were agreed in late December 2021. Reserves have been used to offset the impact of these increases in the 2022/23 year but from 2023/24 onwards they need to be added into the budgeted sums as seen in the table above.
- 3.8** The Council's contracts for Utilities were renewed on a temporary basis part way through the current financial year. From 1<sup>st</sup> April 2023 most energy supplies move to the

Council's new buying framework through West Mercia Energy, a public purchasing organisation. By the end of the 2023/24 year all supplies will be through this arrangement.

- 3.9** The increase in energy prices over the last 12 months means that the contract inflation figures at Appendix A include energy price inflation of £684k. The Energy Bills Discount Scheme has recently been announced but this is not expected to reduce energy bills for the Council as rates within our supplies are below the level which will attract government support. Energy bills will be a key element of budget monitoring in 2023/24.
- 3.10** The Council has recently received the draft results of the revaluation of the pension fund. The results conclude that the contributions to the Pension Fund are effectively frozen over the next three years as a result of the fund valuation moving from having 99% of the money need to pay future pensions, to 107%, over the last three years. The existing rate of contribution is a fixed sum of £1,562,000 per annum with a variable rate of 19.7% of employee pay. The new revised levels of contribution are £1,531,000 per annum and 20% of employee pay. These contribution levels are included within budgeted sums for both the General Fund and the Housing Revenue Account.
- 3.11** As we enter the next three-year cycle of funding the Pension Scheme there is an opportunity to prepay the three years of fixed sum contribution at the start of that period. This then gives an overall discount by allowing the pension scheme to generate additional returns. The saving created by this payment is £272k as the payment required on 1<sup>st</sup> April 2023 is £4,321,000 (£272k less than three years at £1,531,000). There will also be a corresponding reduction in the investment income the Council may have earned on this money. The exact timing of this saving over the three years will be dependent on discussions with the external auditors on the accounting treatment.
- 3.12** The budget process has again included a review of fees and charges across the organisation and the compiling of a comprehensive document including all of the Council's charges. This is included at Appendix H. As per the update to the Medium Term Financial Plan considered by Strategy and Resources Committee in September, inflationary linked fees and charges have been limited to increases of 5% on average. This brings an estimated increase in income of £165k. However, as set out in this report costs are rising significantly with inflation and therefore this represents a subsidy from general council budgets to keeping fee increases down.
- 3.13** The level of car parking income is difficult to forecast in the post Covid economy. Tariff changes have been designed to freeze all charges in the Council's flexible stay car parks whilst adjusting changes in the short stay car parks to bring in some additional income to meet the inflationary cost of running the car parks. Estimates suggests the tariff increases may bring in £41k of additional income. As discussed later in paragraph 3.26 the additional costs of business rates alone in chargeable car parks is £70k p.a.
- 3.14** The tariff changes mean that parking charges for 2023/24 will be frozen at 2022/23 levels in 86% of the Council's chargeable parking spaces.
- 3.15** The fees and charges policy document, setting out in full the Council's process for setting fees and charges, along with the governance process, is included at Appendix G. An additional clause this year is the ability for Council to bring in catch up increases if fees and charges have been held below inflation for a number of years.

- 3.16** The Bank of England base rate has increased rapidly over the past 12 months and currently stands at 3.5%. This has allowed the Council to benefit from higher rates earned on its investment balances. A saving of £751k has been included in the budget for 2023/24 to capture this increased income.
- 3.17** Borrowing Costs are anticipated to increase across the life of the Medium-Term Financial Plan. This is a result of the capital programme investment in a number of areas, most significantly the Canal and Brimscombe Port and the increase in the rates at which borrowing must be taken out. Over the life of the MTFP these increased costs use most of the saving generated by the higher rates as capital investment increases. The Council's Treasury Management Strategy has a policy of maximising internal cash resources before taking on any new external borrowing and will be considered by Council alongside this budget.
- 3.18** The wider economic situation in the current financial year has seen fluctuations in the capital value of the Council's investment funds and this can be expected to continue. Central Government has recently announced its intention to extend the statutory override which prevents changes in fund value from having an impact on Council bottom line budgets. This override will now run until March 31<sup>st</sup> 2025.

### **Additional Budget Allocations – Pressure on Existing Services**

- 3.19** The budget setting process has reviewed not only the general inflationary pressures but also those specific service areas which require budgetary adjustments as a result of increased prices or falling income. The detail of these areas is set out in Appendix B and the paragraphs below.
- 3.20** Where the cost of supported housing (eg for homelessness or a long term disability placement) is over and above the amount allowable for rent under housing benefit, only 60% of the extra is refunded by government in housing benefit subsidy. This means that the council must pick up 40% of the cost of placements over the allowable rent. There is a pressure shown in budget monitoring, where the cost is higher than our budget.
- 3.21** It is likely that this will continue to rise next year as the cost of housing placements increases, but the Local Housing Allowance (LHA) is frozen and so the gap between the Housing Benefit paid out and the subsidy payments received is likely to grow. A budgetary allowance of £250k p.a. is therefore included.
- 3.22** During 2022/23 there have been increases in the level of the Members' Allowance as a result of the independent review of remuneration and as a result of changes in political structure. These have been reported to Council during the year. The net effect of all of the changes is to increase the budget for Members' allowances by £29k for the 2023/24 and ongoing financial years.
- 3.23** As has been reflected in budget monitoring throughout the year it is likely that the level of car parking income will be affected by the Covid pandemic for at least the Medium Term. An income adjustment of £142k per annum has therefore been included for every year of the MTFP, which creates a pressure on the General Fund. This is separate from any adjustment around tariff changes.

- 3.24** A further adjustment has also been made to reflect the fact that income from planning applications is also reduced at the present time. A temporary reduction of £100k per annum for two years has been made within the MTFP.
- 3.25** With these two specific adjustments to income made, there is no longer a requirement for a general contingency against the impacts of the Covid pandemic upon income targets. This contingency is therefore removed from 2023/24 onwards.
- 3.26** The Council is required to have its annual Statement of Accounts approved by a suitably qualified firm of external auditors. SDC is signed up to have its auditors appointed by Public Sector Audit Appointments (PSAA). We have recently been advised by PSAA that Bishop Fleming have been appointed as external auditors for the 2023/24 year onwards. In recognition of the demands facing the local authority audit sector all Councils have been told to budget for a 150% increase in costs. For SDC this amounts to an increase of £56k per year and this is included at Appendix B.
- 3.27** As referred to in the Business Rates section of this report all properties have been revalued by the Valuation Office Agency for 2023 onwards. For SDC this resulted in an additional £86k p.a. in the annual business rates bill. The most significant element of this is a £66k increase in the rates payable on our car parks (£70k increase on chargeable car parks, £4k decrease on non-chargeable). This £86k increase will likely be phased over the next four years in line with the transitional relief scheme and the MTFP includes an estimated on the timing of that phasing.
- 3.28** Budget monitoring has identified a consistent overspend on the budget for the provision of bins, boxes and other recycling receptacles. This is as a result of increased demand due to the number of new properties and age of existing receptacles. In order to prevent budget overspends in future years the budget is to be increased by £92k and the 2023/24 budget monitoring process will carefully consider expenditure against that new budget level.
- 3.29** The contract for the operation of Stratford Park Leisure Centre includes a clause allowing for increased costs of utilities to be shared equally between the operator, SLM, and the District Council. The exact level of cost to be shared is determined after a benchmarking exercise which is still to be carried out. However, it is clear that current utilities prices are higher than any benchmarks established when the contract was set up. An allowance of £100k has therefore been made for 2023/24 and £50k for 2024/25. If the Community Services and Licensing Committee decides to recommend a move to a Local Authority Trading Company (LATC) upon the expiry of the SLM contract in November 2024 then the LATC will likely become responsible for energy costs. These would then be passed back to the Council through the management fee.
- 3.30** A budget pressure of £290k has been included for the purchase of new laptops for Council staff. A decision was made to move to laptop provision just before the pandemic in early 2020 and so most machines are reaching the end of their estimated three-year life and replacements are anticipated in the upcoming year. This will be funded from the capital reserve as with previous IT infrastructure programmes. After this replacement a smaller annual budget provision will be included to allow for rolling replacements and the build up of a fund for laptop replacement when required. To this effect a saving of £173k



(from the cost of £290k) is included for 2024/25 giving an annual allowance of £117k for replacements.

- 3.31** There have been small staffing changes across the authority reflecting adjustments to posts and grading. These have a cumulative impact of £83k and are included at Appendix B.

### **Additional Budget Allocations – Council Plan Priorities**

- 3.32** The budget approved in February 2022 included a number of new additions in relation to the Council Plan, many of them of a fixed term nature. In spite of the significant economic shock created by high inflation all of those additions have been protected and in some cases they have been added to or extended. Details of those adjustments are included within this section of the report.
- 3.33** The 2022/23 budget included a number of one off investments to support the Council Plan which have either been spent or added to reserves for expenditure in future years. This means that those sums then drop out of the base budget for 2024/25 which is shown as a saving of £1.3 million in Appendix B.
- 3.34** Members of environment committee proposed an amendment to the capital budget at their meeting for an additional £250k of investment in walking and cycling to support the walking and cycling task group. It is for Strategy and Resources Committee and then Council to decide if this extra investment is to be included within the budget but sums of £250k are included in the capital programme for 2023/24 and 2024/25 as part of this budget. The scheme can be funded from the capital reserve. This spending supports Council Plan priorities EC4 (Mobility/Transport) and CW3 (Community Engagement) and CW5.4 (Accessibility of Public Spaces).
- 3.35** The District Council has recognised the work of Climate Leadership Gloucestershire (CLG) in supporting work on the Climate Emergency. Leadership Gloucester has recently considered a proposal for increasing the staffing resource of CLG and creating an action fund of £200k to commit to these projects. The County Council is the largest funder of this work along with NHS partners. Districts and the Police have each been asked to contribute £32k over the next two years. This work supports a number of elements of the Council Plan and 2030 Strategy.
- 3.36** As part of the 2021/22 outturn process Strategy and Resources allocated a sum of £20k towards the Council's work in the areas of equality and wellbeing. This funds a number of different projects demonstrating our commitment to Community Resilience and Wellbeing as one of our three overarching objectives in the Council Plan. This budget includes provision to make this an annual recurring sum.
- 3.37** Since its original inception with a £60k budget allocation in 2019 the 2030 Strategy Team has been key to the Council's commitment to tackling the climate and ecological emergency. The existing MTFP included funding for two posts supporting work within the community which was due to expire in March 2023. An additional allocation of £190k is included within this budget to cover these posts for a further two years. This supports a number of elements of the Council Plan, most particularly EC1 – Tackling the Climate and Ecological Emergency.

- 3.38** A similar allocation is made in relation to the team involved in regeneration across the district. Over the last two years the Council has seen considerable increased activity related to regeneration and has had a number of notable successes including the submission of the Levelling Up Fund bid, the procurement exercise for a development at Brimscombe Port and the acquisition of the Bath Place site from Newland Homes. In order to support this work, funding of £106k p.a. for each of the next two years, representing £212k in total, is included to extend the specialist staff posts to deliver the work. Regeneration is ER2 within the Council Plan.
- 3.39** Community Services and Licensing Committee have recently approved for public consultation plans for refurbishment of a number of Council owned play areas within the District. As part of this budget it is proposed to make an additional investment of a further £150k. The highest priority scheme considered by the Committee but not covered by the existing funding is the one within Stratford Park. This £150k will be used on refurbishing that play area. Officers will now consider how this can be used for greatest benefit and plans will again be subject to public consultation.
- 3.40** The Capital Programme, discussed later in this report, includes a sum relating to Council match funding for a project to power both leisure centres, and the Museum in the Park, with renewable energy systems. This scheme impacts the revenue budget in two specific ways which are included in this financial plan. Firstly, there is an annual £70k MRP impact of the £700k borrowing to fund the scheme and secondly, project management costs which are estimated at £64k in 2023/24 only. This supports EC1.5 in the Council Plan, progressing additional projects for carbon reduction.
- 3.41** Central Government has announced a Local Authority Housing Fund, which would provide grant funding towards providing additional housing for households from Ukraine or Afghanistan at risk of homelessness. By purchasing additional properties these families can be supported without impacting on the affordable housing supply for other current and future tenants. Although the 15 properties will be purchased in the HRA (with a combination of government grant, HRA capital receipts and HRA borrowing) there will be costs associated with finding and purchasing the properties. As the housing of families at risk of homelessness is a general fund function, a budget of £65k has been allowed in the budget for support.
- 3.42** A budget of £5k has also been included for the support of voluntary sector organisations supporting refugees within the District. Taking these two allocations together gives a total additional allowance for work to support refugees of £70k in the 2023/24 budget. These two pieces of work to support refugees support objectives CW1 and CW3 of the Council Plan.
- 3.43** The Council is committed to increasing housing standards in the private housing sector. As part of this work an opportunity has been identified to create a role to work on issues around damp and mould in private accommodation. The majority of this role can be funded from existing resources which have been reallocated but an additional allocation of £14k has been included within the budget to make this a full time, permanent, position.
- 3.44** The Council has recently learned that its bid for the Levelling Up Fund has not been successful. Regeneration across the District remains a key Council Plan priority (ER2)

and therefore the funding in place for regeneration officers and funding feasibility studies e.t.c remains in this budget. Our delivery partners (Stroud Town Council, Gloucestershire County Council, Dransfeld Developments and Stroud Valleys Artspace) remain as committed and determined as we are to find alternative ways of delivering these much-needed projects, and we will continue to work with them to this end.

- 3.45** The Kingshill House Trust have contacted the Council asking for additional cash support to help the Trust with cash flow pressures over the winter period. This is being included with the budget as the trust is the tenant of a significant Council asset. This budget includes an allocation of £10k in the current financial year to be funded from reserves and £10k in 2023/24 to be funded from the general revenue budget. This is in addition to the general revenue grant which is now proposed to be held at 10k for 2023/24. Previously the MTFP had assumed a reduction to £5k. The overall additional funding being allocated to the Trust is therefore £25k in this year and next. Funds will be released when the Section 151 Officer is satisfied they are required, in consultation with the Chair of Strategy and Resources Committee.

### **Savings for the 2022/23 Year**

- 3.46** The budgeting process considers not only those areas where more resource is required but also those services where savings can be made or more income generated. This has inevitably been a challenging process in this time of significantly increasing costs. However, a number of these have been identified for the upcoming years and these are also shown in Appendix B.
- 3.47** In putting together the budget for 2023/24 the finance team have worked with colleagues across the Council to identify areas where efficiencies can be made to existing budgets to find savings without impacting levels of operational service. This has resulted in the cumulative removal of £178k of underutilised budgets from across service areas. Although this is not expected to affect services it inevitably leaves the Council less well prepared for financial shocks and the impact of these changes will be considered carefully in the budget monitoring process.
- 3.48** There is a saving of £243k from an increase in the support service income received in the General Fund from the HRA. The HRA pays a proportion of all Council support services to reflect that these services are provided to support the Council's landlord function. With the inflation linked rise in the cost of providing many support services, there is inevitably an offsetting saving with some of those costs passing to the HRA. The support charges are subject to review by the Accountancy Manager to ensure they remain reasonable.
- 3.49** Income related to waste and recycling continues to be higher than estimated levels. As a result, the expected income in the budget for 2023/24 has been increased by a further £189k on top of the extra £106k added for 2022/23. This relates to both the sale of recyclable material and recycling credits. There is still considerable uncertainty in the market, particularly in relation to anticipated changes to income streams from recycling, and therefore at this stage the MTFP anticipates a reduction in income to previous levels from 2024/25 onwards. This will of course be reviewed as part of the next budget setting process.

- 3.50** The legislation around the Community Infrastructure Levy allows charging authorities to use a portion of income received towards the cost of administering the scheme. An allowance has therefore been made for an estimated £50k of income towards staffing costs.
- 3.51** The fit for the future modernisation programme continues to target the delivery of savings through operational efficiencies and process re-engineering. The savings targets in the MTFP for the programme remain as previously agreed by Council.

#### **4. MEDIUM TERM FINANCIAL PLAN AND THE USE OF RESERVES**

- 4.1** The budget proposed within this report and appendices is in line with the Council's legal requirement to set a balanced budget.
- 4.2** This budget continues the policy of balancing the Council's bottom line through the General Fund equalisation reserve, designed to give the time to make savings decisions without the need for rushed decisions. This reserve is currently expected to reduce by £310k in the current financial year due to the forecast overspend being considered by this committee before being added to by 489k over the next two years. This increase is to mitigate the created by the expected future the funding reductions which will come in the later years of the Medium Term Financial Plan.
- 4.3** 2023/24 will be the final year in which the Collection Fund smoothing reserve will be operated. This was created as a technical accounting adjustment to smooth the impact of Covid related taxation losses over a three year period. The reserve is drawn down to meet those losses and the balance will be zero at the end of the 2023/24 year.
- 4.4** The Business Rates – Safety Net reserve has functioned as a means through which some element of business rates growth included within the MTFP can be removed from the core budget and held to mitigate the future impact of the reset of business rates growth. The repeated delay of the reset has allowed this strategy to continue for longer than anticipated, and there has been a corresponding increase in the reserve balance. The reserve is now at a balance of £3.1 million with a further inward transfer of £500k allowed for in the 2022/23 year. At the point of reset, currently anticipated for 2025 this balance will be drawn down to smooth the loss of overall Council income that the rates reset will create.
- 4.5** There is an existing investment risk reserve of £311k to protect against falling fund values with the Council's pooled funds. This will be reviewed as part of year end closedown procedures.
- 4.6** The Covid-19 recovery reserve will be renamed the regeneration reserve for the 2022/23 closedown process to reflect the use of that funding.
- 4.7** The funding for post extensions in the regeneration and CN2030 teams will be allocated to the regeneration and climate change reserves respectively in the 2023/24 financial year and will then be drawn down over the life of the Medium Term Financial Plan.
- 4.8** The Council still holds a Waste and Recycling reserve for investments in that field with an unallocated balance of £260k. Officials are currently considering the practicalities and

environmental benefits of a move to HVO fuels. The Waste and Recycling reserve may be identified to meet the costs of such a change in a future report to committee

- 4.9** As in previous years the General Fund working balance remains at £2.169 million throughout the life of the MTFP. This now represents approximately 12% of the annual revenue budget which is a sufficient sum.
- 4.10** The “Brexit Reserve” relates to grant funding previously received to support the direct cost impacts of the Brexit process. As the withdrawal process is now complete the funding will now be allocated to support work within the area of economic development.
- 4.11** The overall approach to reserves has been simplified by categorising reserves into those which protect against future funding reform, those which are allocated to Council projects and those which are mitigation against specific risks. This updated presentation can be seen in the reserves appendix.
- 4.12** The reserves protecting against funding reform now represent a sizable proportion of Council balances. This is to be expected as reforms have now been delayed over a number of years leading to both more time to prepare and a greater level of uncertainty about expected impacts. At such time as the outcome of reviews becomes known then these balances should begin to reduce as they are used to replace lost core funding, or indeed be used to provide additional services if reductions are not as expected.
- 4.13** The Policy Statement and Provisional Settlement express a desire to consider the level of local authority reserves and ways in which their level and usage could be more transparent. All of the reserves at Stroud are subject to regular review and publication and proposals around transparency would be welcome and adhered to.
- 4.14** The table below shows the estimated balance of the equalisation reserve over the life of the MTFP.

**Table 5 – Balance of the Equalisation Reserve**

	2022/23	2023/24	2024/25	2025/26	2026/27
	£000	£000	£000	£000	£000
<b>GF equalisation reserve</b>					
Opening	6,847	6,537	7,012	7,025	5,348
Change	(310)	475	28	(1,677)	(3,022)
<b>Closing</b>	<b>6,537</b>	<b>7,012</b>	<b>7,025</b>	<b>5,348</b>	<b>2,326</b>

**5. CAPITAL PROGRAMME 2022/23– 2026/27**

- 5.1** The Medium-Term Capital Programme is covered in this section, including descriptions of any major changes to capital schemes or financing requirements. The Capital Strategy, also to be considered by Strategy and Resources Committee and Council, is a key component of the financial planning system and the capital programme is produced alongside, and in accordance with that strategy.
- 5.2** 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. The proposed Capital Programme is set out in the table below with a full list of capital schemes shown in Appendix E.

**Table 6 – Capital Programme Summary**

	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
<b>Capital Expenditure</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Community Services	237	928		-	-
Environment	3,964	8,428	5,465	6,365	1,711
Housing General Fund	6,943	345	345	345	345
Housing Revenue Account	16,389	27,710	17,950	20,099	18,090
Strategy and Resources	1,710	4,463		-	
<b>Estimated Expenditure</b>	<b>29,243</b>	<b>41,874</b>	<b>23,760</b>	<b>26,809</b>	<b>20,496</b>

- 5.3** At the time of writing Community Services and Licensing Community are due to consider a proposal for the refurbishment of the tennis courts at Stratford Park. The majority of this scheme is externally funded and the Stroud District Council element can be met from within existing budgets. However, Strategy and Resources Committee and Council must consider whether to include the scheme within the overall capital programme. It is therefore included within the figures contained in this budget report and appendices.
- 5.4** As discussed in Paragraph 3.33, Environment Committee has requested an additional budget allocation towards walking and cycling schemes. An allocation of £250k has been included for both 2023/24 and 2024/25 and is funded from the capital reserve.
- 5.5** The canal project capital budget has been updated as a result of the recent Council decision to invest additional funds within the project and allow sums to meet cost increases within the overall scheme.
- 5.6** As referenced in paragraph 3.40 the Council has made a bid for a significant grant to convert Stratford Park Leisure Centre, the Museum in the Park and the Pulse from their existing gas boiler systems, which are end of life, to renewable energy based systems. An update will be given at the Committee meeting on the progress of the grant application. The Scheme would require a £700k capital match funding contribution. Strategy and Resources Committee can consider the match funding which is included within the capital programme and full Council will then consider the full addition to the

capital programme, including any external grant, with a full report at the meeting on February 16<sup>th</sup> 2023.

- 5.7** The resources needed to fund capital expenditure over the Medium Term are shown in Appendix E.
- 5.8** Borrowing is expected to be a major source of funding for capital expenditure over this period. The currently expected borrowing totals are £11.5 million for the General Fund and £29.4 million for the HRA. The revenue costs of this borrowing are included in the respective revenue costs for both the General Fund and the HRA.
- 5.9** There is significant fleet replacement expected for the Ubico contract in the 2023/24 year and a budget of £3.6 million is allocated. This expenditure is included within the General Fund borrowing figure.
- 5.10** As with previous years, the decision as to whether the cash from borrowing will be taken from internal or external sources will be made in line with the Treasury Management Strategy. Both the General Fund and Housing Revenue Account budgets include appropriate revenue provisions for the long-term repayment of debt through the Minimum Revenue Provision and voluntary reserve transfer respectively.
- 5.11** Grants and other external funding received total £32.9 million in the Medium-Term capital programme. This funding received from external sources allows the Authority to continue to develop a large capital programme in comparison to the relative size of the revenue budget. Officers are continuing to work on a number of funding bids and where successful these can be added to the capital budget in year by way of a further Council decision.
- 5.12** The capital reserve, previously set aside as general funding for capital schemes, is budgeted to fund £2.8 million of capital work, including the recent additional allocation of £1 million towards the canal project. The estimated closing balance unallocated on the reserve is now just £201k. It is estimated that this sum is held in reserve to manage inflationary pressures on capital projects.

## **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.
- 6.2** This report primarily focuses on the General Fund and the Capital Programme. My comments in this section relating to the robustness of the estimates and adequacy of reserves should be considered to also apply to the Housing Revenue Account.
- 6.3** This budget process has been overwhelmingly one of responding to inflationary pressures within the wider economic environment and ensuring that the Council is best placed to survive. There is little doubt that the economic threats at this time are greater

than they were during the Covid pandemic when there were multiple pots of dedicated central government support.

- 6.4** The wider economic environment also creates a significant level of challenge. In particular the forecast recession is likely to impact on both the level of Council Tax and Business Rates which are collectable. This budget setting process has already seen a reduction in the estimated Council Tax collection rate and it is likely that Council Tax will be further impacted by both increases in the level of Council Tax support claimed by residents and by levels of collection arrears. This will need to be monitored closely over the coming months and budget forecasts updated as necessary.
- 6.5** In terms of business rates the average increase of 21.9% in terms of rateable value across the District may see a number of businesses challenge the level of their bills through the Valuation Office Agency. Any falls in value relating to those challenges impact on the level of income for the Council and make financial planning difficult. As with Council Tax the recession is also likely to lead to a fall in the percentage of business rates collected which must be closely monitored.
- 6.6** For the current budget the MTFP assumes a below inflationary level increase in fees and charges to protect service users during the cost of living crisis. If the high inflationary environment continues this may be a policy which needs to be reviewed at the next budget setting process. A below inflation fee increase increases the subsidy required from the General Fund to support discretionary chargeable services which may not be appropriate or desirable for all services.
- 6.7** It is pleasing to see in the Local Government Policy Statement that the position of District Councils must be considered in the round to include all aspects of our funding. Shire Districts have had the lowest average increase in Core Spending Power in the latest settlement at 5%. Although Districts do not have the demand led pressures of social care they are subject to the significant inflation led pressures of contracts and pay, and they are particularly susceptible to falls in income from fees and charges. Medium Term Financial Plans and approved budgets have been anticipating these impacts for a number of years.
- 6.8** In particular the Council Tax position of District Councils continues to be particularly challenging. As the major source of funding within local democratic control it presents a unique challenge when levels are held below inflation. District Councils have now had lower referendum limits than the County Council and the Police for a number of years, and our colleagues in Town and Parish Councils have no caps on their increases. A policy of continuing to raise Council Tax at the referendum limit helps to raise some income towards meeting inflationary costs, but by no means covers all of that increase.
- 6.9** As has been the case for a number of years the overall government review of local government finance, known previously as the fair funding review, is the key element of risk in the longer term. At the present time the District Council has a strong reserves position and has income levels which are in line with expenditure. The longer-term projections, even with the expectations of transitional funding create a situation where expenditure exceeds income and the Council's risk based reserves are needed to set a balanced budget. That is clearly only a sustainable position in the short term.
- 6.10** The considerable increase in the cost of providing Council services, combined with the expectation that a revised fair funding review will occur in two years time, creates a



fundamental challenge to the Council's financial position. If the reductions are in line with the expectations of both Council officers and our external funding advisors then significant steps to close the funding gap must be achieved from the 2025 financial year onwards. This will be the case whatever the outcome of the elections planned for 2024.

- 6.11** The largest risks within the fair funding review remain the reset of business rates growth and the re-introduction of negative RSG into the business rates formula. Members will be kept updated on the progress of reforms and the impact upon the Council.
- 6.12** On a more positive note it is important to note that even in the current challenging financial climate the Council is in a position where it can continue to operate in a sustainable fashion whilst investing new sums in services. It is only the likely reduction of future funding which places this sustainable position at risk. If the level of funding reductions end up being less significant than feared it will be a significant boost to the financial position of the authority and the services it provides. The risk based reserves currently being held would then be reassessed at point.
- 6.13** Changes to funding streams can also be expected from the implications of the extended producer responsibility (EPR) changes to recycling of materials. This is likely to bring additional income but changes to costs and income elsewhere in Council budgets. The recent policy statement from government emphasised the need to consider the financial position of Districts in the round considering both these changes and New Homes bonus. This is a welcome development but there is no additional certainty at this stage.
- 6.14** The HRA has large savings targets to bring it into a balanced position over the Medium Term. Housing Committee has had the opportunity to debate this position, and both members and officers are aware of the scale of the challenge. Failure to meet the savings targets represents a major risk to the HRA position and the ability to deliver the services that tenants expect of the Council.
- 6.15** Inflation remains the major risk to the capital programme, as has been seen with the canal project. The capital reserve is held to mitigate but the unallocated balance is only £0.2 million at the current stage.
- 6.16** It is vital that the Council continues with its policy of using both the General Fund Equalisation Reserve and the Business Rates reserve as a mitigation measure against future funding reductions. Although these have now been building for longer than anticipated, it remains the intention of central government to reform local government finance and these reserves are at the heart of the Council's financial sustainability into the long term.
- 6.17** I am satisfied that the estimates within this plan are robust. Finance officers have again been working closely with colleagues across the authority to challenge estimates and set realistic targets. The unpredictable impacts of inflation mean that variations are inevitable but the relatively low level of predicted overspend in 2022/23, in spite of rapidly increasing inflation, demonstrates that the budget monitoring process works effectively in managing the Council's finances.
- 6.18** The level of reserves included in the budget and discussed throughout this report is adequate. As discussed, there is sufficient cover in place to meet both financial challenges and provide funding for priority projects.

