



HILLINGDON
LONDON



Council

To all Members of the Council

Date: THURSDAY, 26 FEBRUARY
2015

Time: 7.30 PM

Venue: COUNCIL CHAMBER -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

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

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2015

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Putting our residents first

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Agenda

Prayers

To be said by the Reverend Chris Rankin

- 1 Apologies for Absence
- 2 Minutes 1 - 16
To receive the minutes of the meeting held on 15 January 2015.
- 3 Declarations of Interest
To note any declarations of interest in any matter before the Council
- 4 Mayor's Announcements
- 5 Report of the Head of Democratic Services 17 - 36
- 6 General Fund Revenue Budget, Housing Revenue Account and Capital Programme 2015/16 37 - 274

Section 106 of the Local Government Finance Act 1992 will apply to the recommendations of this item. Any Member who is more than two months in arrears with their Council Tax or has arrears of Council Tax must declare that fact and must not vote on this item.

Budget Conflict Resolution Procedures – Council is asked to consider the Cabinet's proposals. It may adopt the proposals, submit objections to Cabinet or invite the Cabinet to make amendments specified by Council. If Council votes to object to the Cabinet proposals or to invite Cabinet to make amendments then the Conflict Resolution Procedure will come into operation.

The Council meeting will be adjourned while a special meeting of the Cabinet is held, after which the Council will resume and consider any revised proposals submitted by the Cabinet or the reasons why the Cabinet disagrees with Council's objections or proposed amendments. The budget would then be open for debate and amendment until a final decision is made.

Members are asked to note that, in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, recorded votes will be taken at the annual budget setting meeting on any motion, amendment to motion or substantive motion regarding the General Fund Revenue Budget, Housing Revenue Account and Capital Programme.

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Minutes

COUNCIL

15 January 2015

Meeting held at Council Chamber - Civic Centre, High Street, Uxbridge UB8 1UW

Councillor Catherine Dann (Mayor)

	<p>MEMBERS PRESENT:</p> <table border="0"> <tr> <td>Councillors: Lynne Allen</td> <td>Tony Eginton</td> <td>Douglas Mills</td> </tr> <tr> <td>Teji Barnes</td> <td>Duncan Flynn</td> <td>Richard Mills</td> </tr> <tr> <td>Jonathan Bianco</td> <td>Neil Fyfe</td> <td>John Morgan</td> </tr> <tr> <td>Mohinder Birah</td> <td>Janet Gardner</td> <td>John Morse</td> </tr> <tr> <td>Wayne Bridges</td> <td>Narinder Garg</td> <td>June Nelson</td> </tr> <tr> <td>Tony Burles</td> <td>Dominic Gilham</td> <td>Susan O'Brien</td> </tr> <tr> <td>Keith Burrows</td> <td>Raymond Graham</td> <td>John Oswell</td> </tr> <tr> <td>Roy Chamdal</td> <td>Becky Haggart</td> <td>Jane Palmer</td> </tr> <tr> <td>Alan Chapman</td> <td>John Hensley</td> <td>Ray Puddifoot MBE</td> </tr> <tr> <td>Philip Corthorne</td> <td>Henry Higgins</td> <td>John Riley</td> </tr> <tr> <td>Brian Crowe</td> <td>Patricia Jackson</td> <td>Robin Sansarpuri</td> </tr> <tr> <td>Peter Curling</td> <td>Allan Kauffman</td> <td>Scott Seaman-Digby</td> </tr> <tr> <td>Peter Davis</td> <td>Manjit Khatra</td> <td>David Simmonds</td> </tr> <tr> <td>Nick Denys</td> <td>Mo Khursheed</td> <td>Jagjit Singh</td> </tr> <tr> <td>Jazz Dhillon</td> <td>Kuldeep Lakhmana</td> <td>Brian Stead</td> </tr> <tr> <td>Jem Duducu</td> <td>Eddie Lavery</td> <td>Jan Sweeting</td> </tr> <tr> <td>Janet Duncan</td> <td>Richard Lewis</td> <td>Shehryar Wallana</td> </tr> <tr> <td>Beulah East</td> <td>Peter Money</td> <td>Michael White</td> </tr> <tr> <td>Ian Edwards</td> <td>Carol Melvin</td> <td>David Yarrow</td> </tr> </table>	Councillors: Lynne Allen	Tony Eginton	Douglas Mills	Teji Barnes	Duncan Flynn	Richard Mills	Jonathan Bianco	Neil Fyfe	John Morgan	Mohinder Birah	Janet Gardner	John Morse	Wayne Bridges	Narinder Garg	June Nelson	Tony Burles	Dominic Gilham	Susan O'Brien	Keith Burrows	Raymond Graham	John Oswell	Roy Chamdal	Becky Haggart	Jane Palmer	Alan Chapman	John Hensley	Ray Puddifoot MBE	Philip Corthorne	Henry Higgins	John Riley	Brian Crowe	Patricia Jackson	Robin Sansarpuri	Peter Curling	Allan Kauffman	Scott Seaman-Digby	Peter Davis	Manjit Khatra	David Simmonds	Nick Denys	Mo Khursheed	Jagjit Singh	Jazz Dhillon	Kuldeep Lakhmana	Brian Stead	Jem Duducu	Eddie Lavery	Jan Sweeting	Janet Duncan	Richard Lewis	Shehryar Wallana	Beulah East	Peter Money	Michael White	Ian Edwards	Carol Melvin	David Yarrow
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<p>35.</p>	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from the Deputy Mayor (Councillor G Cooper) and Deputy Mayoress (Councillor J Cooper) and Councillors Dheer, Dhot, Jarjussey, Kelly and Markham.</p>																																																									
<p>36.</p>	<p>MINUTES (<i>Agenda Item 2</i>)</p> <p>RESOLVED: That the minutes of the meeting held on 6 November 2014 be agreed as a correct record.</p>																																																									
<p>37.</p>	<p>MAYOR'S ANNOUNCEMENTS (<i>Agenda Item 4</i>)</p> <p>The Mayor announced that she would be holding a Quiz Night on Wednesday 21 January 2015 and encouraged those present to support the event which would be raising money for Michael Sobell Hospice.</p>																																																									

Hillingdon had again participated in the Lord Mayor of London's New Year's Day Parade. The Mayor thanked those who had taken part in the event which had resulted in Hillingdon being awarded third place and receiving £5k towards the Mayor's charity.

The Mayor thanked those who had sponsored her chauffeur, Mr Richard Wallace, to take part in the Trinity Homeless BigSleepout on her behalf. She and Councillor Yarrow had visited those taking part on the night and was pleased to announce that Mr Wallace had raised £571 for the charity.

The Leader of the Council congratulated Ms Jean Palmer, the Council's Deputy Chief Executive and Corporate Director of Residents Services on being awarded an OBE in the Queen's New Year's Honours List. Ms Palmer had dedicated 14 years of her 40 year local government service to Hillingdon and had made significant improvements to the services that the Council provided during this time. The Leader noted that Ms Palmer was a talented, hard working and outstanding public service employee.

The Leader of the Labour Group welcomed Councillor Oswell to the Council following his election at the Charville by-election in November 2014. He went on to echo the Leader's congratulations to Ms Palmer on being awarded an OBE.

38. **REPORT OF THE HEAD OF DEMOCRATIC SERVICES** (*Agenda Item 5*)

Councillor Puddifoot moved the recommendations as set out in the Order of Business. The motion was seconded by Councillor Simmonds and it was:

RESOLVED: That:

- i) **the result of the Charville by-election held on 27 November 2014 be noted.**
- ii) **upon the recommendation of the Labour Group, the following changes be made to Committee Memberships 2014/15:**
 - **Councillor Oswell to be appointed to the vacancy on the Social Services, Housing and Public Health POC.**
 - **Councillor Oswell to replace Councillor Dhot on North Planning Committee.**
- iii) **the urgency decisions detailed in the report be noted.**
- iv) **the timetable of meetings for 2015/16, as set out in Appendix A, be approved and the Head of Democratic Services in consultation with the Chief Whip of the Majority Party be authorised to make any amendments that may be required throughout the course of the year.**

39. **POLLING DISTRICT AND POLLING PLACES REVIEW** (*Agenda Item 6*)

Councillor D Mills moved the recommendation as set out in the Order of Business. The motion was seconded by Councillor Puddifoot.

Councillor Dhillon moved, and Councillor Nelson seconded, the following amendment:

Delete all after "*consistent*" and add "*democratic and convenient level of provision be given to all residents of each ward within the Borough, all existing polling stations be maintained and those in Townfield and Brunel wards that were removed at the last polling review be reinstated.*"

A motion from Councillor Puddifoot that the question on the amendment be now put was agreed and the amendment was put to a recorded vote:

Those voting for: Councillors Allen, Birah, Burles, Curling, Dhillon, Duncan, East, Eginton, Gardner, Garg, Khatra, Khursheed, Lakhmana, Money, Morse, Nelson, Oswell, Sansarpuri, Singh and Sweeting.

Those voting against: The Mayor (Councillor Dann), Councillors Barnes, Bianco, Bridges, Burrows, Chamdal, Chapman, Corthorne, Crowe, Davis, Denys, Duducu, Edwards, Flynn, Fyfe, Gilham, Graham, Haggar, Hensley, Higgins, Jackson, Kauffman, Lavery, Lewis, Melvin, D Mills, R Mills, Morgan, O'Brien, Palmer, Puddifoot, Riley, Seaman-Digby, Simmonds, Stead, Wallana, White and Yarrow.

The amendment was lost.

Following debate on the original motion (Councillors Allen, Khatra, Khursheed, Morse, Nelson, Sasarpuri and Sweeting), it was put to a recorded vote:

Those voting for: The Mayor (Councillor Dann), Councillors Barnes, Bianco, Bridges, Burrows, Chamdal, Chapman, Corthorne, Crowe, Davis, Denys, Duducu, Edwards, Flynn, Fyfe, Gilham, Graham, Haggar, Hensley, Higgins, Jackson, Kauffman, Lavery, Lewis, Melvin, D Mills, R Mills, Morgan, O'Brien, Palmer, Puddifoot, Riley, Seaman-Digby, Simmonds, Stead, Wallana, White and Yarrow.

Those voting against: Councillors Allen, Birah, Burles, Curling, Dhillon, Duncan, East, Eginton, Gardner, Garg, Khatra, Khursheed, Lakhmana, Money, Morse, Nelson, Oswell, Sansarpuri, Singh and Sweeting.

The motion was carried and it was:

RESOLVED: That, with the aim of ensuring a consistent level of provision of 3 Polling Places per ward wherever possible, the proposed polling arrangements within the Borough be approved.

40. **COUNCIL TAX BASE 2015/16 AND BUSINESS RATES FORECAST 2015/16**
(Agenda Item 7)

Councillor Bianco moved, and Councillor Puddifoot seconded, the recommendations as set out in the Order of Business.

Councillor Eginton moved, and Councillor Nelson seconded, an amendment to the motion which was put to the vote and lost.

The original motion was put to the vote and it was unanimously:

RESOLVED: That:

- a) **the report of the Corporate Director of Finance for the calculation of the Council Tax Base and the Business Rates Forecast be approved.**
- b) **in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 the amount calculated by the London Borough of Hillingdon as its Council tax Base for 2015/16 shall be 91,200.**
- c) **the Corporate Director of Finance be authorised to submit the 2014/15 NNDR1 return to the Department of Communities & Local Government (CLG) and the Greater London Authority (GLA) in line with the business**

rates forecast contained within the report.
d) the continuation of the Council Tax Reduction Scheme in 2015/16, originally approved by Council on 17 January 2013 be approved.

41. **MEMBERS' QUESTIONS** (*Agenda Item 8*)

8.1 QUESTION SUBMITTED BY COUNCILLOR WALLANA TO THE CABINET MEMBER FOR SOCIAL SERVICES, HEALTH AND HOUSING - COUNCILLOR CORTHORNE

"Would the Cabinet Member please give an update on the progress with supported housing and the arrangements for the safeguarding of these residents?"

Councillor Corthorne advised that supported living was a key feature of modern transformed social care services. As well as providing far better outcomes and quality of life for residents than institutional care options, it was also considerably better value for money. Working together, social care and housing in Hillingdon had made significant progress in the development of new supported housing within the Borough.

In 2014, 220 people were provided with supported living, including a new development of 24 flats at Swan House, West Drayton. In 2015, the Council would be opening three further supported living schemes for people with learning disabilities and people with mental health needs, which would deliver 36 more flats. These developments, and the procurement of others directly provided by other organisations, meant that the Council expected the number to have reached 310 by the end of 2015.

The Council's focus had always been to ensure that services were of high quality and were provided in a way that ensured service users were safe. In the last year, the procurement process had been amended for providers to ensure a greater emphasis on the quality scoring of tenders. The quality scoring now accounted for 40% of the assessment rather than 20%. It was very important that the Council grew a strong and capable care market in the Borough.

Adult Social Care and Category Management had considerably strengthened the approach to monitoring quality of care provision over the last year with the establishment of a Care Governance Board overseen by the Director of Adult Services. The Board brought together information from care management, complaints, safeguarding, contract monitoring and inspection to provide a clear picture of the strengths and weaknesses of local services and to provide timely interventions or improvement plans with providers.

The Council was actively encouraging providers to sign up to the 'Social Care Commitment' which had recently been introduced by the Care Quality Commission (CQC) to ensure that unqualified social care staff were checked, trained and monitored in a consistent way against a quality framework. Robust action had been taken to support providers to improve areas of poor performance and, when the situation had not satisfactorily improved, had ended contracts and sourced new providers who were able to deliver quality services where necessary. When needed, residents and their parents or carers had been fully included in the decision making and supported with any required transition.

There was no supplementary question.

8.8 QUESTION SUBMITTED BY COUNCILLOR SWEETING TO THE CABINET MEMBER FOR EDUCATION AND CHILDRENS' SERVICES - COUNCILLOR SIMMONDS

"Much to the surprise of West Drayton residents, the new 5 Form of Entry Junior School which was given planning permission by this Council and is currently under construction within 50 metres of Laurel Lane School has suddenly morphed into a 3 Form of Entry Church of England Primary School without sufficient classrooms and with no nursery. Please explain in detail how this major and costly mistake has taken place?"

Councillor Simmonds advised that the construction of the new school in West Drayton was on track to open by September 2015, was within budget and had not been a mistake. In 2013, the Council had responded to the changing needs of residents and the requirement for additional schools places. The contract to build a new three form entry primary school had been awarded to The Frays Academy Trust which comprised St Matthew's CE Primary School in Yiewsley, Cowley St Laurence CE Primary School in Cowley and Laurel Lane Primary School in West Drayton. Councillor Simmonds noted that Councillor Duncan was a governor at St Matthews and that Councillor Sweeting was a governor at Laurel Lane. He went on to advise that the Executive Head Teacher of the Academy had led the development project.

Although the Council had approached the Department for Education (DfE) with proposals for the creation of a new junior and infant school, the provider had been unable to achieve the standards required. However, the DfE had confirmed that it was a requirement of grant funding that the Local Authority provide a new three form entry primary school on the site. It was the intention of the Trust that, in the future, an infant school and a junior school would be established using the two adjacent school buildings available to them (the new school and the existing school).

Councillor Simmonds noted that the cost of construction would be within the agreed budget. He suggested that, as the Head Teacher had agreed the appropriate number of places to be able to meet the needs, Councillor Sweeting should raise the issue with him.

By way of a supplementary question, Councillor Sweeting asked, as the St Martin's site did not have sufficient space, whether there were any plans in place to move back as there would be considerable associated costs that would need to be met.

Councillor Simmonds advised that the Head Teacher had longer term plans in place to develop a junior and infant school on the same site once it had met the DfE requirements. Insofar as additional costs were concerned, this issue would need to be addressed by the Academy. However, the building itself would be cost neutral and could either be converted or remain as built.

8.2 QUESTION SUBMITTED BY COUNCILLOR RILEY TO THE CABINET MEMBER FOR CENTRAL SERVICES – COUNCILLOR SEAMAN-DIGBY

"How many successful prosecutions have Legal Services brought in the Magistrates and Crown Court over the last 12 months and what are the range of offences which these prosecutions cover?"

Councillor Seaman-Digby advised that the Council's award-winning Legal Services team had brought prosecutions in circumstances where there was sufficient evidence

and where it was in the public interest to prosecute.

In the last 12 months, 640 successful prosecutions had been brought. The majority of these related to littering offences (590). The remaining 50 prosecutions covered a wide range of offences and could be broken down as follows:

- Benefit Fraud - 22
- Planning breaches which included beds in sheds - 9
- Trading Standards - 8
- Noise Nuisance - 3
- Failure to secure regular attendance at schools of registered pupils - 8

Councillor Seaman-Digby noted that the Council had successfully recovered 177 properties from individuals that had been committing fraud and cheating the system, ensuring that these properties could be used by those who genuinely needed them.

By way of a supplementary question, Councillor Riley asked whether the Council generally recovered its costs for bringing the prosecutions and whether other orders, such as proceeds of crime, were applied for and obtained.

Councillor Seaman-Digby noted that the Council applied for its costs in every case in which it secured a conviction. However, costs were at the discretion of the Court and therefore the Council did not fully recover its costs in every case. With regard to the littering prosecutions, the average amount of costs recovered by the Council in each case was £100.

The other prosecutions which the Council brought were more complicated and therefore the amount of costs applied for were higher. The prosecution lawyer would provide a detailed breakdown of the costs to the Court and make an application in every case where a conviction was secured for the full amount of the costs which it had incurred.

The Council applied for ancillary orders where it was appropriate to do so. For example, it had successfully applied for forfeiture orders in Trading Standards cases where the goods had been used to commit offences.

The Council had also successfully made applications for proceeds of crime orders in the last twelve months. A £1m proceeds of crime order had been obtained in the SAS case in which the company was selling bogus burglar alarms to elderly and vulnerable residents in the Borough. A further proceeds of crime order had been made for £170k in respect of a prosecution for a planning breach.

8.13 QUESTION SUBMITTED BY COUNCILLOR EAST TO THE CABINET MEMBER FOR SOCIAL SERVICES, HEALTH AND HOUSING - COUNCILLOR CORTHORNE

"Can the Cabinet Member tell us how many residents have taken up Personal Budgets?"

Councillor Corthorne advised that a personal budget presented residents with a number of options as to how their needs could be met and funded, providing them with greater control and choice whilst also ensuring that services met an individual's particular needs and wishes.

Personal Budgets were seen as one of the key areas of Personalisation in Adult

Services and the Government had set a target where councils needed to ensure that 70% of those eligible were in receipt of a personal budget by April 2013. In Hillingdon, there were currently 3,651 eligible individuals in receipt of a personal budget and this was expected to increase even further as Adult Social Care improved its reviewing activity.

In order to improve the choice and control available to residents, the Council had recently purchased the 'Shop4Support' system. This system was due to be implemented in April and would provide an online marketplace that would help the Council to:

- Provide more choice and control to residents through having direct access to a wide range of local providers to meet their care and support needs;
- Provide the same level of information and opportunity to residents in receipt of Council funded support and those who were self funders;
- Enable self funders to make informed choices about how best to meet their care and support needs and provide transparency on associated costs; and
- Increase engagement with local providers through encouraging wide range of suppliers to utilise the marketplace.

By way of a supplementary question, Councillor East asked whether Government funding would be ringfenced to help disabled and vulnerable residents to retain their independence.

Councillor Corthorne advised that the Government recommended the level of spend and the Council planned to continue to provide a level of service that met the needs of the service users and opened up opportunities for them.

8.14 QUESTION SUBMITTED BY COUNCILLOR DENYS TO THE CABINET MEMBER FOR CENTRAL SERVICES – COUNCILLOR SEAMAN-DIGBY

"At the Full Council in February 2013 the Conservative Administration pledged to bring all staff up to the pay levels of the London Living Wage with effect from January this year, where the next Local Government pay award failed to have this effect. Could the Cabinet Member clarify the current position for us?"

Councillor Seaman Digby advised that the Local Government pay award had now been implemented but had not brought all salaries up to the London Living Wage of £9.15 per hour.

Only a very small number of staff working in Hillingdon Council had a regular basic take home pay that was below the London Living Wage. In line with the statement referred to in the question, those who fell below this line had been identified and would receive a top up to their salaries which would bring them up to the London Living Wage level.

There was no supplementary question.

8.9 QUESTION SUBMITTED BY COUNCILLOR GARDNER TO THE CABINET MEMBER FOR SOCIAL SERVICES, HEALTH AND HOUSING - COUNCILLOR CORTHORNE

"Considering the huge amount of families in the Borough, living in private rented accommodation, which is both grossly over-priced and sub-standard, would the Cabinet Member consider very seriously licensing private landlords and inspecting

their premises on a regular basis before any of our families are accommodated in them?"

Councillor Corthorne noted that the Housing Act 2004 made provision for local authorities to introduce "Selective Licensing". There were two criteria, one of which must be met before the DCLG would sign off applications to do this from local authorities. Firstly, it had to be in an area of low housing demand (this was not the case in Hillingdon). Secondly, there needed to be an exceptional level of antisocial behaviour - the advice from officers was that Hillingdon would not fulfil this criteria either.

As such, Councillor Corthorne noted that Hillingdon could not adopt this even if the Council wanted to. In any case, he believed that it would be the wrong option, since a blanket approach was very resource intensive, and could result in limited resources being focussed on the better landlords and dwellings at the expense of getting to grips with the dwellings which were causing real concern.

