



HILLINGDON
LONDON



Cabinet

Date: THURSDAY, 14 FEBRUARY
2013

Time: 7.00 PM

Venue: COMMITTEE ROOM 6 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE, UB8
1UW

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

Councillors in the Cabinet:

Ray Puddifoot (Chairman)
Leader of the Council

David Simmonds (Vice-Chairman)
Deputy Leader / Education & Children's Services

Jonathan Bianco
Finance, Property & Business Services

Keith Burrows
Planning, Transportation & Recycling

Philip Corthorne
Social Services, Health & Housing

Douglas Mills
Community, Commerce & Regeneration

Scott Seaman-Digby
Central Services

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This Agenda is available online at:
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www.hillingdon.gov.uk



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Notice (5-day)

Notice of Intention to conduct business in private, any representations received and any urgent key decisions

Whilst much of the business on the agenda for this meeting will be open to the public and media to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is shown in Part 2 of the agenda. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to confirm that the Cabinet meeting to be held on:

**CABINET
14 February 2013
7pm, Committee Room 6**

will be held partly in private. The reason for this is because the private (Part 2) reports listed on the agenda for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. A list of the reports which are expected to be considered at this meeting in both public and private are set out in a list on this agenda and notice, including a number indicating the reason why a particular decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating to the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

28 clear days notice of this Cabinet meeting (part to be held in private) and the decisions to be made has been given. The only exception to this is the decision report on **Void day-to-day repairs**, where it was impracticable to give sufficient notice due to the need to progress these contracts. The Chairman of the Executive Scrutiny Committee was notified in writing about this forthcoming decision.

No representations have been received regarding this meeting.

London Borough of Hillingdon

Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the minutes of the last Cabinet meeting 1 - 16
- 4 To confirm that the items of business marked Part 1 will be considered in public and that the items of business marked Part 2 in private

Cabinet Reports - Part 1 (Public)

- 5 Monthly Budget Monitoring Report (Cllr Bianco) 17 - 48
- 6 The Council's Budget - Medium Term Financial Forecast 2013/14 - 2016/17 & Housing Revenue Account - BUDGET & POLICY FRAMEWORK (Cllrs Puddifoot & Bianco) 49 - 292
- 7 Local Welfare Support Scheme (Cllrs Puddifoot & Bianco) 293 - 306
- 8 Schools Budget 2013/14 (Cllrs Puddifoot, Bianco & Simmonds) 307 - 366
- 9 Changes to Permitted Development Rights for Offices and Single Storey Extensions (Cllr Burrows) 367 - 400
- 10 Outcome of further consultation on learning disabilities day services (Cllr Corthorne) 401 - 456
- 11 Hillingdon Community Infrastructure Levy (Cllr Burrows) 457 - 500
- 12 Schools Places Planning 2013-2022 (Cllr Simmonds) 501 - 510

Cabinet Reports - Part 2 (Private and Not for Publication)

13	School Capital Programme Update (Cllrs Simmonds & Bianco)	511 - 528
14	Housing Benefit Contracts (Cllr Bianco)	529 - 532
15	Void properties and day-to-day repairs (Cllr Bianco)	533 - 536
16	Voluntary Sector Leases Update (Cllr Bianco)	537 - 544

The reports listed above in Part 2 are not made public because they contains exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

17	Any other items the Chairman agrees are relevant or urgent	

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Minutes

Cabinet

Thursday, 24 January 2013

Meeting held at Committee Room 6 - Civic Centre,
High Street, Uxbridge, UB8 1UW



Published on: 25 January 2013

Come into effect on: 1 February 2013 *

Members present:

Ray Puddifoot (Chairman)
David Simmonds (Vice-Chairman)
Jonathan Bianco
Keith Burrows
Philip Corthorne
Douglas Mills
Scott Seaman-Digby

Members also present:

Henry Higgins
John Riley
Wayne Bridges
George Cooper
Brian Crowe
Janet Duncan
Paul Harmsworth
Mary O'Connor

686. APOLOGIES FOR ABSENCE

All Members were present.

687. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

Councillor Philip Corthorne declared a non-pecuniary interest in Item 10 (minute 695) as an employee of J Sainsburys and remained in the room during the discussion and vote on the item.

Councillor Philip Corthorne declared a non-pecuniary interest in Item 11 (minute 696) as a Member of the London Housing Consortium and remained in the room during the discussion and vote on the item.

Councillor George Cooper declared a non-pecuniary interest in Item 11 (minute 696) as his wife was a Member of the London Housing Consortium and remained in the room during the discussion and vote on the item.

Councillor George Cooper declared a non-pecuniary interest in Item 13 (minute 699) in light of his property being adjacent to Whitehall Primary School and remained in the room during the discussion and vote on the item.

688. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The minutes and decisions of the last Cabinet meeting held on 20 December 2012 were agreed as a correct record.

689. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS OF BUSINESS MARKED PART 2 IN PRIVATE

This was confirmed.

690. HEATHROW EXPANSION - A LOCAL REFERENDUM

RESOLVED:

That Cabinet agrees that:

- a) The proposals for a local referendum on the expansion of Heathrow and associated publicity programme as outlined in the report, be approved.
- b) The Head of Democratic Services, in consultation with the Leader of the Council, be authorised to act as Counting Officer and implement the referendum proposals.

Reasons for decision

Cabinet re-confirmed the Council's long-standing campaign and commitment against any further expansion at Heathrow Airport. In light of the Government's announcement of the Davies Commission to report in the next Parliament with recommendations on the future of aviation, Cabinet agreed to survey, along with partner Boroughs, the level of continuing public support for its position. It was noted that such a referendum style poll would be carried out under the auspices of an independent body.

Alternative options considered and rejected

Under relevant legislation, Cabinet noted that it had various options to conduct such a local poll.

Officer to action:

Lloyd White
Administration Directorate

691. HILLINGDON PHYSICAL ACTIVITY STRATEGY

RESOLVED:

That the Cabinet:

- 1. Approves the Physical Activity Strategy as set out in Appendix 1.**
- 2. Agrees to adopt the year 1 Action Plan for delivery of the Strategy in Appendix 2.**
- 3. Agrees that Action Plans for following years (from 2013/14) to be determined by the Deputy Chief Executive, in consultation with the Cabinet Member for Community, Commerce and Regeneration.**

Reasons for decision

Cabinet approved the Borough's strategy and associated action plan aimed at increasing levels of sport and physical activity in Hillingdon, particularly among groups not currently sufficiently physically active. Cabinet welcomed the approach towards education and engagement outlined.

Alternative options considered and rejected.

Cabinet could have decided not to adopt a Physical Activity Strategy.

Officers to action:

Priscilla Simpson and Howard Griffin
Residents Services

692. HILLINGDON SURFACE WATER MANAGEMENT PLAN

RESOLVED:

That Cabinet:

- 1. Approves the Hillingdon Surface Water Management Plan: Evidence Base for the Borough.**
- 2. Authorises officers to publicise the report on the Council's website and to notify all groups having a particular interest in it.**

Reasons for decision

Cabinet approved the Evidence Base for the Surface Water Management Plan for publication and noted that it would help engage residents and other stakeholders in flood risk issues.

Alternative options considered and rejected.

None, as this was a statutory requirement.

Officer to action:

Vicky Boorman
Residents Services

693. ACCESSIBLE HILLINGDON: DRAFT SUPPLEMENTARY PLANNING DOCUMENT

RESOLVED:

That the Cabinet:

- 1) Notes the contents of the Draft Revised Accessible Hillingdon Supplementary Planning Document.**
- 2) Approves the Draft Revised Accessible Hillingdon Supplementary Planning Document for public consultation.**
- 3) Grants delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services to agree, in consultation with the Cabinet Member for Planning, Transportation and Recycling, any minor editing and textual changes to the Draft Revised Accessible Hillingdon Supplementary Planning Document, before it is formally published.**
- 4) Approves the Draft Revised Accessible Hillingdon Supplementary Planning Document as a material consideration for the purposes of development management.**
- 5) Instructs officers to report back to a future meeting of Cabinet on the outcome of the public consultation and recommendations for changes to the document prior to its consideration for adoption by full Council.**

Reasons for decision

Cabinet agreed to public consultation on an updated Accessible Hillingdon Supplementary Planning Document, following a number of changes in planning policy and legislation pertinent to accessibility and inclusive design, at both the national and local level. It was noted that the updated document allowed for further roll-out of the Council's trailblazing Brown Badge Scheme for older residents.

Alternative options considered and rejected

Cabinet could have decided to retain the existing Plan, but noted that much of the guidance was out of date and thereby its influence would have been weaker.

Officers to action:

Charmian Baker / Ali Kashmiri
Residents Services

694. STANDARDS AND QUALITY IN EDUCATION 2012

RESOLVED

That Cabinet notes the report on the quality of education in the Borough.

Reasons for decision

Cabinet received a report on the standards and quality of education in Hillingdon schools report, including a summary of performance trends and inspection outcomes for the academic year 2011/12. Cabinet welcomed the improvements that both the Council and schools had made raising attainment reflecting the good quality of education provided by Hillingdon schools.

Alternative options considered and rejected

None

Officer to action:

Julian Kramer
Residents Services

695. GIFT FUNDING FOR PLANNING APPLICATIONS

RESOLVED:

That the Cabinet authorises officers to accept the offer of a gift from J Sainsbury's PLC to be used to engage additional temporary staff to provide the discretionary services to J Sainsbury's PLC in accordance with the provisions of Section 93 of the Local Government Act 2003.

Reasons for decision

Cabinet agreed to receive a small amount of monies to cover the planning costs associated with the proposed refurbishment of the Sainsbury's supermarket in South Ruislip. Cabinet felt it justifiable for the developer to contribute to the public cost of carrying out its planning functions.

Alternative options considered and rejected

Cabinet could have refused the gift, which would have not been in the best interests of the local communities, tax-payers or the Council.

Officer to action:

Matt Duigan – Residents Services

696. LONDON HOUSING CONSORTIUM

RESOLVED:

That Cabinet:

1. **Note that at a meeting on 7 December 2012, the LHC was formally established as a Joint Committee, pursuant to the Local Government Act 1972, and in accordance with the Cabinet resolution of January 2012, with the London Borough of Hillingdon as a constituent Member.**
2. **Consider the recommendation of the Joint Committee to amend its Constitution to allow 2 Members per authority to be appointed to the Committee and, if agreed, appoint Councillors Corthorne (Executive) and J.Cooper (non Executive) as the London Borough of Hillingdon's representatives to the Joint Committee until the date of the Local Elections in May 2014 when the appointments will be reviewed.**

Reasons for decision

Cabinet made the necessary decisions to ensure Council representation on the London Housing Consortium Joint Committee and to ensure that it operated effectively and lawfully.

Alternative options considered and rejected

Cabinet could have considered withdrawing from the consortium or have recommended an alternative change in representation.

Officer to action:

Lloyd White / Raj Alagh
Administration Directorate

697. COUNCIL BUDGET - MONTH 8 MONITORING REPORT 2012/13

RESOLVED:

That Cabinet:

- 1. Note the forecast management budget position for revenue and capital as at Month 8.**
- 2. Note the treasury Month 8 update at Appendix B.**
- 3. Approve the retaining of agency staff as detailed in Appendix C.**
- 4. Approves the allocation of £190k from general contingency to Residents Services to fund urgency works to Children's Homes, which are revenue in nature.**
- 5. Approves the addition of £693k of Department of Health funding to Social Care and Health revenue budgets to spent on helping people to leave hospital more quickly, get settled back at home with the support they need, and prevent unnecessary admissions to hospital and delegates authority to the Corporate Director of Social Care and Health, in consultation with the Cabinet Member for Social Services, Health & Housing to sign the associated Section 256 agreement.**
- 6. Submission of a grant application to Transport for London to fund works enabling the Canal and River Trust to deliver improvements to towpaths alongside the Grand Union Canal between Stockley Park and Hayes.**
- 7. Note the decision of the Deputy Chief Executive and Corporate Director Residents Services, in consultation with the Leader or the Council and Cabinet Member for Finance, Property and Business Services taken on 9 January 2013, to amend fees and charges as detailed in appendix D with effect from 1 February 2013.**
- 8. Agree to fund further investment of up to £1m to continue upgrading the Borough's highways and pavements from the 2012/13 Capital Priority Growth Budget and;**
- 9. Agree to utilise £300k of capital contingency funds from the 2012/13 budget to purchase Grounds Maintenance machinery following the decision to bring the service back in-house, enabling the new service to be operational when the growing season starts. Furthermore, Cabinet notes that further investment for this is also proposed as part of the 2013/14 budget.**

Reasons for decision

Cabinet was informed of the latest forecast revenue, capital and treasury position for the current year 2012/13 to ensure the Council achieved its budgetary and service objectives. Additionally, Cabinet made a number of decisions in respect of funding for works and social care, accepted a grant to improve canal towpaths and agreed significant additional investment in the Borough's highways and grounds maintenance operations.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand
Finance Directorate

698. HILLINGDON HOUSING STRATEGY, TENANCY STRATEGY, TENANCY POLICY AND ALLOCATIONS POLICY (CLLR CORTHORNE)

RESOLVED:

That Cabinet:

- 1. Approves the Housing Strategy 2012-15, the Tenancy Strategy, Tenancy Policy and the review of the Housing Allocation Policy for consultation and;**
- 2. Notes that a further report to Cabinet in April 2013 will present the outcome of consultation with stakeholders and the four documents for formal approval.**

Reasons for decision

Cabinet agreed to progress the development of the Borough's Housing Strategy, Tenancy Strategy, Tenancy Policy and Allocations Policy by agreeing consultation on the broad range of draft documents.

Cabinet welcomed the revised documents setting out the Council's housing priorities and procedures for allocating social housing in a clear and transparent way. It was noted that following consultation, which would include the views of residents and tenants, the documents would be reported back to Cabinet and Council, where required, for decision.

Alternative options considered and rejected

Cabinet could have decided not to approve the documents for consultation or made amendments to them.

Officer to action:

Neil Stubbings – Residents Services
Paul Feven – Finance Directorate

Urgency Provisions

This report had been circulated less than 5 working days before the Cabinet meeting and was agreed by the Chairman to be considered as urgent.

699. SCHOOL CAPITAL PROGRAMME UPDATE

RESOLVED:

That Cabinet:

- 1. Notes the progress made with Phases 1, 2 and 3 of the Primary School Expansion Programme and the proposals to address the additional requirement for pupil places in September 2013;**
- 2. Notes the financial pressure which is reported for Bourne Primary School.**
- 3. Agrees to delegate approval to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, the acceptance of six suppliers for the delivery of Modular Buildings, following the outcome of a Framework tender process.**
- 4. Agrees to delegate approval to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, the acceptance of six suppliers for the delivery of Temporary Classroom provision, following the outcome of a Framework tender process.**
- 5. Requests that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in on all these recommendations to ensure the programme can progress swiftly and that the necessary contractual commitments can be met on time.**

Reasons for decision

Cabinet received an update on the primary school capital programme and made a number of decisions to progress the provision of sufficient school places, including those relating to the necessary building contracts and project funding.

Alternative options considered and rejected

Cabinet could have decided to delay or not progress aspects of the building programme, which would have impacted upon the Council's ability to provide sufficient school places.

Officer to action:

David Murnaghan
Residents Services

Exempt Information

This report was included in Part II as it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

700. CONTRACT AWARD: ASBESTOS REMOVAL AND REPLACEMENT

RESOLVED:

That Cabinet accepts the tender from European Asbestos Services Limited for asbestos removal and replacement works in the Council's buildings and awards a contract commencing on the 1st April 2013 for three years plus provision for extension for a further two years subject to satisfactory performance, and to three months' written notice of termination for convenience.

Reasons for decision

Cabinet considered the outcome of a competitive tender exercise for asbestos services and agreed the most economically advantageous offer, which had also resulted in financial savings for the Council.

Alternative options considered and rejected

Cabinet could have decided to go back out to the market or use a framework agreement.

Officer to action:

Grant Walker
Residents Services

Exempt Information

This report was included in Part II as it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

701. CONTRACT AWARD: OAK FARM & HARLINGTON LIBRARIES

RESOLVED:

That Cabinet agrees;

- 1. The appointment of Volker Fitzpatrick Limited to undertake refurbishment works at Oak Farm Library in the sum of £563,162 which form part of the Council's Libraries modernisation agenda;**
- 2. That Volker Fitzpatrick Limited carry out the additional risk item works associated with any unknown discoveries which are identified during the course of the refurbishment of Oakfarm library, remodelling of the entrance ramp and improvements to the basement area for a sum of up to a maximum of £30,000;**
- 3. To Appoint Mackenzie Wheeler as architects and Gleeds as cost consultants to progress the refurbishment of Harlington Library, subject to budget approval and capital release.**

Reason for decision

Cabinet made the necessary contractual decisions to continue the Council's pioneering Libraries Refurbishment and Enhancement Programme.

Alternative options considered and rejected

Cabinet could have decided to delay or cease progress on the programme.

Officer to action:

Mohamed Bhimani – Residents Services

Exempt Information

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702. CONTRACT AWARD: MAIN PRINTING SERVICE AND DISTRIBUTION OF HILLINGDON PEOPLE

RESOLVED:

That Cabinet:

- 1. Appoint Greenford Printing Co Ltd (Gpex) for Lot 1 for the provision of printing services to the Council for a period of five years.**
- 2. Delegates to the Chief Executive and Corporate Director for Administration, in consultation with the Leader of the Council and the Cabinet Member for Central Services, the authority to approve the tender award for the appointment of a supplier for the printing of Hillingdon People.**
- 3. Appoints the National Leaflet Company for Lot 3 for the distribution of Hillingdon People for a period of five years.**

Reasons for decision

Following competitive tender exercises, Cabinet agreed the contracts for the Council's main printing service and the distribution of Hillingdon People, which would allow the continuation of a quality service whilst delivering value for money. It was noted that the Council's flagship resident magazine was the preferred method of communication between the Council and its residents.

Alternative options considered and rejected.

Cabinet could have decided to re-tender or undertake printing on a case-by-case basis, which would have not delivered value for money for taxpayers.

Exempt Information

This report was included in Part II as it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

703. ROSEDALE COURT - FLATS ABOVE HAYES END LIBRARY

RESOLVED:

That Cabinet:

- 1. Approve the disposal of the 15 flats at Rosedale Court, at Hayes End Library, to be sold on the open market at 80% of market value to buyers meeting the eligibility criteria.**

2. Delegate authority for any further decisions in respect of sales and marketing to the Leader of the Council and the Cabinet Member for Finance Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director for Residents Services.

Reasons for decision

Cabinet agreed to dispose of the flats so that they could be sold to local residents as part of the Council's policy of increasing home ownership. It was noted that this would help recover the cost of the redevelopment of both the library and flats.

None at this stage

Cabinet could have decided not to dispose of the flats.

Exempt Information

This report was included in Part II as it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

704. THE GRANGE, PINE PLACE, HAYES

RESOLVED:

That Cabinet:

1. Authorise the legal transfer of land for residential development in exchange for the provision of a new community centre on adjacent Council owned land.
2. Delegate any subsequent decisions about the site's future to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services in conjunction with the Deputy Chief Executive and Corporate Director of Residents Services.

Reasons for decision

After significant and welcome input from the Skylark Community Association and local residents, Cabinet made the necessary property decisions to provide for a new community centre in the locality.

Alternative options considered and rejected

Cabinet noted that there were various options to sell the land, but agreed that the preferred method of disposal represented best consideration for the Council in delivering this important community facility.

Exempt Information

This report was included in Part II as it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

705. IRRECOVERABLE BUSINESS RATES

RESOLVED:

That Cabinet approve the writing off of irrecoverable debt of £784,327.46 in respect of National Non-Domestic Rates.

Reasons for decision

Cabinet gave approval for the write-off of irrecoverable debt in respect of certain non-domestic (business) rates valued over £50,000. Such write-offs were required as either the debtor had gone into insolvency or the debt had been statute barred. It was noted that there was no financial cost to the Council as the Government had already allowed for the cost of these write offs in its provision for irrecoverable debts.

Alternative options considered and rejected

None

Officer to action:

Rob Smith
Finance Directorate

Exempt Information

This report was included in Part II as it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

706. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 7.46pm

IMPORTANT INFORMATION

DECISION AUTHORITY

Meeting after Cabinet, the Executive Scrutiny Committee fully endorsed all of Cabinet's decisions.

*** With regard to item 13 (minute 699)– School Capital Programme - to ensure that the programme progressed swiftly and that the necessary contractual commitments could be met on time, all decisions on this item come into effect immediately, following the agreement to waive the scrutiny call-in period by the Chairman of the Executive Scrutiny Committee.**

The remaining decisions of the Cabinet come into effect from 5pm, Friday 1 February 2013.

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COUNCIL BUDGET - MONTH 9 2012/13 REVENUE AND CAPITAL MONITORING

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Report Author	Paul Whaymand, Finance
Papers with report	None

HEADLINE INFORMATION

Purpose of report	The report sets out the Council's overall 2012/13 revenue and capital position, as forecast at the end of Month 9. The in-year revenue position is forecast as an underspend of £2,726k an improvement of £201k from Month 8. An underspend of £4,573k is currently forecast on General Fund capital budgets for 2012-15. There is a forecast pressure of £5,701k on the HRA capital programme over this period due to projected variances on new build projects.
Contribution to our plans and strategies	Achieving value for money is an important element of the Council's medium term financial plan.
Financial Cost	N/A
Relevant Policy Overview Committee	Corporate Services and Partnerships
Ward(s) affected	All

RECOMMENDATIONS

That Cabinet:

1. Note the forecast management budget position for revenue and capital as at Month 9.
2. Note the treasury Month 9 update at Appendix B.
3. Approves the allocation of £12k from unallocated priority Growth to fund the part year cost of an additional officer to support the increased demands on Transportation Planning Policy and related customer engagement.
4. Approves the addition of £1,193k of the Department for Communities & Local Government Troubled Families Grant to Social Care & Health Budgets from 2012/13 to 2015/16 to support early intervention work by the Hillingdon Family Service.
5. Approves the virement of £164.2k from the Housing Revenue Account to Street Scene Maintenance to fund and undertake repairs to areas of the un-adopted housing network.
6. Approves the allocation of £78k to Residents Services revenue budgets to reflect a grant received from the CLG through the West London Housing Partnership to address rough sleeping.
7. Approves the retaining of agency staff as detailed in Appendix C.

8. **Approve the release of £57k from capital contingency for Health & Safety works at Harlington Road Depot.**
9. **Delegate authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, to make all necessary contractual decisions in relation to South Ruislip Plot A and Plot B and to enter into the necessary supporting consultancy contracts.**

INFORMATION

Reasons for Recommendations

1. The reason for the monitoring recommendation is to ensure that the Council achieves its budgetary objectives. The report informs Cabinet of the latest forecast revenue and capital position for the current year 2012/13.
2. Recommendation 4 seeks authority to invest £1,193k by 2015/16 in targeted early intervention with 555 families within the Borough, improving school attendance, supporting adults back into work and reducing anti-social behaviour. Performance linked grant funding is available up to the sum of £1,852k if a sufficient number of families benefit from this work. Officers will report back to members on the level of funding secured and potential options for further investment.
3. Recommendation 5 seeks authority for a virement of £164.2k from the Housing Revenue Account to Street Scene Maintenance to fund and undertake repairs to areas of the un-adopted housing network. Housing Services do not at present undertake any scheduled inspections or repairs to the housing network of un-adopted roads and footways. Following the service being brought back in-house, it has been passed to Street Scene Maintenance to carry out both inspections and repairs to the network of roads and footways that make up the Borough's housing assets from April 2013. The cost of the resources required by highways to undertake the extra work load imposed as a result has been estimated to be £164.2k. This sum is made up from the cost of 4 extra operatives, two lorries and road repair equipment to make up 2 further road repair teams and the supervision costs to oversee these 2 extra teams. The employees will be sought on an agency basis and the major equipment hired to reduce the possibility of over committing in the first year. The rest of the equipment will be purchased as the cost is minimal. Following the first full year of inspections and repairs the allocated resources will be reviewed and assessed in terms of the following year's commitment.
4. Recommendation 6 seeks approval to allocate a £78k grant from CLG to Residents Services revenue budgets. This funding was not bid for but is being distributed from the CLG across seven Boroughs through the West London Housing Partnership. The allocation for Hillingdon is £77,571k, and there is no match funding requirement. It is proposed to utilise this funding to support homelessness work in Hillingdon and reduce the pressure on the homelessness budget, through a local housing partner.
5. Recommendation 8 seeks release of funds from capital contingency to fund Health & Safety works at Harlington Road Depot following a pre-planned Health & Safety Executive inspection completed in December 2012.
6. Recommendation 9 allows the Council to progress with Plot B at South Ruislip, which will consist of 19 one bedroom and 12 two bedroom flats for Hillingdon residents. The potential contract decisions to be made, including on consultancy contracts, require Cabinet approval and therefore Cabinet authority to delegate this key decision will ensure that the project can progress within agreed time scales and in accordance with Procurement Standing Orders. The original contract with Rydon was approved by Cabinet in September 2010 to build a new library, adult education facility and 10 flats on Plot A.

Alternative options considered

7. There are no other options proposed for consideration.

SUMMARY

A) Revenue

8. The in year revenue monitoring position as at Month 9 (December) shows that forecast net expenditure for the year 2012/13 is £2,726k less than the budget following recognition of a £620k exceptional levy payment required by the West London Waste Authority.
9. Directorate budgets are reporting a net underspend of £96k however, this includes significant pressures related to slippage on Social Care Savings of approximately £1,500k and on contingency items totalling £1,088k. Early delivery on a number of 2013/14 savings initiatives is successfully containing these pressures in year, with work underway to manage these issues in the medium term.
10. Additional capital financing provision for the Primary School Capital Programme was included in 2012/13 budget but due to the deferral of borrowing on the Programme, the sum of £3,250k is not required in this year which represents a windfall available to sustain a healthy level of balances to manage risks around the implementation of Council Tax Support and the share of Business Rate income to the Council from April 2013.
11. Balances brought forward at 31st March 2012 were £23,313k, to which a further £2,126k was budgeted to be added during 2012/13. Forecast balances at 31 March 2013 are expected to reach £28,164k as a result of this budgeted contribution and the in-year underspend noted above.
12. The reported position takes into account the delivery of the £17,696k savings which were included in the 2012/13 budget. To date £15,541k, or 88% are either banked or on track for delivery (86% at Month 8).

B) Capital

13. Forecast outturn on the 2012/13 General Fund Capital Programme is £55,520k, a variance of £5,264k on a revised budget of £60,784k.
14. Over the three-year period 2012 to 2015, an underspend of £4,573k is now reported on the General Fund Capital Programme. Table 7 provides further detail of this projected underspend.
15. General Fund capital receipts for 2012/13 are projected to be £2,912k at Month 9 (Month 8 £6,551k) to date £2,117k has already been received.
16. An overall favourable variance of £10,218k (Month 8 £7,986k) is forecast for the period 2012 to 2016, this is due to the expected timings of when the receipts will be realised, therefore some of these receipts have now been forecast to occur in 2015-2017.
17. A net pressure of £5,701k is reported on the HRA capital programme over the period of 2012 to 2015, which relates to variances on New Build projects.

A) REVENUE

18. Table 1 indicates the overall impact of the expenditure forecast now reported on the approved budget and the resulting balances position.

Table 1

2012/13 Original Budget	Budget Changes		2012/13 (As at Month 9)		% Var of budget	Variances (+ adv/- fav)		
			Current Budget	Forecast		Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
£'000	£'000		£'000	£'000		£'000	£'000	£'000
229,902	334	Directorates Budgets on normal activities	230,236	230,140	0%	-96	+105	-201
-41,360	-334	Corporate Budgets on normal activities	-41,694	-44,944	8%	-3,250	-3,250	+0
188,542	0	Sub-total Normal Activities	188,542	185,196	-2%	-3,346	-3,145	-201
		Exceptional items: WLWA Supplementary Levy		620		+620	+620	0
0	0	Sub-Total	0	620		+620	+620	0
188,542	0	Total net expenditure	188,542	185,816	-1%	-2,726	-2,525	-201
-		Budget Requirement	-	-190,668		0	0	0
190,668	0		190,668	-190,668		0	0	0
-2,126	0	Net total	-2,126	-4,852		-2,726	-2,525	-201
-23,313		Balances b/f 1/4/012	-23,313	-23,313		0	0	0
-25,439	0	Balances c/f 31/3/13	-25,439	-28,164		-2,726	-2,525	-201

Directorates' Forecast Expenditure Month 9

19. Table 2 provides analysis of the budget, forecast and variance at directorate level. Further detail on each directorate is set out in Appendix A. The group forecasts exclude sums provided for in contingency which are set out in table 4.

Table 2

2012/13 Original Budget	Budget changes	2012/13 Current Budget (as at Month 9)	Directorate		2012/13 Forecast (as at Month 9)	% Var	Variances (+ adv/- fav)		
							As at Month 9	As at Month 8	Change from Month 8
£'000	£'000	£'000			£'000		£'000	£'000	£'000
22,090	166,961	189,051	Administration	Exp	188,841	0%	-210	-181	-29
-9,004	-165,106	-174,110	& Finance	Inc	-174,699	0%	-589	-543	-46
13,085	1,856	14,941		Total	14,142	-5%	-799	-724	-75
386,494	10,661	397,155	Residents	Exp	394,244	-1%	-2,911	-2,134	-572
-298,379	2,194	-296,185	Services	Inc	-293,889	-1%	+2,296	+2,017	+74
88,115	12,855	100,970		Total	100,355	-1%	-615	-117	-498
315,308	-194,246	121,062	Social Care &	Exp	124,486	3%	+3,424	+2,437	+987
-205,801	181,680	-24,121	Health	Inc	-27,315	13%	-3,194	-2,020	-1,174

109,507	-12,566	96,941		Total	97,171	0%	+230	+417	-187
16,691	-1,761	14,930	Contingency		16,018	7%	+1,088	+530	+558
2,504	-50	2,454	Priority Growth		2,454	0%	0	0	0
229,902	334	230,236	Sub-Total Normal Activities		230,140	0%	-96	+105	-201

20. Administration & Finance are projecting **an underspend of £799k (£75k improvement)** at Month 9, with movement from Month 8 due to recruitment to a number of areas being postponed. £596k of the reported variance relates to Administration, with underspends reported in Democratic Services, HR, and Corporate Communications and Policy, Performance & Improvement due to early implementation of BID Savings.

21. Residents Services are forecasting **an underspend of £615k (£498k improvement)**, with movement from Month 8 including improvements within Housing, ICT, Highways & Business Services and Education budgets.

22. Social Care & Health are projecting **an overspend of £230k (£187k improvement)** which is primarily due to slippage on savings from the Supported Housing Programme, off-set by underspends on Commissioning contracts, reductions in Mental Health expenditure and slippage in recruitment of new starters within Children's Services and having to re-advertise hard to fill posts.

Progress on 2012/13 Savings

23. Table 3 below sets out progress against the savings programme for 2012/13 as set out in the budget approved in February 2012.

Table 3

Rag Status of Savings (At Month 9)	Administration & Finance	Residents Services	Social Care & Health	Total (Month 9)	%
Banked	-1,781	-5,953	-5,812	-13,546	76.55
On track for delivery	-55	-1,707	-263	-1,995	11.44
Potential significant savings shortfall or a significant or risky project which is at an early stage;	0	-203	-50	-293	1.43
Serious problems in the delivery of the saving.	-300	-300	-1,272	-1,862	10.58
Total	-2,136	-8,163	-7,397	-17,696	100.00

24. Progress continues to be made towards delivering the £17,696k savings set out in the 2012/13 budget, with £15,571k, or 88% either banked or on track for delivery at Month 9 (86% at Month 8). There has been a reduction of £50k in red savings reported within Residents Services, while the remaining shortfall is off-set through early delivery of 2013/14 savings and other alternative measures.

Development & Risk Contingency: £1,088k overspend (£558k adverse movement)

25. £16,691k of potential calls on the Development & Risk Contingency were incorporated into the 2012/13 budget. Following decisions by Cabinet to make a number of allocations from contingency reflecting the fact that risks were no longer contingent, the remaining contingency budget is now £14,930k. Table 5 shows the latest forecast call on this contingency budget.

Table 4

Group	Development and Risk Contingency	2012/13 Budget	Forecast as Needed (Month 9)	Variance (+adv / -fav)		
				Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
	<i>2012/13 allocations:</i>	£'000	£'000	£'000	£'000	£'000
	Current Commitments:					
All	General Contingency	1,000	1,000	0	0	0
All	Pump Priming for BID Savings	500	500	0	0	0
A&F	Uninsured Claims	400	400	0	0	0
A&F	Schools withdrawal from the HR payroll and OH service	300	300	0	0	0
RS	Impact of HB Changes on Temporary Accommodation	737	737	0	0	0
RS	Waste Disposal Levy	550	692	+142	0	+142
RS	Additional costs for two year olds	357	194	-163	-111	-52
RS	Development Control Income	500	500	0	0	0
RS	Carbon Reduction Commitment Energy Efficiency Scheme	450	350	-100	-100	0
RS	Local Development Framework Legal & Consultancy Fees	90	90	0	0	0
RS	SEN Transport	100	770	+670	+230	+440
RS	HS2 Challenge Contingency	200	200	0	0	0
RS	Contingency against Leisure outsourced income streams	480	683	+203	+155	+48
SC&H	Social Care Pressures (Adults')	6,171	6,171	0	0	0
SC&H	Social Care Pressures (Children's)	165	165	0	0	0
SC&H	Increase in Transitional Children due to Demographic Changes	2,742	2,742	0	0	0
SC&H	Potential shortfall in reablement, LD & PD savings targets	500	500	0	0	0
SC&H	Asylum Funding Shortfall	1,449	1,516	+67	+67	0
RS	Fuel		80	+80	+80	0
RS	Legal Costs (SAS Fire Security)		123	+123	+123	0
RS	Legal Costs (M25 Spur Road CPO)		30	+30	+50	-20
RS	Traveller Incursions		8	+8	+8	0
RS	Planning Appeals		28	+28	+28	0
	Original Contingency Allocation	16,691	+17,779	+1,088	+530	+558
	Approved Permanent Allocations:					
SC&H	Social Care Pressures (Children's)	-140	-140	0	0	0
A&F	Schools withdrawal from the HR payroll and OH service	-230	-230	0	0	0
RS	Development Control Income	-500	-500	0	0	0
RS	Contingency against Leisure outsourced income streams	-380	-380	0	0	0
	Approved One-Off Allocations:					
RS	ICT Licenses - Microsoft Migration (General Contingency)	-321	-321	0	0	0
RS	Childrens' Homes Urgent Works	-190	-190	0	0	0
	Forecast Remaining Contingency	14,930	+16,018	+1,088	+530	+558

26. In addition to the one-off exceptional levy payment recognised in Table 1, a pressure of £142k on the pay as you throw charge is being declared to reflect the increasing proportion of waste being diverted to landfill. This forecast is based on December tonnage information from the WLWA and may be subject to further revision in the coming months, given the potential for volatility in overall tonnages.

27. The forecast call on the contingency held for two year old nursery provision has been reduced by £52k to take account of the level of demand in the current financial year. In the medium term it is expected that expenditure on this will grow as sufficient providers become established.
28. An assessment of the full impact of significant increases in both the number of SEN pupils and the complexity of routes required to serve an increasing number of out of borough placements has led to the forecast call on contingency being increased to £770k. The majority of this pressure can be traced to underlying demographic growth and this level of demand is expected to continue into 2013/14 and beyond.
29. Continuing adverse weather conditions and on-going maintenance works at insourced golf courses have led to further adverse movement on the leisure contingency of £48k, bringing the gross pressure to £203k.
30. The estimated legal costs relating to the M25 Spur Road Compulsory Purchase Order have been reduced to £30k.
31. Current forecasts continue to assume that the remainder of funds set aside within General Contingency will be required in full over and above pressures detailed in table 4 above. Further detail on contingency items can be found within the relevant directorate summary in appendix A to this report.

Priority Growth: Nil variance

32. The 2012/13 General Fund budget approved by Council on 23 February 2012 increased the unallocated Priority Growth budget from £1,000k to £1,704k, while maintaining a budget of £800k for HIP Initiatives. Table 6 summarises the position with regards to each element of priority growth.

Table 5

Priority Growth	2012/13 Budget £'000	Agreed draw downs £'000	Unallo- cated £'000
2012/13 Unallocated Priority Growth at start of the year			
HIP Initiatives Budget:	800		
Communications Projects		7	
Heritage/Civic Pride/Environmental Projects		288	
Business Improvement Delivery		242	
HIP Initiatives unallocated balance	800	537	263
Unallocated non specific growth	1,704		
Green Spaces (approved October 2012)		50	
Balance of unallocated growth	1,704	50	1,654
Total	2,504	587	1,917

33. As at Month 9 HIP Steering Group have approved £537k allocations from the HIP Initiatives budget, leaving £263k as yet unallocated. To date, Cabinet have approved one release from unallocated growth, leaving £1,654k available to fund further initiatives in the current financial year. This report includes a recommendation to allocate £12k from unallocated priority growth to fund an additional officer post to support the increased demands on Transportation Planning Policy and related customer engagement.

34. The forecast at Month 9 assumes the remaining unallocated budgets for both HIP Initiatives and unallocated growth will be committed in full by 31 March 2013, with any underspend at outturn contributing to balances.

Corporate Budgets Forecasts: £3,250k underspend (no movement)

35. Table 7 shows budget, forecast and variance reported on corporate budgets as at Month 9.

Table 6

2012/13 Original Budget	Budget Changes	2012/13 Current Budget (as at Month 9)	Corporate Budgets	2012/13 Forecast Outturn (as at Month 9)	Variances (+ adv/- fav)		
					Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
£'000	£'000	£'000		£'000	£'000	£'000	£'000
12,340	-922	11,418	Financing Costs	8,168	-3,250	-3,250	0
950	0	950	IAS 19 Pension Adjustment	950	0	0	0
-35,583	-1,094	-36,677	Asset Management A/c	-36,677	0	0	0
10,165	1,682	11,847	Levies & other corp budgets	11,847	0	0	0
-29,232	0	-29,232	Corporate Govt Grants	-29,232	0	0	0
-41,360	-334	-41,694	Corporate Budgets	-44,944	-3,250	-3,250	0

36. As previously reported, deferral of borrowing in support of the Primary School Expansion Programme and healthy cash flows within 2012/13, an underspend of £3,250k is reported on financing costs. In the medium term, it is expected that this sum will be required in full.

B) CAPITAL

Programme Monitoring

37. Table 7 sets out the latest forecast outturn on current General Fund capital projects. Forecasts for future years include live capital projects and programmes of works as included in the draft programmes for 2013/14 to 2015/16 reported to Cabinet and Council in February 2012.

38. Year to date General Fund Capital Expenditure has reached £27,660k (Month 8 £21,138k), representing 50% of forecast outturn. Prior years experience would indicate that the forecast outturn of £55,520k in the current year is achievable; however there remain a number of areas where reported outturns appear optimistic.

Table 7

	2012/13	2013/14	2014/15	Total Month 9	Total Month 8
	£'000	£'000	£'000	£'000	£'000
Original Budget	89,286	71,110	37,012	197,408	197,408
Revised Budget	60,784	100,840	52,224	213,848	213,127
Forecast Outturn	55,520	103,031	50,724	209,275	208,252
Council Resourced Variance – see table 9	-5,264	2,191	-1,500	-4,573	-4,875
External Grants Variance	0	0	0	0	0
Other Resourced Variance	0	0	0	0	0
Programme Variance	-5,264	2,191	-1,500	-4,573	-4,875

39. The main programme shows a net favourable variance of £2,311k, comprising pressures of £427k and underspends of £2,738k as set out in Table 8 below.

Table 8

Council Resourced Variance	2012/13 £'000	2013/14 £'000	2014/15 £'000	Total (Mth 9) £'000	Total (Mth 8) £'000
Pressures:					
Botwell Green Leisure Centre	63	0	0	63	63
Hillingdon Sports & Leisure Centre	0	50	0	50	50
Merrifields Fire Safety Works	20	0	0	20	0
Primary School Expansions - Phase 2A Temporary	218	76	0	294	294
Total Council Resourced Pressures:	301	126	0	427	407
Underspends:					
Civic Centre Works Programme	-717	0	0	-717	-717
Primary School Expansions - Phase 1A Temporary	-300	0	0	-300	-300
Primary School Expansions - Rosedale Temporary	-243	0	0	-243	-243
New Young People's Centres	-158	0	0	-158	-155
Road Safety	-75	0	0	-75	-75
Manor Farm Stables Development	-60	0	0	-60	-65
South Ruislip Development - Plot A	-75	0	0	-75	-75
Primary School Expansions - Minor Works	-60	0	0	-60	-60
Ruislip High School Expansion	-30	0	0	-30	-30
Disabled Facilities Grant (DFG)	-700	0	0	-700	0
Private Sector Renewal Grant (PSRG)	-150	0	0	-150	0
New Years Green Lane Civic Amenity Site - Phase 1-3	-90	0	0	-90	0
New Years Green Lane Civic Amenity Site - Phase 4	-80	0	0	-80	0
Total Council Underspends:	-2,738	0	0	-2,738	-1,720
Projected Rephasing	-2,726	2,726	0	0	0
Main Programme Variance	-5,163	2,852	0	-2,311	-1,313
General Contingency	-101	-661	-1,500	-2,262	-2,562
Unallocated Priority Growth	0	0	0	0	-1,000
Council Resourced Variance	-5,264	2,191	-1,500	-4,573	-4,875

40. Merrifield Fire Safety Works - the project is close to completion. The relocation of the sprinkler is outstanding. The project will complete by February 2013 and will overspend by £20k due to backup generator costs for the lift not included in the original scheme.

41. Schools Expansion Programme – Rosedale Temporary is reporting an underspend of £243k. Accounts are still being finalised for the remaining temporaries for phase 1a, but an underspend of between £300k to £500k is expected due to savings against budget on the main contract and fees. This project was completed in September 2011. The budget carried forward contains the retention which will be released this year when defects are rectified. The Minor works are currently forecasting an underspend of £60k from a revised budget of £437k.

42. On the Primary School Expansions Phase 2A Temporary project, works on all the temporary schools were completed in time for the September term time (namely Rosedale, Wood End, Rabbsfarm, Ryefield, Hillingdon, and Charville). The contract was terminated and new contractors employed at an estimated additional cost up to £500k, however the overspend on

this phase is currently estimated to be £294k, although accounts with the original contractor still need to be finalised.

43. The Civic Centre Works Programme is currently forecasting an underspend of £717k, against a budget of £2,104k, due to a number of projects being delayed.
44. South Ruislip Development Plot A - The project is forecasting a £75k underspend on the library fit-out. The marketing plan has been devised and the flats are planned to be available for sale early in the new-year.
45. The Road Safety programme is currently forecasting to underspend by £75k from the full budget of £250k. This is partly due to the use of TFL grant monies being prioritised for the resident-identified schemes rather than Council funding. Further work is underway to review and agree in principle a range of additional suitable measures that will not require formal public consultation. These actions could potentially reduce the forecast underspend.
46. The Disabled Facilities Grant (DFG) is currently forecasting an underspend of £700K, against a budget of £2,500K and the Private Sector Renewal Grant (PSRG) is currently forecasting an underspend of £150K, against a budget of £450K. A number of projects will now be delivered next year.
47. HCA Empty Homes Programme is forecasting an underspend of £65K, against a budget of £80K. The funds are not available due to unresolved grant contract issues. The project will start next year with the budget for period 2012-15 remaining unaffected.
48. New Years Green Lane Civic Amenity Site – Underspend £170k. Phases 1-3 have now completed and retention fees in the region of £45k have been earmarked to be paid in 2013/14. Phase 4 is nearing completion and retention fees of £40k have also been set aside to be paid in 2013/14. The underspend on these projects is largely due to contingencies not being required.

Capital Financing

Table 9

Capital Receipts	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16- 2016/17 £'000	Total Month (9) £'000	Total Month (8) £'000
Budget Approved February 2012	13,344	12,675	0	0	26,019	26,019
Revised Budget	6,551	9,362	20,410	0	36,323	36,323
Forecast Disposals	2,912	11,936	17,057	14,636	46,541	44,309
Variance	3,639	-2,574	3,353	-14,636	-10,218	-7,986

49. Forecast capital receipts for 2012/13 have decreased to £2,912k (Month 8 £6,551) based on latest estimates, a movement of £3,639k which relates to receipts now forecast to be received in 2013/14.
50. The programme is still anticipated to generate an overall surplus of £10,218k (Month 8 £7,986k) and deliver significant revenue savings to the Council through reduced borrowing costs. Table 10 below shows the forecast borrowing for the period 2012/13 to 2016/17.

Table 10

Prudential Borrowing Forecast	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16- 2016/17 £'000	Total Month (9) £'000	Total Month (8) £'000
Revised Budget	22,040	49,971	10,859	0	82,870	82,789
Council Resourced Variance	-5,341	2,268	-1,500	0	-4,573	-4,875
Capital Receipts Variance	3,639	-2,574	3,353	-14,636	-10,218	-7,986
Forecast Borrowing	20,338	49,665	12,712	-14,636	68,079	69,928

Housing Revenue Account Capital Programme

51. Table 11 sets out the latest forecast outturn for the HRA capital programme.

Table 11

Housing Revenue Account Capital Programme	2012/13 Budget £'000	2013/14 Budget £'000	2014/15 Budget £'000	Total Month 9 £'000	Total Month 8 £'000
Original Budget	17,923	13,708	7,052	38,683	38,683
Revised Budget	3,900	29,857	7,052	40,809	40,809
Forecast Outturn	3,052	31,729	11,729	46,510	46,510
HRA Resourced Variance – see table 12	271	753	4,677	5,701	5,701
External Grants Variance	0	0	0	0	0
Other Resources Variance	-1,119	1,119	0	0	0
Programme Variance	-848	1,872	4,677	5,701	5,701

52. The HRA capital expenditure to the end of December 2012 was £846k which represents 28% of the forecast outturn. Further overspends forecast for 2013/14 and 2014/15 bring the total pressure on HRA projects to £5,701k as set out in table 12 below.

Table 12

HRA Resourced Variance	2012/13 £'000	2013/14 £'000	2014/15 £'000	Total Month 9 £'000	Total Month 8 £'000
Pressures:					
New Build - Extra Care Sites Phase 1	0	495	0	495	495
New Build - HRA Pipeline Sites Phase 1	144	0	0	144	144
New Build - Learning Disability Sites Phase 1	127	0	0	127	127
New Build - HRA Pipeline Sites Phase 2	0	258	56	314	314
New Build - Supported Housing Programme	0	0	4,621	4,621	4,621
Total HRA Resourced Pressures:	271	753	4,677	5,701	5,701
Projected Re-phasing	0	0	0	0	0
HRA Programme Variance	271	753	4,677	5,701	5,701

53. New Build HRA Extra Care Sites Phase 1: The Triscott House contractor's claim of an extra £758k of additional works has caused a £495k overspend on the overall project in 2013/14. In addition, remedial works have been undertaken, at an additional cost of £108k, which will be claimed against the original contractor. There is, however, a litigation risk that this additional cost may not be fully mitigated against the contractor's claim.

54. The final account for the New Build Pipeline Phase 1 project is not yet settled, however, the forecast overspend is not expected to exceed £144k. This has arisen from variations to highways, fixtures and fittings and building related works. There is a further financial risk due to a potential dispute on an item of fixture and fittings of £30k that would add to the existing overspend.
55. The New Build HRA Learning Disability Sites scheme is currently expected to overspend by £127k. These works are related to further drainage, utility and external landscaping works that were not included in the original contract. The contract variation order was approved in July 2012.
56. The New Build HRA Pipeline Sites Phase 2 scheme is forecasting an overspend of £314k, of which £90k relates to the Gilbert Road site. The balance of £224k relates to the forecast on the remaining seven sites. These seven sites have been put on hold whilst the business case is updated and reviewed. Officers are awaiting assurance that the HCA grant authority will allow for the long stop date to be extended to the end of 2013/14.
57. The HRA Works to Stock programme is forecasting an underspend of £1,119k, against the revised budget of £2,604k primarily due to the Double Glazing programme of £1,000k not being completed in 2012/13.

CORPORATE CONSULTATIONS CARRIED OUT

Financial Implications

58. The financial implications are contained in the body of the report.

CORPORATE IMPLICATIONS

Corporate Finance

59. This is a Corporate Finance report.

Legal

60. There are no legal implications arising from this report.

BACKGROUND PAPERS

61. Previous Budget monitoring reports to Cabinet

Appendix A – Detailed Group Forecasts

Administration & Finance £800k underspend (£75k improvement)

- Overall for Administration and Finance, the position for month 9 is an underspend of £800k, which represents an improvement of £75k from month 8. The movement this month is as a result of the realignment of forecasts to reflect delays within the current recruitment schedule across the Groups and continued revisions to non salaries and income forecasts.

Services	2012/13 (As at Month 9)		% Var of budget	Variances (+ adv /- fav)		
	Current Budget	Forecast		Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
	£'000	£'000		£'000	£'000	£'000
Administration	7,643	7,047	-8%	-596	-467	-129
Finance	7,298	7,094	-3%	-204	-258	54
Total	14,941	14,142	-5%	-800	-725	-75

Administration - £596k underspend (£129k improvement)

Services		2012/13 (As at Month 9)		% Var of budget	Variances (+ adv /- fav)		
		Current Budget	Forecast		Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
		£'000	£'000		£'000	£'000	£'000
Administration Directorate	<i>Exp</i>	647	597	-8%	-51	-42	-9
	<i>Inc</i>	0	0	0%	0	0	0
	<i>Rechgs</i>	-22	-22	0%	0	0	0
	Total	625	575		-51	-42	-9
Corporate Communications	<i>Exp</i>	875	817	-7%	-59	-52	-6
	<i>Inc</i>	-103	-94	-8%	9	8	1
	<i>Rechgs</i>	-774	-774	0%	0	0	0
	Total	-1	-50		-50	-45	-5
Democratic Services	<i>Exp</i>	3,285	3,252	-1%	-33	-15	-18
	<i>Inc</i>	-819	-896	9%	-77	-70	-7
	<i>Rechgs</i>	624	624	0%	0	0	0
	Total	3,090	2,980		-110	-85	-25
Human Resources	<i>Exp</i>	3,425	3,346	-2%	-79	-54	-25
	<i>Inc</i>	-785	-795	1%	-11	-27	16
	<i>Rechgs</i>	-2,669	-2,669	0%	0	0	0
	Total	-29	-119		-90	-81	-9
Legal Services	<i>Exp</i>	1,930	1,918	-1%	-12	32	-44
	<i>Inc</i>	-557	-568	2%	-11	-14	3
	<i>Rechgs</i>	-1,332	-1,332	0%	0	0	0
	Total	42	19		-23	18	-41
Policy & Performance	<i>Exp</i>	4,350	4,102	-6%	-248	-208	-40
	<i>Inc</i>	-567	-591	4%	-24	-24	0
	<i>Rechgs</i>	132	132	0%	0	0	0
	Total	3,915	3,643	0	-272	-232	-40
Total Expenditure		14,513	14,032	-3%	-481	-338	-142
Total Income		-2,829	-2,944	4%	-115	-128	13
Total Recharges		-4,041	-4,041	0%	0	0	0
Administration Total		7,643	7,047	0	-596	-467	-129

Administration Directorate £51k favourable (£9k improvement)

1. The movement this month relates to the revised structure of the directorate following the departure of the previous Chief Executive.

Corporate Communications: £50k favourable (£5k improvement)

2. A revision to the estimate of non-salaries forecasts has led to the improvement this month. In addition, small underspends in salaries cover the cost of one agency member of staff working on the BID programme. Income budgets have been realigned across the service with non salary budgets, to counteract the pressure on Hillingdon People income.

Democratic Services: £110k favourable (£25k improvement)

3. A detailed review of non salaries forecasts has been undertaken and as such, year end estimates have been reduced this month. Income continues to be closely monitored and forecasts have improved by £10k this month.

Human Resources: £90k favourable (£9k improvement)

4. The underspend on salaries is as a result of the realignment of the senior tier of the HR structure and other vacant posts within the service being held open for longer than was previously anticipated. Reductions in expected income have been offset by revisions to non salary budgets and have resulted in a slight improvement on the position this month.

Legal Services: £23k favourable (£41k improvement)

5. Delays to the recruitment of various posts within Legal Services have led to a downward revision in salaries forecasts of £30k. Income continues to be monitored closely and shows a slight adverse movement this month, but this is being covered by revisions to the non salary forecasts.

Policy, Performance and Partnerships: £272k favourable (£40k improvement)

6. There is an underspend on salaries due to the in-year effect of the BSU restructure that has resulted in 2 vacant posts and the part year effect of various vacant posts in the Performance and Intelligence team for which recruitment is in progress, however, delays in this recruitment have lead to the improvement this month.

Finance - £204k underspend (£54k improvement)

Services		2012/13 (As at Month 9)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget	Forecast		Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
		£'000	£'000		£'000	£'000	£'000
Audit & Corporate Fraud	<i>Exp</i>	1,238	1,280	3%	42	24	18
	<i>Inc</i>	0	-13	0%	-13	-10	-3
	<i>Rechgs</i>	-1,209	-1,209	0%	0	0	0
	Total	28	58		29	14	15
Finance	<i>Exp</i>	10,219	10,521	3%	302	235	67
	<i>Inc</i>	-2,995	-3,181	6%	-186	-119	-67
	<i>Rechgs</i>	-3,274	-3,274	0%	0	0	0
	Total	3,950	4,066		116	116	0
Procurement	<i>Exp</i>	771	856	11%	84	83	2
	<i>Inc</i>	-45	-47	3%	-2	-2	0
	<i>Rechgs</i>	-757	-757	0%	0	0	0
	Total	-31	52		83	81	2
Commissioning	<i>Exp</i>	1,415	1,345	-5%	-69	-93	24
	<i>Inc</i>	-299	-314	5%	-15	-15	0
	<i>Rechgs</i>	-998	-998	0%	0	0	0
	Total	118	33		-85	-108	24
Housing Benefit	<i>Exp</i>	169,875	169,786	0%	-89	-101	13
	<i>Inc</i>	-167,942	-168,200	0%	-258	-260	1
	<i>Rechgs</i>	1,301	1,301	0%	0	0	0
	Total	3,234	2,886		-347	-361	14
Total Expenditure		183,517	183,788	0%	270	148	123
Total Income		-171,281	-171,755	0%	-474	-406	-69
Total Recharges		-4,938	-4,938	0%	0	0	0
Finance Total		7,298	7,094	0	-204	-258	54

Audit and Corporate Fraud: £29k pressure (£15k adverse movement)

7. A review of non salary expenditure and the inclusion of redundancy costs in the forecast this month have increased the pressure on the service. This has been partially mitigated due to an increase in the income forecast for Administrative Penalties.

Finance: £116k pressure (nil movement)

8. Overall there is an overspend on salaries of £101k due to the managed vacancy factor of £225k not being achieved in full. This forecast position includes additional staffing resources required in the Revenues team for the implementation of Council Tax localisation, potential additional costs of the Liberata contract and redundancy costs as a result of the Finance restructure. Income estimates in Revenues Services continue to be closely monitored and have been revised this month in line with analysis of income trends and historical data.

Procurement: £83k pressure (£2k adverse movement)

9. The pressure within Procurement relates to the additional costs of the Interim Commercial managers who are supporting the service in the move towards category management.

Commissioning: £85k favourable (£24k adverse movement)

10. As part of the transfer from Social Care & Health, a thorough review of the service budgets has led to realignments of expenditure forecasts to reflect the likely pressures on the service within the current year.

Housing Benefit: £347k favourable (£14k adverse movement)

11. A complete review of the service was undertaken as part of month 9 monitoring, which resulted in a slight reduction in the reported underspend. However, this position does include - agency staff costs being factored into forecasts to cover a number of vacant posts; costs of potential redundancies within Housing Benefit and the Contact Centre; and the projected costs of the Housing Benefit Reception refurbishment.

Residents Services

Revenue: £615k underspend (£498k improvement)

- The Group has a projected outturn position of a £615k underspend, excluding pressure areas that have identified contingency provisions.

Services		2012/13 (As at Month 9)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget £'000	Forecast £'000		Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Change from Month 8 £'000
Corporate Property & Construction	Exp	3,548	3,788	7%	+240	+180	+60
	Rech	-495	-495	0%	0	0	0
	Inc	-2,313	-2,248	-3%	+65	-140	+205
	Total	741	1,046	41%	+305	+40	+265
Education	Exp	279,248	278,144	0%	-1,104	-734	-370
	Rech	-382	-382	0%	0	0	0
	Inc	-242,697	-242,723	0%	-26	-26	0
	Total	36,169	35,039	-3%	-1,130	-760	-370
Housing (General Fund)	Exp	20,679	18,645	-10%	-2,034	-1,621	-413
	Rech	-492	-492	0%	0	0	0
	Inc	-11,142	-8,834	-21%	+2,308	+2,122	+186
	Total	9,045	9,319	3%	+274	+501	-227
ICT Highways & Business Services	Exp	49,055	49,131	0%	+76	+106	-30
	Rech	-17,015	-17,015	0%	0	0	0
	Inc	-12,104	-12,079	0%	+25	+100	-75
	Total	19,936	20,037	1%	+101	+206	-105
Planning Sport & Green Spaces	Exp	12,374	12,475	1%	+101	+75	+26
	Rech	-114	-114	0%	0	0	0
	Inc	-4,651	-4,857	4%	-206	-169	-37
	Total	7,608	7,503	-1%	-105	-94	-11
Public Safety & Environment	Exp	50,619	50,479	0%	-140	-90	-50
	Rech	-3,109	-3,109	0%	0	0	0
	Inc	-19,407	-19,277	-1%	+130	+130	0
	Total	28,103	28,093	0%	-10	+40	-50
Transportation Planning Policy & Community Engagement	Exp	3,239	3,189	-2%	-50	-50	0
	Rech	0	0	0%	0	0	0
	Inc	-3,871	-3,871	0%	0	0	0
	Total	-632	-682	8%	-50	-50	0
Total Expenditure		418,762	415,851	-1%	-2,911	-2,134	-777
Total Recharges		-21,607	-21,607	0%	0	0	0
Total Income		-296,185	-293,889	-1%	+2,296	+2,017	+279
Residents Services Total		100,970	100,355	-1%	-615	-117	-498

Contingency Items: Gross Pressure £3,605k (£558k adverse)

- The Council's 2012/13 contingency budget contains provision for areas of expenditure or income for which there is a greater degree of uncertainty. The net position after the application of the contingency is shown in the table below.

Contingency Item	Gross Pressure Month 9 (£000s)	Gross Pressure Month 8 (£000s)	Change from Month 8 (£000s)	Contingency Allocation (£000s)	Net Pressure (£000s)
Impact of Housing Benefit Changes on Temporary Accommodation	737	737	0	737	0
Waste Disposal Levy	692	550	142	550	142
Development Control Income	500	500	0	500	0
Carbon Reduction Commitment	350	350	0	450	-100
Additional Costs for 2 Year Olds	194	246	-52	357	-163
HS2 Challenge Contingency	200	200	0	200	0
Contingency Against Leisure Outsourced Income Streams	683	635	48	480	203
SEN Transport	770	330	440	100	670
Local Development Framework	90	90	0	90	0
Fuel	80	80	0	0	80
Traveller Incursions	8	8	0	0	8
Planning Appeals	28	28	0	0	28
Legal Costs (SAS Fire Security)	123	123	0	0	123
ICT Licenses - Microsoft Migration (General Contingency)	321	321	0	321	0
Children's Homes Urgent Works	190	190	0	0	190
Legal Costs (M25 Spur Road CPO)	30	50	-20	0	30
Original Contingency Allocation	4,996	4,438	558	3,785	1,211
Approved Permanent Allocations:			0		0
Development Control Income	-500	-500	0	-500	0
Contingency against Leisure outsourced income streams	-380	-380	0	-380	0
Approved One-Off Allocations:			0		0
ICT Licenses - Microsoft Migration (General Contingency)	-321	-321	0	-321	0
Children's Homes Urgent Works (General Contingency)	-190	-190	0	0	-190
Current Remaining Contingency	3,605	3,047	558	2,584	1,021

- The contingency to cover the impact of changes in Housing Benefit on temporary accommodation is forecast to be required in full.
- The latest tonnage data on the 'pay as you throw' (PAYT) waste disposal levy from the West London Waste Authority (WLWA) suggests that the £550k budgeted contingency provision will not be sufficient. After a significant adverse movement in the WLWA financial position emerged earlier this year, WLWA eventually served a supplementary levy on the constituent Boroughs for which Hillingdon's share is £620k. This has been treated as an exceptional item, however there is a further potential pressure on the PAYT tonnages which has now become clearer with three quarters of actual tonnage data available. For Hillingdon this relates to an increasing proportion of tonnage being sent to landfill than assumed when the levy was set, as WLWA diversion schemes have either been cancelled or not met expectations. Hillingdon is currently sending 80% of the waste disposed through the PAYT levy to landfill. This has been exacerbated by an underlying increase in tonnages, and erroneous seasonal profiling of the monthly PAYT payments by WLWA. The current variance on the contingency is forecast to be £142k, but there is considered to be a risk this could increase given the usual volatility of tonnages between January and February.

5. The Carbon Reduction Commitment contingency is for the estimated costs for the requirement to purchase allowances for each tonne of carbon produced by the Council, the overall required allowances of £350k includes the reduction in actual allowances purchased for 2011/12 reported to Cabinet in September 2012. It also includes the £250k budget for allowances for schools that has been provided for in the schools budget.
6. The forecast call on contingency to cover increased provision of childcare to disadvantaged two year olds under the free entitlement, which is funded from the increased allocation within the Early Intervention Grant, is £194k, an improvement of £52k compared to Month 8, following a further review of demand in the current year.
7. The HS2 contingency is part of a joint fighting fund with 18 other authorities and it is expected that this contingency will be fully utilised.
8. In December 2011 the Council took over the operation of three golf courses, where these have been re-possessed from the previous golf operator that had incurred significant rent arrears. An interim operational budget has been established for the service that assumes that a small surplus of £20k before overheads and capital charges is delivered, representing a saving against the contingency held for leisure.
9. The current position against this operational budget is that there is a significant shortfall against the interim income targets. Due to the exceptionally wet weather during April to July playing conditions were not ideal and pay and play and associated income is £300k below target, an adverse movement of £11k compared to Month 8. In addition, there is a shortfall against membership income of £35k. There is also a pressure on course management and maintenance budgets of £114k, reflecting short-term hire costs of mowing equipment and course renovation works, an adverse movement of £36k compared to Month 8. This is offset by the staffing costs so far being £85k under budget as the approved structure contains a number of vacant posts, an adverse movement of £1k compared to Month 8. In addition, Mack Trading successfully appealed against the business rates valuations for the courses producing an ongoing saving on the business rates liability of £41k. It is assumed that the current adverse variance of £323k is carried forward to the year end.
10. The £303k deficit on the in-house operation described above is the only call on the remaining leisure contingency of £100k, an adverse movement of £48k compared to Month 8.
11. Special Educational Needs (SEN) Transport is an area that has seen significant pressure in the last financial year. The pressure on this budget is now £770k, an adverse movement of £440k compared to Month 8, following a full analysis of contracted route costs over the autumn term. The increase mainly reflects the increased costs of delivering home to school transport for out-of-borough placements and children with more complex needs. There has been an increase in contracted routes operated of 14 routes (6.5% increase) compared to April 2012. However, the cost of delivering the current route requirements has increased by over 10% over the course of the autumn term. This reflects the increased need to provide transport to out-of-borough placements requiring greater distances travelled, as well as an increased number of children requiring individual transport due to e.g. challenging behaviour, that could not appropriately be provided on existing routes.
12. Current analysis shows that the fuel budget has a forecast pressure of £80k at the current bulk purchase price of £1.11 per litre, no change compared to Month 8.
13. Across the group £8k has been spent so far on actions to prevent traveller incursions.
14. Planning appeals costs of £24k are forecast to be incurred on the appeal hearings for the Gutteridge Farm application, plus £4k of legal costs relating to other appeals.

15. The Council has recently taken a long-running trading standards case to court, for which legal costs in terms of Counsel's fees and disbursements are £123k.
16. The Head of Legal Services has been granted approval to incur costs of up to £30k to pursue claims relating to the compulsory purchase of land used for the M25 spur road to Heathrow Terminal 5, the improvement relates to these costs being shared with another local authority.

Corporate Property & Construction: £305k overspend (£265k adverse)

17. A zero based budgeting exercise has been performed on business rates budgets across the group, resulting in a £40k underspend, no change compared to Month 8.
18. There is a projected shortfall in the capitalisation of Corporate Construction staff of £80k due to the impact of three staff who have been on long-term sickness for a substantial part of the year, and therefore were unable to work on chargeable projects in the capital programme. The overall staffing costs chargeable to capital projects are forecast to be £220k greater than budgeted, reflecting additional project management resources engaged to deliver Phase 2 of the Primary Schools Capital Programme. However, the overall additional recharges to capital projects are forecast at £140k as the income from these additional resources is reduced by the non-chargeable costs due to sickness described above.
19. The costs of meeting an interim wants of repair schedule served by the head landlord of Warnford Industrial Estate are forecast to give a pressure of £60k this financial year, after having successfully challenged part of the landlord's original assessment.
20. The service is also managing the financial risk over the recovery of costs associated with the disposal of assets that are projected to generate capital receipts this financial year. This risk is increased as a result of the reduction in forecast capital receipts in the capital programme monitoring section of the report, and the most likely outcome at this stage is that there will be a shortfall on costs of £205k. However, this can not be forecast precisely until the end of the financial year as asset disposals may complete at any time up to the end of March.

Education: £1,130k underspend (£370k improvement)

Schools: variance not applicable

21. The Schools Budget is ringfenced and funded from the Dedicated Schools Grant (DSG), and covers a range of services directly linked to schools. The majority of the DSG is delegated to schools (£200.1 million), with the remainder (£22.4 million) being retained by the Council. The rules applying to the DSG allow for any surplus and deficit balances to be carried forward into the next financial year, for both schools delegated budgets and the centrally retained DSG element (decisions on how this is used lie with the Schools Forum). It should be noted that the Schools Budget is completely separate to the General Fund and no interaction between these two funds is allowable.
22. The forecast movement on the DSG central reserve carried forward for 2012/13 is summarised in the following table:

Schools Retained Budget Movements	Current Budget (£000s)	Forecast Variance Month 9 (£000s)	Forecast Variance Month 8 (£000s)	Change from Month 8 (£000s)
Opening Balance 1 April 2012	-	-226	-226	0
DSG Income	-222,459	+245	+495	-250
Delegated to Schools	200,057	0	0	0
Centrally Retained	22,402	+211	+265	-54
In-Year Movement	0	+456	+760	-304
Forecast Closing Balance 31 March 2013	-	+230	+534	-304

23. The overspend of £456k is due to a pressure on Special Educational Needs (SEN) spend at independent special schools of £1,077k, an adverse movement of £53k compared to Month 8 where there are increased numbers of children being placed from September 2012, and a shortfall of DSG income of £245k, an improvement of £250k compared to Month 8, where the actual funded pupil numbers differ from the projected pupil numbers used to set the budget primarily due to the exclusion of the primary and nursery pupil numbers at Rosedale College from the final DSG calculation issued in June 2012. The improvement reflects confirmation that recoupment will not take place against the primary pupil numbers. This is partly offset by projected underspends on SEN support (£185k), an improvement of £67k compared to Month 8 education out of school (£537k), increased recoupment income (£94k), and other underspends of £50k across a range of headings.

General Fund: £1,130k underspend (£370k improvement)

24. The Education service has identified measures to fully deliver the 2012/13 £800k saving target set on the basis that reduced responsibilities remain with the Council following the transfer of schools to Academy status, plus £225k towards the further savings required for 2013/14.

25. In addition, there are underspends arising from vacant posts in parts of the service, specifically the educational psychology and parent support services (£169k), the youth service (£150k), the early years team (£30k), the school improvement service (£90k) and school organisation (£15k), an improvement of £110k compared to Month 8. Posts are being held vacant in some areas given the need to identify further savings for the 2013/14 budget from the education service and where services are being considered as part of cross-cutting BID projects such as the children's pathway project.

26. A review of discretionary expenditure budgets across the service has identified underspends of £130k, an improvement of £15k compared to Month 8, the full year effects of which are being counted towards savings targets for 2013/14. In addition, there is a forecast underspend on schools redundancy costs of £108k. There is also additional anticipated buy-back of services from schools of £26k, no change compared to Month 8.

27. There is a forecast underspend of £260k on Council-run Children's Centres due to the service being yet to reach full operational capacity, resulting in reduced staffing and running costs, an improvement of £20k compared to Month 8.

28. There is a pressure on the Adult Education service, due to greater than budgeted provision of subsidised courses, leading to a forecast overspend on sessional tutors of £73k, no change compared to Month 8.

Housing: £274k overspend (£227k improvement)

Housing (General Fund): £274k overspend (£227k improvement)

29. There is a forecast overspend of £274k on Housing (General Fund) budgets, an improvement of £227k compared to Month 8. The Housing Needs services is forecast to overspend by £40k reflecting the increased caseload managed by the service, an improvement of £60k compared to Month 8. In addition, the housing budget includes an MTFF savings item from bringing the outlying HRA offices into the Civic Centre. For 2012/13 there is a target saving of £500k. This is projected to be around £240k short, an improvement of £160k following a review of additional HRA support being provided across Residents Services. The overall shortfall was previously being covered within the Supporting People budget within Social Care & Housing.
30. As previously reported, the increase in the number of homelessness approaches to the Council as a result of welfare reform and the economic climate is now being seen. There has been an increase of 42% in the numbers of people being seen at the homelessness reception in the first 6 months of this year (269 compared with 190). The DCLG have recently noted an increase in successful applications stating that for Quarter 1 they vary considerably from 4% in Yorkshire & Humber to 27% in London. This additional workload is being contained within existing resources and being closely monitored.

Housing Revenue Account: £6,257k underspend (£2,480k improvement)

31. The Housing Revenue Account (HRA) is forecasting an underspend of £6,257k as shown in the table below, an improvement of £2,480k compared to Month 8. The service is delivering an MTFF saving of £229k, which has been banked. These savings reflect major changes in the delivery of the service consistent with the BID programme enabling the service to deliver to the same level of quality as before.

Services		Current Budget (£000s)	Forecast (£000s)	% Var of budget	Variance (As at Month 9) (£000s)	Variance (As at Month 8) (£000s)	Change from Month 8 (£000s)
Housing Maintenance	Exp	+28,001	+24,095	-14%	-3,906	-1,639	-2,267
Housing Management	Exp	+34,228	+32,894	-4%	-1,334	-1,007	-327
Rent & Other Income	Inc	-63,791	-64,808	2%	-1,017	-1,131	+114
In Year (Surplus) / Deficit	Total	-1,562	-8,819		-6,257	-3,777	-2,480

32. There is a favourable movement of £2,267k from the Month 8 forecast within the maintenance budget. The favourable movement has mainly resulted from a slippage in the major works to stock programme for 2012/13. This has arisen mainly as a result of a major procurement review within this area to ensure that contracts provide value to the Council. A relatively smaller level of the slippage is also due to difficulties in recruiting operational staff from the various trades. Further efforts are currently being made to fill these vacancies.
33. A further report on proposals to spend some of the uncommitted money from slippages in this financial year was intended before the year end as noted in the Month 8 report. However, officers are now proposing that the slippages from this year are included in a refreshed works to stock programme for 2013/14. The proposals are included in the 2013/14 budget report that is elsewhere on the Cabinet agenda. This will allow Members to review the programme as a whole and decide on proposals for the slippages in the context of the wider works to stock priorities.

34. There is a favourable movement of £327k on the management budget. The vast majority of this, £300k, is due to a slippage in works nominated by residents. This budget was set up as part of an agreement with tenants during the process of bringing the ALMO back into the Council. The slippage is mainly due to similar reasons to those set out for the major works programme in the previous paragraph. The remainder of the underspend has arisen from a number of smaller variances.
35. The income budget is projecting an overall favourable variance of £1,017k, an adverse movement of £114k compared to Month 8. The small adverse movement is related to income from repairs and mainly offsets the underspend on the maintenance budget. Within the context of an overall income budget of £63.8 million this overall variance amounts to around 1.6%.

ICT Highways & Business Services: £101k overspend (£105k improvement)

36. There is a forecast pressure of £150k on maintenance budgets for day to day repairs for both the Civic Centre and outstations around the Borough, reflecting a continuation of last year's outturn position. This partly offset by an underspend on health and safety compliance budgets of £45k.
37. In addition, there is a forecast pressure of £20k relating to increased postage prices of 13% for first class clean mail and 9% for second class clean mail coming into effect from April 2012.
38. A restructure of the Facilities Management service is likely to deliver a £50k saving this financial year, which has a full year effect feeding into the Medium Term Financial Forecast for 2013/14.
39. The significant risks around the outdoor advertising income target have meant that it has been flagged as 'red' in the savings tracker, with a forecast pressure against the overall target of £100k, no change compared to Month 8, as the remaining opportunities are unlikely to deliver additional income this financial year.
40. The fleet management service is managing several risk areas, and is in a transitional position as the vehicle replacement programme takes effect. A net overspend of £121k is now reported, no change compared to Month 8, as the service is actively managing down maintenance costs as older vehicles are replaced, producing an underspend of £132k. However in this interim period there are pressures on contract hire of £253k due to short-term arrangements being put in place while replacement vehicles are procured. The service is also closely monitoring insurance claims, where there is a greater risk around accidental damage under self-insurance arrangements.
41. There is an underspend on salaries budgets across the division of £80k, an improvement of £30k compared to Month 8, due to posts being held vacant pending further restructures, as part of the ongoing work to identify BID savings from streamlined processes at the interface with residents.
42. There is also an underspend of £40k on Ordnance Survey mapping charges which have been covered this financial year directly by the Government.
43. Income from the London Common Permit Scheme is forecast to exceed the target set by £75k.

Planning Sport & Green Spaces: £105k underspend (£11k improvement)

44. The forecast position for Development Control income is an excess over the income target of £195k, an improvement of £11k compared to Month 8. The forecast for this year is dependent upon one-off Council-led applications for school expansions through the Primary Schools Capital Programme and is reliant on several other key developments coming forward this financial year.
45. Pre-application advice income from developers shows a pressure of £35k, no change compared to Month 8, reflecting continuing weak demand for major applications other than for very large sites where the trend is towards funding this advice through planning performance agreements (gift funding). £146k of gift funding has been received so far this year, an increase of £26k compared to Month 8, which is fully committed to the additional temporary staff engaged by the service to deliver these agreements.
46. The forecast pressure on building control is £100k, driven by the over-recovery of fee income compared to the costs of processing building control applications under the cost recovery model, which is ringfenced to the service.
47. There is an underspend of £45k on centrally held leisure budgets for consultancy and clothing that relate to the previous in-house operation of leisure centres that are not needed and are included in the savings arising from the review of discretionary budgets included in the MTFF.

Public Safety & Environment: £10k underspend (£50k improvement)

48. There is a projected shortfall of £150k on off-street parking income, no change compared to Month 8, which is attributable to Cedars and Grainges multi-storey car parks in Uxbridge Town Centre, reflecting the continuation of pressures reported last financial year.
49. The Parking Revenue Account is forecast to have an in-year overspend of £162k, an improvement of £2k compared to Month 8 and is due to pressures on income from Penalty Charges Notices, which can be contained within the existing reserve in the current year. However, going forward this will be increasingly difficult to sustain.
50. There is a staffing underspend of £90k in Technical Administration and Business Support, no change compared to Month 8, due to the impact of vacant posts being held open. This service area has been the subject of BID review work and, as a result, the underspend is contributing towards savings targets for 2013/14.
51. Waste Services is currently reporting a £70k net underspend, an improvement of £50k compared to Month 8, however there are a number of risks that are actively being managed. There is reduced income from the New Years Green Lane Civic Amenity site whilst the refurbishment work takes place, and the Council has still not settled the management fee with the West London Waste Authority for the Victoria Road site. The Trade Waste and Graffiti services are forecast to return underspends which will assist in offsetting these pressures and risks and produce the net underspend of £70k.

Transportation Planning Policy and Community Engagement: £50k underspend (no change)

52. The service is reporting a £50k favourable position due to the impact of vacant posts across the service, no change compared to Month 8. This includes the part-year effect of the restructure of the town centres and community engagement teams into a single team.

Social Care and Health Services

Revenue: £231k adverse (£186k favourable)

1. The Social Care and Health forecast has been compiled following analysis of relevant activity trends and application of the MTF £7,397k savings programme. In summary, there is a favourable movement of £186k from the month 8 position.
2. The adverse movement from budget is primarily due to slippage in the Supported Housing build programme (£1,500k) which has resulted in clients not being able to move from Residential placements to supported living placements. This has been significantly offset to date by strong management controls across the service which will remain in place.

Services		2012/13 (As at Month 9)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget £'000	Forecast £'000		Variance (As at Month 9) £'000	Variance (As at Month 8) £000	Change from Month 8 £000
Children & Families Services	Exp	+30,316	+30,045	-1%	-271	-180	-91
	Inc	-3,381	-3,072	-9%	+309	+313	-4
	Total	+26,936	+26,973	0%	+38	+132	-95
Asylum Services	Exp	+7,955	+7,955	0%	-0	+0	-0
	Inc	-6,715	-6,715	0%	+0	+0	+0
	Total	+1,240	+1,240	0%	+0	+0	-0
Older Peoples Services	Exp	+32,495	+34,282	5%	+1,787	+1,885	-98
	Inc	-7,677	-9,206	20%	-1,529	-1,465	-65
	Total	+24,818	+25,076	1%	+258	+420	-162
Physical & Sensory Disability Services	Exp	+8,379	+8,976	7%	+597	+495	+102
	Inc	-587	-855	46%	-268	-249	-20
	Total	+7,792	+8,120	4%	+329	+246	+83
Learning Disability Services	Exp	+27,134	+27,997	3%	+863	+777	+86
	Inc	-4,036	-4,120	2%	-85	-119	+34
	Total	+23,099	+23,877	3%	+778	+658	+120
Mental Health Services	Exp	+5,774	+5,542	-4%	-232	-160	-72
	Inc	-394	-457	16%	-63	-60	-3
	Total	+5,380	+5,085	-5%	-295	-220	-76
SCH&H Other Services	Exp	+9,009	+9,690	8%	+682	-379	+1,060
	Inc	-1,332	-2,889	117%	-1,557	-441	-1,116
	Total	+7,676	+6,801	-11%	-876	-820	-55
Total Expenditure		+121,062	+124,486	18%	+3,425	+2,437	+988
Total Income		-24,121	-27,315	192%	-3,193	-2,020	-1,173
SCH&H Total		+96,940	+97,172	-8%	+231	+417	-186

3. The forecast assumes the full use of contingency available to the department as shown in the table immediately below and that the pressure on Asylum services continues to be funded from the Council's general contingency.

Division of Service	Gross Pressure Month 09	Contingency	Net Pressure
Current Commitments:			
Asylum Funding Shortfall	+1,516	+1,449	+67
Social Care Pressures (Children's)	+25	+25	0
Social Care Pressures (Adults)	+6,171	+6,171	0
Increase in Transitional Children due to Demographic Changes	+2,742	+2,742	0
Potential shortfall in reablement, LD & PD savings targets	+500	+500	0
Original Contingency Allocation	+10,954	+10,887	+67
Approved Allocations:			
Social Care Pressures (Children's)	-140	-140	
Remaining Contingency Allocation	+10,954	+10,887	

MTFF Savings

- The group is delivering a savings programme totalling £7,397k and to date has banked £5,812k (79%). At the present time £50k is at risk, being the BID Major Transformation projects (£50k). There is a shortfall of £1,272k from the BID children's services business support review (£255k), review of LD Day Services (£311k), and Supported Housing (referred to below). These are included in the forecasts set out below. With these exceptions the remainder of the programme is on target to deliver the balance representing major changes in service delivery for the group.
- The capital programme has for a number of reasons slipped from its original timetable. The slippage in 2012/13 is estimated to be around £1.4m, although it should be noted that the actual cost of community based support is still to be confirmed. A small contingency provision of £0.1m has been allowed for potential variance on this so the total slippage for M5 monitoring purposes will be around £1.5m. The MTFF did allow for £0.5m contingency relating to this project and this has been allocated to Learning Disability where the pressure is greatest.

Children & Families Services: £38k adverse (£95 favourable)

- The favourable movement since the month 8 forecast is primarily as a result of slippage in recruitment start dates (£90k) and having to re-advertise hard to fill posts.
- The gross budget for this service (£30,136k) includes an MTFF saving target of £1,968k, the target saving of £1,673k on the placements budget being the most significant. The primary cause of slippage relates to the implementation of the business support review (£255k). Robust in year management has all but successfully offset this by holding vacancies and maximising the use of in-house Fostering for new referrals.

Asylum: Nil Variance (no change)

- The additional pressure (reported previously) relates to the value and number of applicants found to be ineligible by UKBA exceeding the 2011/12 trend. Assuming that the trend recorded in quarters 1 and 2 are repeated then the reduction in the overall UKBA grant income will be £67k greater than that provided for.
- The department is in ongoing discussion with UKBA on specific Hillingdon matters with regard to the funding shortfall. As a result, representations have been made to the UKBA regarding

the ongoing financial support the Council receives from the 'Gateway' grant. To date there has been no response to the letter.

Older People's Services: £258k adverse (£162k favourable)

10. The movement from the month 8 forecast is primarily due to a continuing fall in the number of residential placements although this is expected to slow in the last 2 months of this year. The pressure on placements is partially offset by an underspend forecast for community based support as demand to date has been lower than anticipated.
11. The MTFF strategy is to continue to develop the personalisation agenda and support people to live at home through the Reablement and the TeleCareLine service. The success of this service can be demonstrated by the significant reduction in the number of new residential and nursing placements which during 2009/10 was 652 and 350 respectively; the current forecast is 168 and 141 respectively.
12. There continues to be robust management scrutiny of residential and nursing placement requests and full application of the benefits of TeleCareLine service and reablement. Since April the total number of placements being provided has fallen to 524 at the end of December compared with 682 just 2 years ago.
13. The gross budget for this service (£32,766k) includes an MTFF saving of £1,985k and at the present time has achieved £1,935k banked and £50k on track to deliver. The gross budget for placements and community support services is £26,414k.

Physical Disabilities: £329k adverse (£83k adverse)

14. This adverse movement from the month 8 forecast is as a result of an increase in the number of residential placement weeks now forecast. The gross budget for this service (£8,379k) includes an MTFF saving for this service of £517k and at the present time £402k has been banked, £40k is on track to deliver and there is £75k slippage.
15. The adverse forecast is due to delays in the supported accommodation build programme as set out above. The gross budget for placements and community support services is £7,128k. The forecast for the remainder of this service is currently on budget.

Learning Disability: £778k adverse (£120k adverse)

16. This adverse movement from the month 8 forecast is as a result of an increase in the number of residential placement weeks now forecast.
17. The gross budget for this service (£27,303k) includes an MTFF saving of £962k and at the present time £20k has been delivered with £942k potential slippage. The gross budget for placements and community support services is £24,696k. The forecast for the remainder of this service is currently on budget.
18. The adverse forecast is due to delays in the supported accommodation build programme as set out above and delays due to the Judicial Review challenge which are now being addressed. This forecast also assumes that £500k can be drawn down from the Contingency held for this purpose mitigating the pressure from £1,158k to £658k as reported in this forecast.

Mental Health: £295k favourable (£76k favourable)

19. The favourable movement since the month 8 forecast is primarily as a result of 2 clients moving from residential to supported living arrangements and another becoming ordinary resident in another borough.
20. The gross budget for this service is £5,774k which includes an MTFF saving for this service of £500k which has been banked. The gross budget for placements and community support services is £3,038k. The forecast for the remainder of this service is currently on budget.

SC&H Other Services: £876k favourable (£55k favourable)

21. The favourable movement from the month 8 forecast is due to the finalisation of a number of redundancy estimates.
22. The gross budget for this service (£9,116k) includes an MTFF saving of £1,410k, of which £1,260k has been banked to date with £150k at risk. The risk relates to the BID operating model (£100k) and BID Major Transformation projects (£50k).

APPENDIX B – Treasury Management Report as at 31 December 2012

Outstanding Deposits - Average Rate of Return on Deposits: 0.68%

	Actual £m	Actual %	Bench-mark %
Up to 1 Month	92.0	63.89	55.00
1-2 Months	19.4	13.47	15.00
2-3 Months	10.0	6.94	10.00
3-6 Months	11.0	7.64	10.00
6-9 Months	5.0	3.47	10.00
9-12 Months	0.0	0.00	0.00
12-18 Months	0.0	0.00	0.00
Subtotal	129.0	95.41	100.00
Unpaid Maturities	6.6	4.59	0.00
Total	135.6	100.00	100.00

1. With the exception of the unpaid Icelandic investments, our deposits are held with UK institutions, which hold at a minimum, a Fitch or lowest equivalent of A- long-term credit rating. A further £410k of Icelandic deposits were returned in January 2013.
2. Deposits are currently held with the following institutions; BlackRock MMF, Deutsche MMF, Fidelity MMF, Goldman Sachs MMF, Ignis MMF, PSDF MMF, HSBC MMF, Royal Bank of Scotland, HSBC, Lloyds TSB, Bank of Scotland, Barclays, Nationwide and Newcastle City Council. Our portfolio also includes 2 Certificates of Deposit with Standard Chartered.
3. During December fixed-term deposits continued to mature in line with cashflow requirements. Any surplus funds were either placed in instant access accounts or fixed term deposits of up to three months in order to meet near term cash flow requirements.

Outstanding Debt - Average Interest Rate on Debt: 3.00%

	Actual £m	Actual %
General Fund		
PWLB	79.18	22.69
Long-Term Market	15.00	4.29
HRA		
PWLB	221.82	63.57
Long-Term Market	33.00	9.45
Total	349.00	100.00

4. There was a scheduled repayment of £750k on a PWLB GF loan in December, however there were no early debt repayment opportunities or rescheduling activities.

Ongoing Strategy

5. In order to maintain liquidity for day-to day business operations, short-term balances will be placed in instant access accounts, as these are yielding a higher rate of interest than those offered on fixed term deposits of up to three months. When cash flow allows, long term deposits will be placed to help increase the average rate of return achieved.
6. During December outstanding PWLB loans still carried large premiums and therefore made rescheduling of debt unfeasible. Early redemption opportunities will continue to be monitored;

however, whilst global economic conditions remain and the UK maintains its AAA rating, it is unlikely the market will move to an extent that will make rescheduling viable.

APPENDIX C

Retaining of agency staff for Residents Services

ICT Highways & Business Services

The creation of the converged maintenance function is crucial to a key part of the Council's BID programme. The creation of this function will deliver service improvements and efficiency gains whilst reducing costs. The Council needs external support to effect the change management necessary to move to the new structures, provide further strategic direction and ensure the continued delivery of day-to-day services.

Post Title	Start Date	Proposed end date	2011/12 Spend (£'000)	2012/13 Spend (£'000)	Current Request (£'000)	Total Spend (£'000)
Property & FM Service Manager	To be recruited	40 weeks from start date	0	0	120	120

THE COUNCIL'S BUDGET: GENERAL FUND REVENUE BUDGET, HOUSING REVENUE ACCOUNT BUDGET AND CAPITAL PROGRAMME 2013/14

Cabinet Member	Councillor Ray Puddifoot & Councillor Jonathan Bianco
Cabinet Portfolio	Leader of the Council & Finance, Property and Business Services
Officer Contact	Paul Whaymand, Corporate Director of Finance
Papers with report	Appendices 1 to 11

1. HEADLINE INFORMATION

Summary	The report sets out the Cabinet's proposals for the Council's General Fund Revenue and Housing Revenue Account budgets and Capital Programme for 2013/14. The General Fund Revenue budget proposals have been developed to deliver a zero increase in Council Tax for a further two years (these being the fifth and sixth successive years for the general freeze and the seventh and eighth years for pensioners) as well as providing for priority growth initiatives, whilst maintaining reserves and balances well above the minimum recommended level. Overall there will be a small reduction in the level of Council Tax as the revenue budget proposals result in a freeze on the Hillingdon element at 2012/13 levels and there is a proposed reduction of 1% on the Greater London Authority (GLA) precept. The Housing Revenue Account budget proposals continue to underpin the self financing regime and propose rent increases of 3.1% in line with the Government rent restructure programme. The proposed General Fund and HRA Capital Programmes includes total investment of £243m over the next 4 years with £134m in 2013/14, including £4.5m of new priority capital growth. Cabinet are requested to recommend their budget proposals to full Council on 28 February 2013. This is in order to formally set the General Fund Revenue budget, the Housing Revenue Account budget, the Capital Programme and Council Tax for the 2013/14 financial year.
Contribution to our plans and strategies	The revenue budgets and capital programme together form the financial plan for the Council for the 2013/14 financial year and contain the funding strategy for delivering the Council's objectives. They also provide the funding strategy for the Council's goals for Hillingdon as a whole in the Sustainable Community Strategy.

Financial Cost	Zero increase in the Hillingdon element of Council Tax for the fifth and sixth successive years for all residents and the seventh and eighth years for pensioners. The proposals for the Housing Revenue Account are ringfenced and have no direct impact on the Council's General Fund.
Relevant Policy Overview Committee	Corporate Services and Partnerships Policy Overview Committee Education and Children's Services Policy Overview Committee Residents' and Environment Services Policy Overview Committee Social Services, Health and Housing Policy Overview Committee
Ward(s) affected	All

2. RECOMMENDATIONS

That Cabinet approves for recommendation to Council:

- 1. The General Fund revenue budget proposals for 2013/14 summarised at Appendix 1, including the detailed budget changes contained at Appendices 2 to 5;**
- 2. The Housing Revenue Account budget proposals for 2013/14 summarised at Appendix 6a including detailed budget changes contained at Appendices 6b to 6d;**
- 3. The proposed fees & charges and housing rents for both the General Fund and Housing Revenue Account included at Appendix 7;**
- 4. The capital programme set out at Appendix 9;**
- 5. The Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2013/14 to 2015/16 as detailed in Appendix 10;**
- 6. The proposed London Borough of Hillingdon Pay Policy Statement for 2013/14 set out at Appendix 11;**
- 7. That it resolves that Cabinet may utilise the general reserves or balances during the MTFF financial years 2013/14 to 2016/17 in respect of those functions which have been reserved to the Cabinet in Article 7 of the Constitution (as set out in Schedule G of the Constitution - Budget and Policy Framework Procedure Rules);**
- 8. That Cabinet notes the Director of Finance's comments regarding his responsibilities under the Local Government Act 2003.**

SUMMARY

The budget proposals included in this report represent Cabinet's budget strategy for 2013/14 and beyond. The General Fund revenue budget proposals have been developed to deliver a zero increase in the Hillingdon element of Council Tax for 2013/14 whilst maintaining balances and reserves at well above the recommended minimum level over the medium term.

There have been two main challenges in delivering a balanced budget for 2013/14. Firstly, the development of further revenue savings of £17.1m on top of the £17.7m being delivered in the 2012/13 and £60m in total over the 3 years since 2010/11. The Council's Business Improvement Delivery programme continues to drive the delivery of these savings and good progress continues to be made to achieve these savings. Secondly, managing the impact of the changes in the way resources are allocated to councils.

Analysis of the funding settlement for 2013/14 indicates a reduction of £7.4m from 2012/13 funding levels, an improvement of approximately £1.8m on estimates in December – of which approximately £0.7m is linked to new burdens related to Health and Social Care.

Detailed within the budget proposals are savings proposals of £17.1m, reductions in Corporate Items of £2.1m, £22.9m of contingency provisions and an allowance of £2.9m for inflation. In addition, provision has been made for over £2.6m of priority growth in revenue and £2m priority growth in capital.

- The key movements in corporate items arise from changes in the funding regime and new burdens transferring to local government.
- The Development and Risk Contingency has increased by £6.7m. This includes provision for £1.5m for Adult Social Care demographic pressures, £1.5m provision against the delivery of Social Care & Health BID restructure savings, £1.1m for the costs of Transitional Children, £0.8m for Children's Social care pressures, £0.5m for an asylum funding shortfall, £1.5m for an increase in the Waste Disposal Levy, £0.7m for SEN transport and £0.7m for pension auto-enrolment. These have been netted down by the removal of a contingency provision for various other pressures including development control and schools withdrawal from payroll and reductions relating to income from outsourced leisure services.
- The budget contains over £2.6m of priority growth, of which £1.0m remains unallocated at this stage. The proposals included in this report include allocations to investment in Highways and pavements, community safety projects, additional capital financing for primary school places projects and funding for several new posts to support environmental projects and planning changes.

Once again, the development of savings proposals has continued to concentrate on more efficient service delivery methods, the rolling out of the new Council operating model, focusing on core services and by not creating new pressures by providing services that are no longer funded by Central Government.

Total savings proposals amount to just over £17.1m, with £6.1m in Residents Services; £9.9m in Social Care & Health; and £1.1m in Administration & Finance. Full details of the proposals are contained in Appendix 5.

Also included in this report this year is the Housing Revenue Account budget and rent setting proposals for 2013/14. The Council continues to use the rent restructuring formula as in previous years to set rent levels as part of the 10 year plan and is recommending average increases of 3.1% for next year.

The report also includes the fees and charges recommendations for 2013/14 which include a freeze for residents on all fees and charges, detailed in Appendix 7.

The capital programme for 2013/14 and indicative allocations for the following three years are presented in this report and in Appendix 9. The General Fund Capital Programme amounts to £229m over four years, with £120m of that investment focused on meeting demand for Primary School Places across the Borough. In addition, this programme will enable completion of a number of major projects during 2013/14, including the Libraries refurbishment Programme.

The report also includes the Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2013/14, including the Prudential Indicators. Each of these items is recommended by Cabinet for approval by full Council.

The Localism Act 2011 requires local authorities to publish a pay policy statement annually. This pay policy statement must set out the authorities' policies for the financial year relating to remuneration of its Chief Officers; remuneration of its lowest paid employees; and the relationship between the remuneration of its Chief Officers and the remuneration of those employees who are not Chief Officers. This pay policy statement must be agreed by full Council. Full Council agreed the first pay policy for 2012/13, for publication on 1 April 2012. The statement for 2013/14 is now submitted for approval and publication. The 2013/14 statement, attached at Appendix 11, follows the same format to that approved in 2012/13, amended to reflect changes that have happened over the last year. The key differences are –

- Updates on the list of tier 1 and tier 2 roles evaluated at a pay scale that can range beyond £100,000 (Paragraph 9.3)
- Reduction in the pay multiple between the salary of the Chief Executive and the salary of the lowest paid employee from 12.5 to 12.26 (paragraph 15.2)
- Reduction in the pay multiple between the Council's median salary and the salary of the Chief Executive from 7.35 to 6.3 (paragraph 15.3).

Legal Considerations

The Director of Finance has a duty under the Local Government Act 2003 to comment on the robustness of the General Fund budget for the coming year and the adequacy of the Council's reserves. These duties are exercised in this report. The Director of Finance has recommended that an appropriate level of unallocated balances for the Authority is in the range from £15m to £30m. As described in the report, unallocated balances have been maintained well above the minimum level throughout the current year and are forecast to be in excess of £28m at the year end. They will remain well in excess of the £15m minimum level for 2013/14 as a result of the budget recommendations in this report. The budget also contains a Development and Risk Contingency of £22.9m over and above the unallocated balances.

In relation to the Housing Revenue Account (HRA) current legislation requires income from tenants for rents and service charges to be separately shown in the HRA. Under Department for Communities and Local Government (DCLG) guidelines these charges must be reviewed regularly to ensure the HRA does not go into deficit.

Reasons for recommendations

The recommendations have been framed to comply with the Budget and Policy Framework rules. They allow the presentation to Council of recommended budgets for 2013/14. This includes the impact on the Council Tax and housing rents and service charges.

Cabinet should give full consideration to the Director of Finance's comments under the Local Government Act 2003, and the need to ensure sufficient resources are available in balances and contingencies in the event of any significant adverse changes in the Council's funding environment.

The Council has powers only to approve revenue budgets and set Council Tax and housing rents for the following financial year. Medium term revenue budgets are presented to aid future financial planning and support good decision-making. However, they are not formally approved in setting the budget. The Capital Programme is approved over a four year period as the statutory framework provides greater freedoms under the Prudential Code to encourage a longer term approach to capital financing and borrowing decisions.

Council will be requested to approve the proposals put forward by Cabinet. If approved without further amendment they will be effective immediately.

Alternative options considered / risk management

Growth proposals included in the budget could be removed and either the Council Tax requirement reduced or alternative items substituted for them. Similarly, further items could be added to the budget requirement either through additional growth, increased provision for risk, or by reducing the package of savings. The Council Tax could then be increased accordingly within the constraints imposed by the Government's capping regime and the loss of the Council Tax freeze grant of £1.1m. A change in the budget requirement of £1m either way (increase or decrease) will result in an increase or decrease of 1.0% in the level of the Council Tax equivalent to £11.12 per annum at Band D level.

Members could decide to add or remove new capital schemes from the draft capital programme included in this report. The funding for any additional new schemes would necessarily come from unsupported borrowing in the first instance. This would have a consequential upward impact on the revenue budget requirement and Council Tax or the level of balances if they are Housing capital projects.

Members could decide to vary the proposed fees and charges outlined at Appendix 7. Any decision to do so could have an impact on the budget requirement. This would need to be reflected in the budgets to be recommended to Council.

If the Council chose to set rents higher or lower than those proposed in line with the Government rents restructuring policy there would be different impacts on the HRA. Lower rents than proposed would result in less income and a detrimental impact upon balances whilst higher rents would have beneficial impact on balances and both would be out of line with the agreed business plan for the self financing regime. Higher rents than those proposed could also be subject to challenge by tenants on the basis the Council would not be implementing the agreed 10 year business plan. Neither option can be recommended.

The Development and Risk Contingency identifies the key risks and uncertain items for which provision is contained with the revenue budget. Reduction of this provision is not recommended. This would otherwise increase the likelihood of unfunded pressures emerging into budget monitoring in the 2013/14 financial year. The capital programme also includes a contingency sum to manage financial risk on key schemes. In addition, unallocated balances are held within the range recommended by the Director of Finance. Whilst further contributions from balances could be made, any reduction in balances to below the lower limit of this range is not recommended.

Policy Overview Committees Comments

Each of the Policy Overview Committees has received reports setting out the draft revenue budget and capital programme proposals relevant to their remit. These were approved by Cabinet on 20 December 2012 for consultation at the January 2013 round of meetings.

Each service Policy Overview Committee referred their comments on to the Corporate Services and Partnerships Policy Overview Committee on 6 February 2013. The Committee's comments to Cabinet will be contained in Appendix 12, which will be tabled prior to Cabinet.

3. INFORMATION

Supporting Information

Background to the 2012/13 MTFF Process

- 1 This is the second report to Cabinet on the budget proposals for 2013/14 and beyond. The previous report presented to Cabinet on 20 December 2012 set out the Medium Term Financial Forecast (MTFF). Draft revenue budget and capital programme proposals were approved then for consultation with Policy Overview Committees and other stakeholders.
- 2 This report updates the earlier December Cabinet report for known changes and in particular the impact of the Local Government Finance Settlement for 2013/14 and 2014/15. It sets out the Cabinet's General Fund Revenue budget, Housing Revenue Account budget and Capital Programme for 2013/14, with medium term projections for three years beyond next year. The Council does not have the power to set budgets more than one year in advance; however, the inclusion of medium term figures helps to demonstrate the ongoing impact of the budget proposals. It also provides context for the budget decisions proposed.
- 3 The report includes Prudential Indicators for 2013/14 to 2015/16. These show the impact of the Council's capital spending plans, included in the Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2013/14, at Appendix 10.
- 4 The Director of Finance's duty, under the Local Government Act 2003, to consider the adequacy of the Council's reserves and robustness of the estimates, is exercised within this report.
- 5 The budget report for Council Tax setting for 2012/13 contained an initial savings requirement of £12.1m for 2013/14. The budget strategy developed in response to the Comprehensive Spending Review (CSR) 2010, which was reliant on the Hillingdon Improvement Programme (HIP) Business Improvement Delivery project, contained challenging savings targets totalling in excess of £60m over the subsequent four year period. Having delivered budgeted savings of around £15.6m in 2010/11, £26.2m in 2011/12 and £17.7m in 2012/13, a further £17.1m savings have been developed for 2013/14 which, if approved will mean in excess of £75m will have been saved over a 4 year period.
- 6 The timetable for the development of the 2013/14 budget was brought forward as in previous years, with work commencing as soon as the 2012/13 budget was agreed by

Council in February 2012. The initial technical consultation for the proposed Business Rates Retention scheme released in July included a commitment to maintain funding stability for local government as far as possible. This provided a basis for the development of the MTF for 2013/14 building upon the total Government funding agreed for 2012/13 and enabled estimation of the likely budget gap for 2013/14 and the plans to bridge this gap to be developed.

- 7 Work on the development of savings proposals is integrated and aligned with service transformation work programmes, which is managed through the HIP Business Improvement Delivery (BID) programme. Over the last year, BID has continued to develop and evolve. The Deputy Chief Executive and Corporate Director of Residents Services has responsibility for the overall programme to ensure continuity across Groups and the well established group change boards take responsibility for the delivery of the programme within each group. This governance framework enabled significant early progress on the development of a balanced set of proposals for 2013/14.
- 8 The Local Government Finance settlement in 2010 was for 2 years, and was the key driver for the Council's financial planning whilst Central Government took the opportunity to review the way resources are allocated to Councils through a fundamental review of local government finances. The impact of the changes introduced by the Local Government Finance Act 2012 replace the previous formula grant system, totally changing the way local government is funded in the future. The finalised local government finance settlement in January 2013 set out a 2 year settlement covering the years 2013/14 and 2014/15 and explained the full impact on local government of the changes being implemented through the new Act. The key changes are the retention of a percentage of Business Rates, replacement of Council Tax Benefit with a localised Council Tax Reduction Scheme and changes to Revenue Support Grant. In addition, there have been significant changes to Education funding for academies, the education provision for 2 year olds and the transfer from the PCT of Public Health responsibilities and funding. The estimated impact of these numerous changes on the level of Council funding have been incorporated into the proposed budget.
- 9 This budget report outlines a strategy incorporating the changes set out above including detailed proposals that are capable of bridging the budget gap of £17.1m in 2013/14 and future years, with minimal impact on the delivery of front line services and within the following parameters:
 - zero increase for Hillingdon's element of the Council Tax for the next two years. This will be the 5th and 6th successive years for the general freeze in Council Tax and the 7th and 8th for pensioners;
 - freeze on all fees and charges for residents for a further 2 years;
 - priority growth available for new initiatives: and
 - maintaining balances and reserves well in excess of the minimum recommended level, which will provide a significant buffer going forward if future settlements are worse than expected.