**6.19** Overall, this budget process has been one of fundamental challenge. The economic shocks created by inflation are severe. However, a better than expected settlement and a sustainable financial base places the Council in a good position to meet that challenge. It has also allowed the inclusion of growth items within this budget to better work towards some of the objectives in the Council Plan. The outlook after the next two years however, is far from certain. It is vital that all those involved in the leadership of the Council continue aware of the challenges and work together to meet them.

## **7. IMPLICATIONS**

### **4.1 Financial Implications**

The whole report is of a financial nature.

Andrew Cummings, Strategic Director of Resources

Tel: 01453 754115 Email: [andrew.cummings@stroud.gov.uk](mailto:andrew.cummings@stroud.gov.uk)

### **4.2 Legal Implications**

Under the Constitution Strategy and Resources Committee has responsibility for the preparation and consultation on the Council's budget. The final budget will be subject to consideration and approval by Full Council in February.

The Council must set a budget and Council Tax in accordance with provisions of the Local Government Finance Act 1992. Section 25 of the Local Government Act 2003 require that the Council, in setting its budget, must have regard to the report of its Section 151 Officer as to the robustness of the estimates made for the purposes of the calculations and the adequacy of its proposed financial reserves.

One Legal

Tel: 01684 272012 Email: [legalsevices@onelegal.org.uk](mailto:legalsevices@onelegal.org.uk)

### **4.3 Equality Implications**

An EIA is not required because 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 as no specific service changes are proposed.

The Budget as proposed includes allocations for a number of projects which aim to have beneficial environmental impacts. The most significant projects include;

- The housing retrofit programme
- Extending the funding arrangements for carbon reduction officers
- Support for both the administration and major projects of Climate Leadership Gloucestershire through providing £32k to be pooled with contributions from partners
- An additional £500k of support for walking and cycling projects across two years
- A total of £764k of support for the installation of renewable energy powered heating systems in leisure sites.

**Medium Term Financial Plan 2022/23 - 2026/27**

	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b><u>Budget</u></b>					
Opening Budget	14,815	17,121	18,249	18,564	19,460
<b><u>Recurring Changes</u></b>					
Pay Increases	273	640	636	401	413
NI Increase	109	(109)			
Additional Pay Award	449				
Fees and Charges Growth	(102)	(165)	(194)	(123)	(126)
Pensions Changes	(206)	0	0	0	0
Contract Increases	313	1,711	553	381	357
Revised Budget	15,651	19,198	19,244	19,223	20,104
Proposed Budget Adjustments	1,470	(949)	(680)	237	171
<b>Revised Budget</b>	<b>17,121</b>	<b>18,249</b>	<b>18,564</b>	<b>19,460</b>	<b>20,275</b>
<b><u>Funding</u></b>					
Council Tax	10,334	10,658	11,241	11,650	12,068
Collection Fund Deficit (Council Tax)	(85)	(40)	0	0	0
Business Rates (incl grants)	4,393	5,316	5,806	3,914	4,075
Business Rates - Renewable Energy	358	386	394	402	410
Collection Fund Deficit (Business Rates)	(711)	(48)	0	0	0
Use of Collection Fund Smoothing Reserve	796	88	0	0	0
New Homes Bonus	1,431	893	0	0	0
Other Government Grants	319	978	978	1,117	0
<b>Total Funding</b>	<b>16,835</b>	<b>18,231</b>	<b>18,419</b>	<b>17,083</b>	<b>16,553</b>
<b>Surplus / (Deficit) before Reserves Movements</b>					
	<b>(286)</b>	<b>(18)</b>	<b>(145)</b>	<b>(2,377)</b>	<b>(3,722)</b>
<b>Reserves Movements</b>					
Business Rates Reserve	500			(700)	(700)
Covid Income Contingency	500				
Waste and Recycling Reserve	(180)		(159)		
Growth and Recovery Reserve Funding	(745)	(493)			
Inflationary Pressures Reserve Funding	(370)				
<b>Estimated Surplus / (Deficit)</b>	<b>9</b>	<b>475</b>	<b>14</b>	<b>(1,677)</b>	<b>(3,022)</b>
<b><u>GF Equalisation Reserve</u></b>					
Opening	6,847	6,537	7,012	7,025	5,348
Change	9	475	14	(1,677)	(3,022)
Forecast 2022/23 Overspend	(319)				
Covid Shortfall					
Reserves Review					
<b>Closing</b>	<b>6,537</b>	<b>7,012</b>	<b>7,025</b>	<b>5,348</b>	<b>2,326</b>

This page is intentionally left blank

## MTFP Changes

Appendix B  
Appendix B

	2022/23	2023/24	2024/25	2025/26	2026/27
	£000	£000	£000	£000	£000
<b>Pressures</b>					
<b>Pressure on existing services</b>					
Ubico contract changes (including new rounds)	355		180		
Drainage Board Levy increase	4	16	7	7	7
Investment income/borrowing costs	4	(751)	397	236	124
MRP on capital spend	31	146	63	30	(5)
2021/22 Budget Items - Growth and Recovery	(460)	(141)	(20)		
2022/23 Budget Items - Council Plan	1,669	(1,310)	(218)		
Crossplan – Fit for the Future	120	57	(177)		
Previously agreed changes affecting 2022/23 only	508				
<b>2023/24 Budget Pressures</b>					
IT Capital (new laptops)		290	(173)		
Staffing		83			
Neighbourhood Plan		26			
Waste collection (bins, sacks and caddies)		92			
Car park income		142			
Members expenses		29			
External Audit Fees		56			
Stratford Park Leisure Centre - Utilities		100	(50)	(50)	
Business Rates Revaluation		21	10	10	45
Supported Housing Costs		250			
Planning income		100		(100)	
Removal of Local Council Tax Support Admin Grant		98			
<b>2023/24 Budget items - Council Plan</b>					
Extend regeneration support		106		(106)	
Climate Leadership Gloucestershire		19	(6)	(13)	
Equalities and wellbeing support - ongoing		20			
Play areas		150	(150)		
Extend 2030 support		190	(190)		
Refugee support		70	(70)		
Damp and Mould Officer		14			
Renewable Heating Project Management		64	(64)		
Kingshill House		10	(10)		
<b>Total Pressure</b>	<b>2,231</b>	<b>(53)</b>	<b>(471)</b>	<b>14</b>	<b>171</b>
<b>Savings</b>					
<b>Planned Savings</b>					
Modernisation Programme	(150)	(150)	(500)		
Kingshill House	(5)				
Homelessness Grant		(65)	(4)	223	
Recycling income and credits	(106)	(189)	295		
Temporary Accommodation	(9)	(9)			
Previously agreed changes affecting 2022/23 only	(491)				
<b>2023/24 Savings</b>					
Review of all budgets		(178)			
CIL admin income towards staffing		(50)			
Support service charges to the HRA		(243)			
Other adjustments (net)		(12)			
<b>Total Saving</b>	<b>(761)</b>	<b>(896)</b>	<b>(209)</b>	<b>223</b>	<b>0</b>
<b>Net Changes</b>	<b>1,470</b>	<b>(949)</b>	<b>(680)</b>	<b>237</b>	<b>171</b>

This page is intentionally left blank

**Budget Summary****Appendix C**

<b>General Fund Budget 2023/24</b>	
	<b>£000s</b>
<b>Committee Budgets</b>	
Community Services and Licensing	4,400
Environment	7,241
Housing	865
Strategy and Resources	7,525
Development Control Committee	433
HRA Income	(2,650)
Committee earmarked reserve transfers (net)	(459)
<b>Net Committee Budgets</b>	<b>17,355</b>
<b>Corporate Budgets</b>	
Minimum Revenue Provision	1,187
Interest Payable	100
Interest Receivable	(1,171)
Renewable Energy Income	(42)
Drainage Board Levy	178
<b>Total Corporate Budgets</b>	<b>252</b>
<b>Council Plan Additions (Listed on Appendix B)</b>	<b>643</b>
<b>Net Revenue Budget</b>	<b>18,249</b>

This page is intentionally left blank



**1 Strategy and Resources Committee Budgets****1.1 Revenue Budget position**

1.2 The original budget for Strategy and Resources Committee revenue budget for 2022/23, approved by Council in February 2022, was £8.807m this has now been revised to 8.675m. This is following the allocation of the Recovery budgets to service committees, the inclusion of the Fit for the Future programme funded from the Transformation reserve,

1.3 This is then used as the base budget for the 2022/23 revised estimates and 2023/24 original estimates, incorporating changes arising from unavoidable inflationary cost pressures, budget pressures and efficiency savings.

1.4 Table 1 provides a summary of the changes to the 2022/23 and 2023/24 estimates. A more detailed breakdown of the service committee budget is set out in Section 2.

**Table 1 – Summary of changes from the 2022/23 Original Budget**

<b>Strategy &amp; Resources Committee</b>	<b>Para</b>	<b>2022/23 Revised Estimate (000's)</b>	<b>2023/24 Original Estimate (000's)</b>
Base Budget		8,807	8,675
Virements/adjustments	1.5	(221)	188
<b>Recurring changes:</b>			
Pay increases	1.7	89	176
Fees and charges growth	1.8		(57)
Pensions increases			0
Contract increases	1.10		203
Proposed budget adjustments	1.11		(797)
<b>Net Service Budget</b>		<b>8,675</b>	<b>8,387</b>
Transfers to/from reserves		50	(14)
<b>Net Service Budget (after Reserve Funding)</b>		<b>8,725</b>	<b>8,373</b>

(Table may contain roundings)

**1.5 Adjustments/In year virements**

In year virements/adjustments include carry forwards from previous year, re-distribution of Corporate Maintenance budgets according to the proposed schedule of work within each Committee, alignment of budgets to agreed establishment structures and re-allocation of budgets from Community Services & Licensing Committee.

**1.6 Inflation****1.7 Pay Inflation £265k**

This reflects the recently agreed 2022/23 pay award (£1,925) which is funded from reserves in 2022/23, as set aside by Strategy & Resources Committee, but will need to be funded going forward.

The 2023/24 salary budgets have been increased by an initial 5% in line with budget strategy.

Agenda Item 7  
**1.8 Fees and charges growth (£57k)**

Fees and charges budgets have been inflated by 5% unless stated otherwise on the fees and charges appendix.

1.9 A full list of fees and charges are included in Appendix H.

**1.10 Contract Increases £203k**

Contract inflation has been updated in line with the Budget Strategy, this includes insurance uplift, software budgets, business rates and the Multi Service Contract applicable to this Committee (Building cleaning).

**1.11 Proposed Budget Adjustments**

1.12 A breakdown of the proposed budget adjustments of (£797k) is included in Table 2 below.

1.13 Further details on these budget changes, and those for the other service committees, can be found in Section 3 of the main report. Appendix D

<b>SERVICE</b>	<b>Pressures</b>	<b>2023/24 (£'000)</b>
Car Parking	Loss of car parking income	142
Policy & Governance	Members Subscriptions & Expenses	38
Policy & Governance	Additional staffing costs	28
Finance	Increased Audit cost	56
Emergency Planning	New Post following re-structure	24
Council wide	Annual uplift of Drainage Board Levy	16
Various	Increased Gas & Electric charges	322
Corporate	Increase in Minimum Revenue Provision	146
Temporary Accomodation	Savings Year 1	9
Fit For Future	Additional project costs	157
Various	Business Rates	16
Regeneration	Extension to Contract - Regeneration	106
Property Services	Renewable Heating Project Management	64
Property Services	Kingshill House	10
Community Health & Wellbeing	Play Areas	150
Revenue & Benefits	Refugee Support	70
Human Resources	Equalities & Wellbeing	20
Information Services	RCCO Laptops	290
Planning	Planning Adjustment	26
	<b>Subtotal Pressures</b>	<b>1690</b>
	<b>Savings</b>	
HR	Salary Saving due to re-structure	(30)
Corporate	Investment income and borrowing costs	(758)
Corporate	RCO - Electric Vehicles	(106)
Recovery budgets	Planned changes in recovery budgets as approved by Council 2022	(122)
Modernisation programme	Planned savings from Modernisation Programme	(150)
Corporate	Levelling up	(50)
Corporate	Canal Strategy	(75)
Corporate	Economic Recovery (BR Gain)	(89)
Corporate	Play Areas (COMF)	(330)
Corporate	Leisure Review	(98)
Corporate	Cultural Strategy	(71)
Corporate	Community Buildings Hub	(20)
Corporate	Customer Services (Engagement Fund)	(22)
COVID 19	Remove Covid Pressure	(500)
Corporate	Rental Re-charge	(60)
Various	Misc savings across S & R Committee	(6)
	<b>Subtotal savings</b>	<b>-2487</b>
	<b>Net saving</b>	<b>(797)</b>

**2 Strategy and Resources Committee Budgets – Detailed Breakdown**  
Appendix D

Table 3 – Detailed breakdown of Strategy and Resources budgets

	Para Refs	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2023/24 Original Budget (£'000)
<b>Strategy &amp; Resources Committee</b>				
Car Parks (Other)		55	55	50
Car Parks (Stroud)		(763)	(763)	(611)
Car Parks Enforcement		50	55	57
<b>Car Parks</b>		<b>(659)</b>	<b>(653)</b>	<b>(503)</b>
Brunel Mall		(66)	(57)	(56)
Gossington Depot		(66)	(62)	(70)
Industrial Units, Stonehouse		0	0	4
Littlecombe Development, Dursley		(4)	(4)	(9)
<b>Commercial Properties</b>		<b>(136)</b>	<b>(123)</b>	<b>(132)</b>
Communications		169	173	187
<b>Communications</b>		<b>169</b>	<b>173</b>	<b>187</b>
Corporate Expenditure & Income		1,486	1,178	525
<b>Corporate Expenditure &amp; Income</b>		<b>1,486</b>	<b>1,178</b>	<b>525</b>
Democratic Services		115	118	124
Elections		102	103	107
Electoral Registration		116	120	123
Executive Support		85	89	90
Members Expenses		364	364	382
Policy		380	387	413
Procurement		0	0	0
<b>Corporate Policy &amp; Governance</b>		<b>1,162</b>	<b>1,181</b>	<b>1,239</b>
Legal Services		512	512	562
<b>Corporate Services (Legal)</b>		<b>512</b>	<b>512</b>	<b>562</b>

	Para Refs	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2023/24 Original Budget (£'000)
<b>Strategy &amp; Resources Committee</b>				
Covid-19		500	500	0
<b>Covid-19</b>		<b>500</b>	<b>500</b>	<b>0</b>
Ebley Mill		411	425	708
Emergency Management		22	22	62
Facilities Management		0	0	0
<b>Facilities Management</b>		<b>434</b>	<b>448</b>	<b>770</b>
Financial Services		873	889	1,031
<b>Financial Services</b>		<b>873</b>	<b>889</b>	<b>1,031</b>
Fit for the Future		334	427	465
<b>Fit for the Future</b>		<b>334</b>	<b>427</b>	<b>465</b>
Human Resources		659	680	726
<b>Human Resources</b>		<b>659</b>	<b>680</b>	<b>726</b>
Information & Communication Technology		1,900	1,918	2,034
<b>Information &amp; Communication Technology</b>		<b>1,900</b>	<b>1,918</b>	<b>2,034</b>
Brimscombe Port Business Park		30	31	72
Bus Stations/Shelters		8	(0)	1
Miscellaneous Properties and Land		(806)	(787)	(887)
<b>Other Properties</b>		<b>(768)</b>	<b>(757)</b>	<b>(815)</b>
Pension Lump Sum		1,156	1,156	1,133
<b>Pension Lump Sum</b>		<b>1,156</b>	<b>1,156</b>	<b>1,133</b>
Building Maintenance		118	72	62
Head of Property Services		74	75	76
Property Services		398	407	432
<b>Property Services</b>		<b>590</b>	<b>554</b>	<b>570</b>
Chief Executive		171	166	175
Director of Communities		117	117	122
Director of Place		124	124	129
Director of Resources		121	121	125
Director of Transformation		58	60	41
<b>Senior Leadership Team</b>		<b>591</b>	<b>589</b>	<b>593</b>
Youth Councils		3	3	2
<b>Youth Councils</b>		<b>3</b>	<b>3</b>	<b>2</b>
<b>Strategy and Resources TOTAL</b>		<b>8,807</b>	<b>8,675</b>	<b>8,388</b>

3.1 Appendix D Community Services and Licensing Committee

Table 4 – Community Services and Licensing Committee budgets

	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2023/24 Original Budget (£'000)
<b>Community Services Committee</b>			
Community Safety	171	192	160
Cultural Services - Arts and Culture	410	419	493
Cultural Services - Community Health & Wellbeing	165	301	176
Cultural Services - Sports Centres	(90)	51	372
Customer Services	475	520	438
Grants to Voluntary Organisations	330	330	350
Licensing	(44)	(39)	(20)
Public Spaces	1,401	1,439	1,496
Revenues and Benefits	380	420	816
Youth Services	109	114	118
<b>Community Services and Licensing TOTAL</b>	<b>3,307</b>	<b>3,747</b>	<b>4,400</b>

3.2 Environment Committee

Table 5 – Environment Committee budgets

	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2023/24 Original Budget (£'000)
<b>Environment Committee</b>			
Canal	170	20	183
Carbon Management	224	231	265
Economic Development	236	293	196
Health & Wellbeing	858	940	923
Land Charges & Street Naming	(14)	(10)	(6)
Planning Strategy/Local Plan	365	627	468
Statutory Building Control	(131)	(114)	(132)
Waste & Recycling: Other	26	26	26
Waste and Recycling: MSC	4,730	4,730	5,338
<b>Environment TOTAL</b>	<b>6,465</b>	<b>6,742</b>	<b>7,260</b>

3.3 Development control Committee

Table 6 – Development Control Committee budgets

	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2023/24 Original Budget (£'000)
<b>Development Control Committee</b>			
Development Control	220	278	433
<b>Development Control TOTAL</b>	<b>220</b>	<b>278</b>	<b>433</b>

### 3.4 Housing Committee

Table 7 – Housing Committee budgets

	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2023/24 Original Budget (£'000)
<b>Housing Committee</b>			
Housing Advice	562	569	514
Housing Strategy	166	336	174
Private Sector Housing	163	217	191
<b>Housing General Fund Total</b>	<b>890</b>	<b>1,122</b>	<b>879</b>

## 4 Strategy & Resources Capital Programme

4.1 Table 3 below outlines the capital schemes that the committee is responsible for.

Table 8 – Capital schemes 2022/23 and 2023/24

	Para Refs	2022/23 Original Budget (£'000)	2022/23 Revised Budget (£'000)	2023/24 Original Budget (£'000)
<b>Strategy &amp; Resources Capital Schemes</b>				
Bath Place	4.2	0	1,535	0
Brimscombe Port Redevelopment	4.3	174	175	4,173
Electric Vehicle Acquisition	4.4	0	12	0
ICT Investment Plan	4.5	0	0	290
<b>Strategy and Resources Capital Schemes TOTAL</b>		<b>174</b>	<b>1,722</b>	<b>4,463</b>

### 4.2 Bath Place

The purchase of Bath Place took place on the 13 December 2022. The balance of the budget approved by Members at Council on the 21 July 2022 will be spent on architects and planning fees to redesign the scheme and it is likely that this will move into 2023/24.

### 4.3 Brimscombe Port Redevelopment

During 2023/24, St Modwen Homes will be submitting a planning application for their redevelopment proposals and carrying out further survey work to enable them to start on site with the infrastructure works at the beginning of 2024. The draft Development Agreement currently states that the Council will fund 50% of the costs of the infrastructure up to the amount of the agreed subsidy for the project and hence the majority of the forecast budget for 2023/24 is to cover the first three payments to the developer for those works. Should the developers programme change then the spend over 2023/24 and 2024/25 will need reprofiling.

### 4.4 Electric Vehicle Acquisition

The remaining capital budget of £12k will be utilised in installing electric vehicle points across the county. A Consultancy service have been engaged to produce a report to identify recommendations for EV charging rollout within our car parks and the most appropriate operating model.

### 4.5 ICT Investment Plan

To support the renewal of the Councils laptop replacement. The current support comes to an end in March 2024.

This page is intentionally left blank



<b>Capital Programme 2022/23 to 2026/27</b>					
<b>Capital Scheme</b>	<b>2022/23 £'000</b>	<b>2023/24 £'000</b>	<b>2024/25 £'000</b>	<b>2025/26 £'000</b>	<b>2026/27 £'000</b>
<b>Community Services &amp; Licensing</b>					
Community Building Investment	17	100	-	-	-
Stratford Park Lido	220	-	-	-	-
Stratford Park Tennis Courts	-	128	-	-	-
Renewable Heating	-	700	-	-	-
<b>Total Community Services &amp; Licensing</b>	<b>237</b>	<b>928</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Environment</b>					
Canal Phase 1B	2,550	4,030	4,768	6,323	1,033
Community Infrastructure Levy funded projects	-	195	-	-	-
MSC - Vehicles	1,187	3,620	417	12	648
Stroud District Cycling & Walking Plan	130	515	250	-	-
Stroud Valleys NFM Project	70	30	30	30	30
Wallbridge	27	38	-	-	-
<b>Total Environment</b>	<b>3,964</b>	<b>8,428</b>	<b>5,465</b>	<b>6,365</b>	<b>1,711</b>
<b>Housing General Fund</b>					
CCG Health through Warmth Grants	200	-	-	-	-
Disabled Facilities Grants	330	330	330	330	330
Green Homes LADS 3	945	-	-	-	-
Green Homes LADS Park Homes	90	-	-	-	-
Home Upgrade Grant - Sustainable Warmth	4,133	-	-	-	-
Private Sector Homes Scheme	15	15	15	15	15
Temporary Accommodation	190	-	-	-	-
Warm Homes Fund	40	-	-	-	-
Warm Homes Fund - low carbon initiative	1,000	-	-	-	-
<b>Total Housing General Fund</b>	<b>6,943</b>	<b>345</b>	<b>345</b>	<b>345</b>	<b>345</b>
<b>Strategy and Resources</b>					
Bath Place	1,535	-	-	-	-
Brimscombe Port Redevelopment	175	4,173	-	-	-
ICT Investment Plan	-	290	-	-	350
<b>Total Strategy and Resources</b>	<b>1,710</b>	<b>4,463</b>	<b>0</b>	<b>-</b>	<b>350</b>
<b>Total General Fund</b>	<b>12,854</b>	<b>14,164</b>	<b>5,810</b>	<b>6,710</b>	<b>2,406</b>
<b>Housing Revenue Account</b>					
Major Works	11,093	11,337	6,933	16,919	16,090
Other HRA Capital	435	-	-	-	-
New Homes	2,213	8,721	8,029	249	-
Independent Living Modernisation	648	652	988	931	-
Acquisitions	2,000	7,000	2,000	2,000	2,000
<b>Total Housing Revenue Account</b>	<b>16,389</b>	<b>27,710</b>	<b>17,950</b>	<b>20,099</b>	<b>18,090</b>
<b>Total Capital Programme</b>	<b>29,243</b>	<b>41,874</b>	<b>23,760</b>	<b>26,809</b>	<b>20,496</b>
	<b>2022/23 £'000</b>	<b>2023/24 £'000</b>	<b>2024/25 £'000</b>	<b>2025/26 £'000</b>	<b>2026/27 £'000</b>
<b>Committee</b>					
Community Services and Licensing	237	928	-	-	-
Environment	3,964	8,428	5,465	6,365	1,711
Housing (General Fund)	6,943	345	345	345	345
Strategy and Resources	1,710	4,463	0	-	350
<b>TOTAL General Fund</b>	<b>12,854</b>	<b>14,164</b>	<b>5,810</b>	<b>6,710</b>	<b>2,406</b>
Housing Revenue Account	16,389	27,710	17,950	20,099	18,090
<b>TOTAL Capital Programme</b>	<b>29,243</b>	<b>41,874</b>	<b>23,760</b>	<b>26,809</b>	<b>20,496</b>

## Capital Financing Statement

	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
<b>1. Capital Expenditure</b>					
Community Services	237	928	-	-	-
Environment	3,964	8,428	5,465	6,365	1,711
Housing General Fund	6,943	345	345	345	345
Housing Revenue Account	16,389	27,710	17,950	20,099	18,090
Strategy and Resources	1,710	4,463	-	-	350
<b>Estimated Expenditure</b>	<b>29,243</b>	<b>41,874</b>	<b>23,760</b>	<b>26,809</b>	<b>20,496</b>
<b>Financed by:</b>					
Borrowing HRA	1,400	8,406	8,811	5,466	5,277
HE Grant	1,589	4,878	1,000	-	-
HRA Usable capital receipts (3)	2,813	3,664	1,218	660	600
Major Repairs Reserve	9,939	8,130	5,933	8,328	7,345
Revenue funded	648	2,632	988	5,645	4,868
<b>HRA Financing Total</b>	<b>16,389</b>	<b>27,710</b>	<b>17,950</b>	<b>20,099</b>	<b>18,090</b>
Borrowing GF	2,861	7,519	417	12	648
Capital grants (5)	6,778	1,331	360	360	360
Capital reserve (4)	561	2,004	250	-	-
External funding	2,055	2,996	3,783	6,338	1,048
General Fund usable capital receipts (2)	-	-	-	-	-
Revenue funded	281	314	1,000	-	350
Other reserves	318	-	-	-	-
<b>General Fund Financing Total</b>	<b>12,854</b>	<b>14,164</b>	<b>5,810</b>	<b>6,710</b>	<b>2,406</b>
<b>Total Financing</b>	<b>29,243</b>	<b>41,874</b>	<b>23,760</b>	<b>26,809</b>	<b>20,496</b>
<b>2. General Fund Usable Capital Receipts</b>					
Brought forward 1 April	493	523	553	588	588
<u>add:</u> received in year	30	30	35	35	35
<u>less:</u> applied as above	-	-	-	-	-
Carried forward 31 March	523	553	588	623	623
<b>3. HRA Usable Capital Receipts</b>					
Brought forward 1 April	9,549	7,336	4,272	3,654	3,594
<u>add:</u> received in year	600	600	600	600	600
<u>less:</u> applied as above	(2,813)	(3,664)	(1,218)	(660)	(600)
Carried forward 31 March	7,336	4,272	3,654	3,594	3,594
<b>4. Capital Reserve</b>					
Brought forward 1 April	3,552	2,455	451	201	201
<u>add:</u> received / (transferred) in year	(536)	-	-	-	-
<u>less:</u> applied as above	(561)	(2,004)	(250)	-	-
Carried forward 31 March	2,455	451	201	201	201
<b>5. Capital Grants (General Fund)</b>					
Community Infrastructure Levy	-	195	-	-	-
Disabled Facilities Grant due	330	330	330	330	330
Green Homes LADS 3	945	-	-	-	-
Green Homes LADS Park Homes	90	-	-	-	-
Health through Warmth	200	-	-	-	-
Home Upgrade Grant - Sustainable Warmth	4,133	-	-	-	-
Land Release Fund	-	776	-	-	-
Rural SuDS	40	30	30	30	30
Warm Homes Fund	40	-	-	-	-
Warm Homes Fund - low carbon initiative	1,000	-	-	-	-
Capital grants	6,778	1,331	360	360	360

## Medium Term Reserves Plan

Reserve Name	Outturn Balances	Estimated Usage	Budgeted Usage				Estimated Balance
	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s	2026/27 £000s
<b>Project Reserves</b>							
Brexit Reserve	(53)	53	0	0	0	0	0
Brimscombe Port	(459)	151	308	0	0	0	0
Brownfield Regeneration	(54)	33	21	0	0	0	0
Building Control Shared Service Reserve	(51)	51	61	0	0	0	61
Business Rates Pilot Reserve	(967)	353	100	100	100	100	(214)
Business Rates Pilot Reserve - Ec Dev	(386)	94	112	112	0	0	(69)
Capital Reserve	(3,552)	1,097	2,004	250	0	0	(201)
Projects Reserve	(907)	550	357	0	0	0	0
Climate Change	(475)	111	(73)	110	110	15	(202)
Community Building	(40)	20	20	0	0	0	0
Community Engagement Fund	0	(78)	78	0	0	0	0
Covid- 19 Recovery Reserve	(218)	60	0	0	0	0	(158)
Culture, Arts and Leisure Reserve	(69)	14	37	18	0	0	0
Repairs & Replacements Reserve	(570)	0	0	0	0	0	(570)
Street cleansing	(17)	0	17	0	0	0	0
Homelessness Prevention Reserve	(240)	10	0	0	0	0	(231)
Transformation Reserve	(100)	100	0	0	0	0	0
Waste Management	(911)	340	0	159	0	0	(412)
<b>Specific Risk Reserves</b>							
Investment Risk Reserve	(310)	0	0	0	0	0	(310)
Legal Counsel Reserve	(50)	0	0	0	0	0	(50)
Local Plan Reserve	(31)	0	0	0	0	0	(31)
Miscellaneous General Fund Reserve	(716)	716	0	0	0	0	0
Neighbourhood Planning Grant Reserve	(12)	12	0	0	0	0	(0)
Opportunity Land Purchase Reserve	(250)	0	0	0	0	0	(250)
Planning Appeal Costs Reserve	(100)	75	0	0	0	0	(25)
Redundancy Reserve	(250)	0	0	0	0	0	(250)
Collection Fund Smoothing Reserve	(3,235)	3,147	88	0	0	0	0
Welfare Reform Reserve	(30)	0	0	0	0	0	(30)
<b>Medium Term Risk Reserves</b>							
Business Rates Ret- Safety net	(3,133)	(500)	0	0	700	700	(2,233)
MTFP Equalisation Reserve	(6,847)	310	(475)	(14)	1,677	3,022	(2,326)
<b>TOTAL</b>	<b>(24,032)</b>	<b>6,718</b>	<b>2,655</b>	<b>735</b>	<b>2,587</b>	<b>3,837</b>	<b>(7,501)</b>

This page is intentionally left blank



## **Fees and Charges Policy February 2023**

## **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 Where uplifts have been implemented below inflation rates in previous years, increases above the current rate of inflation may be applied to bring charges back in line with inflation, if appropriate.
- 5.3 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.
- 5.4 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.