In difficult market conditions, procuring temporary accommodation of a reasonable standard was a real challenge for the Council. The Private Sector Housing Team and Anti Social Behaviour and Investigations Team worked to raise standards and enforced where required (though Hillingdon was not helped when boroughs like Harrow were keen to take temporary units which would not be acceptable here). Hillingdon had its own HMO licensing scheme and a sign off process for all temporary accommodation (whether it was procured by the Council or home seekers did it themselves through Finders Fee, for example) supplemented by six monthly reviews.

The Council did sometimes come across dwellings which, for any number of reasons, were not of a satisfactory standard. Councillor Corthorne believed that the targeted approach that he had described would be a much better way of focusing resources where they could add the most value.

In conclusion, Councillor Corthorne advised that, if there were specific cases where these issues were not being addressed, he would be happy to discuss them on a case-by-case basis.

By way of a supplementary question, Councillor Gardner asked, if it was not possible to obtain social housing, whether it would be possible for the Homeless Prevention Team to ensure that the relevant safety checks were undertaken on the private rented accommodation secured.

Councillor Corthorne advised that an introductory briefing was provided for vulnerable residents in relation to these issues. However, if these messages were not consistent or robust, he asked that he be advised so that he could ensure that the issue was addressed.

8.10 QUESTION SUBMITTED BY COUNCILLOR CURLING TO THE CABINET MEMBER FOR SOCIAL SERVICES, HEALTH AND HOUSING - COUNCILLOR CORTHORNE

"Can the Cabinet Member tell us how many ex-council homes have been bought back by the council under the buy-back scheme?"

In light of a Cabinet report being considered on this issue at the meeting on 22 January 2015, Councillor Curling requested that his question be withdrawn. This was

agreed.

8.12 QUESTION SUBMITTED BY COUNCILLOR ALLEN TO THE CABINET MEMBER FOR SOCIAL SERVICES, HEALTH AND HOUSING - COUNCILLOR CORTHORNE

"Could the Cabinet Member please inform Members at what rate tenants are charged when they move into the Council properties that have been turned into short term lets - are they charged B&B rates, same rent as other Council tenants, private sector rents or another rent?"

Councillor Corthorne advised that short term lets in Council properties were charged at the same rent as permanent Council tenants.

By way of a supplementary question, Councillor Allen asked whether Councillor Corthorne had spoken to the Leader about the possibility of utilising properties brought back to the market by not providing a 25% Council Tax discount for second homes, perhaps by helping a charity to buy them.

Councillor Corthorne advised that a significant number of second properties had been bought and rented out privately in the Borough so he did not support Councillor Allen's argument. He went on to suggest that the opposition would be better placed putting issues like this forward for consideration by the relevant Policy Overview Committee.

8.3 QUESTION SUBMITTED BY COUNCILLOR OSWELL TO THE CABINET MEMBER FOR CENTRAL SERVICES – COUNCILLOR SEAMAN-DIGBY

"How much time and what facilities are provided to the Trade Unions by Hillingdon Council?"

Councillor Seaman-Digby advised that the Council had always actively supported and worked closely with the trade unions and had, as a result, a very positive and constructive relationship with them.

Where an employer recognised a trade union, they were legally obliged, under current legislation, to provide elected representatives of that union with reasonable time and facilities to discharge their trade union duties - the Council had a facilities agreement in place which governed this. The facilities agreement was closely monitored by HR and a budget was also in place to ensure that services employing trade union officials were compensated for the facilities time taken by these staff.

The Council recognised five separate trades unions and the facility time allocated varied according to the size of the staff group they represented. This could range from the equivalent of 1.7 FTE of the working week (in the largest case, Unison), to the smallest allocation which was the equivalent of 0.1 FTE of the working week. It was noted that not all union officials were employed by the Council. Those employed by the unions themselves were not subject to this grant or agreement. Union officials were also provided with office space and equipment, although the unions themselves paid for stationery.

The precise detail of exact amounts of facilities used was difficult to provide in a verbal answer. With effect from 2 February 2015, local authorities would be required to publish full data relating to facilities time granted and, as such, the full details

requested by Councillor Oswell would be available for scrutiny and put on the website from that date - alternatively, a written response could be provided for Councillor Oswell with the specific allocation per union if requested.

Whilst Councillor Seaman-Digby fully expected to continue this positive working relationship with the trade unions, there was some concern that they were not wholly representative of the full range of the Council's workforce. As a result, consideration was being given to expanding the Council's consultation process to include non trade union staff representatives who could represent their colleagues as part of a more inclusive staff forum.

By way of a supplementary question, Councillor Oswell asked how this compared with five years ago.

Councillor Seaman-Digby advised that he would provide Councillor Oswell with a written response to his supplementary question.

N.B. The response was subsequently provided as follows:

The table below shows the Council's agreed Trade Union Facilities time agreement.

TRADE UNION	FTE facilities time	Equivalent days
<i>Unison</i>	<i>1.7 FTE</i>	<i>8.5 days per week</i>
<i>GMB</i>	<i>0.3 FTE</i>	<i>1.5 days per week</i>
<i>Unite</i>	<i>0.3 FTE</i>	<i>1.5 days per week</i>
<i>NUT</i>	<i>0.1 FTE</i>	<i>0.5 days per week</i>
<i>NASUWT</i>	<i>0.1 FTE</i>	<i>0.5 days per week</i>
<i>ATL</i>	<i>0.1 FTE</i>	<i>0.5 days per week</i>

This agreement has been in place since 2007 and has not changed during this time.

8.6 QUESTION SUBMITTED BY COUNCILLOR BIRAH TO THE LEADER OF THE COUNCIL – COUNCILLOR PUDDIFOOT

"Could the Leader of the Council please provide full details of all London Borough of Hillingdon contractors who have been fined or had penalties imposed on them for poor or inadequate performance since 1st April 2010?"

Councillor Puddifoot advised that the response to this question would depend on the value of the contract. Analysis over the last five years showed a total of 4,739 contracts with a value of £20k or more.

There were a multitude of remedies that could be included in a contract - mediation and the termination of the contract were just two of the options available. However, there was still some poor performance in some areas which needed to be addressed.

The number of contractors subject to lower level action ran into the hundreds, but very few would get to the more extreme end of the scale such as termination. There were currently 8 contractors where more serious action was being taken.

There was no supplementary question.

8.5 QUESTION SUBMITTED BY COUNCILLOR BURLES TO THE CABINET MEMBER FOR FINANCE, PROPERTY AND BUSINESS SERVICES – COUNCILLOR BIANCO

"Could the Cabinet Member please confirm the potential cost to the Pension Fund of the statutory redundancies planned for 2015-2018?"

Councillor Bianco advised that the only potential cost implication for the Pension Fund was when an individual made redundant was over 55 and was in the Pension Scheme and was therefore entitled to the early payment of benefits which produced a cost to the Pension Fund.

However, in such circumstances, the Council paid a sum into the Pension Fund equivalent to that cost as part of the cost of funding the redundancy. No further contributions were then made by the Council - it was simply a one off contribution. As such, there was no net cost to the Pension Fund arising from any redundancy. There were earmarked reserves already set up to fund the cost of redundancies in the MTFF and any associated impact on the Pension Fund.

There was no supplementary question.

8.4 QUESTION SUBMITTED BY COUNCILLOR MORSE TO THE CABINET MEMBER FOR FINANCE, PROPERTY AND BUSINESS SERVICES – COUNCILLOR BIANCO

"Could you please provide a breakdown of monthly payments and annual total paid to Capita under the ITO (Information Technology Outsourcing), since the contract was signed?"

At Councillor Morse's request, Councillor Bianco agreed to provide a written response to this question.

N.B. The response was subsequently provided as follows:

*The Council has **no** single ICT outsourcing contract with Capita.*

Hillingdon's ICT services are delivered through an agile, co-ordinated and balanced approach which includes professional in-house staff, strategic partnerships with companies like Northgate who host the Council's servers, along with the commissioning of external suppliers for bespoke software systems. Together, this forms the backbone to the way the Council's organisation and services operate, transform and innovate in a cost-effective and business-like manner.

The Council does not write its own software in-house and, like most organisations, seeks out the relevant expertise from the private sector. For example, the Virgin Media broadband connection, the Google contract, specialised IT systems to support multi-agency working in Children's Services, through to the HillingdonFirst Card scheme and the Ocella planning system.

The Council does have three small supplier contracts with different parts of Capita Plc. for the following systems:

Capita AIM - a contract for software that integrates with the Council's financial system, providing a central transaction database that automates payments to

suppliers. The cost of this is £1,216 per month, which equates to a yearly spend of £14,600.

Capita SIMS - the "Schools Information Management System", which the Council procures on behalf of schools. It is used by the vast majority of schools across the UK and, in Hillingdon, the Council also provides the technical support, which is highly valued. The system itself holds all the details and records of pupils and helps school administrators complete the necessary returns. It can also link up with parents online, for example, so they can arrange catering choices and dinner money for their children. The cost of this is £8,750 per month, annualised at £105,000.

Capita Recruitment Vetting Service - a new online disclosure and barring service checking system, as a result of a BID review where it was clear that we needed to improve the turnaround time of DBS applications. It currently takes between 1-5 weeks for a paper DBS check, but the online system can reduce this to just days. The cost of this system depends upon the number of DBS checks, but it is projected to cost £5,125 per month, yearly £61,500.

8.7 QUESTION SUBMITTED BY COUNCILLOR LAKHMANA TO THE LEADER OF THE COUNCIL – COUNCILLOR PUDDIFOOT

"Following the Leader's statement at the September 2014 Council meeting regarding the introduction of filming of Council meetings, can the Leader please advise of the timescale for the introduction of the Council's own recordings of its meetings?"

Councillor Puddifoot advised that, at the September Council meeting, he had referred to the question of whether the Council should have its own definitive record of official Council proceedings, should a member of the public or the media decide to do their own recording or filming. This had followed a change in the law, providing new rights for residents and other interested parties to report on proceedings. This was particularly relevant for meetings that dealt in planning and licensing matters.

The current position was that, in the event someone decided to record or film a meeting, Democratic Services was able to audio record proceedings so the Council could have its own record. This might be all the Council needed to do.

Councillor Bianco had been charged with developing a range of other options, which included both basic and high definition filming through to live broadcasting of meetings. As part of this, some Members would be aware of the test filming undertaken at a Licensing Sub-Committee in December last year.

Any decision to move towards the filming of Council or Committee meetings would need to be carefully considered by the Cabinet beforehand.

There was no supplementary question.

8.11 QUESTION SUBMITTED BY COUNCILLOR EGINTON TO THE LEADER OF THE COUNCIL – COUNCILLOR PUDDIFOOT

"Do you consider that the Cabinet fully reflects the gender and ethnic make up of the residents in Hillingdon?"

Councillor Puddifoot advised that he was fully aware that the Labour Group had no experience of operating a Cabinet system which had been introduced in 2000. Since

that time, the Labour leadership in Hillingdon had changed 9 times. He was also aware that the Labour Group would abandon the Leader and Cabinet model and go back to the old committee system if it regained power. However, the Council would not have achieved what it had under the old system.

With regard to the make-up of Cabinet, Councillor Puddifoot advised that he did not care for tokenism and would continue to select the best person based on their ability to do the job in question. He noted that the current Cabinet membership was fully able to continue to deliver services for the Borough's residents.

There was no supplementary question.

42. **MOTIONS** (*Agenda Item 9*)

Councillor Curling moved, and Councillor Money seconded, the following motion:

"That this Council recognises that well-run pubs play an invaluable role at the heart of our local communities, providing safe, regulated and sociable environments in which people can interact. In recent years Hillingdon has seen a number of long well established local pubs go out of business and then get turned into some other use, anything from a block of flats to a supermarket.

"The new National Planning Policy Framework and the Localism Act 2011 establish new responsibilities and tools for local councils to promote and protect local pubs. However, the flexibility for a pub to be converted into a wide range of uses without planning permission still means local communities are often denied any say in what's happening in their neighbourhoods and are unable to protect valued local pubs.

"Council also notes that similar motions to this have gained all-party support in many local councils across the country as well as at the Greater London Authority.

"Council therefore calls on the Cabinet to investigate the possibility of protecting community pubs in Hillingdon by ensuring that planning permission and community consultation are required before pubs are allowed to be converted to betting shops, supermarkets and pay-day loan stores or other uses, or are allowed to be demolished. This should include a community policy provision within the Hillingdon Local Plan and specific planning guidance and viability testing that can be used when considering planning applications involving pubs."

As Cabinet Member with responsibility for Planning Policy, Councillor Burrows spoke in relation to the motion and noted that well run pubs offered a focus for the community, whilst others had a negative impact by attracting anti social behaviour. The Council therefore needed to balance the protection of some pubs with the flexibility to bring forward suitable redevelopment proposals for those that were clearly not viable and/or caused local nuisance.

Unfortunately, the Government allowed the change of use of pubs into restaurants, financial and retail uses under permitted development rights. Clearly, in these situations, there was little the Council could do. With these issues in mind, and in response to Councillor Curling's motion, Councillor Burrows proposed the following measures:

- i) The vast majority of pub conversions were currently treated as minor applications, with limited public consultation. Councillor Burrows would instruct officers to treat all future proposals of this nature as major applications, so that there was wider

	<p>consultation. This simple step would increase the awareness and scrutiny of proposals involving the loss of pubs in the Borough.</p> <p>ii) It was acknowledged that the National Planning Policy Framework (NPPF) stated that planning policies should plan positively for local communities, including public houses. Policy DMCI 1 in the emerging Local Plan Part 2 Development Management Policies document already sought to protect community facilities. Councillor Burrows would ask officers to amend the supporting text to Policy DMCI 1 to reflect the references to public houses in the NPPF. In addition, applicants proposing the loss of a pub would be required to take account of the particular planning guidance for pubs produced by the Campaign for Real Ale (CAMRA), which had been circulated to all London Boroughs.</p> <p>Furthermore, Councillor Burrows acknowledged Councillor Curling's concern that pubs might be changed into betting shops and hot food takeaways and drew attention to policy DMTC 4, which sought to limit the concentration of these uses.</p> <p>Following debate (Councillor East) the motion was put to the vote and lost.</p>
	<p>PROGRAMME OF MEETINGS 2015-2016</p>
	<p>The meeting, which commenced at 7.30 pm, closed at 9.26 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Lloyd White, Head of Democratic Services on 01895 556743. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public

Programme of Meetings 2015/2016

NB. Times may occasionally vary from those shown in first column. Dates in brackets are reserve dates for the budget process

MEETING (and start time)	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
COUNCIL (7.30pm)	14 (A)		9		10		5		14	18 (25)			12 (A)
CABINET (7pm)	21	18	23		24	22	19	17	21	11	17	21	19
Central & South Planning Committee (7pm)	20	11,30	22	11	2, 22	14	3, 26	15	6, 28	16	9,31	19	18
North Planning Committee (7pm)	13	2,23	16	5, 26	15	6, 28	18	8	5, 20	9	3, 22	12	11
Major Applications Committee (6pm)	13	2,23	16	5, 26	15	6, 28	18	8	5, 20	9	3, 22	12	11
Whips Meeting (5pm)	12		7		8		3		12	16 (23)			9
Pensions Committee (7pm)		17			23			9			23		
Pensions Board (5pm)			1			7			12			5	
Audit Committee (5pm)			2		24			15			15		
Health & Wellbeing Board (2.30pm)			21		22			10			15		
Health & Wellbeing Board Working Group (dates tbc)													
Domestic Violence Action Forum (2pm)			8			7			6			6	
Domestic Violence Steering Executive (10am)		29			14						21		
Petition Hearings with the Cabinet Member for Planning, Transportation & Recycling (7pm)	20	17	15		16	14	11	9	20	17	16	13	18
Petition Hearings with the Cabinet Member for Finance, Property & Business Services (7pm)		24			9		4		13	24		20	
Petition Hearings with other Cabinet Members (dates & times tbc)													
Licensing Committee (10am)		17			24				12			14	
Licensing Sub-Committee (time tbc)	15, 29	5, 26	3, 23	7, 21	1, 16	2, 16	6, 26	7	5, 21	3, 19	1, 16, 31	18, 22	
Executive Scrutiny Committee (at the rising of Cabinet)	21	18	23		24	22	19	17	21	11	17	21	19
Social Services, Housing & Public Health Policy Overview Committee (POC) (7pm)			2, 30		8	6	4		20	23	24	20	
Residents' & Environmental Services POC (5.30pm)		25	29		23	15	12		19	24	23	27	
Children, Young People and Learning POC (7pm)		24	15		9	7	25		13	17	16	13	
Corporate Services and Partnerships POC (7.30pm)		25	21		15	13	10		7	2	10	26	
External Services Scrutiny Committee (6pm)		17	14		17	8	17		12	16	15	26	
Hillingdon SACRE (7.30pm)		16					4				8		
Standards Committee (7pm)		15			14			7			7		
Corporate Parenting Board (5pm)	11		20		21		16		11		14		18
Registration & Appeals Committee (dates / times tbc)													

Minute Annex

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REPORT OF THE HEAD OF DEMOCRATIC SERVICES

Reporting Officer: Head of Democratic Services

(i) URGENT IMPLEMENTATION OF DECISIONS

RECOMMENDATION: That the Urgency decisions detailed below be noted.

Information

1. The Constitution allows a Cabinet or Cabinet Member decision to be implemented before the expiry of the 5 day call-in provided there is agreement from the Chief Executive and the Chairman of the Executive Scrutiny Committee to waive this. All such decisions are to be reported for information only to the next full Council meeting.
2. Recently the following decisions have been made using the urgency procedures:

Date of Decision	Decision Type / Nature of Decision	Decision-Maker
14/01/2015	Capital Release - Various Disabled Facilities Grants to residents (Release No 6)	Leader of the Council. Cabinet Member for Finance, Property & Business Services (Special Urgency)
16/01/2015	Capital Release - Various adaptations to Council owned dwellings to improve the quality of life for those with disabilities (Release No 5)	Leader of the Council. Cabinet Member for Finance, Property & Business Services (Special Urgency)
29/01/2015	Cabinet Member - Following a competitive tender exercise, the award of a 3 year contract for the collection, counting and banking of cash from various Council sites, including libraries and young people's centres.	Leader of the Council. Cabinet Member for Finance, Property & Business Services (Urgency)
06/02/2015	Capital Release - Various Disabled Facilities Grants to residents (Release No 7)	Leader of the Council. Cabinet Member for Finance, Property & Business Services (Special Urgency)
17/02/2015	Capital Release - Adaptations to Council dwellings for disabled tenants (Adaptations Release No 6)	Leader of the Council. Cabinet Member for Finance, Property & Business Services (Special Urgency)

BACKGROUND PAPERS: Decision Notices

(ii) AMENDMENT TO COUNCIL CONSTITUTION

RECOMMENDATION: That the revised Protocol for Member and Officer Relations and Code of Conduct for Officers be approved for inclusion in the Constitution.

INFORMATION

1. The Constitution of the London Borough of Hillingdon sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Many of these processes are required by law, while others are a matter for the Council to choose.
2. The Constitution is reviewed on a regular basis to keep it up to date with legislative changes, best practice and to continue to meet the needs of the political interface, which is integral to the effective running of the Council. Accordingly, officers, in conjunction with the Leader of the Council, have taken the opportunity to review two documents contained within the Constitution which deal with the important matters of officer conduct and Member and officer relations, to ensure that they are up to date and fit for purpose:
 - i) Part 5C, Code of Conduct for Officers (Appendix A) - last reviewed in 2010. Similar to the Code of Conduct for Members (revised and adopted in 2012) this document is based on the Nolan Principles for standards in public life and governs the conduct, behaviour and professional responsibilities for officers as local government employees. The revised document has been the subject of consultation with the local Trade Unions.
 - ii) Part 5B, Protocol for Member and Officer Relations (Appendix B) - last reviewed in 2008. The working relationship between Members and officers is, of course, absolutely vital to the successful running of the Council as a whole and this document sets out the standards and expectations of mutual respect, understanding and co-operation between Members and officers.

FINANCIAL IMPLICATIONS

3. There are no direct financial implications arising directly out of this report.

LEGAL IMPLICATIONS

4. Under the terms of the Constitution, it is for full Council to decide whether or not to approve the proposed amendments.

(iii) MEMBERS' ALLOWANCES 2015/16

1. The Council is required to undertake an annual re-adoption of its Allowances Scheme and, in doing so give due regard to the recommendations made by the report of the Independent Panel on the Remuneration of Councillors in London. The last report by that body was published in June 2014 and, having given due regard to its contents, no change is proposed to the nature of the Allowances Scheme for 2015/16.

RECOMMENDATIONS: That:

- a) **the current Members' Allowances Scheme be revoked as of 31 March 2015 and the new Scheme for 2015/16 be approved, as shown in the Appendix C, for implementation from 1 April 2015.**
- b) **The Head of Democratic Services be authorised to increase the level of Basic and Special Responsibility allowances in line with any annual pay award to staff.**

INFORMATION

2. Regulation 10 Local Authorities (Members' Allowances) (England) Regulations 2003 requires re-adoption of the scheme by 31 March 2015.

FINANCIAL IMPLICATIONS

3. Provision has been made in the 2015/16 budget for Members' Allowances, although it is important to note this is based upon current posts being held by Members and those who occupy more than one post are only eligible to receive one Special Responsibility Allowance, normally the higher. It is therefore difficult to accurately estimate the true cost until after the Annual General Meeting in May when Members are confirmed or re-confirmed into posts receiving a Special Responsibility Allowance.

LEGAL IMPLICATIONS

4. The current scheme, which has been adopted by the Council, needs to be revoked as of 31 March 2015 and a new scheme, in accordance with the 2003 Regulations, has to be made before 31 March 2015. If it is not, any allowances paid to Members would not comply with the law and could therefore be challenged.
5. Before making or amending its allowances scheme, the Council is required, by virtue of Regulation 19, to have regard to the recommendations of an Independent Remuneration Panel. The latest recommendations made by the Panel in 2014 have been taken into account when making these recommendations.