GENERAL FUND REVENUE BUDGET

Update on 2012/13 Budget Monitoring

- 10 To provide some context to the budget setting for 2013/14, it is essential that the position with the 2012/13 budget is fully understood as there is a strong link between many of the proposals included in the 2012/13 budget and those in 2013/14.
- 11 The latest in year revenue monitoring position as at Month 9 (December) shows that forecast net expenditure for the year 2012/13 is £2,726k less than the budget following recognition of a £620k exceptional levy payment required by the West London Waste Authority.
- 12 Directorate budgets are reporting a net underspend of £96k, however, this contains significant pressures related to slippage on Social Care Savings of approximately £1,500k and on contingency items totalling £1,088k. Early delivery on a number of 2013/14 savings initiatives is successfully containing these pressures in year, with work underway to manage these issues in the medium term.
- 13 Additional financing provision for the Primary School Capital Programme was prudently included in 2012/13 budget but as a result of the deferral of borrowing on the Programme, £3,250k is not required in this year. This represents a windfall available to sustain a healthy level of balances to manage risks around the implementation of Council Tax Support and the share of Business Rate income to the Council from April 2013.
- 14 Balances brought forward at 31st March 2012 were £23,313k, to which a further £2,126k was budgeted to be added during 2012/13. Forecast balances at 31 March 2013 are expected to reach £28,164k as a result of this budgeted contribution and the in year underspend noted above.
- 15 The main issue to consider in the 2012/13 budget is whether there are any problems in the delivery of the £17.7m savings included in the budget, which could have an adverse impact in 2013/14 onwards. The latest tracking of savings delivery at the end of December 2012 is shown in the following table:

RAG Status of Savings (At Month 7)	Administration & Finance	Residents Services	Social Care & Health	Total (Month 9)	%
Blue - Banked	-1,781	-5,953	-5,812	-13,546	76.55
Green - On track for delivery	-55	-1,707	-263	-1,995	11.44
Amber - Potential significant savings shortfall or a significant or risky project which is at an early stage;	0	-203	-50	-293	1.43
Red - Serious problems in the delivery of the saving.	-300	-300	-1,272	-1,862	10.58
Total	-2,136	-8,163	-7,397	-17,696	100.00

- 16 Progress continues to be made towards delivering the £17,696k savings set out in the 2012/13 budget, with £15,571k, or 88% either banked or on track for delivery at Month 9 (86% at Month 8). There has been a reduction of £50k in red savings reported within Residents Services, while the remaining shortfall is off-set through early delivery of 2013/14 savings and other alternative measures.

CHANGES SINCE REPORT TO CABINET ON 20 DECEMBER 2012

Changes in the presentation of the Corporate Summary

- 17 A revised format for the Corporate Summary has been developed to reflect the new configuration of funding streams and to show the impact of business rates growth on the General Fund. This new presentation groups funding into three categories, the content of which are explained below:
- **Council Tax Revenues** – The format of this section is unchanged, however, the Council Tax Base figure has been reduced by 13,000 properties to take account of the cost of the local Council Tax Support Scheme. This reduction in Band D equivalent properties is off-set through the inclusion of £15,605k of Council Tax Support funding.
 - **Business Rate Revenues** – This is a new section to take account of both the element of existing business rate income that the Council retains under the new system (the baseline) and the Council's share of any growth over and above this sum. As previously reported, this growth is subject to a 50% levy which is also reflected in reaching the net business rate revenue available to the General Fund. Appendix 1A shows how the £331m business rate income to be raised in the Borough will be distributed between Hillingdon, the GLA and Central Government.
 - **Corporate Grant Income** – This includes the revenue support grant, which is the remainder of formula funding not incorporated into the business rates baseline. In order to simplify presentation on this summary, all other corporately managed grant income is shown as a single total, with a detailed breakdown contained in Appendix 1A.

Changes in the budget

- 18 The table and narrative below summarises the changes to the recommended budget proposals from the report considered by Cabinet on 20 December 2012. Each of the items is considered in more detail in the following sections of the report.

Table 1: Changes to Revenue Proposals since Cabinet on 20 December 2012

	2013/14 £000s
Budget gap/(surplus) at 20 December 2012	0
Proposal/Amendment	
Local Government Finance Settlement	-1,101
Collection Fund Surplus	-21
Net General Fund impact of central charges to grant funded services	-445
New provision for further new burdens	54
Refreshed Inflation provision	13
Social Care Demographics	-422
Increase to provision for West Waste	630
Provision for auto-enrolment	660
Increase to provision for Heathrow expansion Challenge	100
Increase to SEN contingency	510
New provision against any shortfall in delivery of Social Care BID staffing	1,500

savings	
Increased provision for priority growth	1,125
Reinstatement of Social Care commissioning savings	-735
New Social Care & Health BID staffing saving	-1,500
Net Increase in Social Care & Health BID savings to £1.5m	-368
Budget gap/(surplus) at 14 February 2013	0

- 19 **Adjustments to Funding and Grants** – A full analysis of the 2013/14 Local Government Finance Settlement and additional funding announcements have identified a further £1,101k of funding compared to the estimate contained within the December report. This includes newly announced funding to off-set the impact of extending the doubling of small business rates relief into 2013/14 (£200k), clarification of new homes bonus funding, Local Authority Central Spend Equivalent Grants (LACSEG) adjustments, Section S256 funding transfers, and various other minor grant adjustments.
- 20 **Increase in Priority Growth** - Additional priority growth of £1,125k has been included to fund Road and Pavement Maintenance; legal support for BID reviews; additional capital financing for the Primary Schools Capital Programme; and to increase unallocated priority growth to £1m.
- 21 **Adjustment to Inflation** - Further work has been done to refresh the inflation model which has resulted in a reduction of £13k in the overall inflation allowance.
- 22 **Adjustments to Pressures and Contingency** – since the last report to Cabinet in December 2012 a number of adjustments to the forecast contingency requirements have been made, which are summarised below and explained in detail in the contingency section of the report:
- West London West Authority - The WLWA draft budget and levy for 2013/14, published in December, indicates a further pressure of £630k above the contingency already included in Hillingdon's draft budget for the Waste Disposal Levy (Landfill Tax).
 - Pension Fund automatic enrolment – As a result of the impact of auto enrolment into both the Local Government Pension Scheme and the Teachers' Pension Scheme a new provision of £660k has been created.
 - Heathrow Expansion Challenge - In anticipation of proposals being developed to expand Heathrow, an additional contingency provision of £100k has been included in 2013/14.
 - SEN Transport - There is an increased pressure of £510k in SEN requirements due to an increase number of pupils from the new intake in September 2012.
 - Social Care Demographics – Following a refresh of Adult social care demographic the contingency for 2013/14 has been reduced by £422k.
 - Social Care & Health BID Staffing Structure Review – Provision has been made to cover any shortfall in the delivery of BID staffing structure review savings within Social Care & Health.
- 23 **Increase to Social Care & Health Savings** – the commissioning savings proposal of £735k has been reinstated, the BID savings for Social Care & Health has been increased to £1.5m and a new BID restructure saving of £1.5m has been created.

Budget Requirement 2013/14

- 24 The movement between the current 2012/13 year's budget and the budget requirement for 2013/14 is summarised in Table 2 below. Further detail on each of the lines in the table is set out in subsequent sections of the report. A more detailed summary of the MTFF over the full 4 year period is attached in Appendix 1.

Table 2: Budget Requirement 2013/14

	Budget (£000s)
Budget Requirement 2012/13	219,900
Inflation	2,926
Corporate Items	-2,143
Contingency	6,657
Priority Growth	930
Savings	-17,111
Budget Requirement 2013/14	211,159
<u>Funding Sources</u>	
Council Tax Receipts (including Council Tax Support Grant)	113,406
Retained Business Rate Receipts	41,311
Corporate Grant Income (net of Council Tax Support Grant)	56,442
Total Resources	211,159

Inflation

- 25 The core inflationary cost increases in the budget for 2013/14 total £2.9m. This represents a decrease of £2.1m compared to earlier projections contained in the budget report to Cabinet and Council in February 2012. Projections have been updated to reflect latest economic conditions and available forecast information from HM Treasury as at January 2013. Future inflation forecasts have reduced over the current financial year as it became clearer that the economy had gone back into recession and that any recovery is likely to be very slow.
- 26 The current inflation assumptions allow for a potential 1% Local Government pay award for 2013/14 and an uplift of 1% to fund increased employers pension contributions for those staff within the Local Government Pension Scheme. The pay forecast remains broadly in line with that assumed in the budget forecast in February 2012.
- 27 Inflation assumptions for electricity, gas and vehicle fuel have been refreshed to take account of current forecasts which indicate the continued need for relatively high inflation requirements in these areas.
- 28 Provision for 0.7% inflation on Social Care placements has been included, taking into account negotiations by the West London Alliance which are hoped to secure a fourth year of zero increases. For those contracts with unavoidable inflationary increases provision has been made in line with contractual commitments.
- 29 The estimates provide no inflation on the majority of levies in line with experience over the last year or two. However provision has been made for a 2.58% increase in Concessionary Fares to reflect indicative figures published in November 2012. There

had been discussion of changing the apportionment basis for these costs which would have benefited Hillingdon; however the implementation of this change has been postponed until 2014/15.

30 Table 3 below sets out the general inflation rates applied to specific budget lines.

Table 3: Inflation

Category	Rate (%)	2013/14 (£000s)
Employee's Pay	1.80%	1,773
Electricity Costs	10.00%	200
Gas Costs	17.00%	94
Vehicle Fuel Costs	7.50%	66
Care Placements	0.70%	448
Contract with unavoidable inflation increases	Contractual %	233
NNDR budgets	NNDR Increase %	70
Levies	Specific Levy %	211
Sub Total		3,092
Adjustment for Children and Families Inflation already in the base budget		-166
Total		2,926

Corporate Items

- 31 This heading is used to describe items that affect the Council overall, or have a significant impact on the majority of service groups within the Authority. A net decrease in budget of £2.1m is estimated in 2013/14 to cover these items which are shown in summary in the table below and also in Appendix 2.

Table 4: Corporate Items

Corporate Items	Amount 2013/14 (£000s)
Change in budgeted Contributions (from/to) Balances	-2,126
Increase in Council Tax Older Persons Discount	15
New Health Responsibilities	151
Net Impact of central Support Cost Allocation to Grant Funded budgets	-445
LAA Reward Grant Share to Safer Hillingdon Partnership	-292
Provision for other new burdens	554
Total	-2,143

- 32 The 2012/13 budget included a payment into balances of £2.1m and also included the final year of the LAA reward grant share. As a result these items will both drop out of the budget in 2013/14. The current assumption is that there will be no draw down from balances or payment into balances in 2013/14.
- 33 The adjustment to the older persons discount reflects the Council's policy to keep Council Tax at a static level for older people, reflecting the demographic impact of a greater number of residents moving into the discount bracket.

- 34 From 1 April 2013, the Council will take on new responsibilities with regard to funding a local Healthwatch and other advocacy services at an estimated cost of £151k. These new burdens are funded from the DoH Local Reform and Community Voice Grant.
- 35 Other amendments to corporate items arise from changes to the funding regime, with changes to grant funded budgets reducing the support costs allocated to General Fund functions by £445k. Additionally a new provision of £554k has been included to cover further potential transfer of new burdens from Central Government to Local Authorities.

Development and Risk Contingency

- 36 The development and risk contingency is used to manage issues that typically arise during the budget process where the likelihood of resources being required is uncertain. Rather than include all of these in the draft budget and therefore overstate the estimated budget requirement, they are collated within the Development and Risk Contingency.
- 37 Groups have identified and reviewed all service pressures and as noted at the start of the report there are demand led pressures emerging in the current year's budget monitoring for which further new or additional provision has been included in next year's contingency budget.
- 38 A net increase in the contingency of £6.7m shown in Table 5 below reflects the latest estimate of potential funding to cover a range of financial risks faced by the Council in 2013/14. The increase arises mainly from the significant demographic or demand led pressures facing the Council. A detailed breakdown on the development and risk contingency for the period 2013/14 to 2016/17 is shown in Appendix 3. Explanations of the current assessment of contingency requirements are detailed in the following paragraphs.

Table 5: Development and Risk Contingency

Contingency Items	Current 2012/13 Contingency (£000s)	Pressure 2013/14 (£000s)	Change (£000s)
Total	16,226	22,883	6,657

- 39 **Social Care Pressures** - A review of the financial models which are used to predict future demand for both Adult and Children's services was undertaken by LG Futures and as a result of the findings from that review, new more interactive finance models are being developed for Adults Services. Although the models are still in the testing phase, a partial update has been done on the Adult demographic figures. This update suggests that the contingency requirement can be reduced by £422k. This change relates to a physical reduction in client numbers within Older People's services and changes to Learning Disability and Physical Disability projections. The contingency requirement for Social Care pressures is now forecast at £9.2m, including the requirement of Children' Social Care pressures of £0.8m, to cover any potential shortfall in savings from Social Care and Health.
- 40 **Transitional Children** - The latest projections for transitional children moving through to Adult Services continue to demonstrate a continued pressure on service demand.

The current assessment of the likely contingency requirement is £3.8m. Of this sum, £2.7m represents the cost of clients that have already transferred to Adults and £1.1m is the estimated cost of those likely to transfer across in 2013/14. Encouragingly there is some emerging evidence that recently transferred cases have transferred at lower costs than in previous years and if this trend continues, then future contingency from 2014/15 could be reduced.

- 41 ***Impact of reduction in UKBA grant funding*** – The latest estimate of asylum client numbers and likely grant funding for 2013/14 indicates a requirement of £2m (£0.5m in excess of that assumed back in February 2012). Part of this change is due to the likely cut in the fixed gateway payment being signalled by UKBA, but which has yet to be confirmed. The remainder is due to reductions in client numbers that are eligible for grant funding resulting in an increased cost being borne by the Council.
- 42 ***Waste Disposal Levy (Landfill Tax)*** – There are a number of significant risks associated with the operation of the West London Waste Authority which are expected to impact on the Council's levy payments. While WLWA are yet to confirm the 2013/14 levy, local analysis of available information suggests that this will be in the region of £10.4m, an increase of approximately £2.5m on 2013/14. £1m of this increase is due to the on-going budgetary and financial issues at WLWA, which should be one-off in nature and could be funded as such. The remaining £1.5m relates to growth in waste tonnages and landfill tax increases. At December Cabinet a figure of £0.9m was quoted for the increased cost of tonnages, which was revised upwards on the basis of WLWA budget estimates showing increased waste disposal costs and less waste being diverted from landfill. The latest budget report from the WLWA suggests the need to increase the provision by a further £630k.
- 43 ***Bid Pump Priming*** - A contingency of £500k will support further development of BID work to deliver the required efficiencies for the Council during 2013/14.
- 44 ***Social Care & Health BID staffing structure review savings*** – a provision of £1,500k has been created to cover any shortfall in the delivery of BID staffing structure review savings within Social Care & Health.
- 45 ***HS2 Challenge*** - The Council joined forces with 17 other Councils to fight the proposed High Speed 2 link proposals and is one of the six lead Councils identified to take a leading role in challenging the Government. The Secretary of State announced the decision to go ahead with the proposals in January 2012 and there is currently formal consultation on safeguarding zones and the environmental impact process on the proposed route that would run through the north of the Borough. A contingency of £200k has been provided for potential legal advice and representation requirements during 2013. There would also be a need to fund potential costs for any studies undertaken that would be deemed appropriate to provide evidence for a critical review of the business case being presented by the Government in support of the proposal.
- 46 ***Hillingdon Local Plan (previously referred to as Local Development Framework)***
The draft 2013/14 budget in February 2012 included a contingency for the Local Development Framework legal and consultancy fees of £65k. This sum has now been reduced to £30k to cover the Examination in Public issues where costs are expected in 2013/14.

- 47 ***Pension Fund Automatic Enrolment*** - The automatic enrolment (Miscellaneous Amendments) Regulations 2012 requires all employers to automatically enrol all non scheme members of staff within their pension schemes and for Hillingdon the staging date was 1 February 2013. There are 550 employees who will be automatically enrolled on 1 February, although these employees have the right to opt out. It is currently estimated that 30% will remain enrolled in the scheme. A contingency of £660k is included to cover the estimated additional cost of this enrolment.
- 48 ***Heathrow Expansion Challenge*** – In anticipation of proposals being developed to expand Heathrow, a new contingency provision of £200k has been included in 2013/14 to fund a challenge to these plans. The contingency will fund a local referendum to gauge public opinion.
- 49 ***Contingency against Leisure outsourced income streams*** - There are potential shortfalls in budgeted income in the Council's various outsourced leisure contracts, necessitating a contingency to provide for this shortfall. The contingency forecast for 2013/14 has been increased to £217k, to account for the shortfall in Minet Gym Bromley Mytime income. The contingency requirement then increases to £300k in 2014/15 due to the full year impact of the loss of the Minet Gym income.
- 50 ***SEN Transport*** - There is an increased pressure in the current year due to a combination of increased SEN routes being provided compared to 2011/12, which has led to an increase in the contingency provision required for 2013/14 of £510k, taking the total provision to £760k. Whilst this is less than the assessed gross risk the service will be taking mitigating actions to contain the pressure within this level. A wider review on Transport and SEN is being undertaken through BID which will include this service and further work is underway to specifically look at the continuing impact of demographic pressures on this area.
- 51 ***Carbon Reduction Commitment Energy Efficiency Scheme*** - A contingency amount of £430k was included in the draft budget for 2013/14 for the payment of Carbon Allowances. As a result of changes in CRC legislation, it is expected that the amount required can now be reduced to £402k.
- 52 ***Impact of welfare reform on homelessness*** – The changes to Housing Benefit through changes to subsidy levels impacted negatively on the affordability of leasing schemes for temporary accommodation used by the Council to accommodate homeless households. This change combined with the increasing rental levels and the limited supply of properties created a pressure that is currently forecast at £737k pa, the same level as in 2012/13. In addition, the introduction, later in the year, of the Housing Benefit cap to 'workless' households coupled with payment of benefit direct to claimants, rather than to the Council, is likely to increase the number of tenants who cannot afford to pay their rent, causing a pressure on the homelessness budget. An initial estimate of the gross risk is around £1,500k, although there are several actions which can be put in place to mitigate this pressure. Work is continuing to assess the overall financial implications of the risk and to develop mitigating actions to reduce this risk.
- 53 ***General Contingency*** – The draft budget continues to include a sum of £1,000k in general contingency within the development and risk contingency. This reflects the large degree of uncertainty that exists over a number of budgets and Central Government funding at this time.

Priority Growth

- 54 Provision has been made within the 2013/14 budget for over £2.6m of priority growth an increase of £0.9m from 2012/13. The change is detailed in table 6:

Table 6: Priority Growth

Priority Growth	Amount 2013/14 (£000s)
Additional Priority Growth to be added to the unallocated £1.7m in the 2012/13 budget	926
Additional Funding for Extended Library Opening Hours (Full Year Effect)	22
Litter and dog waste bins growth falling out	(18)
	930

- 55 A number of proposed new initiatives to be funded from the £2,630k priority growth provision are detailed below totalling £1,630k, leaving £1,000k unallocated and available to fund new growth priorities:

- An additional £500k revenue investment in the Borough's highways and footpaths is proposed bringing the total revenue investment to £1m alongside a further £2,000k of capital investment.
- Funding of £56k per annum is included to support a Proceeds of Crime Officer within the Enforcement team.
- Provision of £500k for schools capital programme financing costs.
- Additional Legal Support for BID reviews of £43k
- A dedicated Ruislip Lido Officer is included at £33k per annum, providing a single point of contact for visitors, co-ordinating redevelopment work on the site and undertaking cleansing and enforcement tasks on a day to day basis.
- The creation of dedicated litter collection teams in the Borough's parks during the summer months is included at a cost of £57k per annum.
- With the falling out of historic LAA Reward Grant funding from 2012/13, there are a number of community safety initiatives, including support to Neighbourhood Watch and a Probation Officer to be continued at a cost of £58k per annum.
- In addition, it is proposed to allocate £100k to support further investment in new Community Safety projects.
- To mitigate the increasing number of Highways insurance claims (managed through Development and Risk Contingency) priority growth of £33k is included to support an additional highways inspector, enabling more frequent inspections of local infrastructure.
- To support the Council's wider economic development objectives and ensure the Borough is 'open for business' a dedicated planning co-ordinator for major developments is included at £50k per annum. The introduction of this new post is closely linked to the local retention of business rates which is discussed further elsewhere in this report.
- To enhance the litter collection service across the Borough an additional Street Cleaning crew and funding for new litter bins with cigarette stubbing facilities of £65k is included.

- An additional £25k per annum is included to increase the maximum leaving care grant award to £1,500 (£1,800 for those in exceptional need) as recommended by the Education & Children's Services Policy Overview Committee.
- To support the increased demands on Transportation Planning Policy and related customer engagement, £60k is being provided to fund an additional officer post in this area.

Savings

- 56 The savings proposals contained within this draft budget have been developed through the HIP Business Improvement Delivery programme (BID), the Council's programme to transform all services, review all working practices and enable the delivery of savings in response to Central Government's austerity programme. Total savings within the 2013/14 budget are £17.1m and are summarised in Table 7 below. Total savings figures for each Group are net of the redundancy costs contained within their package of proposals.

Table 7: Savings Proposals

Savings Proposals	Saving 2013/14 (£000s)
Administration & Finance	1,051
Residents Services	6,102
Social Care & Health	9,958
Total Savings Proposals	17,111

- 57 The approach to savings taken by each group is explained further below. Included within each of the group proposals is a specific target for major transformation projects and targeted reviews which although at an early stage of development are expected to provide further savings in 2013/14. Details of savings are set out in Appendix 5 split into 3 categories:

- Full year impact of prior year savings where there have been no changes to the proposals agreed in February 2012 Council Tax setting;
- Full year impact of prior year saving where proposals for 2013/14 presented to February 2012 Council Tax setting, have been revised in either amount or content;
- New proposals for 2013/14.

- 58 **Administration & Finance** have identified savings proposals totalling £1,051k for 2013/14, £465k higher than the original target for Central Services. The group continues to refine their service structures through the application of the Council's organisation design principles and operating model. The 2013/14 savings are largely derived from later phases of this restructuring and the full year effect of restructures already implemented to deliver 2012/13 savings requirements. As Administration & Finance are largely support functions, the Group will continue to adapt to changes in the overall Council model and will implement further changes as part of this overall process. In 2013/14, the most significant savings proposals arise from a restructure of the strategic Human Resource services (£153k), a very early assessment of the merger of Revenues and Benefits (£100k) and the resultant integration of functions and the Council top tier restructure (£165k). Further details of the proposals developed to date are detailed in Appendix 5a.

- 59 **Residents Services** - the approach to the delivery of £6,102k savings within Residents Services continues to be driven through a programme of transformational reviews of every service. This includes a large scale reorganisation, restructuring and removal of duplication. Also the opportunity is being taken to question the need for services and the method of service delivery in all areas. Residents Services have developed sufficient savings proposals to cover their original savings target of £1,300k and further additional savings to cover the estimated pressure arising from changes in schools funding arrangements. In 2013/14, savings will start to be realised from some large cross cutting transformation projects, realigning how services are being provided. The most significant savings proposal arise from a fundamental review into Education services in light of schools becoming Academies (£919k), wide-ranging transformational BID reviews (£1,024k), New Homes Bonus (£2,693k) and a new dry waste recycling contract (£536k). Further details of the savings proposals developed to date of £6,102k are included in Appendix 5b.
- 60 **Social Care & Health** are developing £9,958k of savings through the next phase of the development of their new strategic model, which gives specific focus to a 'core offer' of services which are deemed essential. There has been slippage on the associated revenue savings originally planned to be achieved in 2013/14, but these have now been phased into future years. As a result of this slippage, the phasing of some other savings have been brought forward and new savings proposals developed that will cover this estimated slippage in full. New savings proposals include a review of Out of Borough placements (£400k by 2014/15), use of the care funding calculator to negotiate lower rates for care placements (£255K) and a review of fostering provision (£300k). Included within the budget are savings of £3,044k to be generated from Social Care BID Transformational projects. Further details of the savings proposals developed to date are included in Appendix 5c.
- 61 There are a number of cross cutting Transformation and BID reviews, including the development of the Children's Pathways to develop a hub to deliver preventative programmes and support for families and clients to reduce longer term more costly interventions. The review of the Contact Centre has identified opportunities to reduce demand as well as implementing more efficiently ways of managing the remaining demand through the use of technology, channel migration and redesigning end to end service delivery. The recent reorganisation of the Council's departments has provided the opportunity to merge Housing Benefits and Revenues. In addition, a review of all Facilities Management functions across the whole Council including the management and maintenance of the Housing stock has identified savings of £144k from the reorganisation of service management. This will be followed by further reviews of the operations which will generate additional savings in later years. However, the BID programme is still being developed further and many reviews are at an early stage, such as the senior management restructures in Residents Services to incorporate Housing services and in Social Care & Health to incorporate Health and the transformation agenda. Therefore, it is likely, that the make-up of the BID savings targets by project will continue to change. It is also apparent that there are more savings to come from these projects as the reviews progress further.

Fees and Charges

- 62 The Council is empowered to seek income from fees and charges to service users across a wide range of activities. Some of these fees and charges are set by the

Government or other stakeholders, but many others are set at the discretion of the Council, based on Cabinet's recommendations. The Council, through use of the Resident's Card, has introduced differential charging and any increase in fees and charges to residents have been limited through this mechanism. For 2013/14 and 2014/15 there is a proposed freeze on all fees and charges to residents including parking charges and a waiver of pest control fees for over 65's which will be funded from the Council's Older People's Initiative. There are a range of increases proposed to fees and charges to non-residents.

- 63 The inflation assumption included in the budget does not take account of any increase in income from fees and charges. However, within their detailed savings proposals groups will take account of any projected additional income arising from non resident increases.
- 64 Schedules detailing the proposals relating to fees and charges for 2013/14 are attached at Appendix 7.

Central Government Grant

- 65 The final Local Government Finance Settlement 2013/14 was announced on 4 February 2013 for 2013/14 and also provided provisional allocations for 2014/15. It set out the impact of the changes to Council funding contained in the Local Government Finance Act 2012. As explained earlier, the format of the attached summary has been changed as a result of the new funding regime and the details are contained with appendices 1 and 1a.
- 66 The key technical changes in the Government's funding system from 1 April 2013 were explained in detail in the draft budget report to December Cabinet. This report sets out the actual funding levels for each of the key changes and their impact upon the Council's overall General Fund budget for 2013/14. Previously, the Council's resources came from Council Tax income, Formula Funding and other Government grants.
- 67 The finance settlement 2013/14 - 2014/15 is the first under the new scheme and the key funding resources are from:
- **Council Tax Revenues** – Council in January 2013 agreed the Council Tax base for 2013/14 as in previous years. However, with the introduction of the local Council Tax Reduction scheme from April 2013, the methodology for calculating the Council Tax base changed as part of the revenue now comes from a Council Tax Support Grant, which has been set at £15,605k for 2013/14.
 - **Business Rate Revenues** - The Settlement confirms the Council's retained local share of Business Rates at 50%, of which 40% is payable to the GLA and 60% is retained in Hillingdon. This share is now fixed until the first reset of the business rates retention system due in 2020. The Council's baseline Business Rate Income for 2013/14 has been set at £41,252k and an additional £59k is due from the local share of retained growth. Further details of the calculations of the Business Rates Revenues are set out in Appendix 1a.

The stated rationale for these changes is to provide a strong incentive for councils to promote growth within their locality and allow them to benefit from the increase in business rate income that flows from any growth. However, the current business rate

base in Hillingdon has been declining during the recession. During 2011/12, the rateable value in Hillingdon fell by £4.5m and has fallen further by £9m to December 2012. If this rate of decline continued into 2013/14 the Council would lose ongoing funding at the rate of around £2m p.a. There is a provision in the budget for a further fall in rateable value of £13m but if it continues to fall past this then the Council will start to lose income. Cabinet have agreed a new Economic Development Strategy with 6 workstreams aimed at countering this current trend and seeking to generate growth.

- **Corporate Grant Income** - This funding is made up of a combination of Revenue Support Grant (RSG) and other unringfenced grants. For 2013/14 RSG for Hillingdon will be £62,007k. Other central Government grants total £10,040k, made up of a number of unringfenced Government grants, previously identified separately, and now rolled into the new funding mechanism. These include the following:
 - Council Tax freeze grants 2011/2012 and 2012/2013,
 - Council Tax Support Grant,
 - Early Intervention Grant,
 - Homelessness Prevention Grant,
 - Lead Local Flood Authorities Grant, and
 - Learning and Disability Health Reform Grant.

Appendix 1a details the full list of grants included in the £10,040k. This also includes the Education Services Grant which covers the funding for the functions that are retained by the Council when Academy status is granted to the Council's schools. The sum of £3,118k includes an estimated cost £580k for those schools who will achieve academy status in 2013/14.

In addition, there are significant changes proposed to New Homes Bonus funding, whereby the funding for 2013/14 will all come from a topslice on the resources put into the local authority funding model. Any bonus that is paid from 2013/14 onwards will therefore just be recycled money. Hillingdon will still benefit to some extent, but only by generating housing growth above the average for the country as a whole. This additional income is reflected in Residents Services proposed savings at Appendix 5b

- 68 Within the December budget report a £9.2m cash reduction in Central Government grant funding for 2013/14 as compared to 2012/13 was assumed. This was purposely set at a more pessimistic level than set out in the two year settlement due to concerns around the impact of changes in funding mechanisms set out in the Local Government Finance Act 2012. The actual level of grant set out in the Settlement equates to a cash reduction of £7.4m in 2013/14.

Balances and Reserves

- 69 The projected unallocated balances and reserves are currently forecast to be £28.1m as at 31 March 2013, well above the minimum target level of balances and over £2.7m in excess of what they were projected to be at the start of the current financial year. However, this assumes that the £1.7m of priority growth (£50k committed to date), £1m unallocated contingency (£511k committed to date) and the £800k HIP contingency (£537k committed to date) will all be spent in full by the year end.

- 70 The MTFF strategy was to maintain balances long-term at a level of no lower than £12m. However, the lower limit has been increased to £15m to reflect the transfer of risk from central Government to Local Government in respect of Business Rate Retention and the introduction of local Council Tax Reductions schemes. The budget strategy contained in this report will keep balances well above this level over the next three years. This should provide some contingency to help absorb any further adverse movement in central Government funding and other demand led pressures. The budget proposals contained within this report keep balances within the recommended range advised by the Director of Finance.

Medium Term Impact of Proposals

- 71 Whilst the immediate focus of this report is on the 2013/14 budget, this needs to be balanced with key developments over the medium term. The final Local Government Finance Settlement announced in February 2013 set out the funding for 2013/2014 and included provisional amounts for 2014/15.
- 72 In May 2010 the Council entered into a new four year cycle, taking the opportunity both to set new goals and to adopt new approaches to the Council's ways of working through the HIP BID programme. A savings requirement of £60m was identified for the following four year period commencing 2011/12. The refreshed MTFF strategy now indicates that the requirement over this four year period will need to be around £75m. The incremental savings over the next two years commencing 2013/14 are assessed at £17.1m for 2013/14 and £17m for 2014/15.
- 73 Economic projections for growth are currently fairly pessimistic and there are concerns that as Local Authorities have shown themselves to be very successful in delivering savings in response to budget cuts that further deeper cuts will be imposed through the next Comprehensive Spending Review in 2014. Latest forecasts suggest central Government's austerity measures will last until 2018.
- 74 Work will continue to analyse known information and predictions to make assumptions on the likely funding available for 2015/16 and beyond and for any potential changes to that proposed for 2014/15.
- 75 The impact of the implementation of the local Council Tax Support Scheme will, however, take longer to quantify. Until the local Council Tax Support Scheme is established and there is some reliable data and experience, it will be difficult to forecast the impact with any degree of certainty. Linking this to the wide scale welfare reforms and the transfer of considerable risk from Central to Local Government, the uncertainty will continue for several years until these changes are fully embedded. Funding to support this scheme has been clarified for 2013/14 and while it is contained within the overall indicative settlement figure for 2014/15, there is no detail on the level of that funding. Support beyond 2014/15 will be clarified through the next CSR and future Local Government Finance Settlements.
- 76 The other key aspect of funding uncertainty is from the Business Rates Retention scheme. Future increases in funding will be delivered through business rates growth and we do not, as yet, have any mechanism to make any considered forecasts on this. However, future increases in business rate yields will very much depend on the local economy and the Council is in a position to influence to local economic growth. In

December, Cabinet agreed to a programme of six workstreams to provide a stronger basis across the Council to support economic growth and regeneration in Hillingdon. Intelligence gathered through this work will feed into the modelling system being developed around Business Rate Retention to enable the generation of estimates on potential future growth. Whilst this will not provide firm forecasts, it will provide a much stronger basis and understanding on how Council decision-making could influence future funding levels.

- 77 The savings proposals outlined in the report are capable of delivering a balanced budget in 2013/14, but there currently remains a very large savings requirement for future years. Work has already commenced on the strategy to develop £17.1m of savings for 2014/15 and initial work with Groups will begin as soon as the 2013/14 budget has been agreed.

HOUSING REVENUE ACCOUNT (HRA) BUDGET

- 78 The system of self financing is now in place and in future the HRA budget is being developed using the same methodology and layout as for the General Fund budget. This will ensure that the HRA budget build is subject to the same rigorous process as other Council budgets and will aid overall understanding and transparency.
- 79 There is a requirement to carry out a periodic review of rents for dwellings and charges for services and facilities provided to tenants. The rent restructuring formula used in previous years to set rent levels will continue into the future as part of the 10 year plan for the HRA. Attached at Appendix 6 is a corporate summary of the HRA budget for 2013/14 – 2016/17 detailing all aspects of the budget movements from the budget agreed for 2012/13 and set at Council in February 2012.

Update on 2012/13 Budget

- 80 The month 9 monitoring position is showing a favourable variance of £6,257k against budget. Following the move of Housing into Residents Services an efficiency review of the delivery processes for Housing maintenance and management commenced which has led to delays in the delivery of works to stock programme. In addition, rental income is forecast to exceed budget by £1,017k, as a result of management action to maintain voids below the budgeted figure and increased income from major works on blocks of flats, a proportion of which is rechargeable to leaseholders as works over prescribed limits.

Budget Requirement for 2013/14

- 81 The movement between the current year's budget and the draft budget requirement for 2013/14 is detailed in table 8 below. Further detail on each of the lines in the table is explained below and a more detail summary is attached as appendix 6.

Table 8: HRA Budget Requirement 2013/14

	Budget £000s
Budget Requirement 2012/13	55,526
Inflation	502
Corporate Items	-1,552
Contingency	34
Priority Growth – Investment in Housing Stock	4,937
Savings	-2,019
Budget Requirement 2013/14	57,428
<u>Funding Sources</u>	
Net Dwelling Rents	55,623
Non Dwelling Rents	1,805
Total Resources	57,428

Inflation

- 82 The core amount of inflation included in the draft 2013/14 is £502k. Inflationary increases have been calculated using the same rates adopted for the General Fund and these will continue to be refreshed through the rest of the year as economic forecasts are updated.

Corporate Items

- 83 Corporate items contained within the budget contribute to a net decrease of £1,552k. This is chiefly due to the use of balances to fund an increases in the Major Works Programmes. The remaining £217k relates to the revenue impact of capital expenditure, which includes interest and principal payments in relation to borrowing undertaken on the introduction of the self-financing regime.

Priority Growth

- 84 Additional major works proposals of £4,937k are included in 2013/14 to maintain and improve the condition of the Housing Stock. These relate to increasing the impact of the current major works programme agreed by Cabinet in February 2012 and include energy efficiency projects, adaptations to properties to meet the needs of tenants, environmental improvements, security access controls amongst others. A more detailed report will be presented to Cabinet setting out the proposed major works.

Development and Risk Contingency

- 85 There is an increase in the provision for doubtful debts of £34k in 2013/14.

Savings

- 86 Total savings of £2,019k are included in this draft budget of which £1,281k are new savings proposed for 2013/14. BID reviews of Housing Management Structure and

remodelling of back office functions will deliver savings of £900k and a remodel of the repairs service alongside a review of contracts will deliver savings of £381k.

Fees and Charges

- 87 Rental Income is the most significant element of the total resources available to the HRA and corresponding increases to resources rely on increase to rent. This budget has been developed on the basis of a 3.1% increase to rents calculated in line with the CLG national rent restructuring programme. Whilst a little more flexibility is now available to the Council as a result of self financing settlement, there remains a considerable restraint in the requirement to repay outstanding debt. In addition, the proposed changes to Housing Benefit and the move to Universal Credit could increase the risk of rent arrears and default as a result and it would be prudent to continue to take a cautious approach to rent increases in the short to medium term. Charges for non-dwelling rents such as garages, hard standings, carports will also increase by the rate of inflation plus 0.5%.
- 88 Within the HRA self financing regime, the assumed expenditure allows for costs of general management and maintenance. This allowance does not cover certain services provided to tenants such as caretaking, cleaning, grounds maintenance etc.. Other costs recharged to tenants include heating and energy, supported housing costs for those in sheltered housing and other optional services. In previous years for these charges and existing leasehold service charges the increases have been inflation plus a nominal amount to support the actual cost of service provision. A comprehensive list of fees and charges are set out Appendix 7.

Balances

- 89 Whilst no formal balances strategy has been developed, the aim is to maintain HRA balances above £10m. The HRA 10 year projection in the budget approved in February 2012 projected balances at 31 March 2013 at £14.7m including an in year contribution of £1.8m. Based upon the month 9 monitoring position, the forecast will add a further £6.3m, increasing forecast balances to £20.8m at 31 March 2013. Table 9 below sets out the projected movement in balances over the next 5 years. Assumptions built into this forecast include rents being uplifted by 3.1% in 2013/14 and 3% in subsequent years and that inflation is aligned with the corporate model.

Table 9: 5 year movement in HRA balances

	2012/13 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's
Balance b/fwd	-12,891	-14,708	-14,756	-16,818	-19,847
Net Rental Income	-55,526	-57,428	-59,374	-61,178	-62,748
Directorate Budgets	37,251	40,671	40,490	40,825	41,365
Corporate Budgets-Financing Costs	15,135	15,352	15,443	15,923	16,020
Corporate Budgets – Contingency	1,323	1,357	1,379	1,401	1,401
Contribution (to)/from balances	-1,817	-48	-2,062	-3,029	-3,962
Balance c/fwd	-14,708	-14,756	-16,818	-19,847	-23,810
In year variance	-6,253				

SCHOOLS BUDGETS

- 90 The funding that the Council receives for Schools Budgeted expenditure is through the Dedicated Schools Grant (DSG), which is a ring fenced grant. The determination of the DSG has undergone a significant change for 2013/14 following further consultation on the schools funding formula, the amount of funding that should be allocated to Academy schools and the introduction of a free entitlement for two year olds for those families that are deemed to be in the 20% most disadvantaged range. The DSG has been calculated based on three funding blocks; the Early Years Block (including resources for the two year old free entitlement offer), the Schools Block and the High Needs Block. Each of these funding blocks is not ring-fenced individually, which allows for movement of funds between the funding blocks within the DSG.
- 91 The Early Years Block has been cash limited to 2012/13 values and converted into a Guaranteed Unit of Funding (GUF) by dividing the 2012/13 total adjusted budget by the number of pupils aged 3 and 4 (as at the 19 January 2012 census count) in both the school and Private, Voluntary and Independent Nursery sectors (PVI's). This funding will be adjusted throughout the 2013/14 financial year, based on the January 2013 census count and again by the January 2014 census count, where additional pupils will be funded by the pre-determined GUF for Early Years. This funding block will, with effect from 1 April 2013, include funding for the Two Year old free entitlement offer, part of which will fund the current provision, with the remainder funding growth in capacity.
- 92 The Schools Block has been calculated by multiplying the GUF for Schools by the October 2012 pupil numbers, where the GUF has been determined by dividing the 2012/13 baseline budget by the October 2011 pupil numbers. This takes into account the requirement to remove the funding for Special Resource Provisions (SRP's) from the Schools Block and include it within the High Needs Block and the requirement to delegate mainstream SEN funding (moving funding from the High Needs Block into the Schools Block).
- 93 The High Needs Block has been cash limited to 2012/13 values allowing no growth for Special Educational Need (SEN) pupils. With effect from 1 August 2013, this block will be responsible for funding 16 -25 provision, which was previously funded directly by the Education Funding Agency. These funds have been added to the DSG, but the total pupil numbers have been capped at a figure below the current placement numbers.
- 94 The DSG funds both the delegated individual schools budget and items which the new School and Early Years Finance (England) Regulations allow to be retained centrally, including Special Educational Needs, Alternative Education provision and Early Years provision. The Council also receives a Pupil Premium Grant based on the number of pupils that are, and were, eligible for a free school meal (FSM) over the last six years (known as Ever 6 FSM). This is passported directly to schools based on the following allocations:-
- The level of the Pupil Premium has been confirmed at £900 per pupil (an increase of £277 on the current rate of £623), distributed based on those pupils eligible for Free School Meals at any point over the last six years (Ever 6).

- Children in Care of school age who have been looked after for more than six months (i.e. the pupils counted on the SSDA903 (Under the Children Act 1989, a child is looked after by a local authority if he or she; is provided with accommodation, for a continuous period of more than 24 hours, [Children Act 1989 Section 20 and 21]; or is subject to a care order [Children Act 1989 Part IV]), will be those pupils that have been continuously looked after for over 6 months aged 4 to 15 at 31 August 2011. The count point for 2012 is 31st March) will also receive £900 per pupil (an increase of £277 on the current rate of £623).
 - An additional amount of £300 per pupil will be included in the Pupil Premium in 2013/14 for the children of members of the UK armed forces, which is an increase from the current £250.
- 95 No cost falls upon the Council Tax payer for those services funded from the DSG, unless the council chooses to supplement the Schools Budget from the General Fund.
- 96 Throughout this financial year (2012/13) the coalition Government has consulted extensively with Councils on a wide range of school funding issues including:
- Replacing Local Authority Central Spend Equivalent Grant (LACSEG) - Funding Academies and local authorities for the functions that devolve to Academies.
 - School Funding Reform – Next steps towards a fairer system.
 - Supporting Families in the Foundation Years: Proposed Changes to the Entitlement to Free Early Education and Childcare Sufficiency.
- 97 The outcomes of these consultations introduce some significant changes to the way in which both the schools and the Council will receive funding for delivering an Education Service.
- 98 The funding for schools has significantly changed following the introduction by the Government of a new funding formula for 2013/14, which all authorities have to use, which has a limited range of factors. This new funding formula will be used to determine the budget shares for all schools (including free schools) with effect from 1 April 2013.
- 99 The current LACSEG recoupment calculation for academy school funding will be replaced through a combination of delegating more DSG centrally retained budgets (thus removing the need for the DSG LACSEG adjustment) and by replacing the LACSEG top-slice with the Education Services Grant, which provides a unit of funding per pupil to both the local authority and academy schools to determine the amount of grant funding that will be paid to undertake a range of specific education duties.
- 100 The funding for the free entitlement for Two Year Old provision will move from the Early Intervention Grant into the DSG with effect from 1 April 2013.
- 101 Schools Forum is the principal institution established for the Council's consultations with schools on financial matters. In order to ensure that Schools Forum makes informed decisions, the proposed funding arrangements are also issued to schools inviting responses that are subsequently considered by Schools Forum in making their decisions and advice.
- 102 The main focus of Schools Forum has been to undertake a fundamental review of the changes proposed in the School Funding Reform – Next steps towards a fairer system

- which started in May 2012 and concluded on 10 December 2012. Schools were invited to a number of briefing sessions in September 2012 and again in October 2012 and consulted formally in October 2012. The outcomes of which were considered at the Schools Forum meeting on 23 October 2012.

- 103 The new regulations provide Schools Forum with more decision-making powers with regard to certain aspects of the Council's proposals for schools funding. However, it remains the responsibility of Cabinet to agree the Schools Budget for 2013/14 and this is addressed in a separate report elsewhere on this Cabinet agenda.

CAPITAL PROGRAMME

Background to 2013/14 capital budget development

104. The current development of the medium term capital programme is still dominated by the requirement to provide sufficient primary school places with this programme projected to cost £149m from 2010/11 to 2014/15 based on pupil number estimates and cost estimates of the projects.
105. A driving principle underlying capital programme development has always been to minimise the revenue impact in future years arising from the interest payments and Minimum Revenue Provision (MRP) or alternatively, to identify future revenue resources to facilitate borrowing for capital purposes in a sustainable and prudent manner.
106. The budget proposed in this report has fulfilled these principles and would create minimal additional revenue liabilities over and above that already earmarked. However, there are risks associated with the realisation of capital receipts, the level of primary school places required and future programmes/liabilities that could adversely impact future revenue financing.
107. A summary of the proposed capital programme has been included in Appendix 9 and shows individual schemes alongside the financing source for each scheme. Particular focus should be placed on those schemes that require the use of the Council's own resources i.e. capital receipts or unsupported borrowing as it is these that create future revenue liabilities.
108. The capital programme contains a number of on-going programmes of works requiring £10,977k of Council resources in 2013/14. A large element of these programmes do not satisfy requirements for borrowing under the Prudential Code and as such are therefore reliant on sufficient un-ringfenced capital receipts to sustain delivery.

Additions to 2013/14 Capital Programme

109. The only changes in the proposed additions to the capital programme for 2013/14 since December are as follows:
- a. A Community Safety Assets Fund of £2,000k has been established to support the Council's investment in Community Safety;
 - b. An increase in the Environmental Assets budget of £75k for increased electrical supply infrastructure costs at Ruislip Lido, plus £25k for foundation pile works required for the Railway Mess Office;

- c. Additional £100k for the Library refurbishment programme to provide welfare facilities at the Harlington Library;
- d. £325k has been included to support investment at the Compass Theatre, mirroring upgrade works at the Winston Churchill Hall.

Primary Schools Capital Programme

- 110 In order to meet the demand for additional school places, this draft budget includes provision for £120m over the next two years.
- 111 Phase 2 permanent expansions has been re-phased, the initial budget phasing was estimated last year based on percentages of expected delivery over the 3 years and split over the 3 sub phases. The revised profile sees a reduction in expected expenditure for 2012/13 falling from £28.1m to £5.5m with increases in 2013/14 and 2014/15.
- 112 Current cost estimates for phase 2 are showing a potential funding gap of £10.305m. This is due to a result of a number of design changes which have been implemented as enhancements to the existing plans / additional accommodation over and above the original anticipated specification. These costs are now at stage D for a number of the projects, the stage C cost evaluation showed a resource gap of £7.46m. The strategy is for value engineering cost reductions of between 5 – 10% to manage the forecast funding gap. If achieved on the schools that are currently being reviewed, this would only provide a cost reduction range of £2.4m - £4.9m. This leaves an absolute gap on the existing budget that potentially ranges between £5.4m - £7.9m.
- 113 The current budget for phase 2 also assumes 15.5 forms of entry, however projects are being worked up for 16.5 forms of entry, the assumption being that one of the projects will be dropped as demographic factors unfold. School places projections are still being produced, however, current expectations are that the additional form of entry is now required, giving an increase of £5m.
- 114 The fundamental design elements for Phase 3 have now been agreed and include a number of changes such as increased gross floor area and further infrastructure related to highways which have increased the estimated costs for the phase by £1.74m. This increases the original estimated budget of £18m to the revised £19.74m.
- 115 At the time of writing the ongoing work on school placements is indicating further growth in the pupil forecast, however, although this analysis has not been finalised a localised pressure has emerged in the Hayes and Cranford Park areas for September 2013 for an additional 3 forms of entry. A number of options are being investigated, but it is clear that some additional temporaries will be required in the area and £1m is being added to phase 3A for 2013/14, and £3m for phase 3 permanent for a potential further 1 form of entry. Potential further forms of entry may be required to be planned for as the analysis continues and is updated with census information.
- 116 Table 10 below therefore reflects the current capital budget position with revised phasing over the next 2 years from monitoring and forms of entry by phase. This shows that the programme has increased from £127.52m to £149.69m. The increase is explained by the £10.31m for cost increase on Phase 2 permanent and £1.13m for additional capacity, £4.74m for phase 3 new builds, £1m for Phase 3 temporaries for the September 2013 bulge and £5m for an additional form of entry for Phase 2.

Table 10 Primary School Capital Programme

	2010/11	2011/12	2012/13	2013/14	2014/15	Total	Permanent FE	Temporary Units
	£'000	£'000	£'000	£'000	£'000	£'000		
Minor Works	559	158	437	0	0	1,154		3.0
Phase 1	1,080	8,106	6,538	6,302	535	22,561	6.0	
Phase 1A (incl. Rosedale)	10	1,993	905	0	0	2,908		7.0
Phase 2	0	1,027	5,484	58,882	28,453	93,846	17.5	-2.0
Phase 2A	0	42	2,840	0	0	2,882		10.0
Phase 3	0	157	854	9,804	11,925	22,740	6.0	
Phase 3A	0	0	0	2,300	1,300	3,600		13.0
Expenditure	1,649	11,483	17,058	77,288	42,213	149,691	29.50	31.00
DfE Grant*	1,649	9,055	14,087	25,942	8,564	59,297		
Section 106	0	2,428	2,971	5,800	3,870	15,069		
Council Resources	0	0	0	45,546	29,779	75,325		
	1,649	11,483	17,058	77,288	42,213	149,691		

Priority School Building Programme

117. The DfE announced earlier this year that the Abbotsfield bid had been approved. It has been confirmed that this would be funded through a new Private Finance Initiative which would be fully underwritten by the DfE. The works to be undertaken are to be managed directly by the DfE, with an expected start point of April – June 2014. Therefore this major schools project does not feature in the current programme.
118. However, there is a significant maintenance liability at Abbotsfield which will need resolving before the proposed timing of the delivery of new school buildings. The funding from the DfE is solely for the provision of a new building and it will not cover ICT or fixture and fittings. The DfE's assumption is that these can be met from the School's revenue budget but this may not be feasible for Abbotsfield given their budget position. However, should this prove to be the case, sufficient capacity exists within the Council's capital budgets to cover any shortfall.
119. The capital programme includes a total of £21.05m of on-going programmes of works; £10.07m of this is funded by external grants or S106 funds. Of the balance not externally funded, £1m is likely to satisfy the Prudential Code for borrowing. The remainder of the works programme therefore needs to be funded from capital receipts, summarised in Table 11 below. The delivery of the current disposal programme will be sufficient to support delivery of these programmes up to 2016/17, at which point additional receipts or other funding sources will need to be identified.

Table 11 Application of Capital Receipts

	2013/14	2014/15	2015/16	2016/17	Total
Capital Receipts	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)
Community Initiatives	1,525	1,525	1,525	1,525	6,100
Highways Programmes	3,638	1,638	1,638	1,638	8,552
Property & Facilities Management	3,464	600	600	600	5,264
Social Care Grants	1,350	1,350	1,350	1,350	5,400
Total Expenditure	9,977	5,113	5,113	5,113	25,316
Capital Receipts available to fund Programmes of Works	11,098	9,797	5,910	4,485	31,290
Capital Receipts (Surplus)/Shortfall	-1,121	-4,684	-797	628	-5,974

120. These programmes may be suitable for the application of future CIL funding and this, alongside optimisation of S106 and third party contributions, may be used to alleviate pressures on requiring the disposal of assets.

Capital Receipts

121. The current receipts forecast is showing a reduction in the expectation for the current year 2012/13 with the phasing of receipts being pushed further into the future. This is summarised in the table below.

Table 12 - Phasing of Capital Receipts

	2012/13 (£000s)	2013/14 (£000s)	2014/15 (£000s)	2015/16 (£000s)	2016/17 (£000s)	Total (£000s)
Original Budget	23,648	12,675	0	0	0	36,323
Total Receipts Current forecast	2,912	11,936	17,057	9,173	5,464	46,542

122. Table 12 does not include HRA receipts that could be used for general housing programmes should the Council elect to enter into an agreement regarding retention of RTB receipts.

Funding of the Capital Programme

123. Table 13 shows the proposed financing for the draft budget shown in Appendix 9 prepared under assumptions that ongoing programmes of work are maintained at 2012/13 levels. Additionally external funding is yet to be confirmed for 2013/14.

Table 13 General Fund Financing

	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
GF Prudential Borrowing	75,513	26,634	563	3,772	106,481
GF Capital Receipts	11,936	17,057	9,173	5,464	43,630
Grants	37,069	15,580	8,068	8,068	68,784
Other 3 rd Party Contributions	6,261	3,870	0	0	10,131
Total	130,779	63,141	17,803	17,303	229,026

124. In the absence of increased grant funding, significant use of Prudential Borrowing will be required to finance the proposed 2013/14 capital programme. Of the £75.51m borrowing requirement for 2013/14 specific resources have been identified to support £45.5m investment in school expansions and Highgrove Pool, £17.36m invest-to-save/self-financing projects with the remaining £12.65m requiring unsupported borrowing. However, much of the latter represents rephased amounts from 2012/13 for which revenue financing costs have already been factored into the MTFF process in previous years.
125. The potential new or enhanced proposals outlined in this report would create an additional £8.8m of unsupported borrowing that require revenue resources. Additional financing for funding has been included in priority growth. There remain several areas of uncertainties both within programme scope and potential costs/liabilities in the years following 2013/14 that could result in the Council requiring to undertake significant further unsupported borrowing.
126. Forecast 2013/14 capital receipts are sufficient to support continued investment in programmes of works such as Chrysalis, Highways Infrastructure and Disabled Facilities Grants. However, in the medium to long-term such receipts will become increasingly more challenging to realise and hence the financing strategy for these programmes will require review. Additionally, the opportunity cost of using receipts in this manner necessarily restricts resources available for new capital schemes.
127. The assumed grant levels shown in Table 10 for the Primary Schools programme will hopefully prove to be somewhat conservative as it does not include, as yet, unannounced additional funding. Although this may not materialise, the Council has received extra funding of approximately £5m per year for the last two financial years.
128. Other contributions included in Table 13 are predominantly Section 106 contributions available to support school expansion projects and includes the proposed new school at RAF Uxbridge. However, given an increase in S106 unallocated balances it is hoped that additional resources can be added into the Primary Capital Programme to alleviate the increase in borrowing required.
129. Provision to support up to £24.85m of borrowing for investment in new housing stock has been included within the HRA's revenue budget, in addition to capital financing costs associated with the treasury portfolio designed on settlement of £191.6m debt subsidy payment to central Government. This leaves, after appropriations, approximately £16m headroom borrowing which is then supplemented by receipts, appropriations from HRA to General Fund, balances and the provisioning of principal repayment from capital financing revenue. As a result the HRA has potential financial headroom to undertake further new housing schemes.
130. In conclusion, revenue resources for capital financing the draft programme can largely be considered to be already contained within the MTFF. The capital financing costs associated with the relatively small amount of new capital for which there is no existing provision or strategies already in place, is relatively minor. Such costs will be offset by updated Treasury strategies, in particular the deferral of borrowing whilst internal balances are strong and the fact that all current economic indicators lead to an interest rate environment in the foreseeable future of 'lower for longer' affording the Council relatively cheap borrowing.

Table 14 Capital Grant

Capital Grant	Awarding Body	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
Devolved Formula Capital (DFC)	DfE	535	535	535	535	2,140
Capital Maintenance	DfE	2,400	2,008	1,000	1,000	6,408
Basic Needs (Initial)	DfE	7,556	7,556	0	0	15,112
Basic Needs (Top Up)	DfE	6,000	0	0	0	6,000
Transport for London LIP	TfL	2,998	2,998	2,998	2,998	11,992
Outer London Fund (Town Centres)	GLA	1,965				1,965
Disabled Facilities Grant	DH	1,600	1,600	1,600	1,600	6,400
Empty Property Grant	HCA	260	312	312	312	1,196
LA Contaminated Land Grant	EA	0	0	1,622	1,623	3,245
Community Capacity	DH	560	571	0	0	1,131
2012/13-14/15 Allocations		23,874	15,580	8,067	8,068	55,589
Rephased DFC	DfE	444				444
Rephased Capital Maintenance	DfE	704				704
Rephased Basic Needs	DfE	11,386				11,386
Rephased Education Grants Other	DfE	227				227
Rephased Community Capacity	DH	434				434
Rephased Grants		13,195	0	0	0	13,195
Total Grant Funding Available		37,069	15,580	8,067	8,068	68,784

(Shaded grant allocations have been confirmed with awarding bodies, other amounts represent best estimates.)

131. 2013/14 grant funded expenditure falls into two distinct categories; £7,081k of investment is directly attributable to grants for which variations in external funding would simply lead to the equivalent variation in expenditure. Such projects are funded from Devolved Formula Capital, TfL Local Implementation Plan and a share of DfE Capital Maintenance grant. The remainder (£29,988k) is demand led and reductions in external funding would necessitate additional use of Council resources. £15,980k of such funding is either confirmed or carried forward from 2011/12. The remaining £14,008k consists of additional DfE Basic Needs funding to be announced by March 2013.

OVERALL BUDGET FOR COUNCIL TAX SETTING 2013/14

Director of Finance's Comments Regarding Responsibilities under the Local Government Act 2003

132. Under Section 25 of the Local Government Act 2003 the Director of Finance as the Council's nominated section 151 officer, has a responsibility to comment on:

- The robustness of the estimates for the coming year.
- The adequacy of the Council's reserves.

133. The Director of Finance is able to give positive assurances on the robustness of the estimates in general for the coming year. This view is based on:

- The use of an established, rigorous process for developing the budget through the Medium Term Financial Forecast (MTFF) process. This includes close alignment with the service planning process. This has been further strengthened through the continued development of the Business Improvement Delivery programme.
- The inclusion within the base budget of a £22.9m Development and Risk contingency.
- Service managers having made reasonable assumptions about demand pressures and taken a prudent view of volatile areas.
- Risk based financial monitoring being undertaken during the year and reported to Cabinet on a monthly basis. This includes the agreement of recovery plans to ensure that the budget is delivered in overall terms.
- Procedures in place to capture and monitor procurement and other efficiency savings.
- Prudent assumptions made about interest rates.
- The recommended increases in fees and charges in line with the assumptions in the revenue budget.
- The use of the Council's project management approach to monitor delivery of the material savings in the revenue budget.

134. The Director of Finance also has a duty to comment on the adequacy of the Council's reserves when the budget is being set. At the time of budget setting for 2012/13, the Director of Finance set a recommended range of balances. This was between £12m and £24m, based on an analysis of the risks facing the Council. The recommended range has been updated following a review of the risks facing the Council. This is set out in the next section.

Statement on Balances and Reserves

135. The Director of Finance has undertaken a review of the risks currently facing the Council. This has enabled an update to the recommended range of balances that the Council should hold. This forms the basis of the guidance provided above in relation to his responsibilities under the Local Government Act 2003.

136. To assess the adequacy of general reserves, the Director of Finance has taken into account the strategic, operational and financial risks facing the Council. The Council should retain adequate reserves to cover unexpected expenditure and avoid costly short-term borrowing. Equally, the Council wishes to utilise the maximum resources available to achieve its objectives, therefore it plans to maintain reserves at the lowest prudent level.

137. To determine the recommended level of reserves the Council has assessed risk against the criteria as specified in Local Authority Accounting Panel (LAAP) Bulletin 77 (November 2008). This assessment includes the following:

- The robustness of the financial planning process (including the treatment of inflation and interest rates and the timing of capital receipts).
- How the Council manages demand led service pressures.
- The treatment of planned efficiency savings / productivity gains.
- The financial risks inherent in any major capital projects, outsourcing arrangements or significant new funding partnerships.
- The strength of the financial monitoring and reporting arrangements.
- Cashflow management and the need for short term borrowing.

- The availability of reserves, Government grants and other funds to deal with major contingencies and the adequacy of provisions.
 - The general financial climate to which the Council is subject and its track record in budget and financial management.
138. The assessment, although based on the Council's procedures and structures, does have an element of subjectivity and to allow for this the optimum level of reserves incorporates a range. The recommended range for reserves for 2013/14 is £15m to £30m. Ideally the Council should avoid having balances below the minimum level of £15m, or above the maximum level of £30m. The current MTFF maintains balances within this range. Details of the risk assessment are included in Appendix 8.
139. The range of issues that impact on the need to hold balances and reserves has been reviewed since last year's budget setting process and while most current funding streams have now been confirmed, the assessment of the minimum level of balances has increased to £15m due to the introduction of the Business Rates Retention Scheme and the localisation of Council Tax Support, both of which transfer a higher risk of financial uncertainty from central Government to local government. In particular, to increase future revenues flows from growth in Business Rates through economic development, whereas failure to grow will lead to a reduction in revenue with consequential impacts on the Councils budget. Similarly, the abolition of Council Tax Benefit and transfer of Council Tax support to local control increases the risk to the Council's finances in the event that the number of claimants entitled to Council Tax Reduction payments grows as this will fall to the Council to fund from within their current resources.
140. Whilst the forecast year end balances for 2012/13 have increased, the proposed contingency for 2013/14 has also increased. A further significant contributor to the necessity for reserves arises from the reductions in funding and the need to find further savings on top of the £60m budget cuts, delivered over the last 3 financial years.
141. The projected level and recommended range of balances will vary depending on the budget proposals that are put forward by Cabinet.

The Council Tax Requirement for 2012/13

142. The budget proposals included in this report represent Cabinet's budget strategy for 2013/14 and beyond. The revenue budget proposals have been developed to deliver a zero increase in Council Tax for the fifth successive year. The approved Council Tax level for 2013/14 is subject to Members' final choices in the budget setting process.

Council Tax Referendum

143. The Localism Act 2011 introduced a power for the Secretary for Communities and Local Government to issue principles that define what should be considered as excessive Council Tax including proposed limits. If the Council proposes to raise its Council Tax above the proposed limits set, a referendum will need to be held. The result of the referendum will be binding upon the Council.
144. The Council Tax increase above which local authorities would be required to hold a referendum in 2013/4 on the basis of the Government's proposals is 2%. The budget proposals outlined in this report maintain Council Tax at the same level as in 2012/13

and therefore the referendum threshold will not be triggered for the financial year 2013/14.

Greater London Authority Precept

145. The Mayor of London's draft budget proposals for 2013/14 are scheduled for consideration by the London Assembly on 8th February 2013 and approval by 25 February 2013. The draft proposals result in a 1% decrease in the element of Council Tax that relates to the GLA precept. This is analysed across the relevant functional bodies as follows:

Table 15: Change in Proposed GLA Precept by Functional Body

Functional Body	Band 'D' Council Tax 2012/13 (£)	Band 'D' Council Tax 2013/14 (£)	Percentage Change (%)
Metropolitan Police Authority	228.10	220.25	-6
London Fire and Emergency Planning Authority,	40.30	50.65	+7.9
TFL,	1.97	2.37	+8
GLA	39.54	29.73	-5.2
Share of Collection fund Surplus	-3.19	0	
Total	306.72	303.00	-1.2

146. The largest element of the GLA Group's budget relates to the Metropolitan Police Authority and this aligns to the Mayor's primary responsibility in making London Safer. Whilst there is a reduction in the Metropolitan Police's budget requirement the Mayor is protecting operational capacity and police numbers to be at or around 32,000 during his administration.
147. The GLA budget continues to include the budget and Council Tax implications of the Olympic and Paralympic games over the period 2006/07 - 2016/17. The contribution from Council Tax-payers to the Games remains at £20 per Band D property in 2013/14 unchanged from 2012/13.

Financial Implications

This is a financial report and the financial implications are included throughout.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The budget proposals in this report result in no change in the Council Tax for 2013/14. The budget proposals contain the funding strategy for delivering the Council's objective. The effects are therefore extremely wide ranging. They will be managed through the performance targets and outcomes that will be delivered through the resources approved in the revenue budgets and capital programme.

The revenue budget and capital programme include growth in some new service areas and these proposals will result in improved outcomes for residents and service users. Overall the package of proposals is designed to secure the most effective combination of service outcomes across the whole of the Council's business. This will be by improving the value for money offered by services and by maximising funding, procurement, efficiency and service effectiveness gains.

Consultation Carried Out or Required

Each of the Policy Overview Committees has received reports setting out the draft revenue budget and capital programme proposals relevant to their remit. This was approved by Cabinet on 20 December 2012 for consultation at the January 2013 round of meetings. Comments on the budget from each of the service Policy Overview Committees were referred to the Corporate Services and Partnerships Policy Overview Committee, who met on 6 February 2013 to consider the comments received from the three other Policy Overview Committees on the budget proposals relevant to their remit. The comments from that Committee will be presented to Cabinet in appendix 12.

The Council also has a statutory responsibility to consult on its budget proposals with business ratepayers and residents in the Borough. A budget consultation survey was published on the Council's web-site in relation to the Cabinet's draft budget proposals after the meeting on 20 December 2012. The results from those who responded indicated that 80% were satisfied with the budget and 70% agreed that it demonstrated good value-for-money. No specific responses were received from the business community arising from this consultation. Additionally, the January Policy Overview Committee public meetings have a specific focus on the budget proposals within each of the related service areas. The draft budget reported to December Cabinet has also been available to view on the Council's website. Schools Forum has also been consulted on those budget proposals that have a potential impact on schools budgets.

5. CORPORATE IMPLICATIONS

Corporate Finance

This is a corporate finance report and the corporate financial implications are noted throughout.

Legal

The Budget and Policy Framework Procedure Rules as set out in the Council's Constitution require the Cabinet to make proposals on the Council's budget. This requires them to be in accordance with the timetable which it has published. The Cabinet proposals are set out in this report for the consideration of full Council.

In respect of income the Council provides a number of services in respect of which it can impose charges and fees to users. In certain instances those fees or charges may be set by Government. In other cases the Council has discretion as to the level of charges it sets. It should be noted that in respect of certain matters the Council can only impose a fee or charge which reflects the actual cost to the Council of providing such services. This has to be considered when setting the overall budget.

The Director of Finance's duties under the Local Government Act 2003, insofar as they relate to budget setting, are set out in the body of the report. Of importance to Members is the duty for

him to comment on the robustness of estimates for the forthcoming year. Members will note that earlier in this report, the Director of Finance has given a number of positive assurances in relation to this issue.

The second duty for Members to note is the duty imposed on the Director of Finance to comment on the adequacy of the Council's reserves. Members will note that a Statement of Reserves and Balances is contained within paragraphs 135 to 141 of the report which discharges this duty.

As the Council's Section 151 Officer, it is the Director of Finance's professional duty to propose to Members a budget which is soundly based, balanced and adequate to fund the expected level of service provision in the forthcoming financial year. This duty is reinforced in the Council's Constitution. This requires the Director of Finance to ensure the lawfulness and financial prudence of decision-making.

The 'Wednesbury reasonable' principle also requires a local authority, when making decisions, to take into account all relevant considerations and to disregard all irrelevant considerations. Clearly, in the context of budget-setting, having regard to the Director of Finance's professional advice is a relevant consideration for Members to take into account. However, Members are not bound to follow his advice. However, they should have good reasons for departing from it should they choose to do so. Furthermore, Members must at all times have regard to the overriding principle that they should set a legal budget and one which is as prudent as the circumstances permit.

Members must have regard to section 106 Local Government Finance Act 1992. This is in respect of a Member who has not paid an amount due in respect of Council Tax for at least two months after it becomes payable. They may not vote on matters concerning the level of Council Tax or the administration of it. Therefore, any Members who are more than two months in arrears with their Council Tax payments must make a declaration to this effect at the beginning of the meeting.

Relevant Service Groups

The budget proposals included in this report result from a substantial corporate process involving all service Groups. In particular, individual Corporate Directors and CMT collectively have developed the proposals in this report. The implications for all services of the individual budget proposals are set out in detail in the attached appendices.

6. BACKGROUND PAPERS

Report to Cabinet 20 December 2012 – Medium Term Financial Forecast 2013/14 – 2014/15

Report to Council 24 February 2011 – General Fund Revenue Budget and Capital Programme 2011/12

Local Government Finance Settlement 2013/14 located at
<http://www.local.communities.gov.uk/finance/1314/settle.htm#Settle>

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Corporate Summary	2012/13 £(000s)	2013/14 £(000s)	2014/15 £(000s)	2015/16 £(000s)	2016/17 £(000s)
Resources					
Increase in Council Tax (%)	0.0%	0.0%	0.0%	1.0%	1.0%
Council Tax Band D (£)	£1,112.93	£1,112.93	£1,112.93	£1,124.06	£1,135.30
Increase in Council Tax Base (Band D properties)	1,118	1,030	1,000	900	800
Council Tax Base (Band D properties)	100,236	87,446	88,446	89,346	90,146
Net Council Tax Revenues	111,556	97,321	98,434	100,430	102,343
Local Council Tax Support Grant	0	15,605	15,605	15,065	15,605
Collection Fund (Deficit) / Surplus	1,334	480	0	0	0
Gross Council Tax Revenues	112,890	113,406	114,039	115,495	117,948
Baseline Business Rate Income	0	41,252	42,517	43,580	44,670
Growth on Local Share	0	119	123	126	128
Less: (Levy on Growth) / Safety Net Payments	0	(60)	(62)	(63)	(64)
Net Business Rate Revenues	0	41,311	42,578	43,643	44,734
Revenue Support Grant	77,778	62,007	51,428	42,829	34,847
Other Central Government Funding	29,232	10,040	10,136	8,923	8,842
Local Council Tax Support Grant	0	(15,605)	(15,605)	(15,065)	(15,605)
Corporate Grant Income	107,010	56,442	45,959	36,687	28,084
Total Resources	219,900	211,159	202,576	195,825	190,766
Budget Requirement					
Roll Forward Budget	220,302	219,900	219,900	219,900	219,900
Inflation (non-schools)	3,070	2,926	6,405	9,978	13,656
Corporate Items	6,219	(2,143)	(2,143)	(1,908)	(1,658)
Contingency	5,755	6,657	9,815	13,064	16,890
Priority Growth Items	2,250	930	2,680	3,430	3,430
Savings	(17,696)	(17,111)	(34,081)	(48,639)	(61,452)
Total Budget Requirement - all resources	219,900	211,159	202,576	195,825	190,766
Budget Gap / (Surplus)	0	0	0	0	0

Corporate Summary	2013/14 £(000s)	2014/15 £(000s)	2015/16 £(000s)	2016/17 £(000s)
<u>Business Rate Revenues</u>				
Inflationary Uplift on Business Rate Revenues	2.67%	3.07%	2.50%	2.50%
Forecast Growth on Business Rate Revenues	0.00%	0.00%	0.00%	0.00%
Forecast Gross Business Rate Yield	331,325	341,489	350,026	358,777
Less: Central Government Share (50%)	165,663	170,745	175,013	179,389
Less: GLA Share (20%)	66,265	68,298	70,005	71,755
Forecast LBH Share of Business Rate Yield (30%)	99,398	102,447	105,008	107,633
Less: Baseline Business Rate Income	(41,252)	(42,517)	(43,580)	(44,670)
Less: Tariff	(58,027)	(59,807)	(61,302)	(62,835)
Growth on LBH Share	119	123	126	128
Less: (Levy on Growth) / Safety Net Payments	(60)	(62)	(63)	(64)
Retained Growth	59	61	63	64
Add: Baseline Business Rate Income	41,252	42,517	43,580	44,670
Net Business Rate Revenues	41,311	42,578	43,643	44,734
<u>Other Central Government Funding</u>				
2013/14 Council Tax Freeze Grant	1,129	1,129	0	0
Extension of Small Business Rates Relief	200	200	200	200
Education Services Grant	3,118	3,118	3,118	3,118
Less: Provision for Academy Transfers	(580)	(580)	(580)	(580)
Community Safety Fund	137	132	127	122
Housing Benefit Administration Subsidy Grant	2,069	1,986	1,907	1,831
Local Reform & Community Voices Grant	182	188	188	188
Lead Local Authority Flood Grant	58	58	58	58
NHS Section 256 Agreement	3,727	3,905	3,905	3,905
Total Other Central Government Funding	10,040	10,136	8,923	8,842

Description	Net Variation from 2012/13 Budget			
	2013/14	2014/15	2015/16	2016/17
	£(000s)	£(000s)	£(000s)	£(000s)
<u>Corporate Items</u>				
Contributions (from) / to Balances	-2,126	-2,126	-2,126	-2,126
Increase in Council Tax Older Persons Discount	15	15	250	500
New Health Responsibilities	151	151	151	151
Net Impact of Central Support Cost Allocation to Grant funded budgets	-445	-445	-445	-445
LAA Reward Grant share to Safer Hillingdon Partnership	-292	-292	-292	-292
Provision for other new burdens	554	554	554	554
Sub-total	-2,143	-2,143	-1,908	-1,658
Net Corporate Items	-2,143	-2,143	-1,908	-1,658

Development & Risk Contingency	Provision 2012/13 £(000s)	Change from 2012/13 £(000s)	Gross Risk 2013/14 £(000s)	Probability	Provision 2013/14 £(000s)	Provision 2014/15 £(000s)	Provision 2015/16 £(000s)	Provision 2016/17 £(000s)
Potential Calls				(%)				
General Contingency	1,000	0 All	1,000	100%	1,000	1,000	1,000	1,000
Pump priming for BID savings	500	0 All	500	100%	500	0	0	0
Pensions Auto-enrollment	0	660 All	2,190	30%	660	660	660	660
Schools withdrawal from the HR payroll	300	-300 A&F	0	0%	0	0	0	0
Uninsured claims	400	0 A&F	400	100%	400	400	420	420
Additional costs for 2 year olds (included in grant funding now)	357	-357 RS	0	0%	0	0	0	0
Carbon Reduction Commitment Energy Efficiency Scheme	450	-48 RS	402	100%	402	392	392	392
Contingency against Leisure outsourced income streams	480	-263 RS	217	100%	217	300	300	300
Development Control Income	500	-500 RS	0	0%	0	0	0	0
HS2 Challenge contingency	200	0 RS	200	100%	200	0	0	0
Heathrow Expansion Challenge Contingency	0	200 RS	200	100%	200	0	0	0
Impact of welfare reform on homelessness	737	0 RS	737	100%	737	737	737	737
Hillingdon Local Plan (Formerly LDF)	90	-60 RS	30	100%	30	130	0	0
SEN transport	100	660 RS	1,010	75%	760	610	510	510
Waste Disposal Levy (Demand-led Tonnage Increases)	550	1,460 RS	2,010	100%	2,010	2,810	3,610	4,410
Impact of reduction in UKBA grant funding	1,449	546 SC&H	1,995	100%	1,995	1,736	1,384	1,253
Increase in Transitional Children due to Demographic Changes	2,742	1,072 SC&H	3,878	98%	3,814	5,165	6,229	7,286
Potential shortfall in SCH&H savings delivery	500	-500 SC&H	0	0%	0	0	0	0
SC&H BID Staffing Structure Review	0	1,500 SC&H	1,500	100%	1,500	1,500	1,500	1,500
Social Care Pressures (Adults)	6,171	1,506 SC&H	8,323	92%	7,677	9,820	11,767	13,867
Children's Social Care (Southwark Judgement)	165	-165 SC&H	0	0%	0	0	0	0
Social Care Pressures (Children's)	0	781 SC&H	781	100%	781	781	781	781
Total Potential Calls	16,691	6,192	25,373		22,883	26,041	29,290	33,116
Financing								
Base Budget					16,691	16,691	16,691	16,691
Increase in contingency base budget included in error in Feb 2012 report					850	850	850	850
2012/13 Contingency released to Directorate Budgets					-1,315	-1,315	-1,315	-1,315
Revised Base Budget					16,226	16,226	16,226	16,226
Increase / Decrease in Contingency					6,657	9,815	13,064	16,890
Total Financing					22,883	26,041	29,290	33,116

<u>Priority Growth Proposals</u>		Net Variation from 2012/13 Budget			
	Group	2013/14	2014/15	2015/16	2016/17
Description		£(000s)	£(000s)	£(000s)	£(000s)
Additional Litter and dog waste bins(one-off funding dropping out)	RS	-18	-18	-18	-18
Extended Library Opening Hours	RS	22	22	22	22
Increase in Unallocated Priority Growth		926	2,676	3,426	3,426
Total Priority Growth Proposals		930	2,680	3,430	3,430
<u>Memorandum - Unallocated Priority Growth Fund</u>		Priority Growth Available to Fund further Initiatives			
	Group	2013/14	2014/15	2015/16	2016/17
		£(000s)	£(000s)	£(000s)	£(000s)
Roll Forward Budget		1,704	1,704	1,704	1,704
Additional Priority Growth included in MTFF		926	2,676	3,426	3,426
Unallocated Priority Growth Fund		2,630	4,380	5,130	5,130
Initiatives funded from Unallocated Priority Growth					
Trees Officer (Full Year Effect)	RS	50	50	50	50
Legal Support for BID Reviews	A&F	43	43	43	43
Proceeds of Crime Officer	RS	56	56	56	56
Ruislip Lido Officer	RS	33	33	33	33
Park Cleaning - Weekend Litter Collection April to September	RS	57	57	57	57
Community Safety - On-going Projects	RS	58	58	58	58
Community Safety - New Projects	RS	100	100	100	100
Highways Inspector - Section 58	RS	33	33	33	33
Planning for Business Co-ordinator	RS	50	50	50	50
Enhanced Litter Collection	RS	65	55	55	55
Additional Schools Funding	RS	500	1,250	2,000	2,000
Road & Pavement Maintenance (increase from £500k to £1,000k)	RS	500	0	0	0
Transportation Planning Policy Officer	RS	60	60	60	60
Care Leavers Grant	SC&H	25	25	25	25
Remaining Unallocated Priority Growth Fund		1,000	2,510	2,510	2,510

Description	Net Variation from 2012/13 Budget			
	2013/14	2014/15	2015/16	2016/17
Full Year Impact of Prior Year Savings	-10,692	-23,925	-35,806	-48,910
New Savings Proposals				
Administration & Finance	-253	-714	-895	-878
Residents Services	-2,292	-2,958	-3,709	-3,637
Social Care & Health	-3,874	-1,428	-1,791	-1,755
Policy Decisions & Corporate Items	0	-5,056	-6,438	-6,272
Sub-total	-17,111	-34,081	-48,639	-61,452
Unallocated Savings	0	-0	-0	-0
Total	-17,111	-34,081	-48,639	-61,452

	Description of proposal	2013-14 £000's	2014-15 £000's	2015-16 £000's	2016-17 £000's
FULL YEAR IMPACT OF PRIOR YEAR SAVING (NO CHANGES)					
HR L&D1	L&D Rationalisation of Training	-25	-25	-25	-25
DS3	BID Review of Electoral and Registration Services	-20	-20	-20	-20
FS3	Review of Insurance Premiums and Provisions	-50	-50	-50	-50
PP1	Review of Policy and Performance Services	-67	-67	-67	-67
HR L&D2	Review of Social Worker Development Programme	-37	-47	-47	-47
SUB-TOTAL FULL YEAR IMPACT OF PRIOR YEAR SAVING (NO CHANGES)		-199	-209	-209	-209
FULL-YEAR IMPACT OF PRIOR YEAR SAVING (REVISED)					
PPBS1	Review of Business Support This is the full year effect of the review to the structure of the Central Services Business Support Unit in 2012/13 and the review of the PA Support to Central Services.	-65	-65	-65	-65
FS4	Review of External Audit Costs The Council currently employs Deloitte as its External Auditor, within a framework agreed by the Audit Commission, which sets the level of fees charged. The demise of the Audit Commission will significantly reduce the fees that Deloitte are required to charge as they currently include a large element of Audit Commission overhead cost recovery. This savings is based on the indicative new charging levels currently being consulted with councils.	-168	-168	-168	-168
PP4	London Boroughs Grant Scheme - further reduction in contributions Further to a review of the London Borough Grant Scheme, it is anticipated that further savings will be made in 2013/14 due to a reduction in costs. This figure is subject to decisions by London Councils Grant committee and the Leader's committee on the priorities and scale of the scheme. This is likely to result in a reduced contribution from boroughs, but will also be subject to subsequent consultation on the impact.	-89	-89	-89	-89
FS2	BID Finance Review This saving is the full year effect of the Accounting and Revenues restructuring that is being implemented during 2012/13 plus the deletion of a further post in Education Finance on the back of the increasing number of schools transferring to Academy status.	-82	-82	-82	-82
DS4	Election and Registration Services Review of Income Generation As a result of the recent restructure within the Election and Registration service and the implementation of further service efficiencies, the team is benefiting from working in a more efficient and effective manner. This has allowed for the opportunity to review and re-assess the income generating potential of the service and, as such, has resulted in a sustainable increase of £30k.	-30	-30	-30	-30
FS7	Review of Council Top Tier Structure A revised top tier structure of the Council was agreed at Council on 8th November 2012. This proposal captures the savings arising from this restructure.	-165	-165	-165	-165
SUB-TOTAL FULL-YEAR IMPACT OF PRIOR YEAR SAVING (REVISED)		-599	-599	-599	-599
NEW 2013-14 MEASURES					
	Major Transformation Projects & BID Reviews (see Appendix 5d for details)	-253	-253	-253	-253
	Allocated Future Years Savings Target	0	-714	-1,609	-2,487
SUB-TOTAL NEW 2013-14 MEASURES		-253	-967	-1,862	-2,740
Total Savings Administration and Finance Services		-1,051	-1,775	-2,670	-3,548

	Description of proposal	2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's
FULL YEAR IMPACT OF PRIOR YEAR SAVING (NO CHANGES)					
PECS11	Full year impact of 2011-12 saving - BID Compliance review	-113	-113	-113	-113
ES2/ ES11	Full year impact of 2011-12 Saving - HRA review	0	-250	-250	-250
PECS26	Full-year impact of 2011-12 saving - Advertising income	0	0	0	0
SUB-TOTAL FULL YEAR IMPACT OF PRIOR YEAR SAVING (NO CHANGES)		-113	-363	-363	-363
FULL-YEAR IMPACT OF PRIOR YEAR SAVING (REVISED)					
PECS 23	New Homes Bonus - Matched funding DCLG Local Growth Initiative to match fund Council Tax on new homes built - savings from 2013/14 onwards add to existing award of £2,969k	-2,693	-4,525	-4,945	-5,216
ICT1,2&4	Restructuring of ICT Service and Re-Tendering ICT Contracts The restructure savings relates to opportunities through the continued unification of the ICT function. There are additional savings in the ICT restructure and in the BID Cross Cutting savings for 2013/14.	-110	-360	-360	-360
ICT5	Process development within Contact Centre Opportunities through the use of improved technology and investigating different delivery models, including considering the outsourcing of individual services.	-90	-90	-90	-90
PEECS12-26	Education Funding - Academy transfers Reduction in expenditure to reflect the reduced level of central government funding due to Academy transfers	-804	-804	-804	-804
SUB-TOTAL FULL-YEAR IMPACT OF PRIOR YEAR SAVING (REVISED)		-3,697	-5,779	-6,199	-6,470
NEW 2013-14 MEASURES					
PEECS13-01	Education Funding - Continuing review Further savings in Education to reflect revised Education funding regime	-115	-115	-115	-115
PEECS13-02	Waste Services - Dry Recycling Contract Revised scope and contract for dry recyclates	-536	-536	-536	-536
PEECS13-03	Town Centre Management Restructure and merger of Town Centre and Community Engagement teams	-23	-23	-23	-23
PEECS13-04	Arts & Events Service Restructure BID review of Arts and Events Service	-42	-42	-42	-42
PEECS13-05	Facilities Management review Restructure of Facilities Management	-131	-131	-131	-131
PEECS13-06	Zero based Budget Review of Business Rates Net saving resulting from cumulative impact of revaluations and disposals	-85	-85	-85	-85
PEECS13-07	Review of remaining discretionary budgets across the Group Reduction in non-staffing budgets across non-Education service areas	-185	-185	-185	-185
PEECS13-08	Business Support & Technical Admin review An ongoing review of support and administration across the group	-169	-169	-169	-169
	Reduction in currently budgeted redundancy costs	-100	-100	-100	-100
	2010/11 & 2011/12 savings target net shortfall / (surplus) that needs addressing on a permanent basis	68	68	68	68
	2012/13 anticipated savings shortfall re: PECS26 Advertising Income	50	50	50	50
	Major Transformation Projects & BID Reviews (see Appendix 5d for details)	-1,024	-1,188	-1,243	-1,243
	Allocated Future Years Savings Target	0	-2,958	-6,667	-10,304
SUB-TOTAL NEW 2013-14 MEASURES		-2,292	-5,414	-9,178	-12,815
Total Savings Residents Services		-6,102	-11,556	-15,740	-19,648

	Description	2013-14 £000's	2014-15 £000's	2015-16 £000's	2016-17 £000's
FULL YEAR IMPACT OF PRIOR YEAR SAVING (NO CHANGES)					
1.3	Full year impact of 2011-12 saving - Corporate parenting function admin cost reduction	-40	-40	-40	-40
BI1A	Estimated One-Off ASCH&H redundancy costs (not included in above)	-100	-150	-150	-150
ES1	Full year impact of 2011-12 - West London Alliance home care framework & high cost packages	-100	-100	-100	-100
RE12	MH Commissioning	-294	-383	-383	-383
RE1	Full year impact of 2011-12 saving - reablement service	-2,812	-4,540	-4,540	-4,540
RE2	Full year impact of 2011-12 Saving - learning disability in-house services, day services & client transport	-313	-403	-403	-403
RE3	Full year impact of 2011-12 Saving - older peoples in-house services, day services & client transport	-120	-180	-180	-180
BI1	Full year impact of 2011-12 saving - application of BID operating model	-20	-20	-20	-20
1.4	Full year impact of 2011-12 saving - Looked after children placements review	-1,096	-1,096	-1,096	-1,096
SUB-TOTAL FULL YEAR IMPACT OF PRIOR YEAR SAVING (NO CHANGES)		-4,895	-6,912	-6,912	-6,912
FULL-YEAR IMPACT OF PRIOR YEAR SAVING (REVISED)					
BI2.C&F	Children's & Families, Non-Essential Spend Review A comprehensive review of non-essential spend budgets within the department has identified that savings, including reductions in spend on Advertising, travel expenses, consultancy fees, equipment, stationery, and other expenses.	-209	-209	-209	-209
FC12	Fees & Charges The annual increase in welfare benefits is based on the CPI for October and it is expected that this will create headroom between this rate and the LBH assumed income inflation rate.	-100	-100	-100	-100
PR1o	Improved commissioning and contracting over achievement The strategy for procurement is unchanged although the savings have been rephased.	-735	-735	-735	-735
RE1a	Full year impact of 2011-12 saving - reshaping learning disability housing & support The redesign and development of a range of housing options for people with a learning disability by supporting people with a learning disability to move from residential care to supported living accommodation or properties that meet their individual needs. By supporting people to maintain or regain a more independent lifestyle there will be a significant reduction in costs from a diversion from long-term residential placements.	0	-1,656	-2,906	-2,906
RE1b	Full year impact of 2011-12 saving - reshaping physical disability housing & support The redesign and development of a range of housing options for people with a physical disability by supporting people with a learning disability to move from residential care to supported living accommodation or properties that meet their individual needs. By supporting people to maintain or regain a more independent lifestyle there will be a significant reduction in costs from a diversion from long-term residential placements.	0	-510	-510	-510
RE1b-CC	Charles Curran, Closure of unit The earlier than expected availability of alternative independent living accommodation at Cottesmore and elsewhere has enabled the end closure date to be brought forward.	-145	-145	-145	-145
SUB-TOTAL FULL-YEAR IMPACT OF PRIOR YEAR SAVING (REVISED)		-1,189	-3,355	-4,605	-4,605

	Description	2013-14 £000's	2014-15 £000's	2015-16 £000's	2016-17 £000's
NEW 2013-14 MEASURES					
ASC - ORD1	Social Care out of borough placements				
	To undertake a review of all out of borough packages to ensure value for money .	-275	-400	-400	-400
PR1p	Use of Care Funding Calculator for Children services				
	To use the Care Fund Calculator to negotiate lower rates on the private and voluntary market for residential and independent foster care places. This accelerates and brings forward this tool to be used for all placements.	-255	-255	-255	-255
CCF	Complex Cases - Fostering				
	The Multi Treatment Fostering Care team will target 8 complex cases to ensure that by effective use of alternative provision the outcome is intensive Fostering support rather than a residential placement.	-300	-300	-300	-300
	Major Transformation Projects & BID Reviews (see Appendix 5d for details)				
	Allocated Future Years Savings Target	-3,044	-3,044	-3,044	-3,044
	SUB-TOTAL	0	-1,428	-3,219	-4,974
		-3,874	-5,427	-7,218	-8,973
Total Savings Social Care & Health		-9,958	-15,694	-18,735	-20,490

Description		2013-14 £000's	2014-15 £000's	2015-16 £000's	2016-17 £000's
Administration & Finance BID Savings Programme					
Restructure of HR Service - BID Saving		-153	-153	-153	-153
This proposes a review of the structure of the HR team, specifically the senior management posts and also the role of the HR Business Partner to ensure the necessary resources at this level from 2013 onward.					
Merging Housing Benefits and Revenues		-100	-100	-100	-100
With the recent transfer of Housing Benefit into Revenues Services, the two teams will be merged and processes streamlined.					
Sub-Total Administration & Finance BID Savings Programme		-253	-253	-253	-253
Residents Services BID Savings Programme					
Contact Centre Review		-75	-75	-130	-130
Review of contact management strategies and tactics to reduce demand and more effectively and efficiently process demand making use of technology, channel migration and end to end service delivery redesign. Depending on decisions made on housing benefits and associated activities around local tax benefits there could be significant impacts upon the Contact Centre. Projects needs to be progressed					
Children's Pathway		-300	-360	-360	-360
This project brings together services in education and children's services across the children's pathway. This project takes forward the family intervention project which has the objective of developing a preventative hub to deliver preventative programmes and support for families reducing long term costly interventions. There has been an underspend in the ring fenced budget for the pathway this financial year. It is anticipated that the consolidation of teams, clarification of roles and responsibilities, development of collaborative working with partners and the voluntary sector, introduction of targeted delivery programmes, integration of public health promotion and consolidation of contract spend will result in some savings during 2013/14. The impact of changes will take some time to realise, but it is anticipated that some benefits will start to be seen from 2015/16.					
Highways Review		-59	-113	-113	-113
A review of highways has been undertaken and savings identified though streamlining of business processes and restructuring. Restructuring proposals to be put following implementation of new ways of working in February 2013.					
Environment and Housing Grounds Maintenance and Cleansing Convergence (Utility Related Services)		-28	-28	-28	-28
This involves bringing together services in PEECS and Housing which are duplicated such as cleansing and bulky collection and will be implemented as part of the housing review.					
Property and Major Construction Projects		0	0	0	0
No anticipated savings but more streamlined processed combined with more effective project management will lead to reduction in project costs					
Education Restructure		-150	-150	-150	-150
Restructuring proposals are being developed for consideration by the Leader end February 2013. These changes will aligned with proposals relating to the children's pathway. It is anticipated that this will be undertaken in two phases as some activities, like governor support, are likely to transfer to schools and there will need to be a period of transition incorporated.					
ICT Further Restructuring of Operational Management		-81	-81	-81	-81
Restructure in ICT following a review undertaken with staff during August and October 2012. There were a number of opportunities identified to regroup the activities undertaken across the service and change the ICT delivery process moving from a Business Partner Model to an Account Manager model. The service manager restructuring has been completed and a new IT Manager appointed. Consultation has started on the next tier with a further restructure for remaining staff planned to start in January 2013.					