- 5.5 New fees will generally be implemented from 1 April each year.
- 5.6 This review does not mean that all fees and charges will change annually, as some may remain the same as the previous year.
- 5.7 Where appropriate benchmarking and an Equalities Impact Assessment will be also undertaken by the service manager.
- 5.8 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**

**2023/24**

# Stroud District Council

## Schedule of Fees and Charges from 1 April 2023

Service	Page
---------	------

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

Community Health and Wellbeing	3-4
Community Services - Careline Services	5-6
Community Services - Cemeteries	7-9
Licensing - Gambling Act 2005	10-13
Licensing - Licensing Act 2003	14-16
Licensing - Scrap Metal Dealers	17-18
Licensing - Sex Establishments	19-20
Licensing - Street Trading	21-22
Licensing - Taxi's and Private Hire	23-24
Licensing - Pavement Licences	25-26
Museum in the Park	27-29
The Pulse	30-32

### **Environment Committee**

Building Control	33-36
Community Services - Garden and Bulky Waste	37-38
Health and Wellbeing - Dog Warden Service	39-40
Health and Wellbeing - Environmental Services	41-42
Health and Wellbeing - Food Safety	43-44
Health and Wellbeing - Pest Control	45-46
Health and Wellbeing - Port Health	47-48
Housing Strategy - Community Infrastructure Levy (CIL)	49-50
Land and Property	51-52
Planning - Application Fees	53-55
Planning - Applications other than Building Work	56-58
Planning - Pre-Application Fees	59-60
Planning - Prior Approval	61-64
Planning Strategy	65-66
Private Housing - Land Drainage Consenting	67-68

### **Housing Committee**

Private Housing - Caravan Site Licensing	69-70
Private Housing - HMO Licensing	71-72
Private Housing - Immigration Accommodation Certificate	73-74

### **Strategy and Resources Committee**

Community Services - Car Parking	75-76
Community Services - Old Town Hall	77-78
Community Services - Shambles Market	79-80

**Community Services and Licensing Committee**  
**Community Health and Wellbeing**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Cardiac Rehab Pay As You Go Class	3.50	3.50	3.70	3.70	5.7%
Respiratory Rehab Pay As You Go Class	3.50	3.50	3.70	3.70	5.7%
Better Balance Pay As You Go Class	3.50	3.50	3.70	3.70	5.7%
Cancer Rehab Pay As You Go Class	3.50	3.50	3.70	3.70	5.7%
Mummy & Me Pay As You Go Class	3.50	3.50	3.70	3.70	5.7%
Healthy Lifestyles Class Pass	35.00	35.00	37.00	37.00	5.7%
Healthy Lifestyles Couples Class Pass	55.00	55.00	58.00	58.00	5.5%
Healthy Lifestyles Online Class Pass	22.50	22.50	23.50	23.50	4.4%
GP Referral Class Pass	24.00	24.00	26.00	26.00	8.3%
GP Referral Induction	20.00	20.00	21.00	21.00	5.0%
GP Referral sessional attendance	2.10	2.10	2.20	2.20	4.8%
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	9.95	9.95	11.95	11.95	20.1%
Wrist/Ankle Weight - 1.0kg	11.95	11.95	13.95	13.95	16.7%
Wrist/Ankle Weight -1 .5kg	13.95	13.95	16.95	16.95	21.5%
Pilates Mat	8.00	8.00	10.00	10.00	25.0%
Hand Weights - 1.0kg	6.00	6.00	8.00	8.00	33.3%
Hand Weights - 2.0kg	9.99	9.99	12.00	12.00	20.1%
Hand Weights - 3.0kg	12.99	12.99	16.00	16.00	23.2%

**Community Services and Licensing Committee**  
**Community Health and Wellbeing**  
**Schedule of Fees and Charges from 1 April 2023**

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

The class passes are being streamlined to represent that people attend a variety of classes across the healthy lifestyles scheme, so customers only need to buy one pass rather than two. The cost of equipment has gone up in line with the cost of living which is reflected in the costs for this year.

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

We are a subsidised service however each year we are increasing the number of classes we offer and we aim to generate income to cover costs where possible.

**Details of any discretionary discounts or concessions**

The healthy lifestyles scheme is already discounted so no further discounts are applicable.

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

We are one of only two councils in the county to offer these type of classes. We benchmark our prices against there's to ensure our prices are consistant.

**Equality Impact Assessment**

**Budget Impact**

Increases will have a direct corrulation to income however we are unsure how the cost of living will effect our income in the coming year.  
A number of classes that ran in 22-23 will no longer run in 23-24

**Community Services and Licensing Committee**  
**Community Services - Careline Services**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Careline monitoring only (VAT Exempt)	94.07	94.07	98.77	98.77	5.0%
Careline monitoring only (not VAT Exempt)	94.07	112.88	98.77	118.52	5.0%
Careline rental (VAT Exempt)	195.43	195.43	205.20	205.20	5.0%
Careline rental (not VAT Exempt)	195.43	234.52	205.20	246.24	5.0%
Pendant purchase (VAT Exempt)	53.85	53.85	56.54	56.54	5.0%
Pendant purchase (not VAT Exempt)	53.85	64.62	56.54	67.85	5.0%
ADSL Fliter	2.15	2.58	2.25	2.70	5.0%
Extension lead	6.46	7.75	6.78	8.14	5.0%

**Community Services and Licensing Committee**  
**Community Services - Careline Services**  
**Schedule of Fees and Charges from 1 April 2023**

<b>Proposed increase in fee/charge from previous year</b>
5.0%

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

<b>Details of any discretionary discounts or concessions</b>
None

<b>Has any benchmarking or consultation been undertaken?</b>
Yes, with other similar services operating within Gloucestershire

<b>Equality Impact Assessment</b>
Completed previously. The cost is similar to other LA's offering a similar service. Gloucester City Homes have withdrawn from offering the service and have passed their customers on to a national provider.

<b>Budget Impact</b>
If this is accepted the the income budget will need to remain the same as for 22/23. The service is currently making a small profit however this could be impacted if there are a large number of cancellations.

## Community Services and Licensing Committee

### Community Services - Cemeteries

#### Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		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:*

Person 18 years and over (Rights)	396.00	396.00	416.00	416.00	5.0%
Cremated remains (Rights)	282.00	282.00	296.00	296.00	5.0%

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

Any interment (Rights)	396.00	396.00	416.00	416.00	5.0%
------------------------	--------	--------	--------	--------	------

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

Person 18 years and over (Burial)	466.00	466.00	489.00	489.00	5.0%
Cremated remains (Burial)	135.00	135.00	142.00	142.00	5.0%

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

Any interment (Burial)	648.00	648.00	680.00	680.00	5.0%
------------------------	--------	--------	--------	--------	------

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

Opening of previously purchased plot – single or meadow	466.00	466.00	489.00	489.00	5.0%
Opening of previously purchased plot – double	648.00	648.00	680.00	680.00	5.0%
Re-opening of previously purchased double plot	466.00	466.00	489.00	489.00	5.0%
Cremated remains in casket	135.00	135.00	142.00	142.00	5.0%

#### **Miscellaneous Charges**

Surcharge for Saturday burials	260.00	260.00	273.00	273.00	5.0%
Purchase of “Exclusive Rights of Burial” purchased prior to burial	459.00	459.00	482.00	482.00	5.0%
Purchase of “Exclusive Rights of Burial” for cremated remains	328.00	328.00	344.00	344.00	5.0%
Search fees (records only)	42.00	42.00	44.00	44.00	5.0%
Cremated remains scattered by Cemetery Staff	42.00	42.00	44.00	44.00	5.0%
Transfer of Grave Rights	42.00	42.00	44.00	44.00	5.0%

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

Appendix H

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

**Monuments, Gravestones and Monument Inscriptions**

Memorial stone with or without plinth not exceeding 1m in height, 60cm width and 30cm depth	219.00	219.00	230.00	230.00	5.0%
A memorial vase only, preferably square or rectangular in shape, to an overall dimension not exceeding 30cm in height and 25cm x 25cm	53.00	53.00	56.00	56.00	5.0%
Additional inscription to a monument	58.00	58.00	61.00	61.00	5.0%
Simple hardwood not exceeding 75cm x 45cm	33.00	33.00	35.00	35.00	5.0%

*Cremated Remains Section*

Any memorial maximum height 60cm	108.00	108.00	113.00	113.00	5.0%
Plaque in Garden of Remembrance	32.00	32.00	34.00	34.00	5.0%
Purchase and Installation of Post Plaque for Meadow Burial Area	139.00	139.00	146.00	146.00	5.0%

**Charges for Green Burials**

All burials – single plots only	1,213.00	1,455.60	1,213.00	1,455.60	0.0%
---------------------------------	----------	----------	----------	----------	------

*Cremated Remains Interment*

Cremated remains interment	845.00	1,014.00	845.00	1,014.00	0.0%
----------------------------	--------	----------	--------	----------	------



**Community Services and Licensing Committee**  
**Community Services - Cemeteries**  
 Schedule of Fees and Charges from 1 April 2023

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

Generally 5%, although no proposed increased for green burials due to substantial cost differential.

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

Fully cost recovery

**Details of any discretionary discounts or concessions**

None. Non residents pay double.

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

Not for 2022

**Equality Impact Assessment**

N/A

**Budget Impact**

Negligible

**Community Services and Licensing Committee**  
**Licensing - Gambling Act 2005**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		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%

Appendix H

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Regional Casino	4,550.00	4,550.00	4,550.00	4,550.00	0.0%
Bingo Club	840.00	840.00	840.00	840.00	0.0%
Betting Premises (excluding Tracks)	840.00	840.00	840.00	840.00	0.0%
Tracks	665.00	665.00	665.00	665.00	0.0%
Family Entertainment Centres	665.00	665.00	665.00	665.00	0.0%
Adult Gaming Centre	840.00	840.00	840.00	840.00	0.0%

*Premises Licence; Application for Provisional Statement*

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

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

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

*All Premises Types*

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

*Permits; New Applications*

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

*Permits; Fast Track Application Fee*

Club Gaming Permit	100.00	100.00	100.00	100.00	0.0%
Club Machine Permit	100.00	100.00	100.00	100.00	0.0%

*Permits; Renewal Fee – 10 years*

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

*Permits; Annual Fee*

Agenda Item 7

Appendix H

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ 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%
--	-------	-------	-------	-------	------

*Permits; Variation*

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

*Permits; Notification of Change of Name*

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

*Permits; All*

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

*Small Society Lottery Registration*

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

*Notifications and Notices*

Licensed Premises Gaming 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 2023

<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>
--

<p>Statutory cap on fees relating to premises licences under the Gambling Act 2005. Stroud District Council fees were set in 2006 on an estimated cost recovery basis. Review of the fees indicates that they still adequately cover costs. There are only 6 current premises licences. The fees for permits, notifications and registrations under the Gambling Act 2005 are set nationally in the Gambling Act Regulations and have not increased since the Act came into force</p>
---

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

None
------

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

No
----

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

None
------

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

<p>The fees are remaining the same but as there are only 6 premises licences it will have minimal budget impact. The fees for permits cannot be increase as they are set in statute so income will not reflect increase in costs due to inflation and wage increases</p>
--

**Community Services and Licensing Committee**  
**Licensing - Licensing Act 2003**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		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%

## Appendix H

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		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 2023**

<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>
All fees for licences and permissions issued under the Licensing Act 2003 are set in statute. There has been no change in the fees since 2004

<b>Details of any discretionary discounts or concessions</b>
<i>None</i>

<b>Has any benchmarking or consultation been undertaken?</b>
No - not relevant

<b>Equality Impact Assessment</b>
No

<b>Budget Impact</b>
The fees for annual fees and new applications for licences and other permissions cannot be increase as they are set in statute. So income will remain the same and will not reflect increase in costs due to inflation and wage increases. There are approximately 450 current issued licences.



**Community Services and Licensing Committee**  
**Licensing - Scrap Metal Dealers**  
 Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
New Application Site Licence - 3 years	410.00	410.00	430.00	430.00	5.0%
Renewal Application Site Licence - 3 years	235.00	235.00	247.00	247.00	5.0%
New Application Collectors Licence - 3 years	271.00	271.00	286.00	286.00	5.0%
Renewal Application Collectors licence - 3 years	170.00	170.00	178.00	178.00	5.0%
Variation Collector to Site	71.00	71.00	75.00	75.00	5.0%
Variation Site to Collector	38.00	38.00	40.00	40.00	5.0%
Change of Name on Licence	16.00	16.00	17.00	17.00	5.0%
Replacement or Additional Licences	11.00	11.00	11.50	11.50	5.0%

**Community Services and Licensing Committee**  
**Licensing - Scrap Metal Dealers**  
Schedule of Fees and Charges from 1 April 2023

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

5.0%

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

Full cost recovery - increase in line with inflation

**Details of any discretionary discounts or concessions**

None

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

No

**Equality Impact Assessment**

No

**Budget Impact**

The number of scrap metal dealer licences issued by Stroud District Council is 16 . A 5% increase on average reflects the rate of inflation and the annual increase in costs but will have minimal impact on the budget

**Community Services and Licensing Committee**  
**Licensing - Sex Establishments**  
 Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
New/Variation Application	5,750.00	5,750.00	6,038.00	6,038.00	5.0%
Renewal/Transfer	2,813.00	2,813.00	2,954.00	2,954.00	5.0%

**Community Services and Licensing Committee**  
**Licensing - Sex Establishments**  
Schedule of Fees and Charges from 1 April 2023

<b>Proposed increase in fee/charge from previous year</b>
5.0%

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

<b>Details of any discretionary discounts or concessions</b>
None

<b>Has any benchmarking or consultation been undertaken?</b>
No

<b>Equality Impact Assessment</b>
No

<b>Budget Impact</b>
None - no licences issued under Sex Establishment legislation

## Community Services and Licensing Committee

### Licensing - Street Trading

#### Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Consultation New/Variation Application – Mobile Consent	44.00	44.00	46.00	46.00	5.0%
Consultation New/Variation Application – Static Consent	166.00	166.00	174.00	174.00	5.0%
Mobile Trader - Per Quarter	160.00	160.00	168.00	168.00	5.0%
Mobile Trader - Per Annum	585.00	585.00	614.00	614.00	5.0%
Static Traders Band 1 - Per Quarter	585.00	585.00	614.00	614.00	5.0%
Static Traders Band 1 - Per Annum	1,941.00	1,941.00	2,038.00	2,038.00	5.0%
Static Traders Band 2 - Per Quarter	355.00	355.00	373.00	373.00	5.0%
Static Traders Band 2 - Per Annum	1,169.00	1,169.00	1,227.00	1,227.00	5.0%
Short Term Consent - Granted for a period of up to 7 days	35.00	35.00	37.00	37.00	5.0%
Short Term Consent - Additional Days	5.00	5.00	5.25	5.25	5.0%
Market Consent Per Annum for 1 day per week.	1,050.00	1,050.00	1,102.00	1,102.00	5.0%
Short Term Consent - Community Event	15.00	15.00	16.00	16.00	5.0%

**Community Services and Licensing Committee**  
**Licensing - Street Trading**  
 Schedule of Fees and Charges from 1 April 2023

<b>Proposed increase in fee/charge from previous year</b>
5.0%

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

<b>Details of any discretionary discounts or concessions</b>
None

<b>Has any benchmarking or consultation been undertaken?</b>
No

<b>Equality Impact Assessment</b>
None

<b>Budget Impact</b>
The number of street trading consents issued is 23. A 5% increase reflects the rate of inflation and the annual increase in costs and will ensure the fee income covers the cost. Due to low numbers it will have minimal impact on the budget

## Community Services and Licensing Committee

### Licensing - Taxis and Private Hire

#### Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		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	278.00	278.00	280.00	280.00	0.7%
Driver licence - Renewal 1 year	84.00	84.00	89.00	89.00	6.0%
Driver licence - Renewal 3 year	210.00	210.00	225.00	225.00	7.1%
Written Knowledge Test - Taxi Driver only	60.00	60.00	65.00	65.00	8.3%
Replacement badge	10.50	10.50	10.50	10.50	0.0%
Vehicle Licence - New Application 1 Year (inc plate)	160.00	160.00	169.00	169.00	5.6%
Vehicle Licence - Renewal 1 year	131.00	131.00	140.00	140.00	6.9%
Transfer (ownership or HCV to PHV) of vehicle licence	32.00	32.00	34.00	34.00	6.3%
Change of Vehicle	47.00	47.00	50.00	50.00	6.4%
Change of Registration of Vehicle	26.00	26.00	28.00	28.00	7.7%
Replacement plate	14.00	14.00	15.00	15.00	7.1%
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	53.00	53.00	6.0%
Private Hire Plate Exemption Renewal	25.00	25.00	27.00	27.00	8.0%
Operator New App 1 year	142.00	142.00	148.00	148.00	4.2%
Operator New App 5 year	446.00	446.00	468.00	468.00	4.9%
Operator Renewal 1 year	116.00	116.00	122.00	122.00	5.2%
Operator Renewal 5 year	400.00	400.00	420.00	420.00	5.0%

**Community Services and Licensing Committee**  
**Licensing - Taxis and Private Hire**  
**Schedule of Fees and Charges from 1 April 2023**

<b>Proposed increase in fee/charge from previous year</b>
Between 5% and 8%

<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
Taxi licence fees have been frozen for the past two years to support the taxi trade with the difficulties they have faced during the covid-19 pandemic. A costing exercise has been undertaken using an audit approved costing matrix which identifies costs each licence application type. The fees for 2023-2024 have been increased to a level aimed to recover costs but not make any profit. Regulations prevent any profit being made from licensing fees.

<b>Details of any discretionary discounts or concessions</b>
None

<b>Has any benchmarking or consultation been undertaken?</b>
Yes the proposed Stroud District Council fees have been benchmarked against other Gloucestershire Licensing Authorities and adjusted slightly to bring them closer in line with the other authorities. However Stroud District Council fees are mainly based on Stroud District Council costs.

<b>Equality Impact Assessment</b>
None

<b>Budget Impact</b>
The increase in fees should help to recover costs. However the total number of taxi licences has dropped since the pandemic which reflects a national trend.



**Community Services and Licensing Committee**  
**Licensing - Pavement Licences**  
 Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
New Application	100.00	100.00	100.00	100.00	0.0%

**Community Services and Licensing Committee**  
**Licensing - Pavement Licences**  
**Schedule of Fees and Charges from 1 April 2023**

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

This a temporary Licensing Regime introduced as part of the Governments Covid 19 recovery plans. There is a statutory cap of £100. The temporary regime will end September 2023. Government will be replacing it with a permanent Pavement Licensing regime which will have a higher fees cap and a renewal fee cap

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

Statutory Cap

**Details of any discretionary discounts or concessions**

Premises that already had tables and chairs outside prior to this tempory regime have been permitted grandfather rights to enable them to continue without having to pay for the temporary licences. Once the permanent licensing regime is in place they will have to pay the new renewal fees

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

In Gloucestershire Authorites all are set at the statutory Cap

**Equality Impact Assessment**

No

**Budget Impact**

The number of temporary pavement licences issued is 5. The fees is already set at the Statutory cap and cannot be increased, however, due to low numbers it will have minimal impact on the budget

**Community Services and Licensing Committee**  
**Museum in the Park**  
**Schedule of Fees and Charges from 1 April 2022**

Description of Charge	Charge April 2021 - March 2022		Charge April 2022 - March 2023		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

Museum Admission (donations welcome)	0.00	0.00	0.00	0.00	N/A
--------------------------------------	------	------	------	------	-----

*Venue Hire*

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

*Learning Pavilion Venue Hire*

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

*Gallery 2 Venue Hire*

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

*Refreshments*

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

*Museum Venue Hire-Evening events-per hour*

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

*Collection Charges*

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

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

Agenda Item 7

Appendix H

Description of Charge	Charge April 2021 - March 2022		Charge April 2022 - March 2023		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

*Learning - e.g. Schools*

Class visits per pupil, minimum charge £50, maximum pupils 30	4.00	4.00	4.00	4.00	0.0%
Remote Learning Package: per fortnight, per class	0.00	0.00	40.00	40.00	100.0%
Hire of Time Boxes - per fortnight	15.00	15.00	15.00	15.00	0.0%

**Additional charges may apply if external educators are included in onsite or online sessions, or if more than one class uses the same remote learning package. Such additional charges will always be discussed in advance.**

*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	50.00	50.00	11.1%
- per session outside hours above	55.00	55.00	60.00	60.00	9.1%

*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%
------	------	------	------	------	------

Appendix H

Description of Charge	Charge April 2021 - March 2022		Charge April 2022 - March 2023		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
	- A3	1.67	2.00	1.67	

**Community Services and Licensing Committee**  
**Museum in the Park**  
**Schedule of Fees and Charges from 1 April 2022**

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

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

<b>Details of any discretionary discounts or concessions</b>
Art Fund Members get 10% off as part of National Art Pass Occassional offers for museum members. SDC staff and volunteers get 10% off in shop and café

<b>Has any benchmarking or consultation been undertaken?</b>
For some charges e.g. Archaeological deposits, price per head for pupils.

<b>Equality Impact Assessment</b>

<b>Budget Impact</b>

## Community Services and Licensing Committee

### The Pulse

#### Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
School Swim-School swimming lessons per child	1.40	1.40	1.40	1.40	0.0%
School Swim-Price per school if they bring less than 22 children	29.45	29.45	29.45	29.45	0.0%
School fitness classes	2.10	2.10	2.20	2.20	4.8%
School instructor fee per 30 minutes	16.00	16.00	16.00	16.00	0.0%
Lifeguard hire for 30 minutes	14.00	14.00	14.00	14.00	0.0%
Standard swim price	3.58	4.30	3.75	4.50	4.7%
concessions swim price	2.13	2.55	2.25	2.70	5.9%
Monthly swim membership	24.50	29.40	24.50	29.40	0.0%
Annual swim card Adult	234.17	281.00	234.17	281.00	0.0%
Adult per lesson	6.25	6.25	6.60	6.60	5.6%
Child Swimming lesson	6.25	6.25	6.60	6.60	5.6%
Direct Debit fee for lessons	26.00	26.00	27.50	27.50	5.8%
Hire of instructor other	26.00	31.20	26.00	31.20	0.0%
Parent & Toddler	4.33	5.20	4.58	5.50	5.8%
Pool Hire (per hour)	51.17	61.40	51.17	61.40	0.0%
Party Pack (45 mins) standard	85.83	103.00	90.00	108.00	4.9%
Slippery slide and Aqua Glide	39.17	47.00	39.17	47.00	0.0%
Splat	21.67	26.00	21.67	26.00	0.0%
Rafts, shapes, stepping stones	17.42	20.90	18.00	21.60	3.3%
Exterminator	60.83	73.00	62.50	75.00	2.7%
Private Tuition (1:1 ratio)	16.80	16.80	16.90	16.90	0.6%
Private Tuition (1:2 ratio)	19.80	19.80	19.90	19.90	0.5%
Private Tuition (1:3 ratio)	22.90	22.90	22.90	22.90	0.0%
Water fitness classes	6.15	6.15	6.50	6.50	5.7%
Water Fitness class concessions	3.70	3.70	4.00	4.00	8.1%
Fitness classes at Pulse	6.95	6.95	7.20	7.20	3.6%
Fitness class concessions in Pulse	4.15	4.15	4.30	4.30	3.6%
Spin classes	6.80	6.80	6.80	6.80	0.0%
Spin express	5.15	5.15	5.15	5.15	0.0%
Yoga/Pilates/Tai chi	8.75	8.75	8.85	8.85	1.1%
Yoga/Pilates/Tai chi - concessions	5.25	5.25	5.35	5.35	1.9%
30 minute classes	4.60	4.60	4.65	4.65	1.1%
concessions	2.75	2.75	2.80	2.80	1.8%
Shower	4.42	5.30	4.42	5.30	0.0%
Inflatable Session	4.17	5.00	4.42	5.30	6.0%
Inflatable Session-concessions	2.50	3.00	2.75	3.30	10.0%
Prescribed exercise plan	20.00	20.00	21.00	21.00	5.0%
Exercise referral class	2.10	2.10	2.20	2.20	4.8%
Specialist class - cardiac and respiratory	3.50	3.50	3.70	3.70	5.7%
Monthly Leisure Pass (rolling DD)	35.00	42.00	35.00	42.00	0.0%
Student Leisure Pass	23.75	28.50	23.75	28.50	0.0%
Student rolling	22.50	27.00	22.50	27.00	0.0%
Annual membership students	238.33	286.00	238.33	286.00	0.0%
Adult Annual Membership	354.17	425.00	364.17	437.00	2.8%
Couple Annual Membership	637.50	765.00	649.17	779.00	1.8%
Direct Debit joining fee	26.25	31.50	26.25	31.50	0.0%
Off Peak Membership monthly	31.66	38.00	31.67	38.00	0.0%
Off Peak annual new member	312.50	375.00	312.50	375.00	0.0%
One off monthly	40.75	48.90	40.75	48.90	0.0%
Induction	7.20	7.20	7.20	7.20	0.0%
Body trax consultation	22.50	22.50	22.50	22.50	0.0%
Body trax use of scales with results not analysed	5.75	5.75	5.75	5.75	0.0%
Studio Parties	58.33	70.00	62.50	75.00	7.1%

**Community Services and Licensing Committee**  
**The Pulse**  
**Schedule of Fees and Charges from 1 April 2023**

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

A variable increase is proposed for fees this year in order to both counter rising operational costs and bring us in line with other leisure centres in the wider Gloucestershire area. Utility bills (for which we are a high use centre) are due to escalate now and going forward. Price sampling has also taken place to include 4 local leisure centres to provide a comparison and increases suggested to bring us much closer the average of these other centres.

**Basis of charge (e.g. full cost recovery, statutory charge, subsidised service)**

We are a subsidised service however each year we aim to be operationally self sufficient. Chargeable income is being increased to match expected expenditure.

**Details of any discretionary discounts or concessions**

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

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

The prices were benchmarked against 4 other leisure centres including Stratford Park Leisure Centres current prices.

**Equality Impact Assessment**

Percentage increases have only been implemented where our evidence based approach has shown us to be charging below other sites in our locality. 50 % of our priced will remain unchanged from the 2022/23 year and 77% of our pricing structure will be below the 5% targeted increase. This approach has been taken during the 2023/24 years so as not to present barriers to participation or disadvantage any protected groups from participation during times of national financial uncertainty.

**Budget Impact**

Increases will have a direct correlation to income however at the time of writing it has been impossible to fully quantify the full impact from the cost of living crisis in terms of usage, utilities and staffing costs.