BACKGROUND PAPERS: Report of the Independent Panel on the Remuneration of Councillors in London

CODE OF CONDUCT & OFFICER STANDARDS: OUR PROFESSIONAL RESPONSIBILITIES AS LOCAL GOVERNMENT WORKERS

Part One

1. INTRODUCTION

1.1. In the 2013 report of the Committee on Standards in Public Life, "Standards Matter"¹ Sir Christopher Kelly, KCB wrote -

"Standards of behaviour matter. They are particularly important where public money is being spent on public services or public functions. Citizens have a right to expect that holders of public office who take decisions which affect their lives should do so with impartiality, should be truthful about what they are doing and should use public money wisely."

1.2. At Hillingdon council we fully echo that view - and expect that employees will, at all times, act in accordance with the trust that our residents are entitled to place in us.

1.3. The first report of the Committee, back in 1995, established the seven principles of public life (the Nolan principles) and whilst some updating has taken place these remain the fundamental to the standards expected of those who hold public office.

2. NOLAN PRINCIPLES

2.1. The London Borough of Hillingdon is committed to these principles in everything that we do.

Selflessness - Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other materials benefits for themselves, their family, or other friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity -In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example

¹ [Fourteenth Report of the Committee on Standards in Public Life](#) Chair: Sir Christopher Kelly KCB

"Standards matter: A review of best practice in promoting good behaviour in public life." TSO, (The Stationery Office) Jan 2013

3. THE PRINCIPLES IN PRACTICE

- 3.1. The next section (Part Two) builds these principles into a Code of Conduct for employees. It is a condition of employment that employees read, understand and adhere to this Code. Failure to adhere to this Code can lead to under the Council's disciplinary policy and could, in some cases, lead to legal action.
- 3.2. This Code cannot cover every eventuality and is not an exclusive or exhaustive list of acceptable conduct at work. If you are unsure whether particular conduct or behaviour is acceptable at work, you must seek guidance from your line manager.

Part Two

CODE OF CONDUCT: OFFICER STANDARDS IN PRACTICE

4. OUR BEHAVIOUR AND CONDUCT

- 4.1. As officers of the Council we must be courteous and professional at all times with both residents and colleagues.
- 4.2. We also as employees have a responsibility to fully comply with the requirements of our contracts of employment including maintaining standards of attendance, conduct and performance.
- 4.3. If we fall short of the required standards actions can be taken in accordance with the Council's agreed procedures which could affect our continued employment.

5. OUR PROFESSIONAL IMAGE

Personal appearance

- 5.1. As officers of the council it is essential that we maintain an appropriate professional image which reflects our standing as public servants. This means that office based workers are generally expected wear conventional business dress.
- 5.2. Some workers who work outdoors or in front facing customer service roles may be expected to wear a specific uniform to wear as part of their role.
- 5.3. Those working directly with client groups may dress more casually when in these roles, but would be expected to wear business dress when attending office based meetings or when not "in the field".

[Standards of appearance](#) (link)

Drugs, alcohol & smoking

- 5.4. The Council operates a zero tolerance approach to alcohol and illegal drugs to minimise risks to safety and to ensure that work performance is not adversely affected.
- 5.5. Employees cannot consume any alcohol when due to start work, during working hours and during rest / meal breaks.
- 5.6. Illegal drugs must not be used or brought into the workplace.
- 5.7. Smoking at work or on council premises (including council vehicles and those on hire to the council) is prohibited and employees who breach this will be subject to disciplinary action. The same restrictions apply to agency workers and contractors.
- 5.8. Where employees wish to smoke, they can do so during their main meal break (but not during any scheduled or unscheduled breaks) and must do so away from council premises, grounds and vehicles.
- 5.9. Although the use of e-cigarettes is not unlawful, their use at any Council workplace is not permitted and this falls within the definition of 'smoking' for Council employees.
- 5.10. Support available to [stop smoking](#) or to deal with issues relating to [alcohol and drugs](#) is set out in the relevant policies.

Communications

- 5.11. It is important that we maintain a professional image in our communications with residents and partners. Attention to detail in our written communications and publications makes all the difference and the corporate branding and style are very important and must be followed.
- 5.12. Our residents are entitled to receive prompt and helpful responses to their queries whether in person, by telephone, letter or email or social media.

6. OUR ORGANISATIONAL REPUTATION

- 6.1. Integrity, objectivity and honesty are three of the Nolan principles which help us to maintain the trust and confidence placed in us by our residents.
- 6.2. There are many situations where officers of the Council have to pay special attention to ensure we meet our duties as holders of public office and these are detailed below.

ACCEPTING AND REFUSING GIFTS & HOSPITALITY

- 6.3. It is really important that as public sector workers we are seen to be impartial at all times and not open to any inducement or undue influence. This means that we have to be particularly careful in relation to any gifts that we are offered. This can happen when a resident receives good service and wants to say thank you, or at particular times of the year, such as Christmas, when suppliers may send small gifts as part of their corporate seasonal gift giving.
- 6.4. To help ensure that we achieve the right balance this guidance has been developed <link to Gifts & Hospitality>

CONFLICTS OF INTERESTS AND DECLARING THESE

- 6.5. Conflicts of interest can potentially arise in a variety of situations and a simple rule of thumb is "if in doubt declare it". Examples of situations where a conflict can arise are set out below, with distinctions between actions required.

(i) Financial interests

- 6.6. The Council enters into a huge number of contractual arrangements with suppliers and businesses, some very large and some small. There are some very important rules in relation to how these contracts are let and managed.
- 6.7. If as employees of the Council you have any financial interest in an existing contract or one that is being proposed it must be declared it as part of your conditions of employment.
- 6.8. Additionally, if your spouse, partner, relative or friend has financial interest in such a contract you must also declare that. This is so that we can take steps to ensure there can be no misunderstandings, or incorrect perceptions, that your position can or has influenced any decisions in relation to this contract.
- 6.9. These declarations must be made to the Borough Solicitor using this form and should also be declared to your line manager.

(ii) Non Financial interests

- 6.10. You don't have to have a financial connection to a business for a conflict of interest to potentially arise. If you are connected in any capacity to a body or organisation which works with the Council then you should declare this in writing to your manager to ensure that the matter can be considered and discussed and steps agreed to maintain your and the Council's reputation.

Family members & Personal relationships

- 6.11. As a large organisation which recruits a large numbers of staff, many from within the borough, it is inevitable that family members will be employed within the Council. To ensure there are no conflicts arising from this there are some basic ground rules that we must all follow.
- 6.12. Family members (this includes those in personal relationships) should not be involved in the line management, appointment, promotion, discipline or any other employment decision relating to another family member.
- 6.13. All candidates for roles in the council are asked to declare any personal or family relationships at application stage to maintain our principle of open and fair recruitment.
- 6.14. It is also understood that personal relationships can be formed between employees at work. Where this happens you must declare the relationship so that any current or future working arrangement can be considered to ensure that there is no management line or other conflict.

Other Employment

- 6.15. Taking on additional employment or running a business is another area where a conflict could arise with our Council employment. To be sure there is no conflict you will need to seek permission to take on other employment, and you must declare if you are running business. In terms of being granted permission to take on additional work, consideration will be given to your current role, your grade and the nature of the work you are seeking to do.
- 6.16. In all of the situations listed above your line manager will discuss potential conflicts with you and make a note of the discussion held and the arrangements or actions that have been agreed to manage the situation.

7. OUR RESPONSIBILITIES OUTSIDE OF WORK

Personal opinion

- 7.1. It is important that we ensure that our personal views and opinions cannot be misconstrued as representing the Council's views, so it is important that you do not promote your position as a Council officer in your private and personal life.
- 7.2. If you are asked to speak to the press in your capacity as a Council officer then you must obtain permission from your Director and seek advice from the Corporate Communications who will provide professional guidance on how to handle the enquiry.
- 7.3. If you speak as private individual on any matter with the press or other media then you must not associate yourself with the Council or say anything that could be misconstrued as representing the views of the Council.
- 7.4. If you are a trade union representative and you speak to the press on a trade union matter - then you must make very clear that you speak as a trade union representative and not as a Council employee.

Social media

- 7.5. The increased role of social media in our personal lives means that our views and opinions can reach a very wide audience. When using social media accounts in your personal life you should not at any time discuss matters relating to the Council, our residents or our policies. You should not identify yourself overtly as a Council officer and bear in mind that your friends are likely to be aware of your employment status.
- 7.6. If using more business oriented social media, such as LinkedIn, then you will naturally identify our employment status, this is of course acceptable, but please

ensure that you are accurate, using your correct job title and that any successes you cite are genuinely your own work.

[ICT Acceptable Usage Policy \(link\)](#)

8. OUR RELATIONSHIPS WITH ELECTED MEMBERS

- 8.1. Whilst officers and elected members are both holders of public office, our roles and responsibilities are quite distinct. It is important that we understand what this means in practice and comprehensive guidance on this is set out at [Protocol for Member & Officer Relations](#)
- 8.2. This guidance is an essential part of any new Council officer's induction and managers should make new entrants aware of the guidance at the earliest opportunity and be on hand to offer support and advice.
- 8.3. Soliciting elected members in relation to employment matters is strictly against our code of conduct for employees. Whilst there is nothing to prevent officers mixing socially with elected members, particularly in an informal work context, we must always strive to maintain our political impartiality and be aware of how such social contact may be perceived.

9. POLITICAL IMPARTIALITY

- 9.1. As well as showing political impartiality when dealing with elected members, which applies to all officers, there are a number of posts in council that are classed as "politically restricted". This means that if you are employed in one of these posts you are not allowed to stand as candidate for Local Council, Parliamentary or European elections, hold office in a political party, canvass at elections or speak or write in public on matters of party politics.
- 9.2. The list of politically restricted posts is maintained by the Head of Democratic services, and if you are appointed to one of these posts you will be advised of the restrictions.
- 9.3. For other officers, not subject to these restrictions, it is important that you do not carry out any political activity in a way that might lead the public to think you are acting as a Council employee which could represent a conflict of interest with the stated aims of the Council.

10. OUR RELATIONSHIPS WITH COLLEAGUES

Respect for others, dignity at work and preventing bullying and harassment

- 10.1. Employees of the council must at all times act in manner which displays respect for difference and treat colleagues and residents in accordance with their needs.
- 10.2. We expect everyone in the Council to work together in a mature and professional manner and show respect for each other. As an employer the Council takes its responsibilities towards protecting employees from unacceptable behaviour, including bullying and harassment in the work place very seriously.
- 10.3. Our [Bullying and Harassment Policy](#) sets out how we approach this and what you should do if you feel you are being subjected to unacceptable behaviour in the workplace, and how we deal with this.

Dealing with conflict and differences

- 10.4. Of course conflict and differences in opinion can arise from time to time, and in the majority of cases these can be resolved through open and constructive communication. Where this doesn't prove possible the Council has a Grievance Policy which employees can utilise.

Whistle blowing - matters of public interest

- 10.5. There are a variety of ways that employees can raise concerns that they may have in relation to the interests of the Council and residents. The most appropriate of these is to raise the matter with your line manager, Head of Service or Corporate Director. Where this is not appropriate and the matter is serious enough to be considered potentially in the public interest, then the Council does have a confidential reporting procedure which can be used. The aim of this procedure is to ensure that those raising these concerns in this way feel confident in doing so, and that those who do so in good faith and be assured that their concerns will be treated seriously and that they are protected in their actions.

Preventing fraud and corruption

- 10.6. The Council takes a zero tolerance approach to fraud and corruption whether it is attempted internally or externally.

11. OUR OBLIGATIONS TO OUR RESIDENTS

Confidentiality

- 11.1. Our residents are at the heart of everything we do. As Council officers we have a duty to ensure that the trust residents place in us is respected. This means that we have a duty to ensure confidentiality in all of our dealings with our residents and in all of our dealings with council contractors and suppliers. Council officers are often privy to confidential personal information as well as commercially sensitive information which should not be disclosed to others. Breaching confidentiality is a very serious matter and employees who do so be dealt with robustly by the Council.

Looking after data

- 11.2. As well as knowing a great deal about some of our residents we also have a lot of records and data which we are obliged to collect. The Data Protection Act governs how we use this data and how it is held and all Council employees must be aware of the requirements. Our information governance policies set out your responsibilities in this area and can be found here.

12. LOOKING AFTER AND USING COUNCIL ASSETS & RESOURCES

ICT equipment and telephones

- 12.1. All Council employees are supplied with the ICT equipment that they require to do their role and these range from desktops in the office to laptops, tablets and smart phones. Our staff have a responsibility to use this equipment only in accordance with the Council's policies which can be found here. Reasonable personal use of ICT equipment and systems is permitted provided it does not interfere with your work and it is being used only in accordance with the policy mentioned above.

Copyright

- 12.2. "Intellectual property", (software, ideas, documents etc) created during employment belong to the Council. All files, materials, the media upon which they

are located and all software programmes or packages which are utilised or developed solely for or in connection with the job shall remain Council property.

13. SUMMARY

This code of conduct sets out our general responsibilities as Council employees and is supplemented by a wide variety of policies many of which are referred to in this document. Not every policy is mentioned and it is important to remember that our contract of employment requires that we abide by all Council policies. Additionally we expect all employees to fully comply with statutory requirements and best practice including Health & Safety at Work, the Equality Act and other relevant legislation.

PROTOCOL FOR MEMBER AND OFFICER RELATIONS

Introduction

Mutual respect, understanding and co-operation between Members and officers are the greatest safeguard of the integrity of the Council. It can provide a framework within which Members and officers can work together for the benefit of the Borough, its residents and the people who work here.

Both Members and officers are servants of the public and they are indispensable to one another but their responsibilities are distinct.

The purpose of this protocol is to guide Members and officers in their relations with one another. It is to a large extent a written statement of practice and convention. It seeks to reflect the principles underlying the respective Codes of Conduct, which apply to Members / co-opted members and officers in requiring high standards of personal conduct.

This protocol also applies to any consultants, agency staff and contractors working for the Council who come into contact with Members.

Roles, responsibilities and expectations

Members are democratically elected and are responsible for the strategic direction, policies and the budget of the Council. Members have responsibilities to determine the policy of the Council, monitor its performance, represent the Council externally and act as advocates on behalf of their constituents. The Leader, Cabinet Members, Chairmen and Vice-Chairmen of Committees and Sub-Committees also have additional responsibilities.

Members are supported by officers who provide professional and managerial expertise in the running of the Council's business, carry out the services of the Council and implement any decisions made. Officers are responsible to the Council as a whole, though some staff will work specifically for the Party Group Offices.

What Members can expect from Officers:

- a commitment to the authority as a whole, the delivery of the Cabinet's policies, to all Councillors rather than an individual political group or groups
- respect, dignity and courtesy - working in partnership
- an understanding of and support for respective roles, workloads and pressures and awareness of and sensitivity to the political environment
- timely response to enquiries and complaints and regular, up to date information on matters
- professional advice, not influenced by political views or preference
- training and development in order to carry out their role effectively
- integrity, mutual support and appropriate confidentiality
- not to have personal issues raised with them by officers outside the agreed procedures or that officers will not advance their personal interests or to influence decisions improperly

- to at all times comply with the Constitution, Cabinet and Council's policies and the Council's Financial and Contract Rules and to act within the delegated powers afforded to them by Council, Cabinet, Cabinet Members or Committee.
- to comply with the formally expressed policies of the Authority and not allow their own personal or political opinions to influence their work.
- to at all times comply with the Code of Conduct for Employees and the rules governing gifts and hospitality for officers.

What Officers can expect from Members:

- a working partnership
- an understanding of and support for respective roles, workloads and pressures
- political leadership and direction
- respect, dignity and courtesy
- integrity, mutual support and appropriate confidentiality
- not to be subject to bullying, any other unacceptable/inappropriate behaviour or be put under improper pressure. Members should have regard to the seniority of officers in determining what are reasonable requests, having regard to the relationship between Members and Officers, and the potential vulnerability of officers, particularly at junior levels
- not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly
- to at all times comply with the Code of Conduct for Members
- to exercise any delegated powers in accordance with agreed policies as approved by the Council, the Leader, the Cabinet or a Council committee.

The working relationship

Cabinet Members and Officers

Officers should be conscious of the public and political mandate Cabinet Members have for the implementation of policies. Members of the Cabinet can collectively or individually take decisions and they are responsible for recommending or deciding the policies and the budget of the Council.

Once the Cabinet or Cabinet Member has taken a decision then the relevant Officer(s) must act on that decision and implement it within the agreed time scale.

Officers, when exercising their delegated powers on key matters, should maintain a close liaison with the relevant Cabinet Member and refer any proposed action to the Leader, Cabinet Member, or the Cabinet if so required by the Leader or the relevant Cabinet Member.

Only the Leader and Cabinet Members may individually direct officers to undertake a particular action or direct their work. Other Members may raise issues with officers and make suggestions in relation to them. Subject to the rules governing access to information, Officers should work with other Members to ensure they are well informed and receive feedback on issues raised. Other Members should not expect officers necessarily to implement any suggestions made.

Cabinet Assistants, undertaking project or other work on behalf of Cabinet Members, must seek the Leader's or Cabinet Members' formal approval before giving any

instructions to officers. Champions and Borough Advocates do not have any authority to instruct officers or take formal decisions of any kind, unless acting on the authority of the Leader.

Cabinet Members must respect the political neutrality of officers and officers must ensure that even when they are predominantly supporting the Cabinet that their political neutrality is not compromised.

Scrutiny and Policy Overview Committees and Officers

The Scrutiny and Policy Overview Committees may require officers and Members to attend and provide any information required to answer questions, particularly to review certain policy areas. It is the duty of officers or Members to attend and answer questions if the committees so request, provided that they are given appropriate notice and the opportunity to prepare. It will usually be the case, as set out in the Constitution, that only Heads of Service and other senior managers (3rd tier and above) attend meetings and answer questions and not junior staff.

Members of the Scrutiny and Policy Overview Committees should adopt an investigative (information seeking) approach to questioning rather than a confrontational one. Officers should provide relevant factual information and should never seek to conceal or 'improve' inconvenient facts, and more senior officers, or other Members should never attempt to persuade them to do so.

Whilst departmental officers will provide support and advice to both the Cabinet and Policy Overview and Scrutiny functions, they should ensure that there is no conflict of interest in the advice given to each of the functions. In particular, departmental officers should liaise closely with Cabinet Members in relation to information provided to Policy Overview Committees and fully respect the confidentiality of draft Cabinet reports or private briefings and discussions with Cabinet Members.

Ward Members

Ward Members should be kept informed and consulted on relevant matters affecting their ward, i.e. on planning, licensing and other relevant matters.

Visits to front-line services

Members should inform the relevant Head of Service in advance of such visits, who should also notify the relevant Cabinet Member for information. Members should, where at all possible, avoid unannounced visits to front-line services so as to not disrupt staff and services unreasonably.

Requests and Members' Enquiries

A Member is free to approach any Council Department to provide such information, explanation and advice about the Department's functions as may reasonably be required in order to assist with discharging his/her role. Such requests must be reasonable and will be met subject to any overriding legal considerations (determined by Monitoring Officer). If the recipient of any request considers the cost of providing the information requested or the nature of the request to be unreasonable, they will raise the matter with the relevant Corporate Director who will discuss the issue with the relevant Group Leader or, in the absence of a Group Leader, with the Member concerned. Where a Member requests

such factual information, that information will also be supplied to the relevant Cabinet Member, Chairman of the appropriate Committee or relevant Officers.

To assist Members in this matter, the Council operates a Members' Enquiries procedure of which Members are encouraged to make use. Details can be found on Horizon.

Correspondence

Correspondence between an individual Member and an officer should not normally be copied (by the officer) to any other Member. Where it is necessary to copy the correspondence to another Member, this should be made clear to the original Member. In other words, a system of "silent copies (bcc)" should not be employed.

Official letters on behalf of a Council service should normally be sent out under the name of an appropriate officer, rather than over the name of a Member. It may be appropriate in certain circumstances (e.g. representations to a Government Minister or local consultation invites) for a letter to appear under the name of a Member (normally Cabinet Member).

Officers attending Party Group meetings and advice

With the permission of the Chief Executive, senior officers may be called upon to attend Party Group meetings and support and contribute to their deliberations, provided they maintain a politically impartial stance. Officers should be required to give information and advice to political groups on matters relating to the Council's functions only and not on matters which are primarily issues of party politics or political strategy. Members should seek to avoid involving officers in any political debate. Officers should not attend, or be invited to attend, any political group meeting, which includes party political officials who are not Members.

Employment matters

Members and officers must not take any part in the appointment of anyone to whom they are married, a partner, otherwise related, a friend or a business associate. Members and officers must ensure that officers are appointed only on merit in line with the Council's recruitment and selection guidelines, with a view to their best serving the whole Council.

Officers should not seek to involve Members in employment and management issues and be fully aware that the proper channel for conveying their views is through their line management chain or through trade unions. Members should raise any matters arising from such approaches with the Chief Executive or relevant Corporate Director.

Raising a matter on behalf of a family member

Members must not use, or attempt to use, their position improperly to the advantage or disadvantage of themselves or anyone else, including family members. When raising a matter about a Council service on behalf of a family member, Members should not bring undue influence on an officer, service or department in order to have the matter looked into or resolved. If Members find themselves in such a position it is better to ask a fellow Ward Councilor to write or submit any matters on their behalf.