	Description	2013-14 £000's	2014-15 £000's	2015-16 £000's	2016-17 £000's
	Anti-Social Behaviour Team 2 posts to be deleted following redeployment and vacancy	-87	-87	-87	-87
	Maintenance Convergence (Corporate FM Review) Review of all facilities management functions across the Council. Anticipated outcome: rationalisation of contracts, service improvements and streamlined structure. Conservative estimate of staff savings (£150k) and contract management savings (£100k). Consultation underway for new structure, further phases or review due to start.	-144	-144	-144	-144
	Senior Management Restructure incorporating Housing Services With the transfer of housing to PEECS, proposals are being developed for a new senior management structure. Paper to the leader in February 2013. Paper expected to identify more than £50k savings	-50	-50	-50	-50
	Corporate/Passenger Transport Review This project consolidates the work being done across transport services. Currently identified savings deals with budget pressure.	0	0	0	0
	Housing Review This project is being scoped at present. The discovery work previously done in housing will be reviewed and opportunities identified. The alignment of former housing and PEECs services will be incorporated into this project. It will also consider the alignment of estate services across the Council as well as the role of housing officers and potential integration with other services especially ASBIT and the new key workers who will be part of the Children's Pathway project. (This is General Fund share, HRA has £400k saving) Paper at end of January will provide clarity	-50	-100	-100	-100
Sub-Total Residents Services BID Savings Programme		-1,024	-1,188	-1,243	-1,243

	Description	2013-14 £000's	2014-15 £000's	2015-16 £000's	2016-17 £000's
Social Care & Health BID Savings Programme					
	Supervised Visits	-44	-44	-44	-44
	Review of contractual arrangements that supervise parental visits to estranged children. If it is decided to go ahead with proposals to shift from use of Agency to internal sessional staff. There could be a further opportunity to work collaboratively with the voluntary sector for service delivery in the future.				
	Business Support Review	0	0	0	0
	The BSU for Social Care will be reviewed as a BID project following finalisation of the new departments responsibilities.				
	SCH Unallocated BID Savings	-1,500	-1,500	-1,500	-1,500
	SCH BID Staffing Structure Review	-1,500	-1,500	-1,500	-1,500
	Sub-Total Social Care & Health BID Savings Programme	-3,044	-3,044	-3,044	-3,044
Total BID Savings Programme					
		-4,321	-4,485	-4,540	-4,540

Corporate Summary (HRA)		2012/13 £(000s)	2013/14 £(000s)	2014/15 £(000s)	2015/16 £(000s)	2016/17 £(000s)
<u>Resources</u>						
Increase/(Decrease) in number of dwellings units after conversion to social rent from different rent schemes		(31)	35	40	5	(45)
Increase in Average Weekly Dwelling Rent (%)		6.4%	3.1%	3.0%	3.0%	3.0%
Equivalent number of dwelling units after conversion to social rent from different rent schemes		10,300	10,335	10,375	10,380	10,335
Average Weekly Dwelling Rent		£101.40	£104.55	£107.69	£110.92	£114.25
<i>Gross Dwelling Rents</i>		54,312	56,187	58,103	59,873	61,402
Void Risk Contingency		(538)	(564)	(588)	(609)	(626)
<i>Net Dwelling Rents</i>		53,774	55,623	57,515	59,264	60,776
<i>Non-Dwelling Rents</i>		1,752	1,805	1,859	1,914	1,972
Net Rental Income		55,526	57,428	59,374	61,178	62,748
<u>Budget Requirement</u>						
Roll Forward Budget		54,341	55,526	55,526	55,526	55,526
Inflation		615	502	1,509	2,574	3,709
Corporate Items		(1,609)	(1,552)	553	2,000	3,030
Contingency		743	34	56	78	78
Priority Growth - Investment in Housing Stock		2,530	4,937	3,749	3,019	2,424
Savings		(1,094)	(2,019)	(2,019)	(2,019)	(2,019)
<i>Budget Requirement</i>		55,526	57,428	59,374	61,178	62,748
Budget Gap / (Surplus)		0	0	0	0	0

Description	Net Variation from 2012/13 Budget				
	2013/14	2014/15	2015/16	2016/17	
	£(000s)	£(000s)	£(000s)	£(000s)	
<u>Corporate Items</u>					
Capital Financing Costs	217	308	788	885	
Contributions (from) / to Balances	-1,769	245	1,212	2,145	
Net Corporate Items	-1,552	553	2,000	3,030	

Development & Risk Contingency	Provision 2012/13 £(000s)	Change from 2012/13 £(000s)	Gross Risk 2013/14 £(000s)	Probability (%)	Provision 2013/14 £(000s)	Provision 2014/15 £(000s)	Provision 2015/16 £(000s)	Provision 2016/17 £(000s)
Potential Calls								
Additional Provision for Doubtful Debt	843	34	877	100%	877	899	921	921
General Contingency	480	0	500	96%	480	480	480	480
Total Potential Calls	1,323	34	1,377		1,357	1,379	1,401	1,401
Financing								
Base Budget								
Increase / Decrease in Contingency					1,323 34	1,323 56	1,323 78	1,323 78
Total Financing					1,357	1,379	1,401	1,401

Ref	Description	Net Variation from 2012/13 Budget				
		2013/14 £(000s)	2014/15 £(000s)	2015/16 £(000s)	2016/17 £(000s)	
(1) FULL YEAR IMPACT OF PRIOR YEAR SAVING (NO CHANGES)						
	General Services	-150	-150	-150	-150	
	Repairs Services - Responsive	-588	-588	-588	-588	
(2) NEW 2013-14 MEASURES						
	General Services	-400	-400	-400	-400	
	This review will result in the remodelling of the back office functions removing vacant posts					
	BID Review					
	To undertake a Bid Review of the current Housing services	-500	-500	-500	-500	
	Repairs Services - Responsive	-381	-381	-381	-381	
	Review of all facilities management functions across the Council. Anticipated outcome: rationalisation of contracts, service improvements and streamlined structure. Conservative estimate of staff savings (£150k) and contract management savings (£100k). More will be known after the RIE is completed in September. Phase 1 Management restructuring gives 2013/14 GF saving of £144k in 2013/14 HRA saving £145K in 2013/14. Further savings will be identified in next phase or work .					
	Total Savings	-2,019	-2,019	-2,019	-2,019	

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All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
1. Administration and Finance										
Advertising charges in Hillingdon People										
Full page	B	1,680.00	1,680.00	STD	1,680.00	0.00%	1,680.00	0.00%	01-Apr-11	
Half page	B	960.00	960.00	STD	960.00	0.00%	960.00	0.00%	01-Apr-11	
Quarter page	B	600.00	600.00	STD	600.00	0.00%	600.00	0.00%	01-Apr-11	
Eighth page	B	300.00	300.00	STD	300.00	0.00%	300.00	0.00%	01-Apr-11	
Display box	B	144.00	144.00	STD	144.00	0.00%	144.00	0.00%	01-Apr-11	
Back page	B	1,920.00	1,920.00	STD	1,920.00	0.00%	1,920.00	0.00%	01-Apr-11	
Inside front full page	B	1,800.00	1,800.00	STD	1,800.00	0.00%	1,800.00	0.00%	01-Apr-11	
Inside front half page	B	1,020.00	1,020.00	STD	1,020.00	0.00%	1,020.00	0.00%	01-Apr-11	
Court Summons										
Council Tax	R	125.00	125.00	NB	125.00	0.00%	125.00	0.00%	01-Apr-11	
NNDR	R	165.00	165.00	NB	165.00	0.00%	165.00	0.00%	01-Apr-11	
Registrar										
Certificates purchased from the Registrar										
Birth, Death and Stillbirth - Standard	M	4.00	4.00	NB	4.00	0.00%	4.00	0.00%	01-Apr-12	
Birth and Stillbirth - Short	M	N/A	N/A	NB	N/A	N/A	N/A	N/A	01-Apr-12	
Birth - Additional Short	M	4.00	4.00	NB	4.00	0.00%	4.00	0.00%	01-Apr-12	
Marriage	M	4.00	4.00	NB	4.00	0.00%	4.00	0.00%	01-Apr-12	
Certificates purchased from Registrar after time of initial registration										
All	M	7.00	7.00	NB	7.00	0.00%	7.00	0.00%	01-Apr-12	
Certificates purchased from the Superintendent										
Birth - Short	M	10.00	10.00	NB	10.00	0.00%	10.00	0.00%	01-Apr-12	
Birth - Standard	M	10.00	10.00	NB	10.00	0.00%	10.00	0.00%	01-Apr-12	
Death and Marriage	M	10.00	10.00	NB	10.00	0.00%	10.00	0.00%	01-Apr-12	

Type

B - Business R - Resident
M - Mixed C - ConcessionVAT Status
STD- Standard
EXP - Exempt
NB- Non Business

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Marriages/Civil Partnerships (Statutory fees)										
Entry of each notice	M	35.00	35.00	NB	35.00	0.00%	35.00	0.00%	01-Apr-12	
Basic ceremony/Schedule in Superintendent's Office	M	45.00	45.00	NB	45.00	0.00%	45.00	0.00%	01-Apr-12	
Registrar's attendance at Registered Building	M	84.00	84.00	NB	84.00	0.00%	84.00	0.00%	01-Apr-12	
Marriages/Civil Partnerships (Non - Statutory fees)										
Silver ceremony in four seasons room (Mon-Thurs)	M	97.50	97.50	EXP	97.50	0.00%	97.50	0.00%	01-Apr-11	
Silver ceremony in four seasons room (Fri-Sat)	M	102.50	102.50	EXP	102.50	0.00%	102.50	0.00%	01-Apr-11	
Gold ceremony in four seasons room (Mon-Thurs)	M	154.00	154.00	EXP	154.00	0.00%	154.00	0.00%	01-Apr-11	
Gold tier ceremony in four seasons room (Fri-Sat)	M	169.50	169.50	EXP	169.50	0.00%	169.50	0.00%	01-Apr-11	
Ceremony at approved Premises (Mon - Thurs)	M	307.50	307.50	EXP	307.50	0.00%	307.50	0.00%	01-Apr-11	
Ceremony at approved Premises (Fri-Sat)	M	410.00	410.00	EXP	410.00	0.00%	410.00	0.00%	01-Apr-11	
Ceremony at approved Premises (Sun)	M	457.00	457.00	EXP	457.00	0.00%	457.00	0.00%	01-Apr-11	

Type
 B - Business R - Resident
 M- Mixed C- Concession

VAT Status
 STD- Standard
 EXP - Exempt
 NB- Non Business

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Citizenship ceremony										
Citizenship ceremony (Home Office set Fee)	M	80.00	80.00	NB	80.00	0.00%	80.00	0.00%	01-Apr-11	
Nationality Checking Service										
Nationality Checking Service - Adults	M	60.00	60.00	STD	60.00	0.00%	60.00	0.00%	01-Apr-11	
Nationality Checking Service - Children	M	30.00	30.00	STD	30.00	0.00%	30.00	0.00%		
Electoral										
Registration confirmation letters	R	15.00	15.00	NB	15.00	0.00%	15.00	0.00%	01-Apr-11	
Edited registers	B	30.00	30.00	NB	30.00	0.00%	30.00	0.00%	01-Apr-11	
Credit reference agencies registers	B	500.00	500.00	NB	500.00	0.00%	500.00	0.00%	01-Apr-11	
Certificate Priority Service										
1 Hour	M	10.00	10.00	STD	10.00	0.00%	10.00	0.00%	01-Apr-11	
24 Hour	M	5.00	5.00	STD	5.00	0.00%	5.00	0.00%	01-Apr-11	
Renewal of Marriage Vows										
Four Seasons	M	173.50	173.50	STD	173.50	0.00%	173.50	0.00%	01-Apr-11	
Approved Premises	M	262.50	262.50	STD	262.50	0.00%	262.50	0.00%	01-Apr-11	

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Baby naming Ceremonies										
Four Seasons	M	173.50	173.50	STD	173.50	0.00%	173.50	0.00%	01-Apr-11	
Citizenship ceremony										
Individual Citizenship ceremony (cost in addition to statutory charge) - Midweek Charge	M	100.00	100.00	NB	100.00	0.00%	100.00	0.00%	01-Apr-11	
Individual Citizenship ceremony (cost in addition to statutory charge) - Saturday Charge	M	125.00	125.00	NB	125.00	0.00%	125.00	0.00%	01-Apr-11	
Corporate Landlord Estates & Valuation services										
Licence to assign leases: initial flat rate	M	350.00	350.00	EXP	350.00	0.00%	350.00	0.00%	01-Apr-11	
Thereafter: fee scale at officer rate: Principal Valuer	M	77.00	77.00	EXP	77.00	0.00%	77.00	0.00%	01-Apr-11	
Qualified Valuer	M	62.00	62.00	EXP	62.00	0.00%	62.00	0.00%	01-Apr-11	
Assistant / admin officer	M	47.00	47.00	EXP	47.00	0.00%	47.00	0.00%	01-Apr-11	
Licence to make alterations to leases fee scale at officer rate:										
Principal Valuer	M	77.00	77.00	EXP	77.00	0.00%	77.00	0.00%	01-Apr-11	
Qualified Valuer	M	62.00	62.00	EXP	62.00	0.00%	62.00	0.00%	01-Apr-11	
Assistant Valuer / admin officer	M	47.00	47.00	EXP	47.00	0.00%	47.00	0.00%	01-Apr-11	

Type
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VAT Status
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 NB- Non Business

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Licence to change or extend leases fee scale at officer rate:										
Principal Valuer	M	77.00	77.00	EXP	77.00	0.00%	77.00	0.00%	01-Apr-11	
Qualified Valuer	M	62.00	62.00	EXP	62.00	0.00%	62.00	0.00%	01-Apr-11	
Assistant Valuer / admin officer	M	47.00	47.00	EXP	47.00	0.00%	47.00	0.00%	01-Apr-11	
Arbitration of disputes regards leases related charges :										
Photocopying Assistant / admin officer	M	47.00	47.00	EXP	47.00	0.00%	47.00	0.00%	01-Apr-11	
Transport	M	LBH mileage rates	LBH mileage rates	EXP	LBH mileage rates	N/A	LBH mileage rates	N/A	01-Apr-12	
Licence to install satellite dishes per licence	M	77.00	77.00	EXP	77.00	0.00%	77.00	0.00%	01-Apr-11	

All prices are VAT inclusive								
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase
2. Building Control								
Table 1 (Erection of New Housing & Flats) - Building Notice Charge -Plan charge 50% : Inspection charge 50%								
1	R	606.01	606.01	STD	606.01	0.00%	606.01	0.00%
2	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%
3	R	848.41	848.41	STD	848.41	0.00%	848.41	0.00%
4	R	969.60	969.60	STD	969.60	0.00%	969.60	0.00%
5 to 10	R	1,212.00	1,212.00	STD	1,212.00	0.00%	1,212.00	0.00%
1 to 5 Flats	R	848.41	848.41	STD	848.41	0.00%	848.41	0.00%
5 to 10 Flats	R	1,090.81	1,090.81	STD	1,090.81	0.00%	1,090.81	0.00%
Table 2 (Domestic Extension(s)) - Plan charge 40% : Inspection charge 60%								
Less than 40m2	R	606.01	606.01	STD	606.01	0.00%	606.01	0.00%
40m2 to 60m2	R	606.01	606.01	STD	606.01	0.00%	606.01	0.00%
60m2 (up to 100m2)	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%
Domestic Extension(s) - with the following other works within the existing house (Installation of new WC, shower, bath or basin within existing room)								
Less than 40m2	R	606.01	606.01	STD	606.01	0.00%	606.01	0.00%
40m2 to 60m2	R	606.01	606.01	STD	606.01	0.00%	606.01	0.00%
60m2 (up to 100m2)	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%
Domestic Loft Conversions								
Less than 40m2	R	606.01	606.01	STD	606.01	0.00%	606.01	0.00%
40m2 to 60m2	R	606.01	606.01	STD	606.01	0.00%	606.01	0.00%
60m2 (up to 100m2)	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%
Less than 40m2	R	606.01	606.01	STD	606.01	0.00%	606.01	0.00%
40m2 to 60m2	R	606.01	606.01	STD	606.01	0.00%	606.01	0.00%
60m2 (up to 100m2)	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Domestic Loft Conversion - with the following other works within the existing house										
(Installation of new WC, shower, bath or basin within existing room)										
Less than 40m2 40m2 to 60m2 60m2 (up to 100m2)	R	606.01	606.01	STD	606.01	0.00%	606.01	0.00%	01-Apr-11	
	R	606.01	606.01	STD	606.01	0.00%	606.01	0.00%	01-Apr-11	
	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	
Table 2 Other Domestic Buildings (Detached Garage/Carport or attached Conservatory) Plan charge 40% : Inspection charge 60%										
Less than 40m2 40m2 (up to 100m2) Less than 40m2 40m2 (up to 100m2)	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	
	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	
	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	
	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	
Table 2 Other Works to Single Dwelling Plan charge 50% : Inspection charge 50%										
Installation of new WC/shower/bath or basin within existing room	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	
Formation of New WC/Shower room/bathroom	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	
Removal of Chimney Breast(s)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	
Formation of Structural Opening in wall e.g. simple through lounge	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	
Formation of Structural Opening in wall with removal of chimney breast(s)	R	363.61	363.61	STD	363.61	0.00%	363.61	0.00%	01-Apr-11	

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Formation of Structural Opening in wall requiring new foundation, piers etc	R	363.61	363.61	STD	363.61	0.00%	363.61	0.00%	01-Apr-11	
Formation of Structural Opening in wall requiring new foundation, piers etc with removal of chimney breast(s)	R	363.61	363.61	STD	363.61	0.00%	363.61	0.00%	01-Apr-11	
Replacement of roof weathering (Flat & Pitched)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	
Underpinning up to 6m	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	
Replacement or installation of 5 or fewer new windows/rooflights	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	
(Re-) plastering or (re-) rendering to walls (at least half of room and up to 50m2)	R	121.21	121.21	STD	121.21	0.00%	121.21	0.00%	01-Apr-11	
Electrical wiring (up to 4 bed dwelling - 12 circuits)	R	363.61	363.61	STD	363.61	0.00%	363.61	0.00%	01-Apr-11	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Table 2 Conversion work Dwellings Plan charge 50% : Inspection charge 50%										
Attached/detached Garage to habitable use	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	
Conversion to habitable use (e.g. conservatory)	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	
Conversion of existing building into 5 or fewer self contained flats	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	
Conversion of one flat/house into two	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	
Table 3 Commercial Charges - Shops & Offices (Small Extensions) Plan charge 50% : Inspection charge 50%										
Less than 40m2	R	606.01	606.01	STD	606.01	0.00%	606.01	0.00%	01-Apr-11	
40m2 to 60m2	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	
60m2 (up to 100m2)	R	969.60	969.60	STD	969.60	0.00%	969.60	0.00%	01-Apr-11	
Table 3 Commercial Charges - Detached shed or covered yard Plan charge 50% : Inspection charge 50%										
Less than 40m2	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	
40m2 (up to 100m2)	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	
Table 3 Commercial Charges - Other Minor works Plan charge 50% : Inspection charge 50%										
New shopfront (up to 10m)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	
Installation of ATM to existing shopfront	R	121.21	121.21	STD	121.21	0.00%	121.21	0.00%	01-Apr-11	
Installation of new rooflight/smoke vents to existing roof (up to 5)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	

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Table 3 Commercial Charges (continued) - Fitting out works (including WC's, staff kitchen etc) Plan charge 50% :								
Inspection charge 50%								
Up to 500m2	R	363.61	363.61	STD	363.61	0.00%	363.61	0.00%
More than 500m2 (up to 1000m2)	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%
Formation of staff kitchen (up to 10m2)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%
Formation of commercial kitchen	R	363.61	363.61	STD	363.61	0.00%	363.61	0.00%
Formation of structural opening (1 opening)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%
Formation of structural openings (up to 5 openings)	R	363.61	363.61	STD	363.61	0.00%	363.61	0.00%
Formation of new WC/shower room/bathroom fit out	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%
Installation of new WC/shower/bath or basin within existing room fit out	R	121.21	121.21	STD	121.21	0.00%	121.21	0.00%
New partitions to form office/room(s) in existing building (up to 10m in length)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%
New air conditioning installation	R	121.21	121.21	STD	121.21	0.00%	121.21	0.00%

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New emergency lighting/smoke detection (up to 500m2)	R	121.21	121.21	STD	121.21	0.00%	121.21	0.00%	01-Apr-11	
New suspended ceiling (up to 500m2)	R	121.21	121.21	STD	121.21	0.00%	121.21	0.00%	01-Apr-11	
Replacement fire doors to corridors or stairs (up to 5 doors)	R	121.21	121.21	STD	121.21	0.00%	121.21	0.00%	01-Apr-11	
Table 3 General to all commercial - New mezzanine floor - Plan charge 50% : Inspection charge 50%										
Up to 500m2	R	363.61	363.61	STD	363.61	0.00%	363.61	0.00%	01-Apr-11	
More than 500m2 (up to 1000m2)	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	
Replacement roof covering (flat or pitched roof up to 500m2)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	
Underpinning (up to 10m in length)	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	
New wall/partition (up to 10m in length)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	
Replacement or installation of 5 or fewer new windows/rooflights	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Table 3 Other Commercial - Plan charge 40% : Inspection charge 60%										
Factory (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	0.00%	2,424.00	0.00%	01-Apr-11	
Warehouses (up to 1000m2)	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	
Schools (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	0.00%	2,424.00	0.00%	01-Apr-11	
Assembly Buildings (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	0.00%	2,424.00	0.00%	01-Apr-11	
Commercial Buildings (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	0.00%	2,424.00	0.00%	01-Apr-11	
Public Houses (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	0.00%	2,424.00	0.00%	01-Apr-11	
Hotels (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	0.00%	2,424.00	0.00%	01-Apr-11	
Hospitals (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	0.00%	2,424.00	0.00%	01-Apr-11	

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3. Leisure Services										
Swimming-Indoor										
Peak - Adult	R	3.50	4.00	STD	3.50	0.00%	4.20	5.00%	01-Apr-12	01-Apr-13
Peak - Adult Concession	C	1.70	1.90	STD	1.70	0.00%	2.00	5.26%	01-Apr-12	
Peak - Child	R	1.80	1.80	STD	1.80	0.00%	1.80	0.00%	01-Apr-12	
Peak -Child Concession	C	1.00	1.20	STD	1.00	0.00%	1.00	-16.67%	01-Apr-12	
Off Peak - Adult	R	2.80	3.10	STD	2.80	0.00%	3.30	6.45%	01-Apr-12	
Off Peak- Adult Concession	C	0.90	1.10	STD	0.90	0.00%	1.00	-9.09%	01-Apr-12	
Off Peak - Child	R	1.50	1.50	STD	1.50	0.00%	1.50	0.00%	01-Apr-12	01-Apr-13
Off Peak Child Concession	C	0.80	1.10		0.80	0.00%	0.80	-27.27%	01-Apr-12	
Family Swim - Peak Ticket (2 adults & 2 children)	R	9.00	10.00	STD	9.00	0.00%	10.50	5.00%	01-Apr-12	01-Apr-13
Family Swim - Peak Ticket (2 adults & 2 children) Concession	C	5.00	N/a	STD	5.00	0.00%	N/A	N/A	01-Apr-12	
Family Swim - Off Peak Ticket (2 adults & 2 children)	R	7.40	8.40	STD	7.40	0.00%	8.50	1.19%	01-Apr-12	01-Apr-13
Family Swim - Off Peak Ticket (2 adults & 2 children) Concession	C	2.90	N/A	STD	2.90	0.00%	N/A	N/A	01-Apr-12	

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Swimming-Outdoor										
Adult	R	5.40	6.00	STD	5.40	0.00%	7.00	16.67%	01-Apr-12	
Adult Concession	C	3.70	4.70	STD	3.70	0.00%	5.00	6.38%	01-Apr-12	
Child	R	3.20	3.30	STD	3.20	0.00%	3.50	6.06%	01-Apr-12	
Child Concession	C	2.20	3.20	STD	2.20	0.00%	3.50	9.37%	01-Apr-12	
Under 5's	R	N/A	N/A	STD	0.00	N/A	0.00	N/A	01-Apr-12	
Under 5's Concession	C	N/A	N/A	STD	0.00	N/A	0.00	N/A	01-Apr-12	
Family (2 adults & 2 children)	R	14.00	16.50	STD	14.00	0.00%	17.50	6.06%	01-Apr-12	
Family (2 adults & 2 children)Concession	C	11.50	14.00	STD	11.50	0.00%	15.00	7.14%	01-Apr-12	
Early morning (adult)	R	2.70	3.20	STD	2.70	0.00%	3.50	9.37%	01-Apr-12	
Early morning (adult)Concession	C	2.20	N/A	STD	2.20	0.00%	N/A	N/A	01-Apr-12	
Evening Swim (adult)	R	3.20	3.80	STD	3.20	0.00%	3.80	0.00%	01-Apr-12	
Evening Swim (adult) Concession	C	2.70	N/A	STD	2.70	0.00%	N/A	N/A	01-Apr-12	01-Apr-13
Swimming - Other										
Birthday Parties Sports hall and room hire (90 minutes)	R	102.00	114.00	STD	102.00	0.00%	115.00	0.88%	01-Apr-12	
Birthday Parties Sports hall and room hire (90 minutes) + party host included	R	125.00	140.00	STD	125.00	0.00%	145.00	3.57%	01-Apr-12	

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Swimming Instruction (per lesson) Adult	R	7.00	7.90	STD	7.00	0.00%	8.00	1.27%	01-Apr-12	
Swimming Instruction (per lesson) Adult Concession	C	5.20	5.40	STD	5.20	0.00%	5.50	1.85%	01-Apr-12	
Swimming Instruction (per lesson) Child	R	5.00	5.00	STD	5.00	0.00%	5.30	6.00%	01-Apr-12	
Swimming Instruction (per lesson) Child Concession	C	3.50	3.60	STD	3.50	0.00%	3.60	0.00%	01-Apr-12	
Swimming Instruction (per lesson) One to one tuition	R	20.50	22.80	STD	20.50	0.00%	23.00	0.88%	01-Apr-12	
Swimming Instruction (per lesson) One to one tuition Concession	C	17.00	18.50	STD	17.00	0.00%	19.00	2.70%	01-Apr-12	
Swim Crash Course 1/2 hour per day x 5 day (per half hour)	R	20.50	22.60	STD	20.50	0.00%	23.00	1.77%	01-Apr-12	
Swim Crash Course 1/2 hour per day x 5 day (per half hour) Concession	C	16.50	18.00	STD	16.50	0.00%	18.50	2.78%	01-Apr-12	
Private Hire (Hillingdon Pools from 25 to 33 metres)										
Hourly rate (Other organisations)	R	N/A	116.00	STD	N/A	N/A	120.00	3.45%	01-Apr-12	01-Apr-13
Hourly Rate (Hillingdon Clubs)	R	98.00	N/A	STD	98.00	0.00%		N/A	01-Apr-12	
Per lane per hour (Other organisations)	R	N/A	24.00	STD	N/A	N/A	25.00	4.17%	01-Apr-12	01-Apr-13

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Per lane per hour (Hillingdon Clubs)	R	20.00	N/A	STD	20.00	0.00%		N/A	01-Apr-12	
Private Hire (50m Pool)										
Hourly rate (Other organisations)	R	N/A	225.00	STD	N/A	N/A	250.00	11.11%	01-Apr-12	01-Apr-13
Hourly Rate (Hillingdon Clubs)	R	190.00	N/A	STD	190.00	0.00%		N/A	01-Apr-12	
Per lane per hour (Other organisations)	R	N/A	30.00	STD	N/A	N/A	32.50	8.33%	01-Apr-12	01-Apr-13
Per lane per hour (Hillingdon Clubs)	R	24.00	N/A	STD	24.00	0.00%		N/A	01-Apr-12	
School Bookings - Up to 30 children	R	35.00	40.00	STD	35.00	0.00%	42.00	5.00%	01-Apr-12	
School Bookings - Up to 50 children	R	57.00	65.00	STD	57.00	0.00%	68.00	4.62%	01-Apr-12	
School Bookings - Each Additional child	R	1.10	1.30	STD	1.10	0.00%	1.30	0.00%	01-Apr-12	
Fun Sessions (Children) - 1 hour	R	2.60	2.60	STD	2.60	0.00%	2.60	0.00%	01-Apr-12	
Young at Heart										
Single session	R	3.80	4.20	STD	3.80	0.00%	4.30	2.38%	01-Apr-12	
Single session (Botwell Green Sports & Leisure Centre)	R	1.50	1.50	STD	1.50	0.00%	2.00	33.33%	01-Apr-12	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Gym										
Gym Inductions (Casual use) Group	R	17.00	19.00	STD	17.00	0.00%	20.00	5.26%	01-Apr-12	
Gym Inductions (Casual use) Group Concession	C	11.00	11.00	STD	11.00	0.00%	11.40	3.64%	01-Apr-12	
Gym Inductions (Casual use) Individual 1:2:1	R	27.00	30.00	STD	27.00	0.00%	30.00	0.00%	01-Apr-12	
Gym Inductions (Casual use) Individual 1:2:1 Concession	C	21.00	21.00	STD	21.00	0.00%	21.00	0.00%	01-Apr-12	
Replacement Card Charge	R	3.20	3.20	STD	3.20	0.00%	3.20	0.00%	01-Apr-12	
Replacement Card Charge concession	C	3.20	3.20	STD	3.20	0.00%	3.20	0.00%	01-Apr-12	
Casual Gym Session Peak	R	7.00	7.60	STD	7.00	0.00%	8.00	5.26%	01-Apr-12	
Casual Gym Session Peak concession	C	4.30	4.50	STD	4.30	0.00%	5.00	11.11%	01-Apr-12	
Casual Gym Session Off-Peak	R	5.40	5.90	STD	5.40	0.00%	6.00	1.69%	01-Apr-12	
Casual Gym Session Off-Peak concession	C	2.70	3.00	STD	2.70	0.00%	3.30	10.00%	01-Apr-12	
Coached Fitness Classes Charges	R	6.00	6.50	STD	6.00	0.00%	6.80	4.62%	01-Apr-12	
Coached Fitness Classes Charges concession	C	4.80	5.00	STD	4.80	0.00%	5.50	10.00%	01-Apr-12	

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Health & Fitness Membership										
Site Specific Peak Membership (Hillingdon Sport & Leisure Complex only including Outdoor Pool)	R	50.00	55.00	STD	50.00	0.00%	60.00	9.09%	01-Apr-12	01-Apr-13
	R	45.00	50.00	STD	45.00	0.00%	55.00	10.00%	01-Apr-12	
Site Specific Peak Membership (Botwell Sport & Leisure Centre, Highgrove Pool, Hillingdon Sport & Leisure Complex excluding the Outdoor Pool)	R	39.15	43.20	STD	39.15	0.00%	43.50	0.69%	01-Apr-12	01-Apr-13
	R	34.00	38.15	STD	34.00	0.00%	40.00	4.85%	01-Apr-12	
Off Peak Site Specific Membership LBH Employee Membership (Equal to 'Top Level' Membership)	R	39.00	39.00	STD	39.00	0.00%	39.00	0.00%	01-Apr-12	
	R	4.50	5.00	STD	4.50	0.00%	5.10	2.00%	01-Apr-12	
Health Suite Session	C	3.40	3.40	STD	3.40	0.00%	3.50	2.94%	01-Apr-12	

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Main Hall Hire										
Special Events	R	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-12	01-Apr-13
Hillingdon Sport & Leisure Centre (4 courts)	R	40.00	45.00	STD	40.00	0.00%	48.00	6.67%	01-Apr-12	
Queensmead Sports Centre (6 courts)	R	57.50	65.00	STD	57.50	0.00%	66.00	1.54%	01-Apr-12	
Botwell Leisure Centre (4 courts)	R	40.00	45.00	STD	40.00	0.00%	46.00	2.22%	01-Apr-12	
Dance / Aerobics Studio Hire	R	36.00	40.00	STD	36.00	0.00%	41.00	2.50%	01-Apr-12	01-Apr-13
Gymnastics Hall Hire Fee	R	85.00	95.00	STD	85.00	0.00%	96.00	1.05%	01-Apr-12	
Badminton										
Peak - Per court (Hillingdon Sport & Leisure Complex & Botwell Sport & Leisure Centre)	R	10.00	11.25	STD	10.00	0.00%	12.00	6.67%	01-Apr-12	
Peak - Per court (Queensmead Sports Centre)	R	9.70	10.90	STD	9.70	0.00%	11.00	0.92%	01-Apr-12	
Off Peak - Per court (All Sites)	R	6.00	6.70	STD	6.00	0.00%	7.00	4.48%	01-Apr-12	

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Other										
Trampoline / Martial Arts etc.	R	21.00	23.50	STD	21.00	0.00%	24.00	2.13%	01-Apr-12	01-Apr-13
Queensmead SC - Netball / 5-a-side External / AI (including floodlights) (per court)	R	26.00	29.00	STD	26.00	0.00%	30.00	3.45%	01-Apr-12	
Cricket Lane Charges	R	30.00	34.00	STD	30.00	0.00%	34.00	0.00%	01-Apr-12	
Table Tennis per table	R	6.20	7.00	STD	6.20	0.00%	7.00	0.00%	01-Apr-12	
Holiday Activity										
Weekly - Full day	R	75.00	85.00	STD	75.00	0.00%	85.00	0.00%	01-Apr-12	01-Apr-12
Weekly - Full day concession	C	51.00	51.00	STD	51.00	0.00%	51.00	0.00%	01-Apr-12	
Weekly - Full day each Additional child from family	R	60.00	66.00	STD	60.00	0.00%	66.00	0.00%	01-Apr-12	
Weekly - Full day each Additional child from family concession	C	42.00	42.00	STD	42.00	0.00%	42.00	0.00%	01-Apr-12	
Daily - Full day	R	18.00	20.00	STD	18.00	0.00%	20.00	0.00%	01-Apr-12	01-Apr-12
Daily - Full day concession	C	11.50	11.50	STD	11.50	0.00%	11.50	0.00%	01-Apr-12	
Daily - Full day each Additional child from family	R	14.00	15.50	STD	14.00	0.00%	15.50	0.00%	01-Apr-12	01-Apr-12

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Daily - Full day each Additional child from family concession	C	8.50	8.50	STD	8.50	0.00%	8.50	0.00%	01-Apr-12	
Athletics										
Adult	R	3.00	3.40	STD	3.00	0.00%	3.50	2.94%	01-Apr-12	01-Apr-13
Adult concession	C	1.70	1.80	STD	1.70	0.00%	1.80	0.00%	01-Apr-12	
Child	R	1.70	1.70	STD	1.70	0.00%	1.80	5.88%	01-Apr-12	
Child concession	C	1.20	1.20		1.20	0.00%	1.20	0.00%	01-Apr-12	
Spectators	R	0.50	0.50	STD	0.50	0.00%	0.50	0.00%	01-Apr-12	
Meetings - Hillingdon	R	37.00	N/A	STD	37.00	0.00%		N/A	01-Apr-12	
Clubs / Schools (Monday - Friday)										
Meetings - Hillingdon	R	44.00	N/A	STD	44.00	0.00%		N/A	01-Apr-12	
Clubs / Schools (Weekends)										
Meetings - Other	R	N/A	54.00	STD	N/A	N/A	56.00	3.70%	01-Apr-12	01-Apr-13
Organisations (Monday - Friday)										
Meetings-Other	R	N/A	60.00	STD	N/a	N/A	62.50	4.17%	01-Apr-12	01-Apr-13
Organisations(Weekends)										
Meetings - Events -	R	54.00	54.00	STD	54.00	0.00%	55.00	1.85%	01-Apr-12	
Additional cost per hour										
Meeting Room Full day (8 hrs max)	R	195.00	220.00	STD	195.00	0.00%	230.00	4.55%	01-Apr-12	
Meeting Room Evening	R	40.00	45.00	STD	40.00	0.00%	48.00	6.67%	01-Apr-12	

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Meeting Room Part day (rate per hour)	R	32.00	36.00	STD	32.00	0.00%	37.50	4.17%	01-Apr-12	
Football Pitch										
1 to 2 matches (per match)	R	200.00	225.00	STD	200.00	0.00%	230.00	2.22%	01-Apr-12	
3 to 5 matches (per match)	R	175.00	195.00	STD	175.00	0.00%	200.00	2.56%	01-Apr-12	
6 to 9 matches (per match)	R	150.00	165.00	STD	150.00	0.00%	170.00	3.03%	01-Apr-12	
10 or more matches (per match)	R	135.00	145.00	STD	135.00	0.00%	150.00	3.45%	01-Apr-12	
Astroturf Pitch										
Full pitch	R	105.00	120.00	STD	105.00	0.00%	125.00	4.17%	01-Apr-12	
1/3 pitch	R	57.50	65.00	STD	57.50	0.00%	67.50	3.85%	01-Apr-12	
Botwell Green										
Full Pitch (Botwell Green Sport & Leisure Centre)	R	81.00	92.00	STD	81.00	0.00%	95.00	3.26%	01-Apr-12	
Half Pitch (Botwell Green Sports & Leisure Centre)	R	58.00	64.00	STD	58.00	0.00%	65.00	1.56%	01-Apr-12	
Petanque										
Casual use	R	1.20	1.50	STD	1.20	0.00%	2.00	33.33%	01-Apr-12	
Full pitch (six)	R	26.00	30.00	STD	26.00	0.00%	32.00	6.67%	01-Apr-12	
1/6 pitch	R	5.20	6.00	STD	5.20	0.00%	7.00	16.67%	01-Apr-12	

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Gymnastics & Other Junior Activities										
Gym Tots & Pre School 45 minute lessons	R	4.65	4.65	STD	4.65	0.00%	4.70	1.08%	01-Apr-12	
Gym Tots & Pre School 45 minute lessons concession	C	3.50	3.70	STD	3.50	0.00%	3.60	-2.70%	01-Apr-12	
General Gym 1-5	R	4.95	4.95	STD	4.95	0.00%	5.10	3.03%	01-Apr-12	
General Gym 1-5 concessions	C	4.00	4.20	STD	4.00	0.00%	4.10	-2.38%	01-Apr-12	
Football	R	4.95	4.95	STD	4.95	0.00%	5.10	3.03%	01-Apr-12	
Football concession	C	4.00	4.20	STD	4.00	0.00%	4.10	-2.38%	01-Apr-12	
Trampolining (Intermediate)	R	4.95	4.95	STD	4.95	0.00%	5.10	3.03%	01-Apr-12	
Trampolining (Intermediate) concession	C	4.00	4.20	STD	4.00	0.00%	4.10	-2.38%	01-Apr-12	
Adult Gymnastics	R	8.20	9.00	STD	8.20	0.00%	9.00	0.00%	01-Apr-12	
Adult Gymnastics concession	C	6.20	7.20	STD	6.20	0.00%	7.30	1.39%	01-Apr-12	
Development & Floor & Vault Squad 2	R	4.20	4.20	STD	4.20	0.00%	4.30	2.38%	01-Apr-12	
Development & Floor & Vault Squad 2 concession	C	3.20	3.40	STD	3.20	0.00%	3.30	-2.94%	01-Apr-12	
Development & Floor & Vault Squad 1	R	3.70	3.70	STD	3.70	0.00%	3.80	2.70%	01-Apr-12	

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Development & Floor & Vault Squad 1 concession Sports Acro Squad Sports Acro Squad concession Additional staff for parties Additional staff for parties concession Creche off-peak Creche off-peak concession Creche peak Creche peak concession Toddlers World Toddlers World	C	2.70	2.90	STD	2.70	0.00%	2.80	-3.45%	01-Apr-12	01-Apr-13		
	R	2.70	2.70	STD	2.70	0.00%	2.80	3.70%	01-Apr-12			
	C	1.70	1.90	STD	1.70	0.00%	1.80	-5.26%	01-Apr-12			
	R	23.00	23.00	STD	23.00	0.00%	23.00	0.00%	01-Apr-12			
	C	23.00	23.00	STD	23.00	0.00%	23.00	0.00%	01-Apr-12			
	R	2.15	2.15	STD	2.15	0.00%	2.20	2.33%	01-Apr-12			
	C	1.50	2.70	STD	1.50	0.00%	1.55	-42.59%	01-Apr-12			
	R	2.80	2.80	STD	2.80	0.00%	2.80	0.00%	01-Apr-12			
	C	2.00	3.20	STD	2.00	0.00%	2.10	-34.38%	01-Apr-12			
	R	4.10	4.10	STD	4.10	0.00%	4.10	0.00%	01-Apr-12			
	R	3.70	4.10	STD	3.70	0.00%	3.70	-9.76%	01-Apr-12			
	Ice Rink											
	Off Peak Adult	R	5.00	N/A	STD	5.00	0.00%	N/A	N/A		01-Apr-12	
Peak Adult	R	7.00	N/A	STD	7.00	0.00%	N/A	N/A	01-Jan-11			
Peak Child	R	5.50	6.00	STD	5.50	0.00%	6.00	0.00%	01-Jan-11			
Off Peak Child	R	3.50	4.00	STD	3.50	0.00%	4.00	0.00%	01-Jan-11			
Schools Shared Session	S	110.00	N/A	STD	110.00	0.00%	N/A	N/A	01-Jan-11			
School sole session	S	230.00	N/A	STD	230.00	0.00%	N/A	N/A	01-Jan-11			
Peak Family	R	20.00	N/A	STD	20.00	0.00%	N/A	N/A	01-Jan-11			
Off Peak Family	R	14.00	N/A	STD	14.00	0.00%	N/A	N/A	01-Jan-11			
Peak Adult Group Dis	R	5.60	6.00	STD	5.60	0.00%	6.00	0.00%	01-Jan-11			

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Off Peak Adult Group Dis	R	4.00	4.00	STD	4.00	0.00%	4.00	0.00%	01-Jan-11	01-Apr-13
Peak Child Group Dis	R	4.40	N/A	STD	4.40	0.00%	N/A	N/A	01-Jan-11	
Off Peak Child Group Dis	R	2.80	N/A	STD	2.80	0.00%	N/A	N/A	01-Jan-11	
Sponsorship Income	B	1,000.00	N/A	STD	1,200.00	20.00%	N/A	N/A	01-Jan-11	
Golf Courses - Season Tickets										
7 day season ticket	R	525.00	650.00	STD	525.00	0.00%	530.00	-18.46%	28-Oct-12	01-Apr-13
5 day season ticket	R	399.00	475.00	STD	399.00	0.00%	399.00	-16.00%	28-Oct-12	01-Apr-13
Senior / income support concession	C	250.00	265.00	STD	150.00	-40.00%	150.00	-43.40%	28-Oct-12	01-Apr-13
Student concession	C	150.00	175.00	STD	150.00	0.00%	250.00	42.86%	28-Oct-12	01-Apr-13
Junior concession	C	150.00	175.00	STD	120.00	-20.00%	120.00	-31.43%	28-Oct-12	
Golf Courses - Green Fees (Haste Hill / Ruislip)										
Adult 18 holes (Monday to Friday)	R	14.00	17.00	STD	14.00	0.00%	17.00	0.00%	28-Oct-12	01-Apr-13
Adult 18 holes (weekends and bank holidays)	R	20.00	23.00	STD	20.00	0.00%	23.00	0.00%	28-Oct-12	
Adult dusk (Monday to Friday)	R	10.00	12.50	STD	10.00	0.00%	10.00	-20.00%	28-Oct-12	
Adult 12pm to 2pm (weekends and bank holidays)	R	15.00	17.00	STD	15.00	0.00%	18.00	5.88%	28-Oct-12	
Adult dusk (weekends and bank holidays)	R	10.00	15.00	STD	10.00	0.00%	10.00	-33.33%	28-Oct-12	01-Apr-13
Senior / Junior / Student (Monday to Friday) concession	C	10.00	11.00	STD	10.00	0.00%	10.00	-9.09%	28-Oct-12	01-Apr-13

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Junior / Student (weekends and bank holidays) concession	C	10.00	12.50	STD	10.00	0.00%	10.00	-20.00%	28-Oct-12	01-Apr-13
Golf Courses - Green Fees (Uxbridge)										
Adult 18 holes (Monday to Friday)	R	10.00	11.00	STD	10.00	0.00%	10.00	-9.09%	28-Oct-12	01-Apr-13
Adult 18 holes (weekends and bank holidays)	R	12.00	13.00	STD	12.00	0.00%	12.50	-3.85%	28-Oct-12	
Adult 12 holes (Monday to Friday)	R	7.00	8.00	STD	7.00	0.00%	10.00	25.00%	28-Oct-12	
Adult dusk (Monday to Friday)	R	6.00	7.00	STD	6.00	0.00%	7.00	0.00%	28-Oct-12	
Adult dusk (weekends and bank holidays)	R	7.00	9.00	STD	7.00	0.00%	8.00	-11.11%	28-Oct-12	
Senior / Junior / Student (Monday to Friday)	R	7.00	8.00	STD	7.00	0.00%	7.50	-6.25%	28-Oct-12	
Junior / Student (weekends and bank holidays)	R	8.00	9.00	STD	8.00	0.00%	8.00	-11.11%	28-Oct-12	01-Apr-13
Golf Courses - Golf Society Prices (Haste Hill / Ruislip only)										
18 holes (Monday to Friday) (Ruislip)	R	12.00	14.00	STD	12.00	0.00%	14.00	0.00%	28-Oct-12	
18 holes (Monday to Friday) (Haste Hill)	R	12.00	15.00	STD	12.00	0.00%	15.00	0.00%	28-Oct-12	
18 holes (weekends and bank holidays) (Ruislip)	R	17.00	22.00	STD	17.00	0.00%	22.00	0.00%	28-Oct-12	

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18 holes (weekends and bank holidays) (Haste Hill)	R	17.00	20.00	STD	17.00	0.00%	20.00	0.00%	28-Oct-12	
27 holes (Monday to Friday)	R	20.00	22.50	STD	20.00	0.00%	22.50	0.00%	28-Oct-12	
27 holes (weekends and bank holidays)	R	24.00	25.00	STD	24.00	0.00%	25.00	0.00%	28-Oct-12	
36 holes (Monday to Friday) (Haste Hill only)	R	25.00	27.00	STD	25.00	0.00%	27.00	0.00%	28-Oct-12	
36 holes (weekends and bank holidays) (Haste Hill only)	R	30.00	35.00	STD	30.00	0.00%	35.00	0.00%	28-Oct-12	
Golf Courses - Bring a Friend Green Fees (Haste Hill / Ruislip) (Season Ticket Holders Only)										
Adult 18 holes (Monday to Friday)	R	12.60	15.30	STD	12.60	0.00%	15.30	0.00%	28-Oct-12	01-Apr-13
Adult 18 holes (weekends and bank holidays)	R	18.00	20.70	STD	18.00	0.00%	20.70	0.00%	28-Oct-12	
Adult dusk (Monday to Friday)	R	9.00	11.25	STD	9.00	0.00%	9.00	-20.00%	28-Oct-12	
Adult 12pm to 2pm (weekends and bank holidays)	R	13.50	15.30	STD	13.50	0.00%	15.30	0.00%	28-Oct-12	
Adult dusk (weekends and bank holidays)	R	9.00	13.50	STD	9.00	0.00%	15.30	13.33%	28-Oct-12	

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Senior / Junior / Student (Monday to Friday) concession	C	9.00	9.90	STD	9.00	0.00%	9.00	-9.09%	28-Oct-12	01-Apr-13
Junior / Student (weekends and bank holidays) concession	C	9.00	11.25	STD	9.00	0.00%	9.00	-20.00%	28-Oct-12	01-Apr-13
Golf Courses - Bring a Friend Green Fees (Uxbridge) (Season Ticket Holders Only)										
Adult 18 holes (Monday to Friday)	R	9.00	9.90	STD	9.00	0.00%	9.00	-9.09%	28-Oct-12	01-Apr-13
Adult 18 holes (weekends and bank holidays)	R	10.80	11.70	STD	10.80	0.00%	11.25	-3.85%	28-Oct-12	
Adult 12 holes (Monday to Friday)	R	6.30	7.20	STD	6.30	0.00%	10.00	38.89%	28-Oct-12	
Adult dusk (Monday to Friday)	R	5.40	6.30	STD	5.40	0.00%	7.00	11.11%	28-Oct-12	
Adult dusk (weekends and bank holidays)	R	6.30	8.10	STD	6.30	0.00%	8.00	-1.23%	28-Oct-12	
Senior / Junior / Student (Monday to Friday)	R	6.30	7.20	STD	6.30	0.00%	7.50	4.17%	28-Oct-12	
Junior / Student (weekends and bank holidays)	R	7.20	8.10	STD	7.20	0.00%	8.00	-1.23%	28-Oct-12	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
4. Breakspear Crematorium & Cemetery Fees										
Cremation Fees										
Stillborn. inc Organist	R	44.00	44.00	EXP	44.00	0.00%	44.00	0.00%	01-Apr-12	01-Apr-13
Children 6 years and under. inc Organist	R	72.00	72.00	EXP	72.00	0.00%	72.00	0.00%	01-Apr-12	01-Apr-13
Children 7 - 11 years. inc Organist	R	114.00	114.00	EXP	114.00	0.00%	114.00	0.00%	01-Apr-12	01-Apr-13
Children 12 - 17 years. inc Organist	R	218.00	218.00	EXP	218.00	0.00%	218.00	0.00%	01-Apr-12	01-Apr-13
Over 17 years. inc Organist	R	550.00	550.00	EXP	550.00	0.00%	550.00	0.00%	01-Apr-12	01-Apr-13
Cremation of retained organs										
Additional Service Time	R	178.00	178.00	EXP	178.00	0.00%	178.00	0.00%	01-Apr-12	01-Apr-13
Cancellations	R	124.00	124.00	EXP	124.00	0.00%	124.00	0.00%	01-Apr-12	01-Apr-13
Certificates of Cremation - overseas	R	21.00	21.00	EXP	21.00	0.00%	21.00	0.00%	01-Apr-12	01-Apr-13
Scattering of Ashes	R	48.00	48.00	EXP	48.00	0.00%	48.00	0.00%	01-Apr-12	01-Apr-13
Retaining cremated remains(per month)	R	12.00	12.00	EXP	12.00	0.00%	12.00	0.00%	01-Apr-12	01-Apr-13
Postage & Packing in Polytainer UK only	R	58.00	58.00	EXP	58.00	0.00%	58.00	0.00%	01-Apr-12	01-Apr-13
Baby Urn - poly	R	10.00	10.00	STD	10.00	0.00%	10.00	0.00%	01-Apr-12	01-Apr-13
Supply New Garden Seat inc 10 years lease	R	1,544.00	1,544.00	STD	1,544.00	0.00%	1,544.00	0.00%	01-Apr-12	01-Apr-13

Type
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Trees & Shrubs - rose bushes inc 5 years lease	R	235.00	235.00	STD	235.00	0.00%	235.00	0.00%	01-Apr-12	01-Apr-13
Trees & Shrubs - rose trees inc 5 years lease	R	290.00	290.00	STD	290.00	0.00%	290.00	0.00%	01-Apr-12	01-Apr-13
Trees & Shrubs - ornamental shrubs inc 5 years lease	R	290.00	290.00	STD	290.00	0.00%	290.00	0.00%	01-Apr-12	01-Apr-13
Trees & Shrubs - ornamental trees (10 years)	R	394.00	394.00	STD	394.00	0.00%	394.00	0.00%	01-Apr-12	01-Apr-13
Plaque for trees, shrubs, roses or seats	R	91.00	91.00	STD	91.00	0.00%	91.00	0.00%	01-Apr-12	01-Apr-13
Book of Remembrance - 2 line entry	R	61.00	61.00	STD	61.00	0.00%	61.00	0.00%	01-Apr-12	01-Apr-13
Book of Remembrance - 5 line entry	R	106.00	106.00	STD	106.00	0.00%	106.00	0.00%	01-Apr-12	01-Apr-13
Book of Remembrance - 8 line entry	R	158.00	158.00	STD	158.00	0.00%	158.00	0.00%	01-Apr-12	01-Apr-13
Book of Remembrance - 10 line entry	R	193.00	193.00	STD	193.00	0.00%	193.00	0.00%	01-Apr-12	01-Apr-13
Extra - Floral Emblem	R	80.00	80.00	STD	80.00	0.00%	80.00	0.00%	01-Apr-21	01-Apr-13
Extra - Full Heraldic Device	R	120.00	120.00	STD	120.00	0.00%	120.00	0.00%	01-Apr-12	01-Apr-13
Memorial Cards - 2 line entry	R	40.00	40.00	STD	40.00	0.00%	40.00	0.00%	01-Apr-12	01-Apr-13
Memorial Cards - 5 line entry	R	60.00	60.00	STD	60.00	0.00%	60.00	0.00%	01-Apr-12	01-Apr-13

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Memorial Cards - 8 line entry	R	98.00	98.00	STD	98.00	0.00%	98.00	0.00%	01-Apr-12	01-Apr-13
Memorial Cards - 10 line entry	R	126.00	126.00	STD	126.00	0.00%	126.00	0.00%	01-Apr-12	01-Apr-13
Memorial Booklets - 2 line entry	R	60.00	60.00	STD	60.00	0.00%	60.00	0.00%	01-Apr-12	01-Apr-13
Memorial Booklets - 5 line entry	R	82.00	82.00	STD	82.00	0.00%	82.00	0.00%	01-Apr-12	01-Apr-13
Memorial Booklets - 8 line entry	R	126.00	126.00	STD	126.00	0.00%	126.00	0.00%	01-Apr-12	01-Apr-13
Memorial Booklets - 10 line entry	R	157.00	157.00	STD	157.00	0.00%	157.00	0.00%	01-Apr-12	01-Apr-13
Additional lines in Booklets - 2 line entry	R	35.00	35.00	STD	35.00	0.00%	35.00	0.00%	01-Apr-12	01-Apr-13
Additional lines in Booklets - 5 line entry	R	53.00	53.00	STD	53.00	0.00%	53.00	0.00%	01-Apr-12	01-Apr-13
Additional lines in Booklets - 8 line entry	R	90.00	90.00	STD	90.00	0.00%	90.00	0.00%	01-Apr-12	01-Apr-13
Additional lines in Booklets - 10 line entry	R	116.00	116.00	STD	116.00	0.00%	116.00	0.00%	01-Apr-12	01-Apr-13

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Garden Niches										
10 years incl Urn & Inspection (new facility)	R	1,675.00	1,675.00	STD	1,675.00	0.00%	1,675.00	0.00%	01-Apr-12	01-Apr-13
Columbarium Niches - single-inc 10 years lease	R	363.00	363.00	EXP	363.00	0.00%	363.00	0.00%	01-Apr-12	01-Apr-13
Columbarium Niches - double-inc 10 years lease	R	606.00	606.00	EXP	606.00	0.00%	606.00	0.00%	01-Apr-12	01-Apr-13
Langley casket up to 50 characters	R	215.00	215.00	EXP	215.00	0.00%	215.00	0.00%	01-Apr-12	01-Apr-13
Metal Urn	R	33.00	33.00	EXP	33.00	0.00%	33.00	0.00%	01-Apr-12	01-Apr-13
Cloister Spaces - single-inc 10 years lease	R	157.00	157.00	EXP	157.00	0.00%	157.00	0.00%	01-Apr-12	01-Apr-13
Inscription	R	86.00	86.00	EXP	86.00	0.00%	86.00	0.00%	01-Apr-12	01-Apr-13
Cloister Spaces - double-inc 10 years lease	R	359.00	359.00	EXP	359.00	0.00%	359.00	0.00%	01-Apr-12	01-Apr-13
Inscription	R	132.00	132.00	EXP	132.00	0.00%	132.00	0.00%	01-Apr-12	01-Apr-13

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Classic - inc 5 years lease										
Window Spaces	R	254.00	254.00	EXP	254.00	0.00%	254.00	0.00%	01-Apr-12	01-Apr-13
Inscription	R	113.00	113.00	STD	113.00	0.00%	113.00	0.00%	01-Apr-12	01-Apr-13
New Flower Vases	R	456.00	456.00	STD	456.00	0.00%	456.00	0.00%	01-Apr-12	01-Apr-13
Additional letters each	R	6.30	6.30	STD	6.30	0.00%	6.30	0.00%	01-Apr-12	01-Apr-13
Additional Guided Motif	R	128.00	128.00	STD	128.00	0.00%	128.00	0.00%	01-Apr-12	01-Apr-13
Additional Hand Painted Motif	R	190.00	190.00	STD	190.00	0.00%	190.00	0.00%	01-Apr-12	01-Apr-13
Photoplaque	R	190.00	190.00	STD	190.00	0.00%	190.00	0.00%	01-Apr-12	01-Apr-13
New Windows -- Small --	R	567.00	567.00	STD	567.00	0.00%	567.00	0.00%	01-Apr-12	01-Apr-13
10 years -I colour										
Cemetery Fees										
Adult Interments (persons exceeding 16 years of age at death) - In New Private Graves										
Depth for 1 interment	R	540.00	1,080.00	EXP	540.00	0.00%	1,120.00	3.70%	01-Apr-12	01-Apr-13
Depth for 2 interment	R	590.00	1,180.00	EXP	590.00	0.00%	1,220.00	3.39%	01-Apr-12	01-Apr-13
Depth for 3 interment	R	720.00	1,440.00	EXP	720.00	0.00%	1,490.00	3.47%	01-Apr-12	01-Apr-13
Depth for 4 interment	R	830.00	1,660.00	EXP	830.00	0.00%	1,720.00	3.61%	01-Apr-12	01-Apr-13
Adult Interments (persons exceeding 16 years of age at death) - In Re-Opened Private Graves										
Depth for 1 interment	R	580.00	1,160.00	EXP	580.00	0.00%	1,200.00	3.45%	01-Apr-12	01-Apr-13
Depth for 2 interment	R	730.00	1,460.00	EXP	730.00	0.00%	1,510.00	3.42%	01-Apr-12	01-Apr-13
Depth for 3 interment	R	875.00	1,750.00	EXP	875.00	0.00%	1,810.00	3.43%	01-Apr-12	01-Apr-13
Depth for 4 interment	R	1,095.00	2,190.00	EXP	1,095.00	0.00%	2,260.00	3.20%	01-Apr-12	01-Apr-13

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Interment of Infants (a stillborn child or child whose age at death did not exceed 3 years "Infants")										
In Child's grave	R	40.00	80.00	EXP	40.00	0.00%	82.00	2.50%	01-Apr-12	01-Apr-13
In private grave (single depth)	R	90.00	180.00	EXP	90.00	0.00%	184.00	2.22%	01-Apr-12	01-Apr-13
In private grave for the child's interment plus 2 adults	R	180.00	360.00	EXP	180.00	0.00%	370.00	2.78%	01-Apr-12	01-Apr-13
In private grave for the child's interment plus 3 adults	R	225.00	450.00	EXP	225.00	0.00%	460.00	2.22%	01-Apr-12	01-Apr-13
In Child's grave (where applicable)	R	86.00	172.00	EXP	86.00	0.00%	176.00	2.33%	01-Apr-12	01-Apr-13
In private grave (single depth)	R	125.00	250.00	EXP	125.00	0.00%	256.00	2.40%	01-Apr-12	01-Apr-13
In private grave for the child's interment plus 2 adults	R	300.00	600.00	EXP	300.00	0.00%	620.00	3.33%	01-Apr-12	01-Apr-13
In private grave for the child's interment plus 3 adults	R	380.00	760.00	EXP	380.00	0.00%	780.00	2.63%	01-Apr-12	01-Apr-13

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Interment of Cremated Remains (within full private graves)										
When the grave is closed to full interments	R	172.00	344.00	EXP	172.00	0.00%	356.00	3.49%	01-Apr-12	01-Apr-13
To a depth to permit 1 further full interment	R	338.00	676.00	EXP	338.00	0.00%	690.00	2.07%	01-Apr-12	01-Apr-13
To a depth to permit 2 further full interment	R	490.00	980.00	EXP	490.00	0.00%	1,000.00	2.04%	01-Apr-12	01-Apr-13
To a depth to permit 3 further full interment	R	640.00	1,280.00	EXP	640.00	0.00%	1,320.00	3.13%	01-Apr-12	01-Apr-13
To scatter cremated remains (within Cremation Section and Columbaria)	R	76.00	152.00	EXP	76.00	0.00%	156.00	2.63%	01-Apr-12	01-Apr-13
New and re-open cremation graves	R	172.00	344.00	EXP	172.00	0.00%	352.00	2.33%	01-Apr-12	01-Apr-13
Re-opening of Columbaria units	R	132.00	264.00	EXP	132.00	0.00%	270.00	2.27%	01-Apr-12	01-Apr-13
Interments in Heritage Graves										
Adults interment	R	465.00	930.00	EXP	465.00	0.00%	960.00	3.23%	01-Apr-12	01-Apr-13
Childs interment	R	173.00	346.00	EXP	173.00	0.00%	356.00	2.89%	01-Apr-12	01-Apr-13
Infants interment	R	110.00	220.00	EXP	110.00	0.00%	226.00	2.73%	01-Apr-12	01-Apr-13

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Grave Digging Surcharges										
For a variation in size within 2"	R	136.00	272.00	EXP	136.00	0.00%	280.00	2.94%	01-Apr-12	01-Apr-13
For a variation in size between 2" and 4"	R	260.00	520.00	EXP	260.00	0.00%	536.00	3.08%	01-Apr-12	01-Apr-13
For a variation in size between 4" and 6"	R	393.00	786.00	EXP	393.00	0.00%	810.00	3.05%	01-Apr-12	01-Apr-13
For a variation in size in excess of 6"	R	518.00	1,036.00	EXP	518.00	0.00%	1,060.00	2.32%	01-Apr-12	01-Apr-13
Exclusive rights of burial (Conventional Graves)										
Grave space measuring 9 feet by 4 feet	R	1,680.00	4,320.00	EXP	1,680.00	0.00%	4,320.00	0.00%	01-Feb-13	
Grave space measuring 9 feet by 8 feet	R	3,360.00	8,640.00	EXP	3,360.00	0.00%	8,640.00	0.00%	01-Feb-13	
Exclusive rights of burial (Lawn Section Graves)										
Grave space measuring 9 feet by 4 feet	R	1,200.00	2,880.00	EXP	1,200.00	0.00%	2,880.00	0.00%	01-Feb-13	
Grave space measuring 9 feet by 8 feet	R	2,400.00	5,760.00	EXP	2,400.00	0.00%	5,760.00	0.00%	01-Feb-13	
Exclusive rights of burial (Bricked Grave or Vault)										
Grave space measuring 9 feet by 4 feet	R	POA	POA	EXP	R	N/A	POA	N/A	01-Apr-12	01-Apr-13
Grave space measuring 9 feet by 8 feet	R	POA	POA	EXP	R	N/A	POA	N/A	01-Apr-12	01-Apr-13
Lined Muslim Graves										
For traditional uncoffined burial	R	1,800.00	3,600.00	EXP	1,800.00	0.00%	3,720.00	3.33%	01-Apr-12	01-Apr-13

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Children's Section Graves										
Gravespace measuring 4 feet by 2 feet	R	300.00	600.00	EXP	300.00	0.00%	620.00	3.33%	01-Apr-12	01-Apr-13
Woodland Graves (West Drayton Cemetery) Special Regulations Apply										
Gravespace measuring 9 feet by 4 feet	R	750.00	1,500.00	EXP	750.00	0.00%	1,550.00	3.33%	01-Apr-12	01-Apr-13
* Hillingdon's charges for graves and interments have been historically considerably lower than other boroughs. These increases go some way to bringing these in line with other charges but are still relatively lower.										

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5. Imported Food Unit										
Products of animal origin										
0 to 100kg per CVED	B	N/A	N/A	NB	50.00	N/A	50.00	N/A	N/A	01-Apr-13
101 to 1,000kg per CVED	B	90.00	90.00	NB	90.00	0.00%	90.00	0.00%	01-Apr-11	
1,001 to 5,000kg per CVED	B	140.00	140.00	NB	140.00	0.00%	140.00	0.00%	01-Apr-11	
5001kg to 15,000kg per CVED	B	150.00	150.00	NB	170.00	13.33%	170.00	13.33%	01-Apr-11	01-Apr-13
Above 15,001Kg to 42,000kg per CVED	B	340.00	340.00	NB	340.00	0.00%	340.00	0.00%	01-Apr-11	
Above 42,000kg per CVED	B	372.00	372.00	NB	372.00	0.00%	372.00	0.00%	01-Apr-12	
Semen / Embryos per CVED	B	60.00	60.00	NB	60.00	0.00%	60.00	0.00%	01-Apr-12	
From New Zealand	B	30.00	30.00	NB	30.00	0.00%	30.00	0.00%	01-Apr-12	
Completion of part one of CVED on TRACES per CVED	B	10.00	10.00	NB	10.00	0.00%	10.00	0.00%	01-Apr-12	
Destruction Charges for Products of animal origin										
0 to 100kg per AWB	B	N/A	N/A	NB	10.00	N/A	10.00	N/A	N/A	01-Apr-13
Over 100kg per AWB (£10 + £0.50 per kg over 100kg)	B	N/A	N/A	NB	10 +0.50 per kg over 100kg	N/A	10 + 0.50 per Kg over 100kg	N/A	N/A	01-Apr-13

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Out of hours Additional charges										
Up to midnight (18:00 to 00:00)	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-11	
After midnight (00:00 to 08:00)	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-11	
Additional Charge per CVED on Christmas Day and New Years Day	B	20.00	20.00	NB		-100.00%		-100.00%	01-Apr-11	
Additional Charge per CVED on all UK Bank Holidays	B	N/A	N/A		20.00	N/A	20.00	N/A	N/A	01-Apr-13
Products of animal origin - Catch certificate										
Third Countries	B	45.00	45.00	NB	45.00	0.00%	45.00	0.00%	01-Apr-11	
Bilateral Countries	B	15.00	15.00	NB	15.00	0.00%	15.00	0.00%	01-Apr-11	
(for Catch certificate only)	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-11	
Out Hours 18:00 to 00.00										
(for Catch certificate only)	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-11	
Out Hours 00:00 to 08.00										
Products of Non-Animal Origin - CED										
Documentary Check per CED	B	60.00	60.00	NB	60.00	0.00%	60.00	0.00%	01-Apr-12	
Full Physical Check per CED (Plus Analytical Fee)	B	170.00	170.00	NB	170.00	0.00%	170.00	0.00%	01-Apr-12	

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Undeclared Consignments (Plus Analytical fee)	B	N/A	N/A	NB	300.00	N/A	300.00	N/A	N/A	01-Apr-13
Non-Compliant (Surrender for Destruction)	B	200.00	200.00	NB	200.00	0.00%	200.00	0.00%	01-Apr-12	
Non-Compliant (Onward Transmission)	B	200.00	200.00	NB	200.00	0.00%	200.00	0.00%	01-Apr-12	
Completion of part one of CED on TRACES	B	N/A	N/A	NB	10.00	N/A	10.00	N/A	01-Apr-11	01-Apr-13
Out Hours 18:00 to 00.00	B	150.00	150.00	NB	N/A	N/A	N/A	N/A	01-Apr-11	
Out of Hours 17.30 to 00.00	B	N/A	N/A	NB	150.00	N/A	150.00	N/A	01-Apr-11	01-Apr-13
Out Hours 00:00 to 08.00	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-11	
Additional Charge per CED on Christmas Day and New Years Day	B	20.00	20.00	NB	N/A	N/A	N/A	N/A	01-Apr-11	
Additional charge per CED on all UK Bank Holidays	B	N/A	N/A	NB	20.00	N/A	20.00	N/A	N/A	01-Apr-13
Japan Products for Radiation										
Documentary Check 1 to 10 Declarations per AWB	B	120.00	120.00	NB	120.00	0.00%	120.00	0.00%	01-Apr-12	
Documentary Check 11 to 20 Declarations per AWB	B	230.00	230.00	NB	230.00	0.00%	230.00	0.00%	01-Apr-12	

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Documentary Check 21 to 30 Declarations per AWB Full Checks 1 to 10 Declarations per AWB (Plus Analytical fees) Full checks 11 to 20 Declarations per AWB includes sampling and courier costs Full Checks 11 to 20 Declarations per AWB (Plus Analytical fee Full checks 21 to 30 Declarations per AWB includes sampling and courier costs Full Checks 21 to 30 Declarations per AWB (Plus Analytical fee)	B	350.00	350.00	NB	340.00	-2.86%	340.00	-2.86%	01-Apr-12	01-Apr-13
	B	N/A	N/A	NB	230 plus aN/Alytical fee	N/A	230 plus aN/Alytical fee	N/A	N/A	01-Apr-13
	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-12	
	B	N/A	N/A		340 Plus AN/Alytical fee	N/A	340 Plus AN/Alytical fee	N/A	N/A	01-Apr-13
	B	500.00	500.00	NB	500.00	0.00%	500.00	0.00%	01-Apr-12	
	B	N/A	N/A	NB	450 Plus AN/Alytical fee	N/A	450Plus AN/Alytical fee	N/A	N/A	01-Apr-13
	Products of Non-Animal Origin - Organics									
Full Official Checks	B	45.00	45.00	NB	45.00	0.00%	45.00	0.00%	01-Apr-11	
Out Hours 18:00 to 00.00	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-11	
Out Hours 00:00 to 08.00	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-11	
Export Certificates	B	130.00	130.00	NB	130.00	0.00%	130.00	0.00%	01-Apr-12	
Food Hygiene Training										
Per Attendee (up to 12 attendees per course)	B	100.00	100.00	NB	100.00	0.00%	100.00	0.00%	01-Apr-12	

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6. Facilities Management										
Civic Centre Room Hire Rates										
CR2 per hour	M	23.20	23.20	EXP	23.20	0.00%	23.20	0.00%	01-Apr-12	
CR3 per hour	M	30.80	30.80	EXP	30.80	0.00%	30.80	0.00%	01-Apr-12	
CR3a per hour	M	27.80	27.80	EXP	27.80	0.00%	27.80	0.00%	01-Apr-12	
CR3/3a combined per hour	M	46.30	46.30	EXP	46.30	0.00%	46.30	0.00%	01-Apr-12	
CR4 per hour	M	37.00	37.00	EXP	37.00	0.00%	37.00	0.00%	01-Apr-12	
CR4a per hour	M	27.80	27.80	EXP	27.80	0.00%	27.80	0.00%	01-Apr-12	
CR4/4a combined per hour	M	46.40	46.40	EXP	46.40	0.00%	46.40	0.00%	01-Apr-12	
CR5 per hour	M	46.40	46.40	EXP	46.40	0.00%	46.40	0.00%	01-Apr-12	
CR6 per hour	M	46.40	46.40	EXP	46.40	0.00%	46.40	0.00%	01-Apr-12	
CR7 per hour	M	21.70	21.70	EXP	21.70	0.00%	21.70	0.00%	01-Apr-12	
CR8 per hour - not available for hire	M	22.10	22.10	EXP	22.10	0.00%	22.10	0.00%	01-Apr-11	
CR9 per hour	M	23.20	23.20	EXP	23.20	0.00%	23.20	0.00%	01-Apr-12	
Interview rooms per hour	M	14.50	14.50	EXP	14.50	0.00%	14.50	0.00%	01-Apr-12	
Council Chamber per hour	M	89.10	89.10	EXP	89.10	0.00%	89.10	0.00%	01-Apr-12	
Middlesex Suite (Day) per hour	M	80.80	80.80	EXP	80.80	0.00%	80.80	0.00%	01-Apr-11	
Middlesex Suite (Night) per hour	M	113.00	113.00	EXP	113.00	0.00%	113.00	0.00%	01-Apr-11	
Bar Area per hour	M	44.20	44.20	EXP	44.20	0.00%	44.20	0.00%	01-Apr-11	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Borough Wide Building Services										
Catering Recharge	M	cost + 0% cost + £35	cost + 0% cost + £35	STD	cost + 0% cost + £35	0.00% 0.00%	cost + 0% cost + £35	0.00% 0.00%	01-Apr-11 01-Apr-11	
Day To Day Repairs Under £250 Council Premises	M	cost + 12.5%	cost + 12.5%	EXP	cost + 12.5%	0.00%	cost + 12.5%	0.00%	01-Apr-11	
Day To Day Repairs To £5000 Council Premises	M	cost + 10%	cost + 10%	EXP	cost + 10%	0.00%	cost + 10%	0.00%	01-Apr-11	
Day To Day Repairs Above £5000 Council Premises	M	cost + £35 + VAT	cost + £35 + VAT	STD	cost + £35 + VAT	0.00%	cost + £35 + VAT	0.00%	01-Apr-11	
Day To Day Repairs £250 To £5000 Non Council Premises	M	cost + 12.5% + VAT	cost + 12.5% + VAT	STD	cost + 12.5% + VAT	0.00%	cost + 12.5% + VAT	0.00%	01-Apr-11	
Day To Day Repairs Above £5000 Non Council Premises	M	cost + 10% +VAT	cost + 10% +VAT	STD	cost + 10% +VAT	0.00%	cost + 10% +VAT	0.00%	01-Apr-11	
Service Contracts Council Premises	M	cost + 10%	cost + 10%	EXP	cost + 10%	0.00%	cost + 10%	0.00%	01-Apr-11	
Service Contracts Non Council Premises	M	cost + 10% +VAT	cost + 10% +VAT	STD	cost + 10% +VAT	0.00%	cost + 10% +VAT	0.00%	01-Apr-11	

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Queenswalk Room Hire - Standard training room per hour	M	26.00	26.00	EXP	26.00	0.00%	26.00	0.00%	01-Apr-11	
Queenswalk Room Hire - Standard training room 1/2 Day	M	50.00	60.00	EXP	50.00	0.00%	60.00	0.00%	01-Apr-11	
Queenswalk Room Hire - Standard training room full day	M	100.00	120.00	EXP	100.00	0.00%	120.00	0.00%	01-Apr-11	
Queenswalk Venue Hire - ICT suite per hour	M	31.00	31.00	EXP	31.00	0.00%	31.00	0.00%	01-Apr-11	
Queenswalk Catering - catering recharge	M	cost + 15%	cost + 15%	STD	cost + 15%	0.00%	cost + 15%	0.00%	01-Apr-11	
Queenswalk Photocopying - per copy	M	0.06	0.06	STD	0.06	0.00%	0.06	0.00%	01-Apr-11	

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7. Food Health and Safety Fees									
Disposal of non product of animal origin									
1 to 1,000kg	B	48.00	48.00	NB	48.00	0.00%	48.00	0.00%	01-Apr-11
1,001 to 2,000kg	B	95.00	95.00	NB	95.00	0.00%	95.00	0.00%	01-Apr-11
2,001 to 3,000kg	B	140.00	140.00	NB	140.00	0.00%	140.00	0.00%	01-Apr-11
Animal Boarding Establishments									
No of animals 1 to 9	B	125.00	125.00	NB	125.00	0.00%	125.00	0.00%	01-Apr-11
No of animals 10 to 24	B	177.00	177.00	NB	177.00	0.00%	177.00	0.00%	01-Apr-11
No of animals 25 to 49	B	260.00	260.00	NB	260.00	0.00%	260.00	0.00%	01-Apr-11
No of animals 50 to 75	B	355.00	355.00	NB	355.00	0.00%	355.00	0.00%	01-Apr-11
No of animals 75+ (New category)	B	420.00	420.00	NB	420.00	0.00%	420.00	0.00%	01-Apr-11
Application to renew an animal boarding establishment - Home boarders (3 dogs or less)	B	81.00	81.00	NB	81.00	0.00%	81.00	0.00%	01-Apr-11
Dangerous Wild Animals									
Including vets fees	B	75+ vet fee	75+ vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-11
Game dealers licences	B	N/a	N/A	NB	0.00	N/A	0.00	N/A	01-Apr-11
Performing Animals									
Registration	B	396.00	396.00	NB	396.00	0.00%	396.00	0.00%	01-Apr-11
Registration - Non Profit	B	52.00	52.00	NB	52.00	0.00%	52.00	0.00%	01-Apr-11
Certificate	B	free	free	NB	free	N/A	free	N/A	01-Apr-12

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Pet Shops									
Including vets fees	B	192.00	192.00	NB	192.00	0.00%	192.00	0.00%	01-Apr-11
Riding Establishments									
No of animals 1 to 5	B	75+vet fee	75+vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-11
No of animals 6 to 20	B	75+vet fee	75+vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-11
No of animals 21 to 35 (Category restructured)	B	75+vet fee	75+vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-11
No of animals 36 to 50 (Category restructured)	B	75+vet fee	75+vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-11
No of animals 51+ (New category)	B	75+vet fee	75+vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-11
Zoo Notification & Licence									
Notification to operate a zoo	B	free	free	NB	0.00	0.00%	0.00	0.00%	01-Apr-11
Application to renew a zoo licence	B	75+vet fee	75+vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-11
Application for a licence to operate a zoo	B	75+vet fee	75+vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-11
Breeding of Dogs									
Renewal	B	75+vet fee	75+vet fee	NB	75+vet fee	N/a	75+vet fee	N/A	01-Apr-11

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Export Licences										
Visit not required	B	86.00	86.00	NB	83.00	-3.49%	83.00	-3.49%	01-Apr-12	01-Apr-13
Visit required	B	143.00	143.00	NB	143.00	0.00%	143.00	0.00%	01-Apr-12	
Pharmacy and Poisons										
Applications	B	43.00	43.00	NB	43.00	0.00%	43.00	0.00%	01-Apr-11	
Change of name	B	24.00	24.00	NB	24.00	0.00%	24.00	0.00%	01-Apr-11	
Renewal	B	41.00	41.00	NB	41.00	0.00%	41.00	0.00%	01-Apr-11	
Other Licenses										
Special Premises 10/11 New Categories and charges - Laser Renewal - Up to 18 months	B	750.00	750.00	NB	750.00	0.00%	750.00	0.00%	01-Apr-11	
Special Premises 10/11 New Categories and charges - 2 - 3 Therapists	B	54.00	54.00	NB	54.00	0.00%	54.00	0.00%	01-Apr-11	
Special Premises 10/11 New Categories and charges - 4-6 Therapists	B	80.00	80.00	NB	80.00	0.00%	80.00	0.00%	01-Apr-11	
Special Premises 10/11 New Categories and charges - More than 6 Therapists	B	107.00	107.00	NB	107.00	0.00%	107.00	0.00%	01-Apr-11	
Refund or change of details - Admin Fee	B	55.00	55.00	NB	55.00	0.00%	55.00	0.00%	01-Apr-11	

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Unfit food - Examination and Condemnation certificate (1st Hour)	B	134.00	134.00	NB	134.00	0.00%	134.00	0.00%	01-Apr-11	
Unfit food - Examination and Condemnation certificate (Subsequent hours or part of)	B	97.00	97.00	NB	97.00	0.00%	97.00	0.00%	01-Apr-11	
Swimming Pool Water - Per visit	B	114.00	114.00	NB	114.00	0.00%	114.00	0.00%	01-Apr-11	
Legal enquires - Response to enquiries - Per letter	B	68.00	68.00	NB	68.00	0.00%	68.00	0.00%	01-Apr-11	
	B	17.00	17.00	NB	17.00	0.00%	17.00	0.00%	01-Apr-11	
Micro-pigmentation - New/Renewal	B	315.00	315.00	NB	315.00	0.00%	315.00	0.00%	01-Apr-11	
Artificial Nails - New/Renewal	B	84.00	84.00	NB	84.00	0.00%	84.00	0.00%	01-Apr-11	
Nose piercing - New/Renewal	B	84.00	84.00	NB	84.00	0.00%	84.00	0.00%	01-Apr-11	
Ear cartilage/lobe, - New/Renewal	B	84.00	84.00	NB	84.00	0.00%	84.00	0.00%	01-Apr-11	
Electrical treatments - New/Renewal	B	84.00	84.00	NB	84.00	0.00%	84.00	0.00%	01-Apr-11	
Non-surgical Lasers, & ILS system licence	B	900.00	900.00	NB	900.00	0.00%	900.00	0.00%	01-Apr-11	

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Manicure / pedicure Ear lobe piercing, Facials (including one or more of the following aspects: steam, massage, electrical stimuli) - New / Renewal Electrolysis, Sun beds etc	B	53.00	53.00	NB	53.00	0.00%	53.00	0.00%	01-Apr-11	
	B	273.00	273.00	NB	273.00	0.00%	273.00	0.00%	01-Apr-11	
Private Water Supplies - new fees prescribed by Private Water Regulations										
Sampling Per visit	B	100.00	100.00	NB	100.00	0.00%	100.00	0.00%	01-Apr-11	
Audit Monitoring	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-12	
Check Monitoring	B	80.00	80.00	NB	80.00	0.00%	80.00	0.00%	01-Apr-12	
Other Sampling and Risk Assessment Combined	B	600.00	600.00	NB	600.00	0.00%	600.00	0.00%	01-Apr-11	
Risk Assessment	B	300.00	300.00	NB	300.00	0.00%	300.00	0.00%	01-Apr-12	
Other investigations	B	37+ analyst costs(no more than £100)	37+ analyst costs(no more than £100)	NB	£37+Analyst costs(no more than £100)	0.00%	£37+Analyst cost (no more than £100)	0.00%	01-Apr-12	
Granting an Authority	B	37+ analyst costs(no more than £100)	37+ analyst costs(no more than £100)	NB	£37+Analyst costs(no more than £100)	0.00%	£37+Analyst st cost (no more than £100)	0.00%	01-Apr-12	
Domestic Supplies	B	25.00	25.00	NB	25.00	0.00%	25.00	0.00%	01-Apr-12	

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8. Trading Standards										
Weights and Measures										
Examining, adjusting, certifying, stamping, authorising or reporting of special weighing or measuring equipment per hour	B	68.70	N/A	NB	70.00	1.89%	N/A	N/A	01-Apr-11	01-Apr-13
Fees for purpose of S74 Weights & Measures Act 1985	B	68.70	N/A	NB	70.00	1.89%	N/A	N/A	01-Apr-11	01-Apr-13
Linear measures not exceeding 3m for each scale	B	10.10	N/A	NB	10.30	1.98%	N/A	N/A	01-Apr-11	01-Apr-13
Capacity measures without division not exceeding 1 litre or 1 qt	B	7.90	N/A	NB	8.10	2.53%	N/A	N/A	01-Apr-11	01-Apr-13
Cubic ballast measures (other than brim measures)	B	150.00	N/A	NB	153.00	2.00%	N/A	N/A	01-Apr-11	01-Apr-13
Liquid capacity measures for making up and checking average quantity purchases	B	23.90	N/A	NB	24.40	2.09%	N/A	N/A	01-Apr-11	01-Apr-13
Template per scale - First item	B	41.40	N/A	NB	42.20	1.93%	N/A	N/A	01-Apr-11	01-Apr-13

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Template per scale - Second item	B	16.50	N/A	NB	16.80	1.82%	N/A	N/A	01-Apr-11	01-Apr-13
Weighing Instruments - Exceeding 250kg to 1 tonne	B	54.10	N/A	NB	55.20	2.03%	N/A	N/A	01-Apr-11	01-Apr-13
Weighing Instruments - Exceeding 1 tonne to 10 tonnes	B	129.00	N/A	NB	131.20	1.71%	N/A	N/A	01-Apr-11	01-Apr-13
Weighing Instruments - Exceeding 10 tonnes to 30 tonnes	B	340.50	N/A	NB	340.50	0.00%	N/A	N/A	01-Apr-11	01-Apr-13
Weighing Instruments - Exceeding 10 tonnes to 30 tonnes (weights and labour provided)	B	170.00	N/A	NB	170.00	0.00%	N/A	N/A	01-Apr-11	01-Apr-13
Weighing Instruments - Exceeding 30 tonnes to 60 tonnes	B	560.00	N/A	NB	560.00	0.00%	N/A	N/A	01-Apr-11	01-Apr-13
Weighing Instruments - Exceeding 30 tonnes to 60 tonnes (weights and labour provided)	B	280.00	N/A	NB	280.00	0.00%	N/A	N/A	01-Apr-11	01-Apr-13

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Measuring Instruments for Liquid Fuel and Lubricants										
Container Type (un-subdivided)	B	61.90	N/A	NB	63.10	1.94%	N/A	N/A	01-Apr-11	01-Apr-13
Single / multi-outlets (nozzles) - Each Additional nozzle tested	B	101.70	N/A	NB	103.70	1.97%	N/A	N/A	01-Apr-11	01-Apr-13
Single / multi-outlets (nozzles) - First nozzle tested per site	B	62.40	N/A	NB	63.60	1.92%	N/A	N/A	01-Apr-11	01-Apr-13
A charge to cover any Additional costs involved in testing ancillary equipment which requires Additional testing on site, such as credit card acceptors, could be based upon the basic fee given above plus Additional costs at a rate per extra officer / hour	B	68.70	N/A	NB	70.00	1.89%	N/A	N/A	01-Apr-11	01-Apr-13

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Road Tanker Liquid Fuel Measuring Equipment (Above 100 litres)										
Meter measuring system - Dry hose type with two testing liquids	B	197.00	N/A	NB	201.00	2.03%	N/A	N/A	01-Apr-11	01-Apr-13
Meter measuring system - Wet hose type with two testing liquids	B	244.00	N/A	NB	249.00	2.05%	N/A	N/A	01-Apr-11	01-Apr-13
Dipstick measuring systems - Up to 7,600 litres (for calibration of each compartment and production of chart)	B	146.50	N/A	NB	149.40	1.98%	N/A	N/A	01-Apr-11	01-Apr-13
Dipstick measuring systems - Over 7,600 litres basic fees + costs per hour at a rate of:	B	68.70	N/A	NB	70.00	1.89%	N/A	N/A	01-Apr-11	01-Apr-13
Initial dipstick	B	18.00	N/A	NB	18.40	2.22%	N/A	N/A	01-Apr-11	01-Apr-13
Spare dipstick	B	18.00	N/A	NB	18.40	2.22%	N/A	N/A	01-Apr-11	01-Apr-13
Replacement dipstick (for calibration of each compartment and production of chart)	B	38.10	N/A	NB	38.90	2.10%	N/A	N/A	01-Apr-11	01-Apr-13

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Explosives										
Registered premises (Statutory Fee) New	B	105.00	N/A	NB	105.00	0.00%	N/A	N/A	01-Apr-10	01-Apr-13
Registered premises (Statutory Fee) Renewal	B	52.00	N/A	NB	52.00	0.00%	N/A	N/A	01-Apr-10	01-Apr-13
Licensed store (Statutory Fee) New	B	178.00	N/A	NB	178.00	0.00%	N/A	N/A	01-Apr-10	01-Apr-13
Licensed store (Statutory Fee) Renewal	B	83.00	N/A	NB	83.00	0.00%	N/A	N/A	01-Apr-10	01-Apr-13
Licence to sell all year (statutory Fee)	B	500.00	N/A	NB	500.00	0.00%	N/A	N/A	01-Apr-11	01-Apr-13
Sale of goods										
By competitive bidding	B	174.00	N/A	NB	177.50	2.01%	N/A	N/A	01-Apr-11	01-Apr-13
Motor Salvage Operations Registration										
New applications and renewals	B	102.50	N/A	NB	104.50	1.95%	N/A	N/A	01-Apr-11	01-Apr-13
Access to public register	B	0.00	N/A	NB	0.00	0.00%	N/A	N/A	01-Apr-11	01-Apr-13
Certified copy of single entry (per copy)	B	11.80	N/A	NB	12.00	1.69%	N/A	N/A	01-Apr-11	01-Apr-13
Non-certified copy of one or more entries	B	3.70	N/A	NB	3.80	2.70%	N/A	N/A	01-Apr-11	01-Apr-13

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
9. Planning & Applications										
Planning Fees										
Commercial Buildings - Call Out for Listed Building and Design Advice from a Conservation Officer	M	120.00	N/A	STD	120.00	0.00%		N/A	01-Apr-11	01-Apr-13
Pre Application Fees - Category B Development	M	4,200.00	N/A	STD	4,200.00	0.00%		N/A	01-Apr-11	01-Apr-13
Pre Application Fees - Category C Development	M	2,280.00	N/A	STD	2,280.00	0.00%		N/A	01-Apr-11	01-Apr-13
Pre Application Fees - Category D Development	M	1,140.00	N/A	STD	1,140.00	0.00%		N/A	01-Apr-11	01-Apr-13
Follow up Meetings - Category B Development	M	1,080.00	N/A	STD	1,080.00	0.00%		N/A	01-Apr-11	01-Apr-13
Follow up Meetings - Category C Development	M	485.00	N/A	STD	485.00	0.00%		N/A	01-Apr-11	01-Apr-13
Follow up Meetings - Category D Development	M	485.00	N/A	STD	485.00	0.00%		N/A	01-Apr-11	01-Apr-13

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Other Developments - All other Development excluding householder development and work to trees	M	270.00	N/A	STD	270.00	0.00%		N/A	01-Apr-11	01-Apr-13
Householders - Minor Applications	M	270.00	N/A	STD	270.00	0.00%		N/A	01-Apr-11	01-Apr-13
Householders - Category A Development	M	6,000.00	N/A	STD	6,000.00	0.00%		N/A	01-Apr-11	01-Apr-13
Householders - Specialist: Additional flat fee where listed Building or Conservation advice is required	M	120.00	N/A	STD	120.00	0.00%		N/A	01-Apr-11	01-Apr-13
Additional charges for the attendance of senior Managers - All other Development excluding householder development and work to trees	M	240.00	N/A	STD	240.00	0.00%		N/A	01-Apr-11	01-Apr-13
Follow up Meetings - Category A Development	M	1,560.00	N/A	STD	1,560.00	0.00%		N/A	01-Apr-11	01-Apr-13

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Planning - Additional Other Charges										
Copy Planning Decision	M	15.00	N/A	STD	15.00	0.00%	15.00	N/A	01-Apr-11	01-Apr-13
Copy Appeal Decision	M	15.00	N/A	STD	15.00	0.00%	15.00	N/A	01-Apr-11	01-Apr-13
Copy TPO with A4 - A3 Plans	M	20.00	N/A	STD	20.00	0.00%	20.00	N/A	01-Apr-11	01-Apr-13
General Photocopying/Printing including copies of letters, application forms, officer reports etc. (A4 size only)	M	0.20	N/A	STD	0.20	0.00%	0.20	N/A	01-Apr-11	01-Apr-13
Site History Research, Bulk Copying/Printing or other general planning research utilising officer time.	M	30.00	60.00	STD	30.00	0.00%	30.00	-0.50	01-Apr-11	01-Apr-13
Copy Plans (Paper or Scanned) A3 Copy or Extract - Per Plan	M	5.00	N/A	STD	5.00	0.00%	5.00	N/A	01-Apr-11	01-Apr-13
Copy Plans (Paper or Scanned) A2 -A10 - Per Plan	M	15.00	N/A	STD	15.00	0.00%	15.00	N/A	01-Apr-11	01-Apr-13
Copy Plan (from Mvicrofilm) A3 Plan - Per Plan	M	15.00		STD	15.00	0.00%	15.00	#DIV/0!	01-Apr-11	01-Apr-13

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Copy Plan (from Mvicrofilm) A2-A10 Plan - Per Plam	M	25.00		STD	25.00	0.00%	25.00	#DIV/0!	01-Apr-11	01-Apr-13
BAA Fees										
GDPO Applications and other Planning Related Work										
Scoping/screening opinions	B	1,000.00	1,000.00	NB	1,000.00	0.00%	1,000.00	0.00%	01-Apr-11	
6 pre-application meetings a year - per meeting	B	750.00	750.00	NB	750.00	0.00%	750.00	0.00%	01-Apr-11	
Considerations	B	85.00	85.00	NB	85.00	0.00%	85.00	0.00%	01-Apr-11	
Application where no extra floorspace is created	B	170.00	170.00	NB	170.00	0.00%	170.00	0.00%	01-Apr-11	
Minor Developments										
Floorspace created no larger than 1000m2 or site no bigger than 1hectares	B	850.00	850.00	NB	850.00	0.00%	850.00	0.00%	01-Apr-11	01-Apr-13
Major Developments										
Band A 1,000m2 to 10,000m2 or between 1 and 5 hectares	B	3,400.00	3,400.00	NB	3,400.00	0.00%	3,400.00	0.00%	01-Apr-11	01-Apr-13
Band B 10,000m2 to 20,000m2 or between 5 and 10 hectares	B	6,800.00	6,800.00	NB	6,800.00	0.00%	6,800.00	0.00%	01-Apr-11	01-Apr-13
Band C above 20,000m2 or above 10 hectares fee	B	18,000.00	18,000.00	NB	18,000.00	0.00%	18,000.00	0.00%	01-Apr-11	01-Apr-13

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10. Pest Control										
Occupied Property - 1-3 visits	R	60.00	N/A	STD	60.00	0.00%	N/A	N/A	01-Feb-11	01-Apr-13
Occupied Property - 1-3 visits Over 65	R	60.00	N/A	STD	0.00	-100.00%	N/A	N/A	01-Feb-11	01-Apr-13
Occupied Property - each additional visit	R	36.00	N/A	STD	36.00	0.00%	N/A	N/A	01-Feb-11	01-Apr-13
Rented Property	R	93.60	N/A	STD	93.60	0.00%	N/A	N/A	01-Feb-11	01-Apr-13
Emergency Work	R	48.00	N/A	STD	48.00	0.00%	N/A	N/A	01-Feb-11	01-Apr-13
No Access	R	36.00	N/A	STD	36.00	0.00%	N/A	N/A	01-Feb-11	01-Apr-13
11. Consumer Protection										
Contaminated Land										
Residential Enquiries - Per hour (Current Year)	R	60.00	60.00	STD	60.00	0.00%	60.00	0.00%	01-Apr-11	
Flat Rate (From Jan 2011)										
Commercial Enquiries - Per hour (Current Year)	B	N/A	150.00	STD	150.00	N/A	150.00	0.00%	01-Apr-11	01-Apr-13
Flat Rate (From Jan 2011)										

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
12. Hall Hire Charges										
Meeting Hall Hire - Scale 1 (Haydon Hall)										
Rooms 1, 3 + 5 Mon - Fri	B	38.00	39.00	EXP	38.00	0.00%	40.00	2.56%	01-Apr-12	01-Apr-13
Whole Hall Sat / Sun & Bank Holidays	B	55.00	57.00	EXP	55.00	0.00%	58.00	1.75%	01-Apr-12	01-Apr-13
Rooms 2 or 4 or 6 Mon - Fri	B	32.00	33.00	EXP	32.00	0.00%	33.50	1.52%	01-Apr-12	01-Apr-13
Meeting Hall Hire - Scale 2										
Rooms 1, 3 + 5 Mon - Fri	B	20.00	21.00	EXP	20.00	0.00%	21.25	1.19%	01-Apr-12	01-Apr-13
Whole Hall Sat / Sun & Bank Holidays	B	29.00	30.00	EXP	29.00	0.00%	30.30	1.00%	01-Apr-12	01-Apr-13
Rooms 2 or 4 or 6 Mon - Fri	B	16.00	16.00	EXP	16.00	0.00%	16.20	1.25%	01-Apr-11	01-Apr-13
Cavendish Hall (Leased to Richtone Ltd - prices shown are the maximum that)										
Ground floor hall Mon - Thurs	B	19.00	19.50	EXP	19.00	0.00%	20.00	2.56%	01-Apr-12	01-Apr-13
First floor hall Mon - Thurs	B	19.00	19.50	EXP	19.00	0.00%	20.00	2.56%	01-Apr-12	01-Apr-13
Upstairs small room Mon - Thurs	B	15.00	15.50	EXP	15.00	0.00%	15.70	1.29%	01-Apr-12	01-Apr-13
Ground floor hall Fri / Sat / Sun	B	27.00	28.00	EXP	27.00	0.00%	28.50	1.79%	01-Apr-12	01-Apr-13
First floor hall Fri / Sat / Sun	B	27.00	28.00	EXP	27.00	0.00%	28.50	1.79%	01-Apr-12	01-Apr-13

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Upstairs small room Fri / Sat / Sun	B	16.00	16.50	EXP	16.00	0.00%	17.00	3.03%	01-Apr-12	01-Apr-13
The Grange (Leased to Lido Catering Co Ltd - prices shown are the maximum										
Large Room Mon - Thurs	B	16.00	16.50	EXP	16.00	0.00%	16.70	1.21%	01-Apr-12	01-Apr-13
Medium room Mon - Thurs	B	16.00	16.50	EXP	16.00	0.00%	16.70	1.21%	01-Apr-12	01-Apr-13
Small room Mon - Thurs	B	15.00	15.50	EXP	15.00	0.00%	15.70	1.29%	01-Apr-12	01-Apr-13
Large Room Fri / Sat / Sun	B	20.00	20.50	EXP	20.00	0.00%	20.70	0.98%	01-Apr-12	01-Apr-13
Medium Room Fri / Sat / Sun	B	20.00	20.50	EXP	20.00	0.00%	20.70	0.98%	01-Apr-12	01-Apr-13
Small Room Fri / Sat / Sun	B	16.00	16.50	EXP	16.00	0.00%	16.70	1.21%	01-Apr-12	01-Apr-13
Kings College Pavilion - (Prices shown are the maximum that can be charged)										
Small RoomMon - Thurs inc Friday until 4.40pm	B	11.10	11.70	EXP	11.10	0.00%	11.85	1.28%	01-Apr-12	01-Apr-13
Medium RoomMon - Thurs inc Friday until 4.40pm	B	11.10	11.70	EXP	11.10	0.00%	11.85	1.28%	01-Apr-12	01-Apr-13
Large RoomMon - Thurs inc Friday until 4.40pm	B	16.40	17.80	EXP	16.40	0.00%	18.00	1.12%	01-Apr-12	01-Apr-13
Small RoomFri after 4.30 / Sat / Sun	B	21.50	23.40	EXP	21.50	0.00%	23.65	1.07%	01-Apr-12	01-Apr-13
Medium Room Fri after 4.30 / Sat / Sun	B	21.50	23.40	EXP	21.50	0.00%	23.65	1.07%	01-Apr-12	01-Apr-13
Large RoomFri after 4.30 / Sat / Sun	B	31.80	34.50	EXP	31.80	0.00%	34.90	1.16%	01-Apr-12	01-Apr-13

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Commercial Events - These are guide prices and will be negotiated on an indiv										
Commercial events / Operating Days	B	2,255.00	2,383.00	EXP	2,255.00	0.00%	2,410.00	1.13%	01-Apr-12	01-Apr-13
Commercial events / set up strip down days	B	375.40	397.00	EXP	375.40	0.00%	401.00	1.01%	01_apr-12	01-Apr-13
Fairs & Circuses - Monday to Thursday	B	829.00	854.00	EXP	829.00	0.00%	864.00	1.17%	01-Apr-12	01-Apr-13
Fairs & Circuses - Friday, Saturday, Sunday & Bank Holidays	B	1,134.00	1,168.00	EXP	1,134.00	0.00%	1,180.00	1.03%	01-Apr-12	01-Apr-13

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13. Parks & Open Spaces										
Football, Rugby, Hockey, Lacrosse & Gaelic Football (pro rata per match)										
Junior - Without changing facilities	R	17.50	19.40	EXP	17.50	0.00%	19.60	1.03%	01-Apr-12	
Pitch hire	R	23.60	26.30	EXP	23.60	0.00%	26.60	1.14%	01-Apr-12	
changing facilities	R	25.70	28.50	EXP	25.70	0.00%	28.80	1.05%	01-Apr-12	
Class 1A Modern dressing accommodation with hot & cold showers	R	57.50	63.80	EXP	57.50	0.00%	64.50	1.10%	01-Apr-12	
Class 111 Dressing accommodation	R	26.70	29.70	EXP	26.70	0.00%	30.00	1.01%	01-Apr-12	
Class 1V Other grounds	R	33.00	35.40	EXP	33.00	0.00%	35.90	1.41%	01-Apr-12	
Junior - Without changing facilities	R	18.50	20.50	EXP	18.50	0.00%	20.75	1.22%	01-Apr-12	
Bowls (May to September)										
Clubs pay lump sum (mgt fee) to green spaces collect fees and season tickets themselves.										
Green Fees (per hour) Adult	R	5.00	5.20	EXP	5.00	0.00%	5.20	0.00%	01-Apr-12	
Green Fees (per hour) Senior Citizens and Children	R	4.00	4.10	EXP	4.00	0.00%	4.10	0.00%	01-Apr-12	
Season Tickets Adult	R	112.00	116.00	EXP	112.00	0.00%	117.40	1.21%	01-Apr-12	
Season Tickets Senior Citizens and Children	R	57.00	58.00	EXP	57.00	0.00%	58.75	1.29%	01-Apr-12	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Cricket (pro-rata per match)										
Class 1A Modern dressing accommodation with hot & cold showers	R	102.57	113.80	EXP	102.57	0.00%	115.00	1.05%	01-Apr-12	
Class 111 Dressing accommodation	R	66.67	74.00	EXP	66.67	0.00%	74.80	1.08%	01-Apr-12	
Class 1V Other grounds	R	52.30	58.10	EXP	52.30	0.00%	58.80	1.20%	01-Apr-12	
Class 1A Modern dressing accommodation with hot & cold showers	R	122.05	135.30	EXP	122.05	0.00%	136.80	1.11%	01-Apr-12	
Class 1B Older dressing accommodation with hot & cold showers	R	112.82	125.20	EXP	112.82	0.00%	126.50	1.04%	01-Apr-12	
Class 11 Dressing accommodation with washing facilities	R	88.20	97.90	EXP	88.20	0.00%	98.90	1.02%	01-Apr-12	
Additional charge per match for seasonal or single lettings	R	16.41	18.20	EXP	16.41	0.00%	18.40	1.10%	01-Apr-12	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Letting of Open Space										
Fund-raising events	B	0.00	0.00	EXP	0.00	0.00%	0.00	0.00%	01-Apr-11	01-Apr-13
Charity events	B	0.00	0.00	EXP	0.00	0.00%	0.00	0.00%	01-Apr-11	
Events - profit making or commercial - min. hourly charge	B	100.51	103.50	EXP	100.51	0.00%	104.50	0.97%	01-Apr-12	
Events - local community or non-profit making - min. hourly charge	B	16.41	N/A	EXP	16.41	0.00%	N/A	N/A	01-Apr-11	01-Apr-13
Sports days	B	22.56	24.50	EXP	22.56	0.00%	24.80	1.22%	01-Apr-12	01-Apr-13
Other events / minimum charge	B	52.30	55.30	EXP	52.30	0.00%	55.90	1.08%	01-Apr-12	01-Apr-13
Wedding photographs etc (New Charge 2007/08)	R	53.70	55.30	EXP	53.70	0.00%	55.90	1.08%	01-Apr-12	
Use of Camp Site - Mad Bess Wood (Scout Groups etc)										
0-29 persons per night	R	44.10	47.80	EXP	44.10	0.00%	48.30	1.05%	01-Apr-12	
Tennis (charges per hour)										
Juniors - Weekdays up to 6pm	R	3.00	3.20	EXP	3.00	0.00%	3.20	0.00%	01-Apr-12	
Weekends & Public Holidays	R	6.00	6.30	EXP	6.00	0.00%	6.40	1.59%	01-Apr-12	
Adults - Weekdays up to 4pm	R	5.00	5.30	EXP	5.00	0.00%	5.30	0.00%	01-Apr-12	
After 4pm, weekends & Public Holidays	R	6.00	6.30	EXP	6.00	0.00%	6.40	1.59%	01-Apr-12	

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14. Street-Scene Enforcement										
Minor Highways Fees										
Scaffold / Hoarding (Additional charge per hour)	B	N/A	N/A	NB	N/a	N/A	N/A	N/A	01 April 2011	01-Apr-13
	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01 April 2011	
Mobile Construction Equipment (e.g. cranes on the highway) Additional cost per hr	B	N/A	N/A	NB	0.00	N/A	0.00	N/A	01 April 2011	01-Apr-13
Scaffold / Hoarding (charge per application)	B	0.00	180.00	NB	0.00	0.00%	185.00	2.78%	01 April 2012	01-Apr-13
Plant & Maintain Licences (Basic cost charged per application)	M	170.00	180.00	NB	170.00	0.00%	185.00	2.78%	01 April 2012	01-Apr-13
Mobile Construction Equipment (e.g. cranes on the highway)	B	0.00	180.00	NB	0.00	0.00%	185.00	2.78%	01 April 2012	01-Apr-13
Oversail Licences (e.g. cranes and canopies)	B	0.00	180.00	NB	0.00	0.00%	185.00	2.78%	01 April 2012	01-Apr-13
Entrance to Cellars and Pavement Lights	B	Recharge d at costs	N/A	NB	Recharged at costs	N/A	N/A	N/A	01 April 2011	01-Apr-13

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Cars for Sale on the Highway										
Removals - not a licencable fee and charge hardly ever occurs, we would pass on full cost and storage removed vehicle upon collection by owner.	B	Recharge d at costs	N/A	NB	Recharged at costs	N/A	N/A	N/A	01 April 2011	01-Apr-13
"A"Board fees & charges - very rarely have to remove these and if we did we would pass removal costs on to relevant party.										
Initial application fee	B	51.50	51.50	NB	51.50	0.00%	51.50	0.00%	01 April 2011	
Once approved by Planning a further:	B	96.30	96.30	NB	96.30	0.00%	96.30	0.00%	01 April 2011	
Thereafter annual fee	B	147.80	147.80	NB	147.80	0.00%	147.80	0.00%	01 April 2011	
Public Rights of Way										
Application to change definitive map & statement	M	150.00	150.00	NB	150.00	0.00%	152.00	1.33%	01 April 2012	
Highways Enquires										
For legal purposes requiring a written response	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01 April 2011	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Streetworks Inspection / Licensing										
Sample Inspection	B	N/A	50.00	NB	N/A	N/A	50.00	0.00%	01 April 2011	01-Apr-13
Defected Works	B	N/A	47.50	NB	N/A	N/A	47.50	0.00%	01 April 2011	01-Apr-13
License new plant	B	N/A	450.00	NB	N/A	N/A	500.00	11.11%	01 April 2012	01-Apr-13
license old plant	B	N/A	450.00	NB	N/A	N/A	500.00	11.11%	01 April 2012	01-Apr-13
Streetworks Overruns (min/day)	B	N/A	100.00	NB	N/A	N/A	100.00	0.00%	01 April 2011	01-Apr-13
Streetworks Overruns (max/day)	B	N/A	2,500.00	NB	N/A	N/A	3,000.00	20.00%	01 April 2011	01-Apr-13
Bar marks in front of vehicle crossings	M	135.00	135.00	NB	135.00	0.00%	135.00	0.00%	01 April 2011	
Minor Highways Fees										
Vehicle Crossings (Average crossing)	R	900.00	N/A	NB	900.00	0.00%	N/A	N/A	01 April 2012	01-Apr-13
Oversail Licences (e.g. cranes and canopies)	B	N/A	50.00	NB	N/A	N/A	50.00	0.00%	01 April 2011	01-Apr-13
Additional charges per hr										
All Highways enquiries for legal purposes requiring written response	M	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01 April 2011	
Additional Highways Enquiries										
Standard Highways Adoption Question (1 to 3 questions)	B	34.00	34.00	EXP	34.00	0.00%	36.00	5.88%	01 April 2012	01-Apr-13

Type
 B - Business R - Resident
 M- Mixed C- Concession

VAT Status
 STD- Standard
 EXP - Exempt
 NB- Non Business

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Additional Highways Questions (each)	B	12.00	12.00	EXP	12.00	0.00%	12.50	4.17%	01 April 2012	01-Apr-13
Minor Highways Fees										
Building Materials (charge per application)	B	143.50	143.50	NB	143.50	0.00%	145.00	1.05%	01-Apr-11	01-Apr-13
Application for Banners on Street Furniture	M	147.10	N/A	NB	147.10	0.00%	N/A	N/A	01-Apr-11	01-Apr-13
Application for Festive Lights & Decorations	M	147.10	N/A	NB	147.10	0.00%	N/A	N/A	01-Apr-11	01-Apr-13
Skip Licencing										
(charge per application. (for 1-49)	B	17.10	17.10	NB	17.50	2.34%	17.50	2.34%	01-Apr-12	01-Apr-13

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
15. Children's Centres										
Full day care provision										
Nestles Avenue Children's Centre	R	205.00	205.00	EXP	205.00	0.00%	207.00	0.98%	01-Apr-08	
South Ruislip Early Years Centre	R	205.00	205.00	EXP	205.00	0.00%	207.00	0.98%	01-Apr-08	
Uxbridge Early Years Centre	R	205.00	205.00	EXP	205.00	0.00%	207.00	0.98%	01-Apr-08	
Barra Hall Room Hire										
Daytime room hire per hour (9am to 6pm) (concession for voluntary organisations)	M	30.00	30.00	EXP	30.00	0.00%	30.00	0.00%	01-Jun-10	
Daytime room hire per day (9am to 6pm) (concession for voluntary organisations)	M	150.00	150.00	EXP	150.00	0.00%	150.00	0.00%	01-Jun-10	
Evening room hire per hour (concession for voluntary organisations)	M	33.00	33.00	EXP	33.00	0.00%	33.00	0.00%	01-Jun-10	
Weekend room hire per hour (concession for voluntary organisations)	M	37.50	37.50	EXP	37.50	0.00%	37.50	0.00%	01-Jun-10	

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Weekend room hire per day (9am to 6pm) (concession for voluntary organisations)	M	187.50	187.50	EXP	187.50	0.00%	187.50	0.00%	01-Jun-10	
Additional tea / coffee (per mug)	M	0.80	0.80	STD	0.80	0.00%	0.80	0.00%	01-Jun-10	
16. Adult Education And Music Service										
Tuition Fees										
Tuition Fee per Guided Learning Hour –LSC funded provision	R	2.48	4.50	EXP	2.48	0.00%	4.55	1.11%	01-Sep-11	
Tuition Fee per Guided Learning Hour –LBH funded provision	R	2.48	4.50	EXP	2.48	0.00%	4.55	1.11%	01-Sep-11	
Charge for a fully equipped and serviced classroom	M	150.00	150.00	EXP	150.00	0.00%	150.00	0.00%		
Charge for a fully equipped and serviced classroom	M	100.00	100.00	EXP	100.00	0.00%	100.00	0.00%		

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Music Service (termly charge)										
Group tuition	R	58.50	58.50	EXP	58.50	0.00%	60.00	2.56%	01-Sep-11	
Individual tuition	R	110.00	110.00	EXP	110.00	0.00%	112.00	1.82%	01-Sep-11	
Saturday Music Centre	R	58.50	58.50	EXP	58.50	0.00%	60.00	2.56%	01-Sep-11	
Evening Activity or	R	33.00	33.00	EXP	33.00	0.00%	34.00	3.03%	01-Sep-11	
Saturday Choir Only										
Use of Instrument	R	12.00	12.00	EXP	12.00	0.00%	15.00	25.00%	01-Sep-11	
individual 15 minute lesson	R	N/A	N/A	EXP	85.00	N/A	85.00	N/A	N/A	
Music Service (concession)										
Group tuition	R	12.75	12.75	EXP	12.75	0.00%	13.00	1.96%	01-Sep-10	
Individual tuition	R	21.25	21.25	EXP	21.25	0.00%	21.50	1.18%	01-Sep-10	
Saturday Music Centre	R	12.75	12.75	EXP	12.75	0.00%	13.00	1.96%	01-Sep-10	
Evening Activity or	R	9.25	9.25	EXP	9.25	0.00%	9.50	2.70%	01-Sep-10	
Saturday Choir Only										
Use of Instrument	R	4.10	4.10	EXP	4.10	0.00%	5.10	24.39%	01-Sep-10	
individual 15 minute lesson	R	N/A	N/A	EXP	17.00	N/A	17.00	N/A	N/A	
Music Service (Schools Charges)										
Hourly Charge for School Projects	S	N/A	37.00	NB	N/A	N/A	37.00	0.00%	01-Sep-10	
Hourly Charge for School Projects (to academies)	S	N/A	44.40	STD	N/A	N/A	44.40	0.00%	01-Sep-10	

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
17. Young People's Centre										
Charville YPC Northwood YPC South Ruislip YPC										
Hourly Charges										
Council directly managed	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Other voluntary group lettings	M	30.00	30.00	EXP	30.00	0.00%	30.00	0.00%	01-Apr-11	
Other lettings	M	40.00	40.00	EXP	40.00	0.00%	40.00	0.00%	01-Apr-11	
Daily Charges (Up to 8 Hours)										
Council directly managed	M	120.00	120.00	EXP	120.00	0.00%	120.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	150.00	150.00	EXP	150.00	0.00%	150.00	0.00%	01-Apr-11	
Other voluntary group lettings	M	180.00	180.00	EXP	180.00	0.00%	180.00	0.00%	01-Apr-11	
Other lettings	M	241.00	241.00	EXP	241.00	0.00%	241.00	0.00%	01-Apr-11	
Daily Charges (More than 8 Hours)										
Council directly managed	M	241.00	241.00	EXP	241.00	0.00%	241.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	301.00	301.00	EXP	301.00	0.00%	301.00	0.00%	01-Apr-11	
Other voluntary group lettings	M	361.00	361.00	EXP	361.00	0.00%	361.00	0.00%	01-Apr-11	
Other lettings	M	481.00	481.00	EXP	481.00	0.00%	481.00	0.00%	01-Apr-11	

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Individual Rooms										
Hourly										
Charge for 1 room	M	7.00	7.00	EXP	7.00	0.00%	7.00	0.00%	01-Apr-11	
Small hall	M	10.00	10.00	EXP	10.00	0.00%	10.00	0.00%	01-Apr-11	
Large Hall	M	15.00	15.00	EXP	15.00	0.00%	15.00	0.00%	01-Apr-11	
Daily (up to 8 hours)										
Charge for 1 room	M	40.00	40.00	EXP	40.00	0.00%	40.00	0.00%	01-Apr-11	
Small hall	M	60.00	60.00	EXP	60.00	0.00%	60.00	0.00%	01-Apr-11	
Large Hall	M	90.00	90.00	EXP	90.00	0.00%	90.00	0.00%	01-Apr-11	
Daily (more than 8 hours)										
Charge for 1 room	M	80.00	80.00	EXP	80.00	0.00%	80.00	0.00%	01-Apr-11	
Small hall	M	120.00	120.00	EXP	120.00	0.00%	120.00	0.00%	01-Apr-11	
Large Hall	M	180.00	180.00	EXP	180.00	0.00%	180.00	0.00%	01-Apr-11	
West Drayton YPC										
Hourly charges										
Council directly managed	M	21.00	21.00	EXP	21.00	0.00%	21.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	26.00	26.00	EXP	26.00	0.00%	26.00	0.00%	01-Apr-11	
Other voluntary group lettings	M	31.00	31.00	EXP	31.00	0.00%	31.00	0.00%	01-Apr-11	
Other lettings	M	41.00	41.00	EXP	41.00	0.00%	41.00	0.00%	01-Apr-11	

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Daily Charges (UP to 8 HOURS)										
Council directly managed	M	124.00	124.00	EXP	124.00	0.00%	124.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	155.00	155.00	EXP	155.00	0.00%	155.00	0.00%	01-Apr-11	
Other voluntary group lettings	M	186.00	186.00	EXP	186.00	0.00%	186.00	0.00%	01-Apr-11	
Other lettings	M	248.00	248.00	EXP	248.00	0.00%	248.00	0.00%	01-Apr-11	
Daily Charges (More than 8 HOURS)										
Council directly managed	M	248.00	248.00	EXP	248.00	0.00%	248.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	310.00	310.00	EXP	310.00	0.00%	310.00	0.00%	01-Apr-11	
Other voluntary group lettings	M	372.00	372.00	EXP	372.00	0.00%	372.00	0.00%	01-Apr-11	
Other lettings	M	496.00	496.00	EXP	496.00	0.00%	496.00	0.00%	01-Apr-11	
Individual Rooms										
Hourly										
Charge for 1 room	M	7.00	7.00	EXP	7.00	0.00%	7.00	0.00%	01-Apr-11	
Small hall	M	10.00	10.00	EXP	10.00	0.00%	10.00	0.00%	01-Apr-11	
Large Hall	M	16.00	16.00	EXP	16.00	0.00%	16.00	0.00%	01-Apr-11	
Daily (up to 8 hours)										
Charge for 1 room	M	41.00	41.00	EXP	41.00	0.00%	41.00	0.00%	01-Apr-11	
Small hall	M	62.00	62.00	EXP	62.00	0.00%	62.00	0.00%	01-Apr-11	
Large Hall	M	93.00	93.00	EXP	93.00	0.00%	93.00	0.00%	01-Apr-11	

Type
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All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Daily (more than 8 hours)										
Charge for 1 room	M	83.00	83.00	EXP	83.00	0.00%	83.00	0.00%	01-Apr-11	
Small hall	M	124.00	124.00	EXP	124.00	0.00%	124.00	0.00%	01-Apr-11	
Large Hall	M	186.00	186.00	EXP	186.00	0.00%	186.00	0.00%	01-Apr-11	
Harlington YPC										
Hourly										
Council directly managed	M	16.00	16.00	EXP	16.00	0.00%	16.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	01-Apr-11	
Other voluntary group lettings	M	24.00	24.00	EXP	24.00	0.00%	24.00	0.00%	01-Apr-11	
Other lettings	M	32.00	32.00	EXP	32.00	0.00%	32.00	0.00%	01-Apr-11	
Daily (up to 8 hours)										
Council directly managed	M	97.00	97.00	EXP	97.00	0.00%	97.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	122.00	122.00	EXP	122.00	0.00%	122.00	0.00%	01-Apr-11	
Other voluntary group lettings	M	146.00	146.00	EXP	146.00	0.00%	146.00	0.00%	01-Apr-11	
Other lettings	M	194.00	194.00	EXP	194.00	0.00%	194.00	0.00%	01-Apr-11	