## Environment Committee

### Building Control

#### Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

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

1.1 Erection of 1 dwelling	608.33	730.00	639.17	767.00	5.0%
1.2 Erection of 2 dwellings	812.50	975.00	853.33	1,024.00	5.0%
1.3 Erection of 3 dwellings	1,014.17	1,217.00	1,065.00	1,278.00	5.0%
1.4 Erection of 4 dwellings	1,216.67	1,460.00	1,277.50	1,533.00	5.0%
1.5 Erection of 5 dwellings	1,454.17	1,745.00	1,526.67	1,832.00	5.0%
1.6 Erection of 6 dwellings	1,623.33	1,948.00	1,704.17	2,045.00	5.0%

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	343.33	412.00	360.83	433.00	5.0%
2.2 The conversion in total or part of an attached or integral garage to provide additional habitable accommodation	266.67	320.00	280.00	336.00	5.0%
2.3 The conversion in total or part of a loft where the total floor area of which does not exceed 20m <sup>2</sup>	439.17	527.00	460.83	553.00	5.0%
2.4 The conversion in total or part of a loft where the total floor area of which exceeds 20m <sup>2</sup> but does not exceed 80m <sup>2</sup>	558.33	670.00	586.67	704.00	5.0%
2.5 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	439.17	527.00	460.83	553.00	5.0%
2.6 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	608.33	730.00	639.17	767.00	5.0%
2.7 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	737.50	885.00	775.00	930.00	5.0%

#### *Schedule 3 Other Works*

3.1 does not exceed £2,000	162.50	195.00	170.83	205.00	5.0%
3.2 exceeds £2,000 but does not exceed £5,000	233.33	280.00	245.00	294.00	5.0%
3.3 exceeds £5,000 but does not exceed £20,000	283.33	340.00	297.50	357.00	5.0%
Together with for every £1,000 (or part thereof) over £5,000	11.56	13.87	12.14	14.57	5.0%
3.4 exceeds £20,000 but does not exceed £80,000	458.33	550.00	481.67	578.00	5.0%
Together with for every £1,000 (or part thereof) over £20,000	5.78	6.93	6.07	7.28	5.0%
4.1 Replacement of up to 15 No. windows and doors	120.83	145.00	126.67	152.00	5.0%
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)	73.33	88.00	76.67	92.00	5.0%

Agenda Item 7

Appendix H

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
	4.3 Domestic thermal insulation upgrade to an individual element (external walls, floor or roof)	162.50	195.00	170.83	
4.4 Inspections outside the scope of the notification framework (per inspection)	73.33	88.00	76.67	92.00	5.0%
4.5 Inspection of dormant projects over 3 years old	95.83	115.00	100.00	120.00	5.0%
4.6 Copy documents on IDOX upto 2006	30.00	36.00	31.67	38.00	5.0%
4.7 Copy documents prior to 2006 (reproduced for conveyance from microfiche) inline with 20 year GDPR retention policy	55.83	67.00	58.33	70.00	5.0%

**Building Control Regularisations**

1.1 Erection of 1 dwelling	913.00		958.75		5.0%
1.2 Erection of 2 dwellings	1,218.00		1,280.00		5.0%
1.3 Erection of 3 dwellings	1,521.00		1,597.50		5.0%
1.4 Erection of 4 dwellings	1,825.00		1,916.25		5.0%
1.5 Erection of 5 dwellings	2,181.00		2,290.00		5.0%
1.6 Erection of 6 dwellings	2,435.00		2,556.25		5.0%

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	515.00		541.25		5.0%
2.2 The conversion in total or part of an attached or integral garage to provide additional habitable accommodation	400.00		420.00		5.0%
2.3 The conversion in total or part of a loft where the total floor area of which does not exceed 20m2	659.00		691.25		5.0%
2.4 The conversion in total or part of a loft where the total floor area of which exceeds 20m2 but does not exceed 80m2	838.00		880.00		5.0%
2.5 Any extension where the total floor area of which does not exceed 20m2 including means of access and works in connection with that extension	659.00		691.25		5.0%
2.6 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	912.50		958.75		5.0%
2.7 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	1,107.00		1,162.50		5.0%

*Schedule 3 Other Works*

3.1 does not exceed £2,000	243.75		256.25		5.0%
3.2 exceeds £2,000 but does not exceed £5,000	350.00		367.50		5.0%
3.3 exceeds £5,000 but does not exceed £20,000	425.00		446.25		5.0%
together with for every £1,000 (or part thereof) over £5,000	17.34		18.21		5.0%
3.4 exceeds £20,000 but does not exceed £80,000	687.50		722.50		5.0%
together with for every £1,000 (or part thereof) over £20,000	8.66		9.11		5.0%

4.1 Replacement of upto 15 No. windows and doors	schedule 3		schedule 3		
--	------------	--	------------	--	--

## Appendix H

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		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)	schedule 3		schedule 3		
4.3 Domestic thermal insulation upgrade to an individual element (external walls, floor or roof)	schedule 3		schedule 3		
4.4 Inspections outside the scope of the notification framework (per inspection)	110.00		115.00		5.0%
4.5 Inspection of dormant projects over 3 years old	143.75		150.00		5.0%
4.6 Copy documents on IDOX upto 2006	36.00		38.00		5.0%
4.7 Copy documents prior to 2006 (reproduced conveyancy only copies from microfiche) inline with 20 year GDPR retention policy	67.00		70.00		5.0%

**Environment Committee**  
**Building Control**  
**Schedule of Fees and Charges from 1 April 2023**

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

A 5% increase for 23/24 has been calculated following agreement by the shared service board at their meeting on the 09.11.2022. For building control a bi-annual increase has previously been agreed but with inflation at 10% an increase has been agreed. The fee charging element of building control is a competitive service.

**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**

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

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

A review of neighbouring local authority charges has been undertaken which indicates that the charges will be middle to upper end assuming our neighbours also increase their charges.

**Equality Impact Assessment**

The charges were last increased in April 2022. Building Regulations apply to certain building work; the cost of the service is associated with the type of work being carried out. Where work is for the benefit of a disabled person a fee is not charged. This will continue and is set out in our scheme of charges.

**Budget Impact**

Building Control income is ring-fenced with the aim of achieving full cost recovery of the fee earning element. The proposal to increase charges from their current level whilst aiming to remain competitive. Some charges are negotiated with customers. Being a competitive service customers have a choice, to appoint the Council or a private approved inspector.

**Environment Committee**  
**Community Services - Garden and Bulky Waste**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Garden Waste – annual charge	41.67	50.00	42.92	51.50	3.0%
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 2023**

<b>Proposed increase in fee/charge from previous year</b>
Garden waste at 3% as advised to Environment Committee in October 2022.

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

<b>Details of any discretionary discounts or concessions</b>
None

<b>Has any benchmarking or consultation been undertaken?</b>
Previous substantial benchmarking

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

<b>Budget Impact</b>

**Environment Committee**  
**Health and Wellbeing - Dog Warden Service**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

*Dangerous Wild Animals*

First application	186.25	223.50	195.56	234.70	5.0%
Renewal	140.83	169.00	147.87	177.45	5.0%

*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	565.83	679.00	594.12	712.95	5.0%
Renewal	514.17	617.00	539.88	647.85	5.0%

*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	297.92	357.50	312.82	375.40	5.0%
Renewal	199.17	239.00	209.13	250.95	5.0%

**Environment Committee**  
**Health and Wellbeing - Dog Warden Service**  
**Schedule of Fees and Charges from 1 April 2023**

<b>Proposed increase in fee/charge from previous year</b>
5.0%

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

<b>Details of any discretionary discounts or concessions</b>
None

<b>Has any benchmarking or consultation been undertaken?</b>
Not formally

<b>Equality Impact Assessment</b>
Not formally carried out this year, however - this fee increase is less than the rate of inflation

<b>Budget Impact</b>
No significant impact



**Environment Committee**  
**Health and Wellbeing - Environmental Services**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Private Water Sampling	60.43	72.50	63.45	76.15	5.0%
Private Water Supply Risk Assessment	41.25	49.50	43.31	52.00	5.0%

**Environment Committee**  
**Health and Wellbeing - Environmental Services**  
**Schedule of Fees and Charges from 1 April 2023**

<b>Proposed increase in fee/charge from previous year</b>
5.0%

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

<b>Details of any discretionary discounts or concessions</b>
None

<b>Has any benchmarking or consultation been undertaken?</b>
No

<b>Equality Impact Assessment</b>
Assessment not carried out, however - this fee increase is less than the rate of inflation

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

**Environment Committee**  
**Health and Wellbeing - Food Safety**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

*Food Export Health Certificates*

Food Export Certificates (less that 120 a year)	42.92	51.50	45.00	54.00	5.0%
Where more than 120 certificates are issued per year	34.17	41.00	35.88	43.05	5.0%
For the issue of a Health Certificate where the inspection of a consignment is required	90.83	109.00	95.38	114.45	5.0%
Verification of Organic Shipments	42.92	51.50	45.06	54.10	5.0%

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

Premises	102.92	123.50	108.06	129.70	5.0%
Each person practicing	50.00	60.00	52.50	63.00	5.0%

*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)	73.75	88.50	77.44	92.95	5.0%
Food Hygiene Rating Scheme re-score request (per request)	169.17	203.00	177.63	213.15	5.0%
Safer Food Better Business Packs (inc 3 month diary refill)	18.00	21.50	18.90	22.70	5.0%
Safer Food Better Business Diary Refill (12 months)	13.75	16.50	14.44	17.33	5.0%
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	704.17	845.00	739.38	887.25	5.0%
Annual Renewal Fee	184.58	221.50	193.81	232.58	5.0%
Hourly Rate	61.67	74.00	64.75	77.70	5.0%

*Food Hygiene and Health & Safety Training Courses*

Full day courses (approx 6 hours)	51.67	62.00	54.25	65.10	5.0%
Half Day Courses (approx 3 hours)	31.67	38.00	33.25	39.90	5.0%
On-site training courses: Rate per day (Charged pro-rata for shorter courses) plus the cost of materials and examination fees.	322.50	387.00	338.63	406.35	5.0%

**Environment Committee**  
**Health and Wellbeing - Food Safety**  
Schedule of Fees and Charges from 1 April 2023

<b>Proposed increase in fee/charge from previous year</b>
5.0%

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

<b>Details of any discretionary discounts or concessions</b>
None

<b>Has any benchmarking or consultation been undertaken?</b>
Not this year.

<b>Equality Impact Assessment</b>
None

<b>Budget Impact</b>
No significant impact

**Environment Committee**  
**Health and Wellbeing - Pest Control**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

**Pest Control - DOMESTIC***Rats & Mice*

Standard	77.50	93.00	81.38	97.65	5.0%
(extra visit £32)	27.50	33.00	28.88	34.65	5.0%
Benefits – Standard	38.75	46.50	40.69	48.85	5.0%
(extra visit £16)	13.75	16.50	14.44	17.35	5.0%

*Wasps*

Standard	59.23	71.00	62.19	74.65	5.0%
Standard – additional	19.17	23.00	20.13	24.15	5.0%
Benefits - Single space	29.17	35.00	30.63	36.75	5.0%
Benefit – additional	9.58	11.50	10.06	12.10	5.0%

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

All Jobs	73.75	88.50	77.44	92.95	5.0%
Benefits	37.08	44.50	38.94	46.75	5.0%
Bedbugs / Cockroaches	29.17	35.00	30.63	36.75	5.0%
Survey - (Quote after visit)	29.17	35.00	30.63	36.75	5.0%

**Pest Control - COMMERCIAL***Rats & Mice*

Standard	129.58	155.50	136.06	163.30	5.0%
(extra visit £50)	42.92	51.50	45.06	54.10	5.0%
Fleas / Carpet Moth / Beetle / Cluster Flies / Ants	108.33	130.00	113.75	136.50	5.0%

*Wasps*

Standard	85.83	103.00	90.13	108.15	5.0%
Standard – additional	32.50	39.00	34.13	40.95	5.0%

*Bed Bugs*

Survey - (Quote after visit)	34.17	41.00	35.88	43.05	5.0%
Call out	34.17	41.00	35.88	43.05	5.0%

**Environment Committee**  
**Health and Wellbeing - Pest Control**  
Schedule of Fees and Charges from 1 April 2023

<b>Proposed increase in fee/charge from previous year</b>
5%

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

<b>Details of any discretionary discounts or concessions</b>
Discounts applied to recipients of certain benefits

<b>Has any benchmarking or consultation been undertaken?</b>
Not this year.

<b>Equality Impact Assessment</b>
None carried out this year

<b>Budget Impact</b>
No significant impact.

**Environment Committee**  
**Health and Wellbeing - Port Health**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

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

Bacteriological examination	104.58	125.50	109.81	131.80	5.0%
Legionella examination	116.67	140.00	122.50	147.00	5.0%
Chemical analysis	230.83	277.00	242.38	290.85	5.0%
Organic	41.25	49.50	43.31	52.00	5.0%

**Ship Sanitation Inspection Charges**

Gross Tonnage of Vessel

up to 1000	£110.00	£110.00	110.00	110.00	0.0%
1001 - 3000	£150.00	£150.00	150.00	150.00	0.0%
3001 - 10000	£220.00	£220.00	220.00	220.00	0.0%
10001- 20000	£285.00	£285.00	285.00	285.00	0.0%
20001 - 30000	£365.00	£365.00	365.00	365.00	0.0%
over 30000	£425.00	£425.00	425.00	425.00	0.0%
Vessels with 50 - 1000 persons	£425.00	£425.00	425.00	425.00	0.0%
Vessels with over 1000 persons	£725.00	£725.00	725.00	725.00	0.0%
Extensions	£80.00	£80.00	80.00	80.00	0.0%

**Environment Committee**  
**Health and Wellbeing - Port Health**  
Schedule of Fees and Charges from 1 April 2023

<b>Proposed increase in fee/charge from previous year</b>
approx 5% NB: ship sanitation charges are fixed nationally (not yet announced)

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

<b>Details of any discretionary discounts or concessions</b>
None

<b>Has any benchmarking or consultation been undertaken?</b>
None this year.

<b>Equality Impact Assessment</b>
None

<b>Budget Impact</b>
No significant impact.



## Environment Committee

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

#### Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

#### **From January 2023**

Residential properties per m <sup>2</sup>	96.23	96.23	102.90	102.90	6.9%
Supermarkets and Retail Warehouses per m <sup>2</sup>	90.22	90.22	96.47	96.47	6.9%

**Environment Committee**  
**Health and Wellbeing - Community Infrastructure Levy (CIL)**  
**Schedule of Fees and Charges from 1 April 2023**

<b>Proposed increase in fee/charge from previous year</b>
Indexation applied 01/01/2023 for the calendar year 01/01/2023 - 12/12/2023

<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
Charge was set according to government guidance and subject to viability assessment through the Local Plan process. Base rate of £80/m <sup>2</sup> residential and £75/m <sup>2</sup> supermarkets and retail warehouses set by Stroud District Council on 1 April 2017. The rate will increase or decrease accordingly each year, subject to indexation rates applied annually.

<b>Details of any discretionary discounts or concessions</b>
There are a range of CIL exemptions relating to different types of developments. Exemption relief available: extension exemption, annex exemption, self build exemption, social housing exemption, charitable exemption, exceptional circumstances exemption relief.

<b>Has any benchmarking or consultation been undertaken?</b>
Yes - as part of CIL adoption in 2017

<b>Equality Impact Assessment</b>
Yes - as part of Local Plan process

<b>Budget Impact</b>
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 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		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%
CON290 Enquiries Questions 4-21 each	11.00	13.20	11.00	13.20	0.0%
CON290 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 2023

<b>Proposed increase in fee/charge from previous year</b>
No increase for 2023/24

<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

**Development Control Committee**  
**Planning - Application Fees**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		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%
---	--------	--------	--------	--------	------

*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 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%

Agenda Item 7

Appendix H

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		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%

**Development Control Committee**  
**Planning - Application Fees**  
 Schedule of Fees and Charges from 1 April 2023

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

Fees set nationally
---------------------

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

Fees set nationally
---------------------

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

Fees set nationally
---------------------

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

No
----

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

No
----

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

Limited
---------

**Development Control Committee**  
**Planning - Applications other than Building Work**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		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%
--	--------	--------	--------	--------	------

*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%



Appendix H

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		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%
---	--------	--------	--------	--------	------

*Lawful Development Certificate*

Existing use or operation					
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				

**Development Control Committee**  
**Planning - Applications other than Building Work**  
**Schedule of Fees and Charges from 1 April 2023**

<b>Proposed increase in fee/charge from previous year</b>
Nationally set planning fees

<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
Nationally set planning fees

<b>Details of any discretionary discounts or concessions</b>
As set out (none)

<b>Has any benchmarking or consultation been undertaken?</b>
No

<b>Equality Impact Assessment</b>
No

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

**Development Control Committee**  
**Planning - Pre-Application Fees**  
 Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

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

Planning permission for dropped kerb	22.50	27.00	23.33	28.00	5.0%
Scheme support indication	55.00	66.00	57.50	69.00	5.0%
Householder proposal enquiry	55.00	66.00	57.50	69.00	5.0%
Non-Householder proposal enquiry	72.08	86.50	75.42	90.50	5.0%
30 Minutes with planner (via a virtual meeting)	65.42	78.50	68.33	82.00	5.0%
60 Minutes with planner (via a virtual meeting)	129.58	155.50	135.83	163.00	5.0%
30 Minutes with planner at applicants property where social distancing can be achieved (not a listed building)	108.33	130.00	113.75	136.50	5.0%
60 Minutes with planner at applicants property (not a listed building)	162.08	194.50	170.00	204.00	5.0%
30 Minutes with a conservation specialist at applicants property where social distancing can be achieved (listed building)	157.92	189.50	165.83	199.00	5.0%
Major housing or commercial projects. First hour of each meeting (additional research £60 per hour)	280.00	336.00	293.75	352.50	5.0%
Planning research	59.17	71.00	62.08	74.50	5.0%
Works to protected trees (history of a site and constraints) per hour and part of thereof	90.00	108.00	94.17	113.00	5.0%
Works to protected trees (TPO and Conservation Areas)	27.50	33.00	28.75	34.50	5.0%
Ecological response on proposed action	42.92	51.50	45.00	54.00	5.0%
Planning Administration Charges (e.g. copy documents) (£20 per half hour plus additional if printed)	18.75	22.50	19.58	23.50	5.0%

**Environment Committee**  
**Planning - Pre-Application Fees**  
Schedule of Fees and Charges from 1 April 2023

<b>Proposed increase in fee/charge from previous year</b>
Fees increased by 5% (rounded up/down)

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

<b>Details of any discretionary discounts or concessions</b>
Social registered landlords/housing associations for affordable housing developments

<b>Has any benchmarking or consultation been undertaken?</b>
No but neighbouring authorities charges are higher.

<b>Equality Impact Assessment</b>
No impact

<b>Budget Impact</b>
Negligible

**Development Control Committee**  
**Planning - Prior Approval**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		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%

Agenda Item 7

Appendix H

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		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%
---	--------	--------	--------	--------	------

*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%

Appendix H

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

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

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

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

*Application for Permission in Principle*

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

**Development Control Committee**  
**Planning - Prior Approval**  
Schedule of Fees and Charges from 1 April 2023

<b>Proposed increase in fee/charge from previous year</b>
Nationally set planning fees

<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
Nationally set planning fees

<b>Details of any discretionary discounts or concessions</b>
None

<b>Has any benchmarking or consultation been undertaken?</b>
No

<b>Equality Impact Assessment</b>
No

<b>Budget Impact</b>
None



## Environment Committee

### Planning Strategy

#### Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

#### **Local Plan**

Stroud District Local Plan	£16.67	£20.00	17.50	21.00	5.0%
Stroud District Local Plan Review: Draft Local Plan for Public Consultation	£20.00	£24.00	21.00	25.20	5.0%

#### **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.	£21.67	26.00	22.75	27.30	5.0%
--	--------	-------	-------	-------	------

#### **Disbursement Costs (EIR)**

A4 Black & White	£0.09	0.11	0.09	0.11	5.0%
A3 Black & White	£0.22	0.26	0.23	0.28	5.0%
A4 Colour	£0.44	0.53	0.46	0.55	5.0%
A3 Colour	£0.88	1.05	0.92	1.10	5.0%

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

Access fee	£2,000.00	£2,400.00	2100.00	2520.00	5.0%
------------	-----------	-----------	---------	---------	------

**Environment Committee**  
**Planning Strategy**  
Schedule of Fees and Charges from 1 April 2023

<b>Proposed increase in fee/charge from previous year</b>
Stroud District Local Plan Review: Draft Local Plan has increased because of the document being much larger

<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
Full cost recovery for Local Plan and disbursements. Subsidised service for environmental information and access to highway model.

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

<b>Has any benchmarking or consultation been undertaken?</b>
Benchmarking carried out on environmental information charges and access to highway model.

<b>Equality Impact Assessment</b>

<b>Budget Impact</b>

**Environment Committee**  
**Private Housing - Land Drainage Consenting**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		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 2023**

<b>Proposed increase in fee/charge from previous year</b>
0.0%

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

<b>Details of any discretionary discounts or concessions</b>
none

<b>Has any benchmarking or consultation been undertaken?</b>
none

<b>Equality Impact Assessment</b>
none

<b>Budget Impact</b>
none

**Housing Committee**  
**Private Housing - Caravan Site Licensing**  
 Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Caravan Site Licensing Fee (VAT exempt) hourly rate charge	49.60	49.60	57.47	57.50	15.9%

**Housing Committee**  
**Private Housing - Caravan Site Licensing**  
Schedule of Fees and Charges from 1 April 2023

<b>Proposed increase in fee/charge from previous year</b>
15.9%

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

<b>Details of any discretionary discounts or concessions</b>
none

<b>Has any benchmarking or consultation been undertaken?</b>
none

<b>Equality Impact Assessment</b>
none

<b>Budget Impact</b>
none

**Housing Committee**  
**Private Housing - HMO Licensing**  
 Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

Application for Licence Fee for HMO	262.00	262.00	288.00	288.00	9.9%
Management & Enforcement Fee for HMO - (only applicable once licence approved and due to be paid before licence issued)	614.00	614.00	688.00	688.00	12.1%

**Housing Committee**  
**Private Housing - HMO Licensing**  
Schedule of Fees and Charges from 1 April 2023

<b>Proposed increase in fee/charge from previous year</b>
9.9 - 12.1%

<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
Full cost recovery as legislatively mandated

<b>Details of any discretionary discounts or concessions</b>
none

<b>Has any benchmarking or consultation been undertaken?</b>
None legislatively set process for calculating

<b>Equality Impact Assessment</b>
none

<b>Budget Impact</b>
none costs covered



## Housing Committee

### Private Housing - Immigration Accommodation Certificate

#### Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Immigration Certificate	122.92	147.50	133.40	160.00	8.5%

**Housing Committee**  
**Private Housing - Immigration Accommodation Certificate**  
**Schedule of Fees and Charges from 1 April 2023**

<b>Proposed increase in fee/charge from previous year</b>
8.5%

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

<b>Details of any discretionary discounts or concessions</b>
none

<b>Has any benchmarking or consultation been undertaken?</b>
none in this year

<b>Equality Impact Assessment</b>
none

<b>Budget Impact</b>
none

**Strategy and Resources Committee**  
**Community Services - Car Parking**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

*London Road MSCP*

1hr	0.75	0.90	0.75	0.90	0.0%
2hrs	1.25	1.50	1.25	1.50	0.0%
3hrs	1.67	2.00	1.67	2.00	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	0.75	0.90	0.75	0.90	0.0%
2hrs	1.25	1.50	1.25	1.50	0.0%
3hrs	1.67	2.00	1.67	2.00	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	0.75	0.90	0.75	0.90	0.0%
2hrs	1.25	1.50	1.25	1.50	0.0%
3hrs	1.67	2.00	1.67	2.00	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	1.08	1.30	1.25	1.50	15.4%
2hrs	1.67	2.00	1.84	2.20	10.4%
3hrs	3.34	4.00	3.75	4.50	12.28%

*Rowcroft*

1hr	1.08	1.30	1.25	1.50	15.4%
2hrs	1.67	2.00	1.84	2.20	10.4%
3hrs	2.08	2.50	2.50	3.00	20.0%

*Parliament Street*

1hr	0.75	0.90	0.75	0.90	0.0%
2hrs	1.25	1.50	1.25	1.50	0.0%
3hrs	1.67	2.00	1.67	2.00	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 2023

<b>Proposed increase in fee/charge from previous year</b>
<b>NO CHANGE TO LONG STAY TARIFFS</b> Short stay tariffs increased to represent a circa 5% increase in overall revenue.

<b>Basis of charge (eg full cost recovery, statutory charge, subsidised service)</b>
Cost recovery, with any surplus reinvested.

<b>Details of any discretionary discounts or concessions</b>
Blue badge - continued free parking

<b>Has any benchmarking or consultation been undertaken?</b>
Yes, continual benchmarking.

<b>Equality Impact Assessment</b>

<b>Budget Impact</b>
Limited due to covid recovery.

**Strategy and Resources Committee**  
**Community Services - Old Town Hall**  
**Schedule of Fees and Charges from 1 April 2023**

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	

*Commercial Rates*

8hrs	94.17	113.00	98.75	118.50	5.0%
Hourly rate	19.58	23.50	20.42	24.50	5.0%
Monday – Friday (no evening use)	429.17	515.00	450.00	540.00	5.0%
Monday – Friday (evening use)	604.17	725.00	633.33	760.00	5.0%
7 days (no evening use)	550.00	660.00	575.00	690.00	5.0%
7 days (evening use)	750.00	900.00	787.50	945.00	5.0%

*Non Commercial Rates*

8hrs	65.00	78.00	66.67	80.00	5.0%
Hourly rate	13.33	16.00	14.17	17.00	5.0%
Monday – Friday (no evening use)	320.83	385.00	333.33	400.00	5.0%
Monday – Friday (evening use)	475.00	570.00	500.00	600.00	5.0%
7 days (no evening use)	400.00	480.00	416.67	500.00	5.0%
7 days (evening use)	583.33	700.00	612.50	735.00	5.0%

**Strategy and Resources Committee**  
**Community Services - Old Town Hall**  
Schedule of Fees and Charges from 1 April 2023

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

Standard 5%, adjusted as appropriate

**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 for 2022.

**Equality Impact Assessment**

N/A

**Budget Impact**

Negligible

**Strategy and Resources Committee**  
**Community Services - Shambles Market**  
 Schedule of Fees and Charges from 1 April 2023

Description of Charge	Charge April 2022 - March 2023		Charge April 2023 - March 2024		Change %
	£ Exc VAT	£ Inc VAT	£ Exc VAT	£ Inc VAT	
Small Stall	7.50	9.00	8.00	10.00	6.7%
Large Stall	13.33	16.00	14.17	17.00	6.3%

**Strategy and Resources Committee**  
**Community Services - Shambles Market**  
Schedule of Fees and Charges from 1 April 2023

<b>Proposed increase in fee/charge from previous year</b>
Circa. 6% fees

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

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

<b>Has any benchmarking or consultation been undertaken?</b>
Not in 2022, but the proposed fees are still very competitive

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

<b>Budget Impact</b>
Limited



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

**THURSDAY, 2 FEBRUARY 2023**

<b>Report Title</b>	<b>HOUSING REVENUE ACCOUNT BUDGET ESTIMATES – REVISED 2022/23 AND ORIGINAL 2023/24 AND MEDIUM TERM FINANCIAL PLAN 2022/23 – 2026/27</b>
<b>Purpose of Report</b>	To present to the committee the revised budget estimates for 2022/23 and the original estimates for 2023/24.
<b>Decision(s)</b>	<p><b>The Committee RECOMMENDS to Strategy &amp; Resources and Council that:</b></p> <ul style="list-style-type: none"> <li><b>a. The revised HRA revenue budget for 2022/23 and original budget 2023/24 are approved</b></li> <li><b>b. The movement to and from HRA balances and capital reserves as detailed in Appendix B and section 9 are approved</b></li> <li><b>c. That from 1 April 2023:</b> <ul style="list-style-type: none"> <li><b>i. Social rents and affordable rents are increased by 7%, in line with national rent guidance</b></li> <li><b>ii. Garage rents are increased by 7%</b></li> <li><b>iii. Landlord service charges are increased by 7%, except Independent Living Scheme charges and district heating charges which are increased as set out in Appendix B</b></li> <li><b>iv. Shared ownership rents are increased by 7%</b></li> </ul> </li> <li><b>d. That the HRA Capital Programme for 2022/23 to 2026/27, as detailed in Appendix C, be included in the Council’s Capital Programme.</b></li> </ul>
<b>Consultation and Feedback</b>	Budget holders and senior managers Member briefing
<b>Report Author</b>	Lucy Clothier, Accountancy Manager Tel: 01453 754343 Email: lucy.clothier@stroud.gov.uk
<b>Options</b>	Recommend to Strategy and Resources: <ul style="list-style-type: none"> <li>a) Reduced or increased capital or revenue expenditure</li> <li>b) Reduced dwelling rents</li> <li>c) Reduced or increased landlord service charges and garage rents</li> </ul>
<b>Background Papers</b>	None
<b>Appendices</b>	A – HRA rents and service charges B – HRA MTFP C – HRA Capital Programme and funding

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

**1. Background**

- 1.1 The Medium Term Financial Plan (MTFP) Update report to Strategy and Resources Committee in September 2022 set out the way in which the Council would approach setting budgets for the forthcoming financial year.
- 1.1 The Committee’s service revenue budgets have been prepared in accordance with the budget framework set out in the Budget Strategy report. They are presented in draft format and are subject to further change as the budget setting process progresses. Any subsequent changes will be included in the MTFP report to Council.
- 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 This report sets out the revised budgets for 2022/23 and the proposed base budgets for 2023/24 for the Housing Revenue Account (HRA)
- 2.2 A revised budget for 2022/23 to take into account the pay award in 2022/23, and an amendment for deprecation costs, includes a transfer from HRA general reserves of £1.612m. A transfer from general reserves of £1.814m will be needed to fund the proposed budget for 2023/24.
- 2.3 It is proposed that weekly rents increase by 7%. Service charges for Independent Living and district heating systems to increase to reflect the cost of gas and electricity (at a protected rate), with other charges and garage rents to increase by 7% in line with rents.
- 2.4 The revised capital programme for 2022/23 is £16.389m, with a proposed base budget in 2023/24 of £27.710m.
- 2.5 There are some changes to the budget proposed at Housing Committee. These changes are set out in para 3.3.
- 2.6 Due to the increase in costs and protected levels of income, the current financial position of the HRA is not sustainable, with significant savings needed to be found to bridge the gap between expenditure and income.
- 2.7 A balanced budget can be maintained in the short term, and the Strategic Director will lead a full review of the service, in consultation with members and tenants, in order to find a long term solution.