Social contact

Social contact between Members and officers in a work related context such as informal lunch/coffee or in a public setting such as a workshop, an opening ceremony or Christmas party can help break down barriers between Members and officers and assist developing good working relations.

There may be situations in which Members and officers meet in a social situation outside work because of mutual friends or relations or because of Membership of the same clubs or organisations. There is nothing to prevent such social contact but the principles on information disclosure and impartiality should be applied no less strictly than at work. Regular social contact outside work also needs to be carefully monitored by both the Member and the officer not just to maintain impartiality but also to be aware of how the contact might be perceived by others.

Close personal relationships

Close personal relationships between Members and officers should be avoided if the individuals concerned have to deal with each other in their work within the Council. This applies particularly to senior officers whose duties involve working closely with Members.

If such a relationship develops the Member concerned should advise the relevant Chief Whip who will discuss the situation with the Chief Executive or relevant Deputy Chief Executive / Corporate Director who will consider whether there is reasonable doubt about whether the officer can continue to act in a wholly impartial manner. Officers who find themselves in this position must inform their line manager who will ensure that their role in the Council is not called into question by a close and personal relationship with an elected Member.

Conduct and performance

If a Member is concerned about the conduct of an officer, he/she should first report such a concern to the Head of Democratic Services, Chief Whip or Leader of the Group. They will then consider the concern and, if necessary, notify the relevant Corporate Director or Head of Service who will decide what action to take. If the concern relates to a failing in the officer's performance it will be appropriate for this to be dealt with by means of a performance review between the officer and their manager.

The poor conduct or performance of an individual officer must not be discussed at a Council, Cabinet or Committee meeting until a decision has been made to exclude the press and public. This does not preclude a Member from making public at a meeting or in another appropriate way a concern about the manner in which a Council department has acted or performed. Nor does it prevent Members at a meeting being critical of officer advice or action or of the quality of reports provided that such criticism is not personally directed at an individual who has no way of responding.

If an officer is concerned about the conduct of a Member, he/she should report such concern to the Head of Democratic Services, the Chief Executive or Monitoring Officer. Unlike for officers, the Council's Whistleblowing Policy does not cover Members.

Support Services and ICT to Members

The Council provides support services (e.g. stationery, typing, printing, photo-copying, transport, etc.) to Members to assist them in discharging their role as Members of the Council. Such support services must therefore only be used on Council business.

In the case of computer facilities, whilst they should never be used in connection with party political or campaigning activity, if Members make a contribution, at a rate agreed by the Council then they are able to use the facilities for personal use. The ICT Usage Policy for Members contained in Part 5 E of the Constitution gives further guidance.

MEMBERS' ALLOWANCES SCHEME 2015/16**1. Introduction**

In accordance with Local Authorities (Members Allowances) England Regulations 2003 No. 1021 (as amended) the London Borough of Hillingdon makes the following scheme: -

2. Basic Allowance

For 2015/16 an allowance of **£10,819.25** will be payable to all Councillors. This figure will be increased each subsequent year in line with the annual Local Government Pay Settlement and it will be paid in equal monthly instalments. The basic allowance includes intra borough travel and subsistence costs.

3. Special Responsibility Allowances

Special responsibility allowances of the following amounts shall be paid in equal monthly instalments to Councillors holding the following responsibilities:

	(£)
1. Mayor	21,756.36
2. Deputy Mayor	8,484.84
3. Leader of the Council	53,828.88
4. Deputy Leader of the Council	45,344.04
5. Chief Whip of Largest Party	21,756.36
6. Cabinet Member	37,919.88
7. Chairman of Scrutiny and Policy Overview Committee	21,756.36
8. Chairman of Planning Committee	21,756.36
9. Chairman of Licensing Committee	9,198.00
10. Vice Chairman of Licensing Committee	6,132.00
11. Chairman of Standards Committee	3,066.00
12. Standards Committee Independent Person	1,533.00
13. Chairman of Audit Committee*	2,916.86
14. Champion	5,594.76
15. Council representative on Adoption and Permanency Panel	12,264.00
16. Cabinet Assistant	8,484.84
17. Leader of 2 nd Party	21,756.36
18. Deputy Leader of 2 nd Party	5,594.76
19. Chief Whip of 2 nd Party	5,594.76
20. 2 nd Party Lead on Scrutiny and Policy Overview Committee	5,594.76
21. Party Lead on Planning Committee	5,594.76

* Where a non-Councillor is Chairman or Vice Chairman a co-optees' allowance is payable as set out in the Scheme under section 9.

Special Responsibility Allowances will be increased each subsequent year in line with the annual Local Government Pay Settlement.

4. Limit on Payment of Special Responsibility Allowances

Individual Councillors may not claim a special responsibility allowance for more than one position for which they qualify.

5. Renunciation

Councillors may elect to forego any of their entitlement to an allowance under the scheme by giving written notice to the Corporate Director of Finance.

6. Part-Year Entitlements

(a) This paragraph regulates Councillors' entitlement to allowances where the scheme is amended during the course of the year or where an individual ceases to be a Councillor or accepts or relinquishes a position of special responsibility.

(b) If an amendment to this scheme is made during the year to which it refers and changes the amount which a Councillor may claim in basic allowances the annual entitlement shall be calculated using the following method:-

Annual entitlement to basic allowance	=	Days at unamended rate divided by 365	X	Annual payment at unamended rate	+	Days at amended rate divided by 365	X	Annual payment at amended rate
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(c) Where the term of office of a Councillor begins or ends part way through the year the annual entitlement to basic allowance shall be calculated using the following method:

Annual entitlement to basic allowance	=	Days as a Councillor divided by 365	X	Annual rate of allowance
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(d) Where this scheme is amended during the year to which it refers the annual entitlement to basic allowance of Councillors beginning or ending their term of office part way through the year shall be calculated using the following method:

Annual entitlement to basic allowance	=	Days as a Councillor during unamended scheme divided by 365	X	Annual payment at unamended rate	+	Days as a Councillor during amended scheme divided by 365	X	Annual payment at amended rate
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(e) Where Councillors hold positions of special responsibility during part of the year their annual entitlement to special responsibility allowance shall be calculated using the following method:

Annual entitlement for special responsibility allowance	=	Days holding position of special responsibility during unamended scheme divided by 365	X	Annual payment at unamended rate	+	Days holding position of special responsibility during amended scheme divided by 365	X	Annual payment at amended rate
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7. Out of Borough Travelling and Subsistence Allowances

Councillors shall be entitled to claim for out of borough travelling allowances incurred in undertaking approved duties as agreed in advance by the Council.

The out of borough car mileage allowance for Councillors shall be paid at the same rate as those paid to officers for the Standard Mileage User Allowance.

The amounts paid for out of borough subsistence shall be in accordance with the maximum levels laid down from time to time by the Department for Communities and Local Government but claims may only be made for approved duties.

8. Dependent / Carers Allowance

A dependent / carers allowance shall be payable at the National Minimum Wage for Adults hourly rate based on the following criteria:

- payments should be subject to a maximum weekly payment, equivalent to seven-and-a-half hours of care per week;
- the maximum rate should be set locally to reflect local costs, in accordance with social service departments levels;
- payment should be claimable in respect of children aged 15 or under or in respect of other dependants where there is medical or social work evidence that care is required;
- only one weekly payment should be claimable in respect of the household of each Member, except in special circumstances to be judged by the Council's Standards Committee;
- the allowance should be paid as a reimbursement of incurred expenditure against receipts;
- the allowance should not be payable to a member of the claimant's own household and;
- any dispute as to entitlement and any allegation of abuse should be referred to the Council's Standards Committee for adjudication.

9. Co-optees' Allowances

Where a co-optee and non-Councillor is the Chairman of the Audit Committee, an annual entitlement allowance of £2,916.86 may be paid. This will be paid on a pro-rata basis if the appointment of the co-optee begins or ends otherwise than at the beginning or end of a year. Where a co-optee is an Independent Person on the Standards Committee an annual entitlement allowance of £1,533 may be paid. Where a co-optee is one of the three statutory education co-optees on the Executive Scrutiny Committee, an annual entitlement allowance of £408.80 may be paid. This will be paid on a pro-rata basis if the appointment of the co-optee begins or ends otherwise than at the beginning or end of a year. These allowances will cover expenses, such as travel and subsistence, related to the duties of the postholder.

10. Claims and Payments

- (a) All claims for out of borough travelling and subsistence and carers allowances must be submitted within two months of the date of the approved duty to which they relate, made on the standard form as used by officers and returned to the Head of Democratic Services.

- (b) Payments shall be made in respect of basic and special responsibility allowances subject to sub-paragraph (c) below in Instalments of one twelfth of the amount specified in this scheme on or before the 15th of the month direct to each Member's bank or building society account.
- (c) Where the payment of allowances in one-twelfth instalments would result in a Councillor receiving more than he or she is entitled to because of a part year effect (as defined in paragraph 9 above) the payment shall be restricted to the annual entitlement.

11. Withholding Members' Allowances

Where there has been an adjudication, which suspends or partially suspends a Councillor from office following a breach of the Code of Conduct, the Council may withhold all allowances paid to that Councillor with immediate effect.

12. Records of Allowances and Publicity

In accordance with the 2003 regulations a detailed record will be kept of the name of the recipient and the amount and nature of each payment made. This will be available for public inspection at all reasonable times or copies supplied following the payment of a reasonable fee.

As soon as is reasonably practicable after the end of the municipal year to which the scheme relates the total sum paid to each recipient in respect of basic allowances, special responsibility allowance, dependant carers allowance and out of borough travelling and subsistence allowance will be published on the Council's website and local newspaper.

13. Independent Remuneration Panel

Hillingdon Council has had regard to the recommendations made by the Independent Panel for the Remuneration of Councillors in London in developing its Members' Allowances Scheme.

GENERAL FUND REVENUE BUDGET, HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2015/16

Council Tax Resolution 2015/16 – Cabinet Proposals

Summary

1. The purpose of this report is to enable the Council to calculate and approve the Council Tax Requirement for 2015/16, in accordance with the Local Government Finance Act 1992 as amended by the Localism Act 2011. In addition, the Act requires Council to determine whether any council tax increase is excessive (that is in excess of 2%) which would require a referendum to be held.
2. Cabinet on 12 February considered proposals to Council on Hillingdon's General Fund Revenue budget, Housing Revenue Account Budget, Fees & Charges, Capital Programme, Treasury Management Strategy and London Borough of Hillingdon's Pay Policy Statement for 2015/16. The proposals result in a Band D Council Tax for Hillingdon of £1,112.93, which represents a freeze on Council Tax at the 2014/15 level.
3. The report to Cabinet is available in the Group Offices, on request to the Head of Democratic Services or online at:
<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=117&MId=1958&Ver=4>
4. The Greater London Authority (GLA) precept agreed by the London Assembly on 23 February 2015 adds £295.00 to the amount payable by Hillingdon's Council Tax payers. This represents a 1.3% decrease in the GLA portion of Council Tax compared to 2014/15.
5. Based on the Cabinet's proposals, and the GLA precept, the total Band D Council Tax for 2015/16 will be £1,407.93.

CABINET RECOMMENDATIONS: That:

- 1 **The General Fund revenue budget be approved, resulting in a Council Tax requirement for 2015/16 of £101,499,216.**
- 2 **Council note that at its meeting on 15 January 2015 the Council calculated the amount of 91,200 as its Council Tax Base for the year 2015/16. This was calculated in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its Council Tax Base for the year (*Item T in the formula in Section 31B (3) of the Local Government Finance Act 1992*).**
- 3 **Hillingdon's own Council Tax be set at £1,112.93 for a Band D property. Taking into account the precept levied by the Greater London Authority, this results in an overall Band D Council Tax of £1,407.93 for the borough.**

4 The following amounts be now calculated by the Council for the year 2015/16, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992 (the Act):

a) **£693,527,916** being the aggregate of the amounts that the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act. *(Gross Expenditure including the amount required for additions to working balances).*

b) **£592,028,700** being the aggregate of the amounts that the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act. *(Gross Income including reserves to be used to meet Gross Expenditure).*

c) **£101,499,216** being the amount by which the aggregate at 4 (a) above exceeds the aggregate at 4 (b) above. This is calculated by the Council in accordance with Section 31A(4) of the Act, as its council tax requirement for the year. *(Item R under Section 31B of the Act).*

d) **£1,112.93** being the amount at 4 (c) above divided by Item T (2 above). This is, calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year. *(Council Tax at Band D for the Council).*

e)

The London Borough of Hillingdon Council Tax			
Band A	Band B	Band C	Band D
£741.95	£865.61	£989.27	£1,112.93
Band E	Band F	Band G	Band H
£1,360.25	£1,607.57	£1,854.88	£2,225.86

being the amounts given by multiplying the amount at 4 (d) above by the number which, in the proportion set out in Section 5 (1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D. This is calculated by the Council in accordance with Section 36 (1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

5 Council note that for the year 2015/16 the Greater London Authority and its functional bodies have stated the following amounts in precepts. These have been issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:

The Greater London Authority Precept			
Band A	Band B	Band C	Band D
£196.67	£229.44	£262.22	£295.00
Band E	Band F	Band G	Band H
£360.56	£426.11	£491.67	£590.00

- 6 The Council has calculated the aggregate in each case of the amounts at 4 (e) and 5 above. The Council in accordance with Section 30 and 36 of the Local Government Finance Act 1992 hereby sets the Council Tax for the year 2015/16 for each category of dwelling below:

Total Council Tax 2015/16			
Band A	Band B	Band C	Band D
£938.62	£1,095.05	£1,251.49	£1,407.93
Band E	Band F	Band G	Band H
£1,720.81	£2,033.68	£2,346.55	£2,815.86

- 7 The Housing Revenue Account budget proposals made by Cabinet be approved.
- 8 The proposals for fees and charges and housing rents for both the General Fund and Housing Revenue Account set out in Appendix 12 of the attached report to Cabinet be approved.
- 9 The capital programme as set out in Appendix 6 of the attached report TO Cabinet be approved.
- 10 The Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2015/16 to 2018/19 as set out in Appendix 9 of the attached report to Cabinet be approved.
- 11 The London Borough of Hillingdon Pay Policy Statement for 2015/16 as set out in Appendix 10 of the attached report to Cabinet be approved.
- 12 The Council Tax Discount for Older People be retained at 4.87% of Hillingdon's element of the Council Tax.
- 13 Council note the Corporate Director of Finance' comments regarding his responsibilities under the Local Government Act 2003.
- 14 Council authorises its Corporate Director of Finance to approve all virements after 31 March 2015 relating to the 2014/15 financial year of any value beyond the levels currently delegated to Corporate Directors necessary to the closure of accounts, within the deadline set for the 2014/15 financial year.
- 15 Council (as set out in Schedule G of the Constitution - Budget and Policy Framework Procedure Rules) resolves that Cabinet may utilise the general reserves or balances or approve virements between the General Fund

budget, Housing Revenue Account budget or Capital budgets during the MTFF financial years 2015/16 to 2019/20 in respect of those functions which have been reserved to the Cabinet in Article 7 of the Constitution.

- 16 Council confirm that the Council's relevant basic amount of Council Tax for 2015/16 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992 and therefore a referendum will not be triggered.**

Council Tax Referendums

6. Schedule 5 of the Localism Act 2011 inserted into the Local Government Finance Act 1992 Chapter 4ZA of Part 1 makes provision for a council tax referendum to be held if an authority increases its relevant basic amount of Council Tax in excess of principles determined by the Secretary of State for Communities and Local Government. Section 41 of the Local Audit and Accountability Act 2014 amended Chapter 4ZA of Part 1 of the Local Government Finance Act 1992 by imposing new obligations on the Council. These include a requirement that as soon as is reasonably practicable after determining that it is required to hold a referendum in relation to its relevant basic amount of Council Tax for the financial year, the Council must notify that fact in writing to any Body that has issued a levy or a special levy to it for the financial year.
7. The Secretary of State has determined the principles for the year 2015/16 under section 52ZC(1) of the Local Government Act 1992 that a council tax increase will be excessive if the authority's relevant basic amount of Council Tax for 2015/16 is 2% or more than 2% greater than its relevant basic amount of council tax for 2014/15.
8. The relevant basic amount of council tax as calculated is the same as the Band D Council Tax for Hillingdon and if the proposals within this report are approved there will be therefore no increase in the Council Tax level between 2014/15 and 2015/16 and is therefore not excessive.

Financial Implications

9. This is a financial report and the comments of Corporate Finance are contained throughout.

Legal Implications

10. The full advice of the Borough Solicitor is contained within the Cabinet report. The Borough Solicitor confirms that the calculations set out in this report fully accord with all necessary statutory requirements.
11. The Local Government Finance Act 1992 has been amended by both the Localism Act 2011 and section 41 of the Local Audit and Accountability Act 2014. Local authorities are now required to hold a referendum if their relevant basic amount of Council Tax for 2015/16 is 2% or more than 2% of its relevant basic amount of Council Tax for 2014/15.

12. The Cabinet's proposals for the 2015/16 Council Tax requirement, as set out in the attached report, do not require a referendum to be held and therefore the notification requirements set out in section 41 of the Local Audit and Accountability Act do not apply.
13. Finally, Members must have regard to section 106 of the Local Government Finance Act 1992. This provides that a Member who has not paid an amount due in respect of Council Tax for at least two months after it becomes payable, may not vote on matters concerning the level of Council Tax or the administration of it. Therefore any Council 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 Council meeting.

Background Documents: The relevant guidance setting out the business rate retail relief scheme was published in January 2014 at the following web address:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275589/Business_Rates_Retail_Relief_guidance.pdf.

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26 February 2015

Cabinet's budget proposals

This document sets out Cabinet's budget proposals for 2015/16 following its decision on 12 February 2015 to recommend a budget to Council. This is to be read in conjunction with the Council meeting agenda and associated Council Tax & Budget Resolution Report.

It includes the covering Cabinet report with an overview of the Cabinet's recommended budget and the following appendices:

- Appendix 1 - General Fund Corporate Summary
- Appendix 2 - General Fund Corporate Items
- Appendix 3 - General Fund Development & Risk Contingency
- Appendix 4 - General Fund Priority Growth
- Appendix 5 - General Fund Savings
- Appendix 6 - General Fund Capital Programme
- Appendix 7 - Housing Revenue Account Budget and Capital Programme
- Appendix 8 - General Fund Balances & Reserves Policy
- Appendix 9 - Treasury Management Strategy Statement and Investment Strategy
- Appendix 10 - Pay Policy Statement 2015/16
- Appendix 11 - Fees and Charges
- Appendix 12 - POC Comments on the budget proposals

Cabinet also agreed on 12 February 2015 to remove the non-resident fee for continental markets (fee per day per stall) of £50, which had been discontinued in 2012, which is reflected in this paperwork.

Lloyd White
Head of Democratic Services

THE COUNCIL'S BUDGET: MEDIUM TERM FINANCIAL FORECAST 2015/16 - 2019/20

Cabinet Members	Councillor Ray Puddifoot MBE Councillor Jonathan Bianco
Cabinet Portfolios	Leader of the Council Finance, Property and Business Services
Officer Contact	Paul Whaymand, Finance
Papers with report	Appendix 1 to 12 (detailed MTFF proposals)

1. HEADLINE INFORMATION

Purpose of report	<p>This report sets out the Medium Term Financial Forecast (MTFF), which includes Cabinet's proposals for the 2015/16 General Fund and Housing Revenue Account budgets, along with indicative projections for the following four years.</p> <p>The revenue budget proposals have been developed to deliver a zero increase in Council Tax for the next year for all and the next five years (which will extend the freeze to twelve years) for the over 65's, as well as providing significant sums for priority growth initiatives, whilst maintaining balances and reserves well above the minimum recommended level.</p> <p>The proposed General Fund Capital Programmes includes total investment of £350m over the next 5 years with £97m in 2015/16, including significant investment in school facilities.</p> <p>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 2014/15 levels and there is a proposed reduction of 1.3% on the Greater London Authority (GLA) precept.</p> <p>The Housing Revenue Account budget proposals continue to underpin the self financing regime and propose rent increases of 2.2% in line with the Government rent restructure programme.</p> <p>Cabinet are requested to recommend their budget proposals to full Council on 26 February 2015. 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 2015/16 financial year.</p>
Contribution to our plans and strategies	Putting our Residents First: <i>Financial Management; Our People; Our Natural Environment; Our Built Environment.</i>

	The Medium Term Financial Forecast is the financial plan for the Council and contains the funding strategy for delivering the Council's objectives.
Financial Cost	Zero increase in Council tax for the seventh successive year.
Relevant Policy Overview Committees	Corporate Services and Partnerships Children, Young People's & Learning Residents' and Environmental Services Social Services, Housing and Public Health
Ward(s) affected	All

2. RECOMMENDATIONS

That Cabinet approves for recommendation to Council:

- 1) The General Fund and Housing Revenue Account budget and capital programme outlined in appendices 1 to 7;
- 2) The Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2015/16 to 2019/20 as detailed in Appendix 9;
- 3) The proposed London Borough of Hillingdon Pay Policy Statement for 2015/16 set out at Appendix 10;
- 4) The fees and charges, including HRA Dwelling Rents calculated under the DCLG rent restructure policy, included at Appendix 11;
- 5) That it resolves that Cabinet may utilise the general reserves or balances during the MTFE financial years 2015/16 to 2019/20 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);
- 6) That Cabinet notes the Corporate Director of Finance's comments regarding his responsibilities under the Local Government Act 2003.

Notwithstanding the Cabinet's budget proposals above, which be recommended to Council for approval, notes:

- 7) That Council officers will be offering the Schools Forum an opportunity to consider public representations in relation to their recommended fees for Full Day Care Provision at 3 Children's Centres in the Borough and;
- 8) That Cabinet reserves the right to make subsequent changes to the in-year 2015/16 approved budget and the schedule of fees and charges to take account of any comments that Schools Forum may decide to make following its consideration of the public representations.