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Daily (more than 8 hours)										
Council directly managed	M	194.00	194.00	EXP	194.00	0.00%	194.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	243.00	243.00	EXP	243.00	0.00%	243.00	0.00%	01-Apr-11	
Other voluntary group lettings	M	292.00	292.00	EXP	292.00	0.00%	292.00	0.00%	01-Apr-11	
Other lettings	M	389.00	389.00	EXP	389.00	0.00%	389.00	0.00%	01-Apr-11	
Individual Rooms										
Hourly										
Charge for 1 room	M	5.00	5.00	EXP	5.00	0.00%	5.00	0.00%	01-Apr-11	
Small hall	M	8.00	8.00	EXP	8.00	0.00%	8.00	0.00%	01-Apr-11	
Large Hall	M	12.00	12.00	EXP	12.00	0.00%	12.00	0.00%	01-Apr-11	
Daily (up to 8 hours)										
Charge for 1 room	M	32.00	32.00	EXP	32.00	0.00%	32.00	0.00%	01-Apr-11	
Small hall	M	49.00	49.00	EXP	49.00	0.00%	49.00	0.00%	01-Apr-11	
Large Hall	M	73.00	73.00	EXP	73.00	0.00%	73.00	0.00%	01-Apr-11	
Daily (more than 8 hours)										
Charge for 1 room	M	65.00	65.00	EXP	65.00	0.00%	65.00	0.00%	01-Apr-11	
Small hall	M	97.00	97.00	EXP	97.00	0.00%	97.00	0.00%	01-Apr-11	
Large Hall	M	146.00	146.00	EXP	146.00	0.00%	146.00	0.00%	01-Apr-11	

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Ruislip YPC										
Hourly										
Council directly managed	M	16.00	16.00	EXP	16.00	0.00%	16.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	01-Apr-11	
Other voluntary group	M	24.00	24.00	EXP	24.00	0.00%	24.00	0.00%	01-Apr-11	
lettings										
Other lettings	M	32.00	32.00	EXP	32.00	0.00%	32.00	0.00%	01-Apr-11	
Daily (up to 8 hours)										
Council directly managed	M	95.00	95.00	EXP	95.00	0.00%	95.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	118.00	118.00	EXP	118.00	0.00%	118.00	0.00%	01-Apr-11	
Other voluntary group	M	142.00	142.00	EXP	142.00	0.00%	142.00	0.00%	01-Apr-11	
lettings										
Other lettings	M	189.00	189.00	EXP	189.00	0.00%	189.00	0.00%	01-Apr-11	
Daily (more than 8 hours)										
Council directly managed	M	189.00	189.00	EXP	189.00	0.00%	189.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	237.00	237.00	EXP	237.00	0.00%	237.00	0.00%	01-Apr-11	
Other voluntary group	M	284.00	284.00	EXP	284.00	0.00%	284.00	0.00%	01-Apr-11	
lettings										
Other lettings	M	379.00	379.00	EXP	379.00	0.00%	379.00	0.00%	01-Apr-11	

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Individual Rooms										
Hourly										
Charge for 1 room	M	5.00	5.00	EXP	5.00	0.00%	5.00	0.00%	01-Apr-11	
Small hall	M	8.00	8.00	EXP	8.00	0.00%	8.00	0.00%	01-Apr-11	
Large Hall	M	12.00	12.00	EXP	12.00	0.00%	12.00	0.00%	01-Apr-11	
Daily (up to 8 hours)										
Charge for 1 room	M	32.00	32.00	EXP	32.00	0.00%	32.00	0.00%	01-Apr-11	
Small hall	M	47.00	47.00	EXP	47.00	0.00%	47.00	0.00%	01-Apr-11	
Large Hall	M	71.00	71.00	EXP	71.00	0.00%	71.00	0.00%	01-Apr-11	
Daily (more than 8 hours)										
Charge for 1 room	M	63.00	63.00	EXP	63.00	0.00%	63.00	0.00%	01-Apr-11	
Small hall	M	95.00	95.00	EXP	95.00	0.00%	95.00	0.00%	01-Apr-11	
Large Hall	M	142.00	142.00	EXP	142.00	0.00%	142.00	0.00%	01-Apr-11	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Fountain Mills YPC										
Hourly										
Council directly managed	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	26.00	26.00	EXP	26.00	0.00%	26.00	0.00%	01-Apr-11	
Other voluntary group lettings	M	31.00	31.00	EXP	31.00	0.00%	31.00	0.00%	01-Apr-11	
Other lettings	M	41.00	41.00	EXP	41.00	0.00%	41.00	0.00%	01-Apr-11	
Daily (up to 8 hours)										
Council directly managed	M	123.00	123.00	EXP	123.00	0.00%	123.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	153.00	153.00	EXP	153.00	0.00%	153.00	0.00%	01-Apr-11	
Other voluntary group lettings	M	184.00	184.00	EXP	184.00	0.00%	184.00	0.00%	01-Apr-11	
Other lettings	M	245.00	245.00	EXP	245.00	0.00%	245.00	0.00%	01-Apr-11	
Daily (more than 8 hours)										
Council directly managed	M	245.00	245.00	EXP	245.00	0.00%	245.00	0.00%	01-Apr-11	
Affiliated Youth Groups	M	306.00	306.00	EXP	306.00	0.00%	306.00	0.00%	01-Apr-11	
Other voluntary group lettings	M	368.00	368.00	EXP	368.00	0.00%	368.00	0.00%	01-Apr-11	
Other lettings	M	490.00	490.00	EXP	490.00	0.00%	490.00	0.00%	01-Apr-11	

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Individual Rooms										
Hourly										
Charge for 1 room	M	7.00	7.00	EXP	7.00	0.00%	7.00	0.00%	01-Apr-11	
Small hall	M	10.00	10.00	EXP	10.00	0.00%	10.00	0.00%	01-Apr-11	
Large Hall	M	15.00	15.00	EXP	15.00	0.00%	15.00	0.00%	01-Apr-11	
Daily (up to 8 hours)										
Charge for 1 room	M	41.00	41.00	EXP	41.00	0.00%	41.00	0.00%	01-Apr-11	
Small hall	M	61.00	61.00	EXP	61.00	0.00%	61.00	0.00%	01-Apr-11	
Large Hall	M	92.00	92.00	EXP	92.00	0.00%	92.00	0.00%	01-Apr-11	
Daily (more than 8 hours)										
Charge for 1 room	M	82.00	82.00	EXP	82.00	0.00%	82.00	0.00%	01-Apr-11	
Small hall	M	123.00	123.00	EXP	123.00	0.00%	123.00	0.00%	01-Apr-11	
Large Hall	M	184.00	184.00	EXP	184.00	0.00%	184.00	0.00%	01-Apr-11	

Type
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18. FIESTA										
FIESTA in the Park - SY 7+	M	0.00	0.00	EXP	0.00	0.00%	0.00	0.00%	01-Apr-11	
Summer Action - SY 4-	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Summer Action - SY 6-	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Summer Action - SY 8-	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Summer Action - SY 10	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Summer Action Sparks - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Fashion School - SY 8+	M	62.50	62.50	EXP	62.50	0.00%	62.50	0.00%	01-Apr-11	
Mural Design - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Street Art - SY 8+	M	31.25	31.25	EXP	31.25	0.00%	31.25	0.00%	01-Apr-11	
Digital Photography - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Film Production - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Radio Broadcasting - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Web Communications and Design - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Drama and Improvisation - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Advanced Drama and Improvisation - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Musical Theatre - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Recording Studio Production - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	

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Rock School - SY 8+	M	62.50	62.50	EXP	62.50	0.00%	62.50	0.00%	01-Apr-11	
Street Dance - SY 8+	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	01-Apr-11	
Street Dance (Advanced) - SY 8+	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	01-Apr-11	
Urban Vocal Performance - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Bollywood Dance - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Make Up and Beauty Techniques - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Advanced Make Up and Beauty Techniques - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Babysitting - SY 11	M	31.25	31.25	EXP	31.25	0.00%	31.25	0.00%	01-Apr-11	
Careers: What Next? - SY 11	M	0.00	0.00	EXP	0.00	0.00%	0.00	0.00%	01-Apr-11	
Event Management - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Food Hygiene Certificate - SY 8+	M	6.25	6.25	EXP	6.25	0.00%	6.25	0.00%	01-Apr-11	
Hairdressing - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Health and Safety Training for the Workplace - SY 11	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Motor Vehicle Maintenance - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	

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Motor Vehicle Maintenance (Advanced) - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Office Skills - SY 11	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
British Sign Language - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Cycling Proficiency - SY 6+	M	0.00	0.00	EXP	0.00	0.00%	0.00	0.00%	01-Apr-11	
Driving Theory Test (Introduction to) - SY 8+	M	6.25	6.25	EXP	6.25	0.00%	6.25	0.00%	01-Apr-11	
English as a Second Language (ESOL) - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
First Aid Skills (Introduction to) - SY 8+	M	6.25	6.25	EXP	6.25	0.00%	6.25	0.00%	01-Apr-11	
First Aid: Appointed Person (Advanced) - SY 11	M	6.25	6.25	EXP	6.25	0.00%	6.25	0.00%	01-Apr-11	
Hillingdon's Young Master Chef - SY 8+	M	6.25	6.25	EXP	6.25	0.00%	6.25	0.00%	01-Apr-11	
International Cooking Skills - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
Massage and Aromatherapy - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	
What Do You Stand for? Politics for Beginners - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-11	

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19. Library Service										
Charges										
Compact Discs - every 3 weeks	R	1.05	1.60	NB	1.05	0.00%	1.60	0.00%	01-Apr-12	
DVDs - per week	R	2.10	3.15	NB	2.10	0.00%	3.15	0.00%	01-Apr-12	
Children's DVDs - per week	R	1.05	1.60	NB	1.05	0.00%	1.60	0.00%	01-Apr-12	
Videos - per week	R	1.05	1.60	NB	1.05	0.00%	1.60	0.00%	01-Apr-12	
Children's videos - per week	R	0.55	0.85	NB	0.55	0.00%	0.85	0.00%	01-Apr-12	
Language Courses - every 3 weeks	R	3.05	5.25	NB	3.05	0.00%	5.25	0.00%	01-Apr-12	
Video Language Courses - every 3 weeks	R	3.05	5.25	NB	3.05	0.00%	5.25	0.00%	01-Apr-12	
CD & Cassettes - every 3 weeks	R	2.05	3.15	NB	2.05	0.00%	3.15	0.00%	01-Apr-12	
eAudiobooks (downloadable) - every 3 weeks	R	2.05	3.15	NB	2.05	0.00%	3.15	0.00%	01-Apr-12	
Holds (Reservations) - Self Placed	R	0.60	0.85	NB	0.60	0.00%	0.85	0.00%	01-Apr-12	
Holds (Reservations) - Staff Placed	R	0.60	0.85	NB	0.60	0.00%	0.85	0.00%	01-Apr-12	
Holds (Reservations) - Not in stock	R	3.10	5.25	NB	3.10	0.00%	5.25	0.00%	01-Apr-12	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Holds (Reservations) - British Library Items	R	3.10	5.25	NB	3.10	0.00%	5.25	0.00%	01-Apr-12	
Holds (Reservations) - Photocopies	R	£2.05 + 21p per A4 sheet	£2.20 + 25p per A4 sheet	NB	£2.05 + 21p per A4 sheet	0.00%	£2.20 + 25p per A4 sheet	0.00%	01-Apr-12	
Lost Tickets	R	2.05	2.20	NB	2.05	0.00%	2.20	0.00%	01-Apr-12	
Lost Tickets	R	1.05	1.60	NB	1.05	0.00%	1.60	0.00%	01-Apr-12	
Overdue Reminders	R	0.85	1.05	NB	0.85	0.00%	1.05	0.00%	01-Apr-12	
Fines										
Books	R	0.16	0.20	NB	0.16	0.00%	0.20	0.00%	01-Apr-11	
Talking Books	R	0.16	0.20	NB	0.16	0.00%	0.20	0.00%	01-Apr-11	
Cassettes	R	0.16	0.20	NB	0.16	0.00%	0.20	0.00%	01-Apr-11	
Compact Discs	R	0.16	0.20	NB	0.16	0.00%	0.20	0.00%	01-Apr-11	
Language Courses	R	0.16	0.20	NB	0.16	0.00%	0.20	0.00%	01-Apr-11	
Videos	R	1.05	1.60	NB	1.05	0.00%	1.60	0.00%	01-Apr-12	
DVDs	R	1.05	1.60	NB	1.05	0.00%	1.60	0.00%	01-Apr-12	
Junior Videos	R	0.55	0.85	NB	0.55	0.00%	0.85	0.00%	01-Apr-12	
Fax										
In the UK - 1st Page	R	1.05	1.10	STD	1.05	0.00%	1.10	0.00%	01-Apr-12	
In the UK - Subsequent Page	R	0.55	0.60	STD	0.55	0.00%	0.60	0.00%	01-Apr-12	
Western Europe - 1st Page	R	2.30	2.40	STD	2.30	0.00%	2.40	0.00%	01-Apr-12	
Western Europe - Subsequent Page	R	1.15	1.20	STD	1.15	0.00%	1.20	0.00%	01-Apr-12	
Rest of the World - 1st Page	R	3.65	3.80	STD	3.65	0.00%	3.80	0.00%	01-Apr-12	

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Rest of the World - Subsequent Page	R	1.85	1.95	STD	1.85	0.00%	1.95	0.00%	01-Apr-12	
Per Fax (any length)	R	1.05	1.10	STD	1.05	0.00%	1.10	0.00%	01-Apr-12	
Printing & Photocopies										
Black and White PC Prints per A4 sheets	R	0.20	0.20	STD	0.20	0.00%	0.20	0.00%	01-Apr-11	
Colour PC Prints per A4 sheets	R	0.40	0.40	STD	0.40	0.00%	0.40	0.00%	01-Apr-11	
CD-ROM/Microform Prints per sheet	R	0.30	0.30	STD	0.30	0.00%	0.30	0.00%	01-Apr-11	
Black & White A4	R	0.10	0.10	STD	0.10	0.00%	0.10	0.00%	01-Apr-11	
Black & White A3	R	0.20	0.20	STD	0.20	0.00%	0.20	0.00%	01-Apr-11	
Colour A4	R	1.05	1.10	STD	1.05	0.00%	1.10	0.00%	01-Apr-12	
Colour A3	R	1.55	1.60	STD	1.55	0.00%	1.60	0.00%	01-Apr-12	
Black & White (Colour Photocopies) A4	R	0.30	0.30	STD	0.30	0.00%	0.30	0.00%	01-Apr-11	
Black & White (Colour Photocopies) A3	R	0.60	0.65	STD	0.60	0.00%	0.65	0.00%	01-Apr-12	
Hire of Library Premises										
Monday - Thursday per hour	R	8.70	16.00	EXP	8.70	0.00%	16.00	0.00%	01-Apr-12	
Friday - Saturday per hour	R	9.75	16.00	EXP	9.75	0.00%	16.00	0.00%	01-Apr-12	
Commercial Organisations	R	15.50	21.00	EXP	15.50	0.00%	21.00	0.00%	01-Apr-12	

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Advertising										
Notice Board Display - Rental Charge	R	36.00	38.00	STD	36.00	0.00%	38.00	0.00%	01-Apr-12	01-Apr-13
Bill posting fee - Up to 3 posters	R	189.60	199.00	STD	191.50	1.00%	202.00	1.51%	01-Apr-12	
Family History Search Fee										
Family History - Census search - one address - Address & year	R	3.60	5.25	STD	3.60	0.00%	5.25	0.00%	01-Apr-12	01-Apr-12
Family History - Census search - one address - same address subsequent year	R	1.80	5.25	STD	1.80	0.00%	5.25	0.00%	01-Apr-12	
Family History - Census search - one address - same address subsequent year to include copies of six entries	R	1.80	5.25	STD	1.80	0.00%	5.25	0.00%	01-Apr-12	
Family History - Local Newspapers Search - Article on one specific event	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	

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Family History - Electoral Register Search - 1890-1914. Name & address. Occupant at one address. (5 year Search)	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	
	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	
Family History - Directories Search - Occupant at one address or trade. (5 year Search)	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	
Family History - Parish Registers Search - Entry of baptism, marriage or burial	R	1.80	3.15	STD	1.80	0.00%	3.15	0.00%	01-Apr-12	
Family History -Rate Books Search - Occupant at one address	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	

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Family History -Journals Search - Article on one specific topic	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	
Family History -Photographs Search - Photos of one specific place or topic	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	
Family History - Maps - Extract showing 1 area.	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	
Other Research - per half hour	R	15.50	21.00	STD	15.50	0.00%	21.00	0.00%	01-Apr-12	
Other										
Annual Membership Fees - Non-Residents	R	0.00	0.00	EXP	0.00	N/A	0.00	N/A	01-Apr-12	01-Apr-13
Computer Hire Charges - Free to Residents - Non-Residents - First Hour £1.00, .50p per hr. thereafter	R	0.00	1.00	EXP	0.00	N/A	1.00	0.00%	01-Apr-12	01-Apr-13

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20.Commercial Premises Licence Fees										
Other Licenses										
Sex Establishment - This fee was set in June - no change proposed	B	2,300.00	2,300.00	NB	2,300.00	0.00%	2,300.00	0.00%	01-Jun-11	
Sex Establishment-Renewal Fee for shpos	B	1,150.00	1,150.00	NB	1,150.00	0.00%	1,150.00	0.00%	01-Apr-12	
Sex Establishment-Transfer	B	N/A	N/A	NB	575.00	N/A	575.00	N/A	N/A	01-Apr-13
Hypnotism Consent	B	21.00	21.00	NB	21.00	0.00%	21.00	0.00%	01-Apr-12	
THE MARRIAGE ACT 1994										
Application for Approval	B	460.00	460.00	NB	475.00	3.26%	475.00	3.26%	01-Apr-12	01-Apr-13
Application for Approval or renewal a premises which currently holds a Premises Licence under the Licensing Act 2003	B	230.00	230.00	NB	245.00	6.52%	245.00	6.52%	01-Apr-12	01-Apr-13
Application for renewal	B	350.00	350.00	NB	365.00	4.29%	365.00	4.29%	01-Apr-12	01-Apr-13
Application for a review	B	350.00	350.00	NB	365.00	4.29%	365.00	4.29%	01-Apr-12	01-Apr-13
Application for transfer or update of approval	B	N/A	N/A	NB	25.00	N/A	25.00	N/A	N/A	01-Apr-13

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The Licensing Act 2003										
Application for a new / variation licence BAND A	B	100.00	100.00	NB	100.00	0.00%	100.00	0.00%	01-Apr-10	
Application for a new / variation licence BAND B	B	190.00	190.00	NB	190.00	0.00%	190.00	0.00%	01-Apr-10	
Application for a new / variation licence BAND C	B	315.00	315.00	NB	315.00	0.00%	315.00	0.00%	01-Apr-10	
Application for a new / variation licence BAND D	B	450.00	450.00	NB	450.00	0.00%	450.00	0.00%	01-Apr-10	
Application for a new / variation licence BAND E	B	635.00	635.00	NB	635.00	0.00%	635.00	0.00%	01-Apr-10	
Application for a new / variation licence BAND D Multiplier	B	900.00	900.00	NB	900.00	0.00%	900.00	0.00%	01-Apr-10	
Application for a new / variation licence BAND E Multiplier	B	1,905.00	1,905.00	NB	1,905.00	0.00%	1,905.00	0.00%	01-Apr-10	
Annual fee for premises / club licence BAND A	B	70.00	70.00	NB	70.00	0.00%	70.00	0.00%	01-Apr-10	
Annual fee for premises / club licence BAND B	B	180.00	180.00	NB	180.00	0.00%	180.00	0.00%	01-Apr-10	

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Annual fee for premises / club licence BAND C	B	295.00	295.00	NB	295.00	0.00%	295.00	0.00%	01-Apr-10	01-Apr-13
Annual fee for premises / club licence BAND D	B	320.00	320.00	NB	320.00	0.00%	320.00	0.00%	01-Apr-10	
Annual fee for premises / club licence BAND E	B	350.00	350.00	NB	350.00	0.00%	320.00	-8.57%	01-Apr-10	
Annual fee for premises / club licence BAND D	B	640.00	640.00	NB	640.00	0.00%	640.00	0.00%	01-Apr-10	
Multiplier										
Annual fee for premises / club licence BAND E	B	1,050.00	1,050.00	NB	1,050.00	0.00%	1,050.00	0.00%	01-Apr-10	
Multiplier										
Application for a copy of licence	B	10.50	10.50	NB	10.50	0.00%	10.50	0.00%	01-Apr-10	
Application for a provisional statement	B	315.00	315.00	NB	315.00	0.00%	315.00	0.00%	01-Apr-10	
Notification of change of name / address of premises licence holder	B	10.50	10.50	NB	10.50	0.00%	10.50	0.00%	01-Apr-10	
Notification of change of name / address of DPS	B	10.50	10.50	NB	10.50	0.00%	10.50	0.00%	01-Apr-10	01-Apr-10
Change of registered address of club	B	10.50	10.50	NB	10.50	0.00%	10.50	0.00%	01-Apr-10	
Change of club rules	B	10.50	10.50	NB	10.50	0.00%	10.50	0.00%	01-Apr-10	
Interim Authority Notice	B	23.00	23.00	NB	23.00	0.00%	23.00	0.00%	01-Apr-10	
Application to transfer premises licence	B	23.00	23.00	NB	23.00	0.00%	23.00	0.00%	01-Apr-10	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Application to vary premises licence to specify DPS	B	23.00	23.00	NB	23.00	0.00%	23.00	0.00%	01-Apr-10	
Declaration of interest	B	21.00	21.00	NB	21.00	0.00%	21.00	0.00%	01-Apr-10	
Minor variation	B	89.00	89.00	NB	89.00	0.00%	89.00	0.00%	01-Apr-10	
Application for a personal licence	B	37.00	37.00	NB	37.00	0.00%	37.00	0.00%	01-Apr-10	
Application to change name / address on personal licence	B	10.50	10.50	NB	10.50	0.00%	10.50	0.00%	01-Apr-10	
Application for a copy of personal licence	B	10.50	10.50	NB	10.50	0.00%	10.50	0.00%	01-Apr-10	
Temporary Event Notice	B	21.00	21.00	NB	21.00	0.00%	21.00	0.00%	01-Apr-10	
The Gambling Act 2005										
Registration of small society lottery	B	40.00	40.00	NB	40.00	0.00%	40.00	0.00%	01-Apr-10	
Renewal of registration of small society lottery	B	20.00	20.00	NB	20.00	0.00%	20.00	0.00%	01-Apr-10	
Application for a premises licence - Bingo	B	3,500.00	3,500.00	NB	3,500.00	0.00%	3,500.00	0.00%	01-Apr-10	
Application for a premises licence - Adult Gaming Centre	B	2,000.00	2,000.00	NB	2,000.00	0.00%	2,000.00	0.00%	01-Apr-10	
Application for a premises licence - Family Entertainment Centre	B	2,000.00	2,000.00	NB	2,000.00	0.00%	2,000.00	0.00%	01-Apr-10	

Type
 B - Business R - Resident
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Application for a premises licence - Betting Premises (Track)	B	2,500.00	2,500.00	NB	2,500.00	0.00%	2,500.00	0.00%	01-Apr-10	
Application for a premises licence - betting Premises (Other)	B	3,000.00	3,000.00	NB	3,000.00	0.00%	3,000.00	0.00%	01-Apr-10	
Annual fee for a premises licence - Bingo	B	1,000.00	1,000.00	NB	1,000.00	0.00%	1,000.00	0.00%	01-Apr-10	
Annual fee for a premises licence - Adult Gaming Centre	B	1,000.00	1,000.00	NB	1,000.00	0.00%	1,000.00	0.00%	01-Apr-10	
Annual fee for a premises licence - Family Entertainment Centre	B	750.00	750.00	NB	750.00	0.00%	750.00	0.00%	01-Apr-10	
Annual fee for a premises licence - Betting Premises (Track)	B	1,000.00	1,000.00	NB	1,000.00	0.00%	1,000.00	0.00%	01-Apr-10	
Annual fee for a premises licence - betting Premises (Other)	B	600.00	600.00	NB	600.00	0.00%	600.00	0.00%	01-Apr-10	
Application for a variation of premises licence - Bingo	B	1,750.00	1,750.00	NB	1,750.00	0.00%	1,750.00	0.00%	01-Apr-10	

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Application for a variation of premises licence - Adult Gaming Centre	B	1,000.00	1,000.00	NB	1,000.00	0.00%	1,000.00	0.00%	01-Apr-10	
Application for a variation of premises licence - Family Entertainment Centre	B	1,000.00	1,000.00	NB	1,000.00	0.00%	1,000.00	0.00%	01-Apr-10	
Application for a variation of premises licence - Betting Premises (Track)	B	1,250.00	1,250.00	NB	1,250.00	0.00%	1,250.00	0.00%	01-Apr-10	
Application for a variation of premises licence - betting Premises (Other)	B	1,500.00	1,500.00	NB	1,500.00	0.00%	1,500.00	0.00%	01-Apr-10	
Application for a transfer of premises licence - Bingo	B	1,200.00	1,200.00	NB	1,200.00	0.00%	1,200.00	0.00%	01-Apr-10	
Application for a transfer of premises licence - Adult Gaming Centre	B	1,200.00	1,200.00	NB	1,200.00	0.00%	1,200.00	0.00%	01-Apr-10	
Application for a transfer of premises licence - Family Entertainment Centre	B	1,200.00	1,200.00	NB	1,200.00	0.00%	1,200.00	0.00%	01-Apr-10	

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Application for a transfer of premises licence - Betting Premises (Track)	B	950.00	950.00	NB	950.00	0.00%	950.00	0.00%	01-Apr-10	
Application for a transfer of premises licence - betting Premises (Other)	B	1,200.00	1,200.00	NB	1,200.00	0.00%	1,200.00	0.00%	01-Apr-10	
Application for an Unlicensed Family Entertainment Centre Gaming Machine Permit	B	300.00	300.00	NB	300.00	0.00%	300.00	0.00%	01-Apr-10	
Licensed premises gaming machine permit	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-10	
Annual fee for licensed premises gaming machine permit	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01-Apr-10	
Application for club gaming / gaming machine permit	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-10	
Annual fee for club gaming / gaming machine permit	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01-Apr-10	
Transfer of gaming machine permit	B	25.00	25.00	NB	25.00	0.00%	25.00	0.00%	01-Apr-10	
Notification of 2 x gaming machines	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01-Apr-10	

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21. Trade Refuse										
Normal domestic sized dustbin, plastic sack or agreed equivalent. Approx 90 litres capacity (each)	B	2.50	2.50	NB	2.50	0.00%	2.50	0.00%	01-Apr-12	01-Apr-13
960 litre capacity bulk bin. (Hire & empty)	B	15.10	15.10	NB	15.50	2.65%	15.10	0.00%	01-Apr-12	01-Apr-13
1100 litre capacity bulk bin (1-3 bins). Hire & empty	B	17.10	17.10	NB	17.50	2.34%	17.10	0.00%	01-Apr-12	01-Apr-13
1100 litre capacity bulk bin (4 bins and over). Hire & empty	B	13.70	13.70	NB	13.90	1.46%	13.70	0.00%	01-Apr-12	01-Apr-13
1280 litre capacity bulk bin. Hire & empty	B	19.30	19.30	NB	19.50	1.04%	19.30	0.00%	01-Apr-12	01-Apr-13
1100 litre capacity bulk bin for recycling (mixed paper, cards, cans and plastic bottles) hire & empty (fortnightly collection)	B	5.00	5.00	NB	5.00	0.00%	5.00	0.00%	01-Apr-10	01-Apr-13
Container reinstatement fee following removal due to late payment (per site)	B	67.40	67.40	NB	61.00	-9.50%	67.40	0.00%	01-Apr-10	01-Apr-13

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Hire charge for supply of 960 litre bulk bin for domestic / charity collection purposes (per 3 months)	B	N/A	N/A	NB	27.55	N/A		N/A	N/A	01-Apr-13
Hire charge for supply of 1100 litre bulk bin for domestic / charity collection purposes (per 3 months)	B	N/A	N/A	NB	32.00	N/A		N/A	N/A	01-Apr-13
Hire charge for supply of 1280 litre bulk bin for domestic / charity collection purposes (per 3 months)	B	N/A	N/A	NB	36.88	N/A		N/A	N/A	01-Apr-13
Hire charge for supply of 1100 litre recycling bin for domestic / charity collection purposes (per 3 months)	B	N/A	N/A	NB	14.00	N/A		N/A	N/A	01-Apr-13
Special one-off collections (by arrangement).	B	46.33	46.33	NB	46.33	0.00%	46.33	0.00%	01-Apr-10	01-Apr-13
Special one-off collections (residents) up to 4 items	R	17.17	17.17	NB	15.00	-12.62%	15.00	-12.62%	01-Apr-10	01-Apr-13

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Special one-off collections (residents) 4 items up to 8 items	R	29.67	29.67	NB	29.67	0.00%	29.67	0.00%	01-Apr-10	01-Apr-13
Special one-off collections (residents) 8 items up to 12 items	R	42.17	42.17	NB	42.17	0.00%	42.17	0.00%	01-Apr-10	01-Apr-13
Entry Charge	B	0.00	10.00	NB	0.00	0.00%	10.00	0.00%	01-Apr-10	
Trade waste at CA sites	B	162.50	162.50	NB	175.00	7.69%	175.00	7.69%	01-Apr-12	01-Apr-13

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22. Conveniences, Street Trading, Penalties and Other Charges										
Public Conveniences										
Hatton Cross - Per entry	M	0.10	N/A	NB	0.10	0.00%		N/A	01-Apr-10	01-Apr-13
Oakland Gate - Per entry	M	0.10	N/A	NB	0.10	0.00%		N/A	01-Apr-10	01-Apr-13
Park Lane, Harefield - Per entry	M	0.10	N/A	NB	0.10	0.00%		N/A	01-Apr-10	01-Apr-13
Linden Avenue - Per entry	M	0.20	N/A	NB	0.20	0.00%		N/A	01-Apr-10	01-Apr-13
Street Trading Licences										
Pitch (Permanent)	B	860.00	860.00	NB	880.00	2.33%	880.00	2.33%	01-Apr-12	01-Apr-13
Pitch (Temporary - 6 months)	B	430.00	430.00	NB	440.00	2.33%	440.00	2.33%	01-Apr-12	01-Apr-13
Shops Front (per metre depth) - 6 months	B	70.00	70.00	NB	72.00	2.86%	72.00	2.86%	01-Apr-12	01-Apr-13
Change of Licenses (including trading area) - 6 months	B	70.00	70.00	NB	72.00	2.86%	72.00	2.86%	01-Apr-12	01-Apr-13
Short term event Temp Street Trading Licence - 1st day	M	26.80	26.80	NB	26.80	0.00%	27.50	2.61%	01-Apr-12	
Short term event Temp Street Trading Licence - per day thereafter	M	10.70	10.70	NB	10.70	0.00%	11.00	2.80%	01-Apr-12	

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Consent for distribution of free printed matter (per application - covering a period of 8 hours)	B	26.80	26.80	NB	27.50	2.61%	27.50	2.61%	01-Apr-12	01-Apr-13
Busking permission	M	26.80	26.80	NB	26.80	0.00%	27.50	2.61%	01-Apr-12	
Highway Event permits	M	n/a	n/a	NB		N/A		N/A	01-Apr-11	
Street Trading										
Continental Market (Fee per day per stall)	B	50.00	50.00	NB		-100.00%		-100.00%	01-Apr-11	01-Apr-13
Uxbridge Town Centre Market - Max 50 stalls 1st day	B	750.00	750.00	NB	760.00	1.33%	760.00	1.33%	01-Apr-11	01-Apr-13
Uxbridge Town Centre Market - Max 50 stalls per day thereafter	B	250.00	250.00	NB	255.00	2.00%	255.00	2.00%	01-Apr-11	01-Apr-13
Other areas Market - up to 50 stalls per day 1st day	B	500.00	500.00	NB	510.00	2.00%	510.00	2.00%	01-Apr-11	01-Apr-13
Other areas Market - additional 50 stalls 1st day	B	250.00	250.00	NB	255.00	2.00%	255.00	2.00%	01-Apr-11	01-Apr-13
Other areas Market-up to 50 stalls each day thereafter	B	500.00	500.00	NB	510.00	2.00%	510.00	2.00%		01-Apr-13

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Other areas Market-additional 50 stalls each day thereafter	B	250.00	250.00	NB	255.00	2.00%	255.00	2.00%		01-Apr-13
Penalties										
Litter Enforcement (Fixed Penalty Notice)	M	80.00	80.00	NB	80.00	0.00%	80.00	0.00%	01-Apr-11	01-Apr-13
Graffiti (Fixed Penalty)	M	80.00	80.00	NB	100.00	25.00%	100.00	25.00%	01-Apr-11	
Dog Warden Services (Fixed Penalty)	M	25.00	25.00	NB	25.00	0.00%	25.00	0.00%	01-Apr-11	
Dog warden Services (Transportation costs) First offence within 12 Months - excl of fixed penalty	M	45.00	45.00	NB	45.00	0.00%	45.00	0.00%	01-Apr-11	
Duty of care (Fixed Penalty)	M	90.00	90.00	NB	90.00	0.00%	90.00	0.00%	01-Apr-11	01-Apr-13
Fly Posting (Fixed Penalty)	M	90.00	90.00	NB	100.00	11.11%	100.00	11.11%	01-Apr-11	
Contravention of conditions - Street trading licence (Fixed Penalty)	M	90.00	90.00	NB	90.00	0.00%	90.00	0.00%	01-Apr-11	
Environmental Permitting EPU										
Application for a standard process	B	1,579.00	1579	NB	1579	0.00%	1579	0.00%	01-Apr-12	

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Additional to standard process application if operating at the time	B	1,137.00	1137	NB	1137	0.00%	1137	0.00%	01-Apr-12	
Application for PVR1, SWOB and DC	B	148.00	148	NB	148	0.00%	148	0.00%	01-Apr-12	
Application for PVR1 and PVR2 combined	B	246.00	246	NB	246	0.00%	246	0.00%	01-Apr-12	
Application for VR and other reduced fee activities	B	346.00	346.00	NB	346.00	0.00%	346.00	0.00%	01-Apr-12	
Additional to reduced fee application if operating at the the time	B	68.00	68.00	NB	68.00	0.00%	68.00	0.00%	01-Apr-12	
Application for mobile , screening and crushing plant	B	1,579.00	1,579.00	NB	1,579.00	0.00%	1,579.00	0.00%	01-Apr-12	
Application for third to seventh mobile, screening and crushing plant	B	943.00	943.00	NB	943.00	0.00%	943.00	0.00%	01-Apr-12	
Application for eighth and subsequent mobile, screening and crushing plant	B	477.00	477.00	NB	477.00	0.00%	477.00	0.00%	01-Apr-12	

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Additional application fee if waste application with the permit application	B	297.00	297.00	NB	297.00	0.00%	297.00	0.00%	01-Apr-12	
Subsistence for standard process low risk	B	739.00	739.00	NB	739.00	0.00%	739.00	0.00%	01-Apr-12	
Subsistence for standard process medium risk	B	1,111.00	1,111.00	NB	1,111.00	0.00%	1,111.00	0.00%	01-Apr-12	
Subsistence for standard process high risk	B	1,672.00	1,672.00	NB	1,672.00	0.00%	1,672.00	0.00%	01-Apr-12	
Subsistence Reduced Fee Activity low risk	B	76.00	76.00	NB	76.00	0.00%	76.00	0.00%	01-Apr-12	
Subsistence Reduced Fee Activity medium risk	b	151.00	151.00	NB	151.00	0.00%	151.00	0.00%	01-Apr-12	
Subsistence Reduced Fee Activity high risk	B	227.00	227.00	NB	227.00	0.00%	227.00	0.00%	01-Apr-12	
Subsistence PVR1 & PVR2 combined low risk	B	108.00	108.00	NB	108.00	0.00%	108.00	0.00%	01-Apr-12	
Subsistence PVR1 & PVR2 combined medium risk	B	216.00	216.00	NB	216.00	0.00%	216.00	0.00%	01-Apr-12	
Subsistence PVR1 & PVR2 combined high risk	B	326.00	326.00	NB	326.00	0.00%	326.00	0.00%	01-Apr-12	
Subsistence for VR low risk	B	218.00	218.00	NB	218.00	0.00%	218.00	0.00%	01-Apr-12	

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Subsistence for VR medium risk	B	349.00	349.00	NB	349.00	0.00%	349.00	0.00%	01-Apr-12	
Subsistence for VR high risk	B	524.00	524.00	NB	524.00	0.00%	524.00	0.00%	01-Apr-12	
Subsistence for mobile sceening and crushing plant low risk	B	618.00	618.00	NB	618.00	0.00%	618.00	0.00%	01-Apr-12	
Subsistence for mobile screening and crushing plant medium risk	B	989.00	989.00	NB	989.00	0.00%	989.00	0.00%	01-Apr-12	
Subsistence for mobile screening and crushing plant high risk	B	1,484.00	1,484.00	NB	1,484.00	0.00%	1,484.00	0.00%	01-Apr-12	
Subsistence for mobile screening and crushing plant low risk 3rd-7th permits	B	368.00	368.00	NB	368.00	0.00%	368.00	0.00%	01-Apr-12	
Subsistence for mobile screening and crushing plant medium risk 3rd-7th permits	B	590.00	590.00	NB	590.00	0.00%	590.00	0.00%	01-Apr-12	
Subsistence for mobile screening and crushing plant high risk 3rd-7th permits	B	884.00	884.00	NB	884.00	0.00%	884.00	0.00%	01-Apr-12	

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Subsistence for mobile screening and crushing plant low risk 8th permit plus	B	189.00	189.00	NB	189.00	0.00%	189.00	0.00%	01-Apr-12	
Subsistence for mobile screening and crushing plant medium risk 8th permit plus	B	302.00	302.00	NB	302.00	0.00%	302.00	0.00%	01-Apr-12	
Subsistence for mobile screening and crushing plant high risk 8th permit plus	B	453.00	453.00	NB	453.00	0.00%	453.00	0.00%	01-Apr-12	
Subsistence Late payment fee	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01-Apr-12	
Extra fee for standard process where E-PRTR report needed	B	99.00	99.00	NB	99.00	0.00%	99.00	0.00%	01-Apr-12	
Extra fee for standard process combined with waste installation low risk	B	149.00	149.00	NB	149.00	0.00%	149.00	0.00%	01-Apr-12	
Extra fee for standard process combined with waste installation medium risk	B	198.00	198.00	NB	198.00	0.00%	198.00	0.00%	01-Apr-12	

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VAT Status
STD- Standard
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Extra fee for standard process combined with waste installation high risk	B	99.00	99.00	NB	99.00	0.00%	99.00	0.00%	01-Apr-12	
Transfer of standars	B	162.00	162.00	NB	162.00	0.00%	162.00	0.00%	01-Apr-12	
Partial transfer of standard process	B	476.00	476.00	NB	476.00	0.00%	476.00	0.00%	01-Apr-12	
New operator at low risk reduced fee activity	B	75.00	75.00	NB	75.00	0.00%	75.00	0.00%	01-Apr-12	
Partial transfer of reduced fee activity	B	45.00	45.00	NB	45.00	0.00%	45.00	0.00%	01-Apr-12	
First temporary transfer of mobiles	B	51.00	51.00	NB	51.00	0.00%	51.00	0.00%	01-Apr-12	
Repeat transfer after enforcement	B	51.00	51.00	NB	51.00	0.00%	51.00	0.00%	01-Apr-12	
Substantial Change for standard process	B	1,005.00	1,005.00	NB	1,005.00	0.00%	1,005.00	0.00%	01-Apr-12	
Substantial Change for standard process where new PPC activity	B	1,579.00	1,579.00	NB	1,579.00	0.00%	1,579.00	0.00%	01-Apr-12	
Substantial Change for reduced fee activity	B	98.00	98.00	MB	98.00	0.00%	98.00	0.00%	01-Apr-12	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
23. Street naming & Numbering										
To name/Rename - To name or Rename a road	M	275.00	N/A	Out of Scope	275.00	0.00%	N/A	N/A	01-Dec-10	01-Apr-13
Naming of renaming a Building (Commercial) Per stand alone Building	B	300.00	N/A	Out of Scope	300.00	0.00%	N/A	N/A	19-Nov-12	01-Apr-13
Naming of renaming a House (Residential) Per New Building	M	50.00	N/A	Out of Scope	50.00	0.00%	N/A	N/A	19-Nov-12	01-Apr-13
To name/Rename - To name/Rename of Building/Street numbering - First or single unit	M	100.00	N/A	Out of Scope	100.00	0.00%	N/A	N/A	01-Dec-10	01-Apr-13
To name/Rename - To name/Rename of Building/Street numbering - Multiples 20 plus additional per unit	M	30.00	N/A	Out of Scope	30.00	0.00%	N/A	N/A	19-Nov-12	01-Apr-13
To name/Rename - To name/Rename of Building/Street numbering - Multiples 2 to 19 additional per unit	M	25.00	N/A	Out of Scope	25.00	0.00%	N/A	N/A	19-Nov-12	01-Apr-13

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Research Charges - Research charges on possible name/numbering of street/building - Per Hour - Chargeable in 15 minutes units	M	60.00	N/A	Out of Scope	60.00	0.00%	N/A	N/A	01-Dec-10	01-Apr-13

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24. Arts										
Manor Farm Site										
Manor Farm Community Rates										
Commercial and Social: Mon-Fri	M	21.00	23.00	EXP	N/A	N/A	N/A	N/A	01-Apr-12	01-Apr-13
Great Barn - Weekday (Hour)	M	N/A	N/A	EXP	58.60	N/A	65.70	N/A		01-Apr-13
Great Barn - Weekend (Hour)	M	N/A	N/A	EXP	65.70	N/A	80.00	N/A		01-Apr-13
Manor Farm Courtyard (Performance) (Hour)	M	N/A	N/A	EXP	32.50	N/A	38.80	N/A		01-Apr-13
Stables, Mon-Fri	M	N/A	N/A	EXP	14.80	N/A	17.70	N/A		01-Apr-13
Stables: Sat, Sun, Bank Hol	M	N/A	N/A	EXP	21.30	N/A	25.40	N/A		01-Apr-13
MF Community Hut, Mon-Fri	M	N/A	N/A	EXP	8.40	N/A	11.10	N/A		01-Apr-13
MF Community Hut, Sat, Sun, Bank Hol	M	N/A	N/A	EXP	10.60	N/A	13.30	N/A		01-Apr-13
Manor Farm House Room (weekday)	M	N/A	N/A	EXP	14.60	N/A	16.00	N/A		01-Apr-13
Manor Farm House Room (weekend)	M	N/A	N/A	EXP	16.90	N/A	18.50	N/A		01-Apr-13
Week Exhibition (Sun-Sat, opening hours 9-5)	M	51.00	61.00	EXP	51.00	0.00%	64.00	4.92%	01-Apr-12	

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Week Exhibition + Private Views (Sun-Sat, opening hours 9-5 + 2 evening private views)	M	N/A	N/A	EXP	80.00	N/A	88.00	N/A		01-Apr-13
Manor Farm: Community Groups (Bulk Discount)										
Stables, Mon-Fri	M	14.00	16.00	EXP	14.00	0.00%	16.80	5.00%	01-Apr-12	01-Apr-13
Stables: Sat, Sun, Bank Hol	M	20.00	23.00	EXP	20.00	0.00%	24.10	4.78%	01-Apr-12	
MF Community Hut, Mon-Fri	M	8.00	10.00	EXP	8.00	0.00%	10.50	5.00%	01-Apr-11	
MF Community Hut, Sat, Sun, Bank Hol	M	10.00	12.00	EXP	10.00	0.00%	12.60	5.00%	01-Apr-11	01-Apr-13
Manor Farm House Room (weekday)	M	N/A	N/A	EXP	13.60	N/A	15.90	N/A		
Manor Farm House Room (weekend)	M	N/A	N/A	EXP	15.90	N/A	18.40	N/A		
Manor Farm: Commercial										
Great Barn - Weekdays	M	N/A	N/A	EXP	58.60	N/A	65.70	N/A		01-Apr-13
Great Barn - Weekends	M	N/A	N/A	EXP	72.90	N/A	80.00	N/A		01-Apr-13
Courtyard (Market)	M	330.00	410.00	EXP	330.00	0.00%	430.50	5.00%	01-Apr-12	01-Apr-12
Stables, Mon-Fri	M	28.00	31.00	EXP	28.00	0.00%	32.50	4.84%	01-Apr-12	
Stables, Sat, Sun, Bank Hol	M	36.00	40.00	EXP	36.00	0.00%	42.00	5.00%	01-Apr-12	
MF Community Hut, Mon-Fri	M	24.00	27.00	EXP	24.00	0.00%	28.30	4.81%	01-Apr-11	01-Apr-11
MF Community Hut, Sat, Sun, Bank Hol	M	31.00	35.00	EXP	31.00	0.00%	36.70	4.86%	01-Apr-11	

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Manor Farm House Room (weekday)	M	N/A	N/A	EXP	20.90	N/A	22.70	N/A	01-Apr-13
Manor Farm House Room (weekend)	M	N/A	N/A	EXP	24.30	N/A	26.50	N/A	01-Apr-13
Manor Farm - Commercial (Bulk Discount)									
Great Barn - Craft Fairs	M	410.00	460.00	EXP	410.00	0.00%	483.00	5.00%	01-Apr-12
Stables, Mon-Fri	M	N/A	N/A	EXP	141.00	N/A	162.50	N/A	01-Apr-13
Stables, Sat, Sun, Bank Hol	M	N/A	N/A	EXP	181.50	N/A	210.00	N/A	01-Apr-13
MF Community Hut, Mon-Fri	M	N/A	N/A	EXP	121.00	N/A	141.50	N/A	01-Apr-13
MF Community Hut, Sat, Sun, Bank Hol	M	N/A	N/A	EXP	156.50	N/A	183.50	N/A	01-Apr-13
Manor Farm House Room (weekday)	M	N/A	N/A	EXP	104.50	N/A	113.50	N/A	01-Apr-13
Manor Farm House Room (weekend)	M	N/A	N/A	EXP	121.50	N/A	132.50	N/A	01-Apr-13
Manor Farm - Charity Rates									
Great Barn - Weekdays	M	N/A	N/A	EXP	45.00	N/A	51.70	N/A	01-Apr-13
Great Barn - Weekends	M	N/A	N/A	EXP	53.30	N/A	60.00	N/A	01-Apr-13
Stables (weekday)	M	12.00	14.00	EXP	12.00	0.00%	14.70	5.00%	01-Apr-12
Stables (Sat, Sun, Bank Holiday)	M	15.00	17.00	EXP	15.00	0.00%	17.80	4.71%	01-Apr-12
Charitable Organisations: Sat, Sun, Bank Hol	M	8.00	9.00	EXP	N/A	N/A	N/A	N/A	01-Apr-11

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MF Community Hut, Mon-Fri	M	10.00	12.00	EXP	10.00	0.00%	12.60	5.00%	01-Apr-11	
MF Community Hut, Sat, Sun, Bank Hol	M	13.00	15.00	EXP	13.00	0.00%	15.70	4.67%	01-Apr-11	
Manor Farm House Room (weekday)	M	N/A	N/A	EXP	14.70	N/A	16.00	N/A		01-Apr-13
Manor Farm House Room (weekend)	M	N/A	N/A	EXP	17.00	N/A	18.50	N/A		01-Apr-13
Manor Farm - Charity (Bulk Discount)										
Stables, Mon-Fri	M	N/A	N/A	EXP	60.50	N/A	73.50	N/A		01-Apr-13
Stables, Sat, Sun, Bank Hol	M	N/A	N/A	EXP	75.50	N/A	89.00	N/A		01-Apr-13
MF Community Hut, Mon-Fri	M	N/A	N/A	EXP	50.50	N/A	63.00	N/A		01-Apr-13
MF Community Hut, Sat, Sun, Bank Hol	M	N/A	N/A	EXP	65.50	N/A	78.50	N/A		01-Apr-13
Manor Farm House Room (weekday)	M	N/A	N/A	EXP	73.50	N/A	80.00	N/A		01-Apr-13
Manor Farm House Room (weekend)	M	N/A	N/A	EXP	85.00	N/A	92.50	N/A		01-Apr-13
Manor Farm Social Rates										
Great Barn, Mon to Thurs	M	110.00	130.00	EXP	110.00	0.00%	136.50	5.00%	01-Apr-12	
Great Barn, Fri to Sun	M	130.00	160.00	EXP	130.00	0.00%	168.00	5.00%	01-Apr-12	
Stables, Mon-Fri	M	28.00	31.00	EXP	28.00	0.00%	32.50	4.84%	01-Apr-12	
Stables, Sat, Sun, Bank Hol	M	36.00	40.00	EXP	36.00	0.00%	42.00	5.00%	01-Apr-12	

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Manor Farm House Room (weekday)	M	N/A	N/A	EXP	20.90	N/A	22.70	N/A		01-Apr-13
Manor Farm House Room (weekend)	M	N/A	N/A	EXP	24.30	N/A	26.50	N/A		01-Apr-13
Manor Farm Social - Block Bookings										
Great Barn: Wedding Ceremony / Partnership - 09:00 to 13:00 or 14:00 to 18:00 Mon to Thurs: 09:00 to 24:00 Fri to Sun: 09:00 to 24:00	M	510.00	610.00	EXP	510.00	0.00%	640.50	5.00%	01-Apr-12	
	M	1,120.00	1,280.00	EXP	1,120.00	0.00%	1,344.00	5.00%	01-Apr-12	
	M	1,530.00	1,840.00	EXP	1,530.00	0.00%	1,932.00	5.00%	01-Apr-12	
Winston Churchill Theatre Community Rates - hourly										
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekdays) Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekend) Lounge only Use of ovens	M	55.00	65.00	EXP	55.00	0.00%	68.20	4.92%	01-Apr-11	
	M	100.00	120.00	EXP	100.00	0.00%	126.00	5.00%	01-Apr-11	
	M	27.00 100.00	30.00 100.00	EXP EXP	27.00 100.00	0.00% 0.00%	31.50 105.00	5.00% 5.00%	01-Apr-12 01-Apr-11	

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Winston Churchill Theatre Community Rates - bulk discount										
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekdays)	M	N/A	N/A	EXP	35.80	N/A	39.40	N/A		01-Apr-13
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekend)	M	N/A	N/A	EXP	39.40	N/A	43.30	N/A		01-Apr-13
Winston Churchill Theatre Schools Rates - hourly										
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekdays)	M	N/A	N/A	EXP	50.00	N/A	61.40	N/A		01-Apr-13
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekend)	M	N/A	N/A	EXP	90.90	N/A	113.40	N/A		01-Apr-13
Lounge only	M	N/A	N/A	EXP	24.50	N/A	28.40	N/A		01-Apr-13
Use of ovens (not Social Tarriff)	M	N/A	N/A	EXP	90.90	N/A	94.50	N/A		01-Apr-13
Winston Churchill Theatre Schools Rates - bulk discount										
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekdays)	M	N/A	N/A	EXP	35.80	N/A	39.40	N/A		01-Apr-13

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Effective Date
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekend)	M	N/A	N/A	EXP	39.40	N/A	43.30	N/A	01-Apr-13
Winston Churchill Theatre Social Rates									
Lounge Hourly Rate	M	46.00	51.00	EXP	46.00	0.00%	53.50	4.90%	01-Apr-13
Winston Churchill Theatre Stage, Auditorium (weekdays)	M	51.00	61.00	EXP	51.00	0.00%	64.00	4.92%	
Winston Churchill Theatre Stage, Auditorium (weekend)	M	N/A	N/A	EXP	95.00	N/A	105.00	N/A	
Lounge only Mon to Fri	M	55.00	60.00	EXP	55.00	0.00%	63.00	5.00%	
Auditorium and Lounge - Mon to fri	M	100.00	110.00	EXP	100.00	0.00%	115.50	5.00%	
Auditorium and Lounge - Sat, Sun, Bank Hol	M	120.00	130.00	EXP	120.00	0.00%	136.50	5.00%	01-Apr-12
Winston Churchill Theatre Charity Rates									
Lounge only	M	40.00	45.00	EXP	40.00	0.00%	47.20	4.89%	01-Apr-13
Auditorium and Lounge - Mon to fri	M	55.00	60.00	EXP	42.70	-22.36%	47.70	-20.50%	
Auditorium and Lounge - Sat, Sun, Bank Hol	M	80.00	85.00	EXP	67.70	-15.38%	72.70	-14.47%	01-Apr-13
Winston Churchill Theatre Commercial Rates									
Lounge only	M	60.00	65.00	EXP	60.00	0.00%	68.20	4.92%	01-Apr-11
Auditorium and Lounge - Mon to fri	M	75.00	80.00	EXP	75.00	0.00%	84.00	5.00%	

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Auditorium and Lounge - Sat, Sun, Bank Hol	M	110.00	120.00	EXP	110.00	0.00%	126.00	5.00%	01-Apr-12	
Winston Churchill Theatre: Equipment Hire										
Bright Projector - Week	M	N/A	N/A	EXP	100.00	N/A	120.00	N/A	01-Apr-11	01-Apr-13
Bright Projector - Day	M	N/A	N/A	EXP	250.00	N/A	300.00	N/A	01-Apr-11	01-Apr-13
Radio Mics(1 hand held,2 lapel available) - Day	M	9.00	9.00	EXP	9.00	0.00%	9.40	4.44%	01-Apr-11	01-Apr-13
Radio Mics(1 hand held,2 lapel available) - Week	M	37.00	37.00	EXP	37.00	0.00%	38.80	4.86%	01-Apr-12	
Vocal Mics(5 available) - Day	M	5.70	5.70	EXP	5.70	0.00%	5.90	3.51%	01-Apr-12	01-Apr-13
Vocal Mics(5 available) - Week	M	12.00	12.00	EXP	12.00	0.00%	12.60	5.00%	01-Apr-11	
GENERIC CHARGES										
Seats in and out Set up - Day	M	87.00	87.00	EXP	87.00	0.00%	91.30	4.94%	01-Apr-12	
Alcohol License	M	26.00	26.00	EXP	26.00	0.00%	27.30	5.00%	01-Apr-12	
Deposit: Entire week	M	POA	POA	EXP	POA	N/A	POA	N/A	01-Apr-11	01-Apr-13
Deposit: All other Bookings	M	POA	POA	EXP	POA	N/A	POA	N/A	01-Apr-11	01-Apr-13
Cleaning Charge	M	100.00	105.00	STD	100.00	0.00%	110.00	4.76%	01-Apr-11	01-Apr-13
Use of Workshop - Per Hour	M	9.80	10.30	EXP	9.80	0.00%	10.80	4.85%	01-Apr-12	01-Apr-13
Workshop Storage - Weekly	M	58.20	61.20	EXP	58.20	0.00%	64.20	4.90%	01-Apr-12	

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Costume Hire – Adult - Week	M	15.00	15.00	EXP	15.00	0.00%	15.00	0.00%	01-Apr-11	
Costume Hire – Child – Week	M	10.00	10.00	EXP	10.00	0.00%	10.00	0.00%	01-Apr-11	
Portable Appliance Test	M	14.30	15.00	STD	14.30	0.00%	15.70	4.67%	01-Apr-12	
Additional Stage Equipment - Weekly Rates										
Ceiling Mounted Video / Data Projector	M	86.10	90.40	STD	86.10	0.00%	90.40	0.00%	01-Apr-12	01-Apr-13
Inclusive Tech Equipment Charge	M	N/A	N/A	STD	228.00	N/A	300.00	N/A		01-Apr-13
High Definition Projector	M	N/A	N/A	STD	216.00	N/A	264.00	N/A		
DVD Player	M	30.80	32.30	STD	30.80	0.00%	33.90	4.95%	01-Apr-12	
2 x ROBE 250 Moving Spot Light	M	73.80	77.50	STD	73.80	0.00%	81.30	4.90%	01-Apr-12	
6 x Chroma-Q DMX Colour Scroller	M	32.00	33.50	STD	32.00	0.00%	35.10	4.78%	01-Apr-12	
8 x Par 16 'Birdi' with 12v Transformers	M	4.90	5.10	STD	4.90	0.00%	5.30	3.92%	01-Apr-12	01-Apr-13
Mirror Ball	M	19.70	20.60	STD	19.70	0.00%	21.60	4.85%	01-Apr-12	
Strobe Light	M	24.60	25.80	STD	24.60	0.00%	27.00	4.65%	01-Apr-12	
UV Lights	M	12.30	12.90	STD	12.30	0.00%	13.50	4.65%	01-Apr-12	
DMX Smoke Machine	M	49.20	51.70	STD	49.20	0.00%	54.20	4.84%	01-Apr-12	
Additional Follow Spot & Dimmer	M	55.40	58.10	STD	55.40	0.00%	61.00	4.99%	01-Apr-12	
4 x Shure SM58 Vocal Mics	M	18.50	19.40	STD	18.50	0.00%	20.30	4.64%	01-Apr-12	
Upright Piano	M	24.60	25.80	STD	24.60	0.00%	27.00	4.65%	01-Apr-12	

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Baby Grand Piano (Property of HMS) Custom Gobos Gobos Pyro Firing Box with 2 Pods Additional Pods – upto six	M	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-11	01-Apr-13
	M	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-11	01-Apr-13
	M	4.90	5.10	STD	4.90	0.00%	5.30	3.92%	01-Apr-12	01-Apr-13
	M	12.30	12.90	STD	12.30	0.00%	13.50	4.65%	01-Apr-12	01-Apr-13
	M	4.90	5.10	STD	4.90	0.00%	5.30	3.92%	01-Apr-12	01-Apr-13
	M	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-11	01-Apr-13
Pyrotechnics Stage Gauze Cloth Consumables Portable TV/DVD Combi Portable TV/Video Combi	M	73.80	64.60	STD	73.80	0.00%	67.80	4.95%	01-Apr-12	01-Apr-13
	M	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-11	01-Apr-13
	M	35.20	37.00	STD	35.20	0.00%	38.80	4.86%	01-Apr-12	01-Apr-13
	M	28.60	30.10	STD	28.60	0.00%	31.60	4.98%	01-Apr-12	01-Apr-13
Portable Video / Data Projector & Screen	M	68.90	72.30	STD	68.90	0.00%	75.90	4.98%	01-Apr-12	01-Apr-13
DVD Player for use with projector	M	20.80	21.80	STD	20.80	0.00%	22.80	4.59%	01-Apr-12	01-Apr-13
OHP - Overhead Projector	M	10.50	11.10	STD	10.50	0.00%	11.60	4.50%	01-Apr-12	01-Apr-13
Flip Chart and one set of Pens	M	10.50	11.10	STD	10.50	0.00%	11.60	4.50%	01-Apr-12	01-Apr-13
Replacement Pens	M	16.90	17.80	STD	16.90	0.00%	18.60	4.49%	01-Apr-12	01-Apr-13
Photocopying - Per A 4 Sheet	M	0.30	0.40	STD	0.30	0.00%	0.40	0.00%	01-Apr-11	01-Apr-13

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Single Channel Dimmer when not used with Followspot	M	6.20	6.60	STD	6.20	0.00%	6.90	4.55%	01-Apr-12	01-Apr-13
DI Boxes	M	6.20	6.60	STD	6.20	0.00%	6.90	4.55%	01-Apr-12	01-Apr-13
Community Groups										
Compass Stage, Auditorium, Dressing Rooms (weekdays) Compass Stage, Auditorium, Dressing Rooms (weekend) Compass Auditorium Non-Performance Use All Shows: Weekday Technical Support (mandatory for all shows with tech requirements) All Shows: Weekend / Bank Holiday Technical Support (mandatory for all shows with tech requirements) All Shows: Ushers Duty Manager (Mon-Fri) Duty Manager (Sat, Sun, Bank Holidays)	M	34.80	36.70	EXP	34.30	-1.44%	37.70	2.72%	01-Apr-12	01-Apr-13
	M	37.70	39.70	EXP	37.70	0.00%	41.80	5.29%	01-Apr-12	
	M	24.90	26.30	EXP	24.90	0.00%	27.60	4.94%	01-Apr-12	
	M	14.70	15.50	STD	14.70	0.00%	16.20	4.52%	01-Apr-12	
	M	18.40	19.40	STD	18.40	0.00%	20.30	4.64%	01-Apr-12	
	M	12.20	12.90	STD	12.20	0.00%	13.50	4.65%	01-Apr-12	
	M	14.70	15.50	STD	14.70	0.00%	16.20	4.52%	01-Apr-12	
	M	18.40	19.40	STD	18.40	0.00%	20.30	4.64%	01-Apr-12	
	M	12.20	12.90	STD	12.20	0.00%	13.50	4.65%	01-Apr-12	
	M	14.70	15.50	STD	14.70	0.00%	16.20	4.52%	01-Apr-12	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
All Shows: Rehearsal Rooms - Midweek	M	6.50	6.90	EXP	6.50	0.00%	7.20	4.35%	01-Apr-12	01-Apr-13
All Shows: Rehearsal Rooms - Sat/Sun/Bank Holiday	M	9.20	9.70	EXP	9.20	0.00%	10.10	4.12%	01-Apr-12	01-Apr-13
All Shows: Additional Dressing Room	M	5.40	5.70	EXP	5.40	0.00%	5.90	3.51%	01-Apr-12	01-Apr-13
Excess Hire Charge	M	82.00	85.00	EXP	82.00	0.00%	89.20	4.94%	01-Apr-12	
Long Room, Manor Farm	M	14.50	15.30	EXP	14.50	0.00%	16.00	4.58%	01-Apr-12	
House Room (weekday)	M	16.80	17.70	EXP	16.80	0.00%	18.50	4.52%	01-Apr-12	
Long Room, Manor Farm	M	11.70	12.30	EXP	11.70	0.00%	12.90	4.88%	01-Apr-12	
House Room (weekend)	M	14.30	15.00	EXP	14.30	0.00%	15.70	4.67%	01-Apr-12	
Oak, Tate, Drawing Rooms (weekday)	M	8.20	8.60	EXP	8.20	0.00%	9.00	4.65%	01-Apr-12	01-Apr-13
Oak, Tate, Drawing Rooms (weekend)	M	10.10	10.60	EXP	10.10	0.00%	11.10	4.72%	01-Apr-11	
Compass Cafe Bar (weekday)	M	9.70	10.20	EXP	9.70	0.00%	10.70	4.90%	01-Apr-12	01-Apr-13
Compass Cafe Bar (weekend)	M	15.60	16.40	EXP	15.60	0.00%	17.20	4.88%	01-Apr-12	
Compass Studio (weekday)	M	10.50	11.10	EXP	10.50	0.00%	11.60	4.50%	01-Apr-12	
Compass Studio (weekend)	M									
Blue, Green, Hilliard Rooms (weekday)	M									

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Blue, Green, Hilliard Rooms (weekend)	M	14.00	14.70	EXP	14.00	0.00%	15.40	4.76%	01-Apr-12	
Garden (weekday)	M	5.10	5.40	EXP	5.10	0.00%	5.60	3.70%	01-Apr-12	01-Apr-13
Garden (weekend)	M	6.30	6.60	EXP	6.30	0.00%	6.90	4.55%	01-Apr-11	01-Apr-13
Essential Publicity Package	M	84.00	90.00	STD	84.00	0.00%	94.50	5.00%	01-Apr-12	
Minimum Commission per ticket (Compass Sales only)	M	N/A	N/A	STD	0.50	N/A	0.75	N/A		01-Apr-13
PRS Minimum Fee (plays)	M	N/A	N/A	STD	10.00	N/A	15.00	N/A		01-Apr-13
PRS Minimum Fee (concerts)	M	N/A	N/A	STD	25.00	N/A	30.00	N/A		01-Apr-13
Ticket print for own sales	M	0.20	0.30	STD	0.20	0.00%	0.30	0.00%	01-Apr-11	
Solus advertising	M	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-11	01-Apr-13
Community Groups (Bulk Discount)										
Long Room (weekday)	M	13.50	15.20	EXP	13.50	0.00%	15.90	4.61%	01-Apr-12	
Long Room (weekend)	M	15.80	17.60	EXP	15.80	0.00%	18.40	4.55%	01-Apr-12	
Oak, Tate, Drawing Rooms (weekday)	M	11.00	12.20	EXP	11.00	0.00%	12.80	4.92%	01-Apr-12	
Oak, Tate, Drawing Rooms (weekend)	M	13.40	14.80	EXP	13.40	0.00%	15.50	4.73%	01-Apr-12	
Cafe Bar (weekday)	M	7.70	8.50	EXP	7.70	0.00%	8.90	4.71%	01-Apr-12	01-Apr-13
Cafe Bar (weekend)	M	9.50	10.40	EXP	9.50	0.00%	10.90	4.81%	01-Apr-11	01-Apr-13
Studio (weekday)	M	9.20	10.10	EXP	9.20	0.00%	10.60	4.95%	01-Apr-12	01-Apr-13
Studio (weekend)	M	14.70	16.30	EXP	14.70	0.00%	17.10	4.91%	01-Apr-12	

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Blue, Green, Hilliard Rooms (weekday)	M	9.90	11.00	EXP	9.90	0.00%	11.50	4.55%	01-Apr-12	01-Apr-13
Blue, Green, Hilliard Rooms (weekend)	M	13.20	14.50	EXP	13.20	0.00%	15.20	4.83%	01-Apr-12	
Schools										
Week Hire: Stage, Auditorium, Dressing Rooms, Bistro Bar (weekend performance, incl. matinees)	M	N/A	N/A	EXP	30.90	N/A	38.60	N/A		01-Apr-13
Week Hire: Stage, Auditorium, Dressing Rooms, Bistro Bar (weekend performance, incl. matinees)	M	N/A	N/A	EXP	34.20	N/A	42.80	N/A		01-Apr-13
Non-Performance Use	M	N/A	N/A	EXP	22.60	N/A	28.30	N/A		01-Apr-13
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	N/A	N/A	STD	14.80	N/A	16.20	N/A		01-Apr-13
All Shows: Weekend / Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	N/A	N/A	STD	18.50	N/A	20.30	N/A		01-Apr-13
All Shows: Ushers	M	N/A	N/A	STD	12.30	N/A	13.50	N/A		01-Apr-13
Weekday Duty Manager	M	N/A	N/A	STD	14.80	N/A	16.20	N/A		01-Apr-13

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Weekend / Bank Holiday	M	N/A	N/A	STD	18.50	N/A	20.30	N/A		01-Apr-13
Duty Manager										
All Shows: Rehearsal	M	N/A	N/A	EXP	5.90	N/A	7.40	N/A		01-Apr-13
Rooms - Midweek										
All Shows: Rehearsal	M	N/A	N/A	EXP	8.30	N/A	10.40	N/A		01-Apr-13
Rooms - Sat/Sun										
All Shows: Additional	M	N/A	N/A	EXP	5.00	N/A	6.40	N/A		01-Apr-13
Dressing Room										
Excess Hire Charge	M	N/A	N/A	EXP	74.50	N/A	93.10	N/A		01-Apr-13
Long Room (weekday)	M	N/A	N/A	EXP	13.10	N/A	16.40	N/A		01-Apr-13
Long Room (weekend)	M	N/A	N/A	EXP	15.20	N/A	19.00	N/A		01-Apr-13
Oak, Tate, Drawing Rooms (weekday)	M	N/A	N/A	EXP	10.60	N/A	13.30	N/A		01-Apr-13
Oak, Tate, Drawing Rooms (weekend)										
Rooms (weekend)	M	N/A	N/A	EXP	13.00	N/A	16.30	N/A		01-Apr-13
Cafe Bar (weekday)	M	N/A	N/A	EXP	7.40	N/A	9.30	N/A		01-Apr-13
Cafe Bar (weekend)	M	N/A	N/A	EXP	9.20	N/A	11.50	N/A		01-Apr-13
Studio (weekday)	M	N/A	N/A	EXP	8.70	N/A	10.90	N/A		01-Apr-13
Studio (weekend)	M	N/A	N/A	EXP	14.10	N/A	17.60	N/A		01-Apr-13
Blue, Green, Hilliard	M	N/A	N/A	EXP	9.50	N/A	11.90	N/A		01-Apr-13
Rooms (weekday)										
Blue, Green, Hilliard	M	N/A	N/A	EXP	12.70	N/A	15.90	N/A		01-Apr-13
Rooms (weekend)										
Garden (weekday)	M	N/A	N/A	EXP	4.60	N/A	5.80	N/A		01-Apr-13
Garden (weekend)	M	N/A	N/A	EXP	5.70	N/A	7.10	N/A		01-Apr-13
Minimum Commission per ticket	M	N/A	N/A	STD	0.50	N/A	1.00	N/A		01-Apr-13

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Compass Theatre Commercial Rates (Daily or Hourly)										
Ceiling Mounted Video / Data Projector	M	73.40	94.20	STD	73.40	0.00%	98.90	4.99%	01-Apr-12	01-Apr-13
High Definition Projector	M	N/A	N/A	STD	300.00	N/A	360.00	N/A	01-Apr-12	
DVD Player	M	32.00	33.70	STD	32.00	0.00%	35.30	4.75%	01-Apr-12	
2 x ROBE 250 Moving Spot Light	M	76.70	80.80	STD	76.70	0.00%	84.80	4.95%	01-Apr-12	
6 x Chroma-Q DMX Colour Scroller	M	33.30	35.00	STD	33.30	0.00%	36.70	4.86%	01-Apr-12	
8 x Par 16 'Birdi' with 12v Transformers	M	5.10	5.30	STD	5.10	0.00%	5.50	3.77%	01-Apr-12	01-Apr-13
Mirror Ball	M	20.50	21.50	STD	20.50	0.00%	22.50	4.65%	01-Apr-12	
Strobe Light	M	26.00	26.90	STD	26.00	0.00%	28.20	4.83%	01-Apr-12	
UV Lights	M	12.90	13.50	STD	12.90	0.00%	14.10	4.44%	01-Apr-12	
Smoke Machine	M	51.10	53.90	STD	51.10	0.00%	56.50	4.82%	01-Apr-12	
Additional Follow Spot INCLUDING Dimmer	M	57.60	60.60	STD	57.60	0.00%	63.60	4.95%	01-Apr-12	
Shure SM58 Vocal Mics	M	19.20	20.20	STD	19.20	0.00%	21.20	4.95%	01-Apr-12	
Upright Piano (EXCLUDING TUNING)	M	25.50	26.90	STD	25.50	0.00%	28.20	4.83%	01-Apr-12	
Gobos	M	5.10	5.30	STD	5.10	0.00%	5.50	3.77%	01-Apr-12	01-Apr-13
Pyro Firing Box Controller	M	15.40	16.10	STD	15.40	0.00%	16.90	4.97%	01-Apr-12	
Pyro Holders (NOT consumables)	M	6.10	6.40	STD	6.10	0.00%	6.70	4.69%	01-Apr-12	01-Apr-13
Stage Gauze Cloth	M	76.70	80.80	STD	76.70	0.00%	84.80	4.95%	01-Apr-12	

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Single Channel Dimmer when not used with Followspot	M	6.40	6.70	STD	6.40	0.00%	7.00	4.48%	01-Apr-12	01-Apr-13
DI Boxes	M	6.40	6.70	STD	6.40	0.00%	7.00	4.48%	01-Apr-12	01-Apr-13
Commercial Rates (Hourly)										
One Offs: Single Performances (weekday)	M	50.40	53.00	EXP	50.40	0.00%	55.60	4.91%	01-Apr-12	
One Offs: Single Performances (weekend)	M	58.00	61.00	EXP	58.00	0.00%	64.00	4.92%	01-Apr-12	
One Offs: Non-Performance Use	M	29.10	30.60	EXP	29.10	0.00%	32.10	4.90%	01-Apr-12	
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	17.50	18.40	STD	17.50	0.00%	19.30	4.89%	01-Apr-12	
All Shows: Weekend / Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	21.00	22.00	STD	21.00	0.00%	23.10	5.00%	01-Apr-12	
All Shows: Ushers	M	34.90	36.70	STD	34.90	0.00%	38.50	4.90%	01-Apr-12	
Weekday Duty Manager	M	17.50	18.40	STD	17.50	0.00%	19.30	4.89%	01-Apr-12	
Weekend / Bank Holiday Duty Manager	M	21.00	22.00	STD	21.00	0.00%	23.10	5.00%	01-Apr-12	
All Shows: Rehearsal Rooms - Midweek	M	9.70	10.20	EXP	9.70	0.00%	10.70	4.90%	01-Apr-12	01-Apr-13

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All Shows: Rehearsal Rooms - Sat/Sun All Shows: Additional Dressing Room Excess Hire Charge Long Room (weekday) Long Room (weekend) Oak, Tate, Drawing Rooms (weekday) Oak, Tate, Drawing Rooms (weekend) Cafe Bar (weekday) Cafe Bar (weekend) Studio (weekday) Studio (weekend) Blue, Green, Hilliard Rooms (weekday) Blue, Green, Hilliard Rooms (weekend) Garden (weekday) Garden (weekend)	M	9.70	10.20	EXP	9.70	0.00%	10.70	4.90%	01-Apr-12	01-Apr-13
	M	9.70	10.20	EXP	9.70	0.00%	10.70	4.90%	01-Apr-12	01-Apr-13
	M	100.00	100.00	EXP	100.00	0.00%	105.00	5.00%	01-Apr-11	01-Apr-13
	M	20.70	21.70	EXP	20.70	0.00%	22.70	4.61%	01-Apr-12	
	M	24.10	25.30	EXP	24.10	0.00%	26.50	4.74%	01-Apr-12	
	M	16.80	17.60	EXP	16.80	0.00%	18.40	4.55%	01-Apr-12	
	M	20.40	21.40	EXP	20.40	0.00%	22.40	4.67%	01-Apr-12	
	M	21.00	22.00	EXP	21.00	0.00%	23.10	5.00%	01-Apr-12	
	M	26.00	27.20	EXP	26.00	0.00%	28.50	4.78%	01-Apr-11	
	M	13.90	14.60	EXP	13.90	0.00%	15.30	4.79%	01-Apr-12	
	M	22.30	23.50	EXP	22.30	0.00%	24.60	4.68%	01-Apr-12	
	M	15.10	15.80	EXP	15.10	0.00%	16.50	4.43%	01-Apr-12	
	M	20.00	21.00	EXP	20.00	0.00%	22.00	4.76%	01-Apr-12	
	M	7.30	7.70	EXP	7.30	0.00%	8.00	3.90%	01-Apr-12	01-Apr-13
	M	9.00	9.50	EXP	9.00	0.00%	9.90	4.21%	01-Apr-11	01-Apr-13
	Commercial Rates (Bulk Discount)									
Ceiling Mounted Video / Data Projector	M	184.00	236.00	STD	184.00	0.00%	247.80	5.00%	01-Apr-12	
High Definition Projector	M	N/A	N/A	STD	750.00	N/A	900.00	N/A		01-Apr-13
DVD Player	M	80.20	84.20	STD	80.20	0.00%	88.40	4.99%	01-Apr-12	

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2 x ROBE 250 Moving Spot Light	M	191.90	202.00	STD	191.90	0.00%	212.10	5.00%	01-Apr-12	
6 x Chroma-Q DMX Colour Scroller	M	83.20	87.50	STD	83.20	0.00%	91.80	4.91%	01-Apr-12	
8 x Par 16 'Birdi' with 12v Transformers	M	12.90	13.50	STD	12.90	0.00%	14.10	4.44%	01-Apr-12	
Mirror Ball	M	51.40	53.90	STD	51.40	0.00%	56.50	4.82%	01-Apr-12	
Strobe Light	M	64.00	67.30	STD	64.00	0.00%	70.60	4.90%	01-Apr-12	
UV Lights	M	32.10	33.70	STD	32.10	0.00%	35.30	4.75%	01-Apr-12	
Smoke Machine	M	127.90	134.60	STD	127.90	0.00%	141.30	4.98%	01-Apr-12	
Additional Follow Spot INCLUDING Dimmer	M	144.10	151.50	STD	144.10	0.00%	159.00	4.95%	01-Apr-12	
Shure SM58 Vocal Mics	M	48.00	50.50	STD	48.00	0.00%	53.00	4.95%	01-Apr-12	
Upright Piano (EXCLUDING TUNING)	M	64.00	67.30	STD	64.00	0.00%	70.60	4.90%	01-Apr-12	
Gobos	M	12.90	13.50	STD	12.90	0.00%	14.10	4.44%	01-Apr-12	
Pyro Firing Box Controller	M	32.10	33.70	STD	32.10	0.00%	35.30	4.75%	01-Apr-12	
Pyro Holders (NOT consumables)	M	12.90	13.50	STD	12.90	0.00%	14.10	4.44%	01-Apr-12	
Stage Gauze Cloth	M	191.90	202.00	STD	191.90	0.00%	212.10	5.00%	01-Apr-12	
Single Channel Dimmer when not used with Followspot	M	16.20	16.80	STD	16.20	0.00%	17.60	4.76%	01-Apr-12	
DI Boxes	M	16.20	16.80	STD	16.20	0.00%	17.60	4.76%	01-Apr-12	
Long Room (weekday)	M	103.50	108.50	EXP	103.50	0.00%	113.90	4.98%	01-Apr-12	
Long Room (weekend)	M	120.50	126.50	EXP	120.50	0.00%	132.80	4.98%	01-Apr-12	

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Oak, Tate, Drawing Rooms (weekday)	M	84.00	88.00	EXP	84.00	0.00%	92.40	5.00%	01-Apr-12	
Oak, Tate, Drawing Rooms (weekend)	M	102.00	107.00	EXP	102.00	0.00%	112.30	4.95%	01-Apr-12	
Cafe Bar (weekday)	M	105.00	110.00	EXP	105.00	0.00%	115.50	5.00%	01-Apr-12	
Cafe Bar (weekend)	M	128.40	134.50	EXP	128.40	0.00%	141.20	4.98%	01-Apr-11	
Studio (weekday)	M	68.00	71.50	EXP	68.00	0.00%	75.00	4.90%	01-Apr-12	
Studio (weekend)	M	109.50	115.00	EXP	109.50	0.00%	120.70	4.96%	01-Apr-12	
Blue, Green, Hilliard Rooms (weekday)	M	74.00	77.50	EXP	74.00	0.00%	81.30	4.90%	01-Apr-12	
Blue, Green, Hilliard Rooms (weekend)	M	98.00	103.00	EXP	98.00	0.00%	108.10	4.95%	01-Apr-12	
Garden (weekday)	M	36.50	38.50	EXP	36.50	0.00%	40.40	4.94%	01-Apr-12	
Garden (weekend)	M	44.70	47.10	EXP	44.70	0.00%	49.40	4.88%	01-Apr-11	
Social Rate										
One Offs: Single Performances (weekday)	M	45.60	47.90	EXP	45.60	0.00%	50.20	4.80%	01-Apr-12	
One Offs: Single Performances (weekend)	M	53.30	56.10	EXP	53.30	0.00%	58.90	4.99%	01-Apr-12	
One Offs: Non-Performance Use	M	39.00	41.00	EXP	39.00	0.00%	43.00	4.88%	01-Apr-12	
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	14.70	15.50	STD	14.70	0.00%	16.20	4.52%	01-Apr-12	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
All Shows: Weekend / Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	18.40	19.40	STD	18.50	0.54%	20.30	4.64%	01-Apr-12	01-Apr-13
	M	19.40	20.40	STD	19.40	0.00%	21.40	4.90%	01-Apr-12	
	M	14.70	15.50	STD	14.70	0.00%	16.20	4.52%	01-Apr-12	
All Shows: Ushers One-Offs and Matinees: Weekday Duty Manager (mandatory for all performances)	M	18.40	19.40	STD	18.40	0.00%	20.30	4.64%	01-Apr-12	
All Shows: Rehearsal Rooms - Midweek	M	9.70	10.20	EXP	9.70	0.00%	10.70	4.90%	01-Apr-12	01-Apr-13
	M	9.70	10.20	EXP	9.70	0.00%	10.70	4.90%	01-Apr-12	01-Apr-13
All Shows: Rehearsal Rooms - Sat/Sun/Bank Holiday	M	9.70	10.20	EXP	9.70	0.00%	10.70	4.90%	01-Apr-12	01-Apr-13
All Shows: Additional Dressing Room	M	100.00	100.00	EXP	100.00	0.00%	105.00	5.00%	01-Apr-11	
	M	20.70	21.70	EXP	20.70	0.00%	22.70	4.61%	01-Apr-12	
	M	24.10	25.30	EXP	24.10	0.00%	26.50	4.74%	01-Apr-12	
	M	16.80	17.60	EXP	16.80	0.00%	18.40	4.55%	01-Apr-12	

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Oak, Tate, Drawing Rooms (weekend)	M	20.00	21.00	EXP	20.00	0.00%	22.00	0.00%	01-Apr-11	
Cafe Bar (weekend)	M	17.00	17.80	EXP	17.00	0.00%	18.60	0.00%	01-Apr-12	
Cafe Bar (weekend)	M	20.80	21.80	EXP	20.80	0.00%	22.80	0.00%	01-Apr-11	
Studio (weekend)	M	13.90	14.60	EXP	13.90	0.00%	15.30	0.00%	01-Apr-12	
Studio (weekend)	M	22.30	23.50	EXP	22.30	0.00%	24.60	0.00%	01-Apr-12	
Blue, Green, Hilliard Rooms (weekend)	M	15.10	15.80	EXP	15.10	0.00%	16.50	0.00%	01-Apr-12	
Blue, Green, Hilliard Rooms (weekend)	M	20.00	21.00	EXP	20.00	0.00%	22.00	0.00%	01-Apr-12	
Garden (weekend)	M	7.30	7.70	EXP	7.30	0.00%	8.00	0.00%	01-Apr-12	01-Apr-13
Garden (weekend)	M	9.00	9.50	EXP	9.00	0.00%	9.90	0.00%	01-Apr-11	01-Apr-13
Children's Birthday Party (minimum 10)	M	9.80	11.00	STD	9.80	0.00%	11.50	0.00%	01-Apr-12	01-Apr-13
Children's Birthday Party Entertainer	M	POA		EXP	POA	N/A	POA	N/A	01-Apr-11	01-Apr-13
Social Rate (bulk)										
Long Room (weekend)	M	103.50	108.50	EXP	103.50	0.00%	113.50	0.00%	01-Apr-12	
Long Room (weekend)	M	120.50	126.50	EXP	120.50	0.00%	132.50	0.00%	01-Apr-12	
Oak, Tate, Drawing Rooms (weekend)	M	84.00	88.00	EXP	84.00	0.00%	92.00	0.00%	01-Apr-11	
Oak, Tate, Drawing Rooms (weekend)	M	100.00	105.00	EXP	100.00	0.00%	110.00	0.00%	01-Apr-11	
Cafe Bar (weekend)	M	85.00	89.00	EXP	85.00	0.00%	93.00	0.00%	01-Apr-11	
Cafe Bar (weekend)	M	104.00	109.00	EXP	104.00	0.00%	114.00	0.00%	01-Apr-11	
Studio (weekend)	M	69.50	73.00	EXP	69.50	0.00%	76.50	0.00%	01-Apr-11	

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Studio (weekend)	M	111.50	117.50	EXP	111.50	0.00%	123.00	4.68%	01-Apr-11	
Blue, Green, Hilliard Rooms (weekday)	M	75.50	79.00	EXP	75.50	0.00%	82.50	4.43%	01-Apr-11	
Blue, Green, Hilliard Rooms (weekend)	M	100.00	105.00	EXP	100.00	0.00%	110.00	4.76%	01-Apr-11	
Garden (weekday)	M	36.50	38.50	EXP	36.50	0.00%	40.00	3.90%	01-Apr-11	01-Apr-13
Garden (weekend)	M	45.00	47.50	EXP	45.00	0.00%	49.50	4.21%	01-Apr-11	01-Apr-13
Charity Rate										
One Offs: Single Performances (weekday)	M	35.90	37.70	EXP	35.90	0.00%	39.50	4.77%	01-Apr-12	
One Offs: Single Performances (weekend)	M	43.70	45.90	EXP	43.70	0.00%	48.10	4.79%	01-Apr-12	
One Offs: Non-Performance Use	M	19.00	20.00	EXP	19.00	0.00%	21.00	5.00%	01-Apr-11	
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	14.70	15.50	STD	14.70	0.00%	16.20	4.52%	01-Apr-12	
All Shows: Weekend / Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	18.40	19.40	STD	18.40	0.00%	20.30	4.64%	01-Apr-12	
All Shows: Ushers	M	9.70	10.20	STD	9.70	0.00%	10.70	4.90%	01-Apr-12	01-Apr-13

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One-Offs and Matinees: Weekday Duty Manager (mandatory for all performances)	M	11.60	12.20	STD	11.60	0.00%	12.80	4.92%	01-Apr-12	01-Apr-13
	M	14.60	15.30	STD	14.60	0.00%	16.00	4.58%	01-Apr-12	
All Shows: Rehearsal Rooms - Midweek	M	6.30	6.60	EXP	6.30	0.00%	6.90	4.55%	01-Apr-12	01-Apr-13
All Shows: Rehearsal Rooms - Sat/Sun	M	6.30	6.60	EXP	6.30	0.00%	6.90	4.55%	01-Apr-12	01-Apr-13
All Shows: Additional Dressing Room	M	6.30	6.60	EXP	6.30	0.00%	6.90	4.55%	01-Apr-12	01-Apr-13
Excess Hire Charge	M	100.00	100.00	EXP	100.00	0.00%	105.00	5.00%	01-Apr-11	01-Apr-13
Long Room (weekday)	M	14.60	15.30	EXP	14.60	0.00%	16.00	4.58%	01-Apr-12	01-Apr-13
Long Room (weekend)	M	16.90	17.70	EXP	16.90	0.00%	18.50	4.52%	01-Apr-12	
Oak, Tate, Drawing Rooms (weekday)	M	11.70	12.30	EXP	11.70	0.00%	12.90	4.88%	01-Apr-12	
Oak, Tate, Drawing Rooms (weekend)	M	14.30	15.00	EXP	14.30	0.00%	15.70	4.67%	01-Apr-12	
Cafe Bar (weekday)	M	15.00	15.70	EXP	15.00	0.00%	16.40	4.46%	01-Apr-12	01-Apr-13
Cafe Bar (weekend)	M	18.00	18.90	EXP	18.00	0.00%	19.80	4.76%	01-Apr-12	
Studio (weekday)	M	9.70	10.20	EXP	9.70	0.00%	10.70	4.90%	01-Apr-12	
Studio (weekend)	M	15.60	16.40	EXP	15.60	0.00%	17.20	4.88%	01-Apr-12	

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Blue, Green, Hilliard Rooms (weekday)	M	10.60	11.10	EXP	10.60	0.00%	11.60	4.50%	01-Apr-12	01-Apr-13 01-Apr-13
Blue, Green, Hilliard Rooms (weekend)	M	14.00	14.70	EXP	14.00	0.00%	15.40	4.76%	01-Apr-12	
Garden (weekday)	M	5.20	5.40	EXP	5.20	0.00%	5.60	3.70%	01-Apr-12	
Garden (weekend)	M	6.40	6.60	EXP	6.40	0.00%	6.90	4.55%	01-Apr-11	
Charity Rate (Bulk)										
Long Room (weekday)	M	73.00	76.50	EXP	73.00	0.00%	80.00	4.58%	01-Apr-11	01-Apr-13
Long Room (weekend)	M	84.50	88.50	EXP	84.50	0.00%	92.50	4.52%	01-Apr-11	
Oak, Tate, Drawing Rooms (weekday)	M	58.50	61.50	EXP	58.50	0.00%	64.50	4.88%	01-Apr-11	
Oak, Tate, Drawing Rooms (weekend)	M	71.50	75.00	EXP	71.50	0.00%	78.50	4.67%	01-Apr-11	
Cafe Bar (weekday)	M	75.00	78.50	EXP	75.00	0.00%	82.00	4.46%	01-Apr-11	
Cafe Bar (weekend)	M	90.00	94.50	EXP	90.00	0.00%	99.00	4.76%	01-Apr-11	
Studio (weekday)	M	48.50	51.00	EXP	48.50	0.00%	53.50	4.90%	01-Apr-11	
Studio (weekend)	M	78.00	82.00	EXP	78.00	0.00%	86.00	4.88%	01-Apr-11	
Blue/Green Room (weekday)	M	53.00	55.50	EXP	53.00	0.00%	58.00	4.50%	01-Apr-11	
Blue/Green Room (weekend)	M	70.00	73.50	EXP	70.00	0.00%	77.00	4.76%	01-Apr-11	
Garden (weekday)	M	26.00	27.00	EXP	26.00	0.00%	28.00	3.70%	01-Apr-11	01-Apr-13 01-Apr-13
Garden (weekend)	M	32.00	33.00	EXP	32.00	0.00%	34.50	4.55%	01-Apr-11	
Box Office (Commercial, Social, Charity)										
Minimum Commission per ticket	M	N/A	N/A	STD	0.75	N/A	1.25	N/A	N/A	01-Apr-13

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PRS Minimum Fee (plays)	M	N/A	N/A	STD	10.00	N/A	15.00	N/A	01-Apr-13
PRS Minimum Fee (concerts)	M	N/A	N/A	STD	30.00	N/A	40.00	N/A	01-Apr-13
Box Office Fees									
Hillingdon Arts Membership	M	15.00	25.00	STD	15.00	0.00%	25.00	0.00%	01-Apr-11
Online Card Booking Fee	M	1.50	1.50	EXP	1.50	0.00%	1.50	0.00%	01-Apr-12
Phone Booking Fee	M	2.00	2.00	EXP	2.00	0.00%	2.10	5.00%	01-Apr-12
Sponsor-a-Seat Deal (5 years)	M	120.00	120.00	STD	120.00	0.00%	120.00	0.00%	01-Apr-12
Box Office Commission %	M	8.70	9.50	STD	8.70	0.00%	9.50	0.00%	01-Apr-12
Art Sales Commission %	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	01-Apr-11

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25. Filming										
Filming - interior and/or exterior										
per day - subject to specific requirements										
Council owned principal location for production										
Large production	B	3,000.00	3,000.00	STD	3,000.00	0.00%	3,000.00	0.00%	01-Apr-11	
Medium production	B	2,000.00	2,000.00	STD	2,000.00	0.00%	2,000.00	0.00%	01-Apr-11	
Small production (up to 3 cr	B	1,000.00	1,000.00	STD	1,000.00	0.00%	1,000.00	0.00%	01-Apr-11	
Council owned secondary location										
Large production	B	2,000.00	2,000.00	STD	2,000.00	0.00%	2,000.00	0.00%	01-Apr-11	
Medium production	B	1,000.00	1,000.00	STD	1,000.00	0.00%	1,000.00	0.00%	01-Apr-11	
Small production (up to 3 cr	B	500.00	500.00	STD	500.00	0.00%	500.00	0.00%	01-Apr-11	
Administration fees (Site visits, drawing up of contracts, Liaising with other Council departments, Supervising street works on the highway, Monitoring location filming										
per hour	B	100.00	100.00	STD	125.00	25.00%	125.00	25.00%	01-Apr-11	01-Apr-13
26. Road Closure, Traffic and Highway Management										
Traffic Management										
3 minutes	B	170.00	170.00	STD	170.00	0.00%	170.00	0.00%	01-Apr-11	
Complete Road Closure - by notice										
24 hours	B	200.00	200.00	STD	200.00	0.00%	200.00	0.00%	01-Apr-11	
Complete Road Closure - by order										
7 days	B	1,000.00	1,000.00	STD	1,000.00	0.00%	1,000.00	0.00%	01-Apr-11	

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27. Land Charges										
Search Fees										
Standard commercial search	M	70.00	70.00	NB	70.00	0.00%	70.00	0.00%	01-Apr-11	
Official certificate of search (Form LLC1) only	M	26.00	26.00	NB	26.00	0.00%	26.00	0.00%	01-Apr-11	
Standard domestic search	M	60.00	60.00	NB	60.00	0.00%	60.00	0.00%	01-Apr-11	
Assisted Search LLC Register Only	M	22.00	22.00	NB	22.00	0.00%	22.00	0.00%	01-Apr-11	
Assisted Search LLC Register Only (Additional parcels of land (each)	M	1.00	1.00	NB	1.00	0.00%	1.00	0.00%	01-Apr-11	
Assisted Common Land Search	M	15.00	15.00	NB	15.00	0.00%	15.00	0.00%	01-Apr-11	
Assisted Compiling CON29R	M	32.00	32.00	NB	32.00	0.00%	32.00	0.00%	01-Apr-11	
Assisted Compiling CON29O	M	18.50	18.50	NB	18.50	0.00%	18.50	0.00%	01-Apr-11	
28. Contact Centre										
Blue Badge										
Disabled Parking Blue Badge - New	R	2.00	2.00	EXP	2.00	0.00%	2.00	0.00%	01-Apr-11	01-Apr-13
Disabled Parking Blue Badge - Renewal	R	2.00	N/A	EXP	0.00	-100.00%	N/A	N/A		

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29. Parking										
<u>On-Street Parking: (1) Town Centres</u>										
<i>The maximum stay period on-street in Uxbridge is 2 hrs.All of the existing and proposed charges are based on the cost of parking for each 15 mins</i>										
<u>Uxbridge</u>										
Per 15 mins up to 2 hours	M	0.30	0.80	NB	0.30	0.00%	0.80	0.00%	31-Jan-11	
<u>West Drayton / Yiewsley, Hayes (Coldharbour Lane and Station Rd), Northwood Hills, Eastcote, Ruislip.</u>										
<i>These schemes have various maximum stay durations of either 2 hours or 4 hours.:</i>										
1st 30 mins free then, 30 mins up to 2hrs, then per 20 mins up to maximum stay	M	0.00	0.00	NB	0.00	0.00%	0.00	0.00%	31-Jan-11	
	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	
	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	
<u>On-Street Parking: (1) Local Centres and Parades</u>										
<u>Hillingdon Circus; Uxbridge Rd / Lees Rd; South Ruislip; North Hillingdon (Hercies RD);Crescent Parade; New Pond Parade; Ickenham, Delfield Parade, Hillingdon Hill</u>										
<i>These schemes have various maximum stay durations between 2 hrs and 4 hrs</i>										
1st 30 mins free then, per 30 mins up to 2 hrs, then	M	0.00	0.00	NB	0.00	0.00%	0.00	0.00%	31-Jan-11	
	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	
per 20 mins up to maximum stay	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
<u>On-Street Parking: (2) Local Centres and Parades</u>										
Belmore Parade										
<i>This scheme has a duration of 10 hrs and 40 mins</i>										
1st 30 mins free, then per 30 mins up to 2 hrs, then	M	0.00	0.00	NB	0.00	0.00%	0.00	0.00%	31-Jan-11	
per 30 mins up to 2 hrs, then	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	
per 20 mins up to 4 hrs, then	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	
per 20 mins up to maximum stay	M	0.20	0.60	NB	0.20	0.00%	0.60	0.00%	31-Jan-11	
<u>Parking Schemes</u>										
Heathrow; Hayes (Mount Rd and Nield Rd); Longford; Uxbridge South; Hillingdon Hospital; Cowley (Station Rd and Huxley Cl); Uxbridge North (Park Rd); West Drayton										
<i>These schemes have various maximum stay durations between 30 mins and 8 hrs</i>										
<u>Outside shops:</u>										
1st 30 mins free, then per 30 mins up to maximum stay	M	0.00	0.00	NB	0.00	0.00%	0.00	0.00%	31-Jan-11	
per 30 mins up to maximum stay	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	
<u>Other Places:</u>										
per 20 mins up to maximum stay	M	0.20	0.60	NB	0.20	0.00%	0.60	0.00%	31-Jan-11	

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non-Residents £	% Increase
Off Street Parking								
Kingsend South and Kingsend North, Ruislip - Limited Stay								
up to 1 hour (Kingsend South)	M	0.60	1.00	STD	0.60	0.00%	1.00	0.00%
up to 2 hours (Kingsend South)	M	1.00	1.50	STD	1.00	0.00%	1.50	0.00%
up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%
up to 1 hour	M	0.20	1.00	STD	0.20	0.00%	1.00	0.00%
up to 90 mins	M	0.40	1.50	STD	0.40	0.00%	1.50	0.00%
up to 2 hours	M	0.60	1.70	STD	0.60	0.00%	1.70	0.00%
Oaklands Gate, Northwood and Falling Lane, Yiewsley - Limited Stay								
Up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%
Up to 1 hour	M	0.20	1.00	STD	0.20	0.00%	1.00	0.00%
Up to 90 mins	M	0.40	1.30	STD	0.40	0.00%	1.30	0.00%
Up to 2 hours	M	0.60	1.70	STD	0.60	0.00%	1.70	0.00%
Up to 3 hours	M	1.00	2.50	STD	1.00	0.00%	2.50	0.00%
Up to 4 hours	M	1.80	4.40	STD	1.80	0.00%	4.40	0.00%
Rockingham Recreation Ground, Uxbridge - Limited Stay								
<i>This car park has a maximum stay of 4 hours</i>								
1st 30 minutes free, then per 30 mins up to 2 hours, then	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%
per 30 mins up to 2 hours, then	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%
per 20 mins up to maximum stay	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Sidmouth Drive car park, Ruislip Gardens, Limited Stay										
This car park has a maximum stay period of 4 hours										
1st 30 mins, then	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	
per 30 mins up to 2 hrs, then	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	
per 20 mins up to maximum stay	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	
Kingsend South, Ruislip - Long Stay										
Up to 1 hour	M	0.60	1.00	STD	0.60	0.00%	1.00	0.00%	31-Jan-11	
Up to 2 hours	M	1.00	1.50	STD	1.00	0.00%	1.50	0.00%	31-Jan-11	
Up to 3 hours	M	1.20	2.90	STD	1.20	0.00%	2.90	0.00%	31-Jan-11	
Up to 4 hours	M	2.00	4.90	STD	2.00	0.00%	4.90	0.00%	31-Jan-11	
Over 4 hours	M	2.20	5.50	STD	2.20	0.00%	5.50	0.00%	31-Jan-11	
Other Borough Car Parks:Blyth Road, Hayes; Community Close, Ickenham; Fairfield Rd, Yiewsley;Long Lane; Hillingdon;										
Civic Hall, Hayes; Linden Avenue, Ruislip Manor; Devon Parade, Eastcote; Devonshire Lodge, Eastcote; Green Lane, Northwood.										
Up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	
Up to 1 hour	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	
Up to 90 mins	M	0.40	1.40	STD	0.40	0.00%	1.40	0.00%	31-Jan-11	
Up to 2 hours	M	0.60	2.10	STD	0.60	0.00%	2.10	0.00%	31-Jan-11	
Up to 3 hours	M	1.00	3.00	STD	1.00	0.00%	3.00	0.00%	31-Jan-11	
Up to 4 hours	M	2.00	5.20	STD	2.00	0.00%	5.20	0.00%	31-Jan-11	
Up to 9 hours (Over 4 hours for Blyth Road)	M	3.70	8.70	STD	3.70	0.00%	8.70	0.00%	31-Jan-11	
Over 9 hours	M	6.20	12.00	STD	6.20	0.00%	12.00	0.00%	31-Jan-11	

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Long Stay Reduced Charge:Long Drive, South Ruislip; Brandville Rd, West Drayton; Pembroke Gardens, Ruislip Manor; Pump Lane, Hayes; North View, Eastcote; St Martins Approach, Ruislip.										
Up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	
Up to 1 hour	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	
Up to 90 mins	M	0.40	1.40	STD	0.40	0.00%	1.40	0.00%	31-Jan-11	
Up to 2 hours	M	0.60	2.10	STD	0.60	0.00%	2.10	0.00%	31-Jan-11	
Up to 3 hours	M	1.00	3.50	STD	1.00	0.00%	3.50	0.00%	31-Jan-11	
Up to 4 hours	M	1.80	5.20	STD	1.80	0.00%	5.20	0.00%	31-Jan-11	
Over 4 hours	M	2.00	5.70	STD	2.00	0.00%	5.70	0.00%	31-Jan-11	
Leisure Centre Car Parks: (Subject to agreement with the operators where relevant)										
Up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	
Up to 1 hour	M	0.20	0.50	STD	0.20	0.00%	0.50	0.00%	31-Jan-11	
Up to 90 mins	M	0.40	1.00	STD	0.40	0.00%	1.00	0.00%	31-Jan-11	
Up to 2 hours	M	0.60	1.50	STD	0.60	0.00%	1.50	0.00%	31-Jan-11	
Up to 3 hours	M	1.00	2.30	STD	1.00	0.00%	2.30	0.00%	31-Jan-11	
Up to 4 hours	M	2.00	4.50	STD	2.00	0.00%	4.50	0.00%	31-Jan-11	
Up to 6 hours	M	2.60	5.50	STD	2.60	0.00%	5.50	0.00%	31-Jan-11	
Up to 9 hours	M	3.70	8.00	STD	3.70	0.00%	8.00	0.00%	31-Jan-11	
Over 9 hours	M	6.20	11.00	STD	6.20	0.00%	11.00	0.00%	31-Jan-11	

All prices are VAT inclusive								
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase
Effective Date								
Date of last charge								
Uxbridge Multi-Storey car parks: Cedars car park, Uxbridge; Grainges car park, Uxbridge								
Up to 2 hours	M	1.00	1.40	STD	1.00	0.00%	1.40	0.00%
Up to 3 hours	M	2.00	2.40	STD	2.00	0.00%	2.40	0.00%
Up to 4 hours	M	2.50	3.00	STD	2.50	0.00%	3.00	0.00%
Up to 5 hours	M	3.20	4.00	STD	3.20	0.00%	4.00	0.00%
Up to 6 hours	M	4.50	6.80	STD	4.50	0.00%	6.80	0.00%
Up to 8 hours	M	6.50	11.00	STD	6.50	0.00%	11.00	0.00%
Over 8 hours	M	8.50	16.00	STD	8.50	0.00%	16.00	0.00%
Sunday (all day)	M	2.00	2.70	STD	2.00	0.00%	2.70	0.00%
Civic Centre car park (open on Saturdays only)								
Up to 2 hours	M	0.90	1.40	STD	0.90	0.00%	1.40	0.00%
Up to 4 hours	M	1.80	3.00	STD	1.80	0.00%	3.00	0.00%
Over 4 hours	M	3.50	5.50	STD	3.50	0.00%	5.50	0.00%
Multi-storey Season Tickets and other pre-paid Parking Permits:								
Cedars and Grainges Car Parks At all times (per quarter)	M	300.00	425.00	STD	300.00	0.00%	425.00	0.00%
Cedars and Grainges Car Parks At all times (per half-year)	M	0.00	845.00	STD	0.00	0.00%	845.00	0.00%
Cedars and Grainges Car Parks At all times (annual)	M	1,200.00	1,700.00	STD	1,200.00	0.00%	1,700.00	0.00%
Local Car Park Permit (used in Surface car parks) At all times (depending on location)	M	85.00	105.00	STD	85.00	0.00%	105.00	0.00%

Type
B - Business R - Resident
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VAT Status
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NB- Non Business

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Local Car Park Permit (used in Surface car parks)	M	85.00	105.00	STD	85.00	0.00%	105.00	0.00%	31-Jan-11	
At all times (depending on location)										
Business Permit / Trader Permit All times (per annum)	M	480.00	500.00	NB	480.00	0.00%	500.00	0.00%	31-Jan-11	

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Type of Fee / Charge (charges are per week unless otherwise stated)	Type	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
30. Housing									
Colne Park Caravan Site:									
Main Rental Charge - Single Plot	R	122.80	126.63	3.10%	122.80	126.63	3.10%	01-Apr-12	01-Apr-13
Main Rental Charge - Double Plot	R	214.90	221.55	3.10%	214.90	221.55	3.10%	01-Apr-12	01-Apr-13
Water Single Plot	R	5.11	5.47	7.01%	5.11	5.47	7.01%	01-Apr-12	01-Apr-13
Water Double Plot	R	8.94	9.57	7.01%	8.94	9.57	7.01%	01-Apr-12	01-Apr-13
Personal Use Electricity Charge per kwh	R	0.09	0.10	9.43%	0.09	0.10	9.43%	01-Apr-12	01-Apr-13
Communal Electric charge per week	R	0.20	0.22	9.43%	0.20	0.22	9.43%	01-Apr-12	01-Apr-13
Chemical Toilet Charge	R	NA	5.50		NA	5.50			01-Apr-13

Private Sector Housing (Fixed fees):

Private Sector Enforcement Notice	R	300.00	300.00	0.00%	300.00	300.00	0.00%	01-Apr-09	01-Apr-13
HMO licensing	R	311.00	311.00	0.00%	480.00	480.00	0.00%	01-Apr-09	01-Apr-13
Works in default	R	N/A	N/A	N/A	Full Cost Recovery	Full Cost Recovery	N/A	01-Apr-09	
Agency Charge for Disabled Facility Grants (percentage is applied to cost of works)	R	15.00%	16.50%	0.00%	16.50%	16.50%	0.00%	01-Apr-12	01-Apr-13

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Type of Fee / Charge (charges are per week unless otherwise stated)	Type	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
Homelessness (set to recover costs up to HB threshold levels):									
Temporary Accommodation	R	150.00	150.00	0.00%	375.00	375.00	0.00%	01-Apr-10	01-Apr-13
Bed & Breakfast	R	150.00	150.00	0.00%	375.00	375.00	0.00%	01-Apr-10	01-Apr-13
HRA Council dwelling rents:									
HRA Council dwelling rents (average)	R	101.41	104.53	3.10%	101.41	104.55	3.10%	02-Apr-12	01-Apr-13
Flats/Maisonettes 1 bed	R	82.61	85.78	3.84%	82.61	85.78	3.84%	02-Apr-12	01-Apr-13
Flats/Maisonettes 2 beds	R	94.05	97.58	3.75%	94.05	97.58	3.75%	02-Apr-12	01-Apr-13
Flats/Maisonettes 3+ beds	R	108.55	111.94	3.12%	108.55	111.94	3.12%	02-Apr-12	01-Apr-13
Houses/Bungalows 1 bed	R	93.23	95.97	2.94%	93.23	95.97	2.94%	02-Apr-12	01-Apr-13
Houses/Bungalows 2 beds	R	108.51	111.39	2.65%	108.51	111.39	2.65%	02-Apr-12	01-Apr-13
Houses/Bungalows 3 beds	R	122.91	125.65	2.23%	122.91	125.65	2.23%	02-Apr-12	01-Apr-13
Houses/Bungalows 4+ beds	R	133.47	137.66	3.14%	133.47	137.66	3.14%	02-Apr-12	01-Apr-13

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
HRA Commerical Income:									
Garages	R	11.10	11.44	3.10%	11.10	11.44	3.10%	02-Apr-12	01-Apr-13
Car Ports	R	7.43	7.66	3.10%	7.43	7.66	3.10%	02-Apr-12	01-Apr-13
Hard Standings/ Parking Spaces	R	4.27	4.40	3.10%	4.27	4.40	3.10%	02-Apr-12	01-Apr-13
HRA Ancillary Charges:									
Grounds Maintenance	R	£1.06 to £3.44	£1.11 to £3.61	5.00%	£1.06 to £3.44	£1.11 to £3.61	5.00%	04-Apr-11	01-Apr-13
CCTV Maintenance Charge	R	0.61	0.66	8.00%	0.61	0.66	8.00%	02-Apr-12	01-Apr-13
Door Entry	R	0.23	0.24	2.60%	0.23	0.24	2.60%	04-Apr-11	01-Apr-13
Window Cleaning	R	0.26	0.27	2.60%	0.26	0.27	2.60%	04-Apr-11	01-Apr-13
Caretaking Band - A	R	10.00	10.26	2.60%	10.00	10.26	2.60%	04-Apr-11	01-Apr-13
Caretaking Band - B	R	6.50	6.67	2.60%	6.50	6.67	2.60%	04-Apr-11	01-Apr-13
Caretaking Band - C	R	4.50	4.62	2.60%	4.50	4.62	2.60%	04-Apr-11	01-Apr-13
Caretaking Band - D	R	3.50	3.59	2.60%	3.50	3.59	2.60%	04-Apr-11	01-Apr-13
Caretaking Band - E	R	2.50	2.57	2.60%	2.50	2.57	2.60%	04-Apr-11	01-Apr-13
Caretaking Band - F	R	1.50	1.54	2.60%	1.50	1.54	2.60%	04-Apr-11	01-Apr-13
Sheltered Housing	R	5.00	5.13	2.60%	5.00	5.13	2.60%	04-Apr-11	01-Apr-13

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
Queens Lodge	R	6.30	6.46	2.60%	6.30	6.46	2.60%	04-Apr-11	01-Apr-13
Additional Refuse Collection	R	1.94	1.99	2.60%	1.94	1.99	2.60%	02-Apr-12	01-Apr-13
HRA Energy Charges:									
Communal Electric	R	1.31	1.43	9.43%	1.31	1.43	9.43%	04-Apr-11	01-Apr-13
Sheltered Heating - Communal Element	R	2.83	3.10	9.43%	2.83	3.10	9.43%	04-Apr-11	01-Apr-13
Sheltered Heating - Property Element	R	£4.43 to £7.64	£4.85 to £8.36	9.43%	£4.43 to £7.64	£4.85 to £8.36	9.43%	04-Apr-11	02-Apr-13
District Heating - Communal Element	R	£1.09 to £3.42	£1.19 to £3.74	9.43%	£1.09 to £3.42	£1.19 to £3.74	9.43%	04-Apr-11	03-Apr-13
District Heating - Property Element	R	£4.88 to £11.82	£5.34 to £12.93	9.43%	£4.88 to £11.82	£5.34 to £12.93	9.43%	04-Apr-11	04-Apr-13
Extra Care Housing									
Accommodation:									
Management Support Charge	R	22.77	23.36	2.60%	22.77	23.36	2.60%	01-Apr-12	01-Apr-13
Scooter's charge		5.15 per month	5.15 per month	0.00%	5.15 per month	5.15 per month	0.00%	02-Apr-12	
Optional Services									
Gardening Service - Hedge Cutting standard frequency		39.50	39.50	0.00%	39.50	39.50	0.00%	01-Apr-12	01-Apr-13
Lawn mowing - standard frequency		197.51	197.51	0.00%	197.51	197.51	0.00%	01-Apr-12	01-Apr-13
Bed maintenance - standard frequency		26.33	26.33	0.00%	26.33	26.33	0.00%	01-Apr-12	01-Apr-13
Hedge cutting - increased frequency		65.83	65.83	0.00%	65.83	65.83	0.00%	01-Apr-12	01-Apr-13

VAT Status
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Type of Fee / Charge (charges are per week unless otherwise stated)	Type	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
Lawn mowing - increased frequency		296.26	296.26	0.00%	296.26	296.26	0.00%	01-Apr-12	01-Apr-13
Bed maintenance - increased frequency		59.25	59.25	0.00%	59.25	59.25	0.00%	01-Apr-12	01-Apr-13
Rechargeable repairs Handy Person - Replacing lamps in light fitting for tenants over 60 and with disability Qualifying repairs - on request or leaving a property		at cost at cost Voluntary £10 contribution n plus the cost of materials used.	at cost at cost Voluntary £10 contribution plus the cost of materials used.						