**3. Housing Revenue Account (HRA)**

- 3.1 The HRA base budget for 2022/23 has a transfer from HRA general reserves of £1.008m. The proposed revised budget for 2022/23 has a transfer from general reserves of £1,612m with additional budget requirement identified for the salary uplift and revised depreciation.
- 3.2 The base budget for 2023/24 has expenditure of £29.257m funded by income of £26.230m and a transfer from earmarked reserves of £1.213m, leaving a transfer from general

reserves required of £1.814m. This is a reduction in the use of general reserves of £59k from the position proposed at Housing Committee.

3.3 The changes included in the budget since then are:

Shared ownership rents capped at 7% - see para 4.10

General Fund contribution to HRA areas increased by £20k – see para 7.6

Reduction in Support Service Charges to the General Fund of £42k – see para 7.5

Reduced heating charges for district heating – see para 4.15

Increased property acquisitions for the Local Authority Housing Fund – see para 13.12

3.4 Although this is an improved position, it does not change the long term position of the HRA significantly.

3.5 Table 1 shows a summary of the budget changes from 2022/23 to 2023/24. It should be noted that some of these changes were previously planned and so do not represent a significant change from the long term position. There are, however, a number of inflationary pressures that do affect the long term position.

3.6 Further detail on the changes is included in the sections after the table. The impact of these changes on the MTFP is shown in section 9.

Table 1 – Summary of HRA Budget Changes

	Para	Budget Changes 2022/23
Transfer to reserves 2022/23 - base		1,008
Pay Award Adjustments	5.1	190
Depreciation amendment	7.4	414
<b>Transfer to reserves 2021/22 - revised</b>		<b>1,612</b>
<b>Rents and service charges*</b>	4	(2,162)
<b>Pay and Price inflation:</b>		
Contract Inflation*	5.2	407
Utilities	5.4	746
Insurance Adjustments	5.3	82
Pay Inflation	5.1	261
NI Adjustments	5.1	(45)
<b>Service changes:</b>		
Tenant Support Fund	6.2	200
Staffing	6.3	167
Disrepair claims	6.4	40
Property Care (excl staffing)	6.5	531
Compliance	6.7	(147)
Cyclical maintenance programme	6.9	(596)
Revenue funding of major works	6.10	911
Regeneration	6.11	(52)
Independent Living	6.12	(15)
Voids	6.13	(137)
Consultant costs	6.11	(70)
Property Services	6.11	(50)
IT	6.14	(73)
<b>Central changes:</b>		
Interest receivable	7.1	(180)
Vacancy Savings	7.2	(140)
Provision for repaying debt	7.3	14
Depreciation/Transfer to MRR	7.4	330
Support Service Charges*	7.5	242
General Fund Contribution to HRA Areas	7.6	(20)
Other minor changes (net)		(42)
<b>Transfer from reserves 2022/23</b>		<b>1,814</b>

\* Indicates a change from the Housing Committee proposed budget

#### 4. Proposed Rents and Service Charges 2023/24

- 4.1 Rents and service charges provide the funding for all services provided within the landlord service, including tenancy management and the maintenance of the housing.
- 4.2 Appendix B set out the proposed increases in rents and charges for the HRA.
- 4.3 Dwelling rents
- 4.4 Ordinarily rents, which are regulated by the Regulator of Social Housing, would be permitted to increase by up to the Consumer Price Index (CPI) plus 1%. CPI at September was 10.1%, which would have allowed rents to be increase by up to 11.1%.
- 4.5 Following a consultation, it has been announced by the Government that rents for social and affordable housing will be capped at a 7% increase.
- 4.6 A 7% increase, would increase the average weekly rent from £88.81pw to £95.02pw, an increase of £6.21pw.
- 4.7 On becoming vacant, dwellings at social rent are being relet at the Formula Rent (also known as 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. It is currently expected that the Formula rent will increase by the full inflationary uplift of 11.1%, but this is not yet confirmed.
- 4.8 Currently 64% of tenants have rents below the Formula Rent (a decrease from 68% last year), with average rents £1.33 per week less that the Formula Rent. This figure has been gradually reducing as dwellings become void and are relet, but as existing tenancies will be unaffected it is a very gradual change. If Formula Rents rise by 11.1% and current rents increase by 7%, all tenants will be paying less than Formula Rent, with an average difference of £5.07 per week. This equates to approximately £1.2m per year.
- 4.9 Members could choose to implement Social Rents at above Formula/Target Rent on relet (up to 5% on General Needs and 10% on Sheltered properties), but this is not being proposed at this time.
- 4.10 Shared ownership rents
- 4.11 The proposed HRA budget for 2023/24 which was approved by Housing Committee for recommending to S&R/Council included an assumption that shared ownership rents would be increased by RPI+0.5% (which is most cases would be 13.1%). This was on the basis that we would be unable to amend the terms in the lease, in line with advice received from One Legal. To try and mitigate some of the impact on leaseholders a welfare support fund would include shared owners as well as tenants.
- 4.12 Since then there has been a real drive from DLUHC to cap all affordable housing rent payments, including those for shared owners, at 7% in line with social/affordable rents. This has led to advice being published by the National Housing Federation (National Housing Federation - What legalities must housing associations consider under the shared ownership commitment on rent increases?) and clarification from Homes England on rent.
- 4.13 In light of this, One Legal have confirmed that this gives us enough reassurance around the process to be able to proceed, if wanted, with a rent cap on shared ownership rents.
- 4.14 Therefore it is now proposed that shared ownership rents are capped at 7% in 2023/24 in line with social/affordable rents. The cost of this is approximately £10k pa.

#### 4.15 District Heating charges

4.16 There are five Independent Living schemes which have district heating systems, where a central boiler provides heat and hot water for all of the residential units and the communal area. In this instance Stroud District Council pays for the gas and recharges the cost to the tenants.

4.17 At budget setting for 2022/23 it was expected that the cost of gas would increase, however it was not known how much and members chose to protect tenants from the increase in costs in the short term. The average weekly charge to tenants for the district heating system is £7.38.

4.18 The cost of gas has risen enormously and based on the expected government cap on gas and electricity prices from April 2023 (at £3,000 for an average property), the average charge would be £28.09 per week – as presented to Housing Committee. This assumes a reduction in usage of 10%.

4.19 Since then, it is now forecast that gas prices will fall below this cap rate and average charges of £23.41 are now proposed.

4.20 Any changes in gas prices – up or down – will be reviewed during the year, and if necessary a revised charge will be applied in year.

4.21 The proposed budget has been adjusted to reflect the reduced cost, with an offsetting reduction in gas prices and so is net nil to the overall HRA budget.

#### 4.22 Independent Living Scheme charges

4.23 The cost of providing services in Independent Living has increased, in particularly for staff costs due to the pay uplift and the cost of electricity. It is suggested that in line with the district heating system charges, electricity is capped at the residential rate. As electricity usage in the schemes has also been recalculated there are different uplifts between each scheme.

4.24 Independent Living Scheme charges are eligible for Housing Benefit and Universal Credit. It is proposed that tenants on protected (reduced) service charges are increased by the average uplift across all schemes of 14%.

4.25 In line with the district heating charges, by not passing on the full cost of electricity within the charges, there will be an element of subsidy provided by the wider HRA.

4.26 A full list of charges is included in Appendix B.

#### 4.27 Garage rents and service charges

4.28 It is proposed that garage rents and all other service charges increase by 7% in line with rents.

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

5.1 In line with the MTFP Update, future years pay inflation has been provided for in the MTFP at a rate of 5%. There has also been an adjustment to the 2022/23 budget for the pay award which has been agreed at £1,925 (an increase from the 2.75% included within the base budget). The additional employers National Insurance contribution of 1.25%, which was added for 2022/23, has now been reversed out.

5.2 Non pay contract inflation, particularly across repairs and maintenance contracts, has been included at 10%.

- 5.3 The cost of insurance premiums has risen considerably. This is in part due to inflationary uplifts across the insurance sector, but has also been affected by claims made against the policy.
- 5.4 The cost of gas and electricity has risen significantly and has been included in the budget at the current contract price.
- 5.5 These charges will continue to be monitored and if necessary will be updated before the budget proposals go to Strategy and Resources and Council. If this occurs, an additional report or a briefing note will be issued to Housing Committee.

## **6. Service Changes**

- 6.1 There are a number of changes to the service budgets for 2022/23.
- 6.2 It is recognised that although the increase in rents and charges to tenants have been capped where possible, the increases are higher than in many other years and at a time when many households are facing financial pressures. All rents and most service charges (with the exception of district heating as this is equivalent to other tenants having to pay directly to heat their homes) are eligible for Universal Credit and Housing Benefit, but there may be tenants who are not eligible for benefits or who have reached the benefit cap. A tenant support fund of £200k has been included within the proposed budget, in order to support tenants and shared owners. This pot will reduce to nil over a period of up to four years, with the details of eligibility to be determined. If some, or all, of this pot is used to fund discretionary housing payments, approval will be needed from the Secretary of State (since Discretionary Housing Payments are a General Fund function and so can't be automatically paid from the HRA). There is no reason to assume that approval wouldn't be given.
- 6.3 The new Head of Housing post has been included within the ongoing budget, partially funded from removing the Tenancy Operations Manager. Three fixed term Senior Housing Officers have also been included for a period of up to two years.
- 6.4 The number of disrepair claims remains high and work continues to reduce the number of claims through both the maintenance programme and robust reporting. Any funding paid in disrepair claims reduces funding available for the maintenance programme.
- 6.5 High inflation has significantly affected the cost of maintenance provided through Property Care. The cost of materials and subcontractors has increased by more than the cost of inflation, pushing up the overall resource needed to provide the same level of works.
- 6.6 Property Care is also affected by the pay award in 2022/23 and the assumed pay uplift for 2023/24, and this is included within the Pay Inflation line.
- 6.7 The one year large increase in radon works in 2022/23 comes out in 2023/24, although this is partially offset by an increase in fire works. These are part of planned programmes and the budgets fluctuate annually.
- 6.8 There is expected to be an increase in pressure from the Housing Ombudsman and Social Housing Regulator, particularly with respect to damp and mould. Any additional costs associated with this will need to come from existing budgets.
- 6.9 The current cyclical maintenance programme comes to a planned end in 2022/23 and so is removed from the budget for 2023/24. There will be a short break before the next programme starts, in line with the lifespan of the materials used.
- 6.10 The continued large investment in capital works on the housing stock needs additional revenue funding to fund the costs as the capital funding is depleted. This was planned over

the longer term, but increased costs have meant that it is required earlier than previously expected.

- 6.11 The Regeneration posts, which were agreed for a period of two years, end in 2022/23. There are also planned reductions in consultant costs and the small sites budget.
- 6.12 Some savings have been made in Independent Living in order to try and offset some of the additional cost of electricity in communal areas.
- 6.13 The revenue budget for voids has been reduced, with the bigger part relating to reduced payment of council tax on void properties. Although the revenue cost of voids has reduced, there are still a high number of voids needing significant works in the capital voids budget.
- 6.14 The investment in a new IT system is expected to assist in reducing the ongoing cost of IT services.

## **7. Central Changes**

- 7.1 Interest received is expected to increase despite reducing levels of reserves, due to the recent increase in interest rates.
- 7.2 In order to help balance the budget this year, a vacancy saving has been assumed of £140k. This will not prevent vacant posts being filled, but represents an assumption that there will be some vacant posts across the year. The vacancy savings have been higher than this in recent years.
- 7.3 The provision for repayment of debt is due to increase by £14k. This is in line with the proposal agreed by Housing Committee to repay the existing borrowing (predominantly the self financing debt) over 60 years.
- 7.4 The depreciation charge is due to increase by an estimated £330k. The amount set aside for depreciation gets transferred to the Major Repairs Reserve and is used to fund capital works and doesn't have any impact on the long term position. The budget for 2022/23 has also been amended to reflect current property values (on which depreciation is based).
- 7.5 There is an increase of £242k in the support service charges from the General Fund to the HRA. This is a reduction from £291k in the Housing Committee budget. These charges cover all of the central services provided by the wider council, such as the HRAs share of HR, IT, finance etc, as well as a contribution towards the running of Ebley Mill. This increase is largely due to the pay award for 2022/23 and 2023/24 and the cost of electricity. The HRA's share of the Fit For The Future project is also included within this cost. This will be funded from the earmarked reserve set aside.
- 7.6 The contribution from the General Fund towards HRA shared areas (play areas, grassed areas etc) has increased by £20k to £220k.

## **8. Earmarked Reserves**

- 8.1 The following table sets out the budgeted transfers to and from earmarked reserves in 2022/23 and 2023/24.
- 8.2 The Independent Living Modernisation programme continues as planned.
- 8.3 Due to pressures on HRA general reserves to fund services to tenants over 2022/23 it is recommended that the funding put aside for Estate Redevelopment is redesignated and returned to HRA general reserves. There are no commitments against this funding.



- 8.4 The funding put aside towards retrofit will be used in 2022/23 as the budget now incorporates an ongoing energy efficiency works programme.

Table 2 – Summary of HRA Earmarked Reserve Transfers

	2022/23				2023/24			
	Opening Balance	Transfers in	Transfers out	Closing Balance	Opening Balance	Transfers in	Transfers out	Closing Balance
	£k	£k	£k	£k	£k	£k	£k	£k
Independent Living Modernisation	2,987	1,000	(1,100)	<b>2,887</b>	2,887	1,000	(2,160)	<b>1,727</b>
Estate Redevelopment	1,170	0	(1,170)	<b>0</b>	0	0	0	<b>0</b>
Transformation	377	39	(39)	<b>377</b>	377		(53)	<b>324</b>
HRA General Contingency	100	0	0	<b>100</b>	100	0	0	<b>100</b>
Provision for repayment of debt	1,885	1012	0	<b>2,897</b>	2,897	1,026	0	<b>3,923</b>
Retrofit	168	0	(168)	<b>0</b>	0	0	0	<b>0</b>
Carry forwards	100	0	(100)	<b>0</b>	0	0	0	<b>0</b>
<b>Total Earmarked Reserves</b>	<b>6,787</b>	<b>2,051</b>	<b>(2,577)</b>	<b>6,261</b>	<b>6,261</b>	<b>2,026</b>	<b>(2,213)</b>	<b>6,074</b>

## 9. HRA Medium Term Financial Plan (MTFP) and 30 Year Position

- 9.1 The Medium Term Financial Plan presented to Council in February 2022 set out that ongoing savings of £1m needed to be found across the service in order to have a balance position over 30 years. Unfortunately, costs have risen significantly, particularly across revenue repairs and capital works where costs have risen by more than general inflation. This combined with lower than inflation rent increases widens the budget gap further.
- 9.2 It also brings forward the need to either make savings in expenditure or increase income. A balanced budget can be set for 2023/24 and is currently expected in 2024/25, although by 2024/25 general reserves are expected to be lower than the recommended balance.
- 9.3 The Medium Term Financial Plan based on the details of budget setting for 2023/24 included within this report is shown in Table 6 below. This also includes the forecast position of the HRA for 2022/23, as reported at this committee meeting.

Table 3 – HRA Medium Term Financial Plan Summary

	2022/23 Revised £k	2023/24 Forecast £k	2024/25 Forecast £k	2025/26 Forecast £k	2026/27 Forecast £k
Income	(24,058)	(26,230)	(27,615)	(28,488)	(29,010)
Expenditure	11,741	12,850	13,565	13,773	13,497
Support service charges from the GF	2,408	2,650	2,782	2,865	2,908
Other income and expenditure	11,611	13,757	13,106	18,392	18,108
<b>Total Housing Revenue Account</b>	<b>1,702</b>	<b>3,027</b>	<b>1,838</b>	<b>6,542</b>	<b>5,502</b>
Transfers to/(from) earmarked reserves	(90)	(1,213)	(458)	(1,330)	(53)
Transfers to/(from) general reserves	(1,612)	(1,814)	(1,380)	(5,212)	(5,449)
<b>Total Housing Revenue Account</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Reserves</b>					
Opening balance	4,560	3,571	1,757	377	(4,835)
Transfers to/(from)	(1,612)	(1,814)	(1,380)	(5,212)	(5,449)
Forecast HRA overspend 2022/23	(547)				
Review of EMRs	1,170				
<b>Closing Balance</b>	<b>3,571</b>	<b>1,757</b>	<b>377</b>	<b>(4,835)</b>	<b>(10,283)</b>

- 9.4 A full breakdown of the MTFP can be found in Appendix C.
- 9.5 The steep decline in reserves can largely be attributed to the increase in the cost of maintenance and major works, including the energy efficiency works. As the cost has risen beyond the capital funding (plus the borrowing already approved for the programme), additional funding is required from revenue. This is included in the 'Other income and expenditure' table above. These costs are not currently supportable from the rental income and expected external grant income.
- 9.6 Due to the scale of the financial pressure the Strategic Director, alongside the new management team, will lead a full review of the financial and operational position of the service, in consultation with members and tenants.
- 9.7 This review will start immediately and is likely to take considerable time in order to ensure it is robust and is able to fully consider the balance between rents and charges to tenants, maintaining and improving the housing, and offering the correct level of housing support to tenants.
- 9.8 The full review will be included in the budget setting papers to Housing Committee in December 2023, although there will be consultation with members prior to this. It may also be necessary to adjust service budgets in year to maintain a balance position in the short term.

## 10. Borrowing

- 10.1 The HRA currently has borrowing of £107.633m, of which £97.717m is externally borrowed (from the Public Works Loans Board) and £9.916m is internally borrowed (ie reducing the reserves held by the HRA).

- 10.2 Additional borrowing of £23.874m is planned for the existing New Build and Development Programme. This has increased from previous assumptions due to the increase in costs set out in Section 15.
- 10.3 Borrowing of £17.106m is planned for the energy efficiency works programme, as has been previously reported.

## 11. Material Assumptions Made in the HRA MTFP

11.1 The MTFP forecast is made under a number of assumptions. The key assumptions of note are summarised below:

- Rents will rise by CPI +1% for one year, and then reduce to CPI only
- Void levels of 1.75% in general needs and 4% in Independent Living. This is a reduced void rate from 2022/23 (where it was 2% and 5% respectively) and reflects the positive work being undertaken in reducing voids.
- Inflation of 3% for 2024/25 and 2% thereafter
- 25 Right to Buy sales a year have been assumed in terms of rent loss (this is a reduction from 30)
- Major works have been included on a standard replacement basis, plus the retrofit programme approved by Housing Committee in September 2021.
- The existing borrowing held (primarily self financing debt) is to be repaid (through an annual provision made) over 60 years, with the new retrofit borrowing and new build and development borrowing to be repaid over 30/40+ years depending on the affordability of the scheme.

## 12. Risks and Uncertainties

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

12.2 Inflation – if the cost of works continues to rise at a higher rate than the inflationary uplift on rents and charges, this could further affect the funding available to run the service and deliver works on the properties.

12.3 Right to Buy Receipts – there is a risk that the development programme could slip, or some schemes may not be possible to deliver. Therefore, because of changes to timing, receipts could need to be repaid. This risk has reduced following a change in the retention agreement, allowing a longer period to use Right to Buy receipts.

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.

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

As new borrowing is taken out for the new homes programme and for the energy efficiency programme, the HRA will be subject to the market rates at the time of borrowing.

Investment income is directly linked to interest rates on balances held. Lower interest rates would reduce the investment income, higher interest rates would increase the amount the HRA receives on reserve balances.

- 12.5 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.
- 12.6 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.
- 12.7 Internal Council Changes – any major changes to the Council could impact on the HRA medium/long term position. This could include benefits in reduced HRA contributions as well as pressures from higher costs.

### **13. HRA Capital Programme**

13.1 The proposed capital programme includes a revised budget for 2022/23 is £16.389m, and a budget for 2023/24 of £25.710m.

13.2 A full breakdown of the capital programme and capital financing is included in Appendix D

#### **13.3 Major Works**

13.4 The Major works programme has been reprofiled in line with current programmes. This includes a significant programme of energy efficiency works.

13.5 Following the successful bids for Decarbonisation Demonstrator and Wave 1 grant funding, a bid has been submitted for Wave 2 funding. This budget includes £4.355m of works included within this bid, of which £1.696m would be funded from grant income. If this funding bid is not successful either alternative funding will need to be found, or some or all of the works will need to be delayed until funding is available.

#### **13.6 New Homes and Regeneration Programme**

13.7 The development programme has been recosted and reprofiled, in line with the New Homes and Regeneration Update paper, presented to this committee.

13.8 The total additional budget required is £6.2m (£5.4m on the phase 2 sites, plus £0.8m for Ringfield Close in Phase 1). This has been funded from a combination of existing capital receipts and additional borrowing. The increase borrowing, with no increase in rental income, has meant that the new loans will take longer to pay off (as they calculated so that they are supported only by the rental income to minimise the impact on funding for works on existing properties).

#### **13.9 Acquisitions of Land and Housing**

13.10 The budget allocation for acquisition of land and housing continues in line with the previous agreed programme. There is a one off budget of £3m for the acquisition of land which can be used if any opportunities arise. Any unused allocation will carry forward to the following year.

13.11 There is an annual £2m budget for the purchase of housing. This funding pot is also opportunistic, and it is not necessarily expected that this will be spent in full in each and

every year. As this is an annual recurring budget any unallocated underspends each year would not carry forward to the next year, unless a specific case is made.

13.12 The Acquisition of property budget for 2023/24 has been increased from £2 to £4m to account for the Local Authority Housing Fund grant, which provides funding towards additional properties for households from Ukraine or Afghanistan facing homelessness. These properties will be funded from £1.8m government grant, £0.6m HRA capital receipts and £1.6m HRA borrowing. This borrowing would be serviced from the rental incomes from the homes and so does not put any further financial pressure on the HRA.

### 13.13 Independent Living Modernisation

13.14 The Independent Living Modernisation programme has been reprofiled across financial years, but the overall project remains on target and within the allocated funding.

## 14. IMPLICATIONS

### 14.1 Financial Implications

This report sets out the draft General Fund and HRA budgets relating to the Committee for 2022/23 and 2023/24. This will form part of the budget setting process to be considered by Strategy and Resources Committee and Council in February 2023.

Lucy Clothier, Accountancy Manager

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

### 14.2 Legal Implications

None directly arising in respect of the budget estimates and revisions other than to note that this report forms part of the budget setting process for 2022/23 which involves the Council calculating capital and revenue estimates for its General Fund.

Under Section 8 of the Housing Act 1985 (the "Act") the Council have a duty to consider housing conditions and the needs of the district with respect to the provision of further housing accommodation. Under Section 24 of the Act, the Council may make reasonable charges for the tenancy and occupations of their houses which shall be reviewed from time to time, and may make such changes to those rents as circumstances may require.

One Legal

Tel: 01684 272017 Email: [legal.services@onelegal.org.uk](mailto:legal.services@onelegal.org.uk)

### 14.3 Equality Implications

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

### 14.4 Environmental Implications

There are no significant implications within this category. The HRA capital programme includes a significant amount of works to increase energy efficiency of the housing.