SUMMARY

This report contains the output from the latest comprehensive refresh of the 2015/16 revenue budget and medium term projections through to 2019/20. Proposals contained within this report

will enable the Council to deliver a freeze in Council Tax for the seventh successive year for all residents and ninth year for the over 65's. This is a significant achievement in light of continuing funding cuts from central Government, equivalent to 13.6% in 2015/16 alone. Savings proposals have been developed to off-set this loss of Government funding, to manage changes in projected contingency requirements arising from demand led pressures and to provide for further priority growth.

Analysis of the funding settlement for 2015/16 indicates a reduction of £11,278k in government grants, with growth in the Council Tax and Business Rate bases securing an additional £3,042k income to deliver a net reduction in resources of £8,236k. In addition to this reduction in funding, inflationary cost pressures of £2,585k and increased demand for services managed through contingency of £3,291k are projected for 2015/16. In order to present a balanced budget, £9,907k savings proposals and £5,205k corporate items including a £5,000k drawdown from balances, have been developed. This enables Council Tax to be frozen for a seventh year and provide an additional £1,000k Priority Growth to support new initiatives.

In addition to the revenue budget, this report contains a comprehensive update on the Council's capital programme including the continuation of the Council's flagship school expansion programme to the end of the decade as well as details of a number of new proposals for capital investment. Investment of £428,378k is planned over the period 2014/15 to 2019/20, with £350,018k from 2015/16.

A refreshed budget for the Housing Revenue Account is also included, containing the inflationary increase in rents of 2.2% in line with the Department of Communities and Local Government's rent restructuring formula. The HRA capital programme outlined in this report includes provision for delivery of new housing stock to replace properties lost through Right to Buy sales over the period to 2019/20.

Alongside work on 2015/16 budgets, development of a wider financial strategy covering the period to 2019/20 is underway, with a key driver being the maintenance of the Council's focus on 'putting our residents first'. A principal element of the strategy is the Council's response to continuing cuts in central Government funding, with a sustained funding reduction to continue over each year of the MTF period.

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. The proposed 2015/16 policy is included as Appendix 10 to this report.

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 2015/16. This includes the impact on the Council Tax and housing rents and service charges.

Cabinet should give full consideration to the Corporate 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 five 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.

Recommendations 7 and 8 are included to enable Schools Forum, which will not be meeting until March 2015, to consider public representation on proposed increases to charges in relation to day care at Children's Centres. As these changes form part of a package of revenue neutral measures within the Schools Budget, any subsequent amendment will not impact upon the budget proposals recommended for approval at this meeting.

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 £1,157k. A change in the budget requirement of £1,015k either way (increase or decrease) will result in an increase or decrease of 1.0% in the level of the Council Tax equivalent to £11.13 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 Prudential 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 11. 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 2015/16 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 Corporate 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.

Legal Considerations

The Corporate 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 Corporate Director of Finance has recommended that an appropriate level of unallocated balances for the Authority is in the range from £20m to £45m. As described in the report, unallocated balances have been maintained well above the minimum level throughout the current year and are likely to be in excess of £41m at the year end. They will remain well in excess of the £20m minimum level for 2015/16 as a result of the budget recommendations in this report. The budget also contains a Development and Risk Contingency of £10,273k 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.

Comments of Policy Overview Committee(s)

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 18 December 2014 for consultation at the January 2015 round of meetings.

Each service Policy Overview Committee referred their comments on to the Corporate Services and Partnerships Policy Overview Committee on 5 February 2014. The Committee's comments to Cabinet are contained in Appendix 12.

Following consideration at Cabinet, the December report formed the basis of consultation with Policy Overview Committees during January 2015. Comments from the Policy Overview Committees will be reported back to Cabinet by the Corporate Services and Partnerships Policy Overview Committee when Cabinet meets on 12 February 2015. Cabinet will then agree a set of budget proposals for recommendation to the annual Council Tax setting meeting of full Council on 26 February 2015.

3. INFORMATION

Supporting Information

Background to the 2015/16 MTFF Process

1. This is the second report to Cabinet on the budget for 2015/16, which refreshes the draft revenue and capital programmes approved by Cabinet in December 2014 for consultation with Policy Overview Committees and other stakeholders to take account of new intelligence, including the provisional local government finance settlement. Changes from this draft budget are outlined below, before outlining the full range of budget proposals developed for 2015/16.

2. A savings requirement for 2015/16 of £20,284k was identified in February 2014, which was to be managed through a planned £5,000k drawdown from balances to smooth the impact of front-loaded funding cuts, reducing the outstanding budget gap to £15,294k. Initial savings targets totalling £7,645k were allocated to individual groups and £7,649k was set against Corporate and Policy Items to manage this opening budget gap.
3. The Council continues to operate within the constraints of the Government's deficit reduction programme, which has seen a reduction of 37% (£58m) in central government funding since 2010/11 and all indications are that funding will continue to decline. The local government finance settlement published in February 2014 confirmed a further 13.6% reduction for 2015/16 alone. When combined with the broad range of demographic and other service pressures impacting upon the Council's finances, this requires the Council to continue to identify savings and efficiencies to protect services to residents.
4. Since February 2014, groups have been developing savings proposals sufficient to deliver targets and to manage any increased cost pressures within their services, alongside continuing to proactively manage delivery of savings from earlier years. In addition, a comprehensive review of the corporate elements of the budget has been undertaken, including funding, inflation and capital financing. During June and early July, and then again during September and October, a series of budget challenge sessions were held covering Administration, Finance, Residents Services, Adult Social Care, Children and Young People, the Capital Programme, the Housing Revenue Account and Corporate Budgets. Each session followed a similar format reviewing:
 - The 2013/14 outturn, particularly any ongoing issues arising.
 - The current position in 2014/15 - both monitoring and savings delivery.
 - Existing and emerging pressures which need to be addressed in the 2015/16 budget and forecasts for future years.
 - Progress on the development of savings proposals for 2015/16.
 - Identification of any potential growth or invest-to-save bids.
 - Capital programme requirements.
5. Alongside these budget challenge sessions, Finance Managers have been leading a number of reviews focused on understanding and simplifying the Council's base budget position in order to ensure that budgets are fully aligned with management responsibility and to improve transparency around the existing cost base. These reviews have removed a significant number of notional internal charges and centralised a number of externally-set levies, enabling operational managers to focus on controllable expenditure and accountants to reduce unnecessary reworking of data.
6. This report collates the output from work undertaken since February 2014 and presents a balanced budget for recommendation to Council by Cabinet. Alongside the 2015/16 position, this report also considers the financial outlook for the Medium Term which considers the likelihood of sustained reductions in funding over the period from 2016/17.

GENERAL FUND REVENUE BUDGET

Update on 2014/15 Budget

7. Development of the 2015/16 budget builds upon the 2014/15 budget and therefore the current monitoring position provides a useful context and manages many of the same

challenges to be expected in the new financial year. In addition, progress towards delivery of existing savings targets is of vital importance in considering both the feasibility of future savings initiatives and the potential need to identify alternative measures where planned savings cannot be secured.

8. As at Month 9 an underspend of £3,254k is reported on normal General Fund activities, with an additional £710k Compulsory Purchase Order compensation for loss of revenue being reported as an exceptional item. A net underspend of £1,908k is reported on Directorate Operating budgets, with an underspend of £59k on Development and Risk Contingency and a £1,287k underspend projected on capital financing costs. A number of compensatory variances are reported within contingency, with an improved outlook on Homelessness and Adult Social Care placements being off-set by increased demand for Children's Social Care and SEN Transport, the medium term impact of which are reflected in this draft budget for 2015/16. The following positions are reported on Directorate Operating Budgets:
- Administration - an underspend of £428k is reported due to posts being held vacant in advance of restructuring and additional income within the legal service, both of which are included as savings proposals for 2015/16.
 - Finance - a net underspend of £347k is reported at Month 9 with strong performance on recovery of overpaid housing benefit and court costs, detailed in the savings section of this report, being off-set partially by transitional staffing costs.
 - Residents Services - an underspend of £769k is projected as a result of underlying pressures on parking income and facilities management being off-set by the cost reduction resulting from closure of the Victoria Road Civic Amenity Site and posts being held vacant across the group. While this cost reduction will be reflected in full in 2015/16 budgets, cost pressures are expected to be managed out - partially through on-going investment in car parks and contract savings on the outsourced facilities management operation. Within this position, a one-off pressure on the buyer's premium in respect of asset sales in 2014/15 is off-set by a range of one-off underspends across the group.
 - Children & Young People's Services - the reported pressure of £407k is primarily attributable to use of agency staff during the transition to a permanent establishment. This variance is expected to be transitional in nature and not impact upon 2015/16 budgets.
 - Adult Social Care - an underspend of £771k is reported at Month 9, with savings from vacant posts across the group and an improved outlook on income off-setting difficulties in releasing cashable savings from a reduced transport requirement following the realignment of day centre provision.
9. Good progress is being made to date against delivery of the majority of the £16,491k savings included in the 2014/15 budget (£12,802k from 2014/15 and £3,689k brought forward from earlier years) with £14,319k either already banked or on track for delivery in full. A further £1,500k is covered by contingency which is being applied leaving £672k classed as amber due to being more complex or harder to deliver. These remaining amber projects are expected to continue being steadily upgraded to green over the remainder of the year.
10. The reported underspend on capital financing costs is temporary in nature and reflects a combination of early ring-fencing on monies to support the Council's programme of school expansions and an improved outlook on grant funding in support of the same programme.

11. At 31 March 2014 General Fund Balances totalled £35,915k and with the projected underspend for 2014/15, are expected to reach £39,879k by 31 March 2015. Given that there remains significant uncommitted growth and General Contingency at this stage in the financial year, it is likely that balances will reach at least £41,000k at outturn.

CHANGES SINCE REPORT TO CABINET ON 18 DECEMBER 2014

12. The table and narrative below outlines the changes to the recommended budget proposals from the report considered by Cabinet on 18 December 2014. Each of these items is also considered in the relevant section of this report.

Table 1: Changes to Revenue Proposals

	£'000
Balanced Budget Proposals - December 2014	0
• Funding Issues	
Provisional Local Government Finance Settlement	137
Additional funding for Welfare, Health & Social Care	(298)
Confirmation of minor grants	94
Transfer of Advocacy Costs into Better Care Fund	(48)
Confirmed New Homes Bonus & Topslice	101
• Inflation Provision	
Vehicle Fuel	(51)
Concessionary Fares Settlement	(194)
Review of other non-staffing inflation	(90)
• Contingency Movements	
SEN Transport	51
Potential Shortfall in Health & Social Care Funding	298
Balanced Budget Proposals - February 2015	0

13. The Provisional Settlement published on 18 December 2014 represented a £992k increase of the previous local estimate, however this included the rolling-in of the 2014/15 Council Tax Freeze Grant which had previously been presented as a separate income stream and the bottom-line impact on the Council was an adverse movement of £137k. The final settlement announced on 4 February 2015 included the late addition of £298k to assist authorities managing Welfare, Health and Social Care pressures, given the lateness of this announcement this sum has been added to the contingency held by the Council for such risks.

14. Alongside the settlement confirmation was received on a number of smaller grants which resulted in a headline adverse movement of £94k, although this includes £48k of funding for Independent Mental Health Advocacy which was rolled into the Better Care Fund. The net impact of £46k includes £19k topslice from the Lead Local Authority Flood Grant, £16k in relation to new burdens funding for Community Right to buy & Challenge legislation and a minor £11k movement in Council Tax Freeze Grant assumptions.

15. Confirmation of New Homes Bonus Allocations for 2015/16 has been received, which are £101k lower than previous local estimates. This movement is principally due to higher than anticipated awards to other local authorities reducing the refund element of this funding by

£80k, with the remaining £21k due to minor movements from the previously reported Council Taxbase.

16. The inflation provision has been scaled back to take account of the Concessionary Fares Settlement, which confirmed the 2015/16 levy at £8,562k, and a review of inflation for non-staffing expenditure. Given current market conditions, the £51k provision for inflation on vehicle fuel costs has been removed.
17. Within Development and Risk Contingency, projections for gross risk in a number of areas, including Homelessness, Asylum and SEN Transport, have been updated to reflect latest intelligence on demand for services and available grant funding. With the exception of SEN Transport, for which additional provision of £51k is now included, it is expected that management action will be sufficient to contain pressures within the net contingency requirement reported to members in December 2014. The additional £298k funding announced in the final Local Government Finance Settlement on 4 February 2015 has been applied to increase contingency provision for Health and Social Care funding.
18. In addition, the capital programme outlined from paragraph 116 has been refreshed to take account of the latest cost estimates and capital receipt forecasts, while reflecting the full range of the Council's programme of Town Centre Investment and inclusion of grant funding secured since December 2014. The net borrowing requirement associated with this revised programme is £139,092k, £2,705k lower than outlined in the report to December Cabinet.
19. The Housing Revenue Account budget has been refreshed to reflect the latest projections in relation to new build projects, and reflect an additional £1,000k efficiency savings in repairs and planned maintenance to support future investment in housing stock. These changes are outlined from paragraph 139 below, but do not affect rent payable by individual tenants.

Budget Requirement 2015/16

20. The movement from the 2014/15 baseline to the 2015/16 budget requirement is summarised in the following table. Further details on each of the items accounting for this movement are expanded upon within the report.

Table 2: Budget Requirement

	£'000
<u>Funding Sources</u>	
Council Tax Receipts	104,196
Retained Business Rate Receipts	46,955
Central Government Grant	52,801
Total Resources	203,952
Budget Requirement 2014/15	212,188
Inflation	2,585
Corporate Items	(5,205)
Contingency	3,291
New Priority Growth	1,000
Savings	(9,907)
Budget Requirement 2015/16	203,952
Surplus / (Deficit)	0

21. Appendices 1 to 5 attached continue this presentation over the MTFF period, showing the cumulative impact of the trends in funding and service pressures and the resultant cumulative savings requirement, which is projected to reach £63,352k by 2019/20.

FUNDING SOURCES

22. Previously reported trends are set to continue into 2015/16 on the three principal funding streams - Council Tax rising to reflect a growing population; Business Rates increasing to reflect local economic growth; and Central Government Grant being cut to meet Government's deficit reduction targets. The net impact on these changes will result in an overall reduction of £8,236k in resources in 2015/16 from 2014/15 levels, providing funding sufficient to support a budget requirement of £203,654k.

Table 3: Funding

	2014/15	Increase / (Decrease)	2015/16
	£'000	£'000	£'000
Council Tax Precept	99,327	2,172	101,499
Council Tax Surplus	3,610	(913)	2,697
Retained Business Rate Receipts	45,172	2,283	47,455
Business Rate Deficit	0	(500)	(500)
Revenue Support Grant	52,006	(12,497)	39,509
Other Government Grant	12,073	1,219	13,292
Total Resources	212,188	(8,236)	203,952

23. While an overall reduction in funding of £8,236k is quoted above, it should be noted that £2,067k of growth in other government grants relates to monies to manage new burdens under the Care Act and will therefore not be available to support existing services. Disregarding this sum the reduction in funding for existing services rises to £10,303k.

24. As a result of continuing cuts to central Government funding locally raised income is expected to account for 74% of corporate funding in 2015/16 (69% in 2014/15).

Council Tax Income

25. Residential development within the Borough is continuing, with current projections for growth in the Council Tax Base remaining unchanged from the position reported to Cabinet and Council in February 2014 with an additional 1,500 Band D properties expected to be added to the base. Collection rates continue to outperform budget assumptions following the introduction of the local Council Tax Reduction Scheme securing revenues equivalent to a further 452 Band D properties. The combined impact of these movements is an increase in gross Council Tax Revenues of £2,172k from 2014/15, bringing total revenues to £101,499k.

26. This draft budget maintains the freeze on Council Tax into a seventh year for all households, with the Hillingdon element on a Band D property remaining fixed at £1,112.93 in 2015/16. Funding set aside in 2013/14 remains sufficient to maintain the discounted Council Tax for over 65s to 2018/19, maintaining the freeze for those households since 2008.

27. As announced by the Chancellor of the Exchequer in Spending Round 2013, Council Tax Freeze Grants will be available to those authorities, including Hillingdon, who do not

increase Council Tax. The current budget assumes that the Council will receive funding of £1,157k for 2015/16 and 2016/17, equivalent to a 1% increase in Council Tax; however the precise mechanics of the grant will remain subject to confirmation.

28. Council Tax income of £101,499k includes provision to maintain the existing Council Tax Support scheme during 2015/16, with the numbers of eligible claimants expected to remain consistent at a cost of 13,247 Band D Equivalent households. Central Government funding for the scheme is contained within the Revenue Support Grant and for 2015/16 remains sufficient to fund the Council's current scheme.
29. A surplus of £2,697k is projected on the Council Tax Collection Fund at 31 March 2015, which will be released to the General Fund in 2015/16. This surplus includes the confirmed £797k surplus secured in 2013/14, and an expected £1,900k in-year surplus attributable to overachievement of current income targets and strong collection rates. When added to the in-year receipts of £101,499k referred to above this results in total Council Tax income of £104,196k.

Business Rate Income

30. Continued strong growth in the Business Rate Base is projected for 2015/16, with development of major sites across the Borough beginning and the full-year effect of Heathrow Terminal 2 expected to be more than sufficient to offset the underlying trend of falling rateable value seen since 2010. Current indications are that this decline is principally attributable to revaluations following appeals, for which provision has been made in this draft budget.
31. Under the Business Rate Retention system, the Council retains only 15% of any growth above a government determined baseline level which is projected to equate to £4,597k in 2015/16, representing an increase of £1,480k of retained growth from 2014/15. Baseline Business Rate income will rise by approximately 2% in line with the liability of local businesses to provide £42,858k of funding for 2015/16, bringing total retained income to £47,455k.
32. In addition to the substantial topslice on growth, the annual inflationary uplift in Business Rates is payable in full to Central Government and is not available to support local services. For 2015/16 this increased cost to local businesses will be capped at 2%, rather than increasing in line with the Retail Prices Index, as confirmed by the Chancellor of the Exchequer in the 2014 Autumn Statement.
33. There remains a level of risk associated with back-dated appeal losses within the partially-localised Business Rates Retention system; however, it is expected that sufficient provision is available within current growth projections to manage the 542 appeals outstanding with the Valuation Office Agency at the end of quarter three, 31 December 2014.
34. A second key risk to this income stream relates to the continuing high level of vacant property relief being granted; however, increased investment in the Council's Corporate Fraud Team agreed in February 2014 is expected to enable this to be proactively managed.
35. A deficit of £500k is projected on the Business Rate Collection Fund at 31 March 2015, with the continuing high level of vacant properties and a number of issues in relation to Heathrow Airport adversely impacting upon revenues in the current financial year. Although these issues are to be managed in the medium term through a range of measures, this deficit will reduce retained Business Rate income for 2015/16 to £46,955k.

Central Government Grant

36. Since 2010, the Government's wide-ranging deficit reduction programme has particularly impacted upon the local government sector, with headline reductions in the Local Government Departmental Expenditure Limit exceeding 35%. This is set to continue over the medium term. While the level of funding available continues to fall, further pressure is being placed upon the Council's budgets as an additional £800m funding will be top-sliced in 2015/16 to support new Government initiatives including the Troubled Families Programme and issues relating to the Care Act.
37. Following publication of the draft budget in December 2014, the provisional 2015/16 Local Government Finance Settlement was published by the Department for Communities and Local Government. This provided an update on 'formula' funding (which includes Revenue Support Grant and Baseline Business Rate Income), representing an adverse movement of £137k on previously announced funding levels for 2015/16 and confirmed a year on year reduction in Revenue Support Grant of £12,795k to £39,211k. The final settlement published on 4 February 2015 included an additional £298k for Welfare, Health and Social Care pressures, marginally improving the funding position. However, there remains a significant funding cut which is masked by the decision to roll-in the 2014/15 Council Tax Freeze Grant, disregarding this presentational change the like-for-like reduction in 'formula' funding of £13,626k (13.6%).
38. Hillingdon continues to experience lower percentage cuts in funding than the majority of London boroughs as a result of historic make up of its formula funding. As a relatively more affluent borough, Hillingdon receives more funding through so-called rolled in grants, such as the former Early Intervention Grant, which have been protected at 2013/14 levels. Although the Council is a relative outlier within London, Hillingdon's funding make-up is closely aligned to the national average for England.
39. Funding in respect of residual Local Education Authority functions continues to be delivered through the Education Services Grant, with income of £2,808k projected for 2015/16. This represents a reduction of £492k, reflecting the 20% cut in funding rates announced by the Department for Education in Summer 2014 marginally offset by the growth in pupil numbers of approximately 2% per annum. Given the limited number of pending or potential Academy conversions, which would further reduce the grant award, the £459k earmarked reserve for such transfers is being released to smooth the impact of these further unexpected Government cuts.
40. It should be noted that this cut in funding rates further exacerbates the disparity in funding levels for maintained schools and Academies within the Education Services Grant, with significant protections built into the 2014/15 £140 per pupil Academy rate against £87 in the maintained sector. As Government's stated intention is to align these two rates there appears to be limited scope for further cuts in the maintained rate and therefore the Council's funding without further consideration of statutory duties falling upon Local Education Authorities.
41. Specific grant funding for the administration of Housing Benefit and Council Tax Support will continue in 2015/16, with allocations being £1,311k and £316k respectively, representing a 10% 'efficiency' saving on 2014/15 funding levels. This level of funding reflects the transfer of anti-fraud functions to the Department for Work and Pensions, however, it is expected that the £100k Corporate Fraud Grant announced in 2013 will compensate for this loss and enable the Council to focus anti-fraud activity on local issues.