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	VAT Status	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date

31. Social Care & Health

Asylum Service (per month)

Asylum Service Charges for 18+	R	OTS	5.00	5.00	0.00%	5.00	5.00	0.00%	01-Feb-11	
Asylum rental contribution Charges for 18+	R	OTS	75.00	75.00	0.00%	75.00	75.00	0.00%	01-Feb-11	

Home care:

Per hour	R	OTS	Nil	Nil	0.00%	14.40	14.40	0.00%	09-Apr-12	08-Apr-13

TeleCareLine (TCL):

Level 1	R	OTS	0.00	0.00	0.00%	1.13	1.13	0.00%	01-Apr-05	08-Apr-13
Level 2		OTS	0.00	0.00	0.00%	5.00	5.00	0.00%	01-Apr-11	08-Apr-13
Level 3		OTS	0.00	0.00	0.00%	8.50	8.50	0.00%	01-Apr-11	08-Apr-13
Level 4		OTS	0.00	0.00	0.00%	12.00	12.00	0.00%	01-Apr-11	08-Apr-13

Meals on wheels (per meal):

Daily delivery	R	OTS	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	08-Apr-13
Frozen meals weekly/fortnightly	R	OTS	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	08-Apr-13
Lunch club dining centre meal	R	OTS	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	08-Apr-13
Day centre meal	R	OTS	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	08-Apr-13

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OTS-Outside Scope

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	VAT Status	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date

Respite (Residential) Care:

Young Adults (18-25)	R	OTS	Nil	Nil	0.00%	63.10	64.30	1.90%	09-Apr-12	08-Apr-13
Adults (25-60)	R	OTS	Nil	Nil	0.00%	77.85	79.20	1.73%	09-Apr-12	08-Apr-13
Older People (over 60)	R	OTS	Nil	Nil	0.00%	119.20	121.90	2.27%	09-Apr-12	08-Apr-13

Permanent (Residential) Care:

Young Adults (18-25)	R	OTS	63.10	64.30	1.90%	No Max	No Max	0.00%	09-Apr-12	08-Apr-13
Adults (25-60)	R	OTS	77.85	79.20	1.73%	No Max	No Max	0.00%	09-Apr-12	08-Apr-13
Older People (over 60)	R	OTS	119.20	121.90	2.27%	No Max	No Max	0.00%	09-Apr-12	08-Apr-13

Colham Road:

under 25	R	OTS	62.60	63.80	1.92%	2,086.21	2,138.36	2.50%	09-Apr-12	08-Apr-13
over 25	R	OTS	77.35	78.70	1.75%	2,086.21	2,138.36	2.50%	09-Apr-12	08-Apr-13

Merrimans House:

Full board: under 25	R	OTS	62.60	63.80	1.92%	1,631.28	1,672.02	2.50%	09-Apr-12	08-Apr-13
Full board: over 25	R	OTS	77.35	78.70	1.75%	1,631.28	1,672.02	2.50%	09-Apr-12	08-Apr-13
Respite: under 25	R	OTS	Nil	Nil	0.00%	61.53	61.53	0.00%	09-Apr-12	08-Apr-13
Respite: over 25	R	OTS	Nil	Nil	0.00%	76.93	76.93	0.00%	09-Apr-12	08-Apr-13

Hatton Grove:

under 25	R	OTS	62.60	63.80	1.92%	1,592.64	1,632.40	2.50%	09-Apr-12	08-Apr-13
over 25	R	OTS	77.35	78.70	1.75%	1,592.64	1,632.40	2.50%	09-Apr-12	08-Apr-13

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Type of Fee / Charge (charges are per week unless otherwise stated)	Type	VAT Status	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date

Merchiston House:

under 25	R	OTS	62.60	63.80	1.92%	2,569.91	2,634.10	2.50%	09-Apr-12	08-Apr-13
over 25	R	OTS	77.35	78.70	1.75%	2,569.91	2,634.10	2.50%	09-Apr-12	08-Apr-13

Charles Curran:

under 25	R	OTS	62.60	63.80	1.92%	1,592.64	1,632.40	2.50%	09-Apr-12	08-Apr-13
over 25	R	OTS	77.35	78.70	1.75%	1,592.64	1,632.40	2.50%	09-Apr-12	08-Apr-13

Chapel Lane:

under 25	R	OTS	62.60	63.80	1.92%	1,110.41	1,138.13	2.50%	09-Apr-12	08-Apr-13
over 25	R	OTS	77.35	78.70	1.75%	1,110.41	1,138.13	2.50%	09-Apr-12	08-Apr-13

Fully staffed supported housing unit:

Goshawk Gardens	R	OTS	13.80	13.80	0.00%	831.81	852.60	2.50%	09-Apr-12	08-Apr-13
236 Swakeleys Road	R	OTS	13.80	13.80	0.00%	831.81	852.60	2.50%	09-Apr-12	08-Apr-13

Satellite supported housing unit:

9 Petworth Gardens	R	OTS	13.80	13.80	0.00%	149.80	153.51	2.48%	09-Apr-12	08-Apr-13
8 Newhaven close	R	OTS	Nil	Nil	0.00%	149.80	153.51	2.48%	09-Apr-12	08-Apr-13

Other Accommodation:

Supported Accommodation	R	OTS	0.00	0.00	0.00%	No Max	No Max	0.00%	04-Apr-11	08-Apr-13
Adult Care Scheme	R	OTS	0.00	0.00	0.00%	No Max	No Max	0.00%	04-Apr-11	08-Apr-13

TYPE
B- Business R-Resident
M-Mixed C-Concession

VAT Status
STD- Standard
EXP-Exempt
NB-Non Business
OTS-Outside Scope

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	VAT Status	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
Learning Disability Day & Resource Services (per day):										
Parkview	R	OTS	Nil	Nil	0.00%	83.00	85.00	2.41%	09-Apr-12	08-Apr-13
Phoenix	R	OTS	Nil	Nil	0.00%	83.00	85.00	2.41%	09-Apr-12	08-Apr-13
Challenging Behaviour	R	OTS	Nil	Nil	0.00%	83.00	85.00	2.41%	09-Apr-12	08-Apr-13
Woodside	R	OTS	Nil	Nil	0.00%	45.55	46.70	2.52%	09-Apr-12	08-Apr-13
Resource Service	R	OTS	Nil	Nil	0.00%	N/A	85.00	N/A	09-Apr-12	08-Apr-13

Older People (per day):

Grassy Meadow	OP	OTS	Nil	Nil	0.00%	47.90	49.00	2.30%	09-Apr-12	08-Apr-13
Asha	OP	OTS	Nil	Nil	0.00%	47.90	49.00	2.30%	09-Apr-12	08-Apr-13
Poplar Farm	OP	OTS	Nil	Nil	0.00%	47.90	49.00	2.30%	09-Apr-12	08-Apr-13
Asian Carers Grant	OP	OTS	Nil	Nil	0.00%	47.90	49.00	2.30%	09-Apr-12	08-Apr-13
Respite (Day Care)	OP	OTS	Nil	Nil	0.00%	78.52	80.50	2.52%	09-Apr-12	08-Apr-13
Poplar Farm Saturday Serv	OP	OTS	Nil	Nil	0.00%					

Personal Budgets (PB)

Maximum Financial contribution	R	OTS	Nil	Nil	0.00%	100% of PB	100% of PB	0.00%	09-Apr-12	08-Apr-13

Client Financial Affairs (CFA)

Management charge (Per Hour)	R	OTS	36.00	36.00	0.00%	36.00	36.00	0.00%	09-Apr-12	08-Apr-13

TYPE
B- Business R-Resident
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Assessment of Unallocated General Fund Reserves

Appendix 8

Assessment of Unallocated General Fund Reserves	Minimum Level 2013/14 (£ million)	Maximum Level 2013/14 (£ million)	Minimum Level 2012/13 (£ million)	Maximum Level 2012/13 (£ million)	Principal Reasons for Changes
The general financial climate to which the Council is subject	1.5	4.0	1.5	4.0	Indications that next CSR period will see sustained reductions in Central Government funding beyond 2014/15
The overall financial standing of the authority	1.5	2.0	1.5	4.0	There has been an improvement in the financial standing of the authority
Estimates of level of locally raised income	2.0	3.5	0	0	Local retention of business rates from April 2013 will expose the Council to additional risk
The treatment of planned efficiency savings / productivity gains	2.0	3.0	2.0	5.0	The Council enters 2013/14 with a fully developed savings programme, minimising the risk of significant delivery issues
The treatment of inflation and interest rates	1.0	2.0	1.0	2.0	
The financial risk inherent in major outsourcing / insourcing arrangements	1.0	3.0	1.0	3.0	
The treatment of demand led pressures	2.0	5.0	1.0	3.0	The new local Council Tax support scheme introduces additional risk in-year cost pressures due to changes in demand
The financial risks inherent in any major capital developments	1.0	2.5	1.0	1.5	Significant investment in delivery of school places and supported housing during 2013/14
Estimates of the level and timing of capital receipts	1.0	2.0	1.0	1.0	Potential for continued slippages in disposal programme during 2013/14, causing need for increased borrowing
The availability of reserves and other funds to deal with major contingencies	1.0	1.0	1.0	1.0	
The Council's capacity to manage in year budget pressures	1.0	2.0	1.0	2.0	
Total	15.0	30.0	12.0	26.5	

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General Fund Capital Programme (2013/14 - 2016/17)

Full Project Budget (£000s)	Revised Budget 2012/13 (£000s)	Project	Group	Draft Programme 2013/14 (£000s)	Financed by: Borrowing / Receipts (£000s)	External Grants 2013/14 (£000s)	Other Sources 2013/14 (£000s)	Draft Programme 2014/15 (£000s)	Draft Programme 2015/16 (£000s)	Draft Programme 2016/17 (£000s)	Financed by: Borrowing / Receipts (£000s)	External Grants (£000s)	Other Sources (£000s)
Programmes of Works													
	200	Leader's Initiative	CS	200	200	0	0	200	200	200	600	0	0
	1,331	Chrysalis Programme	RS	1,000	1,000	0	0	1,000	1,000	1,000	3,000	0	0
	2,104	Civic Centre Works Programme	RS	2,864	2,864	0	0	0	0	0	0	0	0
	2,376	Formula Capital Devolved to Schools	RS	979	0	979	0	535	535	535	0	1,605	0
	258	Highways Localities Programme	RS	258	258	0	0	258	258	258	774	0	0
	2,250	Highways Structural Works	RS	950	950	0	0	950	950	950	2,850	0	0
	0	Highways Priority Growth	RS	2,000	2,000	0	0	0	0	0	0	0	0
	1,000	ICT Single Development Plan	RS	1,000	1,000	0	0	1,000	500	500	2,000	0	0
	600	Property Works Programme	RS	600	600	0	0	600	600	600	1,800	0	0
	250	Road Safety	RS	250	250	0	0	250	250	250	750	0	0
	180	Street Lighting	RS	180	180	0	0	180	180	180	540	0	0
	1,393	Town Centre Initiatives	RS	2,290	325	1,965	0	325	325	325	975	0	0
	4,620	Transport for London	RS	2,998	0	2,998	0	2,998	2,998	2,998	0	8,994	0
	1,265	Urgent Building Condition Works	RS	2,104	0	2,104	0	1,000	1,000	1,000	0	3,000	0
	2,500	Disabled Facilities Grant (DFG)	SCH	2,500	900	1,600	0	2,500	2,500	2,500	2,129	5,371	0
	450	Private Sector Renewal Grant (PSRG) / HCA	SCH	710	450	260	0	762	762	762	1,350	936	0
	586	Section 106 Projects	RS	164	0	0	164	0	0	0	0	0	0
0	21,363	Total Programmes of Works		21,047	10,977	9,906	164	12,558	12,058	12,058	16,768	19,906	0
Major Projects													
1,621	0	Civic Centre CHP & Energy Savings Projects	RS	1,621	1,621	0	0	0	0	0	0	0	0
	0	Community Safety Assets	RS	2,000	2,000	0	0	0	0	0	0	0	0
	0	Compass Theatre	RS	325	325	0	0	0	0	0	0	0	0
3,765	1,652	Environmental Assets	RS	1,976	1,976	0	0	0	0	0	0	0	0
6,077	5,624	Highgrove Pool Phase II	RS	68	68	0	0	0	0	0	0	0	0
4,905	460	Libraries Refurbishment	RS	1,344	1,344	0	0	0	0	0	0	0	0
4,100	29	Libraries Refurbishment - Central Library	RS	4,036	4,036	0	0	0	0	0	0	0	0
149,691	17,058	Primary School Expansions	RS	77,288	45,546	25,942	5,800	42,212	0	0	29,778	8,564	3,870
8,968	3,479	Purchase of Vehicles	RS	2,000	2,000	0	0	1,000	1,000	500	2,500	0	0
1,228	300	Grounds Maintenance Equipment & Vehicles	RS	928	928	0	0	0	0	0	0	0	0
8,018	7,123	Project to complete in 2013/14 & Retentions	RS	895	641	227	27	0	0	0	0	0	0
1,173	0	Car Park Resurfacing	RS	94	94	0	0	1,079	0	0	1,079	0	0
487	145	CCTV	RS	342	342	0	0	0	0	0	0	0	0
2,803	60	Queenswalk Redevelopment	RS	1,667	1,667	994	0	82	0	0	82	0	0
7,560	1,161	South Ruislip Development	RS	3,638	3,638	0	0	0	0	0	0	0	0
	112	Sport & Cultural Projects	RS	466	196	0	270	0	0	0	0	0	0
90	0	Rural Agricultural Garden Centre	RS	90	90	0	0	0	0	0	0	0	0
950	210	GF Supported Housing	RS	740	740	0	0	0	0	0	0	0	0
10,560	2,470	New Years Green Lane EA Works	RS	0	0	0	0	0	3,245	3,245	3,245	0	0
11,580	0	Yewlsley Pool Self-Financing Scheme	RS	7,720	7,720	0	0	3,860	0	3,245	3,860	0	0
850	0	West Drayton Boys Club	RS	0	0	0	0	850	0	0	850	0	0
225,096	39,883	Total Major Projects		108,232	74,972	27,163	6,097	49,083	4,245	3,745	41,394	11,809	3,870
6,101	101	Contingency		1,500	1,500	0	0	1,500	1,500	1,500	4,500	0	0
225,096	61,347	Total		130,779	87,449	37,069	6,261	63,141	17,803	17,303	62,662	31,715	3,870

Housing Revenue Account Capital Programme (2013/14 - 2016/17)

Full Project Forecast Outturn (£000s)	Revised Budget 2012/13 (£000s)	Project	Group	Draft Programme 2013/14 (£000s)	Financed by: Borrowing / Receipts (£000s)	External Grants 2013/14 (£000s)	Other Sources 2013/14 (£000s)	Draft Programme 2014/15 (£000s)	Draft Programme 2015/16 (£000s)	Draft Programme 2016/17 (£000s)	Financed by: Borrowing / Receipts (£000s)	External Grants (£000s)	Other Sources (£000s)
13,807		Works to Stock	RS	3,352	0	0	0	3,485	3,485	3,485	0	6,970	3,485
13,807	0	Total HRA		3,352	0	0	3,352	3,485	3,485	3,485	20,533	8,465	3,485

* Based on latest Business case recommendations to commence with the delivery of 126 units where there are developed projects

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Treasury Management and Investment Strategy 2013/14 to 2015/16

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- A. Current and Projected Portfolio Position
- B. Estimates of Capital Expenditure and other Prudential Indicators
- C. Interest Rate Outlook
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1. Summary

- 1.1 This report sets out the context within which the Council's treasury management activity operates and outlines a proposed strategy for the coming year. The report considers the Council's borrowing and investment strategy alongside required Prudential Indicators. It also identifies risk reduction strategies that have been established to ensure the fundamental aims of security, liquidity and only then the optimisation of yield are successfully executed.
- 1.2 The Council is required to actively manage its substantial cashflows on a daily basis. The need to place monies in investments or to borrow monies to finance capital programmes and to cover daily operational needs, is an integral part of daily cash and investment portfolio management. As at 31 March 2013 the Council's loan portfolio is expected to be £347m and the total value of investments are forecast to be £72m.
- 1.3 The Council's Capital Financing requirement (CFR) is a function of the Council's balance sheet and measures the underlying need to borrow for capital purposes. The projected CFR for 31 March 2013 is £425m, of which £179m is attributed to the General Fund (GF) with the remaining £246m within the Housing Revenue Account (HRA). The HRA CFR includes £191.6m of settlement debt undertaken in March 2012.
- 1.4 The Council's current and proposed ongoing strategy is to minimise borrowing to below the level of its net borrowing requirement. This is lower than the CFR and requires the use of internal borrowing. This approach reduces interest costs, lowers credit risk and relieves pressure on the Council's counterparty list. The debt portfolio will be monitored to take advantage of any potential refinancing opportunities that would deliver interest cost savings or rebalance the maturity structure of the portfolio.
- 1.5 Borrowing is restricted by two limits: the Authorised Limit, a statutory limit that sets the maximum level of external borrowing and the Operational Boundary, which is determined by both the estimated CFR and day to day cashflow movements. For 2013/14 the proposed Authorised Limit is £517m and the Operational Boundary is £487m.
- 1.6 In order to service the Council's day to day cash needs, the Council maintains a portfolio of short term investments and deposits. The Council's investment priorities are: the security of invested capital; the liquidity of invested capital; and the optimum yield that is commensurate with security and liquidity, in that order. This report details the Council's investment strategy, explains the counterparties with whom the Council is permitted to invest and the overall holdings with these institutions.
- 1.7 The security of any investment remains the primary consideration in decision making and a cautious approach is always adopted. Whilst this report identifies all permitted options in investment decision making, tighter controls govern daily activity limiting the number of counterparties with whom investments will be placed. Officers regularly monitor all institutions on the counterparty list and will maintain an extremely cautious approach in determining counterparties, maximum investment and length of investment.

- 1.8 Whilst potential developments to the investment strategy are monitored and reported throughout the year via monthly budget monitoring reports, continued pressure and uncertainty within the financial markets have led to no additions or extensions being proposed for the 2013/14 Strategy. However a number of long standing instruments have been removed as they are currently deemed unnecessary; these include multilateral development bank bonds, non UK government bonds and variable net asset value money market funds.

2. Background

- 2.1. The Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public Services (the "CIPFA TM Code") and the Prudential Code require local authorities to consider and publish a Treasury Management Strategy Statement (TMSS), Prudential Indicators and Minimum Revenue Provision (MRP) Statement on an annual basis. The TMSS also incorporates the Annual Investment Strategy as required under the CLG's Investment Guidance.
- 2.2. The Council's Treasury Management operations are fundamentally concerned with the management of risk. The Council is responsible for its treasury decisions, management of loan/investment portfolios and cashflow activities. Whilst the regulations and controls that the Council elects to put in place are designed to minimise or neutralise risk, no treasury management activity is completely devoid of risk.
- 2.3. The purpose of this TMSS is to facilitate Council to approve:
- Treasury Management Strategy for 2013/14
 - Annual Investment Strategy 2013/14
 - Prudential Indicators for 2013/14, 2014/15 and 2015/16
 - MRP Statement
- 2.4. These strategies are formulated in conjunction with the Council's Medium Term Financial Forecast (MTFF) and consider the impact on the Council's Revenue and Capital Budgets. Prudential Indicators and the forecast Treasury position, alongside the projected outlook for interest rates, are key economic drivers in the development of the Treasury Management Strategy.
- 2.5. There exist numerous safeguards and regulations for which local authorities must have regard when creating their treasury strategies. Hillingdon complies with all relevant statute, guidance and accounting standards and in general maintains a cautious, basic and transparent approach towards its treasury operations.
- 2.6. The average rate of interest paid on Council borrowing for 2012/13 will be 3.00% representing one of the lowest portfolio rates achieved in London in recent years. However, rates on investments are also very low and the Council's cautious strategy of only investing in highly rated UK banks has impacted returns resulting in an expected average rate of 0.67%. Rates are projected to be similar for 2013/14.

3. Balance Sheet and Treasury Position

- 3.1. The underlying need to borrow for capital purposes is reflected by the Capital Financing Requirement (CFR) which measures the cumulative capital expenditure that has not yet been financed from council resources. This, together with Balances and Reserves, are core drivers of treasury management activity. Estimates of the CFR, based on the projected Revenue Budget and Capital Programmes over the next three years are shown in Table 1.

Table 1

	2012/13 Estimate £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
General Fund CFR	179	221	226	232
HRA CFR ¹	246	251	251	243
Total CFR	425	472	477	475
Existing Profile of Borrowing and Other Long Term Liabilities ²	(349)	(339)	(329)	(317)
Cumulative Maximum External Borrowing Requirement	76	133	148	158
Usable Reserves ³	(47)	(39)	(36)	(34)
Cumulative Net Borrowing Requirement	29	94	112	124

1. The HRA CFR includes £191.6m of borrowing paid to central government in settlement on the introduction of the self financing regime introduced in March 2012.
2. The existing profile of borrowing does not include potential LOBO loan maturities which may or may not occur. Over the next three years, loans totalling £10m, £11m and £13m respectively will be in a state of call. Other long term liabilities include commitments under finance leases and private finance initiatives (PFI's).
3. The balances and reserves figures quoted above relate to core General Fund and HRA balances only. They do not include those balances on the Balance Sheet where the Council has no direct control, such as schools' reserves.

- 3.2. The Cumulative Maximum External Borrowing Requirement shown in Table 1 represents the projected amount of internal borrowing (the difference between CFR and actual physical borrowing undertaken) and is determined by available balances and reserves, plus working capital generated via daily cashflow activity. The current portfolio position is set out in Appendix A. Market conditions, interest rate expectations and credit risk considerations will influence the Council's strategy in determining borrowing and investment decisions that are taken against the backdrop of the underlying Balance Sheet position. The Council will ensure that net physical external borrowing (i.e. net of investments) will not exceed the CFR other than for emergency short term cashflow requirements.
- 3.3. The Council's projected Capital programme over the next three years alongside the projected financing of this is fundamental in determining a borrowing strategy. The Prudential Indicators associated with capital expenditure projections and its incremental impact on council tax and housing rent levels are shown in Appendix B.

4. Borrowing and Rescheduling Strategy

- 4.1. The Council's external debt at 31 March 2013 (gross borrowing plus other long term liabilities) will be £349.2m (Appendix A). This is currently considerably lower than both the Operational Boundary and Authorised Limit.
- 4.2. During 2012/13 £10.3m of borrowing was repaid through scheduled instalments and maturities with £6.8m attributable to the GF and £3.5m to the HRA. These repayment figures will be replicated during 2013/14.
- 4.3. The **Authorised Limit** sets the maximum level of external borrowing on a gross basis (i.e. not net of investments) and is a statutory limit for borrowing determined under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit).

Table 2

Authorised Limit for External Debt	2012/13 Approved £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
Borrowing	496	515	513	518
Other Long term Liabilities	3	2	2	2
Authorised Limit	499	517	515	520

- 4.4. The **Operational Boundary** is linked directly to the Council's estimates of the CFR and estimates of other day to day cashflow requirements. This indicator is based on the same estimates as the Authorised Limit reflecting the most likely, prudent scenario but without the additional headroom included within the Authorised Limit. This facilitates short term additional borrowing in the event of unforeseen adverse events.

Table 3

Operational Boundary for External Debt	2012/13 Approved £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
Borrowing	466	485	483	488
Other Long term Liabilities	3	2	2	2
Operational Boundary	469	487	485	490

- 4.5. The Director of Finance has delegated authority, within the above limits, to effect movement between the separately agreed limits for borrowing and other long term liabilities. Any such decisions will be based on the outcome of financial option appraisals and best value considerations based on current market and macroeconomic conditions. Cabinet is notified of any use of this delegated authority through monthly budget monitoring reports.

Gross Debt compared to the Capital Financing Requirement

- 4.6. This is a key indicator of prudence. In order to ensure that over the medium term debt will only be for capital purposes, councils should ensure that debt does not, except in the short term, exceed the total Capital Financing Requirement in the preceding year plus estimates of any additional capital financing requirement for the current and next two financial years. The Council's gross debt is projected to be £76m below the CFR as at March 2013.
- 4.7. The Director of Finance will report that the Council has had no difficulty meeting this requirement in 2012/13, nor are there any difficulties envisaged for future years.
- 4.8. **Sources of Borrowing:** The Council will keep under review the following borrowing options:
- Public Works Loan Board (PWLB) loans
 - Borrowing from other local authorities
 - Borrowing from institutions such as the European Investment Bank and directly from Commercial Institutions
 - Borrowing from the Money Markets
 - Capital Markets (stock issues, commercial paper and bills)
 - Local authority bills
 - Structured finance
 - Leasing
- 4.9. During 2012/13 the PWLB introduced a new "Certainty Rate" which allowed council's to avail themselves of a 0.2% reduction against normal PWLB lending rates if they were able to satisfy criteria regarding the use of future borrowing. The Council successfully applied for inclusion onto the "Certainty Rate" list of borrowers. Although a mix of borrowing options will always be considered, the PWLB will remain the primary source of borrowing whilst rates remain closely linked to government gilts that are at all time lows.
- 4.10. The types of PWLB borrowing that are considered appropriate for a low interest rate environment are:
- Variable rate borrowing
 - Medium-term Equal Instalments of Principal (EIP) or Annuity Loans
 - Long term Maturity loans, where affordable
- 4.11. Projected capital expenditure levels, market conditions and interest rate levels are monitored throughout the year in order to adapt borrowing strategies to minimise borrowing costs over the medium to longer term whilst maintaining financial stability. The differential between debt costs and investment earnings, despite long term borrowing rates being at low levels, remains acute and this is expected to remain a feature during 2013/14. The 'cost of carry' associated with medium and long term borrowing compared to temporary investment returns means that new fixed rate borrowing could entail additional short term costs. The use of internal resources in lieu of borrowing may again, in 2013/14, be the most cost effective means of financing capital expenditure, however it is projected these will not fully defer the

borrowing requirement and new loans of £30m are anticipated to be undertaken towards the end of the year. Financing costs associated with these are factored into future year's revenue budgets via the MTFF process.

- 4.12. PWLB variable rates are expected to remain low as the Bank Rate is maintained at historically low levels for an extended period. The use of variable rate borrowing saves the Council revenue resources in the 'cost of carry' and is a very cheap form of finance. However this type of borrowing injects volatility into the debt portfolio in terms of interest rate risk and exposure to variable interest rates will be kept under regular review. The Council currently has variable rate borrowing of £51.3m (of which £40m is HRA) at a rate of 0.54%.
- 4.13. The Council has £48m of LOBO loans (Lender's Option Borrower's Option) of which £10m will be in their call period in 2013/14. In the event that the lender exercises the option to change the rate or terms of the loan, the Council will consider the terms being provided and also the option of repayment of the loan without penalty. The Council may utilise cash resources for repayment or may consider replacing the loan(s) by borrowing from the PWLB. However the default response will be early repayment without penalty although it is highly unlikely that the loans will be called given interest rates are now lower than those at the inception of the loan.
- 4.14. There is a difference of £39m between the gross external borrowing requirement and the net external borrowing requirement represented by the Council's balances and reserves. Under current market conditions, the Council intends to maintain its present strategy to only borrow to the level of its net borrowing requirement. The reasons for this are to reduce credit risk, take pressure off the Council's counterparty list and to avoid the 'cost of carry'.
- 4.15. **Debt Rescheduling:** The rationale for rescheduling would be one or more of the following:
- Savings in interest costs with minimal risk
 - Balancing the volatility profile (i.e. the ratio of fixed to variable rate debt) of the debt portfolio
 - Amending the profile of maturing debt to reduce any inherent refinancing risks.

Rates and markets are monitored daily by officers and the Council's treasury advisors to identify opportunities for rescheduling.

- 4.16. Any borrowing and rescheduling activity is reported in monthly budget monitoring to Cabinet. However, unless premiums are significantly reduced, it is unlikely any debt rescheduling will be undertaken.
- 4.17. Where temporary borrowing is required this will be attributed directly to either the GF or HRA pools. Interest costs will be separated between the two pools and allocated accordingly.
- 4.18. The following Prudential Indicators shows the extent to which the Council is exposed to changes in interest rates. The upper limit for variable rate exposure has been set to ensure that the Council is not unduly exposed to interest rate rises,

which could adversely impact its revenue budget. The limit allows for the use of variable rate debt to offset exposure to changes in short term rates on investments.

Table 4

Upper Limits for Interest Rate Exposure	Estimated Level (or benchmark level at 31/03/13 %	2012/13 Approved %	2013/14 Estimate %	2014/15 Estimate %	2015/16 Estimate %
Upper Limit for Fixed Interest Rate Exposure on Debt	83	100	100	100	100
Upper Limit for Fixed Interest Rate Exposure on Investments	0	(75)	(75)	(75)	(75)
Upper Limit for Variable Interest Rate Exposure on Debt	17	50	50	50	50
Upper Limit for Variable Interest Rate Exposure on Investments*	(100)	(100)	(100)	(100)	(100)

*Investments with duration less than one year are classified as variable.

4.19. The Council will also limit and monitor large concentrations of fixed rate debt needing to be replaced. Limits shown in table 5 are intended to control excessive exposures to volatility in interest rates on the refinancing of maturing debt. The first scheduled LOBO call option has been included as the maturity date is within this indicator.

Table 5

Maturity structure of fixed rate borrowing	PWLB Estimated level at 31/03/13 %	Market LOBO 1st call option at 31/03/13 %	Lower Limit for 2013/14 %	Upper Limit for 2013/14 %
under 12 months	2.97	3.38	0	25
12 months and within 24 months	2.63	3.72	0	25
24 months and within 5 years	10.92	9.12	0	50
5 years and within 10 years	21.10	0.00	0	100
10 years and within 20 years	18.24	0.00	0	100
20 years and within 30 years	18.26	0.00	0	100
30 years and within 40 years	0.00	0.00	0	100
40 years and within 50 years	9.66	0.00	0	100
50 years and above	0.00	0.00	0	100
Total	83.78	16.22	0	100

5. Annual Investment Strategy

- 5.1. In accordance with Investment Guidance from CLG and best practice, the Council's primary objective in relation to the investment of public funds remains:
- security of the invested capital;
 - liquidity of the invested capital;
 - an optimum yield which is commensurate with security and liquidity.
- 5.2. Investments are categorised as 'Specified' or 'Non Specified' based on the criteria set out in the CLG Guidance. Definitions of these and financial instruments for the Council's potential use within its investment strategy are contained in Appendix D. The Director of Finance under delegated powers will, on a daily operational basis determine the most appropriate form of investments in keeping with investment objectives, income and risk management requirements and with reference to the Prudential Indicators. Decisions concerning the core strategic investment portfolio will be reported monthly to Cabinet.
- 5.3. Financial markets remain in a state of volatility as a result of European difficulties, policy uncertainties in US and generally weakened forecasts for growth. It is against this backdrop of uncertainty that the Council's investment strategy is framed. No additions or extensions have been included in the 2013/14 strategy; however instruments including multilateral development bank bonds, non UK government bonds and variable net asset value money market funds (including collective investment schemes) have been removed.
- 5.4. The Council's estimated level of investments at 31 March 2013 is projected to be £72m (Appendix A).
- 5.5. The Council's in-house investments are made with reference to the outlook for the UK Bank Rate, money market rates and other macroeconomic factors. In any period of significant stress in the markets or heightened counterparty risk, the fall back position is for investments to be placed with central government's Debt Management Office (DMO) or to purchase UK Treasury Bills. The rates of interest from the DMO are below the equivalent money market rates, but this is an acceptable counterbalance for the guarantee that the Council's capital is secure.
- 5.6. Investment returns attributable to the HRA will be credited to the HRA and calculated in accordance to the CLG's Item 8 determination.
- 5.7. **Credit Risk:** The Council considers security, liquidity and yield, in that order when making daily investment decisions. Credit ratings remain an important element of assessing credit risk but they are not the sole feature in the assessment of counterparties. The Council also considers alternative assessments of credit strength and information including corporate intelligence and market sentiment towards counterparties. The following key tools are used to assess credit risk:
- Credit Ratings - minimum long term A- or equivalent for counterparties; AA+ for non-UK sovereigns.
 - Credit Default Swaps (where quoted)
 - Economic fundamentals such as GDP; net debt as a percentage of GDP

- Sovereign support mechanisms/potential support from a well-resourced parent institution
- Share Prices (where quoted)
- Macroeconomic indicators
- Corporate developments, news articles and market sentiment.
- Subjective overlay

The Council will continue to analyse and monitor these indicators and credit developments on a regular basis and respond as necessary to ensure security of the capital sums invested.

- 5.8. The UK Bank Rate has been maintained at 0.5% since March 2009, and is anticipated to remain at low levels throughout 2013/14. Short term money market rates are likely to remain at very low levels for an extended period, which will have a significant impact on investment income. Projected future interest rates provided by the Council's treasury advisors are shown in Appendix C.
- 5.9. With short term interest rates forecast to be low for even longer, an investment strategy will typically result in a lengthening of investment periods, where cashflow and credit conditions permit, in order to lock in higher rates of acceptable risk adjusted returns.
- 5.10. In order to spread the investment portfolio, deposits will be placed with a range of approved counterparties designed to achieve a diversified portfolio of prudent counterparties, varying investment periods and rates of return. Maximum investment levels with each counterparty will be set to ensure prudent diversification is achieved and this is reviewed regularly.
- 5.11. Money market funds (MMFs) are utilised, but good treasury management practice prevails and, whilst MMFs provide good diversification, the Council will also seek to diversify any exposure by utilising more than one MMF. The Council will also restrict its exposure to MMFs with lower levels of funds under management and will not exceed 0.5% of the net asset value of the MMF. Where MMF's participate, the Council utilises the facilities of a MMF portal to make subscriptions and redemptions. The portal procedure involves the use a clearing agent however the Council's funds are ring fenced throughout the process.
- 5.12. **Investments which constitute capital expenditure:** Investments meeting the definition of capital expenditure can be financed from capital or revenue resources. They are also subject to the CLG's Guidance on "non-specified investments". The placing of such investments has accounting, financing and budgetary implications. Whilst it is permissible to fund capital investments by increasing the underlying need to borrow, it should be noted that under the CLG's Minimum Revenue Provision (MRP) Guidance, MRP should be applied over a 20 year period. The Council has determined that it is not currently prudent to make investments which constitute capital expenditure. These would presently need to be sourced from revenue and therefore the requirement for MRP would make the investment unviable.
- 5.13. **The use of financial instruments for the management of risk:** Currently, Local Authorities' legal power to use derivative instruments remains unclear. The General Power of Competence enshrined in the Localism Bill is not sufficiently explicit.

Consequently, the Council does not intend to use derivatives. Should this position change, the Council may seek to develop a detailed and robust risk management framework governing the use of derivatives, but this change in strategy will require full Council approval.

5.14. The Council banks with HSBC Bank plc and it meets the minimum long term credit criteria of A- (or equivalent). If the credit rating falls below the Authority's minimum criteria, HSBC Bank plc will continue to be used for its banking activities, short term liquidity requirements (overnight and weekend investments) and business continuity arrangements.

5.15. The Council has placed an upper limit for principal sums invested for over 364 days, as required by the Prudential Code. This limit is to contain exposure to the possibility of loss that may arise as a result of the Council having to seek early repayment of the sums invested. However, the Council's current strategy excludes investments for over a year and in the absence of borrowing in advance of need, this is likely to remain in place.

Table 6

Upper Limit for total principal sums invested over 364 days	2012/13 Approved £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
	80	64	58	66

5.16. All investment activity will comply with the accounting requirements of the local authority IFRS based Code of Practice.

6. Outlook for Interest Rates

6.1. The economic interest rate outlook provided by the Council's treasury advisor, Arlingclose, is attached at Appendix C. The Council also monitors other sources of market information and will reappraise its strategy from time to time and, if required, realign it with evolving market conditions and expectations for future interest rates.

7. Balanced Budget Requirement

7.1. The Council complies with the provisions of S32 of the Local Government Finance Act 1992 to set a balanced budget.

8. Adoption of the CIPFA Treasury Management Code:

8.1. The Council approved the adoption of the CIPFA Treasury Management Code at its full Council meeting on 23 Feb 2012.

9. 2013/14 MRP Statement

9.1. The Local Authorities (Capital Finance and Accounting)(England)(Amendment) Regulations 2008 (SI 2008/414) place a duty on local authorities to make a prudent provision for debt redemption. Guidance on Minimum Revenue Provision (MRP)

has been issued by the Secretary of State. Local authorities are required to “have regard” to such Guidance under section 21(1A) of the Local Government Act 2003.

9.2. The four MRP options available are:

- Option 1: Regulatory Method
- Option 2: CFR Method
- Option 3: Asset Life Method
- Option 4: Depreciation Method

This does not preclude other prudent methods to provide for the repayment of debt principal.

9.3. MRP in 2013/14: Option 1 and 2 will be used for the majority of GF historic debt particularly that deemed to be supported through the Revenue Support Grant. For major projects where capital expenditure is funded from prudential borrowing Option 3 will be used to provide MRP over the life of the asset to which the borrowing was applied.

9.4. The HRA will make a form of MRP to pay down its self-financing settlement debt over the 30 year business cycle on which the settlement is based.

10. Monitoring and Reporting on the Treasury Outturn and Prudential Indicators

10.1. Treasury activity is monitored and reported to Senior Management on a daily and weekly basis. Monthly updates including Prudential Indicators are provided to Cabinet as part of the budget monitoring process.

10.2. The Treasury Management Strategy Statement (including Prudential Indicators and Annual Investment Strategy) for the forthcoming financial year is submitted to Cabinet prior to agreement at full Council before the start of the financial year. An early draft is provided to Audit Committee in December. Any amendments to the TMSS which are required during the year will be submitted to Cabinet for approval.

11. Other Items

11.1. **Training:** CIPFA’s Code of Practice requires all members tasked with treasury management responsibilities, including scrutiny of the treasury management function, receive appropriate training relevant to their needs and understand fully their roles and responsibilities.

11.2. The Council adopts a continuous performance and development programme to ensure officers are regularly appraised and any training needs addressed. Treasury Officers also attend regular training sessions, seminars and workshops. These ensure their knowledge is up to date and relevant. Details of training received are maintained as part of the performance and development process.

11.3. Council Members receive information regarding treasury management as part of their general finance training. Access to additional training is provided where required.

- 11.4. **Investment Consultants:** The Council has a contract in place with Arlingclose Ltd to provide a treasury advisory service, which details the agreed schedule of services. Performance is measured against the schedule of services to ensure the services being provided are in line with the agreement.

APPENDIX A

EXISTING PORTFOLIO PROJECTION

Table 7

	Estimated Portfolio as at 31/03/13 £m
External Borrowing:	
Fixed Rate – PWLB	248.0
Fixed Rate – Market	38.0
Variable Rate – PWLB	50.5
Variable Rate – Market	10.0
Total External Borrowing	346.5
Other Long Term Liabilities:	
PFI	2.4
Finance Leases	0.3
Total Gross External Debt	349.2
Investments:	
Short-term & Instant Access	72.0
Long-term Investments	0.0
Total Investments	72.0

Estimates of Capital Expenditure and other Prudential Indicators:

- i. It is a requirement of the Prudential Code to ensure that capital expenditure remains within sustainable limits and, in particular, to consider the impact on Council Tax and in the case of the HRA, Housing Rent levels. In an environment of 'low rates for longer' the Council's strategy is currently to defer external borrowing and use internal borrowing where possible, thus saving revenue interest cost of carry and simultaneously reducing counterparty investment risks.
- ii. Estimates for Capital expenditure shown in Table 8 are estimates of likely capital cash outflows.

Table 8

Capital Expenditure	2012/13 Approved £m	2012/13 Revised £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
General Fund	87.3	57.5	91.6	56.0	41.5
HRA	17.9	6.7	26.0	17.0	10.0
Total	105.2	64.2	117.6	73.0	51.5

- iii. Capital expenditure is expected to be financed as follows:

Table 9

Capital Financing	2012/13 Approved £m	2012/13 Revised £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
Capital Receipts	15.5	6.5	10.0	22.0	6.5
Government Grants	28.5	28.4	35.8	21.0	20.0
Major Repairs Allowance	8.3	8.3	8.3	8.4	8.5
Revenue Contributions	2.4	2.3	3.5	2.5	3.5
Total Financing	54.7	45.5	57.6	53.9	38.5
Other External Funding	3.3	-	-	-	-
Unsupported Borrowing	47.2	18.7	60.0	19.1	13.0
Total Funding	50.5	18.7	60.0	19.1	13.0
Total	105.2	64.2	117.6	73.0	51.5

- iv. **Actual External Debt:** This indicator is obtained directly from the Council's balance sheet. It is the closing balance for actual gross borrowing plus other long term liabilities. This Indicator is measured in a manner consistent for comparison with the Operational Boundary and Authorised Limit.

Table 10

Actual External Debt as at 31/03/2013	£m
Borrowing	346.5
Other Long term Liabilities	2.7
Total	349.2

- v. **HRA Indebtedness:** Following settlement and the introduction of the self-financing regime, a borrowing cap of £303.3m has been imposed by HM Treasury on HRA indebtedness. This gives the HRA potential headroom borrowing of up to £50.2m to finance future capital programmes following the first settlement debt principal repayment in 2012/13.

Incremental Impact of Capital Investment Decisions:

- vi. As an indicator of affordability, Table 11 shows the notional impact of capital investment decisions on Council Tax and Housing Rent levels and represents the impact on these if the financing of the capital programme were to be funded from taxes and rents. However, in reality there are no consequential increases to Council Tax or Rents as much of the capital programme is funded from grants, the sale of released or newly created assets, revenue savings for invest to save schemes and additional rental income streams for HRA developments.
- vii. In addition, the notional increase shown in Council Tax is further exacerbated by reforms to the Council Tax benefit system which has the effect of reducing the tax base thus increasing the amount attributable to each band D property.

Table 11

Incremental Impact of Capital Investment Decisions	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
Increase in Band D Council Tax	£15.27	£1.20	£13.18
Increase in Average Weekly Housing Rents	£1.20	£1.06	(£0.34)

- viii. The ratio of financing costs to the Council's net revenue stream is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of future revenue budgets required to meet borrowing costs. The ratio is based on costs net of investment income.

Table 12

Ratio of Financing Costs to Net Revenue Stream	2012/13 Approved %	2012/13 Revised %	2013/14 Estimate %	2014/15 Estimate %	2015/16 Estimate %
General Fund	4.00	3.58	3.83	4.05	4.78
HRA	28.11	19.58	20.05	20.36	19.46
Weighted Average	9.07	6.80	7.30	7.72	8.24

Arlingclose's Economic and Interest Rate Forecast

Table 13

	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16
Official Bank Rate													
Upside risk			0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk		-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
3-month LIBID													
Upside risk	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.75	0.75	0.75	0.75	0.75
Central case	0.40	0.40	0.40	0.45	0.45	0.50	0.50	0.50	0.55	0.55	0.55	0.60	0.60
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
1-yr LIBID													
Upside risk	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.75	0.75	0.75	0.75	0.75
Central case	0.85	0.90	0.95	0.95	1.00	1.00	1.00	1.00	1.10	1.10	1.10	1.10	1.10
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
5-yr gilt													
Upside risk	0.50	0.50	0.50	0.50	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.00
Central case	0.95	0.95	0.95	0.95	1.00	1.00	1.00	1.00	1.10	1.10	1.10	1.20	1.20
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
10-yr gilt													
Upside risk	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.75	0.75	1.00	1.00	1.00	1.00
Central case	2.00	2.00	2.05	2.05	2.05	2.05	2.10	2.10	2.10	2.20	2.20	2.20	2.20
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
20-yr gilt													
Upside risk	0.50	0.50	0.50	0.50	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.00
Central case	2.90	2.90	2.90	2.90	3.00	3.00	3.00	3.00	3.10	3.10	3.10	3.10	3.10
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
50-yr gilt													
Upside risk	0.50	0.50	0.50	0.50	0.75	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00
Central case	3.35	3.35	3.35	3.40	3.40	3.40	3.50	3.50	3.50	3.50	3.60	3.60	3.60
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25

Underlying Assumptions:

UK growth is unlikely to return to above trend for the foreseeable future. Q3 GDP was strong at 0.9% but this momentum is unlikely to be sustained in Q4 or in 2013. The rebalancing from public-sector driven consumption to private sector demand and investment is yet to manifest, and there is little sign of productivity growth. Further contraction in the Eurozone, including Germany's powerful economy, and slower forecast growth in the emerging economies (Brazil/Mexico/India) are exacerbating the weakness.

Consumer Price Inflation has fallen to 2.7 % from a peak of 5.2%. Near term CPI is likely to be affected by volatility in commodity prices and its decrease towards the 2% target is expected to be slower than previously estimated. Real wage growth (i.e. after inflation) is forecast to remain weak.

The fiscal outlook for bringing down the structural deficit and stabilise debt levels remains very challenging. Weakened credibility of the UK reining its levels of debt poses a risk to the AAA status, but recent history (US, France) suggests this may not automatically result in a sell-off in gilts.

In the absence of large, unexpected decline in growth, QE is likely to remain on hold at £375bn for now. The availability of cheaper bank borrowing and subsequently for corporates through the Funding for Lending Scheme (FLS) is a supporting factor.

The US Federal Reserve's shift in its rate guidance from a date-based indication to economic thresholds (6.5% unemployment, inflation 1 – 2 years out projected to remain below 2.5%, longer term inflation expectations remain well anchored) is likely to increase market uncertainty around the highly volatile US employment data releases.

The Eurozone is making slow headway which has curtailed some of the immediate risks although peripheral countries continue to struggle. Fully-fledged banking and fiscal union is still some years away.

In the US, the issues of spending cuts, reducing the budget deficit and raising the country's debt ceiling remain unresolved. A failure to address these by March 2013 could lead to a similar showdown and risks a downgrade to the US sovereign credit rating by one or more agencies.

A reversal in market risk sentiment from current "risk on" to "risk off" could be triggered by economic and/or political events – impending Italian and German elections, US debt ceiling impasse, difficulty surrounding Cyprus' bailout, and contagion returning the haunt the European peripheral nations – could inject renewed volatility into gilts and sovereign bonds.

Specified Investments & Non Specified Investments

Specified investments are sterling denominated investments with a maximum maturity of one year. They also meet the “high credit quality” as decided by the Council and are not deemed capital expenditure investments under Statute.

Non Specified Investments are those which do not meet the above criteria, for example more than 1 year in duration. However the Council has determined that the “high credit quality” criterion will still need to be satisfied.

Specified Investments identified for use by the Council

“Specified” Investments identified for the Council’s use are:

- Deposits in the DMO’s Debt Management Account Deposit Facility
- Deposits with UK local authorities
- Deposits with banks and building societies
- Certificates of deposit with banks and building societies
- Gilts: (bonds issued by the UK government)
- Bonds issued by multilateral development banks
- Treasury Bills (T-Bills)
- Local Authority Bills
- Corporate Bonds
- Commercial Paper
- AAA-rated Money Market Funds with a Constant Net Asset Value (CNAV)

When determining the minimum acceptable credit quality the Council will not only consider the credit rating criteria below but also information on corporate developments of and market sentiment towards investment counterparties as set out in the Credit Risk indicator.

For credit rated counterparties, the minimum criteria will be the lowest equivalent long term ratings assigned by Fitch, Moody’s and Standard & Poor’s (where assigned). Long term minimum: A-(Fitch); A3 (Moody’s); A- (S&P).

Specified investments will be made within the following limits:

Table 14

Instrument	Country/ Domicile	Counterparty	Maximum Counterparty Limits %/£m
Term Deposits	UK	DMADF, DMO	No limit
Term Deposits/Call Accounts	UK	Other UK Local Authorities	£35m per Local Authority / No total limit
Term Deposits/Call Accounts/CD's	UK	Counterparties rated at least A- Long Term (or equivalent)	15% / £20m
Term Deposits/Call Accounts/CD's	Non-UK	Counterparties rated at least A- (or equivalent) in select countries with a Sovereign Rating of at least AA+	15% / £15m
Gilts	UK	DMO	No limit
Treasury Bills	UK	DMO	No limit
Local Authority Bills	UK	Other UK Local Authorities	No limit
AAA-rated Money Market Funds	UK/Ireland/ Luxembourg domiciled	CNAV MMFs (Constant Net Asset Value Money Market Funds)	10% / £7.5m per fund. Maximum MMF exposure 75%
Commercial Paper	UK	Counterparties including Banks and Corporates rated at least A- Long Term (or equivalent)	15% / £20m
Corporate Bonds	UK	Counterparties including Banks and Corporates rated at least A- Long Term (or equivalent)	15% / £20m

Instrument	Country/ Domicile	Counterparty	Maximum Counterparty / Group Limit £m	Maximum Counterparty / Group Limit %
Term Deposits /Call Accounts	UK	Lloyds Banking Group (Including Bank of Scotland)	20	15
Term Deposits /Call Accounts	UK	Barclays Bank Plc	20	15
Term Deposits /Call Accounts	UK	HSBC Bank Plc	20	15
Term Deposits /Call Accounts	UK	Nationwide Building Society	20	15
Term Deposits /Call Accounts	UK	RBS Group (Royal Bank of Scotland and Nat West)	20	15
Term Deposits /Call Accounts	UK	Standard Chartered Bank	20	15
Term Deposits /Call Accounts	Australia	Australia and NZ Banking Group	15	15
Term Deposits /Call Accounts	Australia	Commonwealth Bank of Australia	15	15
Term Deposits /Call Accounts	Australia	National Australia Bank Ltd (National Australia Bank Group)	15	15
Term Deposits /Call Accounts	Australia	Westpac Banking Corp	15	15
Term Deposits /Call Accounts	Canada	Bank of Montreal	15	15
Term Deposits /Call Accounts	Canada	Bank of Nova Scotia	15	15
Term Deposits /Call Accounts	Canada	Canadian Imperial Bank of Commerce	15	15
Term Deposits /Call Accounts	Canada	Royal Bank of Canada	15	15
Term Deposits /Call Accounts	Canada	Toronto-Dominion Bank	15	15
Term Deposits /Call Accounts	Finland	Nordea Bank Finland	15	15
Term Deposits /Call Accounts	France	BNP Paribas	15	15
Term Deposits /Call Accounts	France	Credit Agricole CIB (Credit Agricole Group)	15	15
Term Deposits /Call Accounts	France	Credit Agricole SA (Credit Agricole Group)	15	15

Term Deposits /Call Accounts	France	Société Générale	15	15
Term Deposits /Call Accounts	Germany	Deutsche Bank AG	15	15
Term Deposits /Call Accounts	Netherlands	ING Bank NV	15	15
Term Deposits /Call Accounts	Netherlands	Rabobank	15	15
Term Deposits /Call Accounts	Netherlands	Bank Nederlandse Gemeenten	15	15
Term Deposits /Call Accounts	Sweden	Svenska Handelsbanken	15	15
Term Deposits /Call Accounts	Switzerland	Credit Suisse	15	15
Term Deposits /Call Accounts	US	JP Morgan	15	15

Note:

- The above list would change if a counterparty/country is upgraded, and meets our other creditworthiness tools or if a counterparty is downgraded.
- The above percentage limits are based on a 30 day rolling average investment balance.
- Non UK Banks are restricted to a maximum exposure of 25% per country and a total overseas aggregate exposure (excluding MMFs) of 40%.
- Maturity periods may be amended to less than one year to address any emerging risk concerns.

Non Specified Investments determined for use by the Council

Having considered the rationale and risk associated with Non-Specified Investments, the following have been determined for the Council's use:

Table 15

	In-house use	Maximum maturity	Max % of portfolio	Capital expenditure?
▪ Deposits with banks and building societies ▪ CDs with banks and building societies	✓	5 Years	40 In Aggregate	No
▪ Gilts ▪ Bonds issued by UK financial institutions ▪ Corporate Bonds	✓ (on advice from treasury advisor)	6 Years	40 In Aggregate	No

In determining the period to maturity of an investment, the investment should be regarded as commencing on the date of the commitment of the investment rather than the date on which funds are paid over to the counterparty.

All Non Specified investments will satisfy the Council's "high credit quality" criterion. A maximum exposure limit of 75% has been set for Non Specified investments.



PAY POLICY STATEMENT 2013-14

1. Purpose

- 1.1. The Localism Act 2011 requires relevant authorities (including London Boroughs) to prepare and publish an annual pay policy statement.
- 1.2. This pay policy statement responds to the recommendations of the Hutton Review of Fair Pay in the Public Sector (March 2011) by ensuring transparency of pay policies within the Council to residents.

2. Approval

- 2.1. The pay policy statement must be approved annually by a full Council meeting of democratically accountable members.

3. Communication

- 3.1. The approved pay policy statement will be published on the Council's website as soon as is reasonably practicable once approved or amended by full Council.

4. Publication & Access to Data

- 4.1. Details of all Chief Officer remuneration will be published on the Council's website and updated annually. This information will also be included in the Council's annual statement of accounts which will also be published on the Council's website.
- 4.2. This information will be provided in an open 'machine-readable' format such as MS Excel, allowing for open re-use, including commercial and research activities, in order to maximise value to the public.

5. Definitions

Chief Officers

- 5.1. The definition of Chief Officers, as set out in section 43(2) of the Localism Act (2011) includes the Council's Chief Executive Officer and

Corporate Directors, as well as all those directly reporting to these officers, including Deputy Directors and Heads of Service.

Lowest Paid Employees

5.2. The Council operates a nationally agreed job evaluation scheme, and nationally agreed pay rates linked to this scheme. Roles falling within the nationally negotiated APT&C framework are evaluated using the Greater London Provincial Council (GLPC) Job Evaluation Scheme.

5.3. The lowest graded roles in the Council's are those evaluated at Scale 1(a), therefore our lowest paid employees are defined as those performing roles at this evaluated grade. The Council's commitment to this grading scheme, and nationally negotiated pay rates, constitutes our policy towards our lower paid workers.

Remuneration

5.4. Remuneration is defined as the total of all payments made to an individual officer including salary, expenses, bonuses if applicable, performance related pay, recruitment or retention premia, additional responsibility payments, together with any other additional payments, including charges, fees, allowances and enhancements to pension entitlement made to the officer.

Pay Multiples

5.5. Pay multiples refer to the ratios between 2 salaries (e.g. the pay multiple between a salary of £60,000 and £20,000 would be 3)

6. Job Evaluation

6.1. All job roles within the Council (apart from those subject to national grading prescription) are graded using nationally recognised job evaluation schemes. The purpose of job evaluation is to ensure that remuneration is set at an appropriate level in line with the responsibilities of the job role.

6.2. All roles graded within the local government pay spine negotiated by the National Joint Council for Local Government Services (salaries between £14,697 and £57,477) are evaluated using the Greater London Provincial Council (GLPC) Job Evaluation Scheme.

6.3. Roles falling within scope of the JNC framework (salaries between £59,544 and £125,457) and those of the Chief Executive Officer and Corporate Directors are evaluated using the Local Government Employers (LGE) Senior Manager Job Evaluation Scheme.

7. Appointments to Chief Officer posts and remuneration levels

- 7.1. All Chief Officer appointments are subject to the approval of an appointment panels consisting of cross party Council members.
- 7.2. Remuneration levels are set within the relevant pay scale as follows:

Internal Appointments

- i) Chief Officers promoted to a new role at a higher grade will be appointed at the lowest point of the new salary band that demonstrates a substantive increase on their current salary reflecting the new and additional responsibilities (to a maximum of two increments).
- ii) Chief Officers moving laterally to a new role at a similar grade level will be appointed on the same salary as their current role.
- iii) Chief Officers moving to a new role evaluated at a minimum of one grade lower than their current grade will be appointed on a salary at the maximum of the new, lower salary band.

External Appointments

- i) External appointees to Chief Officer roles will normally be appointed at the lowest point of the salary range for the post. However the Appointments Committee may be required to consider the applicants current salary and other market factors to determine an appropriate salary offer. Where it is necessary to offer a salary higher than the lowest point on the salary scale the Appointments Committee will evidence an objective rationale for this decision.

8. Salary Benchmarking

- 8.1. The Council completes an annual benchmarking review of Chief Officer pay using available information across all London Boroughs and national pay rates across all sectors. This exercise is used to ensure that the Council's approach to reward of Chief Officers fairly reflects the conditions within the local recruitment market.
- 8.2. The Council objective is to position its remuneration of Chief Officers to ensure that the Council can remain competitive within the local recruitment market whilst ensuring that high calibre leaders can be recruited and retained.

9. Remuneration Levels

- 9.1. This pay policy statement sets out the Council's current approach to Chief Officer Pay, and any in year changes to the policy will require full Council approval.
- 9.2. Through approval of this pay policy statement full Council approves new appointments to existing Senior Chief Officers to posts which attract salary packages (including salary, any bonuses, fees, allowances or benefits in kind routinely payable to the appointee) of over £100,000.
- 9.3. All Tier 1 and some Tier 2 officers have the potential to be paid at this remuneration level. These posts are -

Tier 1

- Chief Executive & Corporate Director of Administration
- DCEO & Corporate Director Residents Services
- Corporate Director Finance
- Corporate Director Social Care

Tier 2 (where pay ranges of over £100k can be paid¹)

- Deputy Director, Children's Services
- Deputy Director, Adult Social Care
- Director Public Health
- Chief Education Officer
- Deputy Director, Public Safety
- Deputy Director, ICT, Business Services & Highways
- Deputy Director, Housing
- Borough Solicitor
- Head of Human Resources
- Head of Planning, Sport & Green Spaces
- Head of Transportation, Planning Policy and Community Engagement
- Head of Corporate Property & Construction

- 9.4. Appointment to the post of Chief Executive Officer is also subject to the approval of full Council, in accordance with the Council's constitution.

10. Additional Payments

Recruitment & Retention premia

¹ Not all of these officers are currently paid at this level but the posts are evaluated in a pay range which spans £100k. Actual pay rates can be found at <http://www.hillingdon.gov.uk/article/24490/Chief-officers-pay-policy-and-responsibilities>

- 10.1. The Council's nationally agreed pay structures normally allow for the competitive recruitment and retention of high calibre Chief Officers.
- 10.2. Exceptionally the Council may need to respond to external market conditions when recruiting or retaining employees with specific skills, knowledge or capabilities. In order to respond to short to mid term shortages within the employment market the Council can apply a recruitment and retention premia payment to Chief Officer roles through the application of the Council's Market Factor Supplements policy.
- 10.3. All such premia payments must be supported by benchmarking data to determine genuine scarcity within the market and to determine the level of any agreed additional payments. The Chief Executive Officer must approve all recruitment and retention premia. These payments should be reviewed at least an annual basis to ensure the prevalent market conditions that form the basis of payment remain in force.
- 10.4. Any such payments to Chief Officers will be published annually on the Council's website together with the annual pay policy statement.

Additional Responsibility payments

- 10.5. Where a chief officer assumes substantive additional responsibilities, for example covering the duties of another vacant role, then an additional responsibility payment (an honorarium) can be made. These payments must be approved by the relevant Corporate Director. These payments will be published annually on the Council's website together with the annual pay policy statement.

Car Allowances

- 10.6. No essential user allowances are paid to Chief Officers for travel or using a car.

Expenses incurred

- 10.7. The Council provides all staff required to travel with access to Oyster Cards and Payment Cards to ensure expenses claims are only made in exceptional circumstances. Any claims for expenses and mileage are receipted and limited to the levels set out in the NJC for Local Government Services agreement.

11. Salary Progression & Performance Related Pay

- 11.1. Chief Officer salary progression is subject to performance and is assessed annually as part of the Council's performance appraisal

process. There is no pay progression for Chief Officers who do not demonstrate the required standards within their role.

- 11.2. Chief Officers who fully meet the expected performance standards of their role can progress one increment point along their pay scale annually.
- 11.3. Chief Officers who demonstrate exceptional performance which exceeds the standards required, progress by an additional increment point.
- 11.4. Once a Chief Officer is at the top of their pay scale then they become eligible to a one-off non-consolidated performance related payment equivalent to one increment point for those who fully meet the expected performance standards, and two increment points for those demonstrating exceptional performance.
- 11.5. The Council does not operate an “earn back” pay system for its officers, but Chief Officer incremental salary progression is subject to performance assessment.

12. Payments for local election duties

- 12.1. Council staff can be employed on election duties of varying types. The fees paid to Council employees for undertaking these election duties vary according to the type of election they participate in, and the nature of the duties they undertake.
- 12.2. Returning Officer duties (and those of the Deputy Returning Officer) are contractual requirements, and fees paid to them for national elections/referendums are paid in accordance with the appropriate Statutory Fees and Charges Order and are paid by the body responsible for the conduct of the election.

13. Bonus Payments

- 13.1. No bonus payments are made to employees of the Council, including Chief Officers.

14. Redundancy and Severance Payments

- 14.1. The Council’s policy on levels of redundancy payments are set out in Early Termination of Employment Compensation Payments Policy.
- 14.2. In instances where a candidate for a vacant position within the Council has received a severance payment from the London Borough of Hillingdon (including any redundancy payment) within the last year, the Chief Executive Officer must approve any proposed appointment.

- 14.3. Section 17 outlines the impact of re-employment and effect upon LGPS pensions.

15. Chief Officer Pay Multiples

- 15.1. The pay multiple between the salary of the Council's lowest paid employees and the Chief Executive officer, together with that between the chief executive's salary and the Council's median salary, will be published annually. An explanation will be provided to account for any changes in the pay multiples from those previously reported.
- 15.2. The current pay multiple between the salary of the lowest paid employees and the Chief Executive officer is 12.26.
- 15.3. The current pay multiple between the Council's median salary and that of the Chief Executive officer salary is 6.3.

16. Pensions

- 16.1. The Council's policy covering re-employment to a position with eligibility to join the Local Government Pension Scheme (LGPS), states that the total of the pension and salary from the re-employment, should not exceed the index linked value of the salary on leaving employment. Should earnings exceed this level, then the pension will be subject to a temporary reduction of the excess, for the duration of re-employment.
- 16.2. Further information regarding the impact on previous employees with a LGPS pension and re-employment is available on the Council's website at the following web address - <http://www.hillingdon.gov.uk/index.jsp?articleid=6487>

17. Management of Workforce Costs

- 17.1. A summary of workforce costs is presented monthly by the Council's Chief Finance Officer to the Cabinet as part of the financial budget report.

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LOCAL WELFARE SUPPORT SCHEME

Cabinet Member(s)	Councillor Ray Puddifoot Councillor Jonathan Bianco
Cabinet Portfolio(s)	Leader of the Council Finance, Property and Business Services
Officer Contact(s)	Paul Whaymand, Director of Finance
Papers with report	Appendix A – Draft Local Welfare Support Scheme

1. HEADLINE INFORMATION

Summary	This report seeks Cabinet approval to implement the Council's scheme for local welfare support, with effect from 1 April 2013.
Contribution to our plans and strategies	Achieving value for money is an important element of the Council's medium-term financial plan.
Financial Cost	This scheme will be self-financing; the proposal is that the costs of payment and administration will be fully funded from the grant payable from Central Government.
Relevant Policy Overview Committee	Corporate Services and Partnerships Policy Overview Committee Residents' and Environment Services Policy Overview Committee Social Care, Health and Housing Policy Overview Committee
Ward(s) affected	All

2. RECOMMENDATION

That Cabinet approve the proposed Local Welfare Support Scheme attached in Appendix A.

Reasons for recommendation

Central Government will be transferring the funding for the Crisis Loans and Community Care Grants elements of the current Department for Work & Pensions (DWP) Social Fund to local authorities from 1 April 2013. The expectation is that local authorities will create a local welfare scheme to cater for those elements no longer provided by DWP.

Alternative options considered / risk management

Not to adopt a scheme. The funding from central Government is not 'ring fenced' and there are no new duties on local authorities to provide the new assistance. However, Central Government have stated their intention to review 50 local authorities on how they have used the funding during 2014/15.

Policy Overview Committee comments

None at this stage

3. INFORMATION

Background

The current Social Fund, introduced in 1987, is administered in full by the DWP. However, from April 2013 Central Government will be transferring the funding for the Crisis Loans and Community Care Grants elements of the Social Fund to local authorities. The expectation is that local authorities will create a local welfare scheme to cater for those elements no longer provided by the DWP. There is no requirement to replicate the current scheme and local authorities are free to design a scheme best suited to local need, from eligibility through to delivery and payment. But while the funding will not be ring fenced, during 2014/15, 50 local authorities will be reviewed on how they have used the funding. It would, therefore, appear prudent to use the funding for a provision along similar lines to the current scheme.

There are two key elements a local provision should provide:

- Community Care Grants to help individuals and their families to establish themselves in the community; or to maintain themselves in the community; or to continue their links with family, friends and local life.
- Crisis Loans intended to meet short-term needs either in an emergency in relation to certain expenses or as a consequence of a disaster.

With each element consideration needs to be given to other funding sources available and also the priority of need.

Local Scheme Design and Delivery

As mentioned above, each authority will have to design all aspects of a scheme best suited to local need, including scheme rules and eligibility criteria, in addition to how the scheme will be delivered and payments made. Agreement was given through a Cabinet Member report in January to appoint Liberata to provide a managed service to operate the Hillingdon Local Support Scheme for a period of two years and also to procure a system to operate the new provision from Northgate. This report focuses on the specific scheme design and eligibility criteria.

The overriding principle of the scheme is the intention to meet short term needs (not exceeding 14 days):

- Either in an emergency in relation to certain expenses, or
- As a consequence of a disaster

Key in designing a scheme was maintaining focus on the specific intentions of this new provision. With the wealth of other support available from various agencies and other Council services, the scheme rules need to be clear to ensure that the funding is directed towards those with greatest need. Additionally, as funding is limited, the rules need to make clear that once the allocation has been awarded in full, there will be no additional funding available.

Work on the design of this scheme has been closely aligned to the various workstreams across the Council on impending welfare reforms. In addition, Officers are working with the DWP, specifically with Job Centre Plus, to help people likely to be affected to understand the changes and make appropriate preparations.

In designing the scheme rules, the following criteria were taken into consideration:

- Eligibility to claim
- Qualifying benefits
- Level of payments
- Whether anyone else could help meet the need and any alternative funding
- How payments will be made
- What payments can cover
- How to apply and effective date
- Evidence and defective claims
- Repeat applications
- Decision making process
- Requests for review of decision
- Funding available

A copy of the draft scheme is attached as an appendix to this report. The document is designed to fully explain all aspects of the scheme and, once agreed, will be published on the Council's website. It explains who is eligible to apply; how to apply; what payments are intended to cover; evidence required in support of applications and the decision-making process.

Application will be by telephone to a dedicated number and full assistance with the application process will be given. All Council services will be made aware of this and so if they are approached for assistance, they will be in a position to help residents to access the service. Additionally, the Revenue and Benefits Service is responsible for the scheme, running it alongside Housing Benefits, the Local Council Tax Reduction Scheme and awards of Discretionary Housing Payments. Officers considering applications will have access to Council databases on each of the above, ensuring that residents are directed to the most appropriate form of support available to them.

Discussions are ongoing in respect of how awards will be made, but it is anticipated that pre-paid cards will be used for emergencies only and vouchers, which can be exchanged for goods and services, will be used for all other awards.

FINANCIAL IMPLICATIONS

The indicative funding for the new local welfare provision was contained within the last Comprehensive Spending Review and so allocations are only available for 2013/14 (year 1) and 2014/15 at this stage. The funding available is as follows:

Year	2013/14	2014/15
Start up funding	7,092	
Administration	149,866	137,368
Programme funding	709,230	709,230

The intention is that the cost of any new provision would be contained within the funding available, both in the initial years and ongoing. Programme Funding is intended to cover all awards of payments to residents. DWP have provided information on the number and level of payments made over the last two years:

Year		Applications	Awards	Total Spend
2010/11				£
Crisis Loans	Items	1,350	780	138,600
	Living Expenses	4,430	3,350	186,600
Community Care Grants		1,900	910	538,400
Total		7,680	5,040	863,600
2011/12				
Crisis Loans	Items	350	200	30,800
	Living Expenses	3,610	2,880	151,700
Community Care Grants		1,860	800	565,700
Total		5,820	3,880	748,200

On the basis of recent history, eligibility criteria will need to be tighter in a local provision to enable the scheme to operate within the funding of £709k provided. The scheme rules make clear that no funding in excess of the £709k provided will be made available for this scheme.

Expenditure will be carefully monitored throughout the year and if it seems likely that demand could risk available funding being exhausted before the end of the year, then an urgent review of the eligibility criteria will be undertaken.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

The availability of a local welfare provision will help prevent serious risk to health and safety of the most financially excluded residents within Hillingdon. Additionally it could ease severe financial pressure on families in certain situations and help those without the necessary means to either establish themselves in the community after a period of institutional care, or to remain in their community.

5. CORPORATE IMPLICATIONS

Corporate Finance

Payments by the DWP over the previous years for Crisis Loans and Community Grants in Hillingdon have amounted to £863k in 2010/11 and £748k in 2011/12. The programme funding transferred to the Council for 2013/14 and 2014/15 is £709k per annum, less than the DWP is currently spending on these loans and grants. Therefore, the local scheme rules and eligibility criteria will need to ensure that the cost of any future awards made by the Council are contained within the funding provided for the period 1/04/13 – 31/03/15.

The local scheme proposes that, as the funding available is very limited, the Council will need to exercise discretion in deciding the use of the £709k. In order to ensure funding is available throughout the year, expenditure will be closely monitored. If there is a serious risk of the available funds being exhausted before the year end, an urgent review of the eligibility criteria will be undertaken.

Legal

The Welfare Reform Act 2012 gives the Secretary of State power to transfer responsibility for the administration of the Social Fund from the Department of Work and Pensions to local authorities. On 10 December 2012, the Secretary of State made the Welfare Reform Act 2012 [Commencement No.6 and Savings Provision] Order 2012. This Order provides for the Council to take over responsibility for the Crisis Loans and Community Care Grants elements of the Social Fund on 1 April 2013.

The Secretary of State has the power to issue directions as to how the funding for the above is to be spent but the Borough Solicitor is not, at the time of writing this report, aware of any such directions having being made.

The information which has currently been provided to local authorities is that the funding is not 'ring-fenced' but there is an expectation that they will use it for the purpose for which it has been given and that they will be reviewed on how they have used the funding.

The Council is required to design a local welfare support scheme. In the absence of any directions from the Secretary of State, the Council has a discretion as to how the scheme is to set up and as with any discretion exercised by a local authority, it should be done so reasonably and fairly in order to withstand a successful legal challenge. The scheme which Cabinet is being asked to approve is based on local need and it includes scheme rules and eligibility criteria and it sets out how the scheme will be delivered and payments made. The Borough Solicitor is not aware of any legal impediment which would prevent Cabinet from agreeing to adopt the scheme.

Relevant Service Groups

Officers across the Council are working together on the welfare reform agenda and have been included in the development of this scheme.

6. BACKGROUND PAPERS

NIL

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Local Welfare Support Scheme

What are Local Support Payments?

Local Support Payments exists to prevent serious risk to the health or safety of the borough's most financially excluded residents, ease severe financial pressure on families in certain situations and to help those without the necessary means to either establish themselves in the community after a period of institutional care or to remain in their community.

Who can apply for a Local Support Payment?

To be entitled to a Local Support Payment:

- *You must be aged 16 or over, and*
- *You must live in the Borough or have been placed in social housing outside the borough by this authority, or in the case of someone leaving prison, have an intention to move into the Borough, and*
- *You must be in receipt of a qualifying benefit or you must be due to leave an institution or care home within 6 weeks, and*
- *You must not have savings that can be relied on to meet the need you are presenting with, and*
- *You must not have made more than two claims from the Social Fund or Local Support Payment schemes within the past 12 months, and*
- *You must be without sufficient resources which would cause serious risk to your own, or your family's health and safety, or*
- *You must require essential goods and furniture to establish yourself, or to remain, in the community, and*
- *The funds for resources you require cannot be claimed from the Department for Work and Pensions, for example assistance via a Budgeting Loan or Advance.*

You cannot claim if you are:

- *You are a person subject to immigration control with no recourse to public funds, or*
- *You are a student who cannot claim housing benefit, or*
- *You are involved in a trade dispute, or*
- *You are subject to a Department of Work and Pensions sanction.*

A Council decision maker will decide if you should get a Local Support Payment and how the payment should be made. For every application, we will look at all the circumstances and decide whether the required conditions are met. Cases where the eligibility criteria are met will normally qualify for Local Support and the level of support provided will be decided based on the merits of each individual case, subject to funds available.

The only exception occurs when the limited funds available for Local Support are exhausted. Once the council has used all of the funding available for Local Support in 2013/14, all applications will be refused regardless of whether eligibility criteria are met.

Expenditure on successful applications for Local Support will be carefully monitored from April 2013. If there is serious risk of the available funds being exhausted before March 2014, an urgent review of the eligibility criteria will be instigated.

What are the qualifying benefits?

You must be receiving, or likely to receive one of the following:

- Job Seekers' Allowance (income or contribution based)
- Income Support
- Pension Credit (guaranteed)
- Employment Support Allowance (income based)
- Housing Benefit
- Council Tax reduction

However, not everyone on these benefits will be entitled to a local support payment. You will have to demonstrate that this is the only way that serious risk to the health or safety of you or your family can be avoided or where you have to stay in the community a local support payment is the only way for you to remain.

We may consider you for a local support payment due to a disaster even if you if you don't receive a qualifying benefit (see page 4).

How much?

We will decide the size of the payment you need.

A local support payment is intended to help you over a period of crisis, it may not necessarily solve the crisis altogether. We will decide how much money you need to get you through the crisis, which may not mean replacing all the losses and repairing all the damage.

If you have any other means of help

When deciding your application for a payment, we will want to know whether you have any other possible sources of help to cover the costs of the crisis. If you do, then the amount of money you get will be affected. You may either get a reduced amount, or you may not get any at all. You will be asked, as part of your application, about such sources of money, for instance:

- any savings
- any earnings

- any other income
- cash in hand
- readily available funds in bank or building society accounts
- any sources of credit such as cash cards, store cards, credit cards, cheque cards, cheque accounts, overdraft facilities, loan arrangements
- any help family, friends, employers, charities or benevolent funds
- any help which is likely to be available from other funds, such as, Social Services, Discretionary Housing Payments, Short Term Advances and Budgeting Advances issued by the Department for Work and Pensions (DWP). See section on Other Help.

How are Local Support Payments made?

Local Support Payments will be made via:

- payment cards for emergency food or clothing provision, consequences of a disaster or serious emergency, or
- vouchers to be exchanged for goods and services.

What Local Support Payments cover?

Local support payments are intended to cover immediate short-term needs to prevent serious risk to the health or safety of a person or their family or where essential assistance is required to help someone stay in the community. An award in the form of a payment card or voucher may be issued to pay for a specific item or service to meet a need.

We can also help with certain expenses in other emergency or disaster situations. These are:

- help with moving out of institutional accommodation
- a disaster, for example a serious flood, causing substantial damage, loss or destruction to possessions or your property
- furniture, cookers, beds, bedding and household equipment, floor covering, curtains and heaters.
- connection charges when setting up or moving home
- food
- clothing and footwear

Please remember that these are just examples and a local support payment may not necessarily be appropriate in the above situations. Similarly, if a situation is not mentioned, it does not mean you would not get help. We will look at the individual circumstances of an application.

What a local support payment will not cover

See Appendix A

What is a disaster?

Disasters are events of great or sudden misfortune. The result of which will normally be significant damage to, destruction or loss of, possessions or property. The effects of a disaster are generally felt by a whole community (e.g. street or larger geographical area). Examples of disasters are:

- flooding,
- gas explosion,
- chemical leak,
- fire.

Applications for Local Support Payments

How to apply

By telephoning xxxxxxxx (*number to be confirmed*). Monday to Friday. 9 am and 5 pm.

Date of application

- The date the application is made to the Council, or
- Advance claims of four weeks for those leaving institutional accommodation.

Evidence and defective applications

It is the applicant's responsibility to provide all the evidence necessary to determine an application. All evidence must be supplied within 14 days of request, to a specified address, or the claim will be deemed defective.

The minimum requirement for every application is documentary evidence of identity and national insurance number if not on a qualifying benefit that can be verified by Council systems.

Sometimes it may be necessary to seek further information or clarify an aspect of the application. Hillingdon Council will resolve this by either.

- contacting the applicant or their representative
- contacting a third party i.e. social worker etc
- requesting further supporting evidence
- checking departmental records

Evidence can be documentary, verbal or physical. It may be derived from such sources as:

- the current application
- supporting documents and correspondence
- telephone or interview records
- a record of observations on a visit
- previous applications
- computer systems
- local knowledge

Evidence may be provided by, for example:

- applicants and/or their representatives
- social workers
- probation officers
- medical doctors
- housing departments
- landlords
- visiting officers
- decision makers/reviewing officers.

If the applicant or representative does not produce the evidence, within 14 days of claim, or request the decision maker will make a decision based on the completed application and any other evidence they already hold. If the evidence already provided seems inconsistent, improbable or contradictory, and no further evidence is provided, the decision maker may deem the application to be defective and a Local Support payment will not be paid.

Repeat applications

If an applicant applied for a local support payment for the same items or services within the last 12 months, and there has not been a relevant change of circumstances, then they will not be eligible for a further payment.

Only two applications within a 12-month period will be allowed.

Decision making process

The decision maker will have regard to all the circumstances of each case, in particular:

- the nature, extent and urgency of need
- the existence of other available resources from which the need may be met
- the possibility that some other person or body may wholly or partly meet the need
- Local support payments allocation and funds remaining.

In deciding the amount of payment the decision maker will take into account:

- The level of need.
- Price list of essential items for guidance.
- Any savings above £250.

The minimum payment will be £20.

The maximum payment will be £250

Notification of the decision

- Emergency payments will be notified by telephone followed by a written explanation of the decision. The decision will be made between 2 and 9 working days depending on the emergency.

- In other cases a decision will be notified in writing directly to the applicant and/or their representative within 2 weeks from the date of application, provided all required supporting evidence had been submitted.

If you are dissatisfied with the decision

With one exception, the decision on local support payment carries the right to request a review. A review request must be:

- in writing stating the reasons why the council's decision is wrong, and
- must be requested within 14 days of the date the decision on a local support payment decision was issued.

A review will be considered and the outcome notified within 10 working days.

The exception where there is no right of review if a decision to refuse Local Support because no more funds are available.

Following award

You may be subject to the following post award checks

- A visit from a Council officer
- Requests for receipts,

Please note: if you knowingly give information that is found to be incorrect or incomplete, you may be liable to prosecution or other action, including repayment of the local support payment granted.

Other help available

A short-term advance or budgeting advance

If you have just made a claim for a DWP benefit and are awaiting your award or you have started work and are awaiting your first pay cheque you may be able to claim for short-term advance from the DWP if you are experiencing financial difficulty. Short-term Advances of benefit will be available to claimants of any contributory or income-related social security benefit, including Universal Credit, from 1st April 2013

If you need to purchase essential items or have expenses related to maternity or starting work you may be able to claim a budgeting advance. Budgeting advances will be available if you have been receiving income- related benefits for 26 weeks or more.

Contacts:

Working age – Job Centre Plus www.gov.uk/contact-jobcentre-plus

State Pension Credit age – Pension Service www.gov.uk/contact-pension-service

Discretionary Housing Payments

Are available to help with certain Housing costs providing Housing Benefit is in payment. For more information visit our website at www.hillingdon.gov.uk

Appendix A

Local Welfare Support payments are not available for:

- A need which occurs outside the United Kingdom
- An educational or training need including clothing and tools
- Distinctive school uniforms or sport clothes for use at school or equipment to be used at school
- Travelling expenses to or from school
- School meals taken during school holidays by children who are entitled to free school meals
- Expenses in connection with court (legal proceedings) such as legal fees, court fees, fines, costs, damages, subsistence or travelling expenses
- Domestic assistance and respite care
- Any repair to council property or Housing Association property (you should contact your landlord for advice)
- Medical, surgical, optical, aural or dental items or service (all of these can be provided free of charge by the National Health Service, if you are getting Income Support, income-based job seekers allowance, income-based employment support allowance, Pension Credit)
- Work related expenses
- Debts to government departments
- Investments
- Costs of purchasing, renting or installing a telephone and of any call charges
- Any expense which the local authority has a statutory duty to meet
- Costs of fuel consumption and any associated standing charges
- Mobility needs
- Holidays
- A television or a radio, or a licence, aerial or rental charges for a television or a radio
- Garaging, parking, purchase, and running costs of any motor vehicle.
- Travelling costs
- Rent deposit, rent in advance or removal costs, as a Discretionary housing payment is potentially available to cover this type of housing cost if you are in receipt of housing benefit.
- If you applied for and were refused a discretionary housing payment for the same costs.
- Removal or storage charges if you are being re-housed following a compulsory purchase order, a redevelopment or closing order, a compulsory exchange of tenancies, or under homelessness legislation.
- Council tax
- Mortgage payments
- Water charges
- Travelling costs

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SCHOOLS BUDGET 2013/14

Cabinet Member	Councillor Ray Puddifoot Councillor David Simmonds Councillor Jonathan Bianco
Cabinet Portfolio	Leader of the Council Education and Children's Services Finance, Property and Business Services
Officer Contact	Peter Malewicz, Residents Services
Papers with report	Consultation Document – Schools, Early Years & High Needs Special Educational Needs (SEN) Funding Arrangements 2013/14 Report to Schools Forum – Consideration of School Consultation Responses Minutes of Schools Forum – 23 October 2012

HEADLINE INFORMATION

Summary	The purpose of this report is to seek Cabinet's approval for the size and distribution of the schools budget for 2013/14, following consultation with school Headteachers and Governors and Private, Voluntary and Independent nursery providers and having regard to the advice of the Schools Forum.
Contribution to our plans and strategies	Schools are a key frontline service in the Borough, and are the largest service providing investment in residents' children's and young people's future life chances and delivering on Our People theme in the Council's Vision, and the improving Aspiration Through Education and Learning priority in the Sustainable Community Strategy. The distribution of funding to schools supports these strategic aims.
Financial Cost	Funding for schools and school related expenditure is provided through the Dedicated Schools Grant (DSG) and the Pupil Premium and as such has no impact on the Council's budget requirement.
Relevant Policy Overview Committee	Education and Children's Services Policy Overview Committee
Ward(s) affected	All

RECOMMENDATION

That Cabinet:

- 1) Agrees that the total Schools Budget for 2013/14 will be equal to the total of the Dedicated Schools Grant (as set out in paragraph 50) and Pupil Premium Grant (where the rate is set out in paragraph 42, but the final total figure is still to be released) provided to the Council.**
- 2) Approve the proposed changes to the Primary and Secondary schools funding formula as agreed by schools and the Schools Forum, as set out in paragraphs 13 to 22.**
- 3) Approve the proposed changes to the Early Years Single Funding Formula as agreed by schools and the Schools Forum, as set out in paragraphs 10 to 12.**

Reasons for recommendation

Cabinet is the decision making body for school funding issues and decisions are required on the arrangements to allow for final funding allocations to be provided to schools by no later than 15 March 2013.

The School and Early Years Finance (England) Regulations 2012 requires the Council to consult the Schools Forum on a range of financial matters prior to making decisions on them. Each year the Council consults with schools on the following years funding and school funding formulas, for 2013/14 budgets, this consultation ended on 16 October 2012 and has been considered at the Schools Forum meeting on 23 October 2012, the results of which are reflected in the recommendations of this report.

Alternative options considered / risk management

A range of funding models were considered as part of the review of the Primary and Secondary schools funding formula. Additionally, a number of options were considered as part of the review of the Early Years Single Funding Formula. Schools and Private, Voluntary and Independent Nursery providers were briefed on the new proposal in September 2012 and formally consulted on in October 2012.

Cabinet could decide to recommend that the Schools Forum reconsider the proposed Primary and Secondary schools funding formula and the Early Years Single Funding Formula. However, such decisions are not recommended as the proposals contained in this report are the result of a significant consultation process with the Schools Forum, schools and other stakeholders and fully meet the requirements as set out in the School Funding Reform Arrangements for 2013/14.

The recommended Schools Budget 2013/14 contains a number of contingencies to provide for the growth in nursery and reception age children, where it is uncertain at this point in time, where the required additional classes need to be provided for. It also includes an increased contingency for the placement of children with Special Educational Needs, including a provision for the cost of 16-25 placements.

INFORMATION

Comments of Policy Overview Committee(s)

The Education and Children's Services Policy Overview Committee considered the Schools' Budget as part of the Budget Proposals report that was held on 19 January 2012. No comments were received with regards to the Schools' Budget.

Supporting Information

1. Throughout 2013/14 there has been a significant change in the landscape and funding arrangements of schools, including significant consultation on school funding arrangements, which have required a fundamental review of the Primary and Secondary School Funding Formula, the Early Years Single Funding Formula and the funding of Special Schools and High Needs provision (including Pupil Referral Units).
2. Hillingdon schools have also continued to consider the option to convert to Academy status, with more schools converting in 2012/13. Additionally it is known that other schools are seeking to convert by the end of March 2013.

Academies Act 2010

3. To date, 22 schools have converted to Academy status (18 Secondary, 3 Special and 1 Primary schools) with a further 1 Secondary and 7 Primary schools expected to convert before the 31 March 2013.
4. Currently, the funding for Academies is received by the local authority within the Dedicated Schools Grant. The Education Funding Agency (EFA), recoups the relevant Academy school budget through deductions from the Individual Schools Budget (DSG funded) and the retained DSG, known as the DSG Local Authority Central Spend Equivalent Grant (LACSEG).

Consultations

5. The coalition Government released a significant number of consultations with local authorities throughout the year, which will have a significant impact on the funding arrangements for schools and the local authority. These include the following:

Replacing Local Authority Central Spend Equivalent Grant (LACSEG) - Funding Academies and local authorities for the functions that devolve to Academies

6. Consultation was issued in July 2012, with a response required within a 10 week timeframe. The Government's response to this consultation is set out in its paper Replacing LACSEG with the Education Services Grant, which was released in December 2012. The implications for the Local Authority budget would be to replace the current funding arrangement (the top-slice of Revenue Support Grant) with a specific Education Services Grant. In order to fund this new grant, the Council's budget would be reduced by the same rates that would be used to allocate the Education Services Grant back to local authorities.
7. The funding that the Council will receive through the Education Services Grant will be allocated in two ways as follows:
 - The Council will receive £15 per pupil in all schools (including Academy schools) to cover the costs of statutory duties that do not transfer to Academies (this includes the Education Welfare Service, Asset Management Planning, the Chief Education Officer,

planning for education services on an area-wide basis, Finance, HR and Legal functions (including the maintenance and development of the local school funding formula) and Standing Advisory Council for Religious Education (SACRE)).

- The Council will also receive £116 per pupil in local authority maintained schools, £435 per pupil in Pupil Referral Units and £493 per pupil in maintained special schools.
8. The introduction of this new grant will result in the Council's Revenue Support Grant being reduced by £2.7 million.

School Funding Reform – Next steps towards a fairer system

9. This consultation was released at the end of March 2012, with a closing date of 21 May 2012. The Government's response was published on 28 June 2012 Schools Funding Reform – Arrangements for 2013/14. The impact of this requires all local authorities to review and streamline all of their funding formulas for Early Years settings, Primary, Secondary and Special schools and Alternative Education provision (including Pupil Referral Units) in line with the new requirements, to be effective from 1 April 2013. This new funding model will be applied to all schools (including maintained schools, academies and free schools). The range of changes required are set out below:

Early Years

10. The prescribed requirements are that the Early Years Single Funding Formula (EYSFF) can only include 5 factors:
- A base rate per hour for all pupils
 - Deprivation, based on the Income Deprivation Affecting Children Index (IDACI)
 - Quality
 - Flexibility (based on extended opening hours)
 - Lump Sum
11. For Hillingdon, only a few minor changes have had to be made to the EYSFF. This involved changing the calculation for Deprivation funding as it currently includes resources based on the Index of Multiple Deprivation (IMD), which is no longer allowed under the new arrangements and an opportunity was taken to review the Quality factor calculation by using the HEYQF scores to determine whether a setting would qualify for funding or not, where only those settings achieving a score of 3 or more will receive a flat rate of funding per hour, per pupil.
12. Schools and Private, Voluntary and Independent Nurseries (PVI) were consulted on these changes, and discussed at Schools Forum on 23 October 2012 and again on 10 January 2013, where the final EYSFF was agreed and includes the following factors:
- A base rate per hour for all pupils (4.02 per hour per pupil)
 - Deprivation, based on the Income Deprivation Affecting Children Index (IDACI) (8% of the total funds available)
 - Quality, based on the Hillingdon Early Years Quality Framework (HEYQF) score (4% of the total funds available)
 - Lump Sum (only McMillan Nursery receives this)

Primary and Secondary Schools

13. The DfE's paper; Schools Funding Reform – Arrangements for 2013/14, sets out significant changes to the funding of Primary and Secondary schools, which have to be implemented for 2013/14. This includes the following:

- More delegation (para 14 to 16)
- Tighter control on centrally retained budgets (para 17)
- Funding Formula restricted to 12 Factors (para 18 to 22)
- Funding based on October Census (4 October 2012)
- The Council have to use the data provided by the EFA (which is based on the percentage of numbers on roll)
- Limited flexibility on setting values
- Simplification of Minimum Funding Guarantee (para 22)
- Introduction of a ceiling for gainers (para 22)

More Delegation

14. In order to have a schools funding formula that can be used for all schools (maintained, converter academies, free schools, studio colleges, university technical colleges and sponsored academies), the DfE are removing the requirement for a DSG Local Authority Central Spend Equivalent Grant (LACSEG) recoupment adjustment for schools converting to Academy status. To achieve this, the DfE require more funds to be included within the schools delegated budget. For Hillingdon the following budgets will be delegated to schools with effect from 1 April 2013:

- Mainstream SEN
- Behaviour Support Services
- Free School Meals Eligibility
- School Library Service
- Staff Costs – Supply Cover for Union Duties

15. The most significant change being proposed is the delegation of Mainstream SEN funding. The new arrangements for funding SEN pupils, implies that schools have sufficient funds to manage pupils with SEN through both the Age Weighted Pupil Unit (AWPU) and the notional SEN funding (estimated to be £10,000; £4,000 for AWPU and £6,000 for Notional SEN). From 1 April 2013, schools would then only receive top up funding above the £10,000. Currently all of the Notional SEN funds are retained centrally, therefore, in order to ensure that the schools delegated budget has sufficient funds to equate to the £6,000 Notional SEN funding, these resources will be transferred from the SEN budget into the schools delegated budget.

16. The new arrangements allows the funding formula to factor in additional resources for those schools that take a greater proportion of SEN pupils (termed as a cluster school), which allows those schools to receive the full amount of SEN funding (£6,000 plus top-up). The Schools Forum have reviewed the impact of these changes and is proposing to define a cluster school for SEN purposes where the school takes on more than 2% of its number on roll.

Tighter Control on Centrally Retained Budgets

17. The requirement to delegate more resources to schools has a direct impact on those resources that can be centrally retained. One of the main criteria is that all of these funds are

for the benefit of all schools, including Academies. The DfE have stated that only the following resources can be centrally retained:

- Growth Fund Contingency (primarily for expanding schools, KS1 Class sizes, new schools and schools in the process of amalgamating)
- School Admissions
- Supporting Schools Forum
- Purchase of Carbon Reduction Commitment Allowances
- Contribution to Combined Budgets (primarily additional support for Looked After Children)
- Miscellaneous Services

Funding Formula

18. The DfE have restricted the number and type of factors that can be used in the schools funding formula, which will result in the deletion of a number of factors included within the current model. The Schools Forum reviewed a number of models using the constraints of the new funding formula and at its meeting on 27 September 2012, agreed the model that it would consult on.

19. The following changes have been made to factors which are currently included within the schools funding formula:

- The AWPU factors for Reception, Key Stage 1 and Key Stage 2 have to be merged into one Primary school factor
- Deletion of the Foundation Additional Responsibilities Factor
- Deletion of the Cost of Free School Meals Factor
- Deletion of the Ex Grant Maintained only Libraries Factor
- Deletion of Small Schools Factor
- Deletion of Air Conditioning Factor
- Deletion of NQT Factor
- Deletion of Class Size Key Stage 1 Factor
- Deletion of New School Factor
- Transfer of Special Resource Provision Funding to High Needs Block

20. The DfE have stated that the schools formula can only include the following 12 factors:

- Basic per Pupil Entitlement (AWPU), including one each for primary, Key Stage 3 and Key Stage 4
- Deprivation (with a choice of using Free School Meals, Ever 6 Free School Meals and IDACI)
- Looked After Children
- Low Cost, High Incidence SEN (Attainment). For Primary the Early Years Foundation Stage Profile data is used and for Secondary it is the Key Stage 2 data.
- English as an Additional Language
- Pupil Mobility
- Lump Sum (Fixed Factor)
- Split Site Factor
- Rates
- PFI Funding
- Existing Sixth Form Commitments
- London Fringe

21. The Schools Forum considered each of the 12 factors in turn and agreed that the last two factors (Existing Sixth Form Commitments and London Fringe) were not applicable, which left only 10 factors that could be used to determine a fair distribution of resources to schools through the funding formula. Of these, the Split Site Factor and PFI Funding each only affect one school and the Rates factor is allocated based on actual costs, which then, effectively restricts the usable factors to seven. The Schools Forum also considered the most appropriate deprivation factor to use and decided that Ever 6 Free School Meals provided the best correlation.

22. On 27 September 2012, following an in depth review of a range of funding models, the Schools Forum agreed the most appropriate model that they wished to consult on, which met most of the principles that they had set themselves in determining the schools funding formula. Each point is discussed in turn. These were agreed by the Schools Forum at its meeting on 23 October 2013

Basic Entitlement – The Schools Forum reviewed the values of AWPU and compared Hillingdon's with other local authorities. This exercise identified that Hillingdon's AWPU was in line with the national average. The Schools Forum are therefore proposing that for the new funding formula, the ratios of AWPU are broadly in line with the national average.

Deprivation and Attainment – The Schools Forum have considered the most appropriate level to be set for deprivation and attainment funding and are proposing that there should be a differential in funding rates between the Primary and Secondary sectors in the ratio of 1 : 1.5, in line with the AWPU ratio, except for Looked After Children, which will be a flat rate.

Fixed Factor (Lump Sum) – The current funding model has a fixed factor of £100,000 for all schools, however, with the removal of the small schools factor and the reception AWPU factor, the Schools Forum are proposing to increase the value of the fixed factor to £140,000 to provide some protection for those schools most affected by this change.

Funding Protection Mechanisms – In implementing the new arrangements for 2013/14, the DfE have built into the funding formula two mechanisms to try to minimise the disruption to schools' budgets, which are the Minimum Funding Guarantee, which protects those schools that lose resources from the proposed changes and a Capping factor to restrict schools from benefiting too much from the proposed formula changes.

- **Minimum Funding Guarantee** – The Minimum Funding Guarantee (MFG) is designed to protect the per pupil funding of schools from one year to the next against significant funding formula changes. The DfE have set the MFG at minus 1.5% for both 2013/14 and 2014/15. In determining the baseline MFG, a number of items will be excluded, including the Fixed Factor, Post 16 Funding, Allocations from the notional High Needs Block, including named pupils funding and Rates.
- **Capping** – The DfE have recognised that in order to manage the disruption to school budget shares by putting in place a Minimum Funding Guarantee, it also recognised that an opportunity should be provided for Schools Forum to cap the amount that schools will gain by. The regulations do not require a cap to be put in place, however, the funding formula tool allows the Council to set a cap on those schools that gain from the proposed changes. It should be noted that once the cap is applied, it will be built into the MFG protection in the following year. The Schools Forum reviewed a number of models where a cap was applied to understand better how the function worked. It was evident that the

cap released more funds back into the funding model, but that through the restricted factors, this additional amount could not be targeted at those schools that were losing funds through the proposed new funding formula. Taking this into account, the Schools Forum proposed to set the cap at 0% (i.e. no cap on gainers).