This page is intentionally left blank

**Proposed HRA Rents and Service Charges 2023/24****Appendix A**

<b>Draft Proposed level of rents and service charges</b> (on a weekly basis over 52 weeks)	<b>Current</b> 2022/23 £	<b>Proposed</b> 2023/24 £	<b>Increase/ Decrease</b> £	<b>Increase/ Decrease</b> %
<b>Rents</b>				
Dwelling rents (average)	88.81	95.02	6.21	7.0%
Garage rents (excl VAT which is chargeable to non tenants only)	13.83	14.80	0.97	7.0%
<b>Landlord service charges</b> (charged where applicable)				
TV relay (communal aerials-basic IRS)	0.40	0.43	0.03	7.0%
TV relay (communal aerials-comprehensive IRS)	0.98	1.05	0.07	7.0%
Cleaning charges (average)	2.72	2.91	0.19	7.0%
District heating (average)	7.38	23.41	16.03	217.2%
Water charges (average)	2.87	3.07	0.20	7.0%
Scooter store	1.92	2.05	0.13	7.0%
<b>Independent Living service charges</b>				
Archway Gardens	22.10	26.31	4.21	19.0%
Ashcroft House	39.18	39.18	0.00	0.0%
Ashwell House	22.52	24.81	2.29	10.2%
Broadfield Road	12.64	15.66	3.02	23.9%
Burdett House	28.09	35.57	7.48	26.6%
Chapel Lane	31.88	36.72	4.84	15.2%
Concord	27.63	31.99	4.36	15.8%
Draycott	25.39	32.97	7.58	29.9%
Dryleaze Court/Dryleaze House	23.92	25.79	1.87	7.8%
George Pearce House	17.17	20.75	3.58	20.9%
Glebelands	13.53	16.20	2.67	19.7%
Grange View	28.92	30.78	1.86	6.4%
Grove Park Road	26.06	27.99	1.93	7.4%
Hamfallow Court	32.85	36.76	3.91	11.9%
Hazelwood	34.47	34.70	0.23	0.7%
Jenner Court	23.41	26.37	2.96	12.6%
Malvern Gardens	25.96	35.47	9.51	36.6%
Sherborne House	26.70	35.04	8.34	31.2%
Springfields Court	21.62	25.45	3.83	17.7%
St Nicholas Court	26.66	27.91	1.25	4.7%
Tanners Piece (1 bedroom)	15.69	21.43	5.74	36.6%
Tanners Piece (2 bedroom)	20.41	27.88	7.47	36.6%
The Beeches	29.49	34.07	4.58	15.5%
The Corriett	22.87	26.73	3.86	16.9%
Vizard Close	33.89	39.56	5.67	16.7%
Walter Preston Court	30.11	31.61	1.50	5.0%
Willow Road	23.11	24.97	1.86	8.0%
Tenants in all schemes on protected rate	27.44	31.28	3.84	14.0%

This page is intentionally left blank



## HRA Medium Term Financial Plan 2022/23 to 2026/27

	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast	2025/26 Forecast	2025/26 Forecast
<b>Income</b>					
Dwelling rents and service charges	(23,615)	(25,777)	(27,126)	(28,023)	(28,550)
Other charges and income	(644)	(654)	(630)	(614)	(616)
Provision for bad debt	200	200	141	149	156
<b>Total Income</b>	<b>(24,058)</b>	<b>(26,230)</b>	<b>(27,615)</b>	<b>(28,488)</b>	<b>(29,010)</b>
<b>Expenditure</b>					
Supervision and management	4,642	4,925	5,228	5,310	5,188
Repairs and maintenance	5,362	5,452	5,725	5,918	6,062
Independent living service	711	1,244	1,307	1,346	1,375
Other expenditure	575	789	829	854	871
Independent living modernisation programme	452	440	477	346	0
<b>Total Expenditure</b>	<b>11,741</b>	<b>12,850</b>	<b>13,565</b>	<b>13,773</b>	<b>13,497</b>
<b>Other income and expenditure</b>					
Support service charges from GF	2,408	2,650	2,782	2,865	2,908
Revenue Funding of Capital Programme (Depreciation and RCCO)	7,240	9,552	8,048	12,847	12,239
Provision for repayment of debt	1,012	1,026	1,192	1,317	1,432
Interest payable/receivable	3,359	3,179	3,867	4,228	4,437
<b>Total other income and expenditure</b>	<b>14,019</b>	<b>16,407</b>	<b>15,888</b>	<b>21,256</b>	<b>21,015</b>
<b>Net HRA Expenditure and Income</b>	<b>1,702</b>	<b>3,027</b>	<b>1,838</b>	<b>6,542</b>	<b>5,502</b>
Transfers to/(from) earmarked reserves	(90)	(1,213)	(458)	(1,330)	(53)
Transfers to/(from) general reserves	(1,612)	(1,814)	(1,380)	(5,212)	(5,449)
<b>Total Housing Revenue Account</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

This page is intentionally left blank

## HRA Capital Programme 2022/23 - 2026/27

Capital Programme	2022/23 Original Budget £k	2022/23 Revised Budget £k	2023/24 Original Budget £k	2024/25 Forecast £k	2025/26 Forecast £k	2026/27 Forecast £k
Central Heating	1,181	648	2,136			
Disabled Adaptations	155	155	155			
Kitchens and Bathrooms	1,446	1,696	487			
Major Works	464	515	879			
Compliance	434	344	196			
Doors and Windows	509	644	1,169			
Electrical Works	499	471	668			
Environmental Works	515	515	1,830			
Door Entry	217	217	44			
External Works	2,515	2,515	3,651			
Fire Risk Works	490	490	122			
Decarbonisation Projects	0	2,883	0			
Major Works				6,933	16,919	16,115
<b>Total Major Works</b>	<b>8,425</b>	<b>11,093</b>	<b>11,337</b>	<b>6,933</b>	<b>16,919</b>	<b>16,115</b>
IT Systems	0	435	0	0	0	0
<b>Total Other Capital Works</b>	<b>0</b>	<b>435</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
New Homes Contingency	50	50	50	50	50	0
Canal side: Corner of A419/Downton Rd (Former Ship Inn site)	284	0	0	1,816	0	0
Glebelands	4,508	358	3,580	2,951	0	0
Cambridge House	2,764	198	3,201	875	0	0
Broadfield Road, Eastington	0	95	0	0	0	0
Orchard Road, Ebley	762	0	0	0	0	0
Queens Drive, Cashes Green	488	26	14	1,795	199	0
Ringfield Close, Nailsworth	0	1,342	0	0	0	0
Gloucester St and Bradley St, WuE	1,665	94	1,875	542	0	0
May Lane, Dursley	50	50	0	0	0	0
<b>Total New Build and Development</b>	<b>10,571</b>	<b>2,213</b>	<b>8,720</b>	<b>8,029</b>	<b>249</b>	<b>0</b>
Independent Living Modernisation	648	648	652	988	931	0
<b>Total Independent Living Modernisation</b>	<b>648</b>	<b>648</b>	<b>652</b>	<b>988</b>	<b>931</b>	<b>0</b>
Acquisitions	2,000	2,000	4,000	2,000	2,000	2,000
Opportunity Land Acquisition Pot	0	0	3,000	0	0	0
<b>Total Acquisitions</b>	<b>2,000</b>	<b>2,000</b>	<b>7,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Total Capital Expenditure</b>	<b>21,644</b>	<b>16,389</b>	<b>27,709</b>	<b>17,950</b>	<b>20,099</b>	<b>18,115</b>

Appendix C

<b>Capital Financing</b>	<b>2022/23 Original Budget £k</b>	<b>2022/23 Revised Budget £k</b>	<b>2023/24 Original Budget £k</b>	<b>2024/25 Forecast £k</b>	<b>2025/26 Forecast £k</b>	<b>2026/27 Forecast £k</b>
Revenue Funding (including earmarked reserves)	1,716	648	2,631	988	5,645	4,893
Major Repairs Reserve	6,432	9,939	8,130	5,933	8,328	7,345
Capital Receipts (including Right to Buy receipts)	2,959	2,813	3,664	1,218	660	600
Grant Funding	309	1,589	4,878	1,000	0	0
Borrowing	10,228	1,400	8,406	8,811	5,466	5,277
<b>Total Funding</b>	<b>21,644</b>	<b>16,389</b>	<b>27,709</b>	<b>17,950</b>	<b>20,099</b>	<b>18,115</b>

**STROUD DISTRICT COUNCIL**  
**STRATEGY AND RESOURCES COMMITTEE**  
**THURSDAY, 2 FEBRUARY 2023**

<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: graham.bailey@stroud.gov.uk			
<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 2021			
<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	Yes	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". The CIPFA Prudential Code was further revised and re-issued in December 2021.
- 1.2 The CIPFA Prudential Code 2021 states that "In order to demonstrate that the authority takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability, authorities should have in place a capital strategy that sets out the long-term context in which capital expenditure, borrowing and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes. Authorities should report on and clearly distinguish investments for treasury management, service and commercial purposes".
- 1.3 The Capital Strategy was last approved by Council 17 February 2022 and the document should be reviewed at least annually and must be considered a "live" document to be used throughout the financial year.
- 1.4 At its meeting of December 2022 Council approved a number of changes in the Financial Regulations including recognising the Capital Strategy as the document by which the Capital Programme is set and monitored.

## **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.
  - 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 completion, to ensure their efficient progress and that any lessons learnt can be transferred to other Council schemes
- 2.4 Section two shows how the Council will select, approve and monitor capital schemes.
- 2.5 Section three covers the different sources 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 minimum revenue provision implications of any new borrowing.
- 2.6 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 This capital strategy is compliant with the requirements of the revised CIPFA Prudential Code 2021. Relevant text and tables in the Strategy have been updated to reflect the current capital schemes and related financial data.

## **4. IMPLICATIONS**

### **4.1 Financial Implications**

The whole report is of a financial nature. An effective Capital Strategy is a key part of an effective financial management system.

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

## 4.2 Legal Implications

The Local Authorities (Capital Finance and Accounting) Regulations 2003 states that Authorities must have regard to CIPFA's Prudential Code. Local Authorities must also have regard to the Investment Guidance issued by Secretary of State under section 15(1)(a) of the Local Government Act 2003. Publication of the Authorities strategies is a statutory requirement and conforms to best practice as required by the CIPFA Code of Practice.

One Legal

Tel: 01684 272012 Email: [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.uk)

## 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.

This page is intentionally left blank



# **Stroud District Council Capital Strategy**

## **Contents**

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

1. Introduction
2. Background
3. Capital Expenditure
4. Linkage between revenue and capital
5. The purpose of capital investment
6. What are our Council priorities?
7. Existing capital schemes
8. Achieving priorities through capital investment
9. Asset management
10. Capital disposals
11. Multi-year capital projects
12. Use of capitalisation flexibilities

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

13. The importance of capital business cases
14. Information to be considered in capital decision making
15. Governance of the capital programme
16. In-year capital decisions
17. Monitoring capital projects
18. Post project evaluation

### **Section 3- Financing the Capital Programme**

19. Capital funding
20. SDC resources
21. External funding sources
22. Policy on the use of capital funding
23. The links between Capital Strategy and Treasury Management

### **Section 4 – Risk Management**

24. Embedding risk management in the capital programme
25. Knowledge and skills within the organisation

## **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.

---

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

of

the

---

3. The Council **will not** consider schemes purely to generate a commercial return, as part of the budget strategy to close the gap between expenditure and resources

## Capital

---

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

## Strategy

---

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

---

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

---

## 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. The 2021 revision of the Prudential Code has further amended the requirements for a Capital Strategy. This document is Stroud’s Capital Strategy and it 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 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. Linkage 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 2023/24 includes the following sums for loan principal and interest costs.

	2023/24	2024/25	2025/26	2026/27
General Fund	£000	£000	£000	£000
MRP	1,257	1,313	1,233	1,225
Interest	95	135	255	335
<b>GF Total</b>	<b>1,352</b>	<b>1,448</b>	<b>1,488</b>	<b>1,560</b>
<b>Housing Revenue Account</b>				
VRP	-	-	-	-
Interest	3,379	3,779	4,099	4,139
<b>HRA Total</b>	<b>3,379</b>	<b>3,779</b>	<b>4,099</b>	<b>4,139</b>

## 5. The purpose of capital investment

Investment through Capital Expenditure should enable the better delivery of service priorities.

Service priorities are those areas that the Council has identified through the Council 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.

## 6. What are our Council priorities?

The Council vision is “Leading a community that is making Stroud district a better place to live, work and visit for everyone”. This vision is to be realised through the Council Plan.

Council priorities are set out in the Council Plan 2021-26. There are three distinct priorities:

- Environment and Climate Change
- Community Resilience and Wellbeing
- Economy, Recovery and Regeneration

The Council Plan can be found at <https://www.stroud.gov.uk/media/1822558/31-council-plan-2021-2026.pdf>

The Delivery Plan will be reviewed annually and progress will be monitored quarterly by Strategy and Resources Committee.

## **7. Existing capital schemes**

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

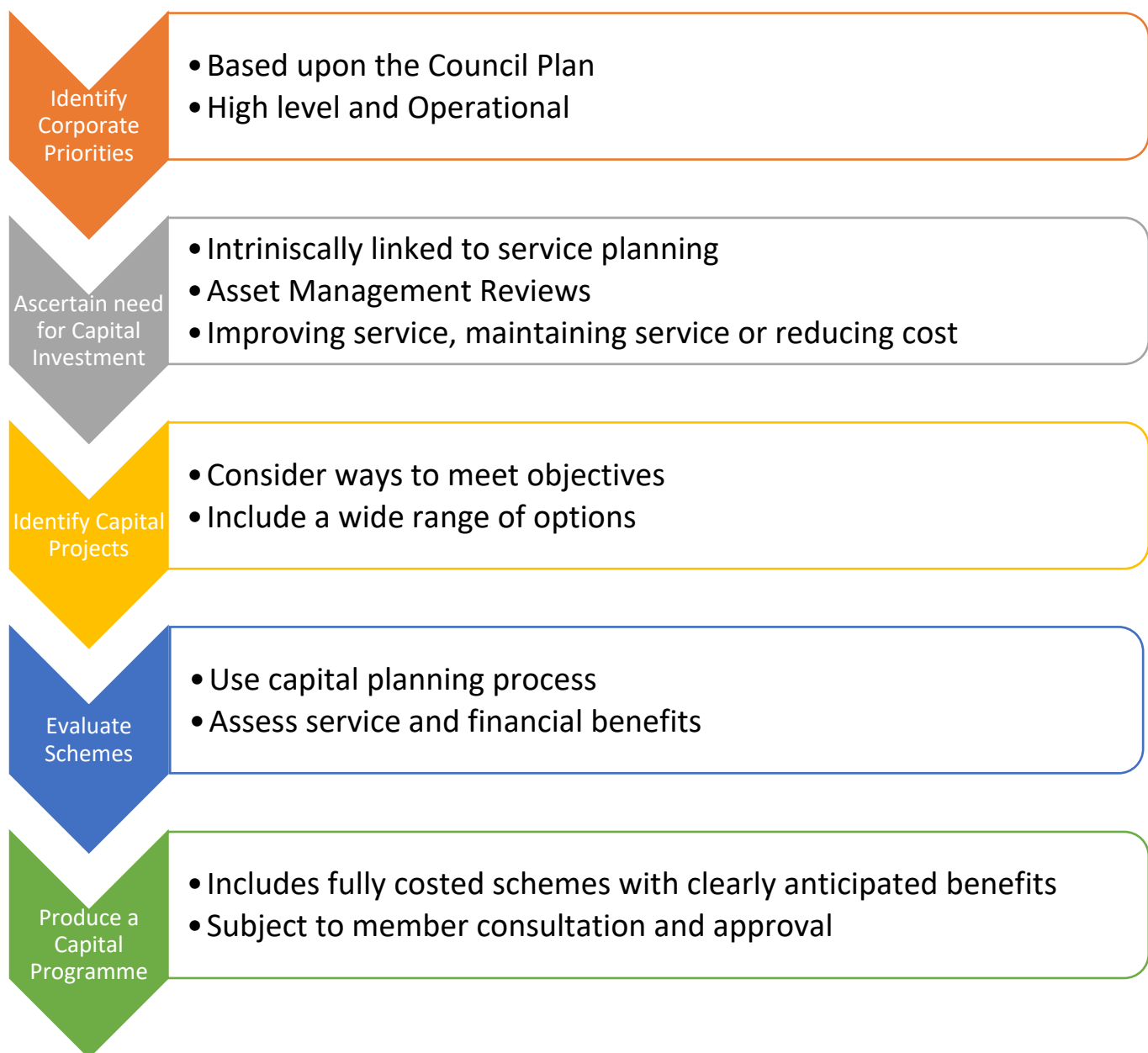
- New Build Housing, existing stock maintenance and support for affordable homes – the provision of housing is a key element of the Council Plan and the capital programme reflects this. The HRA capital programme now includes a second phase of new house building and retrofit works to improve the energy efficiency of the housing stock. 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 £4 million to support the project with an additional £1m having been awarded in 2022.
- 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 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.
- Support for 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 Council 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. Asset management**

Asset management is the process by which the authority considers 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.

## **10. 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.

### **11. Multi-year capital projects**

Capital projects deliver assets which will provide services 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.

### **12. 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 no proposal to make use of these flexibilities.

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

### 13. 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.

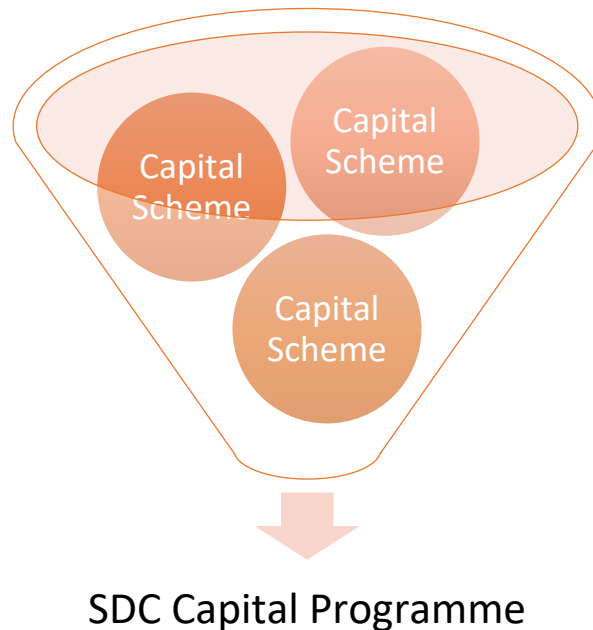
### 14. Information to be considered in capital decision making

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.



### 15. 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 – Regeneration and Investment Board work with Officers to select schemes and produce a capital programme.

December – Capital Programme incorporated within overall Council budget

February – 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

### Regeneration and Investment Board

- Informally reviews business cases
- Allows board 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

## 16. 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.

### **17. 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 the requirement 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. This should be regarded as a key element of a well-managed capital programme.

### **18. 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.

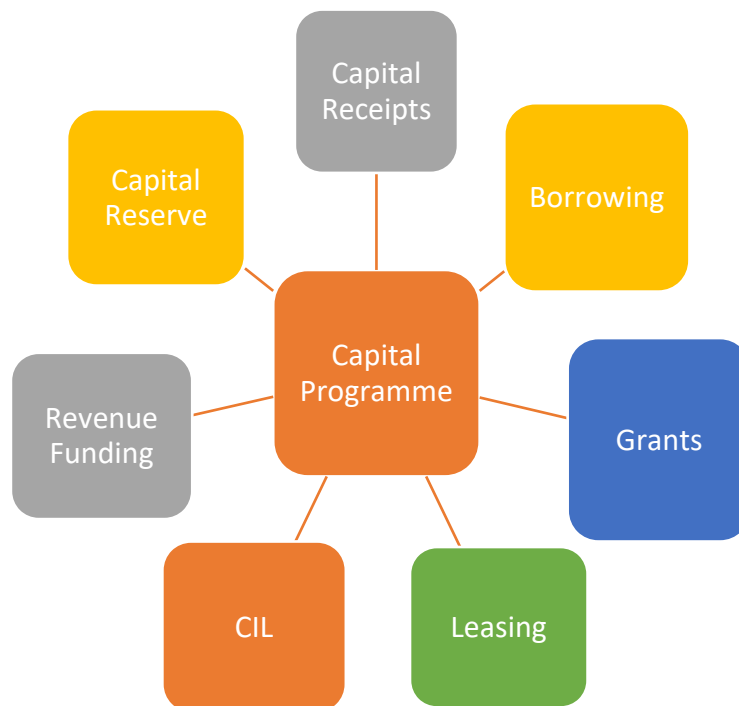
## Section 3- Financing the Capital Programme

### 19. 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 for 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 a 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.



## **20. 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 2025 to fund revenue costs of transformation projects where these are expected to generate revenue savings in future years (See Section 12).

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 programmes.

### **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 2024-25 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 leased vehicles and some leased-in land used as part of two car parks. The de-minimis level will further limit



the already low impact. Detailed calculations will be required during 2024-25 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 PWLB 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.

As required by the 2021 Prudential Code this Council states it will not undertake capital investments that are primarily for financial return and finance them with borrowing, as this would breach the prohibition of borrowing to invest for financial return.

## **21. External funding sources**

### **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.

## **22. Policy on use of capital funding**

The Council will first 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 for 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 (MRP).

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. Not for capital investments.</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>

### 23. 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. It includes here only 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 (CFR)
- Policy on MRP

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 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 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.

	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000
Opening CFR	17,060	18,768	22,423	24,267	22,999
Borrowing	2,861	4,842	3,094	12	648
Budgeted MRP	(1,153)	(1,187)	(1,250)	(1,280)	(1,275)
<b>Closing CFR</b>	<b>18,768</b>	<b>22,423</b>	<b>24,267</b>	<b>22,999</b>	<b>22,372</b>

The Treasury Strategy approved in February 2022 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 2023.

	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)
<b>Authorised Debt Limit</b>	147	157	160

The Audit and Standards Committee receive quarterly reports, 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

### 24. 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 income generation 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 of this risk 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.

## **25. 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.

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**  
**THURSDAY, 2 FEBRUARY 2023**

<b>Report Title</b>	THE FAIR PAY AND SENIOR PAY POLICY STATEMENT 2022/23			
<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>	The Committee RECOMMENDS to Council that this statement is approved			
<b>Consultation and Feedback</b>	None			
<b>Report Author</b>	Lucy Powell - Head of HR - lucy.powell@stroud.gov.uk Isobel Hardy – HRIS & Data Analyst - isobel.hardy@stroud.gov.uk			
<b>Options</b>	The Council is required to publish a statement by the 31 <sup>st</sup> March 2023 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 the 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
	Yes	Yes	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 2022-2023**

- 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 1 December 2022 of £13,177.00. The highest paid employee has a salary at 1 December 2022 of £122,139.00. 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. A comparison of Stroud 1 to Stroud 12 produces a ratio of 1:6.
- 2.3 There is only a requirement by the Government to pay Apprentices £4.81 per hour. However, the Apprentice grade at the Council has been based on the National Minimum Wage for 18-20yr olds in 2022 of £6.83 per hour this will however, rise to £7.49 on 1 April 2023 together with rates for the 21-22 age group to £9.18 to £10.18 and the 23 and over age group from £9.50 to £10.42.
- 2.4 Since 2013, the Council has paid the Living Wage Foundation (LWF) living wage to staff on Stroud 1 (STR1) by way of a supplement to basic pay. The Council will continue to monitor the STR1 salary and LWF salary. Guidance for application of the living wage following an increase is to apply the increase within 6 months and to date our practice has been to increase the Living wage foundation rate on 1st April. However due to the current cost of living crisis, the decision was made to implement this increase with effect from 1 December 2022 so that we could fully support our staff at the lower end of the pay scale.
- 2.5 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 4.37.

**3 Level and Elements of Remuneration in 2022-2023**

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

Stroud Grade	Salary	FTE Nov 2022	Headcount Nov 2022	FTE Nov 2021	Headcount Nov 2021
STR APP	£13,177.00	1	1	1	1
STR1	£21,029.00	3	25	6.80	27
STR2	£21,968.00	20.82	52	26.04	57
STR3	£24,496.00	73.89	88	74.38	90
STR4	£29,439.00	75.86	84	73.57	81
STR5	£34,723.00	71.73	77	68.44	76
STR6	£40,478.00	43.83	48	36.29	40
STR7	£46,549.00	25.46	26	26.66	27
STR8	£53,558.00	11.85	13	12.85	14
STR9	£60,020.00	7.85	9	9.60	10
STR10	£78,415.00	0	0	0	0
STR11	£85,564.00	5	5	4	4
STR12	£122,139.00	1	1	1	1
<b>TOTAL</b>		<b>341.28</b>	<b>429* Actual = 421</b>	<b>340.64</b>	<b>428* Actual = 417</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 0.96% 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 £122,139.00.
- 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, and Police Commissioner Returning Officer Fees as specified by regulation. 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 £88,700.00 - £90,970.84
- 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 £60,020
- 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**

- Salary of £88,700.00
- 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 £90,970.84
- Taxable mileage payable in line with HRMC reimbursement rates.

## Agenda Item 10

- 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 £40,478.00 to £53,558.00
- 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

The Monitoring Officer & Section 151 Officer appointed by Full Council.

## **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).

## **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**

Salary budgets are considered as part of the annual budget setting process and there are no additional financial implications from this report.

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

## **7.2 Legal Implications**

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

One Legal

Tel: 01684 272012 Email: [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.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.

This page is intentionally left blank

**STROUD DISTRICT COUNCIL**  
**STRATEGY AND RESOURCES COMMITTEE**  
**THURSDAY, 2 FEBRUARY 2023**

<b>Report Title</b>	<b>COUNCIL TAX SUPPORT SCHEME</b>			
<b>Purpose of Report</b>	To set a Council Tax Support Scheme for the period 01 April 2023 to 31 March 2024.			
<b>Decision(s)</b>	<b>The Committee RECOMMENDS to Council that it adopts the scheme for 2023/24</b>			
<b>Consultation and Feedback</b>	Consultation took place between Monday 28 November 2022 and Friday 13 January 2023. .			
<b>Report Author</b>	Simon Killen, Revenue & Benefits Manager Tel: 01453 766321 Email: simon.killen@stroud.gov.uk			
<b>Options</b>	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 2023/24			
<b>Implications (Further details at the end of the report)</b>	Financial	Legal	Equality	Environmental
	Yes	Yes	Yes	No

## 1. INTRODUCTION / 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 5,500 households at an annual cost of £6.1m which includes both working age and pension age claimants. Working age caseload is around 2,900 households, a small % reduction since the end of the pandemic.
- 1.5 Within Gloucestershire some of our neighbouring authorities have reshaped their schemes to an income-based scheme and more recently income tolerance levels have been adopted to simplify the administration process alongside Universal Credit.
- 1.6 Between 28 November 2022 and 13 January 2023, a consultation was carried out on the Councils website. This was seeking views from residents, as well as interested parties such

as Citizens Advice, on the Council Tax support 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 premium charges
- 2.2 If we were to look to reduce costs to the council, changes would have to be made to the level of support provided to working age claimants. Several authorities nationally have incorporated a reduced level of support onto their scheme; however it is not considered appropriate to do so at the present time having consideration to the recovery from the COVID-19 pandemic and financial impact of rising energy costs.
- 2.3 Last year we made some changes to reduce the administrative complexity of the scheme. This meant income changes of £10 or less per week do not require the reassessment of a claim. This has proved very successful in managing the workload of the Benefits Team and in giving claimants more certainty in managing their finances.

## **3. CONCLUSION**

- 3.1 To give support to households through the cost-of-living crisis the report recommends we continue to provide up to a maximum of 100% support with no changes to the scheme for 2023/24.

## **4. IMPLICATIONS**

### **4.1 Financial Implications**

Council Tax income estimates within the Medium-Term Financial Plan assume the continuation of Council Tax support up to the level of 100%.

Andrew Cummings, Strategic Director of Resources

Tel: 01453 754115 Email: [andrew.cummings@stroud.gov.uk](mailto:andrew.cummings@stroud.gov.uk)

### **4.2 Legal Implications**

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

If the authority decide to revise or replace their scheme, there is a statutory obligation to publish a draft scheme and to consult. Although no changes are proposed to the current scheme, members must have regard to the results of the consultation exercise. Members also have to consider the impact of the scheme on individuals with protected characteristics in line with the public sector duty and any Equality Impact Assessment.

The scheme must be adopted no later than 11 March in the financial year preceding that for which the revision or replacement scheme is to have effect.

One Legal

Tel: 01684 272 691

Email: [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.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 Equality Act 2010.

#### **4.4 Environmental Implications**

There are no significant implications within this category.

This page is intentionally left blank



## Council Tax Support Scheme

### Summary of the proposed scheme for Pension Credit Age persons and Working Age persons 2023/24

#### Introduction

The current Council Tax Support Scheme will end on 31st March 2023 and, from 1st April 2023, 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 and will continue to award up to a maximum 100% in support.

A consultation process in relation to this proposal was carried out between 28/11/2022 and 13/01/2023.

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 2023.

#### 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).

Appendix A

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.

Appendix A

**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 2023 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.

Appendix A

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.

### **The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2023**

This section summarises the provisions of the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2023 ["the Regulations"] which were laid before Parliament on 13 January 2023 and come into force on 10 February 2023. The Regulations and Explanatory Memorandum can be found at the following address: <https://www.legislation.gov.uk/ukxi/2023/16/contents/made>.

#### **Background**

As in previous years, the Government has amended the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 to ensure that pension age Local Council Tax Support (LCTS) schemes are updated in line with changes in the wider benefits system. The annual update also provides an opportunity to ensure that the residency requirements for accessing both pension age and working age LCTS remain consistent with the UK's immigration policy. Billing authorities must ensure that the requirements of the updated regulations are reflected in their LCTS schemes for 2023-24 by 11 March 2023.

#### **Uprating**

Reflecting the latest annual review of benefits and pension rates announced by the Department for Work and Pensions on 28 November 2022, the Regulations uprate the following amounts which must be included in pension age LCTS schemes from 2023-24:

- Non-dependant deductions – the adjustments made to the maximum amount of council tax reduction an applicant can receive to reflect non-dependant adults living in the property;
- Applicable amounts - the amount against which a person's income is compared to determine the amount of reduction to which they are entitled.
- Premiums – the additional amounts of income which persons with particular characteristics – such as those with disabilities – can have without their eligibility for a council tax reduction being affected;

Appendix A

- The amount which may be disregarded where the applicant is the parent of a specified student under the age of 25 and makes an eligible contribution to their maintenance; and
- The alternative maximum council tax reduction - this allows an LCTS recipient whose income or savings exceed the usual eligibility threshold to obtain a 25 per cent reduction in their bill where they share their home with one or more adults who do not pay rent, are not their partner, and who have a combined weekly income below the specified amount.

**Income and capital disregards**

Consistent with changes to the wider benefits system, the Regulations require that two new payments must be disregarded when assessing a person's income or capital:

- The new Adult Disability Payment established by the Scottish Government is not to be treated as the income of a pension age person claiming LCTS when moving to England; and
- The £350 monthly thank you payments made to "Homes for Ukraine" sponsors must be disregarded when assessing the income or capital of both working age and pension age applicants.

**Demonstrating 'habitual residence'**

The Regulations also provide that the following persons of working or pension age will not need to demonstrate "habitual residence" in Great Britain in order to receive LCTS:

- Those arriving from Ukraine in connection with the Russian invasion; and
- Other individuals granted leave to enter or remain in the UK outside the Immigration Rules and with recourse to public funds.