42. The introduction of the Better Care Fund is expected to increase resources available to the Council to support a sustainable health and social care system, providing better quality care and improved outcomes for health. A total of £17,991k is available for Hillingdon from the national pooled budget of £3,800m; however it should be noted that this replaces a range of existing funding streams for both the Council and local Clinical Commissioning Group (CCG). The Better Care Fund plan submitted to the Department of Health in January 2015 sets out the elements of this funding, with £10,032k in support of CCG commissioned activity and £7,959k to protect Social Care. The Council share is made up of £4,772k to replace the former Section 256 Agreement in support of Social Care; £838k funds passported to the Council for new burdens funding to meet the costs associated with implementation of the Care Act; and £2,349k of capital funds to support investment in Disabled Facilities Grants and other Social Care priorities. Application of capital funding is detailed elsewhere in this report. The total revenue funding for health commissioned services included in this draft revenue budget total £5,610k.
43. The Care Act 2014 introduces significant changes to Adult Social Care funding arrangements which include the introduction of a number of new duties that the Council will need to implement prior to 1 April 2016. The Department of Health have recently completed a consultation exercise on new burdens funding, which indicates an additional grant of £1,277k to meet the costs of introducing deferred payments and assessing carers for their own needs will be available over and above monies within the Better Care Fund.
44. In addition to the specific grants noted above, there are a number of small corporately managed grants which are expected to total £254k in 2015/16 and are detailed in Appendix 1a. Income in respect of the New Homes Bonus grant is projected to total £7,946k for 2015/16 and is managed within Residents Services budgets. This represents a marginal reduction of £261k on projections reported in February 2014 due to the timing of completion on a number of sites; however, it is expected that this position will be recovered in the medium term.

BALANCES AND RESERVES

45. The Council's Balances and Reserves Policy, which sets the minimum unallocated General Fund Balance at £20,000k, is maintained to manage a broad range of risks. This minimum balance was increased in 2013/14 to take account of new responsibilities transferring to the Council, no further changes to this limit are recommended at this time. However as the full implications of the Care Act and Better Care Fund become apparent it may be necessary to reconsider this minimum balance. Appendix 8 to this report outlines the range of risks requiring cover within unallocated General Fund Balances.
46. General balances are projected to remain well above the minimum balance, forecast to be £39,879k by 31 March 2015. However, given the likelihood of not all contingency and priority growth provision being committed over the remainder of the year actual balances could be higher than this sum. In addition, the Council has earmarked balances of around £20m going into the current financial year and although some is likely to be drawn down this year, and with £730k contributing towards this draft budget, substantial earmarked balances will still be carried forward at the end of 2014/15. Within these earmarked balances, provision is being set aside to support Abbotsfield School by writing off legacy loan balances and ensuring that it is financially secure going forward.

47. The current MTFF strategy assumes £5,000k of balances will be drawn down in 2015/16 to smooth the impact of front-loaded funding cuts. It should be possible to use further general balances and/or earmarked balances to further smooth the impact of future cuts. As such, the provisional MTFF strategy for 2016/17 onwards assumes further allocations from balances of £4m, £3m, £2m and £1m drawn down over a 4 year period to further smooth the impact of funding cuts. These can be revised in light of actual balances and actual funding cuts that materialise over this period.

INFLATION

48. This draft budget contains provision of £2,585k towards inflationary cost pressures, although it should be noted that the Council's general funding streams are not currently linked to inflation and this provision is wholly funded from savings outlined elsewhere in the report. In a number of areas, including Public Health and Asylum, it is assumed that inflationary cost pressures will be managed within available grant monies and therefore not present as a pressure on the General Fund. The inflation provision is based on a range of assumptions and projections, which are outlined below.

Table 4: Inflation

	Rate	£'000
Employees' Pay (including Pension Contributions)	2.00%	2,130
Electricity	5.00%	102
Gas	5.00%	24
Contracted Expenditure	Various	27
Care Placements	0.50%	388
Business Rates	2.00%	53
Levies	Various	63
Gross Inflation Provision		2,787
Less: Grant Funded Items	N/A	(202)
Net Inflation Provision		2,585

49. This draft budget reflects the 2.2% inflationary uplift in employees' pay from January 2015 agreed by the Local Government Association and unions in November 2014, with 1% of the increase already funded in 2014/15 and the remaining 1.2% included at a cost of £1,278k. Employer's pension contribution rates in respect of the Hillingdon Fund of the Local Government Pension Scheme are set to rise by 1% to 22.1% in 2015/16, which will increase payroll costs for the 80% of employees in the scheme, accounting for a further 0.8% increase in salary expenditure. On the basis of the agreed pay award, the net cost of these inflationary uplifts is expected to be £2,130k.

50. Provision for inflation on energy and fuel costs totalling £126k is included in this draft budget, with electricity and gas increased in line with Department for Energy and Climate Change projections and reflecting local procurement activity in these areas. Given the potentially volatile nature of costs in these areas, and recent reductions in headline inflation rates linked to energy costs, the future inflation requirement will remain under review. Provision for inflation on vehicle fuel costs of £51k was included in the draft budget presented to Cabinet in December, which in light of current market conditions is not expected to be required.

51. A sum of £27k has been set aside to fund the net inflationary cost pressures on a number of externally contracted services, which are linked to the Retail Prices Index (RPI) and Consumer Prices Index (CPI). This level of inflation reflects the current low level of inflation, although it is expected that rates will begin to rise, with CPI returning to the 2% Bank of England target in the medium term. Outside these contracts, it is assumed that effective procurement and contract management will contain the remainder of any inflationary pressure within existing budgets for the Council's £38,000k externally contracted services.
52. In addition, specific provision of £388k has been set aside to manage the impact of 0.5% uplift in the cost of Social Care placements with external providers. The unit cost of such placements has been frozen in headline terms since 2011/12 with limited increases seen during 2014/15. Given general market conditions, an increase may be unavoidable for 2015/16. Over and above this inflationary allowance, projected cost increases associated with a growing population and savings linked to reducing demand for residential care placements are detailed elsewhere in this report.
53. Provision of £53k is included to fund the 2.0% increase in Business Rates on Council property in 2015/16 in line with the retention of the 2.0% cap announced in December's Autumn Statement.
54. In line with recent experience it is assumed that all levies other than those for Concessionary Fares and the London Traffic Control System will not be subject to inflationary increases and that minor changes in amounts payable due to relative changes in Hillingdon's Council Taxbase will be managed within existing budgets. The increase of £63k outlined above is principally linked to the 2015/16 Concessionary Fares settlement, which is driven by growth in the eligible population and inflation on transport fares within the capital.

CORPORATE ITEMS

55. There are a range of issues impacting upon the Council's overall budget and therefore managed corporately, including the implications associated with new burdens transferring to the Council, revenue implications of capital investment and the application of balances. Further details on these items included in the 2015/16 budget are explained below.

Table 5: Corporate Items

	£'000
New Burdens associated with the Care Act	2,067
<u>Adjustments to Funding, Financing & Corporate Budgets</u>	
Increase in Council Tax Older People's Discount	10
Drawdown from Earmarked Reserves to finance Older People's Discount	(10)
Rephasing of Capital Financing Costs	(250)
Savings Earmarked for Future Capital Investment	(442)
Review of Minimum Revenue Provision	(600)
Drawdown from General Balances	(5,000)
Drawdown from Earmarked Reserves	(730)
Overhead costs chargeable to the Housing Revenue Account	(250)
Total Corporate Items	(5,205)

56. From 2015/16 the Council will take on additional responsibilities within Adult Social Care as a result of the 2014 Care Act, with a corresponding increase in funding detailed in the Government Grants section of this report. The Council will be required to introduce the option of deferred payment for those individuals who face having to sell their home to pay their care home fees; undertake additional assessments for eligibility; provide advice and information to all clients irrespective of how their care is paid for; and ensure there is a wide range of care and support services available that enable local people to choose the care and support they want. From April 2016 the cap on costs, to be set at £72k, is to be introduced to meet eligible needs for care.
57. While early local modelling suggesting that such costs can be contained within the £2,067k revenue resources available through the Better Care Fund and specific Department of Health grant funding, work will continue to refine projections. Given the level of uncertainty around both funding and the cost of rolling out a new service and broader care pressures, a separate contingency of £1,000k has been retained to manage the risk of any funding shortfall or increased cost pressure.
58. The marginal increase in the cost of the Council Tax Older People's Discount due to demographic growth is projected to be £10k, which will be funded in full from the Earmarked Reserve established in 2013/14. Current balances within this earmarked reserve are sufficient to support the scheme until 2018/19.
59. Provision for financing costs remains sufficient over the MTFF period to support the existing capital investment programme, however, it is appearing increasingly likely that new physical borrowing can be deferred until 2016/17 at the earliest, enabling the further rephasing of capital budget as detailed in the Month 9 monitoring position. The net impact of this realignment is a £250k reduction in cost for 2015/16.
60. In addition to the rephasing of borrowing, there is scope to review the Council's annual provision for the repayment of debt, thereby ensuring that costs are spread over the full lives of assets purchased. It is expected that this review will secure a £600k reduction in annual costs from 2015/16, rising to £1,000k from 2016/17.
61. Following a review of charging policies for the appropriated garage stock, from the HRA to the General Fund, and a programme of investment to reduce the 43% of units currently vacant, the potential additional £442k rental income per annum will be ring-fenced to fund financing costs of the St Andrew's Park Theatre.
62. As set out in the February budget report a drawdown of £5,000k from General Balances, principally funded from the 2013/14 underspend, is included in this draft budget to smooth the impact of front-loaded funding cuts. This use of balances to smooth savings targets over the MTFF period will allow sufficient time to implement savings proposals and avoid unnecessary risk associated with front-loaded savings requirements. A further £730k is being drawn down from earmarked reserves to support Priority Growth initiatives outlined below.
63. In addition, a further £250k being released as a result of a reduction in management overheads being borne by the General Fund reflects increased activity in a number of service areas, including counter-fraud activity, which benefits tenants through the Housing Revenue Account.

DEVELOPMENT & RISK CONTINGENCY / SERVICE PRESSURES

64. The Development & Risk Contingency is used to manage budgets relating to volatile or demand-led services, where there will remain uncertainty of the level of resources required until actual demand for services is known at outturn. Rather than inflating Directorate Operating Budgets to cover all potential risk items, these are collated and budgeted for in the round.

65. Work has been completed to fully refresh projections for all contingency items and initial reviews have reduced the demand on a number of significant contingency items. The budget approved in February 2014 assumed a net increase of £2,898k would be required, which has since been revised upwards by £398k to £2,993k. In addition, a sum of £17,756k has been released to Directorate Operating budgets to reflect those areas where demand is more certain and should therefore be provided for within base budget.

Table 6: Development & Risk Contingency

	£'000
2014/15 Contingency Budget	24,738
Releases to Operating Budgets	(17,756)
Increase to Contingency Requirement	3,291
2015/16 Contingency Budget	10,273

66. Within this net movement, increases to contingency requirements include £1,965k of items linked to demographic changes, £2,591k in relation to Government policy, £615k reduction due to local management of risk and a further £650k from items no longer being provided for in contingency. Growth in Council Tax revenues from increased population noted earlier in this report is expected to total £1,669k, thereby providing a mechanism for supporting an element of growth in demand for services in the short-term, although trends in areas such as SEN Transport are currently outstripping general population growth. Adverse movements in relation to Government policy includes £1,298k against Social Care and Health funding risks and the incremental increase in landfill tax on waste disposal costs.

67. Appendix 3 to this report provides a breakdown of the draft Development and Risk Contingency for 2015/16, with an explanation of key assumptions and risk factors on each item set out below:

- **Uninsured Claims (£400k - no change from 2014/15)** - Provision of £400k is contained within this draft budget to supplement the existing £359k base budget for uninsured claims. Actual experience in 2013/14 exceeded the available budget and contingency by £137k, which was met from the significant earmarked balances (currently £1,063k), held to manage insurance risk over and above this contingency sum. Latest projections for 2014/15 suggest that claims will exceed budget and contingency by approximately £20k, to be met from these earmarked balances. Given recent experience it is likely that the requirement for 2015/16 will be at least £400k.
- **Carbon Reduction Commitment (£236k - £4k reduction from 2014/15)** - A sum of £236k is included within the Development and Risk Contingency to meet the projected cost of carbon allowances for energy used in 2015/16. This level of contingency assumes that the Council manages down demand for energy to mitigate the increase RPI uplift in tonnage tariffs from £15.60 per tonne.

- **Impact of Welfare Reform on Homelessness (£1,836k - £308k reduction from 2014/15)** - As the Council's measures to increase supply and affordability of temporary accommodation available to manage homelessness come into effect, the resulting pressure and gross contingency requirement is projected to fall to £2,031k in 2015/16. A number of key assumptions within this provision will be carefully monitored given continuing high levels of demand, with a range of measures to manage down this pressure and flexibility through a specific earmarked reserve expected to contain costs within the £1,836k net provision.
- **Special Educational Needs Transport (£520k - £291k increase from 2014/15)** - Growth in pupil numbers and resultant demand for SEN placements is feeding through to increased transport requirements, with a gross risk of £701k reflecting a combination of growing population, more complex needs and related growth in more costly out-of-borough routes. Given the range of initiatives, such as travel training and investment in local SEN provision, alongside a wider review of transport within the Council, it is expected that this gross risk can be managed down to £520k.
- **Waste Disposal Levy (£2,211k - £1,400k increase from 2014/15)** - Population growth within the Borough will continue to place an upward pressure on the cost of waste disposal driving growth in projected waste tonnages, with a 10% increase in the landfill tax from £80 in 2014/15 to £88 per tonne compounding this service pressure. Alongside waste tonnages routed through the West London Waste Authority, the Council continues to divert waste through alternative disposal contracts where this offers better Value for Money. The risk associated with increased tonnages through these contracts and broader market factors, which are impacting upon the cost of processing mixed recyclables, is also managed through this contingency.
- **Asylum Funding Shortfall (£1,272k - £14k increase from 2014/15)** - The Home Office is reviewing the level of funding for 2015/16 to reflect a national fall in the number of Asylum Seeking Children that require support. This review, coupled with broader issues linked to the Council's status as a gateway authority, could lead to a gross pressure in excess of £1,947k. As funding levels are yet to be confirmed, the service is undertaking a review, seeking to reduce the current cost of Asylum including establishment costs, which may provide scope to reduce the call on Development and Risk Contingency. This draft budget assumes that further reduction in funding will be managed within Asylum services and not be offset by cuts to core Council services.
- **Children's Social Care Demographic Pressure (£465k - £465k increase from 2014/15)** - Projected costs for the provision of Children's Social Care are expected to rise in line with the growing population in the Borough, with an increase in Looked after Children cost of £299k due to 2.1% population growth in 2015/16. In addition to this underlying growth, there are two other factors driving this increased contingency requirement - with Government extending the upper age limit for foster care placements from 18 to 21 adding £66k to costs and an additional £100k included in this forecast in respect of Secure/Remand accommodation.
- **Early Support Cost Avoidance (New - £117k reduction from 2014/15)** - Implementation of the new Early Support structure within Children and Young People's Services is expected to reduce both the number of children being referred and those requiring more intensive Social Care interventions. The expected cost reduction has been estimated through a locally developed model, with the financial impact primarily arising from a reduced number of re-referrals.

- **Adult Social Care Demographic Pressures (£129k - £129k increase from 2014/15)** - Regular reviews of current Adult Social Care commitments have been performed over the past twelve months to build up a clear view of the underlying demand for and cost of providing care placements. From this baseline position, financial modelling has been undertaken which indicates that contingency of £129k over and above base budgets will be required to fund placement costs, representing growth of £129k from 2014/15.
 - **Transitional Children (£380k - £380k increase from 2014/15)** - The latest projections for children transitioning into Adult Social Care indicate a contingency requirement of £380k, with 44 children identified for 2015/16. This estimate has been derived on the basis that the service can manage down the cost of care upon transition by 6%, taking account of experience in recent cohorts of children.
 - **Winterborne View Report (New - £393k increase from 2014/15)** - The transfer of financial responsibility for a number of clients from National Health Service to the Council following the recommendations of the report into Winterborne View is expected to result in £393k pressure on the Council's budgets from 2015/16. To date four clients have transferred, with a further eleven having been assessed and expected to transfer between 2015/16 and 2017/18. As these placements reflect Continuing Health Care needs of clients, it is expected that 50% of the gross cost will be borne by Hillingdon Clinical Commissioning Group and this has been reflected in the £393k pressure.
 - **Potential Shortfall in Social Care and Health New Burdens Funding (New - £1,298k increase from 2014/15)** - Given the residual uncertainty around financial impacts of the Better Care Fund and broader issues associated with Social Care costs noted above, this draft budget includes £1,298k provision within Development and Risk Contingency to manage any potential shortfall in funding or unavoidable service pressure in these areas. This provision includes the £1,000k identified in the December 2014 draft budget and an additional £298k reflecting the late confirmation of government funding in the final Local Government Finance Settlement on 4 February 2015.
 - **BID (£250k, £250k reduction from 2014/15)** - A sum of £250k is retained in this budget to support the Council's Business Improvement Delivery programme and pump prime work required to deliver savings proposals contained within this budget.
 - **General Contingency (£1,000k, no movement from 2014/15)** - This draft budget contains £1,000k General Contingency to manage unforeseen risks and pressures, no change from 2014/15.
68. Specific provision for challenges to High Speed 2 and Heathrow Expansion totalling £400k were included in the 2014/15 Development and Risk Contingency, however, these are not required in 2015/16 as there is sufficient capacity with the specific earmarked reserve, which currently totals £510k, to manage 2015/16 expenditure in these areas.
69. In addition to specific risk items being managed through the Development and Risk Contingency, there are a number of other issues being closely monitored across the Council's budget and subject to management action to avoid these issues becoming unavoidable pressures impacting on the base budget requirement.
- The recurrent pressure reported on the Parking Revenue Account is expected to continue into 2015/16 with a gross risk of up to £485k, due to changes to Government policy on use of CCTV in parking enforcement and an expected reduction in enforcement

income following completion of improvements to Hayes Town Centre. Action needs to be taken to ensure that the ongoing shortfall is addressed within the PRA otherwise this will fall as a pressure on the General Fund.

- An additional pressure of approximately £240k per annum is reported on off-street parking revenues, principally attributable to Uxbridge Town Centre car parks. However, with the opening of a new flagship store in the Pavillions Shopping Centre and Council-funded investment outlined in the capital section of this report it would be expected to increase usage and potentially revenues.
- The abolition of the Department of Work and Pensions' Independent Living Fund will see additional responsibilities transfer to the Council from 30 June 2015. Current indications are that the expected new burdens funding of £260k will be sufficient to manage the financial impact of this transfer in 2015/16, with the on-going level of Government support likely to be determined during 2015. The impact of this transfer will remain under review and any movement from this position reported to Cabinet through the monthly budget monitoring process.

PRIORITY GROWTH

70. This draft budget includes provision of £2,452k of Priority Growth, including £1,452k of brought forward uncommitted monies and £1,000k increase planned for 2015/16. A range of initiatives totalling £1,648k are detailed below, leaving a balance of £804k to support further investment during 2015/16. An element of growth monies is earmarked from 2016/17 to support expanded Youth Centre provision, leaving £384k available to fund ongoing commitments.

Table 7: Priority Growth

	£'000
Available Priority Growth	2,452
Additional Primary School Expansions Capital Funding	(750)
Additional Ward Budget Funding	(440)
Support for Police Tasking Team (Full Year Effect)	(62)
Expansion of Rogue Landlord Taskforce	(130)
Adult Education ICT Investment	(97)
Ruislip Lido - Peak Season Support	(24)
Development Control Officer	(55)
Defibrillators for Schools	(90)
Remaining Priority Growth	804

71. Initiatives being supported from unallocated Priority Growth include:

- A further £750k of growth is allocated to capital financing budgets to support the Council's investment in Primary School Expansions, with a further £1,700k set aside from 2017/18 to support subsequent Secondary School Expansions. This will bring total revenue provision for this programme to £6,700k per annum.
- £440k is provided to support a continuation of the Ward Budget Scheme, providing a sum of £20,000 for investment in each ward.

- An additional £62k growth to fund the Police Tasking Team is included in this budget, representing the full year effect of monies included in the 2014/15 budget and bringing this funding to £134k per annum.
- £130k Priority Growth is included in this budget to provide increased investment in tackling Rogue Landlords and Beds in Sheds across the Borough.
- An additional £97k is to be provided in support of new ICT Infrastructure at the Council's Adult Education Centres.
- In order to ensure that the benefits of recent investment in the Ruislip Lido site are maximised, £24k is being earmarked to fund additional staffing in the peak season.
- Following introduction of the Prior Approvals system in May 2013 there has been a sustained growth in the number of planning applications lodged by residents. Funding of £55k per annum is therefore proposed to provide capacity in the team to manage these applications.
- In addition to the growth items outlined above, proposals are in development to install defibrillators in all the Borough's schools at an estimated cost of around £90k.

CONTINUING INITIATIVES

72. In addition to the new funding outlined above, the Council retains significant provision within revenue budget provision for existing member priority initiatives which include:

- £200k revenue funding for Older People's Initiatives, with an additional £200k within the capital programme supporting provision of Burglar Alarms for the Elderly,
- £500k First Time Buyers' Initiative, providing support for local residents to get on the property ladder,
- £400k Sport & Activities Fund for All ages, which supports initiatives to improve activity levels amongst residents and improve health more generally,
- £400k Social Care Initiatives Fund, which supports service provision for local residents requiring care and support.