High Needs Funding (Special Schools, Special Resource Provision and Pupil Referral Units)

23. The new arrangements set out in the DfE's document; School Funding Reform – Arrangements for 2013/14 introduces a significant change to SEN funding and effectively removes the requirement for a special schools funding formula. The main change is that the authority will move much more towards a commissioning role for pupils with SEN and that schools' will take more responsibility for managing SEN pupils placed in Mainstream schools. This would then bring the funding arrangements more in line with the proposals set out in the SEN Green Paper – Support and Aspiration: A New Approach to Special Educational Needs.
24. The funding within this block will be used to provide funding for those students that require a provision where the pupil has a Statement of Special Educational Need. The Government have set a minimum value of funding at £10,000 as the baseline, which each setting will receive or is assumed to have (including mainstream schools).
25. Inter authority recoupment will no longer exist as local authorities will be responsible for commissioning services directly from providers, no matter where they are located. However, this will place the responsibility to collect income from all local authorities on individual schools.
26. The funding for SEN pupils will be covered under three elements which make up the Governments "place-plus" funding approach, this effectively provides a place led base fund and a pupil led specific fund:
 - i) **Element 1 – core education funding**, which comprises either AWPU or FE per student funding. The DfE have assumed that this equates to the value of the local AWPU that the school or FE setting receive as part of its delegated budget funding formula (an average of £4,000 has been assumed)
 - ii) **Element 2 – additional support funding**, which will be included within the Notional SEN funding allocation. The DfE have assumed that this equates to £6,000 and that it will be included in the schools delegated budget.
 - iii) **Element 3 – top-up funding**, which is the additional funding required above elements 1 and 2 (which the DfE anticipate will equate to £10,000) and will be paid for by the commissioner (in most cases the local authority)
27. Mainstream schools will be expected to fund the costs of a pupil with SEN placed in their establishment up to the amount that they will receive for Elements 1 and 2 through the schools funding formula (assumed to be £10,000). Any additional costs of the placement will be met by the commissioner. By implication, this would then remove the requirement to pay schools for named individual SEN pupils, unless the total assessed cost is above this value.
28. Specialist Settings (defined as maintained special schools, special Academies and Free Schools, Special Resource Provisions/Units (SRP's) in mainstream schools/Academies, Independent and Non-Maintained Special Schools (INMMS), post-16 Independent Specialist

Providers (ISP), Pupil Referral Units and any Alternative Provision settings), will receive the following base level of funding:

- For pre-16 SEN and post-16 SEN settings, base funding of £10,000 per planned place will be provided to each setting
- For Alternative Provision, base funding of £8,000 per planned place will be provided to each setting

29. The DfE see the place-plus funding approach as a critical tool to ensure that regular, evidence based dialogue exists between providers, commissioners and the EFA. The main reason for this proposed change is to ensure that the pupil/student receives the right and best education based on their assessed needs and that the relevant funding follows the pupil.

SEN Funding – Special Schools and Special Resource Provision Settings

30. In order to avoid too much disruption to SEN funding, the DfE have stated that the funding rates per special school and special resource provision should be calculated based on the 2012/13 budget allocation.

31. As part of its review, the Schools Forum considered the most appropriate mechanism for achieving this. A simplistic approach was taken by using the total budget for 2012/13, and moving to the “place-plus” funding model by funding each planned place at £10,000 and then dividing the difference by the same planned place number to arrive at a top up rate for each pupil. However, the DfE require top up funding to be paid based on actual pupil numbers, which could result in a potential shortfall in the funding that special schools and special resource provisions receive, as in most cases these settings are generally not fully occupied all year round. The sub group therefore decided to introduce an occupancy rate so as to increase the top up rate funding level to ensure that where possible, no school would lose any funding in 2013/14.

32. In order to provide a level of protection for special school and special resource provision settings, it was agreed that an occupancy rate of 95% would be set for each individual setting.

SEN Funding – Mainstream Schools

33. The DfE have determined that schools should be able to fund the first £10,000 cost of a SEN pupil from within their own resources, and that any SEN pupil would only receive top-up funding from the commissioner. In order to ensure that the schools delegated budget includes sufficient resources to accommodate this, funds will be transferred from the High Needs Block into the Schools Block. An example of how the funding will work is set out below. Note that all pupil numbers and funding amounts are approximate.

34. There are 3 main levels of funding of Statemented pupils at Primary and Secondary schools (P&S):

Level	Funding
Level 1	£10,000
Level 2	£11,000
Level 3	£12,000
Average of all Levels	£11,000

35. Based on the latest payment details, 500 pupils are placed at P&S that have a SEN statement. The total budget retained in the local authorities high needs block to fund Statemented children at P&S is approximately £5.5 Million (500 pupils at an average of £11,000).

36. Under the new funding reforms it is assumed that the first £6,000 of funding for statemented children is already within each schools funding formula. Therefore, it is necessary to delegate these monies to schools. The following table then demonstrates the amount that will be delegated and the amount that will be retained to fund the top-up payments to schools:

	Currently Retained	To Delegate	To be Retained
Funds per Pupil	£11,000	£6,000	£5,000
Total Pupils	500	500	500
Total Funds	£5,500,000	£3,000,000	£2,500,000

37. The Funding Reform document recognises that a few schools attract well above the average number of statemented pupils, these are termed as “cluster schools”. Where this is the case, local authorities have been allowed to retain a contingency from which extra funds can be directed to these schools.

38. The following table sets out the decision of the Schools Forum in determining the most appropriate spread of pupils amongst the schools (keeping in mind the principle of delegating as much as possible):

Driver for extra delegation from Contingency	The % of statemented pupils compared to the Number on Role (NOR)
Threshold above which extra delegation will happen	2%
Number of schools effected using current data	Primary: 9 out of 65 (14%) Secondary: 4 out of 16 (25%)
Amount of funds to hold in Contingency	Primary: £150k out of £2m (7%) Secondary £450k out of £1m (50%)
Total Funds to be retained in Contingency	£600,000
Extra pupils to be funded from Contingency	100

Summary

Total P&S statemented pupils	500
Average Funding per pupil	£11,000
Total P&S statemented pupils funding	£5,500,000
Level 3 Top up funding to be retained above £6000	500 x £5000 = £2,500,000
Level 2 funding retained for cluster schools	100 x £6000 = £600,000
Level 2 funding to be <u>delegated via formula</u>	400 x £6000 = £2,400,000

Revised funding per statement

Current Statement Funding	Future Statement funding
£10,000	£4,000
£11,000	£5,000
£12,000	£6,000
£20,000 (extreme example)	£14,000

Supporting Families in the Foundation Years: Consultation on Proposed Changes to Free Early Education and Childcare Sufficiency

39. This consultation was released on 11 November 2011, with a closing date of 3 February 2012. The Government's response was published in May 2012 and confirmed that funding for the free entitlement offer for two year olds would transfer from the Early Intervention Grant into the DSG with effect from 1 April 2013.
40. On 27 November 2012, the Government announced the level of funding that would be provided to local authorities for 2013/14 for the two year old free entitlement offer. The funding has been provided in two parts; Hillingdon will receive £2,386,826 for statutory places (which must be funded once the entitlement for 20% of two year olds comes into force from September 2013) and £937,003 for trajectory building which is to be used, in the main, to create non-statutory places in preparation for the 2014 entitlement for 40% of two year olds.

Revenue Funding

41. The schools funding settlement for 2013/14 was announced by the Secretary of State for Education on 19 December 2012, providing local authorities with certainty on the level of the DSG for 2013/14. The total DSG has been calculated based on a significantly different set of parameters for 2013/14 when compared to previous years, to reflect the changes required as set out in the School Funding Reform Arrangements for 2013/14.
42. The main headlines in relation to revenue funding are:
- The total DSG will be provided in three funding blocks; Early Years, Schools and High Needs. These three blocks will not be ringfenced within the DSG, however the total DSG will be ringfenced.
 - The Early Years Block and the Schools Block will be cash limited to 2012/13 values to arrive at a Guaranteed Unit of Funding (GUF) that will be applied to pupil growth in 2013/14.
 - Early Years funding will be revised in the 2013/14 financial year using the January 2013 pupil numbers and again at the end of the year using January 2014 pupil numbers.
 - The Early Years Block will include funding for the two year old free entitlement offer.
 - The Schools Block funding will be determined by multiplying the October 2012 pupil census data by the GUF
 - The High Needs Block will be cash limited to 2012/13 values.
 - All High Needs placement costs will be funded through the "place-plus" funding mechanism
 - The High Needs Block will include funding for 16 -25 year old placements with effect from 1 August 2013.
 - Pupil Referral Units must operate under a delegated budget with effect from 1 April 2013.

- The Minimum Funding Guarantee has been set at -1.5% for 2013/14 and 2014/15.
- The level of the Pupil Premium has been confirmed at £900 per pupil (an increase of £277 on the current rate of £623).
- Children in Care of school age who have been looked after for more than six months (i.e. the pupils counted on the SSDA903 (Under the Children Act 1989, a child is looked after by a local authority if he or she; is provided with accommodation, for a continuous period of more than 24 hours, [Children Act 1989 Section 20 and 21]; or is subject to a care order [Children Act 1989 Part IV]), will be those pupils that have been continuously looked after for over 6 months aged 4 to 15 at 31 August 2012. The count point for 2012 is 31st March) will receive £900 per pupil (an increase of £277 on the current rate of £623).
- An additional amount of £300 per pupil will be included in the Pupil Premium in 2013/14 for the children of members of the UK armed forces, which is an increase from the current £250.

Overall DSG Funding

43. The methodology for determining the level of DSG funding that a local authority receives has significantly changed. The main drive for this change is to provide local authorities and all schools with certainty on the value of the DSG for the forthcoming financial year. All local authorities will receive DSG funding through three funding blocks; Early Years, Schools and High Needs. The determination of the value of these blocks will be based on the 2012/13 baselines re-based using October 2011 data for the schools block. The final allocation for the schools block will be determined by using the October 2012 pupil census data.
44. To determine the relevant baseline figure for each of these blocks, a number of adjustments have had to be made.

Pro-Rata Adjustments

45. There are a number of generic adjustments that have been made to all funding blocks to address a number of requirements that are set out in the School Funding Reform Arrangements for 2013/14. These include Hospital Tuition (which has been calculated based on £8.50 per DSG funded FTE and top sliced from all local authority budgets based on this calculation) and removal of the 90% universal provision for 3 year olds.

Early Years Block

46. The total pupil population has been arrived at by adding the school population to the number of children that attend a Private, Voluntary or Independent Nursery setting. The definition applied relates to all of those pupils that are 3 or 4 as at 31 August 2011. The total value of the Early Years Block is then divided by the total number of pupils to arrive at the Notional Early Years baseline £ per pupil. For Hillingdon this equates to £4,897.51 per pupil. It is believed that this rate will be applied to each additional pupil above the baseline figure.

Schools Block

47. The baseline is adjusted for the SEN Block Grant that the local authority receives from the EFA netted down by the removal of inter-authority recoupment. The baseline pupil population has been arrived at by taking the October 2011 school census data, plus the January 2012 AP census, plus the number of 4 year olds as at 31 August 2011 in January 2012, less the number of pupils in Special Resource Provision. The total value of the

Schools Block is then divided by the total number of pupils to arrive at the Notional Schools Block baseline £ per pupil. For Hillingdon this equates to £4,820.35 per pupil.

High Needs Block

48. The baseline is adjusted for inter authority recoupment, for pupils educated outside of the Borough placed in other local authority schools and for pupils being educated within the Borough from other local authorities, to take into account the requirement to remove this activity. Additionally, the SEN LACSEG adjustment for those schools converting to academy status is added back.

DSG Funding

49. The EFA released the draft DSG figures on 19 December 2012, which includes all of the adjustments for the two year old free entitlement offer, the post 16 SEN pupil numbers and an update on pupil numbers taken from the October 2012 census date.
50. The following table summarises the comparison between the revised baseline budget data and the new budget as released on 19 December 2012:

Funding Block	2013/14 Budget	2012/13 Revised Baseline	Change Between 13/14 and 12/13 £000
	£000	£000	£000
Two Year Old Funding	3,324	0	+3,324
Early Years	14,952	14,952	0
Schools	182,836	176,815	+6,021
High Needs	29,777	29,945	-168
Total	230,889	221,712	+9,177

51. The Guaranteed Unit of Funding (GUF) for Early Years and Schools, has been cash limited to the 2012/13 revised baseline figure. For Hillingdon, the GUF for the Early Years and Schools Blocks are noted in the following table along with the relevant pupil numbers:

Funding Block	2012/13 Baseline	2013/14 Budget	Change Between 13/14 and 12/13
Early Years – Pupil Numbers	3,053	3,053	0
Early Years – GUF per pupil	£4,897.51	£4,897.51	£0
Schools – Pupil Numbers	36,681	37,930	+1,249
Schools – GUF per pupil	£4,820.35	£4,820.35	£0

52. The funding for Early Years will be further adjusted throughout the 2013/14 financial year based on the January 2013 census data and adjusted further in 2014 for the January 2014 census data.

53. The pupil number growth in schools reflects the change in pupil numbers between the October 2012 census and the October 2011 census. The following table analyses this further between the Primary and Secondary sectors:

Sector	October 2012 Pupil Numbers	October 2011 Pupil Numbers	Change in Pupil Numbers
Primary	24,231	23,100	+1,131
Secondary	13,661	13,546	+115
Total Schools	37,892	36,646	+1,246

Estimated DSG Budget for 2013/14

54. The following Table summarises the estimated DSG income and expenditure for 2013/14 using the Department for Education's (DfE's) standard Section 251 Budget Statement, which is available to access via the DfE's website. Where the figures have changed a brief explanation has been provided. In the majority of cases the adjustments made relate to the requirement to delegate certain services to schools. Additionally, the new arrangements restrict the amount of funds that can be retained centrally within the Schools Block, to just a few headings, which include the following, where the amount has been cash limited to 2012/13 values:

- Growth Fund Contingency (primarily for expanding schools, KS1 Class sizes, new schools and schools in the process of amalgamating)
- School Admissions
- Supporting Schools Forum
- Purchase of Carbon Reduction Commitment Allowances
- Contribution to Combined Budgets (primarily additional support for Looked After Children)
- Miscellaneous Services

Consideration of DSG Budget 2013/14

s251	2012/13 Budget £	2013/14 Budget £	Change Between Years £	Comments
1.0.0 DSG INCOME	-220,796,000	-230,889,000	-10,093,000	
1.0.0 YPLA INCOME	-1,663,000	0	1,663,000	Combined with DSG
1.0.1 Individual Schools Budget	200,057,000	207,049,340	6,992,340	Accounts for growth in pupil numbers
Two Year Old Free Entitlement Offer	0	3,324,000	3,324,000	New Duty
1.0.5 Central expenditure on education of children under 5	1,556,500	1,556,500	0	
1.1.2 Contingencies	1,155,000	1,827,000	672,000	Expanding Schools
1.2.1 Provision for pupils with SEN (including assigned resources)	6,272,000	3,881,660	-2,390,340	Included in Delegated Budget
1.2.2 SEN support services	895,200	854,200	-41,000	Based on 2012/13 Actual Expenditure
1.2.3 Support for inclusion	606,000	606,000	0	
1.2.4 Fees for pupils with SEN at independent special schools & abroad	7,021,000	7,879,000	858,000	Removal of Inter-Authority Recoupment
1.2.6 Fees to independent schools for pupils without SEN	100,000	100,000	0	
1.2.7 Interauthority recoupment	-7,000	0	7,000	Removal of Inter-Authority Recoupment
1.2.8 Contribution to combined budgets	1,331,000	1,331,000	0	
1.3.1 Pupil Referral Units	1,074,000	1,074,000	0	
1.3.2 Behaviour Support Services	110,000	0	-110,000	Included in Delegated Budget
1.3.3 Education out of school	1,414,500	879,500	-535,000	Based on 2012/13 Actual Expenditure
1.5.2 Free school meals – eligibility Include here expenditure on determining the eligibility of a pupil for free school meals.	50,000	0	-50,000	Included in Delegated Budget
1.6.2 Museum and Library Services	184,000	0	-184,000	Included in Delegated Budget
1.6.3 School admissions	159,800	159,800	0	
1.6.5 Miscellaneous (not more than 0.1% total of net SB)	142,000	142,000	0	
1.6.6 Servicing of schools forums	5,000	5,000	0	
1.6.7 Staff costs supply cover (including long term sickness)	83,000	0	-83,000	Included in Delegated Budget
1.6.9 Purchase of carbon reduction commitment allowances	250,000	220,000	-30,000	Based on 2012/13 Actual Expenditure
Grand Total	0	0	0	

Financial Implications

This is a financial report dealing with funding issues affecting schools. The financial impact is explained throughout the report. The proposals contained within this report do not affect the General Fund proposals that are considered elsewhere on this agenda, as the School Budget is fully funded from the ring-fenced Dedicated Schools Grant and Pupil Premium.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The approval of the recommendations as set out in this report will enable the distribution and confirmation of the funding arrangements for schools for 2012/13, including the final individual school budget shares, which have to be distributed to schools on or before 31 March 2012.

Consultation Carried Out or Required

The Council is required to consult with the Schools Forum on any changes to the school funding formula and the Early Years Single Funding Formula as prescribed in the Schools Forums (England) Regulations 2012, which are covered in this consultation paper.

The Schools Forum has a limited range of decision making powers with regards to school funding. In most aspects the Schools Forum role is to advise the Council on decisions that rest with Cabinet, such as the school budget. The main role of the Schools Forum is to consult with schools on proposed changes to funding arrangements, including any changes to the school funding formula.

For 2013/14, the majority of the consultation with schools revolved around the fundamental changes that are being proposed as set out in the Governments paper: School Funding Reform – Arrangements for 2013/14. An informal consultation with schools took place in September 2012. The formal consultation ended on 16 October 2012, where consultation information sessions were held in the lead up to this.

CORPORATE IMPLICATIONS

Corporate Finance

This year has seen a number of changes to the funding arrangements for schools and the council. Whilst Schools Budget proposals continue to be provided through the ring-fenced Dedicated Schools Grant(DSG) and the Pupil Premium Grant, both from the Department for Education (DfE) the replacement of the Local Authority Central Spend Equivalent Grant with the Education Services grant has also impacted upon the General Fund. The Education Services Grant now provides a unit of funding per pupil to both the local authority and academy schools to determine the amount of grant funding that will be paid to undertake a range of specific education duties as set out in more detail in this report.

The Council may add to the amount of the Schools Budget from resources funded by general Government grant or Council Tax from the General Fund, but may not set the Schools Budget below the level of the DSG.

The funding proposals for the Schools Budget 2013/14 including the changes to funding arrangements set out in this report are fully consistent with the report on the General Fund revenue budget and capital programme for 2013/14 contained elsewhere on this Cabinet agenda.

Legal

The funding system for schools maintained by local authorities is based on the legislative provisions set in sections 45–53 of the School Standards and Framework Act 1998 (as amended) and regulations made in exercise of powers conferred by those sections (i.e The School and Early Years Finance (England) Regulations 2012). Under this legislation, Local Authorities determine the size of their LEA budget and schools budget.

By section 45 of the 1998 Act (as amended), every maintained school shall have, for each funding period, a budget share which is allocated to it by the local authority which maintains it. A maintained school is defined as (a) a community, foundation or voluntary school, (b) a community or foundation special school, or (c) a maintained nursery school.

Further, pursuant to section 52 of the 1998 Act (as amended) local authorities are obliged to publish a statement setting out details of their planned LEA Budget and Schools Budget each year. In the case of the Schools Budget for each year of a multiyear period, it must show the amounts that will be centrally retained, the budget share for each school, the formula used to calculate those budget shares and the detailed calculation for each school.

The local authority must consult the schools forum annually in respect of the authority's functions relating to the schools budget, in connection with the following:

- (a) arrangements for the education of pupils with special educational needs;
- (b) arrangements for the use of pupil referral units and the education of children otherwise than at school;
- (c) arrangements for early years provision;
- (d) administrative arrangements for the allocation of central government grants paid to schools via the authority.

The authority may consult the forum on such other matters concerning the funding of schools as they see fit (Schools Forums (England) Regulations 2012).

The School Forums were set up by section 47A of the 1998 Act (as amended). Their purpose is to advise the local authority in relation to the matters immediately specified above. They must inform the governing bodies of maintained schools of any consultation carried out by the local authority.

The consultation process and subsequent decisions of the local authority must have regard to equality and anti discrimination legislation. The Equality Act 2010 is now in force to protect people from discrimination on the basis of protected characteristics. The relevant protected characteristics for local authorities are: disability, race, religion or belief, and sex.

In line with the court decision of R (on the application of Chavda and others) v Harrow Council 2007 decision makers must give due regard to the 2010 Act and to guidance especially when considering disability issues.

Under the Council's Constitution the Cabinet has the appropriate powers to agree the recommendations proposed at the outset of this report. Further, by virtue of Section 1 of the Localism Act 2011 which makes provision for 'a general power of competence' for local authorities in England. The 'power' gives local authorities the power to do anything an individual can do unless specifically prohibited by law. This includes the power to act in the interest of their communities.

There are no other significant legal implications arising out of this report to bring to Cabinet's attention.

Relevant Service Groups

No other consultation required.

BACKGROUND PAPERS

NIL



HILLINGDON
LONDON

Education & Children's Services

Consultation Paper – 1 October 2012

Schools, Early Years & High Needs Special Educational Needs (SEN) Funding Arrangements 2013/14

Target audience:	Headteachers	Governing Bodies
	Senior Managers	Finance Officers
Deadlines for responses:	Teachers Professional Associations	Early years providers
	14-19 Representatives	Schools Forum
	16 October 2012	

Queries on this consultation paper should be directed to:

Peter Malewicz Group Finance Manager – Education and Schools Tel: 01895 250325 E-mail: pmalewicz@hillingdon.gov.uk	Donald Freeman Principal Accountant (Schools) Tel: 01895 250037 E-mail: dfreeman@hillingdon.gov.uk
Julien Kramer Interim Chief Education Officer Tel: 01895 277970 E-mail: jkramer@hillingdon.gov.uk	

Formal responses on the attached feedback form should be sent to:

Peter Malewicz
PEECS Finance Team
London Borough of Hillingdon
3S/06 Civic Centre, Uxbridge, UB8 1UW
E-mail: pmalewicz@hillingdon.gov.uk
By: midnight on 16 October 2012



INVESTOR IN PEOPLE

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Introduction and Background

- 1.1 This consultation paper sets out the proposed changes to Hillingdon's schools, early years and High Needs SEN funding arrangements for 2013/14. For 2013/14 the major proposed changes are due to the outcomes of the Schools Funding Reform consultation, undertaken by the Department for Education (DfE) in March 2012, which are set out in the DfE's paper; School Funding Reform – Arrangements for 2013/14
- 1.2 This consultation paper provides an update on the following, and in some instances is consulting on changes that are being proposed:
 - The new calculation of the Dedicated Schools Grant for 2013/14;
 - The level of the Minimum Funding Guarantee for 2013/14;
 - The outcomes of the review of the Early Years Single Funding Formula, to be effective for 2013/14;
 - The outcomes of the review of the Schools Funding Formula for Primary and Secondary schools, to be effective for 2013/14;
 - The outcomes of the review of High Needs SEN Funding, including Alternative Education Provision, to be effective for 2013/14.
- 1.3 The Council is required to consult with the Schools Forum annually on a set of matters prescribed in the Schools Forums (England) Regulations 2012, which are covered in this consultation paper. These are:
 - arrangements for the education of pupils with special educational needs
 - arrangements for early years provision
 - arrangements for the use of pupil referral units and the education of children otherwise than at school
 - administrative arrangements for the allocation of central government grants paid to schools via the authority
- 1.4 This paper is being circulated widely to encourage engagement with schools in order to assist Schools Forum in making a final decision on the use of Dedicated Schools Grant (DSG) funding prior to submitting the required details to the DfE (which has been set as 31 October 2012), who will advise on the suitability of the proposed funding formulas.
- 1.5 The aims of the paper are to set out the main proposals for distributing and administering the available resources in the DSG, including Early Years Funding, Primary and Secondary Schools Funding and High Needs SEN Funding, to provide an overall perspective of Hillingdon's financial position, and to provide initial indicative budgets for all nursery settings (Private, Voluntary and Independent (PVI) Nursery providers and Childminders), schools and Alternative Education Provision Establishments for 2013/14.
- 1.6 The overall level of funding will be dependent upon the results of the October 2012 census, which will determine the overall DSG funding received by the Council. At school level, the majority of funding will be determined by the pupil census data, with nursery funding being determined by participation (actual hours taken up on the free entitlement).

- 1.7 This paper sets out the distributional approach to funding nursery settings (Private, Voluntary and Independent (PVI) Nursery providers and Childminders), schools and Alternative Education Provision Establishments and will guide the funding principles to be adopted. Final allocations will not be finalised until late March 2013, and should be viewed as a consequence of the proposals agreed in this consultation.
- 1.8 2013/14 should be seen as a one-year funding period only, as the Government strive to implement a National Funding Formula from 2014/15. It is therefore likely that the Government will consult further on a number of items, leading to this, which will be shared with the Schools Forum once known. Therefore, any decisions made around the 2013/14 settlement must be appropriately considered and balanced against issues of affordability and sustainability in the medium to longer term.
- 1.9 Stakeholders are welcome to comment on any aspect of the proposals, or may wish to contribute to a sector specific response co-ordinated by Primary Forum, Hillingdon Association of Secondary Heads and the Special Headteachers group or other representation group.
- 1.10 The release of this paper at the beginning of October, unfortunately only allows a short period of time for consultation with stakeholders as the Schools Forum meeting that will review the responses is on the 23 October 2012, as Schools Forum have to send the signed off and completed funding pro-forma to the DfE by 31 October 2012. This means that responses will be required to be returned by midnight on 16 October 2012.
- 1.11 A number of consultation information sessions have been arranged for all stakeholders to attend, which are scheduled for:
- **8 October 2012**, 2:00pm – 3:45pm (All PVI's and Childminders)
(arrival from 1:45pm) Council Chamber, Civic Centre, Uxbridge, UB8 1UW
 - **8 October 2012**, 4:30pm – 6:15pm (All PVI's and Childminders)
(arrival from 4:15pm) Council Chamber, Civic Centre, Uxbridge, UB8 1UW
 - **8 October 2012**, 7:00pm – 8:45pm (All PVI's and Childminders)
(arrival from 6:45pm) Council Chamber, Civic Centre, Uxbridge, UB8 1UW
 - **9 October 2012**, 7:00pm – 8:45pm (All PVI's and Childminders)
(arrival from 6:45pm) St Catherine's RC Primary School, Money Lane, West Drayton, UB7 7NX
 - **10 October 2012**, 10:00am – 12:00noon (All schools)
(arrival from 9:45am) Council Chamber, Civic Centre, Uxbridge, UB8 1UW

- **10 October 2012**, 2:00pm – 4:00pm (All schools)
(arrival from 1:45pm) Council Chamber, Civic Centre, Uxbridge,
UB8 1UW
- **10 October 2012**, 6:00pm – 8:00pm (All schools)
(arrival from 5:45am) Council Chamber, Civic Centre, Uxbridge,
UB8 1UW

1.12 To book onto any one of these sessions, please contact Ruth Munro on 01895 250593 or email munro@hillingdon.gov.uk

1. Executive Summary (Summary of Consultation Issues)

- 2.1 Schools Forum is consulting individual schools, nursery settings (including PVI's and Childminders) and Other Education Establishments on a set of prescribed matters relating to Schools, Early Years and High Needs SEN funding arrangements for 2013/14.
- 2.2 Schools Forum is required to consult on proposals for distributing and administering the available resources which will come from the DSG.
- 2.3 The decisions taken will shape the allocation of funding for Early Years, Primary and Secondary Schools and High Needs SEN (including Special Schools and Alternative Education Provision).

Summary of Consultation Proposals

- 2.4 The Council, through the Schools Forum, is required to make changes to the allocation of the DSG, including the Early Years Single Funding Formula, Primary and Secondary Schools Funding Formula and the funding of High Needs SEN Placements (including Alternative Education Provision), following the release of the DfE paper; Schools Funding Reform – Arrangements for 2013/14.
- 2.5 At the end of May 2012, Schools Forum started a major review of the allocation of the DSG by setting up three working groups; the Free Entitlement Reform Group (FERG) to review Early Years Funding; the School Forum Resources Strategic Advisory Group (SAG) to review Primary and Secondary Schools Funding and the High Needs SEN Sub Group to review SEN and Alternative Education Provision funding.
- 2.6 The proposed changes from each of these working groups have been agreed with Schools Forum and are set out in more detail in this consultation paper.

Primary and Secondary Schools Funding (Section 5)

- 2.7 The DfE have provided a very clear steer on Primary and Secondary schools funding, which has to be implemented from 1 April 2013, including a funding model that all authorities are required to use.
- 2.8 All primary and secondary schools will be funded based on the approved and agreed funding model, this includes maintained, converter academies, free schools, studio colleges, university technical colleges and sponsored academies. However, the funding will still be provided as is currently the case (i.e. maintained schools will receive funding from the local authority through the DSG and all other schools will receive funding directly from the Education Funding Agency (EFA)).
- 2.9 The DSG funding will be determined based on the October pupil census. For 2013/14, the relevant census date is the 4 October 2012.

- 2.10 The determination of school budgets will be based on the data provided by the DfE to the local authority and is provided based on a percentage of pupil numbers on roll. Once the census data has been signed off by the DfE, there will be no opportunity to challenge the pupil data figures.
- 2.11 The DfE proposals require the local authority to delegate more services to schools, which will then remove the requirement for a DSG Local Authority Central Spend Equivalent Grant (LACSEG) adjustment to be made, as the relevant funding for converter Academy schools will be included within the schools' formula budget. This will include mainstream Special Educational Needs (SEN) provision (**Section 5.3 to 5.7**).
- 2.12 The DfE proposals restrict the funds that can be held centrally, which will be cash limited based on the values as set out in the S251 Budget Statement (**Section 5.8**).
- 2.13 The schools funding formula is restricted to using 12 factors, requiring a review of the current schools funding formula (Section .
- 2.14 The Council continues to see a significant increase in the number of primary school age children requiring a school place. The new arrangements allows the Council to hold a growth fund contingency to support expanding schools, fund the additional costs to schools where the Key Stage 1 pupil numbers exceed 30 pupils, provide resources for new schools and to provide resources for those schools proposing to amalgamate.

The arrangements for Special Educational Needs (Section 6)

- 2.15 The DfE proposals have a significant impact on the funding of SEN pupils, as they remove the requirement for a special schools funding formula, transfer the funding of special resource provisions out of schools into the High Needs Block and delegate more resources to mainstream schools for SEN pupils.
- 2.16 The proposals introduce a "place-plus" funding model, where all special schools and special resource provision settings will receive £10,000 per planned place and additional top up funding for each actual pupil (**Section 6.10**).
- 2.17 Mainstream schools will be expected to fund the first £10,000 of any SEN pupil placed in a mainstream school, and will receive only the top up funding from the commissioner (**Section 6.13 to 6.18**).

The arrangements for Early Years (Section 7)

- 2.18 The DfE proposed Early Years Single Funding Formula introduces a more streamlined formula, targeting resources at the child rather than the setting. Hillingdon's Early Years Single Funding Formula only needs a few minor adjustments to deprivation funding, where the distribution of funding will need to be allocated based on IDACI data and quality, where the OfSTED and local inspection ratings will be used to allocate resources to those settings which are deemed to be good or better.

- 2.19 With effect from 1 April 2013, funding for the Free Entitlement offer for Two Year Olds will be transferred into the DSG and provide a free place for those children that are in the 20% most deprived families across the country with effect from 1 September 2013.

The arrangements for Pupils out of School (Section 8)

- 2.20 The DfE proposals have a significant impact on the funding of Alternative Education Provision, by requiring Pupil Referral Units to operate with a delegated budget.
- 2.21 The proposals introduce a “place-plus” funding model, where all Alternative Education settings will receive £8,000 per planned place and additional top up funding for each actual pupil from the relevant commissioner, which could be a local authority or a school.

Specific Grants (Section 9)

- 2.22 The Government made an announcement on 24 September 2012, that the Pupil Premium is likely to increase from £619 per pupil in 2012/13 to £900 per pupil in 2013/14. No other information has been made available relating to the other elements that are funded from the Pupil Premium.

Consultation Questions

1. **Question 1 – Stakeholders are asked to give views on whether the rate of the cluster factor for SEN pupils should be set at 2.0% of the schools number on roll.**
2. **Question 2 – Stakeholders are asked to give views on the proposed changes to the school funding formula as set out in Section 5, which need to be considered as a package and include the proposal that AWPU ratios should be broadly in line with the national average, the Deprivation and Attainment ratios should be 1 : 1.5 between Primary and Secondary sectors and the Fixed Factor should be set at £140,000.**
3. **Question 3 – Stakeholders are asked to give views on whether the Capping Factor for schools that gain from the proposed changes should be set at 0% (i.e. no cap).**
4. **Question 4 – Stakeholders are asked to give views on whether an occupancy rate of 95% should be introduced for each special school and special resource provision setting to provide a protection to funding levels in 2013/14.**
5. **Question 5 – Stakeholders are asked to give views on whether 8% of the total EYSFF should be distributed using IDACI factors.**
6. **Question 6 – Stakeholders are asked to give views on whether the distribution of Quality funding should be based on the ratings of each early years setting and that this should only be allocated where the rating is 3 or more based on a flat rate per hour.**
7. **Question 7 – Stakeholders are asked to give views on whether 4% of the total EYSFF is a reasonable rate to use to distribute resources based on a quality factor.**

3. Overall Financial Position

Overview

- 3.1 The schools funding settlement for 2013/14 will be announced by the Secretary of State for Education in December 2012.
- 3.2 The main headlines in relation to revenue funding are:
- The funding that makes up the Dedicated Schools Grant (DSG) will be provided in three distinct blocks; Early Years, Schools and High Needs.
 - The DSG will be ring-fenced, however, the funding received for each of the blocks will not be ring-fenced.
 - The determination of the Schools Block will be based on the October 2012 census data.
 - Retained items within the Schools Block will be cash limited to 2012/13 values as set out in the S251 Budget Statement.
 - The baseline budget for the Early Years and High Needs Blocks, will be cash limited to 2012/13 values as set out in the S251 Budget Statement.
 - Funding for Early Years will be amended throughout the year based on the following census dates; January 2012 (the baseline), January 2013 and January 2014.
 - The DSG will include funding for the Free Entitlement offer for Two Year Olds.
 - The Minimum Funding Guarantee has been set at -1.5% for 2013/14.

Schools Block DSG Funding

- 3.3 The Schools Block DSG Funding covers funding for Primary and Secondary schools and a limited range of retained budgets.
- 3.4 The baseline will take into account adjustments for Hospital Tuition (to be funded nationally) and Special Resource Provisions (where the resources will be transferred into the High Needs Block) and be re-calculated based on October 2011 pupil data.
- 3.5 The final DSG will be determined based on the October 2012 census data. The DfE intends to provide a finalised DSG by December 2012.
- 3.6 The Schools Block includes funding for a reduced number of retained budgets (**Section 5.7**), these budgets are funded based on the 2012/13 values as set out in the S251 Budget Statement.

Early Years Block DSG Funding

- 3.7 The Early Years Block DSG Funding covers funding for children aged 3 and 4 in Primary schools, PVI Nursery settings and Childminders and a limited range of retained budgets.
- 3.8 The baseline will take into account adjustments for Hospital Tuition (to be funded nationally) and be calculated based on January 2012 pupil data.

- 3.9 The Early Years Block DSG Funding will be revised throughout the year based on the January 2013 pupil census data and again at the end of the year based on the January 2014 pupil census data.
- 3.10 The Early Years Block includes funding for the following retained budgets, these budgets are funded based on the 2012/13 values as set out in the S251 Budget Statement:
- Contingency funding for growth in Early Years pupil numbers
 - Funding for three Council operated Early Years Centres
 - Funding for Early Years Support Team

High Needs Block DSG Funding

- 3.11 The High Needs Block DSG Funding covers funding for Special Schools, Special Resource Provisions, SEN pupils in Mainstream schools, Placements in Independent Schools and Other Local Authority schools, Pupil Referral Units, Support Services, Education Other than at School (Alternative Education Provision), Post 16 SEN expenditure and the cost of high needs students aged 16-25 in further education and independent specialist providers (where the funding is currently held by the Education Funding Agency (EFA)).
- 3.12 The baseline will take into account adjustments for Hospital Tuition (to be funded nationally), inter authority recoupment, SEN LACSEG non recoupment Academies and cross border pupils. Further adjustments will be made to take into account the funding that will be transferred from the EFA for students aged 16-25 in further education and independent specialist providers. All of these adjustments will be cash limited based on the values as set out in the S251 Budget Statement.

Free Entitlement offer for Two Year Olds

- 3.13 With effect from 1 April 2013, funding for the Free Entitlement offer for Two Year Olds will be transferred into the DSG and provide a free place for those children that are in the 20% most deprived families across the country with effect from 1 September 2013.

4. The Funding Framework

Overview

- 4.1 The framework for funding education services for 2013/14 has undergone a major review, the outcomes and requirements of which are set out in the DfE's paper; Schools Funding Reform – Arrangements for 2013/14. These arrangements affect all schools (including, Academies, Free Schools and sponsored academies), PVI Nursery settings and Childminders who receive funding from the DSG or the EFA.
- 4.2 Schools Forum set up three working groups to review and discuss the implications of these arrangements and at its meeting on 27 September 2012 agreed to the changes that are being proposed for the Early Years funding formula, the Primary and Secondary schools funding formula and the funding of High Needs, which now need to be consulted on.
- 4.3 In practice, the arrangements set out in the DfE's paper; Schools Funding Reform – Arrangements for 2013/14, are very prescriptive and allow very minimal flexibility at a local level. The funding formula factors for Early Years and Primary and Secondary schools are defined by the DfE as is the funding of High Needs placements. Schools Forum are therefore only consulting on those factors that it has some discretion over.
- 4.4 In determining the Primary and Secondary schools funding formula, Schools Forum agreed a set of principles and objectives as follows, taking into account the constraints imposed by the actual formula that is prescribed within the DfE's paper:
- To ensure that there is minimal movement in funds between the Primary and Secondary sectors
 - To ensure that the percentage differentials between AWPU levels are broadly in line with the national average
 - To reduce the per pupil funding range in both the Primary and Secondary sector
 - To ensure that the least funded (per pupil) school does not receive reduced funding
 - To retain the current level of deprivation funding
 - To keep the loss of any group (e.g. small schools, infant schools, etc) to a minimum
 - To keep the loss of any school to below £100k

5. Primary and Secondary Schools Formula

Overview

- 5.1 The DfE's paper; Schools Funding Reform – Arrangements for 2013/14, sets out significant changes to the funding of Primary and Secondary schools, which have to be implemented for 2013/14. This includes the following:
- More delegation (5.3 to 5.7)
 - Tighter control on centrally retained budgets (5.8)
 - Funding Formula restricted to 12 Factors
 - Funding based on October Census (4 October 2012)
 - The Council have to use the data provided by the EFA (which is based on the percentage of numbers on roll)
 - Limited flexibility on setting values
 - Simplification of Minimum Funding Guarantee
 - Introduction of a ceiling for gainers
- 5.2 Schools Forum has considered the impact of these changes and where it has the ability to influence the impact of them on school budgets, has proposed a solution that it is now consulting all schools on. **These proposals need to be considered as a package of changes, as any movement in any one of the proposals would have a significant impact on all of the other factors.** The only exception is the capping arrangement which is being consulted on separately:

More Delegation

- 5.3 In order to have a schools funding formula that can be used for all schools (maintained, converter academies, free schools, studio colleges, university technical colleges and sponsored academies), the DfE are removing the requirement for a DSG Local Authority Central Spend Equivalent Grant (LACSEG) recoupment adjustment for schools converting to Academy status. To achieve this, the DfE require more funds to be included within the schools delegated budget. For Hillingdon the following budgets will be delegated to schools:
- General contingencies
 - Mainstream SEN
 - Behaviour Support Services
 - Free School Meals Eligibility
 - School Library Service
 - Staff Costs – Supply Cover for Union Duties
 - Courier Service
 - Procurement
 - Local Leaders in Education
- 5.4 A number of these services will be delivered through a Service Level Agreement, which will be subject to a different consultation exercise.

- 5.5 The most significant change being proposed is the delegation of Mainstream SEN funding. The new arrangements for funding SEN pupils, implies that schools have sufficient funds to manage pupils with SEN through both the AWPU and the notional SEN funding (estimated to be £10,000; £4,000 for AWPU and £6,000 for Notional SEN). From 1 April 2013, schools would then only receive top up funding above the £10,000. Currently all of these funds are retained centrally, therefore, in order to ensure that the schools delegated budget has sufficient funds to equate to the £6,000 Notional SEN funding, these resources will be transferred from the SEN budget into the schools delegated budget.
- 5.6 The new arrangements allows the funding formula to factor in additional resources for those schools that take a greater proportion of SEN pupils (termed as a cluster school), which allows those schools to receive the full amount of SEN funding (£6,000 plus top-up). Schools Forum have reviewed the impact of these changes and is proposing to define a cluster school for SEN purposes where the school takes on more than 2% of its number on roll.
- 5.7 **Question 1 - Stakeholders are asked to give views on whether the rate of the cluster factor for SEN pupils should be set at 2.0% of the schools number on roll.**

Tighter Control on Centrally Retained Budgets

- 5.8 The requirement to delegate more resources to schools has a direct impact on those resources that can be centrally retained. One of the main criteria is that all of these funds are for the benefit of all schools, including Academies. The DfE have stated that only the following resources can be centrally retained:
- Growth Fund Contingency (primarily for expanding schools, KS1 Class sizes, new schools and schools in the process of amalgamating)
 - School Admissions
 - Supporting Schools Forum
 - Purchase of Carbon Reduction Commitment Allowances
 - Contribution to Combined Budgets (primarily additional support for Looked After Children)

Funding Formula

- 5.9 The DfE have restricted the number and type of factors that can be used in the schools funding formula, which will result in the deletion of a number of factors included within the current model. Schools Forum has reviewed a number of models using the constraints of the new funding formula and at its meeting on 27 September 2012, agreed the model that it would consult on. **It is important to note that the proposal suggested within this consultation paper needs to be considered as a whole solution, as any movement in any factor has an impact on the other factors.**

Formula Changes

- 5.10 The following changes will need to be made to factors which are currently included within the schools funding formula:
- The AWPUs factors for Reception, Key Stage 1 and Key Stage 2 have to be merged into one Primary school factor
 - Deletion of the Foundation Additional Responsibilities Factor
 - Deletion of the Cost of Free School Meals Factor
 - Deletion of the Ex Grant Maintained only Libraries Factor
 - Deletion of Small Schools Factor
 - Deletion of Air Conditioning Factor
 - Deletion of NQT Factor
 - Deletion of Class Size Key Stage 1 Factor
 - Deletion of New School Factor
 - Transfer of Special Resource Provision Funding to High Needs Block
- 5.11 The DfE have stated that the schools formula can only include the following 12 factors:
- Basic per Pupil Entitlement (AWPU), including one each for primary, Key Stage 3 and Key Stage 4
 - Deprivation (with a choice of using Free School Meals, Ever 6 Free School Meals and IDACI)
 - Looked After Children
 - Low Cost, High Incidence SEN (Attainment). For Primary the Early Years Foundation Stage Profile data is used and for Secondary it is the Key Stage 2 data.
 - English as an Additional Language
 - Pupil Mobility
 - Lump Sum (Fixed Factor)
 - Split Site Factor
 - Rates
 - PFI Funding
 - Existing Sixth Form Commitments
 - London Fringe
- 5.12 Schools Forum considered each of the 12 factors in turn and agreed that the last two factors (Existing Sixth Form Commitments and London Fringe) were not applicable, which left only 10 factors that could be used to determine a fair distribution of resources to schools through the funding formula. Of these the Split Site Factor and PFI Funding each only affect one school and the Rates factor is allocated based on actual costs, which then, effectively restricts the usable factors to seven. Schools Forum also considered the most appropriate deprivation factor to use and decided that Ever 6 Free School Meals provided the best correlation.
- 5.13 On 27 September 2012, following an in depth review of a range of funding models, Schools Forum agreed the most appropriate model that they wished to consult on, which met most of the principles that they had set themselves in determining the schools funding formula. Each point is discussed in turn.

Basic Entitlement

- 5.14 Schools Forum reviewed the values of AWPU and compared Hillingdon's with other local authorities. This exercise identified that Hillingdon's AWPU was in line with the national average. Schools Forum are therefore proposing that for the new funding formula, the ratios of AWPU are broadly in line with the national average.

Deprivation and Attainment

- 5.15 Schools Forum have considered the most appropriate level to be set for deprivation and attainment funding and are proposing that there should be a differential in funding rates between the Primary and Secondary sectors in the ratio of 1 : 1.5, in line with the AWPU ratio, except for Looked After Children which will be a flat rate.

Fixed Factor (Lump Sum)

- 5.16 The current funding model has a fixed factor of £100,000 for all schools, however, with the removal of the small schools factor and the reception AWPU factor, Schools Forum are proposing to increase the value of the fixed factor to £140,000 to provide some protection for those schools most affected by this change.
- 5.17 **Question 2 - Stakeholders are asked to give views on the proposed changes to the school funding formula as set out above 5, which need to be considered as a package and include the proposal that AWPU ratios should be broadly in line with the national average, the Deprivation and Attainment ratios should be 1 : 1.5 between Primary and Secondary sectors and the Fixed Factor should be set at £140,000.**

Funding Protection Mechanisms

- 5.18 In implementing the new arrangements for 2013/14, the DfE have built into the funding formula two mechanisms to try to minimise the disruption to schools' budgets, which are the Minimum Funding Guarantee, which protects those schools that lose resources from the proposed changes and a Capping factor to restrict schools from benefiting too much from the proposed formula changes.

Minimum Funding Guarantee

- 5.19 The Minimum Funding Guarantee (MFG) is designed to protect the per pupil funding of schools from one year to the next against significant funding formula changes. The DfE have set the MFG at minus 1.5% for both 2013/14 and 2014/15. In determining the baseline MFG, a number of items will be excluded, which are as follows:
- The Fixed Factor
 - Post 16 Funding
 - Allocations from the notional High Needs Block, including named pupils funding
 - Rates

Capping

- 5.20 The DfE have recognised that in order to manage the disruption to school budget shares by putting in place a Minimum Funding Guarantee, it also recognised that an opportunity should be provided for Schools Forum to cap the amount that schools will gain by. The regulations do not require a cap to be put in place, however, the funding formula tool allows the Council to set a cap on those schools that gain from the proposed changes. It should be noted that once the cap is applied it will be built into the MFG protection in the following year.
- 5.21 Schools Forum reviewed a number of models where a cap was applied to understand better how the function worked. It was evident that the cap released more funds back into the funding model, but that through the restricted factors, this additional amount could not be targeted at those schools that were losing funds through the proposed new funding formula. Taking this into account, Schools Forum are proposing to set the cap at 0% (i.e. no cap on gainers).
- 5.22 **Question 3 - Stakeholders are asked to give views on whether the Capping Factor for schools that gain from the proposed changes should be set at 0% (i.e. no cap).**

6. The Arrangements for Special Educational Needs

Overview

- 6.1 The new arrangements set out in the DfE's document; School Funding Reform – Arrangements for 2013/14 introduces a significant change to SEN funding and effectively removes the requirement for a special schools funding formula. The main change is that the authority will move much more towards a commissioning role for pupils with SEN and that schools' will take more responsibility for managing SEN pupils placed in Mainstream schools. These arrangements should be considered in conjunction with the SEN Green Paper – Support and Aspiration: A New Approach to Special Educational Needs.
- 6.2 The SEN Green paper introduces parental choice into the equation as well, which will need to be considered when placing a child with a provider. The Government have also introduced a new term which is an Education, Health and Care Plan (EHCP).
- 6.3 The funding provided within this block will be used to provide funding for those students that require a provision where the pupil has a Statement of Special Educational Need. The Government have set a minimum value of funding at £10,000 as the baseline, which each setting will receive or is assumed to have (including mainstream schools).
- 6.4 Inter Authority recoupment will no longer exist as local authorities will be responsible for commissioning services directly from providers, no matter where they are located. However, this will place the responsibility to collect income from all local authorities on individual schools.
- 6.5 The funding for SEN pupils will be covered under three elements which make up the Governments "place-plus" funding approach, this effectively provides a place led base fund and a pupil led specific fund:
- i) **Element 1 – core education funding**, which comprises either AWPU or FE per student funding. The DfE have assumed that this equates to the value of the local AWPU that the school or FE setting receive as part of its delegated budget funding formula (an average of £4,000 has been assumed)
 - ii) **Element 2 – additional support funding**, which will be included within the Notional SEN funding allocation. The DfE have assumed that this equates to £6,000 and that it will be included in the schools delegated budget.
 - iii) **Element 3 – top-up funding**, which is the additional funding required above elements 1 and 2 (which the DfE anticipate will equate to £10,000) and will be paid for by the commissioner (in most cases the local authority)

- 6.6 Mainstream schools will be expected to fund the costs of a pupil with SEN placed in their establishment up to the amount that they will receive for Elements 1 and 2 through the schools funding formula (assumed to be £10,000). Any additional costs of the placement will be met by the commissioner. By implication, this would then remove the requirement to pay schools for named individual SEN pupils, unless the total assessed cost is above this value. This particular change is included in Section 5, where stakeholders are being asked to comment on the cluster arrangement.
- 6.7 Specialist Settings (defined as maintained special schools, special Academies and Free Schools, Special Resource Provisions/Units (SRP's) in mainstream schools/Academies, Independent and Non-Maintained Special Schools (INMMS), post-16 Independent Specialist Providers (ISP), Pupil Referral Units and any Alternative Provision settings), will receive the following base level of funding:
- For pre-16 SEN and post-16 SEN settings, base funding of £10,000 per planned place will be provided to each setting
 - For Alternative Provision, base funding of £8,000 per planned place will be provided to each setting
- 6.8 The role of the Commissioner (defined as the local authority for pupils with SEN and Students with LDD, and further defined as the local authority for permanent exclusions where the pupil is placed in Alternative Provision or a Mainstream School/Academy for fixed period exclusions or pupils placed in Alternative Provision for early intervention or off-site direction) will be to pay funding to each provider for each pupil/student, based on a pro rata calculation dependent on the number of days attended.
- 6.9 The DfE see the place-plus funding approach as a critical tool to ensure that regular, evidence based dialogue exists between providers, commissioners and the EFA. The main reason for this proposed change is to ensure that the pupil/student receives the right and best education based on their assessed needs and that the relevant funding follows the pupil.

SEN Funding – Special Schools and Special Resource Provision Settings

- 6.10 In order to avoid too much disruption to SEN funding, the DfE have stated that the funding rates per special school and special resource provision should be calculated based on the current year's budget allocation.
- 6.11 As part of its review, the High Needs sub group considered the most appropriate mechanism for achieving this. A simplistic approach was taken by using the total budget for 2012/13, and moving to the "place-plus" funding model by funding each planned place at £10,000 and then dividing the difference by the same planned place number to arrive at a top up rate for each pupil. However, the DfE require top up funding to be paid based on actual pupil numbers, which could result in a potential shortfall in the funding that special schools and special resource provisions receive, as in most cases these settings are generally not fully occupied all year round. The sub group therefore decided to introduce an occupancy rate so as to increase the top up rate funding to ensure that where possible, no school would lose any funding in 2013/14. The main concern raised by the sub group was the potential over funding of settings where they move closer to full occupancy, which would then result in a pressure on the DSG.

- 6.12 In order to provide a level of protection for special school and special resource provision settings, it was agreed that an occupancy rate of 95% would be set for each individual setting. Schools Forum are now seeking the views of all stakeholders, to agree with the proposal to have an occupancy rate of 95% for each banded level of funding for SEN pupils in special schools and special resource provision settings.
- 6.13 **Question 4 - Stakeholders are asked to give views on whether an occupancy rate of 95% should be introduced for each special school and special resource provision setting to provide a protection to funding levels in 2013/14.**
- 6.14 The sub group also discussed the impact on cash flow and proposed that funding would be paid as currently is the case, once a month, but reviewed each half term so that adjustments could be made for pupils moving in and out.

SEN Funding – Mainstream Schools

- 6.15 The DfE have determined that schools should be able to fund the first £10,000 cost of a SEN pupil from within their own resources, and that any SEN pupil would only receive top-up funding from the commissioner. In order to ensure that the schools delegated budget includes sufficient resources to accommodate this, funds will be transferred from the High Needs Block into the Schools Block. An example of how the funding will work is set out below. Note that all pupil numbers and funding amounts are approximate.
- 6.16 There are 3 main levels of funding of Statemented pupils at Primary and Secondary schools (P&S):

Level	Funding
Level 1	£10,000
Level 2	£11,000
Level 3	£12,000
Average of all Levels	£11,000

- 6.17 Based on the latest payment details, 500 pupils are placed at P&S that have a SEN statement. The total budget retained in the local authorities high needs block to fund Statemented children at P&S is £5.5 Million (500 pupils at an Average of £11,000).
- 6.18 Under the new funding reforms it is assumed that the first £6,000 of funding for statemented children is already within each schools funding formula. Therefore, it is necessary to delegate these monies to schools. The following table then demonstrates the amount that will be delegated and the amount that will be retained to fund the top-up payments to schools:

	Currently Retained	To Delegate	To Retained
Funds per Pupil	£11,000	£6,000	£5,000
Total Pupils	500	500	500
Total Funds	£5,500,000	£3,000,000	£2,500,000

- 6.19 The Funding Reform document recognises that a few schools attract well above the average number of statemented pupils, these are termed as “cluster schools”. The Funding Reform recommends retaining a contingency from which extra funds can be directed to these schools.
- 6.20 Analysis of the spread of pupils amongst the schools, and keeping in mind the principle of delegating as much as possible the Forum’s SEN sub committee settled on:

Driver for extra delegation from contingency	The % of statemented pupils compared to the Number on Role (NOR)
Threshold above which extra delegation will happen	2%
Number of schools effected using current data	Primary: 9 out of 65 (14%) Secondary: 4 out of 16 (25%)
Amount of funds to hold in Contingency	Primary: £150k out of £2m (7%) Secondary £450k out of £1m (50%)
Total Funds to be retained in Contingency	£600,000
Extra pupils to be funded from contingency	100

Summary

Total P&S statemented pupils	500
Average Funding per pupil	£11,000
Total P&S statemented pupils funding	£5,500,000
Level 3 Top up funding to be retained above £6000	$500 \times £5000 = £2,500,000$
Level 2 funding retained for cluster schools	$100 \times £6000 = £600,000$
Level 2 funding to be delegated via formula	$400 \times £6000 = £2,400,000$

Revised funding per statement

Current Statement Funding	Future Statement funding
£10,000	£4,000
£11,000	£5,000
£12,000	£6,000
£20,000 (extreme example)	£14,000

7. The Arrangements for Early Years

Overview

- 7.1 As part of the DfE's drive to deliver a fairer funding system for schools and nursery providers, they issued a consultation paper at the end of March 2012, the School Funding Reform – Next Steps Towards a Fairer System, which proposed significant changes to the ways in which all schools and providers would be funded from April 2013. At the end of June 2012, the DfE published its School Funding Reform – Arrangements for 2013/14 paper, which has now formalised the arrangements that will be put in place from April 2013.
- 7.2 The main thrust of the changes are driven by the DfE wanting to simplify the Early Years Single Funding Formula (EYSFF), in line with the Schools Funding Formula, by restricting the number of factors that can be applied.
- 7.3 Hillingdon's formula is already streamlined and is well placed to move to the Government's proposal, which is as follows:
- Base Rate/Participation Numbers (per hour) – For Hillingdon, this is the main basis for distributing funding to providers
 - Deprivation (based on the circumstances of the child) – Hillingdon has two Deprivation Supplements:
 1. Deprivation supplement applying to the addresses of children accessing the free entitlement at a setting measured by Income Deprivation Affecting Children Index (IDACI)
 2. Deprivation supplement applying to the address of a setting measured by the Index of Multiple Deprivation (IMD). **This will not be allowed for 2013/14 and will need to be incorporated into the IDACI factor**
 - Quality (based on workforce qualifications and Ofsted Ratings) – For Hillingdon, funds are provided to support the costs of employing graduate level staff.
 - Flexibility (based on extended opening hours) – Hillingdon does not apply this factor
 - Lump Sums – For Hillingdon, only one site (Macmillan Nursery) receives a lump sum
- 7.4 Additionally a contingency of £450k is currently held within the centrally retained DSG to cover the anticipated growth in pupil numbers. Based on the new proposal, this will not be required in 2013/14.

Funding Formula

- 7.5 The Schools Forum sub group; Free Entitlement Reform Group (FERG) has met on a number of occasions to agree the changes that need to be made to the Early Years Single Funding Formula in light of the requirements as set out in the DfE's document; School Funding Reform – Arrangements for 2013/14.

7.6 The following changes are being proposed to the Early Years Single Funding Formula for 2013/14:

- i) Deprivation Funding will be distributed using IDACI and will be set at 8% of the total EYSFF fund.
- ii) The distribution of Quality funding will be based on Early Years Setting inspection ratings, where only those settings achieving a score of 3 or more will receive a flat rate of funding per hour. The level of funding will be set at 4% of the total EYSFF fund.
- iii) The Base Rate will remain unchanged and will form the majority of the funding that each setting receives.
- iv) The Lump Sum will remain unchanged. Only one setting (McMillan Nursery) receives this funding.

Deprivation Funding

7.7 The DfE have stated that funding for nursery settings for deprivation can only be based on the circumstances of the child. Hillingdon's EYSFF uses two factors to distribute resources to nursery settings relating to deprivation. 6% is distributed based on IDACI and the remaining 2% is distributed using IMD. The new funding arrangements put in place by the DfE, allows only IDACI to be used for the distribution of resources based on deprivation. It is therefore proposed that the 2% of funding currently distributed by IMD is combined with the 6% of funding that is distributed by IDACI, increasing this factor to 8% of the total EYSFF.

7.8 **Question 5 – Stakeholders are asked to give views on whether the 8% of the total EYSFF should be distributed using IDACI factors.**

Quality Factors

7.9 Hillingdon's EYSFF distributes 4% of the total EYSFF to nursery settings based on quality factors, which have tried to provide funds to all settings to support the costs of employing fully qualified staff. It was felt that this factor was not providing sufficient targeted resources to settings as the funds were being distributed across all settings, and was not providing sufficient resources to those settings that have a good or better rating. The Early Years Sub Group have considered a range of options to ensure that this factor provides the right distribution of resources to those settings where the quality is good or better and have decided that funding will only be provided to those settings scoring a rating of 3 or more, based on a flat rate per hour. Those settings that have a rating of 2 or less will be supported by the Early Years Advisory Team to support them in their journey to improve their rating. No changes are being proposed on the level of funding, which will stay at 4% of the total of the EYSFF.

7.10 **Question 6 – Stakeholders are asked to give views on whether the distribution of Quality funding should be based on the ratings of each early years setting and that this should only be allocated where the rating is 3 or more based on a flat rate per hour.**

7.11 **Question 7 – Stakeholders are asked to give views on whether 4% of the total EYSFF is a reasonable rate to use to distribute resources based on a quality factor.**

Proposed Early Years Funding Formula Rates 2013/14

7.12 The Table below sets out the draft proposed rates per hour for each child that a setting has recorded on the relevant census dates:

Factor	Rate per Hour per child aged 3 and 4
Basic Entitlement	£4.02
Deprivation	Range from £0.00 to £0.69
Quality	£0.24
Lump Sum	£230,758

8. The Arrangements for Pupils Out of School (Alternative Education Provision)

Overview

- 8.1 The new arrangements set out in the DfE's document; School Funding Reform – Arrangements for 2013/14 introduces a significant change to the current funding practice of Alternative Education Provision. The main change is that both the authority and schools will move much more towards a commissioning role for pupils that are excluded and that schools' will take more responsibility for managing and paying for Alternative Education Provision. This needs to be read in conjunction with Charlie Taylor's report – Improving Alternative Provision.
- 8.2 Alternative Education Provision includes Pupil Referral Units and any other Alternative Provision (AP) Setting. The DfE have stated that all Pupil Referral Units will have a delegated budget with effect from 1 April 2013 and that alongside all Alternative Education Provision, will receive base funding of £8,000 per planned place, and top up funding for each individual pupil. Hillingdon is currently reviewing the structure and delivery model of the Pupil Referral Unit to enable it to be able to move towards operating under a delegated budget.
- 8.3 Charlie Taylor's report – Improving Alternative Education, proposes to change the responsibility for pupils which are excluded more onto the schools. In one of the examples in the consultation document, it seems to suggest that where a school excludes a pupil but not on a permanent basis, that it will be responsible for paying the AP provider the agreed top-up funding, and will also be required to return the AWPU funding to the local authority.
- 8.4 Where a school permanently excludes a pupil, the school will only have to return the AWPU funding to the local authority, the local authority will then be responsible for paying any top-up funding to an AP provider.

9. Specific Grants

Pupil Premium

- 13.1 The coalition Government has indicated that the level of the Pupil Premium for 2013/14 will increase to £900 per pupil (an increase of £281 on last years rate of £619). The method used for distribution will be based on those pupils who have been eligible for Free School Meals at any point in the last six years (known as Ever 6 FSM). It however has not indicated whether a revision will then be made for Looked After Children or the additional amount for the children of members of the armed forces.
- 13.2 The Pupil Premium grant to each school will be calculated based on the number of qualifying pupils counted in the School Census, multiplied by the funding rate described above. This data is currently not held by the Local Authority.
- 13.3 All schools are encouraged to accurately determine and record all of the pupils eligible for Free School Meals as this will maximise the level of Pupil Premium funding received by schools in Hillingdon.
- 13.4 The Pupil Premium grant will not be ringfenced at school level. The coalition Government has stated that it is for headteachers and governing bodies to determine the most appropriate strategy for raising attainment and reducing the attainment gap within each school.

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CONSIDERATION OF SCHOOL CONSULTATION RESPONSES

1. Introduction

This report provides the School Forum with an analysis of all of the responses received as part of the consultation on Schools, Early Years & High Needs Special Educational Needs (SEN) Funding Arrangements for 2013/14, which took place between 1 October 2012 and 16 October 2012.

In all, stakeholders were asked 7 questions, 3 of which related to the Primary and Secondary Schools funding formula, 1 of which related to Special Schools and Special Resource Provision funding, with the remaining 3 relating to changes that are being proposed to the Early Years Single Funding Formula.

Schools Forum is being asked to consider these responses as part of its overall responsibility to propose a school funding formula for 2013/14 that needs to be submitted to the Department for Education by 31 October 2012.

2. Summary

As this was a wide ranging consultation paper, the responses received included a high proportion of stakeholders that made no comments where the particular question did not relate to their particular area. It has been assumed that these responses can be ignored in determining the final percentages.

The responses received relating to the proposed changes to the Primary and Secondary school funding formula, significantly support them (over 70% of respondents are in favour). However, one question Q1 (2% cluster threshold) has received a high proportion of stakeholders that disagree with the proposals (over 25%).

The responses received relating to the proposed changes to Special Schools and Special Resource Provision funding, support them, but there is a high proportion of stakeholders that do disagree with the proposals (over 29%).

The responses received relating to the proposed changes to the Early Years Single Funding Formula, significantly support them (over 70% of respondents are in favour). However, one question Q7 (4% of funding targeted at quality) has received a low proportion of stakeholders that agree with the proposals (over 52%), as a significant proportion did not know how to respond to this question.

3. Recommendation

It is recommended that Schools Forum:

- i) Accepts the proposed changes to the Primary and Secondary Schools funding formula.
- ii) Accepts the proposed changes to Special Schools and Special Resource Provision funding.
- iii) Accepts the proposed changes to the Early Years Single Funding Formula.
- iv) Agrees that Officers of the Council submit the draft funding pro-forma to the DfE by 31 October 2012.

4. Information

The Consultation paper on the Schools, Early Years & High Needs Special Educational Needs (SEN) Funding Arrangements for 2013/14, was sent out to all stakeholders on 1 October 2012, with a closing date of midnight on 16 October 2012. Additionally three meetings were held on 8, 9 and 10 October 2012, to explain in more detail the changes that are being proposed.

The consultation paper included 7 questions, three of which related to the Primary and Secondary Schools funding formula, 1 of which related to Special Schools and Special Resource Provision funding, with the remaining 3 relating to changes that are being proposed to the Early Years Single Funding Formula. The responses to each question are summarised below between Agreed, Disagreed, Do Not Know and No Response. A full analysis is included in Appendix A (an analysis of responses to the Formula Review, including any narrative in full where respondents have provided them).

Overall, the Council received 38 written responses to the consultation paper (including 22 from Private, Voluntary and Independent (PVI) Nursery and Local Authority Nursery providers, 6 primary schools, 6 secondary schools, 3 special schools and 1 from the Hillingdon Association of Secondary Headteachers).

Questions - Primary and Secondary Schools Formula Review

Question 1: Stakeholders are asked to give views on whether the rate of the cluster factor for SEN pupils should be set at 2.0% of the schools number on roll.

The following table summarises the responses received:

	Count	%	% Excluding No Comments
Agree	13	34.2	72.2
Disagree	5	13.2	27.8
Do not Know	0	0.0	0.0
No Comment	20	52.6	
Total	38	100.0	100.0

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes (ignoring those stakeholders that made no comment). Those providing no comment are all PVI's.

Question 2: Stakeholders are asked to give views on the proposed changes to the school funding formula as set out in Section 5, which need to be considered as a package and include the proposal that AWPUs ratios should be broadly in line with the national average, the Deprivation and Attainment ratios should be 1 : 1.5 between Primary and Secondary sectors and the Fixed Factor should be set at £140,000.

The following table summarises the responses received:

	Count	%	% Excluding No Comments
Agree	14	36.8	77.8
Disagree	2	5.3	11.1
Do not Know	2	5.3	11.1
No Comment	20	52.6	
Total	38	100.0	100.0

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes (ignoring those stakeholders that made no comment). Those providing no comment are all PVI's.

Question 3: Stakeholders are asked to give views on whether the Capping Factor for schools that gain from the proposed changes should be set at 0% (i.e. no cap).

The following table summarises the responses received:

	Count	%	% Excluding No Comments
Agree	13	34.2	72.2
Disagree	2	5.3	11.1
Do not Know	3	7.9	16.7
No Comment	20	52.6	
Total	38	100.0	100.0

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes (ignoring those stakeholders that made no comment). Those providing no comment are all PVI's.

Questions – Special Schools and Special Resource Provision Funding

Question 4: Stakeholders are asked to give views on whether an occupancy rate of 95% should be introduced for each special school and special resource provision setting to provide a protection to funding levels in 2013/14.

The following table summarises the responses received:

	Count	%	% Excluding No Comments
Agree	12	31.6	70.6
Disagree	5	13.2	29.4
Do not Know	0	0.0	0.0
No Comment	21	55.2	
Total	38	100.0	100.0

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes. However, it is also clear that there is a high proportion of stakeholders who do not agree with this proposal (ignoring those stakeholders that made no comment). Those providing no comment include 20 PVI's and 1 secondary school.

Questions – Early Years Single Funding Formula Review

Question 5: Stakeholders are asked to give views on whether 8% of the total EYSFF should be distributed using IDACI factors.

The following table summarises the responses received:

	Count	%	% Excluding No Comments
Agree	29	76.3	82.8
Disagree	1	2.6	2.9
Do not Know	5	13.2	14.3
No Comment	3	7.9	
Total	38	100.0	100.0

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes (ignoring those stakeholders that made no comment).

Question 6: Stakeholders are asked to give views on whether the distribution of Quality funding should be based on the ratings of each early years setting and that this should only be allocated where the rating is 3 or more based on a flat rate per hour.

The following table summarises the responses received:

	Count	%	% Excluding No Comments
Agree	27	71.1	77.2
Disagree	4	10.5	11.4
Do not Know	4	10.5	11.4
No Comment	3	7.9	
Total	38	100.0	100.0

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes (ignoring those stakeholders that made no comment).

Question 7: Stakeholders are asked to give views on whether 4% of the total EYSFF is a reasonable rate to use to distribute resources based on a quality factor.

The following table summarises the responses received:

	Count	%	% Excluding No Comments
Agree	20	52.7	58.8
Disagree	4	10.5	11.8
Do not Know	10	26.3	29.4
No Comment	4	10.5	
Total	38	100.0	100.0

It can be concluded that a majority of the number of respondents are in agreement with the proposed changes (ignoring those stakeholders that made no comment).

Hillingdon Schools Forum

Minutes of the Meeting held on Tuesday 23 October 2012

Commencing at 17.00

Council Committee Room 5

Present:

Maintained Primary Headteacher Members:

Mrs. Ann Bowen- Breslin (ABB)
Ms. Jane Ellis (JME)
Ms. Kris O'Sullivan (KO)
Dr. Philip Rutter (PR)

Hillingdon Primary School
Highfield Primary School
Deanesfield Primary School
Breakspeare Junior School

Maintained Secondary Headteacher Members:

Mr. Mark Bland (MB)

Abbotsfield School

Academy Headteacher High

Mr. Robert Lobatto (RL) Chair

Barnhill Community

Members:

Mr. Martin Rainsford (MR)
Ms. Wendy Bhad (WB)

The Douay Martyrs Academy
Bishop Ramsey CofE School

Maintained Primary School

Mr. Tony Eginton (TE)

Minet Nursery & Infant

Governor Members:

Mrs. Barbara Glen (BG)
Mr. Phil Haigh (PH)

and Hillside Junior School
Breakspeare Federation
Cherry Lane Primary School,
Moorcroft, and Grangewood
Special School

Maintained Secondary

Mr. Jim Edgecombe (JE)
Special

Abbotsfield School, Chantry

Governor Members:

School

Academy Secondary Governors:

Mr. Peter Ryerson (PRy)

Guru Nanak Sikh Academy

Other Members: Nursery

Ms. Elaine Caffery (EC)

Nursery Manger - 4 Street

Ms. Ludmila Morris (LM)

McMillan Early Childhood Centre

In attendance from:

London Borough of Hillingdon Education

Mr. Peter Malewicz (PM)

Group Finance Manager -

Ms. Pauline Nixon (PN)

Head of Access & Inclusion
Principle

Ms. Kamla Jassal (KJ)

Accountant - Schools Funding

Clerk

Ms. Sue Illsley (SI)

Independent Clerk

Apologies:

Mr. Robert Dixon (RD)

Uxbridge High

Mr. Julien Kramer (JK)
Officer

Ms. Jo Palmer (JP)

Ms. Alison Moore (AM)
Ms. Laurie Cornwell (LC)

Interim Chief Education

Newnham Infant School and
Hillside

Infant School

14-19 Manager

The Hillingdon Tuition Centre Pupil
Referral Unit

The meeting was quorate

Item 1 Welcome & Apologies

17.00 RL welcomed everyone to the meeting.

Item 2 Minutes of the meeting held on 27 September 2012

The minutes were approved as an accurate record and signed by the chair, after a couple of typing errors were corrected.

Item 3 Matters Arising from the meeting held on 27 September 2012

17.05 Matters Arising not covered elsewhere on the agenda:

p2 Item 3(1) Membership of Forum	PM is still trying to find another representative from the maintained special schools. JE offered his help with this task and arranged to discuss this further with PM, after the meeting
p2 Item 3(3) Leader's Update	Now that Anna Crispin has left JK/PM agreed to follow this up with Cllr. Puddifoot. Forum would like confirmation, from him, that the minute relating to his comments at forum are correct. This is with JK
P3 Item 4 Funding Formula	The funding formula in terms of child need discussion will be tabled for the next meeting

PM/JE

10

PM/JK

15

PM

Item 4 Consultation Response

17.10 RL asked PM to speak to this item and members were referred to his 'Consideration of school consultation responses' paper and the spread sheet (**Appendices 1**).

The report provided an analysis of all of the responses received as part of the consultation on Schools, Early Years & High Needs Special Educational Needs (SEN) Funding Arrangements for 2013/14, which took place between 1 October 2012 and 16 October 2012.

The paper put forward four **proposals** which were:

4.1 Accepts the proposed changes to the Primary and Secondary Schools' funding formula.

4.2 Accepts the proposed changes to Special Schools and Special Resource Provision funding.

4.3 Accepts the proposed changes to the Early Years Single Funding Formula.

4.4 Agrees that Officers of the Council submit the draft funding pro-forma to the DfE by 31 October 2012.

Members noted that 38 responses had been received and of these 22 were from Private, Voluntary and Independent (PVI) Nursery and Local Authority Nursery providers, 6 primary schools, 6 secondary schools, 3 special schools and 1 from the Hillingdon Association of Secondary

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Headteachers. Only a few of the responses provided detailed comment and these are contained, verbatim, on the spreadsheet.

40

- 4.1 Members considered the responses to the consultation questions individually and voted on whether to change the formula in response to the comments received.

45

Questions - Primary and Secondary Schools Formula Review

Proposal 1: *The rate of the cluster factor for SEN pupils should be set at 2.0% of the schools number on roll.*

Response & Forum Discussion: Of the respondents 72.2% agreed and 27.8% disagreed (excluding no comments).

50

Members discussed the comments; most of which suggested that the percentage should be reduced. Members were particularly mindful that if the percentage is reduced more schools would qualify for cluster funding and consequently the retained pot would be significantly reduced. Members agreed that the arguments made had been well voiced in the working group and consequently were not mindful to change the proposal. Members also confirmed that any decision now would change with the introduction of a National Funding Formula.

55

Vote on the proposal:

In favour: 14 Against: 0 Abstained: 0

**Proposal
carried**

60

Proposal 2: *AWPU ratios should be broadly in line with the national average, the Deprivation and Attainment ratios should be 1: 1.5 between Primary and Secondary sectors and the Fixed Factor should be set at £140,000.*

65

Response & Forum Discussion: Of the respondents 77.8% agreed; 11.1% disagreed and 11.1% did not know (excluding no comments).

Members discussed the comments and were reminded by PM that the way the calculation works is guided by the DfE tool. Members agreed that the working group could have looked at another modelling option related to the 2011/12 damping factor but concluded that it would not have changed the outcome. However, this was now not possible in the timescale.

70

75

Vote on the proposal:

In favour: 13 Against: 0 Abstained: 1

**Proposal
carried**

80

- 4.2 **Proposal 3: *the Capping Factor for schools that gain from the proposed changes should be set at 0% (i.e. no cap)***

Response & Forum Discussion: Of the respondents 72.2% agreed; 11.1% disagreed and 16.7% did not know (excluding no comments).

Members discussed the comments and noted that if a cap was applied the schools receiving a reduction in funding would not benefit from it. Members, therefore, decided not to change the proposal.

85

Vote on the proposal:

In favour: 14

Against: 0

Abstained: 0

**Proposal
carried**

90

Questions – Special Schools and Special Resource Provision Funding

4.3

Proposal 4: *the rate of the cluster factor for SEN pupils should be set at 2.0% of the schools number on roll.*

95

Response & Forum Discussion: Of the respondents 70.6% agreed and 29.4% did not know (excluding no comments). (The appendix report needs correcting on this response).

Members discussed the comments and noted that none of the respondents disagreed with the proposal but 5 said that they did not know. Members decided not to change the proposal.

100

Vote on the proposal:

In favour: 14

Against: 0

Abstained: 0

**Proposal
carried**

105

Questions – Early Years Single Funding Formula Review

Proposal 5: *8% of the total EYSFF should be distributed using IDACI factors*

110

Response & Forum Discussion: Of the respondents 82.8% agreed; 2.9% disagreed and 14.3% said that they did not know (excluding no comments).

Members discussed the comments and noted that as over 80% of respondents agreed with the proposal they were not mindful to change it.

115

Vote on the proposal:

In favour: 14

Against: 0

Abstained: 0

**Proposal
carried**

Proposal 6: *the distribution of Quality funding should be based on the ratings of each early years setting and that this should only be allocated where the rating is 3 or more based on a flat rate per hour*

120

Response & Forum Discussion: Of the respondents 77.2% agreed; 11.4% disagreed and 11.4% did not know (excluding no comments).

Members discussed the comments at length and a number were concerned about the 'Quality' factor and how it will be judged. Members were mindful that nursery provision, which is based in schools, does not have a separate Ofsted from the school and may well function differently. Members also wanted assurances that if the proposal is successful, resources and support will be available to help nurseries, which 'require improvement'. Members went on to discuss the support currently available from the Early Years team and confirmed that Liz Marsh, and her team, are funded from DSG, however, they are managed and resourced by the Local Authority. **Members asked for more information on how nurseries will be supported if they do not receive funding under this factor.**

125

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135

PM informed members that Liz Marsh was a member of the working group which explored this factor and she has said that her team will

assess school based nurseries so that all nurseries will have their individual judgement separate from the school. Members were concerned that the Early Years team will be over stretched and adequate support will not be available.

140

Members asked PM if a decision had to be made on this question or whether it could be deferred whilst the level of available support was explored further. PM suggested that there were two options – 1) to approve the proposal or 2) to keep with the status quo and not include a 'Quality' factor.

145

PRy suggested that Schools' Forum could decide to increase the money for Early Years Support but members were reminded that the team's management is currently with the LA so it is for them to decide how the service is resourced and managed.

150

- 4.4 Members asked again if they could defer this decision until the next meeting in December when they would invite Liz Marsh to the next meeting to provide forum with more information on available support. PM thought that this was possible but asked members to take a vote in case he finds the DfE require a decision before December 2012. Members were asked to vote between accepting the proposal, as it stands, or rejecting it and keeping the status quo.

Vote on the proposal should it not be possible to defer a decision until December:

In favour: 0 Against: 8 Abstained: 6 **Proposal to be rejected if it cannot be deferred to December 2012**

Proposal 7: That 4% of the total EYSFF is a reasonable rate to use to distribute resources based on a quality factor

Response & Forum Discussion: Of the respondents 58.8% agreed; 11.8% disagreed and 29.4% did not know (excluding no comments).

Members discussed the comments and were mindful that any change in the percentage would affect the modelling calculations. Members, therefore, decided not to change the proposal.

Vote on the proposal:

In favour: 12 Against: 0 Abstained: 2 **Proposal carried**

Members agreed that Officers of the Council should submit the draft funding pro-forma to the DfE by 31 October 2012.

Item 5 Split Site Factor – Douay Martyrs School

- 18.05 MR declared an interest in this item and did not vote.

Members received a request from Father Timothy Hutton, Chair of Governors at Douay Martyrs School, (**Appendix 2**) to increase the Split Site Factor to a sum nearer to the actual cost of maintaining their split site.

155

PM reminded members that Douay Martyrs is the only school in Hillingdon operating on a split site and, therefore, eligible to the split site factor funding. The present factor is set at £100k and Douay Martyrs

160

School has calculated the actual cost, for them, at £307,512.42 per annum.

PM has benchmarked this factor with other schools, at a recent DfE meeting attended by many London Boroughs, and they range from £3k to £30k.

165

MR explained some of the financial implications facing the school as a direct consequence of the split site which members acknowledged, however, they also noted that many other schools currently share teaching, and pupils have to move sites for various reasons.

170

Members asked about the possibility of having a bridge constructed over the road to increase safety and reduce costs but they were told that the local residents have fought against the planning application.

PM confirmed that a decision on this factor could not be deferred and RL brought the proposal to a vote.

175

Proposal – *that there is an uplift in the value of the Split Site Factor*

Vote on the proposal:

In favour: 2 Against: 8 Abstained: 3 ***Proposal not carried***

The factor remains at £100k

Item 6 Growth Contingency Fund Policy

18.15

The proposed policy was submitted for discussion by PM (**Appendix 3**)

180

PM explained that the policy details the arrangements for managing the Growth Contingency Fund whose purpose will be to provide resources to schools (both Maintained and Academy) to support growth in pupil numbers to meet basic needs. In order to ensure that no unfair advantage is taken from the fund, PM has included a number of caveats to protect the fund.

185

PM took members through the policy and highlighted that the purpose of the Growth Contingency Fund will be to provide financial recompense to schools throughout the relevant financial year (1 April to 31 March) to cover the cost of agreed and planned growth because the school has expanded; taken on children above the 30 place class size definition for primary schools; is a new school or schools have decided to amalgamate (eg Rosedale).

190

Expanding Schools – The proposed policy states that expanding schools will have been identified by the LA, before the beginning of the financial year and any school which takes a later decision to expand will only receive funding once confirmation has been received from the LA.

195

Members discussed the definition of 'Expanding Schools' and agreed that this should relate to the PAN (not the number on roll). Members also discussed whether it should be the LA who approves school expansion or Schools Forum and concluded that it should be Schools' Forum; they, therefore, asked for the ***3rd bullet point under Section 5 – Expanding Schools to be reworded to read Schools' Forum rather than Local Authority.***

PM

200

PM

205

The rate of the expanding schools funding was also considered and it was agreed that there should be just ***one flat rate based on the average***

AWPU

PM

Vote on the proposal:

In favour: 13 Against: 0 Abstained: 1 **Proposal carried**

210

KS1 Class Size Funding – Members debated whether this should be set at 30 or 26 because the required ratio of staff to pupils in Reception is 1:13. It was agreed that this discussion requires additional time and was deferred to the December meeting. For now **Reception will be removed from the first bullet point under this section.**

PM

Amalgamating Schools – Members agreed that the additional funding is intended to ease the transition and, therefore, should reduce year on year to £0 by year 4.

During the discussion members touched on the funding arrangements for Rosedale Primary School and **RL asked PM to provide forum with more details at the next meeting.**

Item 7 Hedgewood Special School – Capital Funding

215

18.45 *PH declared an interest in this item*

PM brought this item back to Schools' Forum with a paper detailing developments since it was first raised at Schools' Forum on 18 July 2012 (**Appendix 4**)

The recommendation then was for HLA to explore options for funding with the council and return to Schools' Forum if the council did not agree to fund the classroom.

220

PM reported that the Leader had made it clear that he believes this work should be funded from DSG as the investment will directly benefit DSG. PM reminded members that under the current School Finance Regulations, it would be legitimate to fund any capital investment from the DSG where it can be proven that it provides value for money. He, therefore, proposed that Schools' Forum should approve the funding for the additional classroom at a cost of £282,000.

225

Members were disappointed by the council decision and felt that they had effectively been given no choice. They believed that the council could have legitimately funded the additional classroom out of the Section 106 funding which has been set aside for the expansion of the primary sector.

230

Members reluctantly agreed to **fund the additional classroom at a cost of £282,000 from DSG to be paid in a one off payment on the basis that the council had reneged on its responsibilities.**

235

Vote on the proposal:

In favour: 12 Against: 0 Abstained: 2 **Proposal to fund the additional classroom carried**

240

In favour: 13 Against: 0 Abstained: 1 **Proposal for a single one off payment carried**

Members also discussed the offer made by the school to pay £20,000 towards the cost, this being the end of year carry forward balance at the end of March 2012 and decided that this was not necessary.

Item DSG Monitoring Report

8

- 19.00 Members agreed a working group to look at this before the next meeting of Forum and report back to it. The meeting to be arranged by PM for late November. Members of the **group will be JE, PH, PM, TE, PRy and ABB**. It was further agreed that the group can co-opt additional members. PM will produce a detailed breakdown for the group. **PM**

245

Item School Deficit Report

9

- 19.10 Noted

Item School Admissions

10

Deferred to the December meeting

AOB Members recognised that **Don Freeman** (Previous LA Principle Accountant - Schools Funding) has now left HLA and they expressed their most sincere thanks and appreciation for all the work he has done with Schools' Forum.

Future Meetings

Monday 10 December 2012 at 16.30 – venue TBC

Thursday 10 January 2013 at 17.00– venue TBC

The meeting closed at 19.10

Signed:

Date:

If you have any issues to refer to the Schools Forum you should contact one of the representatives. You may contact the Chair as follows:

Robert Lobatto c/o Barnhill Community High, Yeading Lane, Hayes, Middlesex UB4 9LE or by e-mail to
rlobatto.312@lgflmail.org

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CHANGES TO PERMITTED DEVELOPMENT RIGHTS FOR OFFICES AND SINGLE STOREY REAR EXTENSIONS

Cabinet Member(s)	Councillor Keith Burrows
Cabinet Portfolio(s)	Planning, Transportation and Recycling
Officer Contact(s)	James Rodger, Residents Services
Papers with report	Copy of consultation response sent by the London Borough of Hillingdon and plans which identify key employment and town centre locations to which exemption status would be sought, as recommended in the report.

1. HEADLINE INFORMATION

Purpose of report	This report concerns changes to permitted development rights being considered/introduced by Central Government where very short deadlines have been given to councils to respond. In the case of the consultation for single storey rear extensions (where the Government is proposing to relax the restrictions on the depth of single storey rear extensions) officers had to issue a response prior to consideration by Cabinet in order to meet the Government imposed time-scales. The report advises Cabinet of the response issued by officers in conjunction with the Leader of the Council and Cabinet Member for Planning, Transportation and Recycling. With respect to the permitted development rights change from commercial to residential use this is not a consultation. The Government announced on the 24 th January 2013 that councils have until 22 nd February 2013 to identify 'exemption areas' to new permitted development right changes that would allow B1 office space to change to residential use without the need for a planning application. The report discusses the implications of this and recommends how the Council should respond to the 22 nd February deadline.
Contribution to our plans and strategies	The recommendations will assist the planning process to realise the objectives of the Sustainable Community Strategy.
Financial Cost	There could be major impacts on the Borough's existing office space from a relaxation in planning controls. These impacts relate not only to business rates but the viability and vitality of Hillingdon's industrial areas and town centres. The impacts would affect the existing office space and the likelihood of achieving the projected growth of 6,400 office jobs projected by the GLA for Hillingdon over the period 2011-2026. The removal of the requirement for planning applications would also adversely impact on S106/CIL monies.

Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	All.

RECOMMENDATIONS:

That the Cabinet:

- 1. Endorses the officer response already issued concerning the consultation on permitted development rights for single storey rear extensions.**
- 2. Delegate authority to officers to seek 'exemption status' for all those sites listed in Appendix 2 of this report through appropriately worded submissions to the Government.**

INFORMATION

Reasons for recommendation

Officers issued a response prior to the Cabinet deadline to the consultation on the relaxation of permitted development rights for single rear extensions in order that a response was sent within the short timescale given by the DCLG (Department for Communities and Local Government). It should be noted that the DCLG's own guidelines say that where possible consultation should be for 12 weeks on legislative changes. In this case there was a 4 week consultation only. The consultation response covered the various issues of concern that would arise if neighbours were allowed to do 8m deep extensions on detached houses and 6m deep extensions on other properties without the need for planning permission (existing thresholds are 4m and 3m respectively), with particular emphasis on the impact on neighbouring occupiers. Officers also raised serious doubts that other legislation such as the Party Wall Act would in any way mitigate the impact of an 8m deep extension running along the length of a neighbour's property boundary.

With respect to the permitted development rights change from commercial to residential use this is not a consultation. It is considered that the Council should seek exemption status for all parts of the Borough identified in the Hillingdon Local Plan :Part 1 Strategic policies (Adopted November 2012) as either growth areas, locations for employment growth or areas proposed for town centre improvements. Put simply these areas cover all the parts of the Borough where the Council has indicated it wishes to stimulate employment growth. It is considered that the un-planned conversion of potentially large amounts of office space to residential use would undermine the adopted plan policies with associated adverse impacts on the local economy.

Alternative options considered

(i) The Council could decide not to apply for any exemption areas. Such an option would, however, undermine the Council's Local Plan Part 1 Strategic Policies and would result in an adverse economic impact on the Borough.

(ii). The Council could seek exemption status for the whole of Hillingdon. Officers understand that DCLG officials are likely to refuse such an exemption area. The implications of this are that Hillingdon would then end up with no part of the Borough having exemption status.

Comments of Policy Overview Committee(s)

None at this stage.

3. INFORMATION

Supporting Information (Consultation on single storey rear extensions)

- 3.1 The Government is proposing changes to permitted development (PD) in 5 areas:
- increasing the PD limits for the depth of single-storey domestic extensions from 4m to 8m (for detached houses) and from 3m to 6m (for all other houses), in non-protected areas, for a period of three years. No changes are proposed for extensions of more than one storey.
 - increasing the PD size limits for extensions to shop and professional/financial services establishments to 100 sq m and allowing the building of these extensions up to the boundary of the property (except where the boundary is with a residential property), in Non - protected areas, for a period of three years.
 - increasing the PD size limits for extensions to offices to 100 sq m, in non-protected areas, for a period of three years.
 - increasing the size limits for new industrial buildings within the curtilage of existing industrial premises to 200 sq m, in non-protected areas, for a period of three years.
 - removing some prior approval requirements for the installation of broadband infrastructure for a period of five years.
- Note: Non-protected areas in the above context are virtually all of Hillingdon.
- 3.2 The officer response is attached as Appendix 1 to this report. For single storey rear extensions the impact on both the adjoining properties and the extended house are considered excessive in terms of the proposal itself and in conjunction with existing PD rights for outbuildings by;
- Creating an overbearing relationship and a loss of outlook and light to adjoining homes. This includes creating properties with rooms that do not benefit from natural daylight, which is both un-sustainable and not conducive to good living conditions.
 - Reducing the remaining 'garden' area in terms of its use and appearance that would also be contrary to the Government's expressed concern about the effects of 'garden grabbing' on local character.
 - Significantly increasing water run-off and reducing soft landscaping.
 - Allowing for enlarged extensions and 'pd' outbuildings would encourage building over much of the rear gardens of the typical smaller house types and plot sizes seen in large geographic areas of the Borough.
- 3.3 With regard to the relaxation of permitted development for extensions to commercial development in addition to the neighbour impacts (and various other concerns), the following key concern was highlighted:
- A common outcome for the common shop/business unit with rear service access would be the loss of the rear yard for parking, servicing and refuse storage. Many commercial properties are located on important distributor roads. It would seem at odds with the objective of the proposed change to encourage one business to act in a way that will

impact on other businesses in terms of local congestion and adverse impacts on pedestrian and highway safety.

Supporting Information (Changes to permitted development rights for offices to residential use)

- 3.4 The Government has given local authorities until 22nd February to submit areas they wish to be exempt from new regulations shortly to come into force allowing conversion of office floorspace to residential use without the need for planning permission. The two criteria exemption areas should seek to meet are:
- (i) The loss of a nationally significant area of economic activity or;
 - (ii) Substantial adverse economic consequences at the local authority level which are not offset by the positive benefits the new rights would bring.
- 3.5 The Mayors London Plan is a nationally significant spatial development strategy. It emphasises the importance of London's suburbs to the economic success of London. Hillingdon's strategic policies accord with those of the Mayors London plan (at the time of writing this was already the view point of the West London Alliance) are similar to those of the other outer London boroughs where the emphasis is moving away from being commuter suburbs and supporting local employment generation. There is therefore a strong argument that collectively London's suburbs are a nationally significant area of economic activity.
- 3.6 The Hillingdon Local Plan: Part 1 Strategic Policies (Adopted November 2012) is the Council's starting point for developing a forward looking vision for Hillingdon. It outlines the Borough's positive attributes (such as its town centres) as well as its areas of deprivation. Given that the Local Plan was adopted as recently as November 2012 and it is underpinned by an Inspectors report stating that the research assessments that support it are sound; it is difficult to envisage a stronger justification than the Local Plan to support the exemption areas proposed in this report.
- 3.7 Hillingdon is an outer London suburb where the strategic vision is to reduce commuting out the Borough into Central London and to encourage local employment. This helps encourage sustainable modes of transportation and the reduction of carbon emissions. The Local Plan identifies the importance of linking deprived areas with employment benefits (which would include bringing existing vacant office space into use and encouraging office based uses) arising from the development of major sites and existing key locations. The Local Plan identifies the protection of existing employment land and an objective of creating 9000 new jobs in the plan period (up to 2026).
- 3.8 The Local Plan states that it is important not to ignore the role of local centres such as Eastcote and Northwood Hills and therefore includes policies to manage the growth, viability and regeneration of identified town and neighbourhood centres. The town centres first policy is about supporting town centres as concentrations of economic activity.
- 3.9 The Local Plan has a spatial strategy that identifies key locations where the Council is seeking employment growth/commercial development (As illustrated in Maps 4.1 and 5.1 which are attached to this report) and where the Council is seeking to strengthen the

commercial offer of Metropolitan, District, Minor or Local Centres (Map 5.3 –Town centre Improvements also attached to this report as Appendix 2). The locations referred to above are all areas where the Council is seeking to strengthen or retain existing office floorspace. It is considered that there would be a major destabilising effect on Hillingdon's economy if office floorspace were to convert to residential floorspace in these locations. A list of all the proposed exemption areas is also included in Appendix 2.

- 3.10 There would be various adverse impacts on surrounding residents, the highway network (increased trip generation with no investment in highway infra-structure as well as over-spill parking in surrounding residential streets) and on local services (in particular unplanned growth impacts on health facilities and local schools) from un-regulated conversions of offices to residential. It should be noted that the Government is not consulting on these proposals; it is merely allowing exemption areas. Officers consider that in the short time-scale available to the Council the most appropriate response is to seek exemption status for all areas identified in the Local Plan as key contributors to office development.
- 3.11 The Government considers that positive benefits would occur from additional housing units, construction outputs and jobs linked to the construction sector. The Council's property and finance experts consider that greater economic benefits occur from office use than residential use. Cabinet should also be aware that the financial burden of infrastructure demands created by the additional residential development would not be met by Section 106 payments, exacerbating the adverse financial impact on the Council. However, Community Infrastructure Levy (CIL) payments apply even for permitted development, so the infra-structure impacts would be mitigated to an extent from September 2013 (the Council's target date for adopting CIL). The exemption areas proposed in this report do not cover all of Hillingdon. In particular, they exclude a number of offices located on key strategic routes outside of designated industrial estates and town centres (e.g. Along the Uxbridge Road). In this regard, officers consider that an objective view is being taken and the proposed exemption areas do not seek to protect all office stock, rather key employment locations. In this regard it is considered the proposed exemption areas address the Government's key criteria for designating exemption areas.
- 3.11 Taking all of the above into account, it is not difficult to see that a sudden reduction in office floor space would adversely impact on the entire spatial strategy outlined in the Local Plan. Whereas third parties might say that lease agreements, existing legal agreements and planning conditions might restrict the release of office space the Council does not have a clear picture of how much office floor space would be un-affected by the permitted development right changes. Officers have concerns that developers will firstly choose to convert those offices in the best positions (close to tube stations and transport nodes where land values are higher - re: In Town centres) and that they will not look to convert poorly located properties or premises in poor condition (re: The properties most in need of renovation). It is therefore recommended to Cabinet that they delegate authority to officers to seek exemption status for all those sites listed in Appendix 2 of this report through appropriately worded submissions to the DCLG.

Financial Implications

The report outlines the officer response to the changes proposed by Central Government with regards to permitted development relaxation.

This relaxation of permitted development will have an adverse impact on the level of planning application fees for extensions that would previously require planning permission. The fee level generated for these types of planning applications are circa £250k - £300K per annum, the estimated impact is expected to be around a 25% reduction, this combined with the loss of fee income from broadband infrastructure in exempt areas could see a reduction in fees received by the Council of £75k - £100k per annum. The increased permitted development size limits are for a limited 3 year period for the areas as outlined in the report above and 5 years for broadband infrastructure. However it may be impracticable to cut off development in such a time limit and therefore could have a longer lasting impact on fee income.

The change to permitted development rights for offices to residential use will have wide and difficult to anticipate financial impacts. For example there will be an impact on the Council's ability to grow the local business rate base, which will therefore limit the Council's ability to take advantage of the new policy for business rates retention.

There will also be a greater financial burden generated from any switches of commercial to residential development, as it is considered to create a greater burden on local infrastructure requirements. These costs can be mitigated by CIL charges for the residential development (which are planned to be adopted by the Council in September 2013). However, as the CIL charge itself has been produced on an economic viability of development basis, rather than on a cost of the actual infrastructure that may be needed, there is likely to be a gap which will be an increased burden for the Council. It should be noted that the CIL is new legislation with little or no case law developed and changes of this nature may create unintended consequences which have a negative financial impact.

Furthermore, the consequential growth in resident numbers beyond the areas anticipated in the strategic spatial planning of the Council will place further increased demands on local council services such as highways, environmental services and school places. This will put pressure on both revenue budgets, and on the Council's capital programme for schools expansion.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

With regard to the consultation on single storey rear extensions, the Council's response seeks to protect the amenity of our residents and the character of the built environment of Hillingdon from harmful development. With regard to the changes to permitted development for office buildings the recommended exemption areas would protect the economic vitality of the Borough.

Consultation Carried Out or Required

None at this stage.

5. CORPORATE IMPLICATIONS

Corporate Finance

The relaxation of permitted development rights is expected to impact adversely on planning fee income, while there is potential for compensatory cost reductions within the planning service it will be necessary to review the full impact and factor this into MTF assumptions going forward.

In terms of the change of permitted development rights with regard to offices, there is a clear financial incentive for developers to move towards residential uses and unrestricted conversion of property would lead to significant reductions in commercial space within Hillingdon. Such a reduction would adversely affect economic growth, impacting upon residents through reduced employment local opportunities and place additional burdens on local services as an influx of new residents increases demand. These burdens would initially not be met by Section 106 payments, exacerbating the adverse financial impact on the Council, although CIL payments would still be required from September 2013 for developments (the Council's target date for adopting CIL). By maintaining existing planning controls in key areas, the Council will be able to balance the conflicting demands for residential and commercial space within the Borough; as such Corporate Finance supports the recommendations.

In addition to these wider economic issues the transfer of property from commercial use could adversely affect the Council's own finances, with scope to grow the local business rate base being curtailed and increasing demand for investment in local infrastructure.

Legal

Legal Comments

Permitted Development rights are set out in the Town and Country Planning (General Permitted Development) Order 1995 (as amended) (the "GPDO"). The General Permitted Development Order sets out what is allowed under permitted development and any limitations and conditions that apply.

The Council has the power to remove certain permitted development rights within its area. In order to do this the Council would need to make an Article 4 direction and would need to be satisfied that it is expedient that permission for the types of development being restricted should only be granted on application to the Council. The Secretary of State has the power to revoke an Article 4 direction.

Consultation on Single Storey Rear Extensions:

The Government consulted with the Council on their proposals to relax planning rules to enable people to carry out extensions to their properties without the need for planning permission. At present permitted development rules enable people to carry out extensions subject to certain size limits without the need for planning permission. Under the GPDO the Government proposes to increase those size limits for a period of three years in an attempt to boost economic growth.

The Government consulted councils and requested their views in relation to these proposed extensions. Whilst the Council is not required to provide a response, the Council did provide a robust consultation response to ensure its views were taken into account. The Government

should carefully analyse the Council's consultation responses and provide feedback to the Council once the consultation period has closed.

Changes to Permitted Development Rights for Office use to Residential use:

The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as 'Use Classes'. Planning permission is usually required for a material change of use although there are exceptions to this rule for example a change of use within the same use Class does not involve the development of land and therefore planning permission is not required.

The Government has informed the Council that they are soon to implement permitted development rights for a change of use from B1 (a) office use to a C3 residential use without the need for planning permission. This exception is subject to a prior approval process covering significant transport and highways impact and development in safety hazard zones, areas of high flood risk and land contamination. Should the prior approval process not be satisfied planning permission will be required. The permitted development rights will only cover changes of use and any associated physical development which currently requires a planning application will continue to need permission. The new exception will initially be time-limited for a three year period although this may become a permanent change to the law.

The Government has stated that councils may apply to exempt specific parts of their locality. In order to apply the Council must demonstrate that the introduction of these new permitted development rights in a particular area will either lead to either

- A. A loss of a nationally significant area of economic activity; or
- B. Will cause substantial adverse economic consequences at local authority level which are not offset by the positive benefits the new rights would bring.

In both of the above criteria the Council must provide a detailed description of the adverse impacts they anticipate and demonstrate clearly how the introduction of these permitted development rights will lead to that impact and why the proposed area should be exempted.

The Council has until the 22 February 2013 to prepare the application, produce the evidence and submit the application. It has been highlighted by Government that they have set high thresholds and will only grant an application in exceptional circumstances. The Government has set out how it will assess an application in relation to the above two criteria in the Government's letter dated the 24 January 2013, which is attached to this report.

The Government has highlighted there is unlikely to be another opportunity to request an exemption during the three year period in which the rights apply. The Council has the option to use the powers under Article 4 to exclude the relaxation of the rules (either wholly or partially) from having effect in Hillingdon.

There is no set date by which the Council will be informed as to whether the application has been successful. The Government have not provided any route of appeal should the Council's application be refused although the Council does have the option to judicially review the Government's decision should there be sufficient grounds to do so.

Corporate Property and Construction

Apart from the Civic Office the Council has little in the way of office assets.

Where office accommodation that is genuinely surplus to requirement and is not providing jobs or employment, is converted to residential housing this could make a significant contribution towards reducing homelessness, housing and affordable housing targets. The benefits would be construction employment and training, S.106 payments and income from increased council tax payments and new local resident spending.

However; it is clear strategic locations for employment use and creation of employment need to be excluded in order to retain the business character of these areas.

Relevant Service Groups

No other service groups are directly impacted by the recommendation.

6. BACKGROUND PAPERS

NIL

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Department for
Communities and
Local Government

Response Form

Extending permitted development rights for homeowners and businesses: Technical consultation

We are seeking your views to the following questions on the proposals to increase the permitted development rights for homeowners, businesses and installers of broadband infrastructure.

How to respond:

The closing date for responses is 5pm, 24 December 2012.

This response form is saved separately on the DCLG website.

Responses should be sent to: PlanningImprovements@communities.gsi.gov.uk

Written responses may be sent to:

Helen Marks

Permitted Development Rights – Consultation

Department for Communities and Local Government

1/J3, Eland House

Bressenden Place

London SW1E 5DU

About you

i) Your details:

Name:	James Rodger
Position:	Head of Planning Sport and Green Spaces
Name of organisation (if applicable):	London Borough of Hillingdon
Address:	Civic Centre High Street Uxbridge Middlesex UB8 1UW
Email:	jrodger2@hillingsdon.gov.uk
Telephone number:	01895 556 255

ii) Are the views expressed on this consultation an official response from the organisation you represent or your own personal views?

Organisational response ☒

Personal views ☐

iii) Please tick the box which best describes you or your organisation:

District Council ☐

Metropolitan district council ☐

London borough council ☒

Unitary authority ☐

County council/county borough council ☐

Parish/community council ☐

Non-Departmental Public Body ☐

Planner ☐

Professional trade association ☐

Land owner ☐

Private developer/house builder ☐

- Developer association ☐
- Residents association ☐
- Voluntary sector/charity ☐
- Other ☐

(please comment):	

iv) What is your main area of expertise or interest in this work?
(please tick one box)

- Chief Executive ☐
- Planner ☒
- Developer ☐
- Surveyor ☐
- Member of professional or trade association ☐
- Councillor ☐
- Planning policy/implementation ☐
- Environmental protection ☐
- Other ☐

(please comment):	

Would you be happy for us to contact you again in relation to this questionnaire?

Yes ☒ No ☐

ii) Questions

Please refer to the relevant parts of the consultation document for narrative relating to each question.

Question 1: Do you agree that in non-protected areas the maximum depth for single-storey rear extensions should be increased to 8m for detached houses, and 6m for any other type of house?

Yes ☐ No ☒

Comments

The impact on both the adjoining properties and the extended house are considered excessive in terms of the proposal itself and in conjunction with existing PD rights for outbuildings by:

(i) Creating an overbearing relationship and a loss of outlook and light to adjoining homes. This includes creating properties with rooms that do not benefit from natural daylight, which is both un-sustainable and not conducive to good living conditions. It should be noted that the original permitted development constraints were partly based on what were considered sensible dimensions taking into account Building Research Establishment work on the impact of certain size extensions on neighbour's amenity. The 3m and 4m existing depth constraints are therefore based on a scientific rationale. The proposals for 6m and 8m deep extensions lack any form of scientific rationale and will undoubtedly cause significant harm to many neighbour's amenity.

(ii) Reducing the remaining 'garden' area in terms of its use and appearance that would also be contrary to the Government's expressed concern about the effects of 'garden grabbing' on local character.

(iii) Significantly increasing water run-off and reducing soft landscaping. This is an increasingly critical issue which the conditions in the 2008 'PD' change have not been effective in controlling.

Allowing for enlarged extensions and 'PD' outbuildings would encourage building over much of the rear gardens of the typical smaller house types and plot sizes indicated under (i) to (iii) below;

(i) Victorian Terraces: These have typical plot dimensions 5m wide, 2m front garden, 8m deep house and 10m rear garden. The total 'garden area' can be typically 60m² to 80m². Encouraging enlarged extensions with effectively no separation between it and 'PD' outbuildings can produce continuous building along the entire rear garden boundary on at least one side. When extensions are undertaken on both sides of a property, a very significant 'tunnelling' effect on the property in the middle would result.

ii) Inter-war Suburban terraces and Semi-detached properties (so called 'Metro-land' properties such as these make up a significant proportion of London suburban housing stock): These have typical plot dimensions 6-8m wide, 4-8m front garden, 8-10m deep house and 18-20m deep rear garden. The total 'garden area' can be 100m² to 200m². The resulting gap between enlarged extensions and 'PD' outbuildings could easily be only 5-6m or even less on some properties. The relaxation could encourage combined extensions and rear outbuildings to cover over 65% of the original rear garden.