## Changes to Local Council Tax Support Scheme 2022/23

Change	Change to the Existing Scheme	Revision to existing wording of the scheme	Number of Households Affected	Impact of Changes
1.	To revise the scheme to limit the circumstances when a change in household circumstances will cause the level of the LCTS scheme to be changed. Specifically limiting changes to households in receipt of Universal Credit where the amount changes by £10 or less per week LCTS is not altered	To introduce wording into the scheme to define a relevant change of circumstances for Universal Credit claims which will limit the circumstance when a new assessment of LCTS will be revised to the following circumstances; <ul style="list-style-type: none"> <li>☐ There is a change in the UC award of more than £10 or;</li> <li>☐ There is a move in or out of employment or;</li> <li>☐ There is a change to the household membership or;</li> <li>☐ There is a change to the council tax liability</li> </ul>	All LCTS working age households by the end of full UC roll-out	<ul style="list-style-type: none"> <li>☐ 30 – 50% reduction in the average number of change in circumstances for people in receipt of UC</li> <li>☐ Limit the number of council tax bills produced annually</li> <li>☐ Allow action to follow existing automated process in most circumstances</li> </ul>

This page is intentionally left blank

**STROUD DISTRICT COUNCIL**  
**STRATEGY AND RESOURCES COMMITTEE**  
**THURSDAY, 2 FEBRUARY 2023**

<b>Report Title</b>	Council Tax Support Fund			
<b>Purpose of Report</b>	To adopt the Council Tax Support Fund for 2023/24.			
<b>Decision(s)</b>	<p><b>The Committee RECOMMENDS to Council that it:</b></p> <p>a) adopts and implements the scheme for 2023/24</p> <p>b) Delegates to the Strategic Director of Resources the ability to make minor changes to the scheme to ensure funding is used effectively.</p>			
<b>Consultation and Feedback</b>	Group leaders of all parties have been consulted together with the section 151 officer along with representatives from other Gloucester authorities			
<b>Report Author</b>	Simon Killen, Revenue & Benefits Manager Tel: 01453 766321 Email: simon.killen@stroud.gov.uk			
<b>Options</b>	The Council could choose not to adopt the scheme			
<b>Background Papers</b>	<a href="#">Department for Levelling Up, Housing and Communities - Council Tax Support Fund Guidance</a>			
<b>Appendices</b>	None			
<b>Implications (further details at the end of the report)</b>	Financial	Legal	Equality	Environmental
	Yes	Yes	Yes	No

## 1. INTRODUCTION / BACKGROUND

- 1.1 The government announced £100 million of additional funding for local authorities to support the most vulnerable households in England providing additional support to those households already receiving council tax support.
- 1.2 The funding is for the 2023/24 financial year with Stroud District Councils allocation being £148,746.
- 1.3 The discount should apply to current claimants that have an outstanding council tax liability for the 2023-24 financial year.
- 1.4 Government expects councils to deliver this using their discretionary powers under s13A(1)(c) of the Local Government Finance Act 1992.
- 1.5 The funding level is finite and therefore the Council, although keen to ensure that awards are given to the maximum number of residents, is conscious that its expenditure cannot exceed that amount.
- 1.6 The funding will be paid out to Councils through a grant under section 31 of the Local Government Act 2003.

## **2. MAIN POINTS**

- 2.1 The government expects local authorities to use the majority of their funding allocations to reduce bills for current working age and pension age Local Council Tax Support claimants by up to £25.
- 2.2 Where a claimants liability for 2023-24 is, following the application of council tax support, less than £25, then their liability would be reduced to nil.
- 2.3 Where a claimants liability for 2023-24 is nil, no reduction to the council tax bill will be available and those bills should not be credited.
- 2.4 There will be no need for any recipient of council tax support to make a separate claim for a reduction under this scheme. As part of our annual billing process in March, we will assess who is eligible for support and automatically apply the discount. We will continue to award discounts to those claiming support for the first time.
- 2.5 We can establish our own local approach to using any remaining funding allocation to assist those in need. This includes council tax relief using our adapted existing discretionary/hardship policies to capture those most likely to be affected by rising bills. The delegation to the Strategic Director of Resources is included to give the ability to make any future changes as are necessary to maximize the support which can be provided to local resident.
- 2.6 Local authorities should maintain a record of support provided and ensure that they are able to monitor and report on the level of expenditure provided to claimants through the provision of additional discounts. Local authorities should also maintain records of the mechanisms and levels of support provided through discretionary schemes.

## **3. CONCLUSION**

- 3.1 The report recommends adopting the Council Tax Support Fund for 2023/24.

## **4. IMPLICATIONS**

### **4.1 Financial Implications**

This scheme is funded in full by central government.

Andrew Cummings, Strategic Director of Resources

Tel: 01453 754115 Email: [andrew.cummings@stroud.gov.uk](mailto:andrew.cummings@stroud.gov.uk)

### **4.2 Legal Implications**

The government have confirmed that they expect local authorities to deliver the grant using their discretionary relief powers under s13A(1)(c) of the Local Government Finance Act 1992 (reductions by billing authority).

Local authorities must ensure that the grant is administered in strict accordance with any conditions set out by central government, which might include:

- a) provision as to the use of the grant;
- b) provision as to the circumstances in which the whole or part of the grant must be repaid.

One Legal

Tel: 01684 272 691

Email: [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.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 Equality Act 2010.

### **4.4 Environmental Implications**

There are no significant implications within this category.

This page is intentionally left blank

**STROUD DISTRICT COUNCIL**  
**STRATEGY AND RESOURCES COMMITTEE**  
**THURSDAY, 2 FEBRUARY 2023**

<b>Report Title</b>	COUNCIL TAX PREMIUM - SECOND HOMES			
<b>Purpose of Report</b>	To implement a Council Tax Premium on second homes from 01 April 2024.			
<b>Decision(s)</b>	<b>The Committee RECOMMENDS to Council that, subject to the necessary legislative provisions being brought into force, it introduces a Premium on second homes from 01 April 2024 and that a notice is to be published in at least one local newspaper within 21 days of determination.</b>			
<b>Consultation and Feedback</b>	The Bill does not currently require a Local Authority (whether a Precepting or Billing Authority) to undertake any consultation before considering whether to introduce a Premium.			
<b>Report Author</b>	Simon Killen, Revenue & Benefits Manager Tel: 01453 766321 Email: simon.killen@stroud.gov.uk			
<b>Options</b>	Council could choose not to introduce a premium			
<b>Background Papers</b>	None			
<b>Appendices</b>	None			
<b>Implications (further details at the end of the report)</b>	Financial	Legal	Equality	Environmental
	Yes	Yes	Yes	No

## 1. INTRODUCTION / BACKGROUND

- 1.1 For Council Tax purposes second homes are properties that are furnished but where no-one lives as their main residence. Council Tax is charged currently at 100%.
- 1.2 The government are introducing legislation to allow for a premium on second homes. This is contained within the Levelling Up and Regeneration Bill ("the Bill") currently making its way through the Parliamentary process and closes the loophole where furnishing an empty property negates the Long-Term Empty premium.
- 1.3 The Bill has completed its passage in the House of Commons and had its first reading in the House of Lords on 19<sup>th</sup> December 2022.
- 1.4 Unless there are changes to the Bill as it progresses through Parliament, the changes cannot take effect before 1 April 2024.
- 1.5 The premium for second homes can only be implemented with at least one years notice. Therefore, there would need to be a decision of the Billing Authority for a premium to be implemented from 1 April 2024 before 1 April 2023.
- 1.6 Should legislation not be passed as intended then the premium will not be introduced.

## **2. MAIN POINTS**

- 2.1 Up to 100% premium can be charged where there is no resident in the dwelling and that dwelling is substantially furnished.
- 2.2 There is no legal definition for what constitutes substantially furnished. This can vary depending on the size of the property and therefore the test is can you reasonably live there, is there a table, chairs and a bed for example. In any disputed cases we will always visit and make an assessment.
- 2.3 With increased pressure to find housing for people in need the Council wants to encourage homeowners to bring homes into use to the benefit of all residents. The premium supports the council's strategy to bring empty homes back in to use more quickly and generate additional council tax income.
- 2.4 All Gloucestershire authorities are in the process of proposing to implement this change.
- 2.5 Based on the 485 properties identified as being a second home, the additional Council Tax charge raised in 2022/23 would have been £1,012,347.

## **3. CONCLUSION**

- 3.1 Once legislation is passed, expectations are that government will issue detailed guidance of requirements along with any exclusions to charge the premium.
- 3.2 The Levelling Up and Regeneration Bill also includes proposals to make changes to the Empty premium. These changes include reducing the period from 2 years to 1 year effective from April 2024.
- 3.3 A further report will be bought back to this committee during 2023 to provide the detail around administration and to also include the proposed changes to the Long-Term Empty premium
- 3.4 In the meantime, the report recommends that any changes that the Levelling Up and Regeneration Bill make to the Council Tax legislation the council agree that a premium on second homes be implemented from 1 April 2024.

## **4. IMPLICATIONS**

### **4.1 Financial Implications**

The expected extra tax to be generated by this premium is shown at paragraph 3.5. The Medium Term Financial Plan assumes that this will generate £100k a year for the District Council from 2024/25 onwards if the premium is levied.

Andrew Cummings, Strategic Director of Resources

Tel: 01453 754115 Email: [andrew.cummings@stroud.gov.uk](mailto:andrew.cummings@stroud.gov.uk)

### **4.2 Legal Implications**

The recommendations set out within this report are subject to the Levelling Up and Regeneration Bill receiving Royal Assent. There will need to be a review of the legal position once it becomes law in conjunction with any relevant guidance issued by the Secretary of State to ensure the resolution remains appropriate.

One Legal

Tel 01684 272012 Email [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.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 Equality Act 2010.

### **4.4 Environmental Implications**

There are no significant implications within this category.

This page is intentionally left blank

**STROUD DISTRICT COUNCIL**  
**STRATEGY AND RESOURCES COMMITTEE**  
**THURSDAY, 2 FEBRUARY 2023**

<b>Report Title</b>	COMMUNITY INFRASTRUCTURE LEVY (CIL) - SPENDING ALLOCATIONS FOR 2023/2024			
<b>Purpose of Report</b>	CIL funding helps to provide for any additional demand placed on the local environment and services created by new housing growth, in accordance with adopted planning policy. Infrastructure project bids received in the 2022 funding round were recommended to Environment Committee in December 2022, where they were unanimously approved. The spend allocations detailed within this report are presented to Strategy and Resources Committee for secondary approval.			
<b>Decision(s)</b>	<b>The Committee RESOLVES to:</b> <ol style="list-style-type: none"> <li><b>a. note the Community Infrastructure Levy (CIL) funding recommendations made by Environment Committee; and</b></li> <li><b>b. agree to the individual project funding allocations according to the report below.</b></li> </ol>			
<b>Consultation and Feedback</b>	<ol style="list-style-type: none"> <li>1. CIL bids were passed to Council Officers with specialist knowledge in that subject field, who provided comment on the contents of bids and quality of proposed projects.</li> <li>2. A Members' information session was conducted through Zoom on 12<sup>th</sup> October 2022 where the CIL process was explained, and the contents of this year's project bids were outlined. Copies of the bids and answers to questions raised were placed on the Members Hub.</li> </ol>			
<b>Report Author</b>	Krista Harris, Senior Community Infrastructure Officer Email: krista.harris@stroud.gov.uk			
<b>Options</b>	Options are: <ol style="list-style-type: none"> <li>1. approve the proposed CIL spending allocations; or</li> <li>2. amend the proposed CIL spending allocations, or</li> <li>3. delay the proposed CIL spending allocations for further internal discussion</li> </ol>			
<b>Background Papers</b>	The following papers were made available on the Members Hub: <ol style="list-style-type: none"> <li>1. CIL Strategic Funding Guidance Notes 2023/24</li> <li>2. Copies of bids received - 2022 funding application round</li> </ol>			
<b>Appendices</b>	Appendix A – Summary of Funding Recommendations for 2023/24 Appendix B – List of identified future infrastructure needs Appendix C – CIL funding project progress update information sheet			
<b>Implications (further details at the end of the report)</b>	Financial	Legal	Equality	Environmental
	Yes	Yes	Yes	Yes

## 1. INTRODUCTION / BACKGROUND

- 1.1 Stroud District Council has been collecting Community Infrastructure Levy (CIL) payments on new housing developments since April 2017. CIL payments are made on most new buildings and conversions on sites other than strategic sites and residential sites within the Stroud Valleys area. CIL is used to help fund the infrastructure that development will ultimately rely on.
- 1.2 Since the Council first started collecting CIL, the 'Strategic Infrastructure' budget has received £1,849,710 (April 2017 to March 2022). Each year, SDC invites partner organisations to bid for CIL funding to support the delivery of capital infrastructure projects. SDC made its first CIL project allocations in 2019; a summary of project progress and delivery for those supported projects is given in Appendix C.
- 1.3 The 2022 bidding round closed in September 2022 and was shortly followed by a Members information session, which provided an opportunity to learn about the projects and to ask officers questions. Members were informed that a CIL folder had been provided on the Members' hub, which contained copies of all the project bids and a paper responding to questions that had been raised.
- 1.4 The recommended funding scheme spend for next financial year 2023/24 was unanimously approved by Environment Committee in December 2022. This report requests that Strategy and Resources Committee note the funding allocation decision made by Environment Committee and approve the financial implications of that decision.

## 2. MAIN POINTS

- 2.1 The projects that CIL can be spent on are broadly grouped into capital infrastructure items such as education, social infrastructure, transport and strategic flood risk. These are outlined in the Council's Infrastructure Funding Statement (IFS) and related Infrastructure Delivery Plan (IDP), copies of which are available on the Council's webpages. Projects must also strongly align with the strategic planning objectives set out in the Council's adopted Local Plan.
- 2.2 The last financial year's (2021/22) CIL income together with amounts purposefully retained from previous years means that SDC have a total available Strategic Infrastructure Budget of £1,126,160 to commit to priority infrastructure projects in this funding round. Projects are assessed according to how strongly they align with planning policy objectives and particularly the evaluations expressed in the IDP where infrastructure items are described as being critical, essential or desirable.
- 2.3 CIL income will not be sufficient to meet all the District's infrastructure needs. Instead, CIL should be viewed as one aspect of a number of infrastructure funding streams available to providers. CIL Strategic funding cannot be used to support current existing funding programmes or deficiencies but instead should help mitigate the impact of new development.
- 2.4 Seven project bids were received in this 2022 funding round and were scrutinised according to the assessment matrix previously approved by Council in December 2018. This focusses on the projects ability to help delivery the priorities in the Council's adopted Local Plan.
- 2.5 Of the bids received, four offered high quality investment and are recommended to receive CIL Funding support as set out below and in Appendix A attached.
  - Berkeley Town Improvement Project (rec. CIL £20,239)
  - Dudbridge to Ryeford Cycle Trail Surface Improvement (rec. CIL £75,000)
  - SGS Stroud College 14-16 Create Centre (toilet provision) (rec. CIL £25,000)
  - Wotton Community Sports Foundation – The New Barn (rec. CIL £75,000)

- 2.6** The Dudbridge Steps feasibility study bid was considered a more appropriate fit to be supported by SDC's Walking & Cycling Budget. This special Council budget will also be match-funding the Berkeley Town Improvement Project and the Cycle Trail resurfacing works.
- 2.7** Two bids were not recommended CIL Funding in the current bid round for the reasons noted below. CIL Officers will continue to work with both organisations to ensure they get appropriate support and advice should they wish to resubmit their projects in future;
- EV Taxi charge points Stroud town. This bid was considered to be insufficiently advanced in its project planning and feasibility phases.
  - Refurbishment of Stroud Fire Station. This bid was withdrawn by the Fire and Rescue Service following a change in staff and their desire to undertake further development work.
- 2.8** Expressions of Interest (EOI) for subsequent funding years were also received; these have been noted in the 'List of identified future infrastructure needs' in Appendix B.
- 2.9** SDC are particularly aware of the funding interest expressed by GCC's Education services for increased school provision. Officers from GCC Education and SDC's CIL Team have met and positively discussed project options and with SDC support. GCC are currently working on developing a funding bid that will conform with the CIL regulatory requirements SDC Officers are also reviewing the CIL Strategic Infrastructure Funding Scheme Guidance Notes and Funding Conditions to allow more flexibility where large or complex strategic infrastructure projects (such as schools) cannot be delivered wholly within the relevant financial year and the submission of early bids.
- 2.10** GCC have also indicated a significant need for highways improvements and sustainable travel provision. The Council's Infrastructure Delivery Plan (IDP) also expresses a need to further provide for strategic waste treatment sites, flood risk management infrastructure, social infrastructure, the canal and health and wellbeing services and facilities. The ability for CIL to accommodate forthcoming priority infrastructure projects will be an important consideration in deciding CIL funding allocations and retention for use in future years.
- 2.11** Whilst these future infrastructure needs are supported in principle through the Council's Infrastructure Funding Statement (IFS) and Planning Policies, the level of financial requests is likely to be more than can be collected by Stroud District Council's CIL alone. Organisations must understand the limitations and Government intentions of CIL income and the need for them to seek additional funding from other sources.

### **3. CONCLUSION**

- 3.1** Environment Committee have approved the payments in accordance with the recommendations outlined in Appendix A. The suggested CIL project investment for 2023/24 is **£195,239**, which will come from the secured CIL strategic budget of £1.1 million.
- 3.2** Not all of the available funding is proposed to be spent this year; instead, it is considered prudent to retain £930,921 in recognition of the strategically important projects that have expressed an interest in CIL funding but are not yet in a position to deliver.
- 3.3** Representatives of projects not recommended for funding support in this current funding round are invited to continue to work positively with SDC officers and they may resubmit a revised funding bid in following years. CIL officers will always seek to proactively engage with infrastructure provider organisations, with a view to getting the best results for our Stroud district and its residents.

## **4. IMPLICATIONS**

### **4.1 Financial Implications**

There are financial implications associated with this report. The suggested CIL investment figure of £195,239 can be funded from existing CIL receipts. Any match funding referred to in the body of the report and appendices will need to be brought back through Committee and recommended to Council to approve. This will also have to be reflected in the current Capital Programme

Adele Rudkin, Accountant. Tel: 01453 754109 Email: [adele.rudkin@stroud.gov.uk](mailto:adele.rudkin@stroud.gov.uk)

### **4.2 Legal Implications**

CIL contributions may only be spent on infrastructure projects in accordance with the Community Infrastructure Levy Regulations 2010 (as amended). The levy can be used to fund a wide range of infrastructure, including transport, flood defences, schools, hospitals and other health and social care facilities pursuant to Section 216(2) of the Planning Act 2008 and Regulation 59 of the Regulations.

The levy can, therefore, be used to fund a very broad range of facilities such as play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, academies and free schools, district heating schemes and police stations and other community safety facilities. This flexibility gives the Council the ability to choose what infrastructure it needs to deliver the Local Plan. Charging authorities may not use the levy to fund affordable housing.

The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.

Local authorities must spend the levy on infrastructure needed to support the development of their area, and they will decide what infrastructure is needed in line with adopted policy.

One Legal – Martin Evans (Locum Planning Solicitor)

Tel: 01684 272691 Email: [legal.services@teWKesbury.gov.uk](mailto:legal.services@teWKesbury.gov.uk)

### **4.3 Equality Implications**

CIL funding is based on growth and infrastructure requirements set out in the Local Plan, which has been subject to EIA. Consequently, there are no actions in or as a result of this report that will have a negative impact on Equalities, or any groups recognised in an EIA. Members of Environment Committee expressed a view that CIL should in fact be celebrated for its ability to support projects that actively promote equalities. In particular, the Stroud College 14-16 Create Centre directly provides for socially disadvantaged groups, and the accessibility projects which will create safer public realm spaces and greater walking and cycling opportunities for everyone to enjoy.

### **4.4 Environmental Implications**

The recommended projects invest in infrastructure that promise to bring significant positive benefits to the Environment. All of the projects recommended for funding will help to reduce the need for motorised travel and promote improved walking and cycling opportunities.

There are no perceived negative implications that would directly result from supporting any of the projects and environmental considerations are promoted throughout the scheme.

**APPENDIX A****Strategy & Resources Committee, 2nd February 2023**

The following projects were approved at Environment Committee on the 8<sup>th</sup> December 2022.

Copies of all CIL Bids and supplementary project information may be found in the CIL folder on the Council's 'Members Hub'.

**Berkeley Town Improvement Project**

Funding will enable the production of preliminary design works to redesign Berkeley town centre. The Public Realm improvements concept supports the delivery of a wide range of important planning policy objectives, particularly improving the functioning and vitality of the town centre as a local service centre for surrounding communities by making it a safer and more pleasant place to visit.

Requested amount: £40,239	CIL recommendation: £20,239
Note: As this project will also focus on enhancing pedestrian and cycling provision, SDC's Walking and Cycling Budget* will also be contributing £20,000.	

**Dudbridge to Ryeford Cycle Trail Surface Improvement**

This is an important strategic route identified in the Sustainable Transport Strategy as part of a wider connecting network. Being a priority low carbon active-travel route, it supports numerous Local Plan policies, and requires £220,000 of investment in resurfacing works for it to continue to be a safe and desirable alternative to road use. Members have asked that it be a condition of any funding offer for GCC to fund the remaining £70k.

Requested amount: £220,000	CIL recommendation: £75,000
Note: SDC's Walking and Cycling Budget* will also be contributing £75,000 towards requested costs	

**SGS Stroud College 14-16 Create Centre (toilet provision)**

The '14-16 Create project' provides an alternative education route for young people otherwise excluded from mainstream education, as such it encourages inclusive economic participation and growth within the District. Alongside core qualifications in Maths and English, young people will receive a high-quality vocational education that can be taken forward into their working lives. To meet safeguarding requirements, toilet provision within the Create Centre is essential, particularly as many of these school age students have special care considerations and the wider college is also open to adults.

Requested amount: £100,000	CIL recommendation: £25,000
Note: Whilst this project is supported by Local Plan policies that promote economic inclusivity, officers feel that the project cannot fully be attributed to housing growth, as such a part funding offer is recommended which should help attract further inward investment from other funding sources.	

**Wotton Community Sports Foundation – The New Barn**

This is a key strategic recreation site attracting users from a large catchment area and currently has no public facilities on site. The ‘New Barn’ project will provide a new build recreation pavilion with sports changing rooms, community meeting rooms, along with social facilities including a café. The project is supported by a range of planning policies and the group has active support of several SDC service areas. Project feasibility and project planning work has been undertaken to an excellent standard and the group have made impressive advances in securing match-funding.

Requested amount: £50,000	CIL recommendation: £75,000
Note: At the CIL information evening, elected members acknowledged the remaining project funding gap, the quality of the project and the benefits it will offer to residents. Given the strength of the project, they asked that the CIL contribution be slightly increased to express the councils strong support for the project and better enable delivery. A CIL contribution of £75k was then recommended and subsequently approved by Environment Committee.	

*\* SDC’s Walking and Cycling Budget is a funding scheme offered by Stroud District Council and is offered separate to, and managed outside of, the CIL funding remit.*





**Appendix B**Stroud District future infrastructure funding needs

This list identifies some of the known future infrastructure needs that could be funded, or part funded, through Stroud District Council's (SDC's) Community Infrastructure Levy (CIL). Projects are listed against the infrastructure type as set out in the Infrastructure Funding Statement (IFS) published on the Council's website.

Its purpose is to simply illustrate the range and scale of projects that infrastructure provider organisations have told us they have ambitions to deliver in the Stroud District over the next 10 years. It is continually refreshed as infrastructure providers inform us of project updates.

Projects have been expressed to SDC Officers in a variety of formats since SDC adopted its CIL charging schedule in April 2017, and the list reflects projects known about at December 2022. Projects may be at various stages of project planning or feasibility, so full project details may not yet be known to SDC.

The ordering and wording used in this document does not imply any form of judgement by SDC or its officers and there is no expression of acceptability, deliverability, importance or priority towards any individual project. This list therefore does not in any way suggest any future support that Stroud District Council may or may not choose to give, financially or otherwise.

**Index** : Infrastructure types and item number

1. Education (ages 2-19)
2. Social infrastructure
3. Transport infrastructure
4. Canals infrastructure
5. Green infrastructure
6. Strategic flood risk management infrastructure
7. Emergency Services (Police, Fire, Ambulance)
8. Health & Wellbeing infrastructure
9. Renewable or low carbon energy infrastructure
10. Strategic waste and recycling infrastructure

## 1. Education

Primary and secondary school schemes covering ages 2-19, excluding new primary schools required by strategic site allocations.

- Education Places in Cam & Dursley (£257,159)
- Education Places at Leonard Stanley (£1,400,000)
- Kingswood Primary School relocation and expansion (£3,200,000)

## 2. Social infrastructure

Social infrastructure, including community facilities, burial grounds, sports, recreational, play infrastructure, youth provision, public realm, art and cultural facilities (excluding on site provision)

- Stroud Museum in the Park collections centre (£30,000)
- Stroud Subscription Rooms (costs not yet quantified)

## 3. Transport infrastructure

Transport infrastructure including highway improvement schemes, cycling and walking infrastructure and public transport (excluding specific mitigation works on, or directly related to, a development site)

- Rodborough – Stroud Cycle Link design and implementation (£150,000)
- M5 Junctions 12, 13 & 14 capacity improvements (costs not yet quantified)
- B4066 corridor improvements, Berkeley (costs not yet quantified)
- Cycle access improvements to Stroud Road, Gloucester - Stroud Corridor (costs not yet quantified)
- Strategic Park & Interchange hub scheme for M5 J13 / A419 (costs not yet quantified)
- New railway station(s) south of Gloucester, north of Bristol (costs not yet quantified)
- A419 Golden Valley Cycle Route - Stroud to Chalford (£20 million)
- B4066 corridor improvements, Berkeley (costs not yet quantified)
- Cainscross Roundabout design
- Cam & Dursley Greenway Capital Delivery (£10 million)
- Bus Stop Infrastructure works (£25,000)
- THINK Travel Cycle parking / School crossings (£30,000)
- Merrywalks Roundabout Redesign (costs not yet quantified)
- Route 45 Cycle Track Improvements (costs not yet quantified)
- Standish to Gloucester Greenway (costs not yet quantified)
- Stroud Station Integrated Transport Hub (costs not yet quantified)

#### 4. Canal infrastructure

Infrastructure associated with improving or re-opening the Stroudwater Navigation, the Thames and Severn Canal or the Gloucester & Sharpness Canal including towpaths

- Brimscombe Port Regeneration (£500k)
- Canal Infrastructure (£1 million)

#### 5. Green infrastructure

The creation, improvement and maintenance of accessible natural greenspace, woodland and river corridors, for biodiversity, Water Framework Directive waterbody improvements and flood risk enhancements (excluding on site provision)

- Community Tree Planting by Stroud Valleys Project (£20,000)
- New Green Burial Ground (£15,000)

#### 6. Strategic flood risk management infrastructure

Improvements to Severn Estuary and other flood defences, river corridors and restoration of canal network for flood risk enhancements including the Rural SuDS scheme and as set out in the Stroud Valleys Initiative (excluding on site provision)

- Rural SuDS (costs not yet quantified)

#### 7. Emergency Services (Police, Fire and Ambulance)

- Police Mobile Community CCTV (£300,000)
- Stroud Fire Station (£325,000)

#### 8. Health and wellbeing infrastructure

- Stratford Park Outdoor Pool improvements (costs not yet quantified)
- The Pulse, Dursley - Pool upgrade (£5 million)

#### 9. Renewable or low carbon energy infrastructure

- Electric Vehicle Charging Point Role-Out (£300,000)

## 10. Strategic waste and recycling infrastructure

- Waste Depot Expansion (£300,000)

As published by Stroud District Council's CIL Team

for Environment Committee, December 2022



**APPENDIX C - INFORMATION SHEET  
 ENVIRONMENT COMMITTEE, December 2022**

**CIL Strategic Infrastructure Funding Scheme**

**Project delivery update**

SDC has been collecting Community Infrastructure Levy (CIL) monies on implemented planning permissions since adopting its charging schedule in April 2017. The Council have approved project funding allocations under its Strategic Infrastructure Funding Scheme in 2019, 2020 and 2021.

This information sheet aims to give a brief update on the progress made on delivering those projects from previous approved rounds.

The 2022 funding decisions are made at Environment Committee in December 2022 and Strategy & Resources Committee in February 2023.

<b>2019 project allocations for delivery in 2020-21 financial year</b>
--

**River Frome Restoration** *(Completed)*

The Severn Estuary performs a vital role for migratory fish, acting as a 'superhighway' linking breeding and spawning grounds. Water barriers built at cloth mills in the district during the industrial revolution created significant difficulties for riverine ecosystems. CIL Funding provided for the detailed designs, consents and construction-ready drawings necessary for the installation of fish passage solutions at four important historic sites; Ryeford Mill, Arundel Mill, Whitminster Mill and Fromebridge Mill. These works formed part of the catchment wide Severn Vale 'waterscape' programme to regenerate biodiversity into these critical freshwater habitats. The CIL investment has helped to secure significant match-funding for the capital delivery phases of these projects as well as engaging local people in associated nature recovery community initiatives.