SAVINGS

73. The savings proposals contained within this draft budget have been developed by services through the HIP Business Improvement Delivery Programme (BID), the Council's programme to transform all services, review all working practices and enable delivery of savings in response to Central Government's austerity programme. In February 2014 the General Fund Savings Requirement for 2015/16 totalled £15,294k after allowing for the £5,000k drawdown from balances to smooth the impact of funding cuts. £7,645k of this sum was allocated to services, with £7,649k to be delivered through Corporate and Policy Items.

74. As explained above, progress on 2015/16 budget development to date has adjusted the overall savings requirement through corresponding movements in funding, inflation and demographic cost pressures, while group savings targets have remained the same. Work is ongoing to fully develop savings proposals and to reflect further savings.

Group Savings

75. Included in the 2015/16 budget is £3,133k of full year effects of prior year savings for each of the groups and £6,774k of savings within group budgets, totalling £9,907k. The following

sections focus on the development of new savings proposals, noting where initiatives have reduced pressures discussed elsewhere in this report

Table 8: Group Savings

	Initial Savings Target £'000	New Savings Proposals £'000	Cont. & Corporate Changes £'000	Variation on target £'000
Administration	(264)	(317)	0	53
Finance	(543)	(926)	(20)	403
Residents Services	(3,145)	(3,041)	101	(205)
Adult Social Care	(2,645)	(1,583)	(684)	(378)
Children & Young People's Services	(1,048)	(907)	(244)	103
2015/16 Group Savings Proposals	(7,645)	(6,774)	(847)	24

Administration

76. The Administration Group has identified £317k of new savings proposals, exceeding the £264k target allocated to the group in March 2014 by £53k. Proposals identified within Administration are primarily based on identifying more efficient approaches to meeting existing service levels and generation of additional income. Further detail on all proposals is set out within Appendix 5a.

77. The most significant proposal relates to increased legal fees on Section 106/CIL and other planning agreements which is expected to secure £140k. Restructuring proposals within Human Resources and an increase service offer in registrars make up a further £74k of proposals in the Group, with the remainder of proposals expanded upon in the appendix.

Finance

78. Within the Finance Group, new proposals totalling £926k have been identified towards the 2015/16 savings target of £543k, representing an overachievement of £403k. Proposed savings totalling £926k are principally secured from efficiencies and improved processes within the Revenues and Benefits Service, alongside restructures elsewhere in the Group, with an additional £20k reduction in insurance costs. Full details on progress to date on all Finance saving proposals are set out in Appendix 5b.

79. Significant improvements in the management of Housing Benefit since its transfer into the Group has reduced risk around Local Authority Error in the subsidy claim, which would allow the annual £200k provision for loss of subsidy due to high error rates to be released. Improved processes around collection of court costs in relation to Council Tax arrears will secure £125k per annum. The re-tendering of both the Revenues and Benefits Administration Contract and Council's Banking Contract will secure savings of £261k and £47k respectively, with the full year effect of the former rising to £760k p.a. or 41% of the contract sum by 2019/20. Additionally, proposed restructures within Internal Audit, Procurement and Revenues & Benefits contribute a further £151k towards delivery of the savings target while a review of other budgets has secured a further £142k.

Residents Services

80. Residents Services have identified new savings proposals totalling £3,041k, which along with £442k additional rental income from appropriated garages to be ring-fenced to fund financing costs of the St Andrew's Park Theatre and impact of additional counter-Fraud being under taken in support of the Housing Revenue Account, exceeds the £3,145k initial savings target for the group. Current proposals have been focused on the significant revenue streams managed within Residents Services, alongside a range of efficiency proposals intended to reduce the Council's cost base while maintaining standards of service delivery to residents.
81. A proposed review of Fees and Charges across the group is expected to secure £150k through non-routine charges such as bereavement services, while reviews into budgeting for existing income such as commercial properties and development control could release a further £180k. Efficiencies of £50k in 2015/16, rising to £250k by 2017/18, are to be secured from consolidation of facilities management operations for corporate and housing estates. A review of residual Education budgets has identified a further £240k of savings arising from the Council's reduced role in the sector and efficiencies.
82. Reviews of the Highways operation, energy usage and further ICT rationalisation are to secure another £220k. Proposals in relation to the outcome of zero-based reviews across the group are expected to contribute £375k towards delivery of the savings target, while the budgetary impact of West London Waste Authority's closure of the Victoria Road Civic Amenity site would release £406k.
83. The centralisation of technical administration and business support functions into Residents Services has resulted in a proposal to further rationalise the service and release £284k savings. Further reviews of middle management across the group and the performance service are expected to secure an additional £506k in efficiencies.

Adult Social Care

84. Work on development of savings within Adult Social Care has identified £1,583k of new proposals against the £2,645k original target, with a further £684k secured through managing down contingency provisions through better preventative work. Proposals are focused on the effective commissioning of care, including a fundamental review of existing contracts alongside zero based reviews of existing budgets and outcomes of new models of service delivery. The strategy for the service is to move away from direct provision of Adult Social Care services through exploring options for service delivery through private, not for profit, and voluntary sector organisations.
85. Alongside the range of new proposals for 2015/16, the service continues to progress the Supported Living Programme, promoting independence for Social Care clients and avoiding costly residential placements. The current implementation programme is expected to secure efficiencies of £5,195k by 2019/20, although slippage in start dates on a number of schemes will result in corresponding slippage of £53k in savings previously earmarked for 2015/16. This temporary adverse movement has been offset against new proposals set out below.
86. The commissioning proposals include additional savings identified within the new contracts for Homecare Services and pre-paid cards of £162k; a further focus upon renegotiating the cost of historic residential and nursing packages (£410k); reviewing the use of Day Care facilities by clients who already receive 24 hour support through Residential and Nursing

packages (£37k); and £383k from more frequent reassessments of Learning Disability service users and where appropriate reducing the volume and cost of taxi transport to take these users to and from placements.

87. Work is underway to consider the operational and financial implications of rationalising a number of contracts which are currently provided for non assessed support and care needs. There is scope to secure savings of £193k from an overall budget of £1,600k. In addition, the strategy to move away from direct provision of services includes investigating new models of service delivery for in house provision for older people and users with Learning Disabilities giving estimated savings of £768k over the next 2 years.

88. The group is also undertaking a detailed zero based budget review and has identified a number of budgets which, following reviews of service delivery and future plans are not considered necessary for 2015/16; these total £199k per annum.

Children and Young People's Services

89. Children and Young People's Services have developed new savings proposals totalling £907k to date, with a £244k managed reduction in contingency to exceed the initial target of £1,048k by £103k. The principal focus of activity to date has been in the development of a new approach to Adoption and Fostering.

90. Implementation of a new structure for the placement and management of Looked After Children has been developed, which seeks to lever in transitional Government funding to support an initial major investment in Social Care capacity to ensure that children can be placed in suitable placements. In addition to improving outcomes for Looked After Children, this approach is expected to secure savings of £712k per annum from 2015/16.

91. Further savings proposals relate to additional benefits secured from effective procurement of accommodation at Bedwell Gardens, which is set to deliver £45k in 2015/16 in excess of the £27k included in 2014/15 budgets. Work to date on zero based reviews within Children and Young People's Services have identified £35k of surplus budgets in relation to translation and interpretation services. The on-going review of commissioned activity within Children and Young People's services is expected to secure an additional £115k of procurement savings during 2015/16.

Corporate and Policy Items

92. The Corporate and Policy Items saving target of £7,649k has been secured through refreshed assumptions across corporate budgets and funding, with movements totalling £7,673k. These refreshed assumptions consist of:

- Release of £2,197k surplus from the Council Tax Collection Fund,
- Adverse net movement of £103k on projected Council Tax and Business Rate Revenues,
- Favourable movement of £161k on Revenue Support Grant due to further topslices being included in the December 2014 provisional local government finance settlement and late inclusion of additional Welfare, Health and Social care funding in the final February settlement;
- Adverse movement of £340k in grant funding due to cuts in the Education Services Grant and lower than expected New Homes Bonus allocations for 2015/16

- Reduced inflation provision for contracted expenditure and levies, partially off-set by a small increase in staffing inflation releasing £606k,
- Release of £730k from uncommitted earmarked reserves,
- Rephasing of £1,150k of capital financing costs in 2015/16 due to delayed date for requiring physical borrowing (now 2016/17),
- £600k from a review of Minimum Revenue Provision policies for spreading the cost of capital investment,
- £298k additional contingency provision for Health and Social Care, reflecting additional funding confirmed in February 2015,
- £500k of additional growth monies,
- £250k investment in the Council's Business Improvement Delivery Programme,
- A reduction in the assumed New Homes Bonus topslice of £904k to reflect latest estimates of funding payable to the Local Enterprise Partnership and grant projections across London,
- Recovery of the remaining £2,500k New Homes Bonus topslice.

93. Overachievement of the Corporate & Policy Saving target by £24k therefore offsets the minor shortfall on group targets and balances the 2015/16 budget.

FEES & CHARGES

94. 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 continues to operate a system of differential charges through the Hillingdon First card, which enables preferential rates to be offered to local residents.

95. In addition to preferential rates for residents the Council froze almost all Fees and Charges, including Parking, for residents during 2013/14 and 2014/15, with modest increases proposed for a small number of charges in 2015/16. Where increases are recommended, charges have been benchmarked against those of neighbouring authorities and shown to remain competitive.

96. Appendix 11 to this report provides a full schedule of recommended charges, with increases proposed in the following areas:

- Registrars Service - aligning charges with those of neighbouring authorities, and reflecting a number of new services on offer,
- Highways - minor increases in skip licensing charges, remaining significantly lower than neighbouring boroughs,
- Breakspear Crematorium - maintaining charges at current levels and making cremations for under 18s free of charge,
- Cemeteries - uprating of internment fees, which remain below those of neighbouring authorities,
- Arts / Theatre Services - inflationary uplift to charges, which remain lower than other local providers, while simplifying charging arrangements for equipment rental,
- Trade Refuse - increase to fees for commercial bulk bin hire and trade services at civic amenity sites, reflecting the annual increase in landfill tax,

- Homes in Multiple Occupancy (HMO) Licensing - aligning charges to those of neighbouring authorities
- Children's Centres - the level of any increase in charges is decided by Schools Forum, as any subsidy is provided by the Dedicated Schools Grant
- Minimum client contributions in Adult Social Care - uplifted in line with the annual benefit uprating process.

97. In addition to existing fees & charges, there is a new administrative charge in relation to setting up deferred payments for Social Care costs under the 2014 Care Act. This charge is to be set on a cost recovery basis at £300, with the level of charge to remain under review.

MEDIUM TERM IMPACT OF PROPOSALS

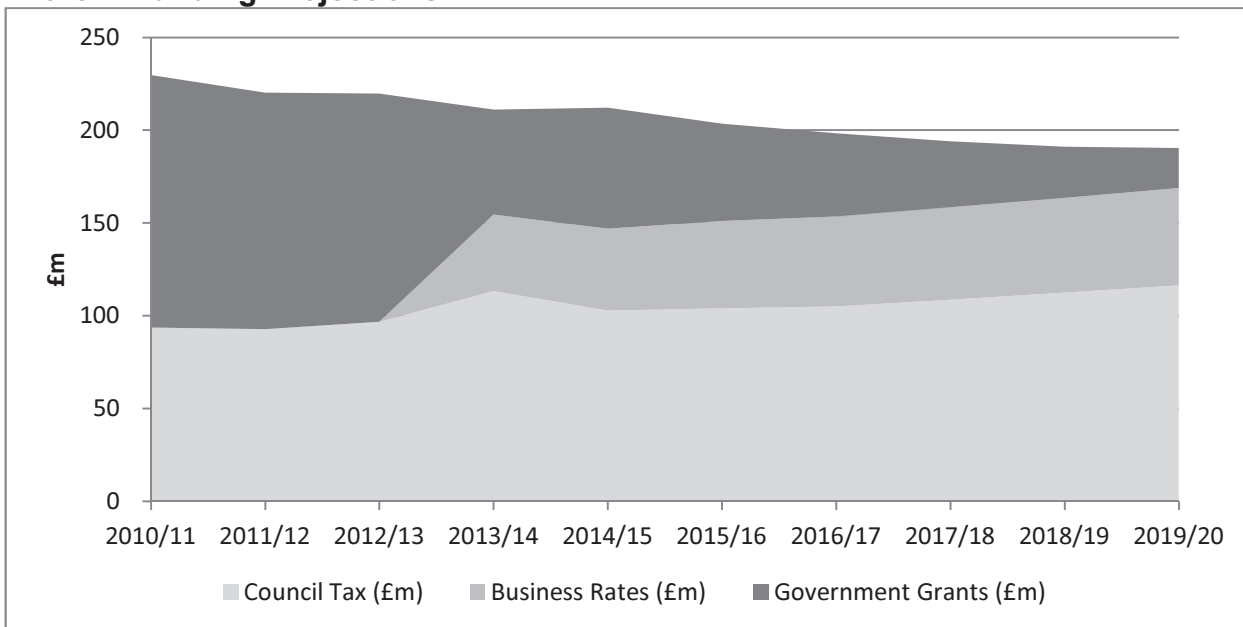
98. The immediate focus of this report is on delivery of a balanced budget in 2015/16, however, this must be considered in the context of an on-going reduction in funding to at least the end of the decade. In order to effectively manage funding cuts expected over this period, while continuing to 'put our residents first' and maintaining current levels of service provision, it will be necessary to take account of this medium-term outlook.
99. As previously reported the key pressure on the Council will continue to be managing the impact of the Government's austerity programme, particularly in light of continuing announcements from all parties on the need to eliminate the national deficit. The extent of future cuts on the basis of the current government's outline plans has been established following a range of announcements since December 2014 and is now expected to result in a front loading of cuts into 2016/17 and 2017/18.
100. Latest projections of resource available to support existing services will continue to decline, with Revenue Support Grant expected to fall by £43,372k by 2019/20 and other corporate grant funding streams to decline by £3,275k over the same period, a total cut of £46,647k over five years, after accounting for new burdens. Given the commitment of the current government to deliver a £23bn national surplus by 2018/19, approximately 70% of this reduction is expected to impact on Council funding by 2017/18.
101. The scenario outlined above assumes a continuation of existing trends to the end of the decade, however, this raises a number of issues as the level of Government funding to support core Council services falls to almost zero over this period.
102. Firstly, while current projections assume there is no material rise in the cost of providing the Council Tax Support Scheme beyond 2015/16, the scheme will be fully reviewed during next year and a new scheme developed for 2016/17. In addition, next year's Comprehensive Spending Review may revisit the level of funding available for this scheme.
103. Secondly, as the prospect of Revenue Support Grant falling to zero for some councils by 2019/20 has become a real possibility, when combined with the policy intention announced by the Secretary of State for Communities and Local Government to raise the retained portion of Business Rates from 50% to 90%, this raises the spectre of wider funding reform during the next Parliament.
104. Finally, there are questions around the future of specific grant funding streams such as Housing Benefit Administration Subsidy Grant which would be expected to cease if

Government seeks to integrate the benefit into Universal Credit. While there would be a corresponding reduction in required expenditure, the implications of any such change would be managed through the wider MTF process. The Council's role with respect to Education also raises similar issues around the Education Services Grant.

105. While an element of this reduction is off-set by £7,237k growth in retained Business Rates income over the same period, this takes account of the expected outcomes of local efforts to promote economic growth, without which the financial impact of austerity measures would be even greater. Strong growth in the Council Tax base over the MTF period is expected to increase tax revenues with the addition of 7,100 Band D equivalent properties by 2020, which could generate an additional £13,675k. For planning purposes it has been assumed that the Hillingdon share of Council Tax increases by 2% per annum from 2016/17 onwards, with each 1% increase or decrease either decreasing or increasing the budget gap by approximately £1,000k. It should be noted that where Council Tax Freeze grants have been awarded in 2014/15 and 2015/16 this has directly resulted in a further loss of Revenue Support Grant.

106. The net impact of funding projections is a reduction of £25,735k in resources available to support provision of existing services, before taking account of unavoidable cost pressures over this period. It is notable that by 2019/20 the Council will be raising 89% of its funding locally, an increase from 69% in 2014/15 and almost double the 48% seen in 2010/11, and therefore more acutely affected by changes in local circumstances and demand for services. This fundamental shift in funding is demonstrated graphically below.

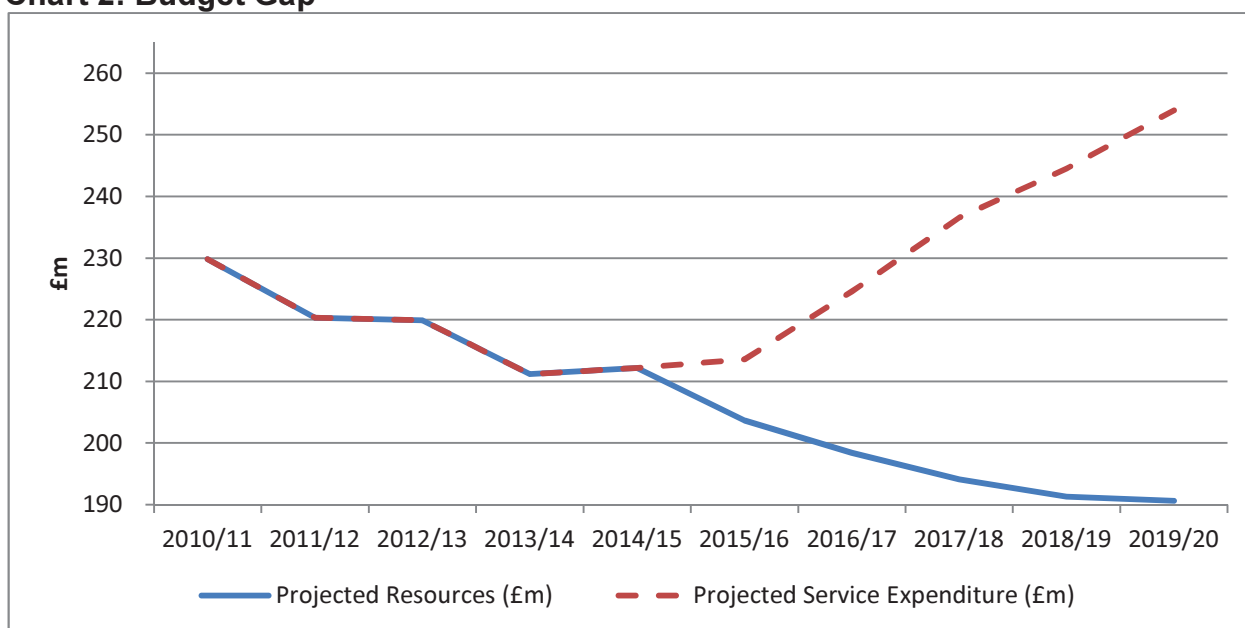
Chart 1: Funding Projections



107. In addition to the decline in available funding, there will be a requirement to manage inflationary cost pressures over the period to 2019/20, expected to total £17,165k. The largest single component of this sum is employees' pay, with the current assumptions of a modest 1% per annum pay award from 2016/17 onwards. Every 1% award over this period adds approximately £1,000k to the budget gap. Current assumptions also include an annual increase in employer LGPS contribution rates, which is expected to reach 25.1% by 2019/20. However, at this stage, further reductions in staffing numbers, either through efficiency or alternative service delivery mechanisms have not been factored into inflation assumptions.

108. Growth in the Borough's population, estimated to rise by approximately 8% over the period to 2019/20 in line with growth in the Council Tax base, will have a corresponding impact on the cost of many demand-led services, such as Waste Disposal. Alongside this headline growth in population, projected changes to the makeup of the Borough's population are expected to increase demand for services such as Social Care and SEN Transport. The net impact of these costs is contained within the £16,209k growth in Development and Risk Contingency.
109. Current projections indicate that the cumulative savings requirement will rise to £63,352k by 2019/20, with only £9,907k of this sum identified through the 2015/16 budget setting process. The scale of the required expenditure reduction is set out graphically below, against the 2014/15 budget requirement of £212,188k.

Chart 2: Budget Gap



110. An analysis of this £63,352k savings requirement identifies £18,974k or 30% being the result of inflationary and demographic growth in the cost of delivering services which could potentially be managed through a combination of cost avoidance and efficiency measures equivalent to approximately 9% of current expenditure. The remaining £44,378k, representing almost three quarters of the savings requirements, is the result of the current austerity programme and scaling back of public expenditure. A sustainable approach to bridging this element of the budget gap while continuing to meet statutory responsibilities is the principal financial challenge facing the Council.
111. There remains considerable uncertainty in terms of both funding and pressures arising from demand for services over the MTF period, however barring any significant change of Government policy the overall quantum of savings required is expected to remain broadly consistent.
112. In terms of funding, until the expected Comprehensive Spending Review 2015 following next May's parliamentary elections, is underway, confirmation of both the extent and phasing of reductions in Central Government funding will remain unknown. Although the risk associated with additional front-loading of cuts could be managed, in the short term, through

further planned drawdown of balances, further savings will continue to be needed to manage reductions in a sustainable manner.

113. With respect to Central Government policy, there remains a significant risk that the Council may have to bear the additional National Insurance costs associated with abolition of the Second State Pension from 2016/17, which could be in the region of £2,500k. However, while Treasury have previously indicated they may be willing to fund Councils for this burden, they are not in a position to confirm any future Government would do so.
114. In a number of areas, there remains uncertainty around future cost pressures, for example the financial impact of introducing the Better Care Fund and new burdens associated with the Care Act, which are still to be quantified and any shortfall in funding may exceed the £1,298k sum included in Development and Risk Contingency. Alongside the specific new responsibilities in relation to Adult Social Care, there remains broader risks in relation to delivery of demand-led statutory services which such contingency funds could support.
115. Such risks will continue to be tracked through the MTFF process and their impact included as information becomes available.