(iii) Detached houses with narrow gaps between properties: A gap of 1m or less between properties is common in Victorian/Edwardian and Inter-war properties. In some cases, the building wall can actually form the boundary. It is illogical

add to add an allowance of an extra 2m when the separation is only 1m or significantly less.

General relationship to adjoining residential boundaries

The lack of a proposal to set extensions away from residential boundaries, as proposed for extensions to commercial premises (Q4), is illogical. The greatest harm is likely to arise from the visual impact of a structure rather than the internal use – certainly if the building lacks windows and doors as many extensions to commercial premises do.

Height on Boundaries

The current 'PD' provisions fail to respond to situations where there are significant level changes between properties and this can produce very significant extra impact - by up to a metre is not uncommon in areas with a sloping topography. The proposed amendments will exacerbate this.

Question 2: Are there any changes which should be made to householder permitted development rights to make it easier to convert garages for the use of family members?

Yes ☐ No ☒

Comments

Planning permission is not normally required to convert a garage unless there is a condition preventing such a conversion happening. It can only be assumed that the Government is trying to encourage so called 'granny annexes'. In the London Borough of Hillingdon few such conversions become granny annexes; more often they become separately rented substandard living accommodation. It should be noted that by converting garages there is removal of parking spaces, which increases pressure on 'on-road' parking. In many parts of London on-road parking is saturated, and therefore as well as creating highway safety issues, the conversion of garages to living accommodation often results in parking demand being accommodated in new hardstandings that cover front gardens. The loss of front gardens to parking is also already having a major impact on some suburban areas through the subsequent drainage problems this creates.

Additional comment concerning detached garages

The use for living purposes, other than incidental to the use of the house, would raise very significant planning enforcement issues for a borough like Hillingdon. This would encourage the 'Beds in Sheds' phenomena that the Government is keen to limit which is growing across suburban London and creating very poor living accommodation, often with significant fire and safety implications (as such structures do not need Building Control consent in most cases).

Question 3: Do you agree that in non-protected areas, shops and professional/financial services establishments should be able to extend their premises by up to 100m², provided that this does not increase the gross floor space of the original building by more than 50%?

Yes ☐ No ☒

Comments

The important issue is the likely outcome of extensions of this scale. A common outcome for the common shop/business unit with rear service access would be the loss of the rear yard for parking, servicing and refuse storage. Many of these properties are on important distributor roads. It would seem at odds with the objective of the proposed change to encourage one business to act in a way that will impact on other businesses in terms of local congestion. Highway and pedestrian safety concerns will arise in some cases.

Where rear access exists to flats above this is usually adversely affected by large extensions to the rear. The proposals do not seem to consider the impact that could occur to the amenity of residents who live above shops.

As expressed, the proposal refers to the gross floorspace of the original building. This would be illogical as, if the building is on more than one floor, the change could allow all the site area to be developed.

Question 4: Do you agree that in non-protected areas, shops and professional/financial services establishments should be able to build up to the boundary of the premises, except where the boundary is with a residential property, where a 2m gap should be left?

Yes ☐ No ☒

Comments

This could sterilise spaces above shops where such extensions could remove pedestrian access routes other than internal stairways, thus preventing means of escape/safe access and egress.

Question 5: Do you agree that in non-protected areas, offices should be able to extend their premises by up to 100m², provided that this does not increase the gross floor space of the original building by more than 50%?

Yes ☐ No ☒

Comments

This proposal ignores the potential effects on adjoining properties or the local area. It should be caveated by a relationship to boundaries and the provision of key facilities such as parking, servicing and refuse storage to prevent significant harm to other businesses or residents. As expressed, the proposal refers to the gross floorspace of the original building. If the building is on more than one floor, the change could allow all the site area to be developed.

Question 6: Do you agree that in non-protected areas, new industrial buildings of up to 200m² should be permitted within the curtilage of existing industrial buildings and warehouses, provided that this does not increase the gross floor space of the original building by more than 50%?

Yes ☐ No ☒

Comments

This proposal does not consider the potential effects on adjoining properties or the local area. Nor does it consider the provision of key facilities such as parking, servicing and refuse storage. Poorly considered proposals that prevent HGV's properly maneuvering around industrial land could have a sterilizing effect rather than a positive effect on the economy. As expressed, the proposal refers to the gross floorspace of the original building. If the building is on more than one floor, the change could allow all the site area to be developed. It is therefore considered that this proposal has not been at all thought through.

Question 7: Do you agree these permitted development rights should be in place for a period of three years?

Yes ☐ No ☒

Comments

If these proposals are intended to increase short and longer term investment then there is no obvious logic to making them time limited. If the temporary period is in recognition of the potential harm to other businesses and residents, then it is difficult to understand how potentially very significant harm to multiple interests can be justified on the basis of a perceived benefit to an individual household or business. Significant domestic and commercial investment decisions may be more likely to be effected by clarity for the future than a short term window of opportunity.

Question 8: Do you agree that there should be a requirement to complete the development by the end of the three-year period, and notify the local planning authority on completion?

Yes ☐ No ☒

Comments

The arbitrary time period is likely to produce the following outcomes;

- (i) If it did bring forward latent demand that was being repressed by the current system, it is likely that this would create a short term boom followed by a rapid reduction in extensions being built when the 3 year period ended (surely this not a sensible economic model to follow).
- (ii) It would present an unreasonable burden on local authorities to record and monitor completions when there is no resource provided to do so.
- (iii) It will place the planning enforcement process in an impossible position of justifying action on the basis of an arbitrary time period rather than the actual harm caused.
- (iv) Extensions that are built under the 'relaxed' 'PD' system would inevitably set a precedent for large unacceptable structures after the three year period has ended.
- (iv) It will be likely to lead to a further increase in applications for Certificates of Lawfulness, as has been experienced following the last change to domestic 'PD', due to owners/lenders/purchasers wanting confirmation of the status of any extension built under this provision.

Question 9: Do you agree that article 1(5) land and Sites of Special Scientific Interest should be excluded from the changes to permitted development rights for homeowners, offices, shops, professional/financial services establishments and industrial premises?

Yes ☒ No ☐

Comments

The proposal to increase permitted development (PD) rights for extensions to houses and business premises is ill founded and totally unacceptable. The issue raised by Question 9 should not even under consideration. However, if permitted development rights must be extended, it makes sense that the most sensitive sites be excluded. Many Councils have 'Areas of Special local Character', which although not designated as Conservation Areas have an architectural quality which is considered worth protecting. The proposed changes to permitted development rights by only including Article 1(5) land exclude 'Areas of Special Local Character'. It is unfortunate that where local communities have sought to impose their own protection to particular residential estates, that these locally designated areas will not be unscathed from the harm likely to be caused by the permitted development changes.

Question 10: Do you agree that the prior approval requirement for the installation, alteration or replacement of any fixed electronic communications equipment should be removed in relation to article 1(5) land for a period of five years?

Yes ☐ No ☒

Comments

If the purpose of the prior approval process for article 1(5) is to prevent harm to sensitive areas then there appears no logic in a temporary period. The London Borough Hillingdon carried out a review of telecommunications installations earlier this year. The conclusions of this were that the cabinets being erected by BT and other broadband operators were getting larger and the one size fits all design being used might be appropriate in the streetscapes of town centres; but would not be appropriate in the more suburban or historic parts of Conservation Areas. There is often little fore-thought regarding where the cabinets are sited (in contrast it must be said with the mobile phone operators who do try to share facilities and consider what the least sensitive sites are to site their equipment). The equipment cabinets used by broadband operators can cause significant harm to the character and appearance of Conservation Areas for the reasons outlined above.

Do you have any comments on the assumptions and analysis set out in the consultation stage Impact Assessment? (See Annex 1)

Yes ☒ No ☐

Comments

The burdens of the current process and the likely impacts of the changes differ from council to council and yet unfortunately a one size fits all approach is being suggested. In addition the assumptions on harm to adjoining homes and businesses are considered to be significantly distorted.

It is considered that Arup's estimates significantly overestimate the costs involved and that the figures relate to a fraction of the construction projects that are undertaken, and are certainly not reflective of the costs of the average construction project. The assessment grossly underestimates the potential direct harm to the amenities of adjoining residents both in relation to the changes and in relation to other 'PD' works.

The bulk of design work for domestic and commercial extensions do not involve qualified architects or planning consultants or the need for specialist consultants. Building Control approval will still be required and, the larger the works, the more likely that full plan submissions may be required. The assumptions also do not recognise that plans are frequently multipurpose and therefore ignore this effective saving. Agents often offer a combined package as one approval is of little value without the other. The Building Control process has significantly higher application costs than that for planning (e.g. Can be more than £1,500 for larger domestic applications). In this context, it is unlikely that the costs of the planning process for the types of works covered by the proposed changes can be a significant deterrent to development. The assessment appears to link the high number of approvals to a process that adds no value. This ignores the proportion of changes that may be negotiated to

secure an approval and which are usually aimed at limiting the impact on neighbours. This can be between a quarter and half of all proposals.

The presumed value to property owners

The value of the proposed changes to residential owners is significantly over estimated. The data is also based on a very narrow sample of house types. The assumption that extensions of up to 6 and 8 metres in length will translate into additional bedrooms to accommodate larger households is essentially flawed. The likelihood is that there may well be more generous room sizes but the constraints of many house plots may mean these would be in increasingly narrow and inefficient layouts. Indeed it is unscrupulous landlords that are likely to profit from the changes, unfortunately in an un-regulated way.

The lack of assessment of harm and weight attached to it

The assessment gives completely unrealistic weighting to other legislative processes such as those covering Rights to Light and the Party Wall Act to mitigate harm. In reality, these processes are not generally employed in the area of smaller scale developments and adjoining occupiers look to the planning process, including permitted development rights, to balance the benefits of the proposed development against the harm to others. It seems inconsistent to refer to lifting a 'burden of bureaucratic red tape' on owners while forcing third parties to do exactly that to try and protect their residential amenity.

Thank you for your comments.

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Cabinet Report - Appendix 2: List of Proposed Exemption Areas

Note: All Centres, Industrial Locations and Growth Areas identified on Maps 4.1, 5.1 and 5.3 of the Hillingdon Local Plan Part 1: (Adopted November 2012) are proposed for exemption.

18 Town & Local Centres (Local Plan Part 1)

- Uxbridge - Metropolitan Centre
- Green Lane Northwood - District Centre & Enhanced District Centre
- Ruislip - District Centre & Enhanced District Centre
- Eastcote - District Centre & Enhanced District Centre
- Yiewsley - District Centre & Growth District Centre
- West Drayton - District Centre & Growth District Centre
- Hayes - District Centre & Growth District Centre
- Northwood Hills - Minor Centre
- Ruislip Manor - Minor Centre
- Uxbridge Road, Hayes - Minor Centre
- Harefield - Local Centre
- Ickenham - Local Centre
- North Hillingdon - Local Centre
- South Ruislip - Local Centre
- North Hillingdon - Local Centre
- Hillingdon Heath - Local Centre
- Willow Tree Lane - Local Centre
- Harlington - Local Centre

2 Growth Areas (Local Plan Part 1)

- Uxbridge (Uxbridge Town Centre)
- Heathrow Opportunity Area (Including - Stockley Park, Heathrow Airport and Perimeter, Hayes West Drayton Corridor, Hayes Town Centre, and Yiewsley & West Drayton Town Centre)

4 Strategic Industrial Locations - (London Plan)

- Hayes Industrial Area - Strategic Industrial Location
- North Uxbridge Industrial Estate - Strategic Industrial Location
- Stonefield Way / Victoria Road - Strategic Industrial Location
- Uxbridge Industrial Estate - Strategic Industrial Location

22 Locally Significant Industrial Sites & Locally Significant Employment Locations (Local Plan Part 1)

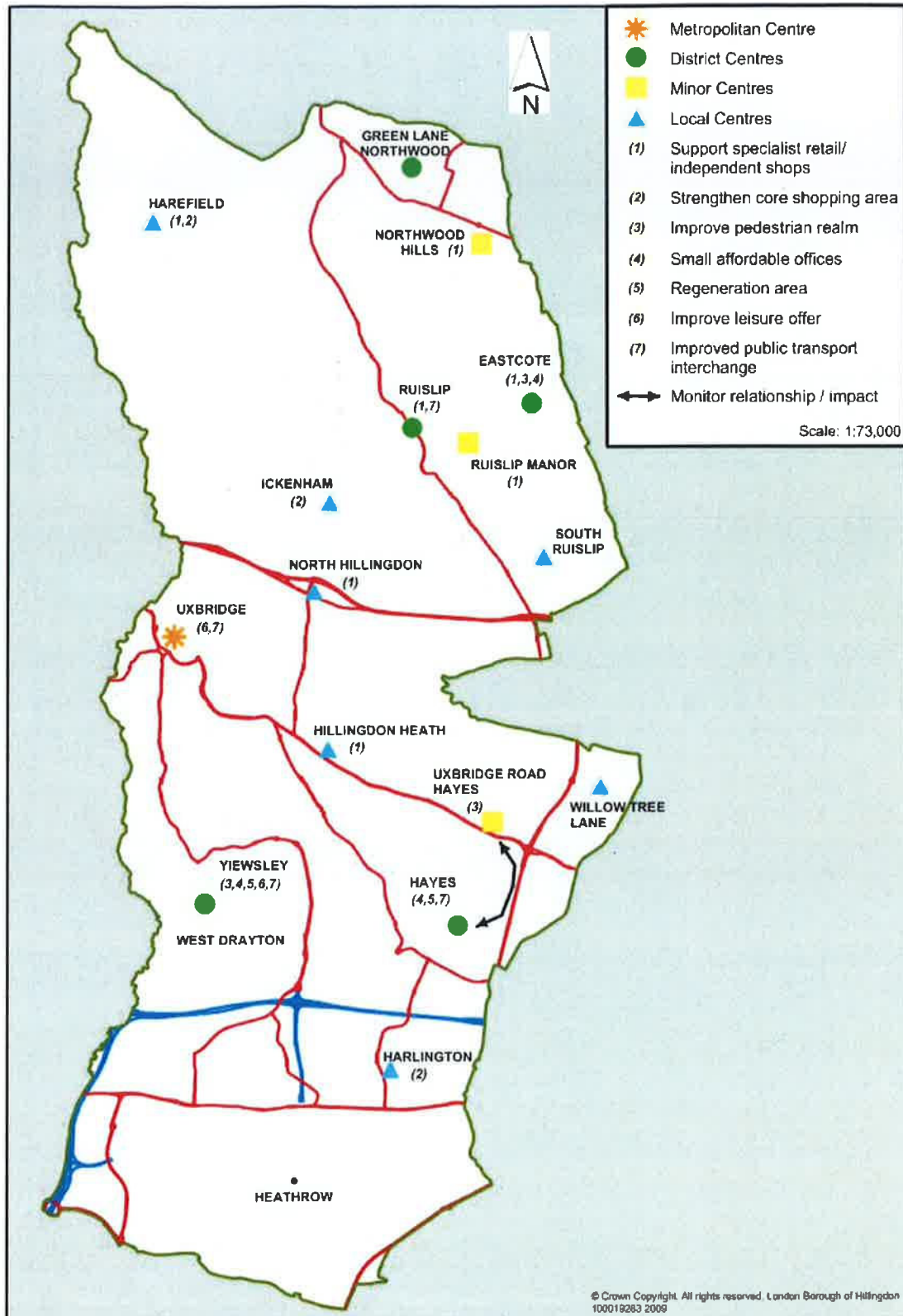
- Summerhouse Lane, Harefield
- Uxbridge Industrial Estate Location
- North Uxbridge Industrial Area
- Packet Boat Lane Industrial Area, Cowley

- Trout Road Industrial Area, Yiewsley
- Stockley Park, Heathrow
- Stonefield Way/Victoria Road, Ruislip
- Braintree Road Industrial Area South, Ruislip
- Tavistock Road, West Drayton
- Horton Road, Industrial Area
- Warwick Road/Kingston Lane, West Drayton
- Stockley Close, Heathrow
- Nestles Avenue/Bull's Bridge Hayes
- Blyth Road/Clayton Road/ Printing House Lane/ Dawley Road East, Hayes
- Rigby Lane/Swallowfield Way/ Betam Road/Dawley Road West, Hayes
- Millington Road, Hayes
- Springfield Road Industrial Area, Hayes
- Pump Lane, Hayes
- Bath Road, Heathrow
- Hayes Bridge, Uxbridge Road, Hayes
- Bull's Bridge
- Covert Farm, Bedfont

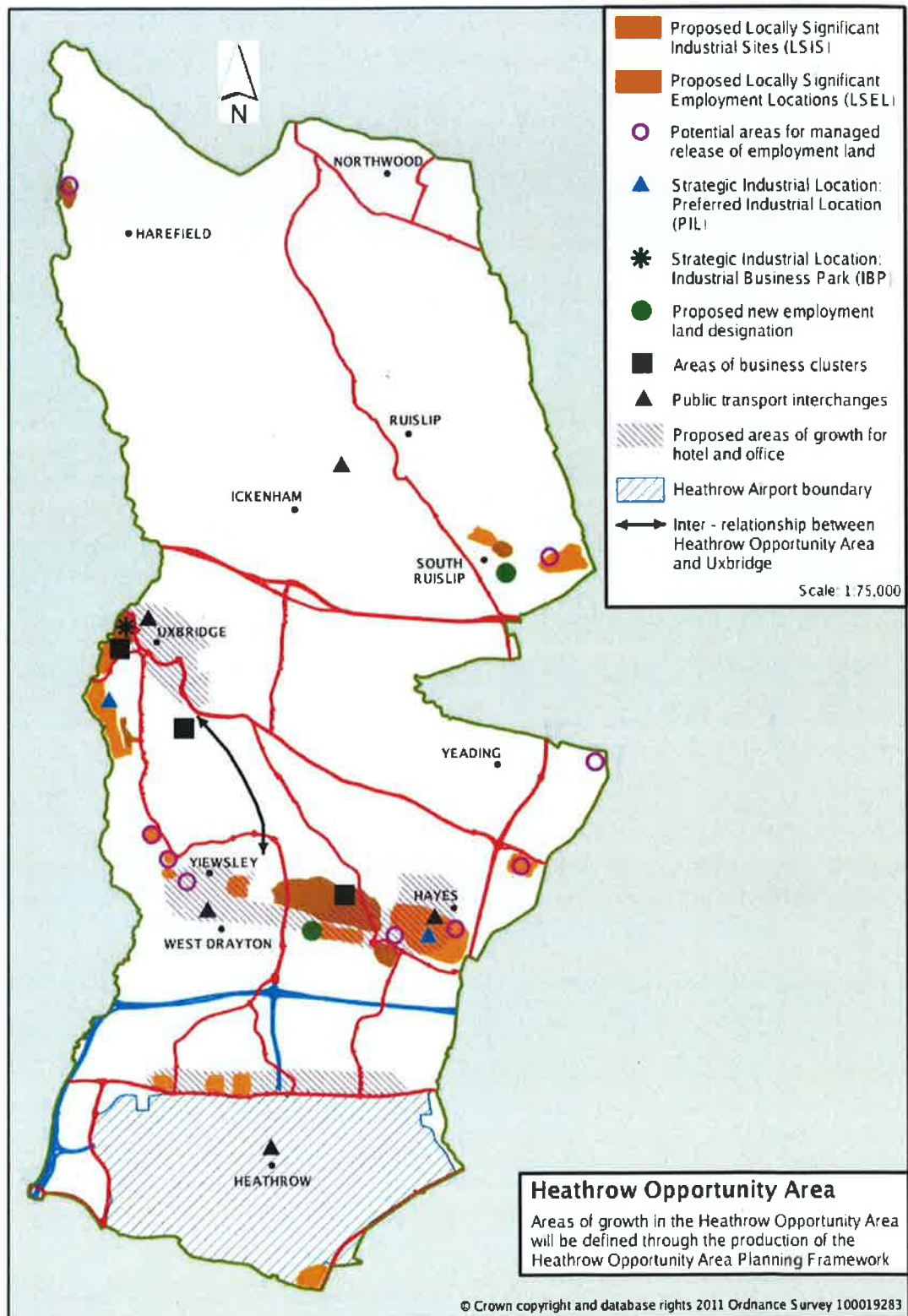
2 New Employment Land Designations (Local Plan Part 1)

- Odyssey Business Park
- Prologis Park

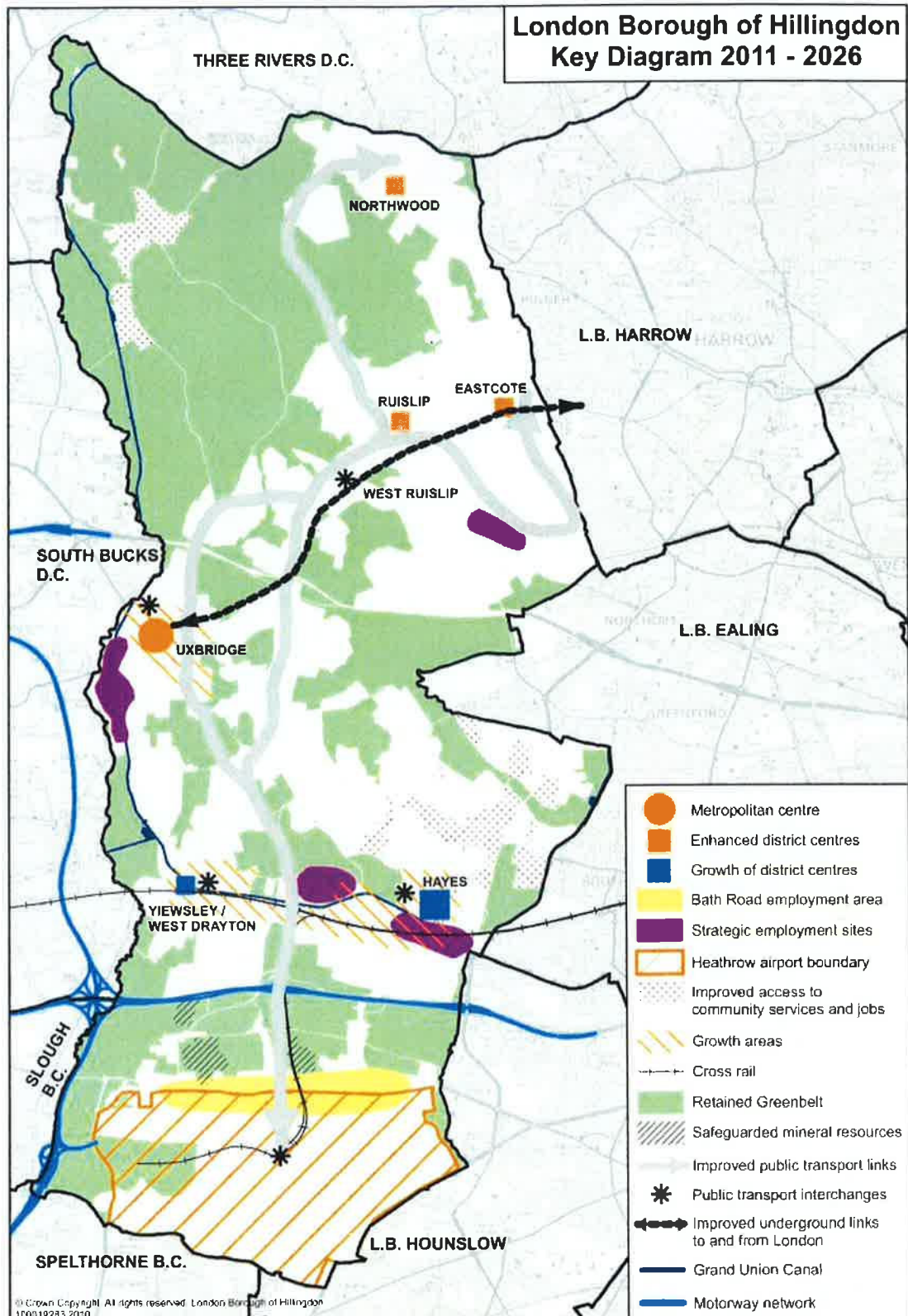
Map 5.3 Town Centre Improvements



Map 5.1 Locations for Employment Growth



Map 4.1 Key Diagram



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Department for
Communities and
Local Government

Chief Planning Officers
Local Planning Authorities (England)

24 January 2013

Dear Chief Planning Officer,

Permitted development rights for change of use from commercial to residential

I am writing to alert you to the forthcoming permitted development rights for change of use from B1(a) office to C3 residential purposes, which will come into force in Spring 2013.

On 6 September 2012 the Government announced, as part of a package of measures to support economic growth, that these permitted development rights would be introduced to better enable change of use from commercial to residential purposes. This follows careful consideration of the April 2011 consultation and builds on the policy set out in paragraph 51 of the National Planning Policy Framework.

The new rights will initially be time-limited for a period of three years. We will consider towards the end of that period whether they should be extended indefinitely. They will be accompanied by a tightly drawn prior approval process which will cover significant transport and highway impacts, and development in areas of high flood risk, land contamination and safety hazard zones. More details are set out in Annex A.

Alongside the new permitted development rights it was announced that local authorities would be given an opportunity to seek an exemption for specific parts of their locality. If you consider that a specific part of your locality should be exempted from this change, and meets the criteria set out below, you now have an opportunity to request an exemption from these new rights. It should be recognised however that this measure is seen as an important contribution to assisting the economic well-being of the country and this is reflected in the high thresholds we are setting, which recognise that any loss of commercial premises will be accompanied by benefits in terms of new housing units, additional construction output and jobs. These benefits are potentially very substantial and are likely to be felt at the local authority level and wider.

Therefore, exemptions will only be granted in exceptional circumstances, where local authorities demonstrate clearly that the introduction of these new permitted development rights in a particular area will lead to:

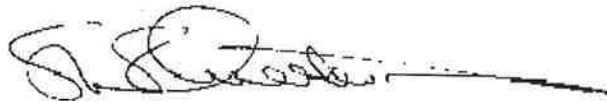
- A. the loss of a nationally significant area of economic activity
- or
- B. substantial adverse economic consequences at the local authority level which are not offset by the positive benefits the new rights would bring.

If you propose to request an exemption it must relate only to the geographical area justifiable in the light of the above criteria.

More detailed requirements and an explanation of the assessment process are set out in Annex B.

If you feel that an exemption request can be justified you are invited to make a submission to Sam Pigden at the address given at the bottom of the first page of this letter. Your submission must reach us by **5pm on Friday 22 February 2013**. We expect to confirm which areas will be exempt in Spring 2013, with the permitted development rights coming into force in Spring 2013.

A copy of this letter has been sent to the Chairs of the Local Enterprise Partnerships for their information.

A handwritten signature in black ink, appearing to read 'Steve Quartermain', followed by a long horizontal line.

Steve Quartermain
Chief Planner

Annex A

THE PERMITTED DEVELOPMENT RIGHTS

What will these permitted development rights allow?

They will permit change of use from B1(a) offices to C3 residential.

This is subject to a prior approval process covering:

- significant transport and highway impacts
- development in safety hazard zones, areas of high flood risk and land contamination

The permitted development rights will only cover change of use: any associated physical development which currently requires a planning application will continue to need one.

A proposed change from commercial to residential use that does not benefit from the new permitted development rights (e.g. where it cannot satisfy the prior approval requirements) will continue to require a planning application, which should be determined in the light of paragraph 51 of the National Planning Policy Framework.

When will these new rights come into force?

They will come into force in Spring 2013 and run for a period of three years from the date of coming into force. The operation of the rights will be considered towards the end of that period, and the rights may potentially be extended for a further period or indefinitely.

Annex B

THE EXEMPTION PROCESS

How will requests for exemption be assessed?

For (A), referring to **the loss of a nationally significant area of economic activity**, requests will be assessed by considering:

- the scale of the adverse impact in absolute terms
- the significance of the adverse impact at a national level
- the degree to which there is likely to be a strategic and long-term adverse economic impact
- whether the proposed area of exemption is the smallest area necessary to address the potential adverse economic impact

For (B), referring to **substantial adverse economic consequences at the local authority level which are not offset by the positive benefits the new rights would bring**, requests will be assessed by considering:

- the scale of the impact in absolute terms
- the significance of the adverse impact at the level of the local authority or wider
- the degree to which there is likely to be a strategic and long-term adverse economic impact
- whether the proposed area of exemption is the smallest area necessary to address the potential adverse economic impact

Local authorities must provide a detailed description of the adverse impact they anticipate, and demonstrate clearly both how the introduction of these permitted development rights will lead to that impact, and why the particular area should be exempted. A clear explanation must be given of how any additional evidence supports this case.

The benefits which the policy will deliver have been taken into account in setting a high threshold for exemptions, and will not be assessed separately. Local authorities are therefore not required to submit information on this.

What information must be submitted?

- A map clearly identifying the proposed area of exemption. This must be a black and white Ordnance Survey Map, at a minimum scale of 1cm = 0.1km. There must be no shading or colouring on the map with the exception of a single coloured line indicating the proposed area of exemption.
- A report which specifically addresses the anticipated impact, and the above four assessment criteria, making reference to supporting evidence where appropriate.

Requests for exemption may be made under both (A) and (B), but separate maps/reports will need to be submitted for each. Different supporting evidence may also be appropriate.

What supporting evidence would be appropriate?

It is a matter for the local authority what evidence they choose to submit in support of their application. The following list is not exhaustive, but matters which may be relevant could include:

- evidence on matters such as the makeup of business accommodation in the relevant area, office vacancy rates and employment levels/trends
- evidence on local economic development strategies
- for (A), evidence relating to the national significance of the economic activity
- evidence on the likely immediate impact of the changes, and the likely long-term impact
- evidence on the likely impact on local clusters and sources of local employment growth
- the view of the Local Enterprise Partnership on whether the loss of business space in a particular locality would have a significant impact on the wider local authority area

Local authorities must clearly demonstrate the way in which the evidence provided supports their arguments on the assessment criteria set out above.

What if the proposed area spans two local planning authority areas?

Adjoining local authorities are welcome to submit joint requests for exemption where the area in question crosses a local authority boundary. However, separate maps will be required for the areas within each local authority.

What does exemption mean in practice?

An exemption means that the permitted development rights do not apply in that area. Planning permission must therefore be sought in the normal way for any proposed change of use from B1(a) offices to C3 residential. Paragraph 51 of the National Planning Policy Framework would apply to the determination of that planning application. No compensation liability will arise in exempted areas.

How will the exemptions be implemented?

Where exemptions for specified areas are granted, this will be set out in the General Permitted Development Order.

Will there be another opportunity to request an exemption?

There is unlikely to be another opportunity to request an exemption during the three-year period in which the rights apply.

Are there other ways to remove these permitted development rights locally?

This exemption scheme does not alter the powers which local planning authorities have to tailor permitted development locally by means of an article 4 direction, or a condition in a planning permission.

When will exempt areas be announced?

Those who have requested exemptions will be notified of the outcome as soon as possible.

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OUTCOME OF FURTHER CONSULTATION ON DAY SERVICES FOR PEOPLE WITH LEARNING DISABILITIES

Cabinet Member(s)	Cllr Philip Corthorne
Cabinet Portfolio(s)	Social Services, Health and Housing
Officer Contact(s)	Linda Sanders, Social Care & Health Paul Feven, Finance
Papers with report	Appendix 1 – Consultation plan of events Appendix 2 – Summary of views expressed during consultation Appendix 3 – Day Services Consultation document Appendix 4 – Equality Impact Assessment

HEADLINE INFORMATION

Summary	Further to the Cabinet's agreement to the Disabilities Commissioning Plan in January 2012, the Council has undertaken further consultation on elements within the Plan concerning day services for people with a learning disability and/or a physical disability. This Cabinet report includes: • An update on the transformation of social care provision within the borough including positive developments in the use of person centred support planning and the use of personal budgets. • The outcome of assessments and support plans for all current day centre users. • The outcome of this further period of consultation with service users and carers. • Recommendations for future day centre provision in the Borough. • Details of a new Equalities Impact Assessment focused on these proposals.
Contribution to our plans and strategies	The proposals in this report contribute to the delivery of the Adult Social Care Personalisation and Commissioning Plan, 2011 - 2015 and the Disabilities Commissioning Plan, 2011-2015 in supporting the principles of independence, choice and control for disabled people
Financial Cost	The savings included in the draft MTFF (presented to December 2012 Cabinet) of £3,416k are net and make due allowance for replacement costs and are additional to the £1m savings achieved

	in 2012/13 following the opening of supported living facilities such as Glenister Gardens. The savings are calculated on an assumed rate of transfer of people from residential placements into community based accommodation over the MTFF period. They take into account an assumed level of on-going need for transport; a building based resource centre; the expected value of individual personalised budgets; rising demographics, as well as the ongoing cost of maintaining a number of people in residential placements. It should be noted that the MTFF and associated capital programme would need to be revised if the proposed changes were to be amended in line with the alternative options listed below in the report.
Relevant Policy Overview Committee	Social Services, Health and Housing
Ward(s) affected	All

RECOMMENDATION

That Cabinet:

1. **Note the outcome of the assessment and support planning process which leads to all current attendees of day centres using their personal budgets for a range of specialist and community based activities;**
2. **Note the outcome of further consultation on the day centre proposals;**
3. **Note the Equalities Impact Assessment and take this into account when making a decision on these proposals (Appendix 3);**
4. **Decide whether to remodel current day centre provision by approving the transition to a combination of a specialist building based service and access to a range of community activities;**
5. **Decide whether to approve the decommissioning of existing day centres at Park View, Phoenix and Woodside;**
6. **Decide, that in the event that it agrees to decommission the Woodside and Park View day centres, whether to use these sites to develop extra care supported housing';**
7. **Decide whether to reaffirm Cabinet's approval to develop a new resource centre at Queens Walk and in the event that approval is reaffirmed, to agree that transport should be provided for those service users whose support plans have identified this need.**

Reasons for recommendation

The assessment and support planning process has led to 100% of day centre service users agreeing to a new support plan which details how individual care and support needs will be met. The proposals in the report fully meet the requirements of service users.

Further reasons for the recommendations are detailed within the report, particularly within paragraphs 6 – 16.

Alternative options considered / risk management

Cabinet could decide to reject or amend the proposals including (but not limited to) the following alternative options:

- a) Retain the status quo by not approving the remodelling of day centre provision, including:
 - Not decommissioning the three current day centres.
 - Not commissioning a new resource centre at Queens Walk.
 - Continuing to implement personal budgets where service users will choose to access community activities.
- b) Amend the proposals by approving the remodelling of day centre provision in part, including
 - Decommissioning two of the current day centres.
 - Commissioning a new resource centre at Queens Walk.
 - Retaining an existing day centre in the south of the Borough.
- c) Amend the proposals in line with the practice established by many other local authorities across the country, including:
 - Decommissioning all current day services.
 - Not commissioning a new specialist service at Queens Walk.
 - Moving to 100% community based activities.

Policy Overview Committee comments

None at this stage.

INFORMATION

Background

1. Cabinet agreed a commissioning plan for people with disabilities in January 2012 following a two month period of consultation with service users, stakeholders and the community. The Disabilities Commissioning Plan covered a wide range of issues including the use of personal budgets and the development of supported housing. The Plan also proposed a new resource centre at Queens Walk for people with complex needs alongside a range of community based opportunities for people using their personal budgets. Cabinet agreed at its January 2012 meeting to decommission Park View, Phoenix and Woodside Day Centres.

People with Complex Needs

The term “complex needs” is used when a service user has a learning disability and in addition at least one further disability which may be physical or sensory.

2. During 2012, the Council agreed to carry out further consultation in relation to the provision of future day services for people with learning disabilities and their carers/families. This second phase of consultation would be focused completely on the day centre proposals rather than the range of issues within the Disabilities Commissioning Team. It was acknowledged that further consultation would enable service users, families and carers to be provided with clear information on the impact these proposals would have upon them following the outcome of individual assessments and support plans of every day centre attendee. This information was not available during the first consultation. A second phase of consultation would also enable Cabinet Members to undertake a fully informed decision regarding the future of day services.

3. The consultation took place between November 2012 and January 2013. **Appendix 1** provides more details of the programme of scheduled meetings that took place during this period. This comprehensive consultation programme included the following elements:

- Discussions with service users and their carers/families as part of an assessment and support planning process focused on the specific needs of the individual and how they will be met.
- One to one meetings with service users, carers and families in a day centre or at home.
- A programme of larger meetings for service users and carers at day centres (including parent carer forum meetings) hosted by Council staff working in partnership with LINK.
- A survey for service users and carers/families available on line and in paper form, with the additional option of being able to complete on the telephone or at a meeting with a Council staff member.

4. The Council's proposals for change were sent to all service users directly as well as available on the Council's website from 1st November 2012.

5. This report includes:

- An executive summary of key points (immediately below).
- A summary of the assessment and support planning process.
- A summary of the views expressed by service users and by families/carers during the consultation.
- A summary of the responses to the Council's consultation survey.
- A revised Equalities Impact Assessment of the proposals.

Executive Summary

The model and provision of services in Hillingdon for people with learning disabilities has not been keeping pace with the needs of service users. There has been an over-reliance on traditional forms of service such as residential care and buildings based services as opposed to services which maximise independence, choice and access to the community as a whole.

The proposals contained in this report concern a transition from traditional day centres to a mixture of specialist services and community based activities, depending upon the specific needs of the individual service user.

In future, should the proposals in this report be agreed, service users in Hillingdon will have wider choices – a greater range of housing options and more support and control over daytime activities. Parkview and Woodside sites would be used to develop extra care housing for people with learning disabilities. Both day centres at these sites, along with the Phoenix day centre, would be decommissioned. A new state of the art resource centre at Queens Walk would be developed for those people with complex needs who need a specialist service. Other service users with moderate needs will receive a mix of specialist service as well being supported to access activities within the community as a whole.

All current service users accessing the day centres at Parkview, Phoenix and Woodside have undertaken assessments leading to a tailored support plan outlining how their needs will be met.

All of the relevant support plans have been signed off by parents and carers.

The outcome of a survey of service users, parents and carers also shows that the vast majority of respondents agree in whole, or in part, with the proposals contained in this report.

The case for change

6. There is a greater demand for services from the Council due to the increasing number of disabled people living in the Borough, with more complex and higher levels of need. People with learning disabilities need to be supported in a number of ways:

- Supported to have a full social life within the community, with all the choices and freedom that the rest of the community enjoys.
- Supported to live as independently as possible, ideally in their own homes, with all the support they need.
- Supported to work where this is a personal choice.

7. Social care services have not traditionally been set up to achieve these results:

- People with learning disabilities can be disconnected from the community, without any meaningful social and leisure activities. There has been a lack of information, a lack of support and a general lack of rigour to help people with learning disabilities access the variety of local mainstream services such as leisure centres, sports facilities, libraries, cinemas, restaurants and shopping centres. Instead, we have been too reliant on traditional approaches such as day centres.
- There may always be a need for residential care for people who truly require it. However, far too many people with learning disabilities live in more institutional forms of accommodation such as residential care. Hillingdon is out of step with the rest of the country by relying much too heavily on care homes for people who could live more independently if they had the opportunity to do so.
- Many people with learning disabilities want to be engaged in education or employment. There has not been enough support for people to enable this to happen.

8. People with complex needs will continue to need specialist services, specialist equipment and specialist staff to help them enjoy life and achieve their aspirations. However, there has been a tendency to refer people to existing Council provided services rather than develop a more personalised approach to delivering the outcomes that people need including helping people to live as full and independent a life as possible. This tradition is shown in the way the Council spends its care budget for people with learning disabilities. Hillingdon Council spend a higher proportion of this budget on institutionalised care than most other London councils.

9. This situation needs to change in order to provide people with disabilities with a modernised service tailored to individual needs.

The direction of travel

10. To help bring about the change that is needed, future service provision needs to ensure that people with disabilities are fully supported to lead full and active lives within the community, wherever possible. This report outlines proposals to make changes to the current provision of day services to individuals with learning disabilities as *part* of an over-arching programme of positive change.

11. We need to continue to support all service users with complex needs who require a “buildings based service” such as a day centre.

- People with learning disabilities with complex needs will continue to need specialist services and the Council will continue to provide for these as well as providing appropriate breaks for carers.
- However, some people with moderate learning disabilities are not only able to access more activities in the community but *actively want* to do so. Relying upon traditional day centres is not an acceptable replacement for community based activities that help people to lead richer lives.

12. We need to prevent an over-reliance on residential care for people with learning disabilities

- The Council is in progress with the delivery of a major programme of building new supported housing in order to help people – including people with learning disabilities – to live independently, often with 24 hour care and support available if required. This will help to bring an end to the days when people with learning disabilities are offered a choice of “residential care or nothing”.

13. We need to ensure that people are able to choose from a greater range of care and support options than the narrow range of services that have traditionally been available from the Council

- Personal social care budgets are increasingly being provided to service users so that they (along with their families and carers) can decide how to best use the resource that has been allocated to meet their assessed needs. While money must be used on helping to meet specific objectives (e.g. getting support for personal and home care), people can exercise much more choice and control over *how* the money is spent to meet these objectives.

14. These changes are being proposed as part of a national wave of change, promoted by successive governments over a number of years. Modernisation of services is the key driver, not financial savings.

15. There *are* some areas where the Council would ultimately spend less due to the changes being made. We have estimated that the Council would spend approximately £4.5m less year on year by adopting a range of changes outlined in the Council's Disabilities Commissioning Plan. Most of the savings relate to spending less on placing people in residential accommodation and using supported housing as a better alternative. Supported housing not only costs less than residential care but it also has the major benefit of being more appropriate for the majority of people with a learning disability.

16. However, the Council first has to spend in order to save. Building the new resource centre proposed for Queens Walk and building a range of new supported housing would require the Council to *invest* in excess of £42.5m in new areas (Councils Budget report 2013/14 to 2016/17, appendix 9, as presented to Cabinet on 20 December 2012). Clearly, this is not a cost cutting exercise.

"The convention followed by Finance reports is for savings quoted to be on-going unless otherwise stated."

Summary of service users' needs assessment and support plans

Assessment and Support Planning

Service User Assessment

The care manager undertakes the assessment with the service user and family. This provides a detailed narrative of the social care needs of the individual. The assessment also leads to the Indicative Personal Budget, the sum of money which is calculated by the assessment to meet the service user's needs. The assessment is agreed by the service user or carers and 'signed off' by them as a first stage of the process.

The Support Plan

The Plan is based on the needs identified in the assessment. It is the practical description of the plan of action and activities that will meet the person's needs as described in the assessment. The costs should be close to the Indicative Personal budget. The process is undertaken by trained day services staff who know the service users and their families well. These support plans have then been subject to quality assurance by an experienced member of staff. Again, support plans are signed off by both parents/carers and Council staff as valid and reasonable.

In summary:

- Assessments look at the social care and support needs of the individual.
- Support plans turns the assessment is into a series of activities as well as services that need to be purchased in order for the needs to be met.

The Carer's Assessment

Local authorities are now required to ensure that a carer's assessment is offered as part of

the overall process. This will look at the specific support needs of the carer, as opposed to the service user.

17. There are 88 people currently using the day centres. Of these, 56 live at home with parents/carers and 32 live in a private or voluntary sector residential home.

Service users living at home with parents/carers

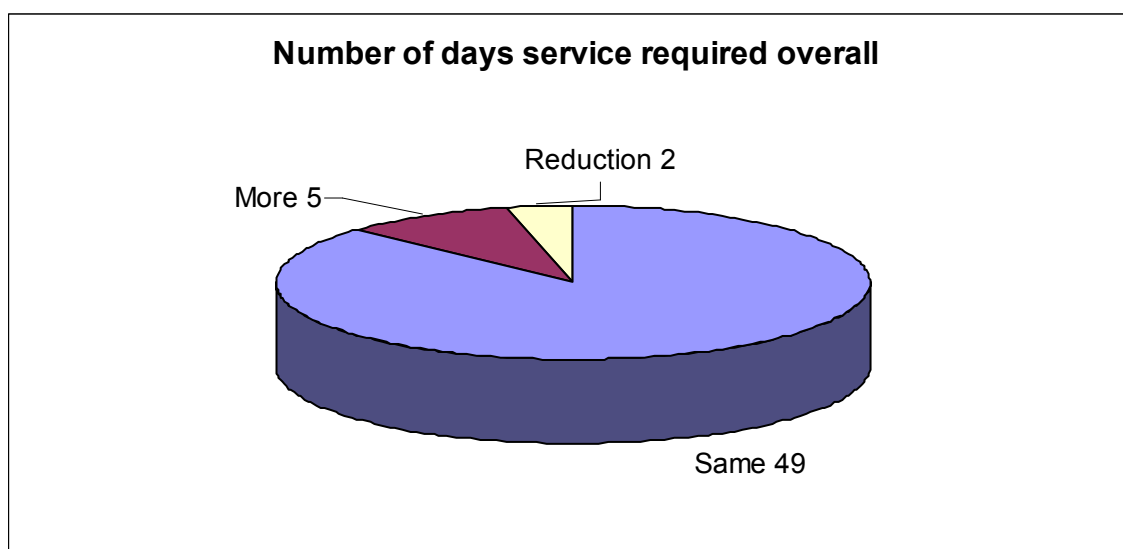
18. During 2012, the Council carried out detailed assessments of the social care needs of all 56 people who currently use the day centres. All of the support plans have also been carried out with close involvement of service users and families/carers. All 56 support plans have also been quality assured by the involvement of an independent “critical friend”. Most importantly, all 56 families have signed off the assessment and support plan.

19. All 56 service users and their families have therefore agreed to the new support arrangements and are in the process of receiving personal budgets to facilitate this. In addition, Carer’s Assessments were offered to 56 carers of day centre service users. Of these, 34 wished to undertake an assessment and these have also been carried out and signed off by the carer.

20. Now that the assessments and support plans have been agreed with service users and parent/carers, it is possible to examine an overall picture of the needs of these 56 service users who are currently accessing day centres.

21. Number of days service required by service users:

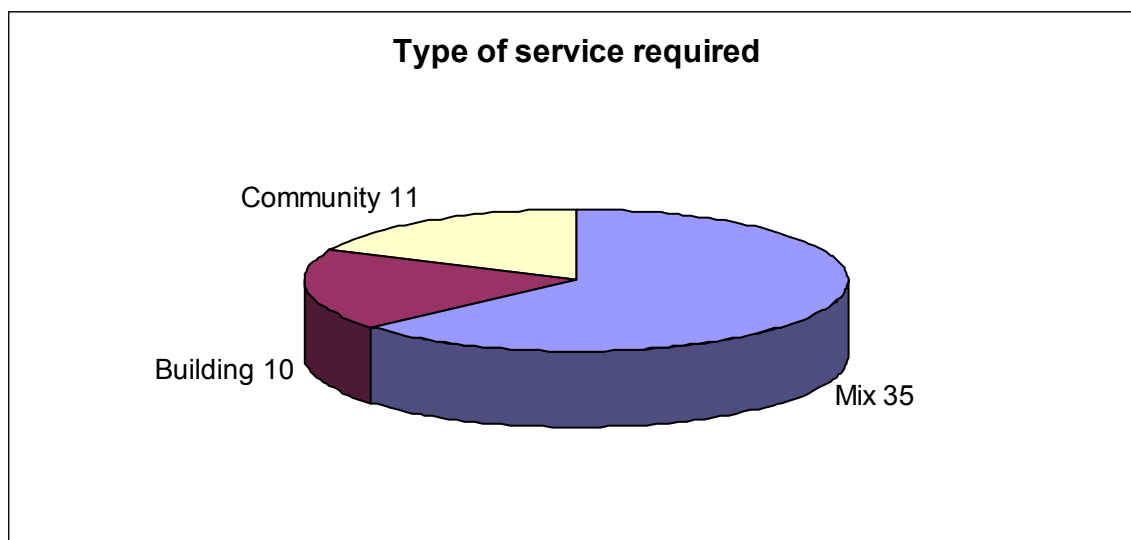
- The vast majority of people will receive the same number of days support (whether this is a specialist buildings based service or by accessing community activities) as they did previously.
- 5 service users will receive support on a greater number of days
- 49 service users require the same amount of support as they received prior to the assessment and support plan.
- 2 service users will receive support on a smaller number of days (agreed with both the service user and the parent/carers).



22. The type of support service users want to receive:

- A number of users (35) want a *mixture* of community activities and a specialist service (i.e. day centre). The type of community activity selected is based on the individual undertaking the support plan. A random sample of activities included within the 35 support plans include:

Ball game	Musical instruments	Visiting farms and zoos
Pampering/massage	Cinema	Theatre
Bowling	Playing snooker	College
Art/painting	Friendship Club	Drama class
Aromatherapy	Football matches	Visiting Kew Gardens
Cooking	Walking, climbing and swimming	Day trips

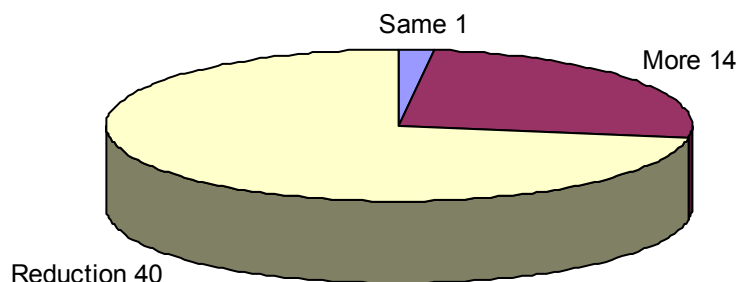


- Some service users (11) will have all their needs met accessing community based activities
- The remainder of service users living with parents or carers (10) will need a specialist service to meet their assessed needs. They will require a day centre place and will not be accessing any community based activities.

23. Number of days people will be supported in a day centre:

- 1 service user requires a greater number of days at a day centre or similar.
- 14 will require the same number of days at a day centre or similar.
- 40 service users will either (a) require a service at specialist buildings-based service such as Queens Walk but on a smaller number of days or (b) no longer require a buildings based service.

Number of days service required at a specialist day centre



All current service users who need a specialist service will continue to receive one.

- 45 service users (out of the 56 require a specialist building based service).
- 43 would receive a place at Queens Walk (should the proposals in this report be agreed).
- The remaining 2 service users needing a specialist buildings based service will attend private day centres (based on their choice).
- All support plans where these details are covered have been agreed by service users and parent/carers.

Service users living in private or voluntary sector residential accommodation

24. The 32 day centre users who are living in residential accommodation will be supported by their care provider to access day activities to meet their needs.

25. As part of a broader transformation plan, the residential accommodation itself is in the process of being deregistered and will be classified as supported living during 2013. This will ensure that service users have greater choice and control over the social care and support services they receive via the use of personal budgets. It will also mean that they will hold individual tenancies and have access to additional welfare benefits.

26. To enable a carefully planned transition for all 32 people from current day centre provision to being supported by residential providers (including access to community activities), transition plans were developed by the Council and discussed with the providers. Support plans have since been developed and are in the process of being implemented.

The proposals

27. The proposals are:

- For the Council to build a new resource centre at Queens Walk, South Ruislip for people with complex needs.

- For existing day centres at Park View, Phoenix and Woodside to be decommissioned with service users (a) helped to use personal budgets as part of a tailored programme of community based support and/or (b) supported at the new Queens Walk facility.
- For the sites at Woodside and Park View to be used to develop extra care supported housing (with 24 hour care and support on site), transforming the lives of 40 people with learning disabilities.
- For people who have been assessed as continuing to need a specialist buildings-based service to continue to receive services within the current day centres until Queens Walk is opened.
- Where an individual's support plan shows that transport needs to be provided and that alternatives are not available, for the Council to continue to provide transport to existing day centres and to Queens Walk when opened. Most of the service users who have been assessed as continuing to need a specialist service are in this category of needing transport to be provided.
- For care managers and support planners to work with the smaller number of people currently using day centres who will not need a specialist service in future in order to find personally tailored ways of meeting their needs in a range of activities and interests within the wider community. A wide range of options are already being explored here including:
 - Employing a personal assistant to support people how and where they need it.
 - Enjoying activities within the community such as educational, leisure, social and in some cases, work opportunities.
 - Maintaining social contacts and friendships with their peers.
 - Providing respite for carers where their needs have also been assessed so that they can continue in their vital role as carer.

28. In the future, the process where people with learning disabilities work with specialist helpers in the Council or in the voluntary sector to develop support plans that are tailor-made rather than "off the shelf" will become increasingly familiar, regardless of whether someone's needs require a specialist building based service or not. An independent support planning service provided by the voluntary sector will soon be available to people to complement the Council's own service. In addition, Care Place, a West London on-line directory of social care and other services, will help people to see the truly wide range of services that already exist in Hillingdon and neighbouring boroughs.

Equalities Impact Assessment

29. A refreshed equalities impact assessment has been undertaken in light of the completion of the assessment and support planning process. This is attached as **Appendix 4** in full. The key conclusions are detailed below.

30. The modernisation of day opportunity services for people with learning disabilities is intended to maximise the scope for day time activity needs to be addressed within a community setting and to therefore increase the choice, control and independence of disabled residents. The Council recognises that there are people for whom the complexity of their needs means that a community based solution is not an appropriate option and the development of a dedicated resource centre is intended to address this need.

31. Although there are no discernable adverse implications of the proposals in respect of the protected characteristics of ethnicity and gender, it is recognised that the proposed changes could have the following effects in respect of disability:

- *Modernisation of day services will result in change which some users who have been in day services for a long time and/or those who find disruption to their routine difficult.*

This will be addressed through good transition planning that will involve, if required, external advocacy provision to ensure that service users' voices are heard. The intention through good transition planning is to make the change process a positive experience for service users.

- *The 11 service users living in the community with less complex needs and the 32 people living in private and voluntary provided services could lose the friendships they have established with other people with learning disabilities in the day centres.*

There will still be opportunities for friendships to be maintained through the establishment of friendship clubs where this is identified by users and/or their carers as being important to them.

- *The 32 service users of day services in the private & voluntary (P&V) sector could become isolated if alternative day time activities are not put in place.*

Support plans have been devised for each individual that show how day time activity needs will be met. As care homes provided by the third sector are deregistered during 2013/14 service users will have access to Personal Budgets that will provide them with more innovative ways of addressing their day opportunity needs, as well as providing them with tenancies and access to additional sources of funding.

- *Greater choice and control could create opportunities for abuse.*

Personalisation enables vulnerable people to have potentially much more fulfilling lives but this has risks associated with it. Mitigation of this risk comes through the pre-paid card which helps to alert the Council to financial abuse, as it enables to see exactly how the Personal Budget is being spent. If the spend pattern does not match the support plan then we can respond to this early alert.

Service providers can also be removed from the online directory of services (Careplace) where quality standards are not being met. The receipt by the Council of complaints from users and carers would be a good indicator that this is happening. It is intended that service users will also be able to upload their reviews of services they have used so that other potential users can see these before making decisions about how to spend their Personal Budgets.

The Council's Inspection Team will also continue to inspect providers, especially where users, carers and other stakeholders have raised concerns.

- *There are carers living in the south of the Borough who will have to travel to the north of the borough, which could have additional cost and time implications for them.*

Of the 43 people who will be expected to attend Queens Walk, 22 will have an increase in travelling and the remainder will either have a reduction in travel time or will have the same distance to travel. The impact of the changes is balanced across the borough. However, 60% of the carers of the day centre service users living in the community are aged over 65 and 25% aged 70 and above and their ability to continue in their caring role will need to be kept under review. This will be addressed through the carers' assessment process and their needs will be reflected in the support plans developed for the people with learning disabilities that they are caring for.

The employment of PAs through directly managed Personal Budgets can provide a more flexible way of addressing the needs of people with learning disabilities that enhances their independence and give carers peace of mind. The supported living programme also provides a means of maximising the independence of people with learning disabilities.

Financial Implications

32. The savings included in the MTFF¹ of £3,416k are net and make due allowance for replacement costs and are additional to the £1m savings achieved in 2012/13 following the opening of supported living facilities such as Glenister Gardens. The savings are calculated on an assumed rate of transfer of people from residential placements into community based accommodation over the MTFF period. They take into account an assumed level of on-going need for transport; a building based resource centre; the expected value of individual personalised budgets; rising demographics, as well as the ongoing cost of maintaining a number of people in residential placements. It should be noted that the MTFF and associated capital programme would need to be revised if the proposed changes were to be amended.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

33. This is described in paragraphs 21 – 26.

Consultation Carried Out or Required

34. Following the two month consultation undertaken during 11/12, this second phase of consultation focused on the changes proposed to day centres. The consultation was designed to ensure that all service users understood the impact the proposals would have on them (particularly in light of the assessment and support planning process that had been undertaken) and had every opportunity to comment, agree or disagree with the proposals.

35. The focus of the consultation was on the following:

- All service users and their carers who currently attend Parkview, Phoenix or Woodside.
- A wide range of community groups and other stakeholders who have an interest in these proposals.
- Parents of children in transition to adulthood.
- Members of the Parent Carers Forum.
- Members of the Disabled Children in Transition Steering Group.

¹ The Councils Budget report 2013/14 to 2016/17, appendix 5c (ref Re1a/b), as presented to Cabinet on 20 December 2012

- Members of the Disability Assembly and Older People's Assembly.
- Members of the Learning Disability Partnership Board.
- Members of the Learning Disability Forum.

36. The second round of consultation was comprised of:

- Individual meetings with service users and their carers.
- Larger group meetings including service user and carer forums.
- A survey available on the website with hard copies sent to people to complete if they wished.
- Consultation with voluntary organisations.

37. The consultation plan is attached as **Appendix 1**. Service users and carers were offered the opportunity to take part in the survey, in group meetings and also to have their own personal meeting with Council officers in order to discuss their individual situation at a time and place of their choosing.

38. Information from this consultation is summarised in **Appendix 2** so that the Cabinet is able to make an informed decision on these proposals in light of the views of service users, families and carers, and other stakeholders.

Delivery of the Consultation Plan

39. During the consultation, all current day centre service users were given a number of different opportunities by which to express their views. One to one meetings with service users and their families were a particularly strong feature, making sure that people understood the proposals and the impact upon them personally. For example, the individual assessment and support planning that had been undertaken enabled people to understand whether they would have access to specialist services such as Queens Walk.

40. Of the 56 service users living at home with parents/carers, all those who requested a face to face consultation meeting have received one. 29 parent/carers have received a face to face consultation meeting as a result (mostly face to face with some undertaken by telephone). Of the 32 service users living in private and voluntary residential accommodation, all of those who requested a face to face consultation meeting have received one. 19 consultation meetings have taken place.

Key points arising from consultation

41. In this second phase of consultation, most people wanted to discuss *the manner* in which the Council proposed to make the changes, as opposed to offering challenges or disagreement with the proposals themselves. Issues such as the capacity and design features of the proposed Queens Walk development were common.

42. There was a generally positive response to the consultation itself with many comments from parents/carers on the clarity of the proposals, compared to the first consultation the previous year. This was enabled by the assessment and support planning process which allowed all service users, parents and carers to clearly envisage the way people would have their social care needs met in future. Most notably, a number of parent/carers who had been previously reticent or opposed to the original proposals complemented the Council on the thoroughness of the support planning process and were clearly pleased with the outcome. Those parent/carers looking after a person with complex needs were now able to have

confirmation that a place at the Queens Walk facility would be available which clearly helped to ease concern about the Council's proposed direction of travel.

43. The survey on the proposals led to the following outcome:

- Over 96% of those responding stated that the assessment and support planning process met their needs in full or in part.
- **Over 96% of respondents said they understood the proposals in full or in part.**
- 87% of respondents said they had received sufficient information on the proposals.
- **87% of respondents agreed with the proposals in full or in part.**
- 87% of respondents said they were very satisfied or satisfied with the proposed design of Queens Walk.

A copy of the original survey is provided as **Appendix 3**.

44. There are still challenges to be faced. A minority of parents and carers clearly retain concerns about the proposals and the impact upon their own caring responsibilities and the people they care for. Cabinet will be able to note the concerns as summarised in the report, as well as the responses provided by officers. However, Cabinet should also note that 100% of parents and carers have agreed with the support plan which is, in effect, the practical application of the proposals contained in this report.

5. CORPORATE IMPLICATIONS

Corporate Finance

45. The proposal to decommission existing day centres at Park View, Phoenix and Woodside was due to take place in 2012, as part of the transformation of Adult Social Care from a traditional institutional approach to supporting people to access more community services and help proactively maintain independence, but has been delayed due to issues concerning the consultation process. One of the outcomes from implementing this more person-centred approach is the reduced costs compared to the traditional approach. The case for change remains the same as considered by Cabinet in January 2012 and approval to proceed with the closure of these centres and proposed changes to move to supported provision within the community will allow these reduced costs to be reflected in the refreshed MTFF for 2013/14 – 2016/17.

Legal

46. Cabinet is being asked in this report to decide on future service provision for people with learning disabilities. In January 2012, Cabinet made a number of decisions in relation to the Disabilities Commissioning Plan 2011-2015 which included the decommissioning of Phoenix, Woodside and Park View day centres.

47. Judicial review proceedings were brought against the Council in the High Court on behalf of three service users on the basis that the decision to decommission the above day centres was unlawful as the consultation process which the Council had followed was deficient and the Equalities Impact Assessment which it had carried out was inadequate. With regard to the consultation, the principal complaint against the Council was that it had failed to give any information to service users and their carers in relation to the type and extent of services they would receive if a decision was made to decommission the day centres. The proceedings were defended by the Council.

48. The judicial review proceedings were settled on the basis that the Council carried out a further consultation exercise; the main objective of this exercise would be to assess the service users and ensure that they had support plans in place. It was agreed that the consultation which led to the January 2012 decision would stand and the further consultation would supplement, and not replace, it.

49. The further consultation has now ended and Cabinet has a number of recommendations before it. In order to minimise the risk of a further legal challenge being brought against the Council, it is important that Cabinet approaches its decision-making with a fair and open mind and it carefully weighs up all options available to it. Cabinet should also ensure that, in accordance with established administrative law principles, it takes into account all relevant considerations which are contained in the report and disregards irrelevant considerations.

50. Examples of relevant considerations are the need for the Council to modernise services for people with learning disabilities in accordance with the Government's policy, the consultation responses, the fact that all support plans have been agreed and finally, the Council's Equality Act duty.

51. The last three considerations set out above are particularly significant and therefore will be dealt with separately under the following headings:

Consultation responses

52. Consultation by public bodies is not an exact science and a body of case-law has built up over the years, setting out the Courts' approach to challenges that consultation exercises have not been lawfully conducted. The leading case is *R v London Borough of Brent ex parte Gunning* in which the Court set out four legal principles which all public bodies should have regard to when undertaking consultation exercises. The last of these principles is that 'the product of consultation must be conscientiously taken into account when the ultimate decision is taken'.

53. The responses to the latest consultation exercise are summarised in the Appendices to the report. Whilst the majority of the responses are positive, some negativity has still been expressed in relation to the closures of the day centres. Provided that Cabinet conscientiously considers all the consultation responses, it is entitled to weigh the balance of the positive responses against the negatives and to make its decision accordingly.

The Support Plans

54. As indicated above, individual assessments had yet to take place so personalised support plans had not been formulated at the point of the first consultation exercise. This has now been fully addressed; not only have the support plans been put into place but they have also been signed off by the service users and their families. Carers Assessments have also been signed off by those 34 carers who wanted an assessment.

The Council's Equality Duty

55. Section 149 of the Equality Act 2010 provides that a public authority must, in the exercise of its functions, have due regard to the need to-

[a] eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

[b] advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

[c] foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

56. Public authorities generally demonstrate that they have complied with the above duty by carrying out an Equalities Impact Assessment. Cabinet will note that officers have carried out a fresh Assessment which takes into account the latest consultation exercise. It is a thorough document and it is the Borough Solicitor's view that it meets the Council's legal duty as set out above. It is important that Cabinet takes the Assessment fully into account in its decision making.

6. BACKGROUND PAPERS

57. NIL

Day Services Consultation Plan of Events

Date/ Time	Activity	Location
5 November 2012 10.30 to 15.30	Interviews	Phoenix Day Centre
5 November 12 (morning event)	Parents of Children in Transition, via the Launch of the Parent Carers Forum event	Civic Centre
5 November 12	Disabled Children in Transition Steering Group	Civic Centre
6 November 12	Learning Disability Forum	Civic Centre
7 November 12 10.30 to 15.30	Interviews	Parkview Day Centre
8 November 12 10.30 to 15.30	Interviews	Parkview Day Centre
9 November 12 10.30 to 15.30	Interviews	Phoenix Day Centre
13 November 12 10.30 to 15.30	Interviews	Woodside Day Centre
13 November 12 10.30 to 12.30	Presentation, Parent Carers Reference Group	CR4, Civic Centre
14 November 12 10.30 to 15.30	Interviews	Woodside Day Centre
16 November 12 10.30 to 15.30	Interviews	Woodside Day Centre
19 November 12 14.00 to 15.00	Presentation at the Parent Carers group	Phoenix Day Centre
19 November 12 10.30 to 14.00	Interviews	Phoenix Day Centre
20 November 12 13.00 to 15.00	Presentation Learning Disability Partnership Board	Civic Centre
20 November 12 10.30 to 11.30	Presentation at the Parent Carers group	Parkview Day Centre
21 November 12 10.30 to 15.30	Interviews	Woodside Day Centre
22 November 12 10.30 to 15.30	Interviews	Parkview Day Centre
26 November 12 10.30 to 15.30	Interviews	Phoenix Day Centre
27 November 12 10.30 to 12.00	Presentation at the Parent Carers group	Woodside Day Centre
28 November 12 10.00 to 11.30	Presentation at the Parent Carers Support Group for People with a Learning Disability	Christ Church

Date/ Time	Activity	Location
28 November 12 10.15 to 11.15	Service User Meeting	Woodside Day Centre
29 November 12 10.30 to 15.30	Interviews	Woodside Day Centre
3 December 12 10.30 to 12.30	Presentation at the Parent Carers group	Merrimans House
3 December 12 10.30 to 15.30	Interviews	Parkview Day Centre
4 December 12 1-2.30	Children in Transition	CR 4
4 December 12 10.30 to 15.30	Interviews	Phoenix Day Centre
5 December 12 10:30 to 11:30	Service User Meeting	Parkview Day Centre
5 December 12 10.30 to 15.30	Interviews	Woodside Day Centre
6 December 12 5.00 – 6.30	Children in Transition	CR 4

Summary of views expressed during consultation

1. During the consultation, all current day centre service users were given a number of different opportunities by which to express their views. One to one meetings with service users and their families were a particularly strong feature, making sure that people understood the proposals and the impact upon them personally. For example, the individual assessment and support planning that had been undertaken enabled people to understand whether they would have access to specialist services such as Queens Walk.

2. In this second phase of consultation, most people wanted to discuss *the manner* in which the Council proposed to make the changes, as opposed to offering challenges or disagreement with the proposals themselves.

3. Typical subjects people wanted to discuss

- Clarification of the proposal e.g. moving from three day services to one specialist resource centre.
- Availability of transport for those who required it
- Details of how Queens Walk will operate (e.g. skills levels of staffing, programme of activity)
- Details of the facilities that will could be included within the Queens Walk design (e.g. opening times, facilities for people for challenging behaviour, availability of quiet areas, garden space, use of the hydro-therapy pool, café etc)
- Capacity at Queens Walk
- Queries about support plans – including the process for service users and carers signing them off

4. What did service users say?

- It's a good idea
- I like it there
- I like the coffee shop
- I will be sad
- I think it is good
- I would like to do paid work in the kitchen
- I would like to have a job

5. Comments from parents and carers – in favour of proposals

It is definitely clearer than the last consultation.

The plan of Queens Walk is wonderful.

I am pleased to see that you have taken on board the need for quiet rooms or a 121 room and this plan (for Queens Walk) is quite different from the original. I am very pleased to see it. Well done. It is much better.

My son has swimming included in his support plan, which he loves, and with the support of the link worker who knows what he likes and what he doesn't like, and we are happy with his plan. We have also looked at supported housing and the visits have gone really well and we are impressed. Everything could be very much in our son's favour now if things work out. He is a bit bored in our company now, especially at weekends and will find living with others to be more enjoyable.

Parents have been worried about the proposed closures but the new facility will reassure parents who have children with complex needs and who are not able to attend college due to their complex needs.

I am very pleased to note that Hillingdon is trying to retain a building based service.

I am just thankful that the borough is providing specialist services for people with specialist needs

6. Comments from parents and carers – concerns about the proposals or challenges to the proposals

In this section, comments made during the consultation which were more challenging concerning the proposals or which suggested alternatives are summarised. A response to each point is also provided, summarising the typical response provided by officers during the consultation itself.

<i>We are very pleased with the agreement in principle (regarding closure of day services and opening of Queens Walk). However, we are concerned that Queens Walk will only support the top 2 bands (critical and substantial needs).</i> <i>Will the capacity at Queens Walk be enough to cope with the demand?</i> <i>Will there be a consideration of the need for a facility in the south of the borough?</i>	Based on the recent assessments that have been carried out, it is clear that the Council will be able to meet the needs of all current day centre service users with complex needs within one service. The MTFF as part of its approach will annually review demographic pressures for Adult Social Care and will, via the MTFF, make recommendations to meet these challenges. As the support planning process shows, service users without complex needs are able to have their needs well met by developing

	personalised arrangements including community based activities.
<i>I will find Queens Walk difficult to access from Hayes as I do not drive and am concerned I will not be able to attend parent meetings.</i>	All service users will receive assistance with transport to and from Queens Walk where there is an identified need for the service user and the carer. This will include consideration of carers respite needs. In terms of parent/carers attending meetings, these are held in a number of venues including the Civic Centre so there remains flexibility about how and where parent/carers engage with the Council. Minutes of all meetings can be sent to parent/carers on request.
<i>I would want to ensure that the cladding (of Queens Walk) is such that it will not deteriorate as the Wren Centre building</i>	If the proposal is agreed, architects will ensure that the cladding is attractive, robust and fit for the lifespan of the building. Early discussions have already concluded that the cladding would not be a wood that would deteriorate with age and weather but something that would retain its features.
<i>Transition will need to be managed carefully for these service users who cannot accept change. Two changes caused by moving to Phoenix from Parkview and onto Queens Walk may be difficult.</i>	This is agreed. Careful transition planning will be made for each individual service user if the proposals are agreed.
<i>I understand what you propose. I don't understand why you propose it. If the service is not broken, don't fix it. People have been asked before about change and the changes in the past took a long time to implement as the service users were upset by change. I think that the proposals to go out are already being done – this day centre provides this and has already done so. For people less disabled, they will miss out on friendship and companionship by reducing the days in service and it is hard</i>	The main reasons for the proposals are to modernise the service (as outline in the early section of this report). Maintaining friendships and socialisation is a core feature of all support plans. Day centre attendance is a core feature of many of the support plans. Maintaining friendships by jointly engaging in community activities is another.

<i>to maintain contact with established friends which is traumatic for the service users.</i>	

The following are additional points made within the Labour Group response to the consultation that are not responded to elsewhere in this report.

<i>The Council's proposals clearly state that the number of disabled people with complex needs is increasing. Why close day centres when this is happening?</i>	The Council's proposals also state that the service itself needs to be modernised so that people with learning difficulties are able to access the same range of opportunities as the rest of the community. Specialist building based provision will continue to be offered to people with complex needs but will not be required by others. At present there is an over provision of day centres where needs can be met more appropriately in the community, with better outcomes for service users.
<i>Capacity at Queens Walk is still uncertain.</i>	The proposed facility at Queens Walk would cater for 35 people per day and around 70 people over the course of the week (on the basis that not all people with require a 5 day per week service).
<i>While Queens Walk will be "state of the art", facilities in residential care homes and in supported housing will not be able to match this. The Council is creating a "two-tier" system of provision therefore.</i>	The proposed facility at Queens Walk has been designed with many features appropriate for people with complex needs. Supported housing provides for care and support for people who have a greater capacity for independent living so it is difficult to compare with a specialist resource centre. Similarly, people living in residential care will be in receipt of an appropriate 24 hour per day care and support service. Most of the residential care facilities where relevant service users currently reside are in a transition process of becoming supported housing during 2013. Service users will be in receipt of personal budgets as part of this process and will have the same level of choice and control over their care and support as

	others. Overall, this is a system that enables a wide range of provision from independent living to residential care and from community activities to specialist building based services, depending on the needs of the individual.

37. Summary of the survey

31 people completed the survey – this includes people completing on line or as part of a face to face consultation meeting.

Now that there has been an assessment and there is a support plan in place, do you agree that this plan meets your needs?	Yes 18 No 1 In part 12

- Most of the comments were positive.
- A number of parent/carers completed the survey after the assessment and support planning discussions but prior to receiving a copy of the support plan so were cautious about stating that the plan fully met their needs
- Typical comment: “Buildings based for 4 days. We are getting a personal assistant for the 5th day who will take our child swimming, which he loves, and to other activities.”
- Some concerns expressed about the travel arrangements and the impact on carer’s respite time from moving from the existing day centre to Queens Walk

You were invited to take part in a carer’s assessment. If you took part in one of these, do you have any comments?

- Typical comments included:
 - Comments were overwhelmingly positive about the carer’s assessment process as well as the outcome.
 - “They covered everything we though was important.”
 - “The support planner was very good and thorough.”

Included in the Support Plan is a Contingency Plan for alternatives. Do you have any comments relating to this?

- Typical comments were positive or neutral, describing elements of the contingency plan which was in place.
- “The contingency plan is for my sister to take care of B.”
- “If the PA is unwell or unable to attend, R will go to the day service. If R is really unhappy with the 4 days at the day service plus one in the community, it will revert back to 5 days. Both of these contingencies suit me.”

You have recently received further information relating to the proposed changes to day services. Did you understand the proposals?	Yes 24 No 0 In part 6 No response 1

- As shown by the response above, most people stated they were clear about the proposals. Comments were generally positive or neutral.

Do you feel that you have had enough information?	Yes 27 No 4

Do you agree with the Council’s proposals to modernise the provision of services for people with a learning disability, including the facility at Queens Walk and community based activities?	Yes 16 No 4 In part 11

- The vast majority of respondents were in favour of the proposals wholly or in part. Typical positive comments included:
 - “My son will be kept occupied as there are many activities [In his support plan].”
 - “It is right for H and the day spent accessing community activities will suit her as she likes going out, noise, people and water so if she is taken swimming she will enjoy it.”
 - “Queens Walk is a good idea, as the current day service is limited and there should be more variety which I think the new facility could provide.”
 - “It’s giving people opportunities to do things they have never done before. If you don’t try, you won’t know.”
- Some people took the opportunity to express concerns about the proposals. Typical comments included:
 - “I have a view there should be two day centres. To get to Queens Walk will be very difficult. I do not drive. It would take three buses and a little walk or two buses and a long walk to get there.”
 - “We don’t think this is modernisation by having only one place – it should be several. “
 - “No problem modernising a service but no need to change buildings – this current day service has its own community made up of service users, parents, carers and staff and this will be broken.”

Now that you have seen the concept plan for Queens Walk, how satisfied are you with the design of the proposed facility?	Very Satisfied	11
	Satisfied	13
	Neither	4
	Dissatisfied	1
	Very Dissatisfied	1
	Not sure	1

- The vast majority of people were satisfied or very satisfied with the design of Queens Walk. Typical comments included:
 - “There are a lot of things there for different people with different needs.”
 - “It’s a good plan and everything is there for the people.”
 - “Everything going on there that N loves. He loves drama, music and art. He hates swimming so he will not like that.”

Are there any alternative options that you would like to tell us about?

- 3 people said that Parkview should remain open
- 1 person said that Queens Walk should be used for supported living development so that Parkview could remain open.
- 2 further people requested that the borough needed 2 day centres
- 2 people requested that Woodside remain open
- 1 person said that Parkview and Phoenix could be combined or Woodside expanded to prevent the need for Queens Walk.

Day Services Consultation

1 November to 14 December

- This survey is an opportunity for you to give your views on the day centre proposals, the assessment process and support planning.
- Your comments will be used to inform the decision-making process of the Cabinet in January 2013. It is therefore important for you to give your views in as much detail as possible.
- It is very important that you explain why you feel either satisfied or dissatisfied with any elements discussed in this survey so that we can address any issues.
- Please give specific examples where you can.

Summary of proposals

- Subject to this consultation, and the views of people expressed, the Council would develop a state of the art facility at Queens Walk. This “specialist building based” service would be focussed on supporting those with the most complex need and/or to provide respite for carers where no other service was available.
- If current day centre users have a need for an ongoing “specialist buildings based” service, this will be included in the individual Support Plan.
- Service users who have been assessed as needing a specialist buildings based day service would continue to attend one of the existing day centres until a new facility was available.
- Council transport would be provided for Queens Walk users where there is a need that could not be met by any other means (as part of the support plan).

Q1i Personal Details

Name of
Carer(s)
Name of
User(s)
Address

Contact
Numbers

Q1ii Interview Details

Interviewer

Venue

Date and time

The Assessment and Support Planning

Q2 Now that there has been an Assessment and there is a Support Plan in place, do you agree that this plan meets your needs?

Yes ☐ No ☐ In Part ☐

Why do you say that?

Q3 You were invited to take part in a carer's assessment; if you took part in one of these, do you have any comments relating to this?

Q4 Included in the Support Plan is a Contingency Plan for alternatives; do you have any comments relating to this?

The proposed changes to day services

Q5 You have recently received further information relating to the proposed changes to the modernisation of Day Services. Please answer the following questions relating to this:

Did you understand the proposals?

Yes

☐

No

☐

In part.....

☐

Why do you say that?

Q6 Do you agree with the Council's proposals to modernise the provision of services for people with a learning disability, including the facility at Queens Walk and community based activities?

Yes..... ☐

No ☐

In part ☐

Why do you say that?

Q7 Now that you have seen the concept plan for Queens Walk, how satisfied are you with the design of the proposed facility?

Very Satisfied..... ☐

Dissatisfied..... ☐

Satisfied ☐

Very Dissatisfied..... ☐

Neither/nor..... ☐

Not sure ☐

Q8 Are there other alternative options that you would like to tell us about?

Q9 Do you feel that you have had enough information?

Yes ☐

No ☐

Don't know..... ☐

General Comments

Q10 Do you have anything else you want to tell us about the proposals, including the Assessment or Support Planning?

Signature:

- I agree that my comments have been summarised by the interviewer and that they reflect my views.
- I understand that these views will be summarised within the written report that will be submitted to Cabinet for final decision.

Q11 Sign here:



Impact Assessment

STEP A) Description of what is to be assessed and its relevance to equality

What is being assessed? E.g. review of service, change to policy, restructure, decommissioning a service, tendering for a new service

The decommissioning of the three day centres below for people with learning disabilities, the commissioning of a new resource centre in Queens Walk, South Ruislip for this user group:

- Phoenix Day Centre , Bourne Court , South Ruislip HA4 6SW
- Woodside Day Centre , 401 Uxbridge Road, Hayes UB4 0RE
- Park View Day Centre, Farriers Close , Hillingdon , UB8 3XG

The proposal is to offer users of these services greater choice and independence by providing them with Personal Budgets and supporting them to access community based services. Those users with more complex needs would then have the option of being provided with support in a resource centre for people with learning disabilities based on a site in Queens Walk, South Ruislip. The three existing day centres would then be decommissioned. It is intended that the sites of the Park View and Woodside Day Centres would then be used to develop supported housing for people with learning disabilities. This would provide a realistic alternative to residential care provision for this user group.

In addition, it is also proposed that people with learning disabilities living in residential homes provided by the private and voluntary sector (P & V) should have their day opportunity needs addressed by their residential home provider. This is intended to reflect the fact that the Council is funding 24 hour care provision in care homes.

Who is accountable? E.g. Head of Service or Corporate Director

Linda Sanders, Corporate Director of Social Care and Health

Date assessment completed and approved by accountable person

21st January 2013. An earlier impact assessment was completed on 16th December 2011. This subsequent assessment has been completed to reflect further consultation with users of day services and their carers and families following a review of their needs and the completion of their support plans.

Names and job titles of people carrying out the assessment

Colin Sowerby – Service Manager, Disabilities and Transformation

Sandra Taylor – Service Manager, Older People & Learning Disability Provider Services
Gary Collier – Service Manager, Commissioning
Beverley Grayley – Disabilities Commissioner
Jan Major – Team Manager

A.1) What are the main aims and intended benefits of the service, function, policy, and/or procedure you are assessing?

Three Day Services for people with learning disabilities provide traditional buildings based services and activities such as social education, employment, recreational and leisure programmes.

1) **Phoenix Day Centre** – Day Service that provides services for a maximum of 22 people per day who have complex and high needs with profound physical and learning disabilities.

2) **Parkview Day Centre** – Day Service that provides services for a maximum of 43 people per day who have complex and high needs with profound physical and learning difficulties.

3) **Woodside Day and Employment Centre** – Day Centre that provides services for a maximum of 60 people with learning disabilities.

The private and voluntary sector is providing residential care to 32 people with learning disabilities in 14 care homes. Many of these residents were previously supported in long stay hospitals provided by the NHS or private healthcare market.

A.2) Who are the users or beneficiaries? What is their equality profile?

a) Users/Beneficiaries

There are currently 88 people with learning disabilities using day centres and of these 56 live at home with parents or other family members who are their carers and 32 live in residential homes provided by the private and voluntary sector. Table 1 shows the average amount of time that people with learning disabilities have been using learning disability day services.

Table 1: Average Length of Time in Learning Disability Day Services	
Day Centre	Average Period (Yrs)
Park View	13
Phoenix	8
Woodside	9

Source: Disability Provider Services Jan 2013

Table 2 provides a breakdown of the total number of days that people are being supported in the three day services at present.

Table 2: Number of Days Supported in Current Day Services			
No of Days	Phoenix	Park View	Woodside
A. Community			
1	0	0	0
2	1	1	3
3	1	1	2
4	0	0	5
5	8	12	21
TOTAL COMMUNITY	10	14	32
B. P & V			
1	0	0	0
2	2	0	4
3	0	2	1
4	2	8	11
5	0	0	2
TOTAL P & V	4	10	18
SERVICE USER TOTAL	14	24	50

Source: Disability Provider Services Jan 2013

As a result of assessments and the support planning process the following has been identified about the 56 users living in the community:

- 35 people require a mixture of community based services and a specialist building-based service;
- 10 people have needs that can only be met in a specialist building-based service;
- 11 people have needs that can all be met in the community

The assessment process has shown that of the users living in the community:

- 5 people will need a greater amount of support;
- 49 will require the same; and
- 2 will require less

A result of the support planning process is that 37 users will have their Personal Budget managed by the Council, 13 will have a mixed budget, i.e. a part that is managed by themselves and a part that is managed by the Council and 6 will have a completely self-managed Personal Budget.

Table 3 shows the current number of people with learning disabilities using day centres who are also using Council provided transport.

Table 3: Numbers of Day Centre Users with Learning Disabilities Accessing Council Provided Transport		
	Community Based Users	Users in P & V Sector
Park View	11	9
Woodside	27	15
Phoenix	8	1

Source: Disability Provider Services Jan 2013

29 service users living in the community will continue to have transport provided by the Council. The remaining service users will either be supported to use public transport or will be assisted by parents or Personal Assistants (PAs).

Service Users in P & V Sector

The 32 users of day services living in the P & V sector live in a combination of:

- 12 residential care homes provided by third sector providers, 11 of which it is intended to approach the Care Quality Commission to de-register as care homes. They will then be established as supported living, which will enable residents to have tenancies, claim Housing Benefit and also access other benefits;
- 2 care homes provided by the private sector; and
- 1 supported living scheme provided by a third sector provider.

The needs of these users will be addressed through the following:

- *Community based activities*, e.g. college, gardening, Hillingdon Community Farm, cinema, shopping, swimming and sporting activities.
- *Building-based activities in a community centre*, e.g. arts and crafts, music, keep fit, dance, games.
- *Home based activities*, e.g. independent living skills-related activities like meal preparation, laundry, cleaning and computer games.

b) Equality Profile

The 2011 census shows the population of Hillingdon to be 273,936, with an almost 50:50 split between men and women, i.e. 49.6% men and 50.4% women. 35,178 residents are aged over 65 and 174,638 aged between 18 and 64. The census also shows that 39% of Hillingdon's population are from Black and Minority Ethnic (BME) communities.

Equalities data shows that 60% of people with learning disabilities are male. Table 3 provides the equalities profile of the adults with learning disabilities accessing services funded by the Council under its social services responsibilities.

Table 3: Equalities Profile of Adults With Learning Disabilities Accessing Community Care Services			
	18-64 Years	65+ Years	Grand Total
Equalities			
White Total	317	41	358
Mixed Total	10	0	10
Asian/Asian British Total	69	0	69
Black/Black British Total	21	0	21
Chinese or Other Total	11	0	11
Gender			
Male	264	21	285
Female	164	20	184
Grand Total			469

Source: Protocol January 2013 (RAP 1/04/12 – 31/12/12)

The equalities profile of people with learning disabilities living in the community who are accessing Council provided day centres is shown in table 4 below.

Table 4: Equalities Profile of People with Learning Disabilities Accessing Council Provided Day Centres			
	Parkview	Woodside	Phoenix
TOTAL NUMBER	24	50	14
Male	13	31	7
Female	11	19	7
AGE			
18 -64	24	47	14
65 +	0	3	0
Total	24	50	14
DISABILITY			
Learning Disability	24	50	14
Physical Disability	12	7	9
Hearing Impairment	2	2	3
Speech Impairment	22	29	14
Visual Impairment	3	2	5
Mental Health	1	2	7
Health, diabetes etc.	6	2	14
ETHNICITY			
Asian/Asian British	3	13	-
Indian	3	1	3
Pakistani	-	1	-
Bangladeshi	-	1	-
Tamil	-	1	-
Other Asian	-	-	-
Black or Black British	1	3	-

Caribbean	-	1	-
African	-	-	-
Somali	-	1	-
Other Black	-	-	-
Chinese or other ethnic group	-	-	-
Mixed Group	-	-	-
White and Black Caribbean	1	-	-
White and Black African	-	-	-
White and Asian	-	-	-
Other mixed background	-	-	-
White British	16	22	10
White Irish	-	2	1
Turkish	-	-	-
Turkish Cypriot	-	-	-
Kurdish	-	-	-
Albanian	-	-	-
Kosovan	-	-	-
Other	0	1	-
Total	24	50	14
COMMUNICATION			
English	17	50	14
Other language	6	-	5
Non verbal	22	7	13
Large print	-	1	-
Audio tape	-	-	-
Computer disc	-	-	-
Sign language	1	11	1
Translator	-	-	-
Support Worker present	-	1	-
RELIGION/BELIEF			
No religion/non religious	1	-	3
Buddhist	1	-	-
Muslim	1	3	2
Christian	20	36	6
Sikh	-	11	1
Hindu	2	-	2
Jewish	-	-	-
Humanist	-	-	-
Other	-	-	-
Total	25	50	14

Source: Disabilities Provider Services January 2013

Table 5 provides the equalities profile of people with learning disabilities living in residential homes provided by the private and voluntary sector.

Table 5: Equalities Profile of People with Learning Disabilities Accessing Council Provided Day Centres Living in P & V Provided Services			
	Parkview	Woodside	Phoenix
Total Number	10	18	4
Male	6	11	3
Female	4	7	1
AGE			
18 -64	10	16	4
65+	0	2	0
Total	10	18	4
DISABILITY			
Learning Disability	10	18	4
Physical Disability	6	4	2
Hearing Impairment	0	1	1
Speech Impairment	10	9	4
Visual Impairment	1	0	1
Mental Health	4	0	1
Health, diabetes etc.	10	1	4
ETHNICITY			
Asian/Asian British	1	1	1
Indian	0	0	0
Pakistani	0	0	0
Bangladeshi	0	0	0
Tamil	0	0	0
Other Asian	0	0	0
Black or Black British	0	0	0
Caribbean	0	0	0
African	0	0	0
Somali	0	0	0
Other Black	0	0	0
Chinese or other ethnic group	0	0	0
Mixed Group	0	0	0
White and Black Caribbean	0	0	0
White and Black African	0	0	0
White and Asian	0	0	0
Other mixed background	0	0	0
White British	9	15	3
White Irish	0	2	0
Turkish	0	0	0
Turkish Cypriot	0	0	0
Kurdish	0	0	0
Albanian	0	0	0
Kosovan	0	0	0
Other	0	0	0
Total	10	18	4

COMMUNICATION			
English	10	18	4
Other language	2	0	0
Non verbal	7	8	4
Large print	0	0	0
Audio tape	0	0	0
Computer disc	0	0	0
Sign language	1	5	0
Translator	0	0	0
Support Worker present	0	0	0
RELIGION/BELIEF			
No religion/non religious	0	4	0
Buddhist	0	0	0
Muslim	0	0	0
Christian	9	13	3
Sikh	0	1	1
Hindu	1	0	0
Jewish	0	0	0
Humanist	0	0	0
Other	0	0	0
Total	10	18	4

Source: Disabilities Provider Services January 2013

A.3) Who are the stakeholders? What is their interest? E.g. Cabinet Members, Corporate Directors, staff, partners, other LA's

Service Users - will want to know how to access day time opportunities that provide choice and independence and information about alternative services/options to day centres.

Parents/Carers - will want to be aware of services and support that will be available and information about how the needs of the people they care for will be met. Will also want to be assured that support for them in their caring role will continue to be available.

Parents and family members of people living in residential homes currently accessing the three day care services will require reassurance that stimulating day time activities will be available to prevent social isolation.

Social care staff in Hillingdon - will need to signpost disabled people and their carers to information, advice and support about alternatives to reliance on building-based day opportunities. They also need to be aware about the purpose and eligibility for the new resource centre that is being proposed. They will need to broker access to community-based options for those residents with a managed or mixed Personal Budget whose eligible needs can be met in the community or through a combination of a specialist building-based service and the community.

Elected Members - have an interest in the changes being made as part of the modernisation of day services and how this contributes to achieving the priorities set

out in the Sustainable Community Strategy of promoting community-based provision, prevention, independence, rehabilitation and reablement for residents in Hillingdon.

Transport (Borough Passenger Services) - proposed changes in day services will influence the development of the Borough Passenger Service Strategy.

Staff in existing day services - staff will need to support the transition of users identified through the support planning process as requiring access to the proposed specialist service at Queens Walk as well as those whose needs will be met in the community or a combination of the two.

Voluntary sector organisations- need to inform service users and parent carers about alternative services available to address day opportunity needs that will deliver positive outcomes and presents an opportunity to develop alternatives services that users may wish to purchase with the Personal Budgets. Organisations will need to be aware of how to upload their service information on to the Council's online information directory called Careplace so that, users, carers and support planners have up to date information about what services are available.

Local colleges/educational provision- there will be a need to develop courses that people with learning disabilities will be able to access and will find meaningful.

Local employers- will require information about the changes in day opportunities and support in developing employment opportunities for people with learning disabilities (voluntary/apprenticeships/paid opportunities).

A.4) Why is what you are assessing relevant to equality?

The modernisation of day services will support people with learning disabilities who are living in the community and who have complex needs that can only be met in a specialist building-based service. This support will include supporting carers through the provision of short-break opportunities where needs cannot be met in the community. This will lead to changes in the way that day opportunities are provided and who can access a building based service. These changes will have an impact on adults with learning disabilities in Hillingdon, their carers and other family members.

Some of the positive developments include:

- Greater choice, control and transparency through personal budgets
- Support plans that are much more person-centred
- Opportunities for more innovative approaches to addressing need.

A.5) Which protected characteristics or community issues are relevant to the assessment? ✓ in the box.

Age	✓	Religion or belief	
Disability	✓	Sex	✓
Gender reassignment		Sexual Orientation	
Marriage or civil partnership		Community Cohesion	
Pregnancy or maternity		Community Safety	
Race/Ethnicity	✓	Other – please state	

Any other issues (such as Human Rights, socio-economic factors e.g. people on low incomes and specific sub-strands requiring particular focus such as Travellers and Gypsies, Deaf people):

Needs of Parent Carers

STEP B) Consideration of information; data, research, consultation, engagement – evidence of needs, priorities and preferences

B.1) Consideration of information and data - what have you got and what is it telling you?

Protected Characteristic: Ethnicity

Equalities data shows that there is an under-representation of people with learning disabilities from Black and minority ethnic (BME) communities receiving services under the Council's community care duties. The ethnic composition of people in day services reflects this. The opportunities presented by Personal Budgets for greater control through self-management or mixture of self-management and management by the Council would suggest that a greater proportion of people from BME communities would take up this option. However, the evidence from the support planning process has shown this not to be the case and that there is no difference between ethnic groups at this time, although it is expected that this will change over time. The data shows that there are no equality issues relating to the ethnicity protected characteristic.

Protected Characteristic: Gender

Data shows that there are slightly more women than men in the overall population but 60% of people with learning disabilities accessing community care services are male. 56% of people accessing the three day services are male and 44% female, which broadly reflects the proportional gender split of people with learning disabilities

receiving community care services. The data shows that there are no equality issues relating on the gender protected characteristic.

Protected Characteristic: Age

3 of the current users of learning disability day services are aged over 60 and these are all currently accommodated within the P & V sector. There are also a further 8 people aged between 60 and 64 who are also living in the P & V sector. A particular issue for people with learning disabilities as they age is the increasing prevalence of dementia. The assessment and support planning process will ensure a personalised approach to addressing need that also includes access to stimulating day activities.

60% of the carers of the day centre service users living in the community are aged over 65 and 25% aged 70 and above and their ability to continue in their caring role will need to be kept under review. This will be addressed through the carers' assessment process and their needs will be reflected in the support plan developed for the person with learning disabilities that they are caring for.

Protected Characteristic: Disability

Information about the needs of people with learning disabilities currently accessing day services indicate that at Phoenix and Park View service users are likely to have more complex needs (i.e. a physical and/or mental health need as well as having a learning disability).

The results of the assessment and support planning process show that 45 of the 56 people with learning disabilities living in the community have needs that mean that they require access to a specialist building-based service. Subject to the proposals being agreed by Cabinet, for 43 people these needs will be met at the Queens Walk Resource Centre. By choice, 2 service users requiring a specialist building-based service will have their needs met by a private sector provider. A further result of the assessment and support planning process is that two service users will move into more independent living, one into a supported living scheme for people with learning disabilities and another into an extra care scheme designed to support people aged over 55 with a range of needs.

11 people living in the community have been assessed as having less complex needs and will have these met in the community rather than in a specialist building-based service. The following are examples from support plans of the community activity preferences identified by users:

Ball game	Musical instruments	Visiting farms and zoos
Pampering/massage	Cinema	Theatre
Bowling	Playing snooker	College
Art/painting	Friendship Club	Drama class
Aromatherapy	Football matches	Visiting Kew Gardens
Cooking	Walking, climbing and swimming	Day trips

All 11 service users will receive support over the same number of days as when they were in day centres but it is proposed that their support will be provided by Personal

Assistants (PAs).

Consultation

B.2) Did you carry out any consultation or engagement as part of this assessment?

Yes

B.3) Who was consulted or engaged? If service users, what was their equality profile? What were the findings or results of the consultation? How were staff consulted? What was the process?

The focus of the consultation was on the following:

- All service users and their carers who currently attend Parkview, Phoenix and Woodside day centres
- A wide range of community groups and other stakeholders who have an interest in these proposals
- Parents of children in transition to adulthood
- Members of the Parent Carers' Forum
- Members of the Disabled Children and Transition Strategy Group
- Members of the Disabilities Assembly
- Members of the Learning Disability Partnership Board
- Members of the Learning Disability Forum

The consultation was comprised of:

- Individual meetings with service users and their carers
- Individual discussions with carers or family members of people living in P & V provided residential services
- Larger group meetings, including service user and carer fora
- A survey available on the website with hard copies sent to people to complete if they wished
- Consultation with voluntary groups, including the Local Involvement Network (LINK)

The events that have taken place are summarised in **Appendix 1**.

There has also been an opportunity for people to comment to the Customer Engagement team via the Council's website, e-mail, letter or by telephone.

Further consultation with staff was not undertaken as part of the assessment as they had been consulted as part of an earlier exercise regarding the proposals within the Disabilities Commissioning Plan.

Separate groups have been established to consider the plans for the Queens Walk Resource Centre, including the detailed design.

Key Consultation Results: Service Users and Carers

Comments from service users were largely positive, although some did express

sadness at having to leave existing day services. Responses from parent carers were positive about the fact that the Council was retaining a building-based service for people with complex needs and also to provide short break opportunities where user needs cannot be met within the community. Feedback was also positive about the design features of the Queens Walk Resource Centre, which carers have had the opportunity to shape. Comments were positive about the support planning process and especially about carers' assessments.

Concerns or challenges raised were as follows:

- *Capacity of Queens Walk Resource Centre to cope with demand* - The proposed facility at Queens Walk would cater for 35 people per day and around 70 people over the course of the week. The Council will annually review demographic pressures for Adult Social Care as part of the Mid-term Financial Forecasting (MTFF) process and make recommendations to meet these challenges. As the support planning process shows, service users without complex needs are able to have their needs well met by developing personalised arrangements, including community based activities.
- *Getting to Queens Walk from the south of the Borough* – Of the 43 people who will be expected to attend Queens Walk, 22 will have an increase in travelling and the remainder will either have a reduction in travel time or will have the same distance to travel.
- *Transition to new arrangements and need for two changes before Queens Walk opens* – It is recognised that careful transition planning will be required for each individual to make the experience as positive for them as possible.
- *People not assessed as substantial or critical losing out on social contact* – The reassessments that have taken place as a result of the process of modernising day services have not resulted in anyone being assessed as no longer meeting the Council's eligibility criteria.

Parents or family members of people living in P & V have also been consulted and their main concerns were:

- *Isolation of people in P & V residential homes* – Support plans have been developed by the providers to ensure that day activity needs continue to be provided. Greater opportunities will be available once users have access to Personal Budgets following the de-registration of the P & V care homes so that they become supported living.
- *People living in P & V residential homes being able to remain in contact with the friends that they have made in day services* – Three friendship clubs have already been established by the Disablement Association Hillingdon (DASH) and these take place in The Hub (the former post office) in the Mall Pavilions in Uxbridge, at Christ Church in Redford Way, Uxbridge and also in the Costa's coffee shop in Uxbridge High Street. These provide an opportunity for old friendships to be maintained and new ones to be established.

B.4) Describe other research, studies or information to assist with the assessment. Include the local and/or national context e.g. financial, legal.

Legal context

The Council's adult social care duties are summarised in Appendix 2. The Council also has a public duty to pay due regard to the need to eliminate discrimination,

advance equality of opportunity and foster good relations (Equality Act 2010)

National Policy Context

The following national policies have the themes of personalising services and ensuring that service users are at the heart of assessment and service planning :

- Valuing People (2001)
- Improving the Life Chances of Disabled People (2006)
- Putting People First: a shared vision and commitment to the transformation of social care (2007)
- Transforming Adult Social Care (2008)
- Valuing People Now (2009)
- Vision for Adult Social Care (2010)
- Think Local, Act Personal (2011)
- Caring for our future: reforming care and support (2012)

National policy is focused on maximising the independence of disabled people by redesigning the system to ensure that they have greater choice and control over the services they receive and the way they are provided and for people to access their local communities. This will be achieved by giving users personal budgets and enabling them through effective support planning to have direct control over how these are spent. This will also give greater transparency by showing how much money is available to meet their individual needs.

The model of care and support proposed in national policy is predicated on disabled people being supported in their local communities rather than in institutional settings. However, information from the Personal Social Services Expenditure data (PSSX1) for 2011/12 shows that the Council has invested resources in traditional services like residential care (59.3% of care budget for learning disabilities) and day services (14.6% of budget for learning disabilities).

The Adult Social Care Personalisation and Commissioning Plan and the Disabilities Commissioning Plan both build on the need to modernise services so that they deliver personalised services that are tailored to achieving individual service users' outcomes.

Demographic Context

Population projections (PANSI) suggests that the number of people in the population with learning disabilities is likely to increase by 4.5% in the five year period to 2015 and the numbers of people aged 18 to 64 with moderate to serious physical disabilities are likely to increase by 4.3% within this period. Projections also suggest increasing need due to people having more than one disability. A 2009 study showed that 54% of people with learning disabilities receiving community care services had more than one disability.

Research by the Centre for Disability Research (CfDR) in 2008 suggested that the following factors were likely to result in an increase in demand for social care services up to 2018:

- Decreasing mortality among people with learning disabilities, especially in older

age ranges and among children with severe and complex needs; • The impact of changes in fertility over the past two decades in the general population; • The ageing of the 'baby boomers', amongst which there appears to be an increased incidence of learning disabilities. Research also suggests that the following factors would contribute to a reduction in the capacity of informal support that would result in an increase in demand on social care services by 2026: • Increases in lone parent families • Increasing rates of maternal employment • Increases in the percentage of older people with learning disabilities (whose parents • are likely to have died or be very frail) • Changing expectations among families regarding the person's right to an independent life. The CfDR's research identified that there was a significantly greater prevalence of learning disabilities amongst boys with a Special Educational Need (SEN), a key source of demand on adult social care services. It is suggested a girl:boy ratio of 1:1.85 for mild learning disabilities (MLD), 1:1.83 for severe learning disabilities (SLD), 1:1.28 for people with profound and multiple learning disabilities (PMLD) and 1:5.73 for people on the autistic spectrum disorder (ASD). <u>Financial Context</u> It is predicted that public sector funding will reduce by about 28% over the life of the current parliament. Hillingdon Council has to achieve more than £60m over the four year period to March 2014, which is equivalent to 18% of its annual budget.

C) Assessment

C.1) Describe any **ADVERSE** impacts (actual or potential):

User Group/Equality Group/Community	Impact (<i>how they may be affected</i>) and identify what action you need to take to address this impact or mitigate against it.
People with learning disabilities	Modernisation of day services will result in change which some users who have been in day services for a long time and/or those who find disruption to their routine difficult. This will be addressed through good transition planning that will involve, if required, external advocacy provision to ensure that service users' voices are heard.
People with learning disabilities	The 11 service users living in the community with less complex needs and the 32 people living in P & V provided services could lose the friendships they have established with other people with learning disabilities in the day centres. There will still be opportunities for friendships to be maintained through the friendship clubs that have already been established by the

	DASH.
People with learning disabilities	The 32 service users of day services in the P & V sector could become isolated if alternative day time activities are not put in place. Support plans have been devised for each individual that show how day time activity needs will be met. The availability of Personal Budgets during 2013/14 as most of the P & V services are de-registered as residential homes and become supported living will create opportunities for more innovative approaches to addressing day activity needs. De-registration will also enable residents to have tenancies and gain access to other sources of income.
People with learning disabilities	Greater levels of choice and control could create opportunities for abuse. Opportunities for abuse exist under the current system and have to be balanced with the opportunities for a better quality of life. The introduction of the pre-paid card will mitigate against financial abuse by enabling the Council to see immediately how funds are being spent and compare this with the content of support plans. The Council's Care Service Inspection Team will continue to inspect some providers and there will be an opportunity for users (with support) to upload reviews of services and their providers on the Council's online directory of services called Careplace. Providers will be removed from Careplace where there are safeguarding issues
Carers	There are carers living in the south of the borough who will have to travel to the north of the borough, which could have additional cost and time implications for them. The impact of the proposals is balanced between those people who will have less distance to travel and those who will have more. The needs of carers and their ability to continue their caring role, which is likely to become more of an issue as they get older, will be kept under review as part of the carers' assessment process. Personal budgets will give greater options to relieve stress on carers through the employment of Personal Assistants.

C.2) Describe any **POSITIVE** impacts

User Group/Equality Group/Community	Impact (<i>how they may be affected</i>) includes opportunities to eliminate discrimination, advance equality of opportunity and foster good relations in the community.
People with learning disabilities	The modernisation of day services will lead to greater opportunities and choice for people with learning disabilities, which will advance equality of opportunity and eliminate discrimination, as more people will be involved in their local communities. The provision of personal budgets will create an opportunity for innovative approaches to delivering agreed outcomes to address the needs that are eligible under the Council's Fair Access to Care Services criteria (FACS).
People with learning	Personal Budgets will provide much greater opportunities

disabilities	to ensure that needs are addressed in ways that are much more person-centred than is currently the case, which assist in addressing the needs of people from different cultural and religious backgrounds.
People with complex needs	The development of a new resource centre creates an opportunity to develop a service that is specifically designed to meet the needs of those people with the most complex needs. Users and carers have had the opportunity to be involved in the design of this proposed new service.
People with learning disabilities and carers	Personal budgets will create a greater degree of transparency about the funding available to address individual care and support needs as well as much more control over how it is spent.
Carers	The provision of a resource centre for people with the most complex needs who are living at home with a carer(s) will ensure the availability of respite within the borough that carers can access if there are no other suitable options available that can be purchased with a Personal Budget.