**Rural SuDS** *(Completed)*

More than nine locations across the district, including the Slad Valley, Toadsmoor, Ebley and Painswick, benefitted from a series of natural flood management projects that act together to provide flood alleviation benefit. SDC's Rural SuDS (Sustainable Drainage Systems) Team worked with local landowners to create 'leaky dams' that help to slow the flow of flood waters, reduce the movement of silts downstream and create habitat enhancement. Works also included tree planting and earthen bunds which also create additional habitat, carbon reduction, cross slope interception of surface water and create storage.

**Krista Harris – Senior Community Strategic Infrastructure Officer**  
**Email: [krista.harris@stroud.gov.uk](mailto:krista.harris@stroud.gov.uk)**

## APPENDIX C - INFORMATION SHEET ENVIRONMENT COMMITTEE, December 2022

### **SVP Tree Planting** *(Completed)*

The Stroud Valleys Project (SVP) used the CIL Funding to plant over 7000 trees at key locations across the district, an important aspect of delivering the councils green infrastructure policy objectives. Working in partnership with the Local Authority Tree Fund, The Woodland Trust and Conservation Volunteers, 34 species of native woodland plants and trees were planted, many of which have the potential to cope with a changing climate. One of the key delivery sites was Salmon Springs, where 5 acres of trees were planted with the aim of absorbing carbon and creating habitats for wildlife. Part of SVP's tree planting work will also be the careful monitoring of tree success and survival rates, and to look at and review the anticipated increases in biodiversity created.

<b>2020 project allocations for delivery in 2021-22 financial year</b>
--

### **Hardwicke Youth Centre** *(Withdrawn)*

Following the receipt of detailed architect's drawings and costings, Hardwicke Parish Council have decided to not continue with this project as they regretfully felt the costs became unfeasible. The CIL funding allocation has been returned to the Strategic Infrastructure Budget.

### **Uley, Cam & Dursley Greenway** *(in progress)*

Overseen by GCC, the feasibility and design study is progressing well and is expected to be completed by March 2023. The work is being undertaken by Atkins 'Active Travel Team' who offer a specialist advisory and design service. They will produce a study that results in an overall view of all road sections of the Greenway route, linking up between Cam and Dursley Station and the Uley Road, whilst developers will deliver on other sections of the Greenway. Having a study that looks at the whole route should enable future funding opportunities to be more targeted.

### **Cam & Dursley Rail Station** *(completed)*

Project works are almost all completed, with the final additional parking spaces expected to be created by the end of December 2022. The resulting project works have been extremely well received by rail-users and the wider community. The station now boasts a new cycle shelter, motorcycle parking racks, additional car parking spaces and a host of new pedestrian access improvements. The area has also benefitted from a range of upgraded features such as new barriers, fencing and vegetation clearance that will help to make the area a safer, smarter and a more inviting travel facility to use.

**Krista Harris – Senior Community Strategic Infrastructure Officer**  
 Email: [krista.harris@stroud.gov.uk](mailto:krista.harris@stroud.gov.uk)

**APPENDIX C - INFORMATION SHEET  
ENVIRONMENT COMMITTEE, December 2022****Cainscross segregated cycleway (in progress)**

The study links with the Gloucester - Stonehouse - Stroud connectivity options, which are also being looked at by GCC as part of their wider 'cycle spine work' and the Local Cycling and Walking Infrastructure Plan (LCWIP) for the area. This in-depth study for Cainscross will identify the specific requirements for detailed design including the impacts on utilities, traffic signals and difficulties around the structure that passes over the culvert. The study is essential for enabling GCC to access further funding opportunities needed to complete the design process (est.300k) and ultimately construct a scheme that will cost over £3 million. SDC's CIL investment to the Cainscross section illustrates local commitment to the area's objectives, which will hopefully be viewed positively by the DfT during the Active Travel Funding Bid assessment taking place early next year.

**Stroud to Nailsworth Cycletrack Upgrade (completed)**

Project works were all undertaken to a very high standard and included the re-decking of Birds Crossing footbridge, ramps by the Priory Woodchester, path improvement work between Birds Crossing and Station Road and the installation of an entirely new bridge at Newman-Hender, in Inchbook. This project has been positively received by all and has been widely celebrated in the local press and on social media.

**Frampton Cycle Path (in progress)**

Frampton Parish Council continue to work very closely with GCC Highways who will be undertaking the delivery of the physical works. They have employed a design consultant (Vale Consultancy) to complete the surveys and detailed design for the footpath project, this started in October and is progressing well. The Stage 1 Safety Audit and subsequent public engagement period with local residents created some delays to delivery timescales, so construction works have now had to be re-scheduled for the end of 2023.

**Waste Vehicle In-Cab Technology (in progress)**

The software solution has now been procured by Ubico, with input from partners across Gloucestershire, including SDC. A company called Yotta has been selected to provide the solution. The software build and integration will be taking place over the next few months, ensuring SDC workflows are reflected accurately. Current expectations are for the new software to be available in test at the start of February 2023 to ensure that SDC can switch off existing arrangements for Apr 2023.

**Krista Harris – Senior Community Strategic Infrastructure Officer**  
Email: krista.harris@stroud.gov.uk

## APPENDIX C - INFORMATION SHEET ENVIRONMENT COMMITTEE, December 2022

<b>2022 project allocations for delivery in 2022-23 financial year</b>
--

### **Nailsworth Drainage Improvement Scheme** *(in progress)*

GCC held a public information event to explain the nature of the planned works along with the pedestrian improvements being delivered at the same time, which was very well attended. Works around the cattle grid area started in September and installation of associated the drainage infrastructure has gone well. The upgrading of drainage at the roundabout end of George Street have begun, along with improvements to the shop front area which will help to reduce the flood risk to those properties. Drainage repairs at Spring Hill to reduce the rate of water flow getting to the Town Centre have also been completed. The next phase will involve upgrading the drainage on Bridge Street to direct surface water into the watercourse and off the road. The programme is running on schedule and is expected to be fully delivered by the end of this year 2022.

### **Stroud Outdoor Pool / Lido** *(completed)*

The recent Leisure and Wellbeing strategy identified Stratford Park's outdoor pool as key strategic asset for the district and a prime leisure facility for the council to further develop to increase participation in physical activity. The previously unheated pool now uses existing pipework to connect together the indoor and outdoor plant rooms and a 400-kilowatt heat exchanger. This new system better utilises waste heat, where the collected energy now generates an additional 2-3 degrees of heat into the natural spring water pool. The improvements to user comfort in the outdoor pool will be appreciated by both residents and visitors to the park.

### **3G Astro turf Pitch, Archway School** *(in progress)*

This project is strongly supported by the Councils Playing pitch strategy and is noted to be a great example of a 'sports hub', where it promises to offer a range of sporting activities to the public outside of school hours. The new 3G Astro turf will help to free up playing pitch space which is under increasing public pressure at Stratford Park. Archway school have had several positive meetings with the Football Foundation in recent months and they have now entered into the Football Foundation Framework, working towards its spring 2023 funding application. Site surveys showed that the moving the turf was possible and ensures no net loss of grass. Stroud Athletics have also expressed a keenness to investigate whether a running track could go alongside the pitch. Construction on site is expected to start in summer/autumn 2023.

**Krista Harris – Senior Community Strategic Infrastructure Officer**  
 Email: [krista.harris@stroud.gov.uk](mailto:krista.harris@stroud.gov.uk)





# STROUD DISTRICT COUNCIL

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

Telephone 01453 766321 • Facsimile 01453 750932

www.stroud.gov.uk

## STRATEGY & RESOURCES COMMITTEE

### MEMBER REPORT

<b>NAME OF ORGANISATION/BODY</b>	Leadership Gloucestershire
<b>DATE OF LAST MEETING ATTENDED</b>	13 December 2022

#### BRIEF REPORT:

In addition to brief verbal updates on the Covid and Flu Vaccination Programme, the One Gloucestershire Integrated Care System and Western Gateway, the meeting considered written / verbal reports on the following:

#### **Gloucestershire Strategic Migration Partnership**

Siobhan Farmer, GCC's Director of Public Health, introduced a paper proposing the establishment of a Gloucestershire Strategic Migration Partnership. The Strategic Housing Partnership has been doing a good job of accommodating and supporting the waves of refugees from Afghanistan, Syria, Hong Kong and Ukraine and addressing the need to accommodate asylum seekers but it is clear that the international and national context around migration and resettlement is changing. The United Nations High Commissioner for Refugees (UNHCR) estimates that the number of refugees who will require resettlement in 2023 will be 36% higher than in 2022 due to the emergence of new conflicts and displacement crises in addition to the protraction of existing ones. A paper set out the UK context and that a new approach needs to be taken to address it as existing structures and staffing arrangements in the county are insufficient.

A new partnership is proposed to coordinate support for the various resettlement schemes. The Gloucestershire Strategic Migration Partnership would use existing scheme funding from the various resettlement schemes to better coordinate the county's response and support. The Partnership would comprise key people from appropriate services, districts, public and voluntary sector partners and bodies who would support statutory and voluntary partners to meet the needs of those arriving and have clear oversight of needs and challenges of different groups. The Partnership would report periodically or by exception to the Gloucestershire Chief Executives (who in turn would report up through Leadership Gloucestershire) and work with the Regional Strategic Migration Partnership to maintain clear links with the regional and national context.

The paper set out the challenges that the new Partnership would face and Terms of Reference, including membership. In common with the other districts, SDC would have a senior officer on the partnership. The paper received full support from Leadership Gloucestershire.



# STROUD DISTRICT COUNCIL

Council Offices • Ebley Mill • Ebley Wharf • Stroud • GL5 4UB  
 Telephone 01453 766321 • Facsimile 01453 750932  
 www.stroud.gov.uk

## STRATEGY & RESOURCES COMMITTEE

### MEMBER REPORT

#### Levelling Up White Paper and County Deals

Pete Bungard, CE of GCC, advised that there was no further news on when we might hear more about Levelling Up Fund round 2.

It had been confirmed by the new Government that Investment Zones introduced by the Truss Government would not be continuing and therefore the work done on Expressions of Interest in the county would not be being taken forward.

In terms of county deals, it was GCC’s intention to submit a letter of intent to the Secretary of State Michael Gove in January on a desire to reach a level 2 agreement (county deal without elected mayor, with access to a further 11 out of a potential 23 devolved powers from Central Government. GEGJC is already operating at level 1 and level 3, with elected mayor, could achieve access to all 23 powers so might be a future development). The proposition would be centred around the county’s coterminous boundaries for GCC, the G First LEP, NHS and Police and based on the original devolution agreement worked on when Greg Clark was Secretary of State. The County Council hoped to share a draft with districts for comment just before Christmas and wanted to send the letter early in January.

Questions were asked about the continued inclusion of Investment Zone sites in any county deal bid going forward. GCC was giving that some consideration. There was also some discussion about the partnership role of district councils and the districts’ desire to be more fully engaged.

#### Gloucestershire Economic Growth Joint Committee and City Region Board

Gareth Edmundson, CE of Cheltenham BC, gave a brief update. The outstanding issue to resolve is one of governance (specifically, who chairs the new City Region Board), and discussions with the County Council to attempt to reach a solution were ongoing.

<b>FUTURE MEETINGS</b>	Wednesday 1 March 2023, 2pm Tuesday 20 June, 10am Tuesday 26 September, 2pm Tuesday 5 December, 10am
<b>REPORT SUBMITTED BY</b>	Cllr Catherine Braun, Leader Kathy O’Leary, Chief Executive
<b>DATE</b>	19 January 2023



# STROUD DISTRICT COUNCIL

Council Offices • Ebley Mill • Ebley Wharf • Stroud • GL5 4UB  
 Telephone 01453 766321 • Facsimile 01453 750932  
 www.stroud.gov.uk

## STRATEGY & RESOURCES COMMITTEE MEMBER/OFFICER REPORT

<b>NAME OF ORGANISATION/BODY</b>	Regeneration and Investment Board
<b>DATE OF LAST MEETING</b>	30 November 2022 (written summary below)
<b>ATTENDED</b>	25 January 2023 (verbal update to be provided)

### BRIEF REPORT:

The Regeneration and Investment Board (RIB) met on 30 November 2022 and the following items were discussed:

#### Stroud District Prospectus

Representatives from One Voice Media (listed above) joined the meeting to provide the Board with a final visual 'run through' of the district wide prospectus, which was very well received. It was noted that a special briefing, to which all members had been invited, had taken place on 28 November 2022. This briefing had been recorded and would be shared via the Members Weekly Update for those that had not been able to attend.

The final prospectus would be ready in the New Year and would be launched in Spring 2023.

#### Project Updates:

- Levelling Up Fund – Round 2.** We received the unfortunate news on 18 January 2023 that our £16.7m bid to the Levelling Up Fund was not successful. Nationally, only about a quarter of bids submitted in round 2 were successful and the Fund was massively over-subscribed. Although this is obviously very disappointing news, the work done to make our projects ready for delivery will not be wasted. Our delivery partners (Stroud Town Council, Gloucestershire County Council, Dransfeld Developments and Stroud Valleys Artspace) remain as committed and determined as we are to find alternative ways of delivering these much-needed projects, and we will continue to work with them to this end.
- Bath Place, Stroud.** The Council's purchase of this key edge of Town brownfield site in Stroud was completed on 13 December 2022. Bath Place was noted as an important 'gateway' site, playing a central role in the Council's LUF bid (see below). The Project Charter was supported by the Board and outlined the vision to '*deliver an exemplar, sustainable, mixed tenure residential canal side scheme. The scheme will provide high quality apartments in the town centre, will connect the two key gateways of Wallbridge and the railway station and improve the connectivity between the canal and the town centre*'. Further reports would come to the Board and to S&R Cttee, as appropriate.
- Brimscombe Port.** The Board noted that the project was progressing well and that the next key step would be entering into a Development Agreement with St Modwen Homes and finalising the amendments to the Funding Agreement with Homes England, with both anticipated to happen in February 2023. A workshop with the South West Design Review Panel had taken place on 10 November 2022, and this would assist in the preparation (by St



# STROUD DISTRICT COUNCIL

Council Offices • Ebley Mill • Ebley Wharf • Stroud • GL5 4UB  
 Telephone 01453 766321 • Facsimile 01453 750932  
 www.stroud.gov.uk

## STRATEGY & RESOURCES COMMITTEE MEMBER/OFFICER REPORT

Modwen Homes) of the planning application for the scheme, due to be submitted to the Council in May/June 2023. The Board also discussed the work under way with Brimscombe and Thrupp Parish Council to resolve the vision and delivery plan for a community facility/venue within the redevelopment project.

- **May Lane (Dursley)**

Progress with this project was noted as good overall. The scheme had been divided into two parts comprising the front of the site at May Lane and the former Electric Garage and the rear of the site (Prospect Place). Current and planned next steps included pre application and survey/feasibility work and continued dialogue and/or negotiations with landowners and local stakeholders, including the Town Council.

- **Zero Carbon Public Estate Project**

It was noted that this project was rated as ‘amber’ overall and was progressing more slowly than would be optimal, due to the capacity of partners to prioritise the consideration of co-location options. Key next steps were noted as working with the Active Building Centre to finalise a delivery programme for the listed buildings assessment, working with NHS Property Services to enable preparation of a masterplan for the Beeches Green site (Stroud) and scoping the master planning of the Cheapside site (Stroud) with Network Rail and London Continental Railways (LCR).

<b>FUTURE MEETINGS</b>	25 January 2023 and 22 March 2023
<b>REPORT SUBMITTED BY</b>	Brendan Cleere
<b>DATE</b>	January 2023



# STROUD DISTRICT COUNCIL

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

Telephone 01453 766321 • Facsimile 01453 750932

www.stroud.gov.uk

## STRATEGY & RESOURCES COMMITTEE

### MEMBER/OFFICER REPORT

#### Brimscombe Port – Brief Report:

#### 1 Introduction

- 1.1 The purpose of this report is to update members on the current position and progress with the redevelopment of Brimscombe Port following the last Strategy and Resources committee on 24 November 2022.

#### 2 Community Engagement

- 2.1 All focus group meetings have taken place with a wide range of stakeholders and local organisations to seek specific feedback on various topics such as nature and the canal and a list of the Frequently Asked Questions from these focus group sessions will be published in January/February on the Brimscombe Port webpage of the Council's website.

#### 3 St Modwen Homes

##### 3.1 Site Works

- 3.1.1. St Modwen Homes completed their ground investigation works on 20 and 21 December 2022. This information will supplement the investigations already carried out by the Council and includes areas uncovered following the demolition of the buildings.

##### 3.2 Scheme design / Planning

- 3.2.1. A session with the South West Design Review Panel took place on 10 November 2022 where the initial designs were presented and items such as heritage, setting within the landscape, and building materials were discussed amongst other key design elements for both the residential and non-residential aspects of the proposal. The proposals were well received by the team of experts and constructive comments made.
- 3.2.2. Planning pre-application meetings with Gloucestershire County Council Highways (28 November 2022) and SDC Planning (9 January 2023) have taken place. Dialogue with the respective parties will continue as the designs progress following these meetings.



**STRATEGY & RESOURCES COMMITTEE**  
**MEMBER/OFFICER REPORT**

3.2.3. The feedback received from the focus groups, South West Design Review Panel and planning pre-application meetings with Gloucestershire Highways and SDC is now being fed into the proposals in order that these can be presented at a second public consultation event to be held in February/March. The feedback from this event will then be used to inform the proposals as the designs are finalised for the planning application.

**4 SVCC**

4.1 Discussions are continuing with SVCC to finalise the Heads of Terms to be contained within the Development Agreement, and other legal documents required for the canal infrastructure and the facilities to include within the planning application e.g. mooring requirements, canal facilities, and canal feed options.

**5 Homes England - Loan Agreement**

5.1 It is expected that the amendments to the Funding Agreement with Homes England will be completed in February and its approval to the Development Agreement will follow to enable the Development Agreement to be completed in February.

**6 Development Agreement**

6.1 Finalisation of the Development Agreement is anticipated to be completed in February with St Modwen Homes once the results of the ground investigation have been issued, the legal documents with SVCC have been finalised and Homes England has approved the terms of the Development Agreement.

**7 Current Estimated Key Milestones**

<b>Activity</b>	<b>Estimated date</b>
Development Agreement – finalisation and signing (including contracts with SVCC and Homes England approval)	Feb 2023
Public consultation event – showing revised design reflecting feedback	Feb/March 2023
Planning Application Submitted	May/June 2023
Opportunity for objections / support to be submitted from the local community and other stakeholders	May/June – June/July 2023
Planning Decision (subject to 3rd party consultees)	Nov 2023



# STROUD DISTRICT COUNCIL

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

Telephone 01453 766321 • Facsimile 01453 750932

www.stroud.gov.uk

## STRATEGY & RESOURCES COMMITTEE MEMBER/OFFICER REPORT

Start on Infrastructure if planning approved		Jan 2024
<b>REPORT SUBMITTED BY</b>	Celeste Dauncey, Project Manager	
<b>DATE</b>	12/01/2023	

This page is intentionally left blank





# STROUD DISTRICT COUNCIL

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

Telephone 01453 766321 • Facsimile 01453 750932

www.stroud.gov.uk

## STRATEGY & RESOURCES COMMITTEE

### MEMBER/OFFICER REPORT

<b>NAME OF ORGANISATION/BODY</b>	Cotswold Canals Connected Project Board
<b>DATE OF LAST MEETING ATTENDED</b>	15 <sup>th</sup> December 2022

#### BRIEF REPORT:

A detailed Canal Report was submitted to the S&R Committee on 24<sup>th</sup> November 2022 where it was agreed to allocate £1m to the Phase 1B project from the SDC Capital Reserve Fund as an additional contribution to the project. This was further discussed at the full SDC Council Meeting on 15<sup>th</sup> December 2022 where it was resolved to increase the capital budget for the Canal Project by £10.87m. During both of these meetings there was agreed support across all councillors for the successful completion of the Canal Project (Phase 1B) and recognition of the significant economic, environmental and community benefits of this project.

As we start 2023 the canal project is gaining momentum and we have a programme of work to achieve the five strategic objectives that were developed and agreed by the National Heritage Lottery Fund. The integrated programme of work includes:

- Engineering programme to restore the section of canal between Stonehouse and Saul Junction to make Stroud and Stonehouse canal towns once again
- Environment programme
- Community engagement programme
- Interpretation plan

Progress and governance of this project is overseen by the Cotswold Canals Connected (CCC) Project Board and regular updates are provided to National Heritage Lottery Fund (NLHF) who are the major sponsor of the project. A detailed progress report was submitted at the last NLHF review meeting on 1<sup>st</sup> November 2022 and this was summarised in the S&R Canal Report, and discussed during the last S&R Meeting on 24<sup>th</sup> November. The next NLHF review meeting is on 7<sup>th</sup> February 2023. We have submitted a bid for a further grant of £2.3 million from the NLHF Covid Fund; this is anticipated to be considered at the NLHF March Board meeting.

As mentioned at the last S&R Meeting we are still awaiting a decision from National Highways on the additional grant of £2.175 million towards the Missing Mile section of the canal. National Highways have confirmed that they will not take this decision until we have secured planning approval for the Missing Mile.

The additional awards from SDC, NLHF and National Highways will enable us to meet 50% of the forecast funding gap for the project. The remaining 50% will be met



# STROUD DISTRICT COUNCIL

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

Telephone 01453 766321 • Facsimile 01453 750932

www.stroud.gov.uk

## STRATEGY & RESOURCES COMMITTEE MEMBER/OFFICER REPORT

through additional contributions from project partners, grants, private donations and fundraising. SDC as the Accountable Body for the project will work with the CCC Project Partners to secure the additional funding required for the project. This fundraising is progressing however we may require more time, beyond 2025, to secure the additional funds. The CCC Project Board, and SDC as the Accountable Body, will monitor and manage cashflow. Decisions to commit to sub-projects will be taken by the CCC Project Board in consultation with NLHF and there is a risk that some sub-projects may be deferred until funding has been secured which could result in the project extending beyond 2025.

Planning approval on the Missing Mile is taking longer than expected due to the complexities of the flood modelling. We are working with the Environment Agency and Katherine Colby Hydrologists Limited (independent consultant) and there is a programme of work to run a series of scenarios through the model which is a new requirement since the planning submission was submitted in December 2021. This additional work has to be completed and the output of the modelling signed off by the EA in order to submit the Missing Mile Planning Application to the SDC Development Control Committee for planning approval. This will now not happen before Easter 2023, and we will keep the S&R Committee updated on progress and timelines. However, it should be noted that this delay is not currently impacting the Engineering Programme as work continues on Sections 1 and 3 of the canal.

The focus for the first 6 months of 2023 will be on Section 1 (Stonehouse to Eastington) & Section 3 (A38 roundabout to Saul Junction). In December work was started to plant a new hedge along the canal between Bonds Mill and Eastington with work to plant a new hedge along the driveway to the Fromebridge Mill pub due to get underway in February. Restoration work has now been completed on Hoffmans Dam and Pike Lock. All of this work was done by volunteers from Cotswold Canals Trust, Stroud Valleys Canal Company, Stroud District Council, Gloucestershire Wildlife Trust and Stroud Valleys Project. We are about to start work on restoring Newtown Lock, rebuilding the towpath west of Bonds Mill, strengthening culverts to enable future works in section 1 and completing the excavation of John Robinson Lock.

We are organising a Canal Spring Festival over the weekend of 13<sup>th</sup> & 14<sup>th</sup> May 2023 with the support of Stonehouse Town Council and an extensive range of charities, organisations and community groups. This festival will involve The Lock Challenge on Saturday 13<sup>th</sup> May which includes a number of distance runs and walks (10 miles, 5 miles and 5 km), an accessible route on water and land (3 km) and a canoe and paddleboard time trial; with a community Festival on Sunday 14<sup>th</sup> May .

There will be a series of presentations and workshops over the next few months on both the Canal Spring Festival and all of the different programmes of work. Community engagement,



# STROUD DISTRICT COUNCIL

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

Telephone 01453 766321 • Facsimile 01453 750932

www.stroud.gov.uk

## STRATEGY & RESOURCES COMMITTEE

### MEMBER/OFFICER REPORT

raising awareness of the project and attracting a wider audience to the canal will gain momentum this year now that we have recruited our Community Engagement Manager, Sarah Burgess, and appointed the Skills & Learning Coordinator (shortlist confirmed and expect to appoint and onboard by April 2023).

As part of this community engagement we will be organising an event for all SDC councillors so that they can be updated on the project and ask any questions that they may have.

<b>FUTURE MEETINGS</b>	29 March 2023
<b>REPORT SUBMITTED BY</b>	Chris Mitford-Slade
<b>DATE</b>	12 January 2023

This page is intentionally left blank

## Fit for the Future Programme Update

Overall, the programme has made satisfactory progress again this period.

### Service Delivery workstream:

#### *Achieved*

- Continued Channel shift, to enable more customer self-service, with Garden Waste processes (renewals and new requests) re-designed and implemented on our Digital Platform (DP)
- Started work to deliver further DP functionality, building on a solution prepared by Cheltenham BC. It will support the delivery of our new waste management system (Alloy)
- Customer Contact vision signed off by the SLT

#### *Next Steps*

- Initiate waste management project with Ubico (April implementation)
- Develop a plan for implementing the Customer Contact vision and begin work on first phase.

### Community Connection workstream:

#### *Achieved*

- Workstream objectives have been updated to reflect newer priorities and latest thinking including Asset Based Community Development
- A draft roadmap of activities is being developed to support these new objectives
- Researched community engagement principles prepared by other authorities and bodies to inform work on engagement

#### *Next Steps*

- Approval of updated workstream objectives by SLT
- Complete the roadmap
- Sign-off our community engagement principles and ensure future work aligns.

### People and OD workstream:

#### *Achieved*

- Continued to hold workshops with staff to help them apply our Values & Behaviours to the way they work
- Delivered a series of Wellbeing initiatives for staff (e.g. pantry)
- Developed improved recruitment and on-boarding processes using the iTrent system which will reduce the amount of admin required. Testing now underway within the HR team
- Designed new approach to individual performance management. iTrent system build complete to support the new approach

**Adrian Blick, Interim Change and Transformation Director / Ext: 4282**  
**Email: [Adrian.blick@stroud.gov.uk](mailto:Adrian.blick@stroud.gov.uk)**

- Designed an updated Leadership Development training course to be rolled out to the next cohort of managers.

*Next Steps*

- Complete Values & Behaviours workshops with all staff
- Design performance management training and begin roll-out to managers
- Implement the new recruitment and on-boarding process in HR and begin to roll-out to all staff
- Provide Leadership Development training to the next cohort of managers

**Digital and Technology workstream:**

*Achieved*

- Addressing internal security vulnerabilities identified in penetration test
- Completed the contract with NEC for a new cloud-based Housing Platform (assisting Project Phoenix)
- Started to develop a plan and costs for next phase of IT improvements
- Completed a pilot for IT Service Desk chatbot
- Replaced key leaver (Infrastructure and Security Manager) and addressed Developer vacancy

*Next Steps*

- Continue to address internal vulnerabilities identified in penetration test
- Support Housing team through project mobilisation phase of Project Phoenix
- Complete IT improvement plan
- Implement Service Desk chatbot

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

<b>Date</b>	<b>Matter to be considered</b>	<b>Reporting Member/Officer</b>
9 Mar 2023	Kingshill House	Property Manager
	Stroud Cemetery Chapel	Property Manager
	Member/Officer Update Reports: a) Performance Management Q3	Councillors Craig & Housden Chair & Chief Executive
	b) Gloucestershire Economic Growth Joint Committee (GEGJC)	
	c) Gloucestershire Economic Growth Scrutiny Committee (GEGSC)	Councillor Turner
d) Canal Update	Canal Manager Strategic Director of Transformation and Change	
e) Fit for the Future Update		
20 Apr 2023	Budget Monitoring Report Q3	Accountancy Manager
	Corporate Asset Management Strategy	Property Manager
	Community Wealth Building	Strategic Director of Resources
	Procurement Strategy	Senior Policy and Governance Officer
	Local Authority Trading Company (LATCO)	Head of Community Services
	Member/Officer Update Reports: a) Gloucestershire Economic Growth Scrutiny Committee (GEGSC)	Councillor Turner
b) Regeneration & Investment Board	Strategic Director of Place	

This page is intentionally left blank