D) Conclusions and Actions

The modernisation of day opportunity services for people with learning disabilities, which is occurring as part of the roll out of the personalisation agenda in accordance with national policy, is intended to maximise the scope for day time activity needs to be addressed within a community setting and to therefore increase the choice, control and independence of disabled residents. The Council recognises that there are people for whom the complexity of their needs means that a community based solution is not an appropriate option and the development of a dedicated resource centre is intended to address this need.

Although there are no discernable adverse implications of the proposals in respect of the protected characteristics of ethnicity and gender, it is recognised that the proposed changes could have the following effects in respect of disability and age (see point (e)):

- a) *Modernisation of day services will result in change which some users who have been in day services for a long time and/or those who find disruption to their routine difficult.*

This will be addressed through good transition planning that will involve, if required, external advocacy provision to ensure that service users' voices are heard. The intention through good transition planning is to make the change process a positive experience for service users.

- b) *The 10 users living in the community with less complex needs and the 32 people living in P & V provided services could lose the friendships they have established with other people with learning disabilities in the day centres.*

Three friendship clubs have already been established by the Disablement Association Hillingdon (DASH) and these take place in The Hub (the former post

office) in the Mall Pavilions in Uxbridge, at Christ Church in Redford Way, Uxbridge and also in the Costa's coffee shop in Uxbridge High Street. These provide an opportunity for old friendships to be maintained and new ones to be established. To make these clubs more enjoyable a range of recreational activities are also being developed at The Hub in response to what people with learning disabilities have said that they want to do, e.g. a weekly line dancing session has been set up after a pilot before Christmas proved to be popular.

- c) *The 32 service users of day services in the P & V sector could become isolated if alternative day time activities are not put in place.*

Support plans have been devised for each individual that show how day time activity needs will be met. As care homes provided by the third sector are deregistered during 2013/14 service users will have access to Personal Budgets that will provide them with more innovative ways of addressing their day opportunity needs, as well as providing them with tenancies and access to additional sources of funding.

- d) *Greater choice and control could create opportunities for abuse.*

Personalisation enables vulnerable people to have potentially much more fulfilling lives but this has risks associated with it. Mitigation of this risk comes through the pre-paid card which helps to alert the Council to financial abuse, as it enables to see exactly how the Personal Budget is being spent. If the spend pattern does not match the support plan then we can respond to this early alert.

Service providers can also be removed from the online directory of services (Careplace) where quality standards are not being met. The receipt by the Council of complaints from users and carers would be a good indicator that this is happening. It is intended that service users will also be able to upload their reviews of services they have used so that other potential users can see these before making decisions about how to spend their Personal Budgets.

The Council's Inspection Team will also continue to inspect providers, especially where users, carers and other stakeholders have raised concerns.

- e) *There are carers living in the south of the borough who will have to travel to the north of the borough, which could have additional cost and time implications for them.*

Of the 43 people who will be expected to attend Queens Walk, 22 will have an increase in travelling and the remainder will either have a reduction in travel time or will have the same distance to travel. The impact of the changes is balanced across the borough. However, 60% of the carers of the day centre service users living in the community are aged over 65 and 25% aged 70 and above and their ability to continue in their caring role will need to be kept under review. This will be addressed through the carers' assessment process and their needs will be reflected in the support plans developed for the people with learning disabilities that they are caring for. The employment of PAs through directly managed Personal Budgets can provide a more flexible way of addressing the needs of people with learning disabilities that enhances their independence and give carers peace of mind. The

supported living programme also provides a means of maximising the independence of people with learning disabilities.

Signed:

Name:

Linda Sanders

Role:

Corporate Director of Social Care & Health

Signature:

Linda Sanders

Date:

21 January 2013

Appendix 1

Consultation Activity

Date/ Time	Activity	Location
5 November 2012 10.30 to 15.30	Interviews	Phoenix Day Centre
5 November (morning event)	Parents of Children in Transition, via the Launch the Parent Carers Forum event	Civic Centre
5 November	Disabled Children in Transition Steering Group	Civic Centre
6 November	Learning Disability Forum	Civic Centre
7 November 10.30 to 15.30	Interviews	Parkview Day Centre
8 November 10.30 to 15.30	Interviews	Parkview Day Centre
9 November 10.30 to 15.30	Interviews	Phoenix Day Centre
13 November 10.30 to 15.30	Interviews	Woodside Day Centre
13 November 10.30 to 12.30	Presentation, Parent Carers Reference Group	CR4, Civic Centre
14 November 10.30 to 15.30	Interviews	Woodside Day Centre
16 November 10.30 to 15.30	Interviews	Woodside Day Centre
19 November 14.00 to 15.00	Presentation at the Parent Carers group	Phoenix Day Centre
19 November 10.30 to 14.00	Interviews	Phoenix Day Centre
20 November 13.00 to 15.00	Presentation Learning Disability Partnership Board	Civic Centre
20 November 10.30 to 11.30	Presentation at the Parent Carers group	Parkview Day Centre
21 November 10.30 to 15.30	Interviews	Woodside Day Centre
22 November 10.30 to 15.30	Interviews	Parkview Day Centre
26 November 10.30 to 15.30	Interviews	Phoenix Day Centre
27 November 10.30 to 12.00	Presentation at the Parent Carers group	Woodside Day Centre
28 November 10.00 to 11.30	Presentation at the Parent Carers Support Group for People with a Learning Disability	Christ Church
28 November 10.15 to 11.15	Service User Meeting	Woodside Day Centre
29 November 10.30 to 15.30	Interviews	Woodside Day Centre
3 December 10.30 to 12.30	Presentation at the Parent Carers group	Merrimans House

Date/ Time	Activity	Location
3 December 2012 10.30 to 15.30	Interviews	Parkview Day Centre
4 December 1-2.30	Children in Transition	CR 4
4 December 10.30 to 15.30	Interviews	Phoenix Day Centre
5 December 10:30 to 11:30	Service User Meeting	Parkview Day Centre
5 December 10.30 to 15.30	Interviews	Woodside Day Centre
6 December 5.00 – 6.30	Children in Transition	CR 4

Summary of Statutory Adult Social Care Responsibilities

- **National Assistance Act 1948.** Established a duty to provide residential accommodation and provide community services to disabled people. Section 21 states that “ A Local Authority may, with the approval of the Secretary of State, and to such extent as he may direct shall make arrangements for providing residential accommodation for persons aged 18 years or over who by reason of age, illness or disability or any other circumstances are in need of accommodation not otherwise available to them.” Section 47 defines the duty of a Local Authority to remove to suitable premises persons in need of care and attention and Section 48 defines the Local Authority responsibility to safeguard the property of a person not able to make the necessary arrangements.
- **Health Services Public Health Act 1968.** Section 44 extended the power of councils, detailed in the National Assistance Act 1948, to provide accommodation elsewhere in premises managed by them or another such authority. Section 45 placed a duty on councils to promote the welfare of older people and Section 65 extended the powers of Local Authorities to grant financial and other assistance to certain voluntary organisations.
- **Chronically Sick and Disabled Persons Act 1970 (as amended).** Section 1 placed a duty on councils to undertake an assessment of likely need for services in their area under the 1948 Act and to publish the results. Section 2 gave councils powers to provide practical assistance in the home, assistance with travel, holidays, leisure and telephone. Section 3 required local authorities with housing responsibilities to have regard to the special needs of chronically sick and disabled persons.
- **Mental Health Act 1983 .**Section 114 requires a Local Authority to appoint a sufficient number of approved social workers for the purpose of discharging the responsibilities conferred on them and Section 117 states that “it shall be the duty of the local social services authority to provide aftercare services for any person detained in hospital and then ceases to be detained”.
- **Disabled Persons (Service, Consultation and Representation) Act 1986.** Established the right for disabled persons to request an assessment and placed a duty on Local authorities to have regard to the needs of the carer when deciding which services to provide for a disabled person.
- **National Health Service and Community Care Act 1990.** Section 46 defines the duty placed on the local authority to prepare and publish a plan for community care services and review the same. Section 47 places a further duty on the local authority to assess need of individuals living in their area and then decide whether the identified needs call for provision of service by them.
- **Community Care (Recognition and Services).** Imposed a duty on Local Authorities to carry out a carers assessment where the cared for person is being assessed under the National Health Service Community Care Act 1990 or the Children Act 1989.

- **Carers and Disabled Children Act 2000.** Gives carers a right to an assessment of need independent of the cared for person.
- **Community Care (Delayed Discharges) Act 2003.** Imposed timescales on Local Authorities to undertake assessments of NHS in-patients and fines if delay is caused by social services. The Secretary of State may also make directions to allow local authorities to provide services free of charge for a maximum of six weeks to facilitate discharge from hospital.
- **Carers (Equal Opportunities) Act 2004.** Established new rights for carers. Local Authorities have a duty to inform carers of a right to an assessment and the assessment must include consideration of whether the carer a) works or wishes to work and b) is undertaking or wishes to undertake education, training or leisure activity.
- **Mental Capacity Act 2005.** The Act enshrines in statute current best practice and common law principles concerning people who lack mental capacity and those who take decisions on their behalf. It deals with the assessment of a person's capacity and acts by carers of those who lack capacity; identifies the situations where a designated decision-maker can act on behalf of someone who lacks capacity; it creates a duty on councils to establish an independent Mental Capacity Act advocate to support a person who lacks capacity.
- **National Health Service Act 2006.** Established a general duty on Local Authorities to provide community services for the prevention of illness and for the care of persons suffering from illness
- **Mental Health Act 2007.** Introduced deprivation of liberty standards into the 2005 Mental Capacity Act. The safeguards are designed to protect the interests of an extremely vulnerable group of service users and to:
 - ensure people can be given the care they need in the least restrictive regimes
 - prevent arbitrary decisions that deprive vulnerable people of their liberty
 - provide safeguards for vulnerable people
 - provide them with rights of challenge against unlawful detention
 - avoid unnecessary bureaucracy

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TOWARDS A COMMUNITY INFRASTRUCTURE LEVY FOR HILLINGDON

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation and Recycling
Officer Contact	James Gleave: Residents Services.
Papers with report	Appendix 1: Schedule of Responses to the Draft Charging Schedule Appendix 2: Hillingdon's Community Infrastructure Levy Draft Charging Schedule Appendix 3: Proposed Declaration of Compliance with the CIL Regulations

HEADLINE INFORMATION

Purpose of report	This report provides information to the Cabinet on the outcome of the consultation for Hillingdon's Draft Community Infrastructure Levy (CIL) Charging Schedule. Approval is sought to submit the documents to the Secretary of State for Examination.
Contribution to our plans and strategies	None
Financial Cost	Income from the CIL would be used to fund general infrastructure provision associated with incremental growth in the Borough. Different uses will be subject to different CIL charges. Hillingdon would charge a 5% administration fee on all CIL contributions.
Relevant Policy Overview Committee	Residents' and Environmental Services Policy Overview Committee
Ward(s) affected	All

RECOMMENDATION

That Cabinet:

1. **Notes the consultation responses received on the Draft Charging Schedule as detailed in Appendix 1.**

- 2. Approves the proposed amendments to the Draft Charging Schedule as set out in Appendix 2, and authorises officers to submit the document to the Secretary of State for Examination.**
- 3. Authorises the Cabinet Member for Planning, Transportation and Recycling to sign the declaration at Appendix 3 that the Draft Schedule has been prepared using appropriate evidence.**
- 4. Approves the list of the types of infrastructure that are to be funded in whole or in part by CIL contained in Table B.**
- 5. Grants delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services to agree, in conjunction with the Cabinet Member for Planning, Transportation and Recycling, any minor editing and textual changes to the Draft Charging Schedule and evidence base documents.**

Reasons for Recommendation

On 27th September 2012, Cabinet instructed officers to consult on proposals to introduce a Community Infrastructure Levy (CIL) in Hillingdon. On 15th November 2012 the consultation period commenced on the Draft Charging Schedule, which set out the rates at which it is proposed to charge CIL in the Borough. Two associated evidence base documents were also issued for consultation, namely the Community Infrastructure Viability Study and the London Borough of Hillingdon's Strategic Infrastructure Plan (SIP).

The four week consultation period for the Draft Charging Schedule and the associated documents closed on 15th December 2012. This report informs Cabinet of the outcome of the consultation process, seeks approval for officers to make appropriate amendments to the Draft Charging Schedule and submit the CIL documentation to the Secretary of State for Examination.

The Government's CIL Regulations have been subject to recent changes. It was previously necessary to provide a declaration as part of the package of documents submitted to the Secretary of State to confirm that the CIL Charging Schedule had been prepared in accordance with appropriate evidence. The declaration was required to be approved at 'a meeting of the authority'. Given that the requirement for the declaration has only recently been deleted from the Regulations, it is recommended that it should form part of the submission package.

Alternative Options Considered

The Cabinet may decline to approve the Draft Charging Schedule for submission or to not sign the attached declaration. Alternatively Cabinet may request officers to make significant changes to the documents for subsequent approval prior to submission.

It is considered that these alternative options would prejudice progress on the preparation of the Draft Charging Schedule. Given the Government's proposals to introduce the CIL and reduce the scope of Planning Obligations, it is important that

Hillingdon progresses its own CIL as a source of funding for future infrastructure provision and to support growth in the Borough.

Comments of Policy Overview Committee(s)

None at this stage.

Supporting information

Background

1. The background to this work relates to:
 - the Government's wider proposals for the introduction of CIL; and
 - the outcome of the consultation on the Draft Charging Schedule approved by Cabinet in September 2012.

Consultation on Hillingdon's CIL

2. In order to meet the requirements of the government's CIL legislation for consultation on the Draft Charging Schedule, officers were required to:
 - Make a copy of the CIL documents available for inspection at the Civic Centre;
 - Post the CIL documents and the process for making representations on the Council's website;
 - Send copies of the CIL documents and the statement of representations procedure to a range of statutory consultation bodies; and
 - Advertise the publication of the Draft Charging Schedule in the local newspaper.
3. Officers sought to fully comply with or exceed these requirements. Firstly, the following documents were made available for a period of four weeks on a dedicated webpage of the Council's website:
 - The Draft Charging Schedule prepared by URS/CBRE;
 - The London Borough of Hillingdon's Community Infrastructure Viability Study prepared by CBRE;
 - The London Borough of Hillingdon's Strategic Infrastructure Plan prepared by Officers and updated by URS; and
 - Consultation Responses to the Preliminary Draft Charging Schedule.
4. The webpage also contained a consultation response form and details of how to make representations. A specific email address (CIL@hillington.gov.uk), which was set up at the start of the consultation process remained in place to capture consultation responses to the Draft Charging Schedule.
5. The following organisations and individuals were specifically informed by letter that the consultation was taking place:

- The Mayor of London;
- Local Planning Authorities in adjoining London Boroughs and Districts;
- Local Planning Authorities in adjoining County Councils;
- Local MPs;
- A range of statutory consultees including: utility providers, emergency services, transport and infrastructure providers, healthcare organisations, and government departments including the Planning Inspectorate;
- Residents Associations in the Borough;
- Local Chambers of Commerce;
- Planning Consultants who have previously commented on Hillingdon's emerging Core Strategy (now The Local Plan Part 1); and
- 20% of all businesses registered on Hillingdon's Business Guide (approximately 270 organisations)

Key issues raised in response to the consultation on the Draft Charging Schedule

6. A summary schedule of all representations received in response to the Draft Charging Schedule and officer responses to the points made is attached as Appendix 1 to this report. In total, 19 individuals/organisations responded to this consultation. The key issues raised in the process are outlined in Table A below:

Table A: Key issues raised in response to the Draft Charging Schedule

Issue raised	Officer response
One single rate for residential development is the wrong approach. A rate charged per bedroom or habitable room would be better. Concerns regarding the impact of CIL on affordable housing provision.	Whilst all types of residential units would be subject to CIL charges affordable housing is exempt. Evidence indicates that when assessed at a borough-wide level, the proposed charging rate for residential uses is viable for most development schemes. There is not sufficient evidence to justify a more complex approach of charging CIL per habitable room. Evidence also indicates there is not sufficient differentiation between house prices in different parts of the borough to justify geographic variation in CIL charges.
Certain sui generis uses, including development by emergency services and theatres should be excluded from CIL charges.	A modest charge of £35 sqm is proposed for sui generis uses. No evidence has been presented to indicate that this will threaten overall growth in Hillingdon.
CIL rates do not take account of the economic disparities in the borough and the impact this has on land values.	Charging rates for CIL have been determined by an extensive investigation of land values for different uses in different

	parts of the Borough. Overall, rates are considered to be viable.
Exclusions for town centre development are welcomed.	Town centre development has been excluded on the basis of viability evidence. Primarily, this shows that unit retail development in town centres could not support a CIL charge. The exclusion of town centre development is in accordance with the Council's policy of putting town centres first.
The policy of not offering discretionary relief to CIL is inflexible to local circumstances. Safeguarding discretionary relief would allow development to be assessed on a case by case basis.	The Council does not have evidence of exceptional circumstances to justify discretionary relief.
The impact of CIL needs to be reviewed in the context of its impact on heritage.	The Council's policies on the protection of heritage resources will apply regardless of the impact of the CIL. As such, the proposals should not have an adverse impact on buildings and features of historic importance.
Rivers and watercourses should be given more consideration in the Strategic Infrastructure Plan (SIP). There is little recognition of the contribution that the Grand Union Canal can make to the Borough. Further reference to town centres and youth provision is needed.	Unlike the Local Plan the SIP is not a policy document. Specific references to the regeneration potential of the Grand Union Canal are contained in the Local Plan and do not need to be repeated in the SIP. New youth facilities have already been provided through the Hillingdon Improvement Programme. Policies in the Local Plan allow for additional facilities if these are required. Development in town centres has been exempted from charges on the grounds of economic viability. This is in accordance with the Council's policy of encouraging vitality and viability in town centre locations.
Not enough information on how CIL contributions will be spent.	In accordance with the Community Infrastructure Levy Guidance issued in December 2012 the Council is required to set out at Examination a draft list of projects that are to be funded in whole or in part by CIL. These are listed in Table B of this report. This matter will be discussed at the Examination. The Council will prepare a 'Regulation 123' list as part of the documentation setting out how CIL contributions will be spent.
The proposed threshold for CIL charges on retail development of 1,000 square metres is not permitted under the provisions of the CIL Regulations. Whilst it is possible to have	There is nothing in the CIL Regulations to state that different CIL rates cannot be set within different use classes. The viability evidence supports the proposed charging

different rates for different use classes, the regulations do not allow for differentiation within use classes. Specifically, Poole Borough Council has chosen to withdraw its charging threshold for retail development after evidence presented at Examination by Sainsbury's.	threshold, showing that when assessed at a borough wide level, retail development over 1,000 sqm can support a CIL rate of £215 per square metre. The evidence also supports the Council's decision not to charge CIL on retail development in town centres. As such it is not proposed to change this aspect of the Charging Schedule.
The proposed charging rates (particularly those for retail, residential and in some cases office development) are too high and will threaten the viability of development, either in part of the Borough or across the Borough as a whole. The CIL does not strike an appropriate balance between the desirability of funding infrastructure and the potential effects on the economic viability of development.	There may be some site specific instances where CIL affects the viability of development or the delivery of some planning obligations. However, when assessed at a borough-wide level, the supporting evidence indicates that the charging rates strike an appropriate balance between the desirability of funding infrastructure and the potential effects on the economic viability of development.
The proposed rates are high in comparison with those set for other boroughs.	Officers are of the view that when looked at across the board, charging rates are consistent with those in other West London boroughs.

7. Responses to this consultation have not resulted in the need for any significant changes to the Charging Schedule. A number of representors continue to raise concerns regarding the charging threshold for retail uses. On the basis of evidence produced by CBRE officers continue to be of the view that when assessed at a borough wide level, retail development over 1,000 sqm can support a CIL rate of £215 per square metre. The evidence also supports the Council's decision not to charge CIL on retail development in town centres. As such it is not proposed to change this aspect of the Charging Schedule.

8. A revised version of the Draft Charging Schedule, including proposed changes, is attached as Appendix 2 to this report. Minor changes to clarify particular points made during the consultation process are shown as either additional red text or as red strikethrough.

Submission of the Draft Charging Schedule

9. Subject to Cabinet approval the Draft Charging Schedule will be prepared for submission to the Secretary of State and then submitted for Examination. In addition to the CIL documents listed at paragraph 3, officers also recommend the submission of the declaration at Appendix 3 to confirm that, in the preparation of the Draft Charging Schedule, the Council has:

- Complied with the requirements of this part and the Government's CIL regulations;
- Used appropriate evidence to inform the Draft Charging Schedule; and
- Dealt with any other matters prescribed by the CIL Regulations.

10. It is recommended that the declaration should be signed by the Cabinet Member for Planning, Recycling and Transportation. In addition to this the Council is required to submit:

- A Statement of Modifications setting out the number of representations made to the Draft Charging Schedule and the Council's proposed modifications;
- Copies of representations submitted; and
- Copies of the relevant evidence: This will be in the form of the Council's Strategic Infrastructure Plan and the viability analysis.

11. Following the submission of Charging Schedule to the Secretary of State, the Council is required to make available the documents for public inspection at the Civic Offices and at other locations that it considers to be appropriate. The CIL documents should also be posted on the Council's website and notice given to those who have requested to be informed that submission has taken place. It is also necessary to inform those who have made representations of any modifications to the CIL documents.

Changes in CIL legislation

12. Since the publication of the Draft Charging Schedule, the Government has issued revised CIL legislation, in the form of the Community Infrastructure (Amendment) Regulations 2012. Revised CIL guidance (referred to in this report as the 2012 CIL guidance) was also issued in December and introduces new requirements for the submission and Examination of the Draft Charging Schedule. At the Examination, there is now a requirement to set out a list of projects or types of infrastructure that will be funded in whole or in part by the levy. Charging authorities are also required to set out known site specific matters where section 106 items may continue to be sought.

13. In September 2012, officers reported on the outcome of the consultation process for a revised Planning Obligations SPD, which is intended to be adopted at the same time as the CIL Charging Schedule. This document will replace the current Planning Obligations SPD and provides clarity on how CIL and S106 procedures will operate together. In summary some items, such as health and education facilities have been removed from the SPD and will be funded by CIL contributions. Others, such as open space provision, will be subject to S106 provision and/or CIL in different circumstances.

14. In accordance with the requirements of the 2012 CIL guidance, Table B has been produced using information from the draft Planning Obligations SPD to provide clarity on the items to be funded through S106 and CIL. The information in the Table will be submitted to the Secretary of State prior to the Examination and will form the basis of the 'Regulation 123 list' of the types of infrastructure to be funded by CIL.

Table B: Comparison of items to be provided through S106 and CIL

ITEMS TO BE FUNDED BY CIL CONTRIBUTIONS

Education facilities

Transport improvements excluding site specific matters needed to make the development acceptable in planning terms.

Health care facilities

Community care facilities (social care institutions providing for older people and people with mental health or learning disabilities).

Library services

Leisure facilities (sports facilities defined as publicly owned leisure centres, gyms and swimming pools).

Open space provision publicly accessible open space and allotments, excluding site specific matters needed to make the development acceptable in planning terms.

Community facilities (community centres and meeting places but excluding places of worship; voluntary sector meeting places and centres and public cultural facilities).

ITEMS TO BE FUNDED BY S106 CONTRIBUTIONS¹

Affordable housing

Open Space and Recreation

Planning Obligations will be required to address:

- New development that directly creates a need for new, additional or enhanced facilities or recreational open space
- The loss of recreational public open space or a recreational facility without adequate alternative and compensatory replacement.

Environmental Impacts

Planning Obligations will be sought on a site specific basis to offset potential adverse impacts in relation to:

- Biodiversity and nature conservation:
- Landscape and trees
- Land contamination
- Recycling and waste management
- Flooding

Transportation Measures: needed to make specific development proposals acceptable in planning terms.

Site specific matters can include (but are not limited to) highways crossovers to access the site and local road junctions, deceleration and turning lanes, measures to facilitate pedestrian and cyclist access, lighting and street furniture needed to mitigate the impact of a particular development. They may include mitigation works remote from the development site where the need for such works is identified in a Transport Assessment.

Travel Plans: These will generally be required for non residential development over 1,000 sqm and in exceptional circumstances for very large residential schemes.

Additional transport improvements are listed in the Community Safety and Public Realm section below.

Air Quality

Planning Obligations may be sought to ensure that developments have no detrimental impact on air quality: The following items may be sought to improve air quality where there is a net increase in traffic based trips.

- Use of low emission fuel technology;
 - Trees and other planting where directly relevant to mitigating the impact of emissions;
 - Restrictions on certain types of vehicles;
 - Use of cleaner fuel for energy and heating;
-

¹ Full details can be found in Hillingdon's Draft Planning Obligations Supplementary Planning Document issued in March 2012

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- Use of combined heat and power and community heating systems where appropriate;
 - Encourage company use of environmental management systems and air quality strategy; and
 - Any other appropriate measures to meet the objectives of the Air Quality Action Plan.
-

Noise

The Council may seek the following measures to address noise and vibration emitted from non residential development schemes:

- Measures to reduce noise at source, such as fleet selection, quiet bleeper and other administrative or work place practices;
 - Mitigation measures such as noise barriers and sound insulation of residential properties and other sensitive receptors;
 - Provision of off-site landscaped buffers;
 - Roads and other surfaces incorporating the provision of quieter surfaces such as porous asphalt; and
 - The preparation and implementation of noise management plans.
-

Training and Employment

Contributions for the provision of training and employment will not be subject to CIL charges and will continue to be collected through S106 procedures. It is intended that collections will be made for most planning applications proposing significant employment generating development through in-kind schemes or financial contributions towards training and employment in the borough.

Community Safety the Public Realm

Public realm improvements will be sought through Section 106 Agreements to address the site specific impacts of development proposals. Depending on the nature of the scheme particular measures may include:

- Crime prevention and safety – e.g. CCTV;
 - Signage;
 - Site specific car parking improvements; and
 - Site specific highway works.
-

Next Steps

15. Following the submission the charging schedule will be subject to a Public Examination, conducted by a suitably qualified independent person. Most local authorities progressing CILs have used or intend to use the Planning Inspectorate (PINs) to conduct the Examination.

16. In terms of timescale, PINs estimate a 20 week period from submission to the production of the final report. Assuming submission takes place in March 2013, the final report should be available in May 2013. There will be cost implications associated with the Examination, which are outlined in the 'financial implications' section of this report.

17. On the basis that the charging schedule is found to be sound, Cabinet approval will be required to formally adopt the schedule following the Examination and publication of the Inspector's report.

Financial Implications

The Planning Inspectorate has provided an estimate for undertaking the Examination of the Charging Schedule. Assuming that 2 days of hearing are undertaken an estimate of £25,000 has been provided for budgetary purposes. This cost can be met from a combination of contingency and LDF planning budgets.

The report outlines the public consultation that has been undertaken for the proposed Hillingdon CIL and the key issues that were raised in response. As a result of this process no significant changes are proposed. A number of minor changes are proposed and are subject to a further consultation.

As previously reported earlier in the year the Community Infrastructure Levy (CIL) will provide a new income stream that will be used to fund general infrastructure associated with the incremental growth in the borough, and that different uses of development will be subject to different CIL charges. A closer examination of the proposed charging schedule in the previous Cabinet report demonstrated a potential increase in resource above what has been chargeable by Section 106 alone. However the actual total value of the levy derivable from this proposed CIL is not knowable in advance as it is dependent on actual development that occurs.

The CIL is a cash payment, payable on commencement of the development; this differs from S106 which can be a payment in kind through the provision of infrastructure as well as a cash payment. The CIL scheme also allows for 5% retention of the levy for the resource of administration costs of collection.

The additional CIL receipts over and above the level of receipts from the S106 contributions will provide a beneficial financing resource for the Council's capital programme, combined with the greater flexibility of its application to a wider range of infrastructure schemes across the whole of the Borough.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

Consultation Carried Out or Required

As part of the preparation of this paper, internal discussions have been held with the Council's Housing Supply Team, Corporate Finance and Corporate Policy.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and confirms that recommendations included within this report have no immediate financial implications. Minor changes to the proposed Hillingdon Community Infrastructure Levy (CIL) are not expected to impact significantly on the financial implications of implementation.

As previously reported to Cabinet, introduction of a Community Infrastructure Levy (CIL) will represent a significant new income stream for the authority with associated wide ranging financial implications.

CIL is expected to provide a more sustainable mechanism for supporting capital investment in on-going Programmes of Works, reducing but not eliminating the reliance on achieving Capital Receipts to deliver these works.

Although CIL represents a funding stream for such investment, the impact of the levy on development activity within Hillingdon will need to be considered given both the Council's wider responsibility to encourage economic growth and the impact such

growth would have on the Council's finances. Local economic growth would lead to increased tax receipts through both a larger Council Tax base and the retention of growth in business rates. Additionally, it would have the advantages of reducing expenditure by creating local employment opportunities taking local people of benefits and so reducing demand for services provided by the Council.

Current indications are that costs associated with the administration of CIL will be supported through the 5% administration fee noted in this report and will not require the identification of resources to fund such costs.

Legal Comments

The Planning Act 2008 established powers for charging authorities (in this case the "Council") to create a Community Infrastructure Levy (CIL). The Community Infrastructure Levy Regulations 2010 (the "2010 Regulations") set out the mechanisms allowing the Council to introduce a community infrastructure levy and came into effect in April 2010.

The 2010 Regulations allow a charging authority to levy a charge on the owners or developers of land that is developed so that they contribute to the costs of providing the infrastructure needed to support the development of the area. The regulations set a mechanism for setting and collecting the levy and place limitations on the use of planning obligations. The 2010 Regulations do not require a local planning authority to adopt a CIL for its area and a local planning authority may choose to continue to rely on planning obligations to provide necessary infrastructure. However, post 6 April 2014 the Council's ability to rely on planning obligations will be limited as the 2010 Regulations scale back the use of planning obligations as explained in this report.

Decision-makers must ensure there is a full consideration of all representations arising during consultation of the proposed levy including those which do not accord with the officer recommendation. The decision-maker must be satisfied that responses from the public are conscientiously taken into account.

Regulation 19 of the 2010 Regulations requires a statement of representations, copies of the representations, statement of modifications and copies of the relevant evidence be submitted with the Draft Charging Schedule to the Secretary of State.

Under section 212 of the Planning Act 2008 the Council must appoint an independent and suitably qualified and experienced person to examine the Draft Charging Schedule. An Inspector of the Secretary of State who has the required qualifications and experience is independent and appropriate to undertake the examination.

Due to an amendment of the 2010 Regulations the Council is no longer required to provide a Cabinet approved declaration that the Draft Charging Schedule has been prepared in accordance with the appropriate evidence.

In December 2012 the Department for Communities and Local Government published guidance on the Community Infrastructure Levy (the "Guidance"). There is now a requirement for the Council to publish a list of relevant infrastructure that it intends will be, or may be, wholly or partly funded by CIL (the "List"), which is referred to at

paragraphs 12 to 14 of this report. Should the Council fail to provide such a list it would be presumed that the Council is intending to use CIL funds for any type of infrastructure capable of being funded by the levy. This would result in the Council being unable to seek a planning obligation contribution towards infrastructure.

When preparing the List the Council must ensure that there is a clear link between the plan making evidence on infrastructure needs, the evidence on the aggregate infrastructure gap that proves the need for CIL and the List.

The List can be amended as and when the Council's priorities change. Should this be required, the Council must undertake the appropriate local consultation and publish the amended list on the Council's website. The Council cannot remove an item from the List just so that the Council can fund the item through a new section 106 agreement.

Corporate Property and Construction

The proposals concerning the CIL have direct implications for the work of Corporate Property and Construction, particularly in relation to the development and disposal of property and the supply of new homes. In view of this it is desirable that an appropriate balance is struck that enables both development to proceed and housing supply to be delivered to meet the Council's objectives in the Sustainable Community Strategy. Introduction of the CIL as soon as possible will bring certainty to the market and enable some stalled developments to proceed. Consequently, the recommendations are supported.

It is noted that there has been a borough wide assessment which has provided supporting evidence indicating that the CIL charging rates strike an appropriate balance between the desirability of funding infrastructure and the potential effects on the economic viability of development.

BACKGROUND PAPERS

Towards a Community Infrastructure Levy in Hillingdon: Cabinet Report: September 2012

APPENDIX 1: SCHEDULE OF RESPONSES TO THE DRAFT CHARGING SCHEDULE January 2013

ID	Rep No.	Organisation / Individual	Date Received	Summary of Representation	Council's Response
01	DCS/01	North Uxbridge Residents Association	26 November 2012	Aggregation of all residential sub-groups in to one CIL charge is the wrong approach. The charge associated with a small flat would be a proportionately higher % of the market price than a larger house. This will impact against 'first' and 'last time' home owners whose housing needs should not be disproportionately prejudiced by a single rate. There are sound reasons for developing specialist housing types. Given the higher unit size and construction costs there will be a disincentive to advance these schemes. Rather than a total rate of £130 psm of development, a rate per bedroom or habitable room would be more equitable and appropriate to meet Hillingdon's overall needs.	Charging rates for residential units are largely based on average house prices across the borough. Evidence indicates there is not sufficient differentiation between house prices in different parts of the borough to justify geographic variation in CIL charges. This evidence includes information on build cost. Affordable Housing is exempt from CIL charges. Evidence indicates that when assessed at a borough-wide level, the proposed charging rate for residential uses is affordable for most development schemes. There is not sufficient evidence to justify a more complex approach of charging CIL per habitable room. No proposed change
02	DCS/01	Peacock and Smith for Morrison Supermarket	6 December 2012	Rate of £215 psm will have an adverse impact on retail development. A fair balance has not been struck between infrastructure funding requirements and viability. Charge will be an unrealistic financial burden and threatens new investment and job creation at a time of economic recession. The proposed rate is not consistent with other boroughs. No justification of different rates for different types of retail development. The Council should be mindful of Poole decision. There should be no differentiation of rates within the same use class. Large retailers are being unfairly scapegoated. Other uses generate footfall and should share the responsibility of funding CIL.	The Council's viability evidence indicates that retail units over 1,000 sqm can support a CIL charge of £215 psm. The Council is not seeking to scapegoat retailers. Charging rates have been set on the basis of viability evidence. The SIP indicates a sufficient funding gap to justify the introduction of the CIL in Hillingdon. Viability evidence indicates that when assessed at a borough-wide level, the CIL will not affect development from taking place. The additional infrastructure provided by the CIL may encourage developers and result additional job creation in the borough. Different boroughs are proposing different rates for different use classes. Overall, Hillingdon is consistent with the rates proposed by other west London boroughs. No proposed change
03	DCS/01	The Highways Agency	12 December 2012	No comments to make at this time.	Comments noted. No proposed change

APPENDIX 1: SCHEDULE OF RESPONSES TO THE DRAFT CHARGING SCHEDULE

January 2013

ID	Rep No.	Organisation / Individual	Date Received	Summary of Representation	Council's Response
04	DCS/01	Canal and River Trust	13 December 2012	Important that waterways are not overlooked in the CIL/S106 process. Public realm improvements identified in the POSPD/PDS should incorporate the GUC Utilities teams have been working with energy providers who want to make use of the GUC. Contact details provided. Trust has not been consulted on Green infrastructure. GUC not illustrated on Map J. References to British Waterways should be substituted with the Canal and Rivers Trust Maintain and enhance open space Towpaths do not meet the design standards for NCNs. CRT welcomes the use of the 'Greenways' descriptor promoted by Sustrans and other users. Reference to the GUC towpath should be removed from the infrastructure schedule.	The SIP is not a policy document in itself but seeks to identify strategic infrastructure necessary to deliver growth identified in the Local Plan Part 1. Map J is taken from the Council's Open Space Strategy and identifies different categories of publicly accessible open space in the borough. The GUC is identified on the Key Diagram in the Local Plan Part 1, which also recognises the importance of this feature for recreation and regeneration purposes. Once adopted, the CIL will be a key mechanism for funding infrastructure projects in Hillingdon. How this money is spent will be a matter for the Council, to be determined through the productions of a 'Regulation 123' list. In accordance with the Community Infrastructure Levy Guidance issued in December 2012 the Council is required to set out at examination a draft list of projects that are to be funded in whole or in part by CIL. This matter will be discussed at examination. Proposed change: All references in the document to British Waterways will be replaced with the Canal and River Trust. References to GUC towpath will be removed from the infrastructure schedule.
05	DCS/01	English Heritage	13 December 2012	The SIP needs to be reviewed by borough conservation staff to fully understand its cumulative impact on the historic environment. Advice should also be given on areas that could be included in the draft SIP. Concern that there may be circumstances where CIL inadvertently affects historic significance – for example where the viability of a scheme designed in terms of the quantum of development it enables, to respect the setting of a heritage asset could be threatened by the application of the CIL. EH encourages LBH to recognise that development affects the heritage assets may need to be exempted from CIL as an exceptional circumstance. Conditions and procedures for CIL relief could be outlined in a separate statement.	Policies listed in the Local Plan Part 1 relating to the protection of heritage assets will continue to apply and will not be affected by CIL. In accordance with the CIL Regulations the Council is seeking to introduce a schedule of charges that strike an appropriate balance between infrastructure delivery and economic viability. Given the local plan already contains policies to protect heritage assets there is not considered to be a case for exempting development affecting heritage assets. The conditions and procedures for CIL relief are outlined in the Draft Charging Schedule. No proposed change.

APPENDIX 1: SCHEDULE OF RESPONSES TO THE DRAFT CHARGING SCHEDULE

January 2013

ID	Rep No.	Organisation / Individual	Date Received	Summary of Representation	Council's Response
06	DCS/01	Heathrow Airport Ltd	13 December 2012	Airtrack should be removed from the list of projects contained in the SIP and replaced with 'Southern Rail Access to Heathrow. The Western Rail Access should also be added to the infrastructure schedule. Further details of the above schemes are contained in BAAs representation. 24 hr bus routes and realtime information proposals highlighted in the previous representation should also be added.	Proposed change: Airtrack will be removed from the list of projects contained in the SIP. Western Rail and 24 hr bus access will be added to the infrastructure schedule.
07	DCS/01	Dron and Wright for London Fire and Emergency Planning Authority	13 December 2012	Note that the charge of £35 psm for sui generis uses would cover fire stations. Fire stations are a vital community safety facility and should be exempted from CIL charges. Fire stations already constitute infrastructure and any CIL payments will effectively result in double counting. LFEPA do not currently receive S106 contributions. Conclusions of the viability report do not indicate that sui generis uses can support a CIL charge. Reasoning for not excluding sui generis uses is not valid.	A modest charge of £35 sqm is proposed for sui generis uses. No evidence has been presented to indicate that this will threaten overall development in Hillingdon.

APPENDIX 1: SCHEDULE OF RESPONSES TO THE DRAFT CHARGING SCHEDULE January 2013

ID	Rep No.	Organisation / Individual	Date Received	Summary of Representation	Council's Response
08	DCS/01	CGMS Consulting for Mayor's Office for Policing and Crime/ Metropolitan Police Service	14 December 2012	MOPAC/MPS provides a vital community service for Hillingdon. Essential that required community infrastructure comes forward in order to maintain community safety. Police facilities already constitute infrastructure and the CIL levy would effectively be double counted. Viability study does not consider policing facilities and contains no detailed justification of how £35 psm has been determined. Suggested that the charging schedule should include the wording 'Development by police for operation purposes' as attracting a nil rate. Such an approach has been adopted elsewhere. For these reasons MOPAC/MPS recommend that applications for policing facilities should attract a nil rate in the draft charging schedule. Confirmation that CGMS wishes to be heard by the examiner and notified of: the submission of the Charging Schedule for examination; publication of the recommendations of the examiner; and approval by the LBH as the charging authority.	A modest charge of £35 sqm is proposed for sui generis uses. No evidence has been presented to indicate that this will threaten overall development in Hillingdon.
09	DCS/01	GVA for VSM Estates Ltd	14 December 2012	Paragraph 3.1 of the SIP states that the proposals for RAF Uxbridge include around 1,500 new homes and up to 35,000 sqm of commercial floorspace. Planning permission was granted in January 2012 for 1,340 dwellings and 15,360 sqm of floorspace. The SIP should be amended to reflect the planning permission.	Proposed change: SIP will be amended to include the correct number of new homes and commercial floorspace for RAF Uxbridge.
010	DCS/01	Barton Willmore for Aviva Investors	14 December 2012	Concern expressed regarding the proposed charging rates for office floorspace. The rate will affect the viability of projects, which bring long term benefit to Uxbridge. Proposed rate is higher than the level of developer contributions likely to be agreed in S106 negotiations.	Evidence produced on behalf of the Council indicates that the proposed charging rates will not affect the viability of office development, either in Uxbridge or any other part of the borough. It not necessarily the case that CIL will be higher than contributions agreed through the S106 process, which vary on a case by case basis.

APPENDIX 1: SCHEDULE OF RESPONSES TO THE DRAFT CHARGING SCHEDULE

January 2013

ID	Rep No.	Organisation / Individual	Date Received	Summary of Representation	Council's Response
011	DCS/01	RPS for Arla Foods UK plc and Citygrove Securities	14 December 2012	Regulation 14 of the CIL Regulations 2010 refers to the balance between the desirability of funding infrastructure from CIL and the potential effects on the economic viability of development across its area. Local Authorities must make this decision within the context of levels of development proposed in the development plan. Government Guidance makes clear that evidence should be used to strike an appropriate balance between funding infrastructure and the effects on viability. Maintain strong objection to the rates proposed for 'A Class' uses. These are unrealistic in the context of the Mayoral CIL. The rate of £250 psm will have a significant impact on the viability of retail schemes and the potential to secure major investment in Hillingdon, particularly when neighbouring boroughs have set lower rates. It is essential that charging rates are realistic and allow for potential changes in rental incomes. Consideration needs to be given to reducing the proposed rate for retail uses to a more realistic level that does not discourage investment. Paragraph 55(1) allows local authorities to grant relief in exceptional circumstances. Strong objection to the omission of discretionary relief. This should be available for major development involving substantial on and off site highways works. By safeguarding discretionary relief the Council will be able to assess major development on a case by case basis. It would be sensible to maintain flexibility to assess whether an S106 agreement is more appropriate than the levy. No guarantee how or when CIL collections will be utilised. Little consideration in the CIL information of proposals involving a mix of uses or the difficulties associated with developing edge of centre locations.	The SIP identifies the infrastructure necessary to support growth outlined in the Council's Local Part 1. It shows a significant funding gap in the cost of infrastructure provision, which is sufficient to justify the introduction of the CIL. Evidence produced by the Council indicates that the proposed charging rate for retail development strikes an appropriate balance between the delivery of infrastructure and development viability. The proposed rate is described as unrealistic but no evidence is presented to demonstrate that this is the case. The Council is not proposing to allow discretionary relief. It is not practicable or in accordance with government guidance to negotiate CIL on a case by case basis. Evidence produced to support the viability report indicates the proposed rates are affordable when assessed at a borough-wide level. On the basis of the evidence provided the Council is confident that the proposed rates meet the tests associated with Regulation 14. No evidence has been provided to indicate that mixed use or edge of centre development will not be able support the proposed CIL rates. Request to be heard at the examination is noted. No proposed change

APPENDIX 1: SCHEDULE OF RESPONSES TO THE DRAFT CHARGING SCHEDULE

January 2013

ID	Rep No.	Organisation / Individual	Date Received	Summary of Representation	Council's Response
				The adopted criteria ignore the benefits of edge of centre locations adjacent to centres. Where it can be demonstrated that there are no sequentially preferable locations that will benefit the town centre then the charging schedule should recognise such development opportunities as possible exceptions to the levy or set a lower rate for edge of centre retail development. Request to be heard at the CIL examination.	
011	DCS/02	RPS for Aria Foods and Citygrove Securities plc	14 December 2012	The Charging Schedule states that the rate for A1-A5 uses applies to individual units of 1,000 sqm rather than the total amount of floorspace. However, the text then goes on to refer to 'schemes'. 'Unit' and 'schemes' have different meanings. The charge should only apply to units of 1,000 sqm or more. The evidence base is silent on restaurant and other 'A' type uses. The viability report fails to assess the implications of large mixed use schemes located on edge of centre sites, including schemes that provide a mixture of formats. RPS requests the right to be heard at the examination.	Proposed CIL charges are set out in Table 3.1 of the DCS. Uses that are not identified in this table will not be subject to charges. The right to be heard at the examination is noted by the Council. Proposed change: The charging schedule will be amended ensure consistency in the use of the terms 'unit' and 'scheme'.
012	DCS/01	Hayes Town Partnership	14 December 2012	The SIP should refer to the need to maintain and promote the Borough's town centres. Such provision should be included in the 'Other Community Infrastructure' section.	Unlike the Local Plan Part 1 the SIP is not a policy document in itself. Rather, it is an evidence base document containing details of infrastructure schemes that are necessary to support growth in the borough. This includes a number of projects within town centres. Paragraphs 5.40 and 5.41 of the Local Plan Part 1 confirm the Council's policy to support town centres in the borough. These paragraphs do not need to be repeated in the SIP. No proposed change

APPENDIX 1: SCHEDULE OF RESPONSES TO THE DRAFT CHARGING SCHEDULE

January 2013

ID	Rep No.	Organisation / Individual	Date Received	Summary of Representation	Council's Response
012	DCS/02	Hayes Town Partnership	14 December 2012	The documentation does not include a reference to youth provision. This should be included in table 2.1, paragraph 2.2.	The SIP contains details of planned infrastructure schemes that are identified within capital programmes, rather than policy aspirations. The Council has recently provided 3 new youth centres through the Hillingdon Improvement Programme (HiP). The provision of further youth facilities would be supported under the provisions of policy CI1 in the Local Plan Part 1. In accordance with the Community Infrastructure Levy Guidance issued in December 2012 the Council is required to set out at examination a draft list of projects that are to be funded in whole or in part by CIL. This is likely to include a provision for contributions to be spent on youth facilities or centres. No proposed change
012	DCS/03	Hayes Town Partnership	14 December 2012	There is little recognition of the long-term contribution that the canal could make to the borough. Provision should be made in the 'Other Community Infrastructure' part of the report.	The SIP does not have a policy making function. The GUC is already identified on the Key Diagram in the Local Plan Part 1, which also recognises this feature for recreation and regeneration purposes. No proposed change
013	DCS/01	Rapleys LLP for Hyde Park Hayes	14 December 2012	Clients have two applications with the Council. The Charging Schedule does not take account of the economic disparities that exist in the borough nor does it acknowledge any wider economic or employment benefits achieved as a result of development. In order to encourage policy aspirations for Hayes in the LPP1, the CIL should not apply in this area. The schedule should not apply where the impact has been assessed and incorporated within planning obligations. Request to appear at the Examination.	The CIL takes account of commercial, retail and residential land values across the entire borough, including Hayes. The rates take account of differences in land values for these uses across the borough. Planning Obligations will continue to apply as they do at present until the CIL is introduced. After this point limitations will apply, however planning obligations will continue to be used to address issues of site specific mitigation. Request to attend the examination is noted. No proposed change.
014	DCS/01	Environment Agency	14 December 2012	Requests that the Agency is able to update costing information for flood defence, open space and green infrastructure when this is available.	The SIP will be updated on a regular basis and as such the Environment Agency will have an opportunity to provide additional information on projects and costs as this becomes available. No proposed change

APPENDIX 1: SCHEDULE OF RESPONSES TO THE DRAFT CHARGING SCHEDULE

January 2013

ID	Rep No.	Organisation / Individual	Date Received	Summary of Representation	Council's Response
014	DCS/02	Environment Agency	14 December 2012	Provision of infrastructure within the Blue Ribbon Network can be complementary to its function. CIL may also be used for retrofitting of green roofs, SUDs and water efficiency measures.	In accordance with the Community Infrastructure Levy Guidance issued in December 2012 the Council is required to set out at examination a draft list of projects that are to be funded in whole or in part by CIL... No proposed change
014	DCS/03	Environment Agency	14 December 2012	The importance of rivers and watercourses should be given due consideration in the SIP. In addition to open spaces, Map J should show watercourses. Many rivers in Hillingdon have been identified as having moderate or poor ecological status. Thames River Basin Management Plan identifies general actions that can be taken forward to improve the status of the water body.	The SIP is not a policy document in itself but seeks to identify strategic infrastructure necessary to deliver growth in the Local Plan Part 1. Map J is taken from the Council's Open Space Strategy and identifies different categories of publicly accessible open space in the borough. No amendments to the SIP are considered necessary on the basis that the GUC is already identified on the Key Diagram in the Local Plan Part 1, which also recognises the importance of this feature for recreation and regeneration purposes. No proposed change
014	DCS/04	Environment Agency	14 December 2012	Welcomes the inclusion of Arklyne Kennels Flood Alleviation Scheme. Currently investigating maintenance works to Yiewsley Culvert, which is undersized and causing flooding problems. Surface Water Management Plan and Blue Networks Plan are also a useful evidence base in terms of projects being taken forward.	Comments noted. No proposed change

APPENDIX 1: SCHEDULE OF RESPONSES TO THE DRAFT CHARGING SCHEDULE January 2013

ID	Rep No.	Organisation / Individual	Date Received	Summary of Representation	Council's Response
015	DCS/01	DP9 for Royal Brompton and Harfield Hospital NHS Foundations Trust	14 December 2012	Para 1.4: Welcomes the reference to payments by instalments or 'in-kind'. This reflects complex nature of many development schemes. Section 2.3: Supports decision not to charge CIL on C2 use classes. Section 2.3: As set out in previous representations RBHT understands the reasoning behind a single charge for residential development, but is of the view that charges should vary across the borough to reflect variations in house price and viability. Different charge rates should be introduced based on postcode areas. If this approach is not introduced the Council should recognise that CIL is likely to impact on the amount/tenure of affordable housing and reduce the rate that is proposed to maximise the potential for all policy requirements to be met. Section 3.1 – Exemptions: RBHT does not agree with the approach not to offer exemptions beyond those allowed by the CIL Regulations. This approach is inflexible and does not allow for site specific circumstances. The charging schedule should allow for benefits in kind to be provided in lieu of CIL in exceptional circumstances. In such cases where developments would be unviable the document should be revised to allow payment by instalments.	Support welcomed and noted There is not a sufficiently clear pattern of land use values across the borough to support different charges by postcode area. The viability work has concluded that whilst there may be some site specific instances where the provision of affordable housing is affected, the Council's Local Plan Part 1 target to deliver 35% of all housing as affordable homes remains deliverable with the CIL. The CIL is also unlikely to affect the delivery of tenure targets. The viability work has assessed a wide range of different land uses across the borough. This concludes that at a borough-wide level the proposed CIL is affordable. As such further exemptions are not considered necessary. The charging schedule allows for CIL to be paid in kind and in instalments. No proposed change

APPENDIX 1: SCHEDULE OF RESPONSES TO THE DRAFT CHARGING SCHEDULE

January 2013

ID	Rep No.	Organisation / Individual	Date Received	Summary of Representation	Council's Response
016	DCS/01	Hayes and Harlington Community Development Forum	14 December 2012	Drop in session was helpful and informative but the wider public is not aware of the importance of providing critical infrastructure in the borough. Part of the Local Plan Part 1 (para 9.34 onwards) refers to a wide range of different aspects of infrastructure which are not adequately dealt with in the document. There is no information provided on how CIL monies will be spent or prioritised.	Comments regarding the consultation exercise are welcomed. The SIP is referred to in the Local Plan Part 1 and has been publicised as part of the CIL consultation. The document is available for inspection on the Council website and at the Council offices. This issue of infrastructure provision in the Local Plan Part 1 has been investigated as part of the examination of the Local Plan and found to be sound. In accordance with the Community Infrastructure Levy Guidance issued in December 2012 the Council is required to set out at examination a draft list of projects that are to be funded in whole or in part by CIL. This matter will be discussed at the examination. No proposed change
016	DCS/02	Hayes and Harlington Community Development Forum	14 December 2012	Para: 1.4: Different size thresholds for securing planning obligations to support development growth are arbitrary. Mitigation should be sought, based on particulars and nature of the proposals and the need to support growth/secure mitigation. Three dragons toolkit is increasingly held to be deficient and open to criticism.	These comments relate to the Draft Planning Obligations SPD. Size thresholds for planning obligations relate to London Plan or existing Council standards. For example, affordable housing contributions are generally required for schemes of 10 units or more. The Three Dragons toolkit continues to be used as a basis for calculating affordable housing provision. The Planning Obligations SPD will refer to this model until it is replaced with another system.
017	DCS/01	Capital Shopping Centres	14 December 2012	The Chimes is a key factor in the overall attractiveness and vibrancy of Uxbridge town centre. It is important that the CIL supports this role as a function of planning policy. CSC is considering improvement schemes at the Chimes. Such schemes are only likely to take place when high rents are achieved. Removing the burden of the CIL will improve viability and the chances of improvements taking place. It will also send a positive message that Hillingdon wishes to attract investment and encourage appropriate development.	Support noted and welcomed. No proposed change

APPENDIX 1: SCHEDULE OF RESPONSES TO THE DRAFT CHARGING SCHEDULE

January 2013

ID	Rep No.	Organisation / Individual	Date Received	Summary of Representation	Council's Response
The following submissions were received after the close of the consultation deadline					
018	DCS/01	Theatres Trust	17 December 2012	Theatres are generally unable to bear the cost proposed for sui generis uses. The Theatres Trust recommends that the draft charging schedule should clearly indicate the following: - a nil rate for theatre development, based on the unique contribution they make to cultural infrastructure. - Theatres eligibility for charitable relief. The Charging Schedule should note the discretion that is available to charitable relief. - The provision of discretionary relief under exceptional circumstances to theatres. - Applying the provisions for D1 and D2 uses to theatres. - If a single rate is proposed that parallel planning obligation guidance identifies that the CIL charge is returned to the theatre development.	Viability evidence prepared demonstrates that sui generis uses can support a charge of £35 psm of new development. As charitable organisations, theatres are likely to be exempt from CIL charges. Exemptions for organisations with charitable status are made clear in the DCS. No proposed change
019	DCS/01	Thomas Eggar for ASDA Stores Ltd	17 December 2012	Representations submitted are additional to the response to the Preliminary Draft Charging Schedule. Concerned that the Council has under-estimated the impact of CIL. It is noted that the approved ASDA store in Hayes would attract a combined Mayoral and Hillingdon CIL liability of approximately £2 million. Further contributions are likely to be requested through the planning obligations SPD. There is nothing in the emerging Developer Contributions SPD to indicate that similar amounts would not be sought through Planning Obligations.	Viability evidence indicates that retail uses over 1,000 sqm are able to support a charge of £215 psm. The use of Planning Obligations will be scaled back following the introduction of CIL and it is unlikely that similar amounts will be requested through this mechanism. No proposed change

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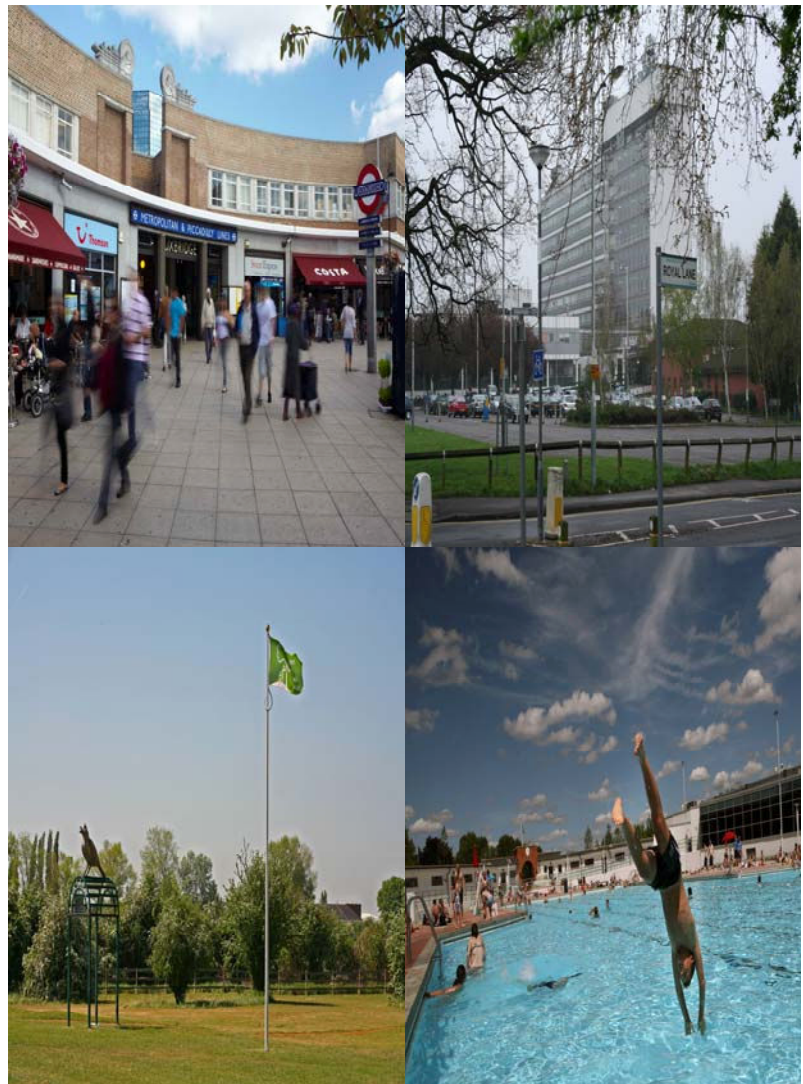
London
Borough of
Hillingdon

Community
Infrastructure
Levy

Draft Charging
Schedule

January 2013

CBRE
CB RICHARD ELLIS



REVISION SCHEDULE

Rev	Date	Details	Prepared by	Reviewed by	Approved by
1	January 2012	Draft Report	George Whalley Project Manager	Rory Brooke Project Director	Rory Brooke
			Justin Carty (CBRE)	Malcolm Hewines (CBRE)	Malcolm Hewines
2	March 2012	Draft Report	George Whalley Project Manager	Rory Brooke Project Director	Rory Brooke
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[Forecast cost estimates do not include such costs associated with any negotiations, appeals or other non-technical actions associated with the agreement on measures to meet the requirements of the authorities, nor are potential business loss and interruption costs considered that may be incurred as part of any technical measures.]

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1 INTRODUCTION

1.1 Introduction

The Community Infrastructure Levy (CIL) came into force in April 2010. It allows local authorities in England and Wales to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure that is needed as a result of development. This includes new or safer road schemes, flood defences, schools, hospitals and other health and social care facilities, park improvements, green spaces and leisure centres.

This Draft Charging Schedule is the second stage in the implementation of CIL in Hillingdon and sets out proposed rates at which new development will be charged in pounds per square metre. The document is to be issued for a consultation period of 4 weeks to provide an opportunity for residents and businesses to comment on the proposals. This is the final stage of consultation prior to the examination of the Charging Schedule. The timetable from this stage is outlined in of this document, Next Steps.

Two pieces of evidence are required to justify the introduction of CIL; evidence of an infrastructure funding gap and evidence that the proposed CIL rates will not affect the overall viability of development in Hillingdon.

To meet this requirement; an estimated infrastructure funding gap of approximately £120m has been identified through a robust process of infrastructure planning. This funding gap could at least partly be met through CIL. Secondly, the proposed schedule of CIL rates shown at Table 3.1 have been subject to a rigorous process of testing to assess the impact of proposed levy on the viability of development across the borough. Both these pieces of evidence are further explained throughout this paper. The viability assessment is summarised in more detail at **Appendix A**.

1.2 CIL and the Local Plan

CIL will help to fund infrastructure provision and achieve the objectives of Hillingdon's Local Plan Part 1: Strategic Policies, which identifies expected housing and employment growth in the borough up to 2026. Growth in the borough will be supported by the CIL because:

- New development will provide a financial contribution towards the provision of infrastructure required to support new development and growth up to 2026.
- It is a simple, affordable fixed charge and the collection process is transparent and guided by Government regulations. This means that developers have certainty regarding what their contributions will be from the start of the development process and local residents understand how the development will contribute to their local community.
- The Council has greater flexibility to address local needs. CIL is a predictable funding stream that allows infrastructure providers to plan ahead more effectively to deliver the infrastructure that is really required in the local community
- Some of the CIL will also be passed directly to local neighborhoods so that they can decide exactly what the money should be spent on.

1.3 CIL and Section 106

Planning Obligations, or 'Section 106 Agreements' are often used to fund or provide the infrastructure necessary to support development proposals; for example where housing development generates a need for a new school. From 6th April 2014 there will be limitations

on the use of Planning Obligations to fund infrastructure provision and the CIL is being introduced in Hillingdon as an alternative funding mechanism to address this issue. It should be noted that Planning Obligations will continue to be used to provide affordable housing and some site specific infrastructure provision. The Council is updating its Planning Obligations Supplementary Planning Document (SPD) to provide more detail on how this system will continue to operate alongside the CIL.

1.4 Deciding the CIL Rate

The CIL will be set at a rate that strikes an appropriate balance between the delivery of local infrastructure and the potential effects of the charge on the viability of development.

The CIL rate will be expressed as a £ per sq. m charge. It will be fixed when planning permission is granted by the Council but will not be paid until the construction of the development starts. In special circumstances there are provisions for the CIL to be paid in instalments or 'in kind'. CIL will apply to all new developments in Hillingdon that are 100 sq. m or over (net additional internal floor space) or developments comprising one dwelling or more. This will include development within airport boundaries (Northolt and Heathrow).

1.5 The Mayoral CIL

The Mayor is introducing his own CIL to contribute £300 million towards the cost of Crossrail. Boroughs have been divided into three broad charging bands (£20psm, £35psm and £50psm) and will be responsible for collecting the charge and then passing it back to the Mayor. From 1st April 2012 development in Hillingdon will be subject to the £35 charging band. This has been taken into account when setting Hillingdon's own CIL and is explained in later sections of this document. All rates shown in this document are exclusive of the Mayoral CIL.

2 EVIDENCE TO JUSTIFY THE CIL

2.1 Introduction

The starting point for the Draft Charging Schedule is Hillingdon's Local Plan Part 1: Strategic Policies, which outlines planned growth in the borough and includes provision for approximately 6,500 new homes by 2026. The Strategic Infrastructure Plan (SIP) has been prepared as a key piece of supporting evidence for the Local Plan and demonstrates there is sufficient infrastructure coming forward to support growth. The evidence required to support the Draft Charging Schedule builds on the SIP and includes the following:

- **Evidence of an infrastructure funding gap:** Evidence of the total infrastructure funding gap that the CIL is intended to support, having taken account of the other sources of available funding. The process of establishing the funding gap is further explained in section 2.3.
- **Viability Assessment:** This demonstrates that the proposed CIL rates strike an appropriate balance between helping to meet the infrastructure funding gap and the potential effects of the charge on development viability across the borough. Further information on the assessment of economic viability is contained in Section 2.3 of this document.

2.2 Establishing a Funding Gap

In order to correspond to the principles of Government guidance on developer contributions, it is important that developments only pay the CIL to mitigate infrastructure need arising as a result of new development. They should not be liable for any existing un-met need or where there is spare capacity within existing infrastructure. For example, if there are spare school places or vacant hospital wards.

Building on the SIP, the cost of infrastructure required to support Local Plan growth was established through discussions with infrastructure providers and cost estimates. Further information on the costing process can be found in the SIP. **Table 2.1** summarises the infrastructure requirements and associated costs of provision to meet Hillingdon's needs to 2026 as established by the SIP:

TABLE 2.1: HILLINGDON ESTIMATED INFRASTRUCTURE REQUIREMENTS TO 2026

Infrastructure Element	Required Infrastructure Schemes	Cost (£millions)	Delivery Bodies
Transport	LIP Schemes including public transport and road and street improvement schemes	18.3	LB Hillingdon, TfL,
Utilities	2 Primary sub stations, 300 sub stations, Water pipe leakage repair scheme, Water infrastructure to meet need demand, Additional Waste facilities	23.0	Utilities Providers, LB Hillingdon
Health	2 new centralised health centres at Hayes and Yiewsley, 7 to 10 new GPs surgeries	3.3	Hillingdon PCT, NHS
Education	2 to 4 Primary Schools, 1 Secondary School	127.9	LB Hillingdon
Leisure	Additional child play space, swimming pool, sports halls and library space	13.3	LB Hillingdon
Other Community Infrastructure	No other community infrastructure requirement identified	0.0	LB Hillingdon
Total		186	

Source: LB Hillingdon SIP (2011)

The total identified infrastructure need based on consultation with infrastructure providers is approximately £190m. However, another key principle of CIL is that existing funding should be taken account of before establishing the total infrastructure funding gap that CIL could at least partly help to meet. Identified infrastructure funding is shown in the Council's Capital Programme. Currently there is approximately £66.7m of funding identified to meet Hillingdon's future infrastructure needs. This includes £6.3m for transport improvements, £55.9m for primary school places and £4.5m for other community infrastructure. If this identified funding is taken away from the total infrastructure costs it leaves a funding gap of approximately £120m. This means that the CIL is justified and will be an important funding source to help ensure that there is sufficient infrastructure to meet the needs generated by future growth in the borough.

2.3

Economic Viability

As per Government guidance the proposed CIL rates have been established through an assessment of economic viability. The purpose of this work was to assess the level of CIL that can be supported without making schemes economically unviable, across a range of uses and locations in the borough.

The principal approach to the viability study relied on comparing Residual Land Values (RLV) from a series of development scenarios, and benchmarking these against indicative Existing Use Values (EUV). The analysis was supported by a broad property market review and research for the borough. Comparable sites from within the borough were also used to test the output of this work. Further detail on the viability assessment is given at **Appendix A**.

It must be fully recognised that the approach to these appraisals was undertaken at a relatively high level, and not on a case by case site specific basis. A summary of key

conclusions from the viability assessment is given below for the different use classes. It should be noted that the rates outlined exclude the Mayor's CIL of £35 per sq. m for Hillingdon unless explicitly stated.

Retail, restaurants and service outlets open to the public (A1-5): The viability analysis showed that CIL impacts on retail schemes differently dependent upon size and location. In light of this the Council proposes to charge different rates dependent upon size and location. A CIL rate of £215 per sq. m is proposed in addition to the Mayor's proposed CIL, for all retail units with a gross floor area of 1,000 sq. m or more outside designated metropolitan, town, district or local centres. Viability analysis shows that the proposed CIL rate would not have a negative impact on the viability of retail schemes under most circumstances where the units are located outside the aforementioned areas and are larger than 1,000 sq. m. For **units** schemes with less than 1,000sq. m of floor space and **units** schemes located within designated metropolitan, town, district or local centres the council proposes a £0 per sq. m rate and therefore no further CIL charge beyond the Mayor's proposed charge.

Offices, (B1): The viability assessment shows that the proposed CIL rate will not unduly impact on the viability of developing offices within the borough. The Council proposes a £35 per sq. m CIL charge for this use type, in addition to the Mayor's proposed CIL.

Industry and warehousing (B8): The viability assessment shows that this use type is able to support a CIL charge of £5 per sq. m. in addition to the Mayor's proposed CIL.

Hotels (C1): The Council recognises that viability varies in individual cases depending on hotel location and type. The viability work shows that hotels are likely to be able to support a £40 per sq. m CIL contribution under most circumstances in addition to the Mayor's proposed CIL.

Residential Institutions (C2): Evidence suggests these uses are not able to support CIL given their built form, including a requirement for communal areas and with the value generated not being sufficient to support additional costs. The Council therefore proposes a £0 per sq. m rate and therefore no further CIL beyond the Mayor's proposed charge.

Dwelling Houses and HMOs (C3 & C4): The viability assessment shows that residential developments are likely to be able to support a CIL contribution in most cases across the borough. The Council proposes to set CIL of £95 per sq. m for qualifying development falling within this use class, in addition to the Mayor's proposed CIL.

Non-residential Institutions (D1): The use class D1 non-residential institutions encompasses uses such as clinics, health centres, crèches, day nurseries, schools, art galleries, libraries, museums, church halls and law courts. The Council does not propose to charge CIL on these uses beyond the Mayor's proposed CIL.

Assembly and Leisure (D2): The Council recognises that leisure and assembly uses are wide ranging. The viability work shows that these uses are generally unable to bear the cost of CIL although the Council recognises that viability will vary from scheme to scheme. The Council proposes a £0 per sq. m rate charge above the Mayor's proposed CIL.

Sui Generis: All other uses that do not fit within other categories are legally referred to as sui generis. The Council considers it appropriate to charge CIL on sui generis development at a rate of £35 per sq. m throughout the borough, in addition to the Mayor's proposed CIL.

3

PROPOSED CIL RATE

In light of the evidence presented in Section 2 above, the Council proposes the following CIL rate(s):

TABLE 3.1: SCHEDULE OF PROPOSED CIL RATES*	
Use Type	Proposed CIL Rate (per sq. m)
Large format retail 1,000 sq. m+(A1-A5)	£215
Offices (B1)	£35
Hotels (C1)	£40
Residential Dwelling Houses (C3)	£95
Industrial (B8)	£5
Sui Generis	£35

*Note that the rates in Table 3.1 exclude the Mayoral CIL Contribution

Formula for Calculating the Chargeable Amount

The formula for calculating the chargeable amount is set out in full in Part 5 of the Community Infrastructure Regulations 2010 (The Regulations). The following is from the regulations:

1 The collecting authority must calculate the amount of CIL payable ("chargeable amount") in respect of a chargeable development in accordance with this regulation

2 The chargeable amount is an amount equal to the aggregate of the amounts of CIL chargeable at each of the relevant rates.

3 But where that amount is less than £50 the chargeable amount is deemed to be zero.

4 The relevant rates are the rates at which CIL is chargeable in respect of the chargeable development taken from the charging schedules which are in effect:

(a) at the time planning permission first permits the chargeable development; and

(b) in the area in which the chargeable development will be situated.

5 The amount of CIL chargeable at a given relevant rate (R) must be calculated by applying the following formula—

$$\frac{R \times A \times IP}{Ic}$$

Where -

A = the deemed net area chargeable at rate R;

IP = the index figure for the year in which planning permission was granted; and

Ic = the index figure for the year in which the charging schedule containing rate R took effect.

6 The value of A in paragraph (5) must be calculated by applying the following formula—

$$\frac{CR \times (C - E)}{C}$$

where—

Cr = the gross internal area of the part of the chargeable development chargeable at rate R, less an amount equal to the aggregate of the gross internal area of all buildings (excluding any new build) on completion of the chargeable development which —

(a) on the day planning permission first permits the chargeable development, are situated on the relevant land and in lawful use;

(b) will be part of the chargeable development on completion ;and

(c) will be chargeable at rate R

7 The index referred to in paragraph (5) is the national All-in Tender Price

Index published from time to time by the Building Cost Information Service of the Royal Institution of Chartered Surveyors; and the figure for a given year is the figure for 1st November of the preceding year.

8 But in the event that the All-in Tender Price Index ceases to be published, the index referred to above is the retail prices index; and the figure for a given year is the figure for November of the preceding year.

9 Where the collecting authority does not have sufficient information, or information of sufficient quality, to enable it to establish –

(a) the gross internal area of a building situated on the relevant land; or

(b) whether a building is situated on the relevant land is in lawful use, the collecting authority may deem the gross internal area of the building to be zero

10 For the purposes of this regulation a building is in use if a part of that building has been in use for a continuous period of at least six months within the period of 12 months ending on the day planning permission first permits the chargeable development.

11 In this regulation “building” does not include—

(a) a building into which people do not normally go;

(b) a building into which people go only intermittently for the purpose of maintaining or inspecting machinery; or

(c) a building for which planning permission was granted for a limited period.

3.1 Chargeable Development, Exemptions & Relief

The Regulations exempt all development under 100 sq. m (unless it is a new dwelling house, in other words a house or flat) as well as development for charitable purposes.

The Regulations allow relief for parts of a development to be used for social housing (in proportion to the amount of social housing provided). The formula for calculating relief is set out in full in Part 6 of the Regulations.

The Council is not proposing to offer exemptions or relief beyond that which is set out as a statutory requirement in the Regulations 2010.

3.2 The Mayor's CIL

The Mayor of London will implement a CIL levy to help pay for Crossrail from spring 2012. He has proposed a single charge for Hillingdon at £35 per sq. m for all eligible development (note that the Mayor is not currently proposing to charge CIL on buildings that are to be used for educational or health purposes). The Council will be required to collect CIL on behalf of the Mayor, although the Mayor will be responsible for allocating the income from his CIL. This charging schedule sets out Hillingdon's CIL rates, which are inclusive of the Mayor's proposed CIL unless explicitly stated.

4 NEXT STEPS

4.1 Consultation Timetable

In accordance with the Government's CIL Regulations the Council undertook its first round of consultation on the Preliminary Draft Charging Schedule. The second stage relates to this document, the Draft Charging Schedule. The final stage in the production of the Charging Schedule prior to publication is the Public Examination chaired by an independent Planning Inspector.

The full proposed programme, including target consultation dates is shown in Table 4.1 below:

TABLE 4.1: PROPOSED CONSULTATION TIMETABLE		
Step	Date	Action
Step 2	~~September 2012~~ : December 2012	Second round of consultation
Step 3	~~November 2012~~ : March 2013:	~~Examination Submission to the Secretary of State for Examination~~
Step 4	~~March~~ May/June 2013	~~Adoption of CIL Examination~~
Step 5	~~March~~ September 2013	~~Removal of S106 provisions~~ Adoption of the Charging Schedule
Step 6	September 2013	Adoption of the revised S106 SPD

4.2 Responding to the Consultation

Responses to this Draft Charging Schedule can be made:

- **Online** – www.hillingdon.gov.uk under Have your say
- **By Post** – Writing to Planning Information Services: Civic Centre, High Street, Uxbridge, UB8 1UW

Relevant documents can be viewed at the following locations:

- All Hillingdon Libraries. Full details of library opening times are available at <http://www.hillingdon.gov.uk/index.jsp?articleid=11625>

5 APPENDIX A – VIABILITY ASSESSMENT

5.1 Viability

CBRE has been commissioned as part of a team led by URS Scott Wilson to assist in the preparation of the Community Infrastructure Levy (CIL) draft charging schedule for London Borough of Hillingdon (LBH) in accordance with Regulation 14 of the CIL Regulations April 2010 (as amended). A key focus of the study was to assess the level of CIL that can be supported without making schemes economically unviable, across a range of uses and locations in the borough.

The principal approach to the study relies on comparing Residual Land Values (RLV) from a series of development scenarios, and benchmarking these against indicative Existing Use Values (EUV). Our analysis is also supported by a broad property market review and research for the borough. Comparable sites from within the borough are also used to test the output of this work.

It must be fully recognised that the approach to these appraisals is at relatively high level, and not undertaken on a case by case site specific basis. Individual sites are of course unique, with differing opportunities and constraints. In turn these have differing revenue and cost profiles which in adopting broad assumptions do not reflect individual nuances. Therefore, the outputs of this exercise must be considered as a high level guide to likely scheme viability and recognised as having its limitations.

5.2 Residual Land Values and Benchmarking

The Residual Land Value (RLV) is a key output in assessing if a scheme is viable. Generally, only commercially driven schemes which produce a positive RLV will proceed to delivery. A scheme exhibiting a negative RLV infers it less likely to be delivered unless there is available funding to bridge any finance gap, or perhaps there are special circumstances. In simple terms the calculation assessing a Residual Land Value is as follows:

$$\begin{aligned} &\text{Gross Development Value less Development Costs (inc. developer's profit)} \\ &= \text{Residual Land Value} \end{aligned}$$

In terms of benchmarking the Residual Land Value against the EUV, this is as follows:

$$\begin{aligned} &\text{Residual Land Value less EUV land value (plus premium – see below)} \\ &= \text{potential margin for CIL} \end{aligned}$$

Existing Use Values are the current investment profile of a site (i.e. the current rent capitalised by an appropriate yield). Existing Use Values can vary significantly. According to the Council's Affordable Housing Economic Viability Assessment Study agricultural land is around £7,200 per hectare. Other uses can however, be much more valuable. Capital values of existing office sites, for example, can easily command values far in excess of £10m per hectare. The property market review found that existing use values in Hillingdon generally range from £2m to £4m per hectare and this has been the main focus of for the viability testing. The study also looked at higher existing use values and assessed the impact that CIL could have, which is consistent with other CIL viability studies that have been undertaken.

5.3 Setting the Charge

Through analysis of the outputs of the viability analysis, recommendations are made to possible potential CIL rates that could be sought.

5.4 Viability Appraisal Findings

Residential (C3)

At a 35% affordable housing allocation, and set against the mid EUV, almost all categories in the middle and higher value residential bands show reasonable or good degrees of potential viability (sales price of £3,770 per sq. m: £350+ per sq ft). At the lower EUV then almost all lower density development shows prospects of being viable. Scenarios showing a reduction in the amount of affordable housing illustrate that almost all housing developments have good prospects, albeit accepting that there may need to be some flex in affordable housing provision. The one position which remains stubbornly unviable is very high density development (200 dwellings per hectare) in low value areas.

5.5 Commercial Uses

Retail (A1)

The retail analysis has been subdivided into three categories. This reflects the evidence gathered at a local level, knowledge of the wider market as well as the Valuation Office Agency assessment of values. The scenario testing considers the following three formats:

A - Large format retail (A1 - say 1,000+ sq. m gross)

B - Foodstores (A1 - say 1,000+ sq. m gross)

C - Unit retail (A1-A5 less than 1,000 sq. m gross)

Unit retail can be a particularly challenging area to assess ~~for scheme~~ viability. Retail valuations often look toward zoning of centres as a way of assessing value. As centres become smaller however, then it can often revert back to a per sq ft basis. In other places too, turnover rents are becoming more common. In Hillingdon Borough, there is a diverse range of centres commanding a very wide range of rental tones. The three scenarios tested are intended to capture the broad tenet of values that could be achieved in a range of possible local district and metropolitan centres (Uxbridge).

The results show that unit retail development under all scenarios is only likely to be viable when it achieves a high rental tone. This output accords with our general knowledge of the viability of retail development, especially in lower value areas (say £50-£60 Zone A). Even at the upper end of higher value centres, the costs of land assembly and the complexity involved with bringing forward ~~retail units~~ schemes can make them challenging in viability terms too. Indeed, benchmarking its likely viability may be better suited to examination against higher EUV. Town centre regeneration schemes were a major casualty in the last recession.

Whilst unit retail was found to generally be unviable the results of the testing for large format retail and Foodstores showed these uses to be more viable and capable of supporting a CIL charge. Based on the analysis, a range of £200 - £300 per sq. m could be sustained, providing a midpoint charge of £250 per sq. m. This rate includes the Mayoral CIL charge of £35 per sq. m of new development.

Offices (B1(a))

Office development scenarios show variable degrees of viability. They show some potential for contributing toward CIL at mid and higher rental assumptions, when considered against the

mid EUV values. When compared to the low EUV values then all rental scenarios appear to have good viability prospects.

The evidence gathered points toward two areas commanding the best rents. These are around Heathrow and Uxbridge town centre. Possibly, a charging schedule could be segmented to capture these two areas. Good rental levels can however be achieved outside these areas. Therefore, a single lower flat charge might be more suitable and to ensure a good balance is struck between delivery and viability, with this less complex to justify and administer.

There must also be some caution regarding the scope to maximise value through achieving high plot ratios – and then having the ability to let this space. The recommendation is therefore that a range of £60 - £80 per sq. m be considered, with the midpoint being £70 per sq. m. This rate includes the Mayoral CIL charge of £35 per sq. m of new development.

Industrial/Warehousing (B8)

Generally, the results show that when benchmarked against the low EUV this type of development could support a CIL charge. Heathrow and the surrounding area is acknowledged to be one of the UK's premier, if not the prime, distribution area for this type of development. It is assumed that this type of development will be more prevalent on lower value land will and the viability analysis demonstrates that this use type could support a CIL charge of £40 per sq. m when benchmarked against the low EUV. This rate includes the Mayoral CIL charge of £35 per sq. m of new development.

Hotel (C1)

As with the other commercial uses, hotels are tested against three differing rental scenarios. The findings show that when benchmarked against the mid EUV mid and high rental value hotels would have the capacity to contribute to CIL. Set against the lower EUV benchmark, the evidence suggests that all scenarios would still have at least a reasonable prospect of being economically viable and contribute to the charge.

There is no compelling evidence to segment the hotel market into differing geographical areas in Hillingdon. While anecdotally, there is a view that higher room rates might be achieved around Heathrow no firm evidence has been sourced to confirm this.

On that basis a single rate charge is proposed in the range of £35 - £110 per sq. m with the charge set at £75 per sq. m. This rate includes the Mayoral CIL charge of £35 per sq. m of new development.

Leisure (D2)

The leisure scenario looks at three rental tones, based on a typical fitness centre or bowling alley user. The results clearly show that under all three scenarios leisure is not a particularly viable proposition. Even when benchmarked against the low EUV then none of the rental scenarios suggests a strong prospect of being economically viable. The recommendation is therefore that a nil (£0) charge can be levied on this type of use over and above the Mayor's proposed yield.

5.6

Other Uses

The Community Infrastructure Levy covers all development uses; a very wide ranging spectrum. To provide a wider assessment of viability, an analysis of other potential uses has been considered. These have been selected for their potential likelihood to come forward in

the borough, in terms of the developments types seen here and generally elsewhere in the UK. The approach to this analysis takes a more straightforward approach to analysing the economic prospects for each of these uses. In simple terms, build costs are considered against each uses potential capital values. The uses tested on this basis are:-

D1 Non-residential institutions - Clinics, health centres, crèches, day nurseries and day centres.

D2 Assembly and leisure - Cinemas, music and concert halls, bingo and dance halls.

On the basis outlined above all of the uses considered here do not appear to show good signs of being sufficiently viable to support a charge. On this basis we recommend that the Council should consider a zero rate for these uses over and above the Mayor's CIL.

There are of course other uses which could be considered. Educational developments, for example, could be considered. It is felt however, that there is limited evidence on which to base any formal economic appraisal, and that in all likelihood, may not be income generating educational uses, and therefore unlikely to command a CIL charge. Equally, there are a range of uses under Use Class D1, which are mostly public sector buildings and would not be expected to be profitable developments.

Care homes (Use Class C2) are a further development use which potentially could be considered for charging CIL against. Like other less common uses, the difficulty is however limited evidence on which to base robust analysis. Our view is that they would economically perform at a low density of development – in an area with more questionable viability for housing. They also tend to have lower gross to net internal ratios, making development more costly.

Sui Generis This covers a very broad range of uses and as such the viability could vary accordingly. To capture generis uses the council proposes a modest CIL charge of £70 per sq. m. This rate includes the Mayoral CIL charge of £35 per sq. m of new development.

5.7

Conclusions

In arriving at our conclusions the strategic nature of this study must be recognised. The viability assessments are based on a series of hypothetical scenarios. The outputs therefore must be considered as guides. The appraisals are highly sensitive to change in their inputs, and cannot be expected to deal with all site specific matters. Even so the research seeks to find a reasonable balance between the need to raise contributions against stifling economic development.

Based on the economic viability analysis there are a number of development uses identified which could potentially contribute to the Community Infrastructure Levy. These are:

- Large Format Retail (A1) – foodstores and retail park developments, for example
- Offices B1(a)
- Industrial (B8)
- Hotels (C1)
- Residential (C3)
- Sui Generis

Community Infrastructure Levy Draft Charging Schedule Submission Declaration

Background

In accordance with Regulation 19 of the Community Infrastructure Levy Regulations (2010) as amended, the Local Planning Authority must make a declaration that the CIL Charging Schedule complies with certain requirements. This includes declarations made under sections 211 and 212 of the Planning Act 2008.

Declaration

Under Regulation 19 of the Community Infrastructure Regulations 2010 (as amended) The London Borough of Hillingdon, as the charging authority, has complied with the requirements of section 212(4) of the Planning Act 2008, including the requirements to have regard to the matters listed in section 211(2) and (4).

Requirements under section 212(4) of the Planning Act 2008

(4) This is to confirm that in preparing the CIL Charging Schedule, the Council has

- a) Complied with the requirements of this part (part 11) and the CIL regulations
- b) Used appropriate evidence to inform the Draft Charging Schedule and
- c) Dealt with any other matter prescribed by the CIL Regulations

Requirements under section 211(2) and (4) of the Planning Act 2008

(2) The charging authority (The London Borough of Hillingdon), in setting its rates has had regard to

- a) The actual and expected costs of infrastructure
- b) Matters specified by the CIL regulations relating to the economic viability of development
- c) Other actual and expected sources of funding for infrastructure

Signed:..... Date:.....

Councillor Keith Burrows: Cabinet Member
for Planning, Transportation and Recycling

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SCHOOL PLACES PLANNING 2013-2022

Cabinet Member(s)	Councillor David Simmonds
Cabinet Portfolio(s)	Education and Children's Services
Officer Contact(s)	Julien Kramer, Residents Services Dan Kennedy, Administration Directorate
Papers with report	Appendix 1 – Additional primary school place requirements

HEADLINE INFORMATION

Summary	The local authority has a statutory responsibility to secure sufficient early years and school places for children resident in Hillingdon. The demand for primary school places in Hillingdon has been rising for the last five years and is forecast to continue to grow. This is in line with national and London-wide predictions. The report recommends establishing a ten-year places plan for all early years and school age groups. Cabinet is asked to agree in principle to the outline approach to the ten-year plan and agree to receive detailed proposals for meeting the need for additional primary school places in those areas with rising demand within the Borough. The implications of rising pupil numbers at secondary school, special educational needs and post-16 education and training will be reported to future meetings of the Cabinet.
Contribution to our plans and strategies	Effective early years and school places planning is a key element of the Council-led Children's Pathway Programme to put 'families first' in Hillingdon.
Financial Cost	There are no direct costs arising from the recommendations of this report. However, there are significant potential resource implications arising from the analysis of the increase in school places requirement.
Relevant Policy Overview Committee	Education and Children's Services
Ward(s) affected	All wards in Hillingdon

2. RECOMMENDATIONS

That the Cabinet:

- 1. Approves the proposed outline approach for a practical, targeted plan which will ensure sufficient early years and school places across all age groups for children and young people in Hillingdon.**
- 2. Approves within the school places plan the development of detailed proposals for specific localities in Hillingdon to meet the need for additional primary school places.**
- 3. Notes that the development of detailed proposals for secondary school places, special educational needs places and arrangements for young people aged 16 years and older will be presented for consideration at future Cabinet meetings.**

Reasons for recommendation

As part of the strategic education function of the local authority, Hillingdon Council has a statutory responsibility to secure sufficient early years and school places to meet the needs of children resident in the Borough. The demand for primary school places in Hillingdon has been rising for the last five years and is forecast to continue to grow. This is in line with national and London-wide predictions for school places. Given the rising demand for school places there is therefore an opportunity to make use of all education resources and partner resources available in Hillingdon by establishing a school places plan over the next ten years for all age groups and educational needs.

Alternative options considered / risk management

A ten-year school places plan for children and young people will position the local authority to continue to successfully meet its statutory duty working with provider partners and those who have an interest in education to secure sufficient and high quality early years and school places for children resident in Hillingdon.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Supporting Information

- 3.1 The Hillingdon early years and school places plan is proposed to cover all age ranges and education needs for children and young people. This approach ensures effective planning and commissioning of education services by making best use of existing resources to meet forecast needs in flexible and creative ways. The report focuses initially on primary school places as an area of rising demand and provides an update on other aspects of the plan. This report is structured by the following key elements of the places plan.

- Early years settings
- Primary school places

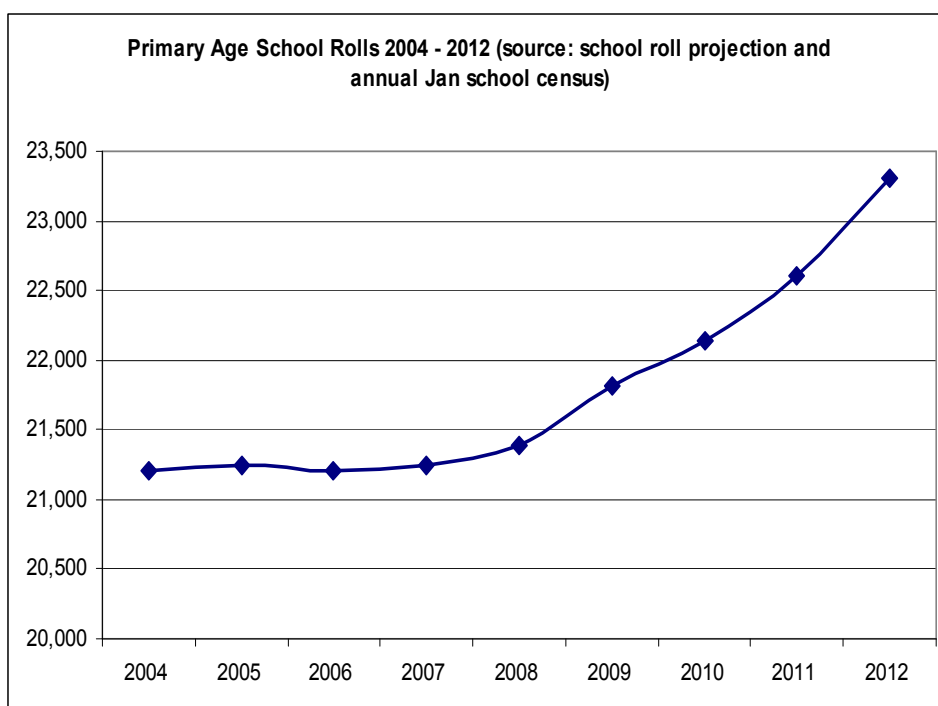
- Secondary school places
- Post 16 year-old education and training
- Special educational needs

A. Early Years Settings

3.2 The local authority has a statutory responsibility to secure sufficient places for children in early years settings. In summary, this covers children aged 2 years of age who are vulnerable as well as children aged 3 or 4 years old. The provision of good quality services in an early years setting is a key strand of the Council's Children's Pathway Programme to support children and families to be self-sufficient and independent at an early stage. This can prevent families from needing higher levels of intervention from statutory services. Work is underway as part of the Council-led Children's Pathway Programme to develop options for the re-design of early years support for families integral to putting 'families first' in the Borough. Subject to the Leader's approval, officers will present a report to Cabinet in April 2013 setting out options for further developing the provision for early years services in Hillingdon in light of changing requirements and the rising number of families in the Borough.

B. Primary School Places

- 3.3 At a national level, the Department for Education is forecasting a sustained, increasing demand for primary school places (an 18% increase by 2020). In London, the need for primary school places is forecast to rise at a faster rate, with an 18% increase in primary school places expected between 2010 and 2015.
- 3.4 As set out in the graph below, the number of primary pupils in a school place has been rising steadily since 2007 in Hillingdon. In the period 2007 to 2012, the number of primary pupils in Hillingdon schools has increased by 10%, equating to approximately 2,000 additional pupils. The London Borough of Hillingdon in partnership with schools in Hillingdon and other partners have worked closely together to successfully meet the rising need for primary places in the last five years. This has largely been achieved through the expansion of existing schools to secure high quality education facilities.



- 3.5 The local authority forecasts future demand for primary places in Hillingdon using local population data issued by the Greater London Authority (GLA) and the Office for National Statistics. The GLA uses a well established approach to predict pupil numbers which many boroughs in London use to plan for and commission school places.
- 3.6 Based on current projections using GLA data and local housing data, the number of primary pupils requiring a school place in Hillingdon is forecast to continue to rise between 2013 and 2022 attributable to an increasing birth rate, inward migration and reduced outward migration from the Borough. The demand for primary school places in any locality will naturally change throughout the course of a year due to families moving in or out of the Borough or due to changes in new house building completions. The forecast demand for primary pupil places is therefore kept under close review during the year using local information about the completion of new housing developments, monitoring of applications for a new school place, the total number of pupils in a school place at any one time as well as changes in local birth rates and in-migration. This ensures that school places planning is sensitive to changing local demands and the local authority and partners can accelerate the build programme to meet need in a timely manner if this is required.
- 3.7 The rising future demand for primary school places in Hillingdon is forecast to concentrate in localised areas, particularly in the south of the Borough. To assist with primary school places planning, each local authority designates school places planning areas and forecasts demand against available school places in these local areas.
- 3.8 The following table presents those school places planning areas which are a priority for increasing the provision of primary school places over and above that already on track to be delivered through the existing school places programme or through the provision of new schools already expected.
- 3.9 The increased need for school places has been expressed in 'forms of entry' in the table below. A form of entry represents an additional seven year groups at a primary school. Each additional year group will provide places for up to 30 additional pupils. Therefore an

additional form of entry at a primary school equates to an additional 210 pupil places in total across all seven year groups. Appendix 1 provides additional information.

Table 1 – Summary of additional primary school places required in Hillingdon

School Places Planning Area	Additional Need for Primary School Places	Comment
<u>Area 3</u> – North Ruislip Area	1 additional form of entry required by Sept 2016	
<u>Area 6</u> – Uxbridge Area	3 additional forms of entry required on the RAF Uxbridge site	A new school will be located on the RAF Uxbridge development to meet forecast need.
<u>Area 8</u> – Hayes Park/Charville Area	1 additional form of entry required by Sept 2016	A new free school is proposed for this area and, subject to being established, could meet the need in this area in the medium-term.
<u>Area 10</u> – Yiewsley Area	1 additional form of entry required by Sept 2015	
<u>Area 11</u> – Hayes Wood End Area	4 additional forms of entry required between Sept 2013 and Sept 2017	This level of need potentially equates to a new school. A new primary school (Lake Farm) is proposed in this area. Subject to approval, the new proposed school would meet the additional forecast demand for primary school places in the medium-term. Bulge year groups are proposed at existing schools to meet the need for Sept 2013. An additional new free faith school is proposed in this area but may not fully meet the need for local pupil places.
<u>Area 12</u> – Hayes Cranford / Harlington Area	2 additional forms of entry required between Sept 2013 Sept 2015	This level of need potentially equates to a new school. Bulge year groups proposed at

School Places Planning Area	Additional Need for Primary School Places	Comment
		existing schools to meet the need for Sept 2013.
<u>Area 14</u> – West Drayton Area	3 additional forms of entry required between Sept 2014 and Sept 2019	This level of need potentially equates to a new school.

3.10 The sustained increase in primary and secondary school pupil numbers predicted over the next ten years in Hillingdon requires a joined-up approach across a range of partners to ensure that education resources and other resources are used to best effect to creatively find solutions which continue to deliver high quality education provision for children resident in Hillingdon. Over the last five years the rising demand for primary pupil places has been successfully met by the Council and education partners by making better use of existing school assets and expanding existing primary schools. The Council has an ambitious £149.7m capital programme for education provision.

3.11 The ability to expand existing primary school sites in the Borough in the future is becoming less of an option available to the Council and partners as some school sites in those areas of highest demand are physically constrained or have an optimal number of pupils for the facilities on site. Some existing primary schools are not suitable for further expansion. To meet the future demand for primary school places there is the option to consider new additional primary schools in Hillingdon in those localities where it is predicted there will be demand for primary places over and above that being met by the existing school places expansion programme.

3.12 To ensure sufficient provision of primary school places across Hillingdon, Cabinet are asked to agree that officers work with schools and other partners as needed to develop detailed proposals for the localities set out above and to present these back to Cabinet in April 2013 for consideration. In developing the proposals Cabinet are also asked to agree in principle that officers consider the following options in the table below when preparing detailed proposals for how the forecast need for additional primary school places will be met in a sustained way. The proposals will be developed with a focus on continuing to maintain good quality education provision in Hillingdon and to provide school places as close as possible to the homes of children resident in the Borough to minimise the need for travel between home and school.

Table 2 – Options for meeting demand for additional primary school places

Option	Why should this option be considered?
1. New 'free' schools	An option available to the local authority is to work in partnership with education partners to establish new 'free' schools based in purpose built, good quality education accommodation: - the local authority would be the leading strategic partner in developing new free schools to influence the location of new school places to meet local demand and secure good quality accommodation and education facilities. - the cost of developing new 'free' schools could attract additional funding from the DfE and attract sponsorship from private sector businesses.

Option	Why should this option be considered?
	new primary schools could either be based on new school sites or be based on an existing education setting such as a secondary school site (known as a 'through' school). In terms of mitigating any risks from this approach, the local authority is the key strategic partner in Hillingdon to influence that the development and provision of free schools locate in areas of greatest need, new schools are aligned to the needs of children and families in Hillingdon and they utilise suitable, good quality accommodation for Hillingdon's pupils.
2. Expansion of existing primary schools	For some specific school sites there remains the option to expand the school on either a temporary or permanent basis to meet rising local pupil numbers.
3. Building in a 'buffer' for school places	The latest pupil headcount in Hillingdon (the October 2012 pupil Census) indicates that most year groups in primary schools in those areas of greatest demand are full or close to being full. The ability to absorb natural minor fluctuations in primary school pupil numbers is therefore limited in some primary schools. Planning for a modest unused number of pupil places when initially commissioning additional school places will allow the local authority and partners a degree of resilience and capacity in school places planning in the medium-term to ensure the provision of education services in Hillingdon.

C. Secondary School Places

3.13 At a national level the Department of Education is predicting an increase in the number of secondary pupils from 2015 onwards. In Hillingdon the number of pupils attending a secondary school has been rising gradually over recent years and is predicted to continue to rise as primary school pupils move up into secondary school age year groups.

3.14 In line with many other London boroughs, there is in general the physical capacity within Hillingdon secondary schools to absorb the forecast increase in secondary school age pupils in the medium-term (the next 4 to 5 years). Modelling of demand for secondary school places predicts that the pressure for school places will move into secondary schools by September 2017 when additional secondary pupil places will be required across the Borough. Further work is underway to refresh the forecast demand for secondary school places drawing on the latest Census data and other data used by the GLA. As part of a joined up approach to school places planning over the next ten years, Cabinet is asked to agree to receive in the Autumn 2013 a report setting out the forecast demand for secondary school places over the next ten years and to consider options for how the need could be met.

D. Post 16 year-old education and training

3.15 Education and training provision for young people aged 16 years or older is diverse with a wide range of providers and funding streams. There is typically a high degree of mobility of participants in these education and training programmes. Changes in requirements for young people to participate in education and training programmes will require the local

authority to work closely with partners to target support to increase participation in some areas where this is needed. Work is underway to map needs, provision and to track participation levels. An update will be presented to Cabinet in the Autumn 2013.

E. Special Education Needs

3.16 As part of the Children's Pathway Programme in Hillingdon focused on putting 'families first', work is underway to review the forecasts of children with special educational needs in Hillingdon and options for how best to effectively meet the need. Cabinet is asked to agree to receive a report in April 2013 setting out the initial findings of the review to meet the special education needs of children in the Borough.

Financial Implications

The budget report being presented to Cabinet for approval on this agenda includes provision of £149.7m to deliver 29.5 additional permanent forms of entry and 31 temporary forms. This has been planned to provide the increased primary school places up to September 2015. The majority of pressures described in the paper above are over and above that existing programme. The average cost of 1 permanent form of entry has ranged from £4.5 million to £5 million, which gives a potential increased resource requirement of £49.5 to £55 million if the Council was to provide this through the current strategy for further school expansion. However the paper recommends that partnership working and engaging with potential new providers of Free Schools be actively explored. Financially this is likely to be a less costly approach than to match school place growth with a pure Council driven programme, which may not be affordable in the long term. Free Schools are more likely to attract Government and private sector funding.

The current Primary Schools Expansion programme factors in £59.3 million of DFE grant and £15.1 million of S106 resources. The balance of £75.3 million is being resourced from a combination of borrowing and capital receipts from disposals of Council assets. A further increase in a Council led build programme for further schools expansion would require a significant increase in borrowing with associated revenue cost implications. Therefore, a strategy that looks at partnership would potentially mitigate the further impact on Council resources.

The report also notes the potential impact on Post 16 year-old education and training and Special Education Needs growth, of which in both areas will have revenue implications for the Council.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The recommendations set out in this report will ensure the local authority and partners in Hillingdon deliver sufficient, high quality education provision for children resident in the Borough.

Consultation Carried Out or Required

Council officers have been consulted and involved in developing the outline school places plan and priorities to support and align fully to Hillingdon's Children's Pathway Programme. The development and implementation of the school places plan will involve partners and other stakeholders.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and notes that although there are no direct financial implications arising from the recommendations there are considerable resource implications for the Council's capital programme as outlined within the Financial Implications section.

Government has yet to announce the level of support that it will make available, however, it has recognised the need for schools capital funding to provide the requisite number of places. It is highly likely that the Council will have to apply its own resources to supplement grants and third party contributions to any additional expansion programme and a figure of over £75m is already factored into the MTFF alongside corresponding revenue financing provision.

Corporate Finance notes the subsequent implications for places at the secondary and post 16 stages alongside Special Education needs and although funding sources for these may be broader than that available for the majority of primary expansions, financing strategies will need to be developed through the MTFF process as the programme is further progressed.

Legal

Pursuant to section 14 of the Education Act 1996 the Council has a statutory duty to ensure that sufficient school places are available in its area for providing primary, secondary and special education.

With regards to establishment of new schools it is worth noting that the Education and Inspections Act 2006, (as amended by the Education Act 2011), places a statutory duty to give precedence to academy/free school proposals, where a local authority identifies the need to establish a new school in their area.

Under the Council's Constitution, Cabinet has the appropriate power to agree recommendations proposed at the outset of this report. Further, by virtue of Section 1 of the Localism Act 2011 which makes provision for 'a general power of competence' for local authorities in England. The 'power' gives local authorities the power to do anything an individual can do unless specifically prohibited by law. This includes the power to act in the interest of their communities.

Corporate Property and Construction

Corporate Construction concurs with this report and would emphasise the importance of implementing a strategy at the earliest opportunity bearing in mind the guideline of two years from inception to completion for an extension to a school & three years for a new school based on non confrontational schemes.

6. BACKGROUND PAPERS

Schools places forecasting analysis

Appendix 1 – Primary School Places Projections (Forms of Entry and Pupil Place Numbers) – Additional Requirements 2013-2022

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Primary Pupil Places Planning - Additional Forms of Entry Required 2013-2022													
Primary Planning Area	Sep-13	Sep-14	Sep-15	Sep-16	Sep-17	Sep-18	Sep-19	Sep-20	Sep-21	Sep-22	TOTAL	Notes	
PPA 1	Harefield										0		
PPA 2	Northwood										0		
PPA 3	North Ruislip			1							1		
PPA 4	Ickenham										0		
PPA 5	Ruislip										0	Potential additional 1 FE pressure from 2016/2017 - to be kept under review.	
PPA 6	Uxbridge		1	1	1						3	New school expected on RAF Uxbridge site to meet forecast need.	
PPA 7	Hillingdon										0		
PPA 8	Hayes Park / Charville				1						1	A new free school is proposed for this area and, subject to being established, could meet the need in this area in the medium-term.	
PPA 9	Yeading										0		
PPA 10	Yiewsley			1							1		
PPA 11	Hayes Wood End	1		1	1	1					4	A new primary school is proposed in this area (Lake Farm). Subject to approval, the new proposed school would meet the additional forecast demand for primary school places in the medium-term. Bulge year groups proposed at existing schools to meet the need for Sept 2013. An additional new free faith school is proposed in this area but may not fully meet the need for local pupil places.	
PPA 12	Hayes / Cranford /Harlington	1		1							2	Bulge year groups proposed at existing schools to meet the need for Sept 2013.	
PPA 13	Harmondsworth										0		
PPA 14	West Drayton		1		1		1				3		
TOTAL		2	2	4	5	1	0	1	0	0	0	15	
Pupil Places Required		420	420	840	1050	210	0	210	0	0	0	3150	

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

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