GENERAL FUND CAPITAL PROGRAMME

Background to Capital Programme

116. The Council's Capital Programme, as approved by Cabinet and Council in February 2014, continues to be focused on the provision of sufficient school places to meet rising demand across the Borough. In addition, provision for major investment on the St Andrew's Park site in Uxbridge is included in the current programme alongside the recurrent programme of works to maintain local infrastructure.
117. This report explains the development of the existing programme, including addition of new projects, extension of the programme to cover 2019/20 and refresh financing assumptions. The updated programme outlined in this report has been contained within the resource envelope of the budget approved by Cabinet and Council in February 2014, with increased investment being off-set by additional capital receipts to leave a net borrowing requirement of £139,270k over the period 2014/15 to 2019/20. As a result there is no requirement for additional revenue provision over and above sums already earmarked for school expansions and the St Andrew's Park projects.
118. This draft programme has been developed within reference to the Prudential Framework, with proposed schemes and the overall programme being tested for affordability, sustainability and prudence. Given the need to consider the full extent of the Council's commitments, financing and borrowing projections outlined below take account of the latest 2014/15 forecast outturn. All associated revenue implications have been factored into revenue budgets through the MTFF and reflected elsewhere in this report.
119. The following sections of this report focus in turn upon the school expansion programme, new schemes proposed for inclusion in this programme and a refresh of expenditure forecasts on the remainder of the approved programme. The report goes on to provide an update on capital income streams, including capital receipts, Community Infrastructure Levy and Government grants.

Changes since report to Cabinet on 18 December 2014

120. The table and narrative below outlines the changes to the recommended capital programme from the report considered by Cabinet on 18 December 2014. Each of these items is also expanded upon below.

Table 9: Changes to Proposed Capital Programme

	£'000
Prudential Borrowing Requirement - December 2014	141,797
• Revisions to Draft Capital Programme	
Hearing Impaired Resource Provision	178
Revised Scope for Dementia Centre	1,000
Town Centre Improvements	3,153
Revisions to Funding Projections	(1,800)
• Revisions to Forecast Capital Receipts/CIL	(2,283)
• Projected Outturn Variance 2014/15	(2,775)
Prudential Borrowing Requirement - February 2015	139,270

121. Since December 2014 the capital programme has been revised to include funding for the expansion of the Hearing Impaired Resource Base at Vyners School, an increased scope for the Dementia Centre project and present the full range of Town Centre Improvement projects outlined in paragraph 132. These increased expenditure projections are off-set by revised grant funding assumptions to result in a net decrease in borrowing of £2,532k. In addition, this programme includes the additional funding for Universal Infant Free School meals recommended for acceptance in the budget monitoring report on this agenda.
122. Projections for increased capital receipts arising from higher valuations on surplus sites and a minor reduction in Community Infrastructure Levy income has reduced the borrowing requirement by £2,283k, with latest projections on live capital projects releasing a further £2,775k. These movements are expanded upon in the Month 9 Budget Monitoring report also included on this agenda.

Update on Current Programme

123. As at Month 9, a net underspend of £5,656k is reported on the current capital programme, with pressures on a number of legacy projects being off-set by underspends across a number of projects - including £4,433k on the School Expansion Programme and £795k on the £2,300k Disabled Facilities Grant budget. There remains £7,259k of unallocated General Contingency within the programme, which is available to manage new projects or emergent pressures on existing schemes.

School Expansion Programme

124. The Council's flagship School Expansion Programme remains at the centre of the capital programme, with investment to secure additional places estimated to total £309,590k over the period from 2010 to 2020. In order to ensure sufficient high quality places across the borough are delivered the Council is continuing to supplement Department of Education (DfE) grants and Developer Contributions with Prudential Borrowing. The ongoing costs of £6,700k per annum have been factored into the revenue aspect of the Council's MTFF.

125. While the programme to date has concentrated on meeting demand in the Primary sector, the focus is now shifting to the Secondary sector with provision in this draft budget to deliver 19 forms of entry across the Borough by September 2019 at a total cost of £121,071k. In the absence of any firm indication of Government support beyond 2015/16, it has been assumed that funding levels will remain broadly consistent and support 75% of investment in expanded capacity and 25% for re-provision projects. The residual £50,603k will be met from Prudential Borrowing and ultimately funded by residents through Council Tax. The profile of this projected demand and investment is outlined below.

Table 10: Secondary School Needs Analysis

	Sept-15	Sept-16	Sept-17	Sept-18	Sept-19
Projected Year 7 Pupil Numbers	3,288	3,325	3,582	3,767	3,890
% Growth in Pupil Numbers	9%	1%	8%	5%	3%
Need Profile (Forms of Entry)	1	4	3	2	9
Delivery Profile (Forms of Entry)	0	6	5	3	6
Cumulative Surplus / (Deficit)	(1)	1	3	4	0

126. Within the programme outlined above, projects at Abbotsfield and Northwood include re-provision of the existing schools partially funded through the Department for Education's Primary School Building Programme (PSBP). In early May 2014, the Government announced its intention to launch a second phase of this programme over the period 2015 - 2021 and the Council submitted expressions of interest for the re-provision of a further eight schools. Confirmation of any funding is yet to be received from the DfE, however if successful, these projects will supplement the expansion programme and potentially provide scope to secure additional capacity where required. As with the existing PSBP, the Government would look to manage the delivery of any identified schemes.

127. Following completion of the major expansion of the Primary sector completed since 2010, current projections indicate that a further three forms of entry will be required over the MTFF period to meet growth in pupil numbers. A budget of £13,500k is included in this programme on the basis of costs associated with completed expansion projects, with the first expansion required in the Ruislip area by September 2017. Feasibility work is currently underway to address the specific geographical challenges of delivering these expansions in the north of the borough.

128. In order to reflect the inherent uncertainty in both pupil number projections, and the practicalities of delivering such an extensive programme of expansion, a contingency of £28,929k is contained within this programme. This contingency, supported through a combination of Prudential Borrowing and assumed grant funding, will also provide scope to contribute to any Primary School Building Programme projects should a Council contribution be required.

Proposed New Schemes and Changes to Existing Schemes

129. The existing approved programme includes a number of major schemes commencing in 2015/16, the funding for which has already been earmarked within the Council's broader MTFF. Key highlights include commencement of the 1,200 seat theatre project at St Andrew's Park, a borough museum and a new Youth Centre in Harefield. In addition there is significant funding in support of Town Centre Investment, including the continuation of the shop front grants scheme and major improvement projects at centres across the borough.

130. This programme includes a number of proposed new schemes totalling £16,903k and a range of updates in relation to the scope and financing of existing schemes which will add £4,545k to the existing programme. Alternative funding streams have been identified to support £1,680k of this sum, leaving a residual amount of £19,768k to be funded from Council capital resources. Taking into account substantial movements in capital receipts outlined below, borrowing within the refreshed programme will not increase and therefore no additional revenue provision is required. Each of these new schemes and amendments are outlined below:

- **Battle of Britain Bunker, a Heritage Civic Pride project** - A restoration project on the former RAF Uxbridge Site. Plans include the replacement of a building near the Bunker known as the ASU building with potential for it to act as a visitor centre, the overall project is estimated to cost in the region of £4,850k with a target completion date of September 2015.
- **Highways Structural Works & Pavements Priority Growth** - £3,000k additional investment is included in this budget to continue the Council's programme of investment in these areas.
- **Dementia Centre** - As part of wider investment in Social Care, a new resource centre is proposed at an estimated cost of £2,000k.
- **Environmental and Recreational Initiatives** - £1,000k of funding to support a range of investments in environmental and recreational sites across the Borough.
- **Capital Priority Growth** - £1,000k provision to support additional schemes identified during 2015/16 and respond to new priorities.
- **Cedars & Grainges Car Park Improvements** - An extended scope has been outlined for the previously planned investment in Uxbridge Town Centre car parks, which will support economic development in the area. An increase of £2,155k, bringing total investment to £3,075k and partially funded from £200k of Developer Contributions, is therefore included in this budget.
- **Borough-wide Car Park Improvements & Rural Activities Garden Centre Car Park** - An additional £500k of investment in off street car parks across the boroughs, including an enhancement of parking facilities at the Council's Rural Activities Garden Centre.
- **Ruislip Lido Boathouse** - Refurbishment of the Boathouse at Ruislip Lido for service use at an estimated cost of £210k.
- **Hearing Impaired Resource Base at Vyners** - Provision of £178k is included in this capital programme to expand the existing facility at Vyners school to increase capacity from sixteen to twenty three pupils.
- **Investment in Bowls Clubs** - £900k provision for the refurbishment of two existing bowls clubs and construction of third is included in this programme and intended to support the Council's broader Public Health responsibilities, by encouraging activity in the Borough's older population.

- **Haste Hill Golf Club Investment** - A set of two projects to refurbish the club house for use as a function room at a cost of £80k and a replacement of the irrigation system for £450k. An invest-to-save business case is in development around the updated clubhouse and improved parking provision, with financing costs associated with the project to be met from future revenue streams.
- **Department of Health funding for Social Care Investment** - There is a further £580k available through the Better Care Fund to support broader investment in Adult Social Care, which has been included in this draft budget.

131. The above schemes at a net cost to the Council of £15,945k are principally focused on extension of service provision and, with the exception of refurbishment works at Haste Hill Golf Club, will not generate revenue savings or additional revenue streams. Investment in sports clubs will contribute towards the Council's Public Health duties and therefore, can be funded from £900k earmarked grant monies. As a result, Council resources of £15,223k will be required to support these new projects.

132. In addition to these new projects, the draft capital programme has been updated to include 2019/20 Programme of Works and funding assumptions have been refreshed. The following updates increase the Council resourced element of the programme by £4,545k:

- **Town Centres Improvements** - The programme has been refreshed since to outline continued investment in the shop front grants scheme, alongside a number of major investment projects funding from a range of resources including New Home Bonus monies topsliced to support the Local Enterprise Partnership, Greater London Authority / Transport for London funding and the Council's own resources. Including New Homes Bonus funds, the Council's additional contribution to these schemes is £3,153k over the period to 2019/20.

Specific projects within this programme of improvements are; major investment in Uxbridge Road, Hayes and Uxbridge High Street to provide 'Gateways' to the borough and promote economic growth; a continuation of the Shop Front Grants scheme and major investment in the new Crossrail interchanges at Hayes & Harlington and West Drayton stations.

- **Vehicle Replacement Programme** - In order to take account of inflationary cost pressures, the 2015/16 budget for replacement of Council fleet has been increased by £374k to £2,215k. This project is wholly funded from Prudential Borrowing, the on-going revenue impact of which will be offset by savings against hire and maintenance costs.
- **Civic Centre Works Programme** - An additional £800k has been included in this draft programme for urgent projects at the Civic Centre, which are required to maintain the building in a safe condition and provide a comfortable environment for visitors. This increases total investment for 2015/16 to £1,300k, and includes a new security office at the Members' car park entrance.
- **Department of Health funding for Disabled Facilities Grants** - From 2015/16 onwards Government support for this reablement programme will be routed through the Better Care Fund and is expected to total £1,569k per annum. This represents a small increase on previously assumed levels and therefore reduces required

borrowing by £496k over the MTFF period, while maintaining annual investment of £2,500k in grants to residents.

- **Schools Capital Programme funding update** - An updated projection including Department for Education Capital Maintenance Grant and confirmation of available Section 106 Contributions has reduced the borrowing requirement on school projects by £1,800k.
- **2019/20 Programme of Works and General Contingency** - In order to reflect current levels of expenditure, budgets in support of programme of works have been reprofiled over the MTFF period and £1,000k Chrysalis funding and £1,500k General Contingency added to this draft programme in 2019/20. The net effect of these changes is an increase of £2,514k in Council resources.

Capital Financing and Revenue Implications

133. In considering the financing strategy for the updated capital programme and its associated revenue implications, it is necessary to include commitments in the current financial year in order to capture a comprehensive view of the Council's programme of investment. As such the following financing overview covers the period from 2014/15 to 2019/20.

134. Projections in respect of capital income streams have also been refreshed - with an additional £35,301k of capital receipts from asset sales and a reduction of £3,000k Community Infrastructure Levy payments expected over the period to 2019/20. Changes to budgeted grant income, other external funding and direct revenue financing is detailed alongside changes to the relevant projects above. Table 12 below provides a summary of the capital expenditure and financing included in this recommended programme.

Table 11: Capital Financing

	2014/15 £'000	2015/16 to 2019/20 £'000	Total £'000
Main Programme	52,441	176,977	229,418
Programme of Works	24,489	65,577	90,066
Future Projects	0	71,035	71,035
Development & Risk Contingency	1,430	36,429	37,859
Total Capital Expenditure	78,360	350,018	428,378
Prudential Borrowing	19,194	120,076	139,270
Capital Receipts	6,355	60,665	67,020
Community Infrastructure Levy	0	20,000	20,000
Council Resources	25,549	200,741	226,290
Government Grants	44,848	142,509	187,357
Other Contributions	7,963	6,768	14,731
Total Capital Financing	78,360	350,018	428,378

135. Capital receipts of £67,020k over the period from 2014/15 to 2019/20 are now forecast, with movement of £35,301k from existing budgets resulting from increased valuations on a number of sites and projections for new assets to be sold from 2017/18 onwards. This sum includes remuneration for the transfer of a number of sites to the Housing Revenue Account

for use in the Supported Living Programme, which is outlined in the HRA section of this report.

136. Projections in respect of Community Infrastructure Levy have been refreshed to take account of the slower than anticipated rollout of the scheme which is expected to add £3,000k to the Council's borrowing requirement in 2014/15. Income targets have been reprofiled over the remainder of the MTFF period, with receipts expected to increase as new developments start on site and the Sui Generis category of planning applications is brought into the scope of the Levy.

137. As a result of the programme changes outlined in this report, the Council's borrowing requirement over the period to 2019/20 is expected to reduce from £157,459k to £139,270k - principally as a result of expected income from asset sales. Movement in this position is set out below.

Table 12: Prudential Borrowing Requirement

	2014/15 £'000	2015/16 to 2019/20 £'000	Total £'000
Approved Capital Programme	41,536	115,923	157,459
Forecast Outturn Variance 2014/15	(10,718)	5,062	(5,656)
Forecast Rephasing from 2014/15	(23,872)	23,872	0
New & Amended Schemes	(44)	19,812	19,768
Forecast Capital Receipts / CIL	12,292	(44,593)	(32,301)
Draft Capital Programme	19,194	120,076	139,270

138. If borrowing can be contained within the £139,270k sum included in this draft budget, there is scope for significant savings to be secured from capital financing costs. However, given the inherent risk in relying on securing additional capital receipts to reduction in borrowing, it is recommended that the existing revenue provision is maintained at this stage.

HOUSING REVENUE ACCOUNT

139. The budget proposals for 2015/16 are based on the fourth full year of self-financing for the Housing Revenue Account and follow on the same methodology and layout as the General Fund. Under self-financing the regulations maintain a ringfence around the Council's provision of housing, with the costs of providing housing fully supported by rental income.

Changes since report to Cabinet on 18 December 2014

140. The table and narrative below outlines the changes to the recommended Housing Revenue Account budget and associated capital programme from the report considered by Cabinet on 18 December 2014. All changes from December relate to a refreshed programme of delivery for delivery of new dwellings over the MTFF period, and do not materially affect projected HRA balances or rents payable by individual tenants.

Table 13: Changes to Proposed Capital Programme

	£'000
Balanced Budget Proposals - December 2014	0
Additional Dwelling Rental Income	(12)
Additional Revenue Contribution to Capital	685
Reduction in Contribution to General Balances	(673)
Business Transformation of Repairs & Planned Maintenance	(1,000)
Budget Surplus - February 2015	(1,000)

141. A marginal increase of £12k in rental income and an additional £685k revenue contributions to capital are projected for 2015/16 to take account of the addition of Acol Crescent to the Supported Housing Programme and other minor changes to the phasing of projects. This movement is balanced by reducing the budgeted contribution into General Balances by £673k to £663k.
142. Changes to the 2015/16 - 2019/20 HRA capital programme decreases total expenditure by £2,359k, of which £1,400k is to be financed from Prudential Borrowing, £1,055k from additional Right to Buy Receipts and £4,815k reduction in revenue contribution to capital. This increase is principally due to an uplift in projected costs for the Supported Housing Projects. Within the Works to Stock programme, a sum of £2,000k has been set aside as contingency to support transition to the new standard.
143. A review of business processes across repairs and planned maintenance, which is expected to secure £1,000k efficiencies, has been included in this budget. This will enable a surplus of £1,000k to be generated on the Housing Revenue Account, which can support future investment in housing stock.

Update on 2014/15 Budget

144. Development of the 2015/16 Housing Revenue Account budget builds upon the 2014/15 budget and therefore the current monitoring position provides a useful context, highlighting areas of uncertainty which will impact upon the future of the HRA. As at Month 9, an underspend of £4,948k is projected on the HRA, increasing forecast unallocated general balances to £27,768k at 31 March 2015.
145. The most salient variances within this underspend are: £3,281k underspend on planned maintenance due to procurement efficiencies and slippage; £1,222k underspend on Housing Management due to a number of posts remaining vacant pending restructuring; £601k underspend on Tenant Services and £412k underspend on interest and investment income.
146. Although there were 155 properties sold under Right to Buy (RTB) arrangements between April and December 2014, no material variance is reported on income in the current year, with a combination of improved void turnaround rates and administration income offsetting RTB rental losses. The medium term implications of the continuing high level of demand for RTB are outlined below, including the significant investment required to replenish housing stock and avoid repayment of retained receipts with punitive interest charges.

HRA Budget Requirement 2015/16

147. The movement from the 2014/15 baseline to the 2015/16 budget requirement is summarised below, with rental income projections and saving proposals refreshed from the position included in the February budget report. The draft budget includes the contribution of £3,434k to support capital investment and £663k to General Balances.

Table 14: HRA Budget Requirement

	£'000
Funding Sources	
Dwelling Rents	57,560
Other Income	4,154
Total Resources	61,714
Budget Requirement 2014/15	62,692
Inflation	372
Corporate Items	115
Contingency	(17)
Savings	(2,448)
Budget Requirement 2015/16	60,714
Surplus / (Deficit)	1,000

148. Appendix 7 to this report continues this presentation over the MTFP period, with annual surpluses set to reach £10,872k by 2019/20, primarily due to inflationary growth in rental income outstripping the adverse impact of both inflationary cost pressures and the loss of rental income from Right to Buy sales.

Rental and Other Income

149. Rental income projections have been fully refreshed to take account of revised estimates for the numbers of properties being sold under the RTB scheme. The current exceptional level of sales is being driven by changes to the maximum level of discount during 2013/14, and this draft budget has been prepared on the assumption that there is a decline from this peak over the medium term. For 2015/16 it is assumed that the loss of these 140 properties through RTB sales will be partially off-set by 25 new properties coming on stream through the Buy Back Scheme and initial Supported Housing projects.

150. This draft budget has been prepared on the assumption that the Council continues to follow the DCLG's national rent restructuring approach with increases of CPI + 1% from 2015/16. On current projections this will result in a 2.2% inflationary increase in rents. At this stage it is assumed that the 1% provision for income losses arising from void properties will remain at this level, resulting in net dwelling rents of £57,560k. The reduction in net rental income of £1,655k from the position reported to Cabinet in February 2014 is principally attributable to the continuing high number of sales.

151. Other income is expected to total £4,154k for 2015/16, mainly relating to service charges which are expected to be uplifted in line with rents.

Balances and Reserves

152. Housing Revenue Account general balances are projected to reach £27,768k by 31 March 2015 (£22,820k at 31 March 2014), representing 47% of rental and other income for

2015/16. While there remains no formal balances strategy for the HRA, this level of balances provides a significant level of flexibility within the HRA, providing both cover for emerging risks and scope to support new developments without recourse to Prudential Borrowing.

153. In addition to General Balances, the Major Repairs Reserve is projected to hold a balance of £12,499k at 31 March 2015 (£11,379k at 31 March 2014) however, this sum includes monies earmarked to support the capital programme approved by Cabinet and Council in February 2014.

Inflation

154. The inflation provision of £372k included in this draft budget is unchanged from that included in the February report to Council and has been estimated using the same assumptions for the General Fund provision outlined above. This sum includes £115k in respect of employees' salaries and pension contributions, £149k provision for utilities inflation and £106k inflation on contracted expenditure within the HRA. The latter sum will be reviewed as procurement work progresses and the future position on a number of significant contracted workstreams becomes clearer.

Development & Risk Contingency

155. The Housing Revenue Account budget includes contingency budgets totalling £1,540k to meet emerging risks and pressures during 2015/16. Within this sum £860k is identified as General Contingency with a further £680k provisionally earmarked for costs within the Repairs Service. At present there are no specific commitments against these sums.

Corporate Items

156. Movements contained within Corporate Items include changes in provision for capital financing costs, direct contributions to support capital investment, changes in balances and other presentational changes. The net movement of £115k shown in table 14 consists of £4,119k additional contributions to capital, a payment of £663k into balances, release of £2,627k following the zero-basing of HRA budgets and a £2,040k technical adjustment to show income against resources rather than the budget requirement.

157. The capital programme and funding strategy remain broadly consistent with the position approved in February, with an increase of £4,119k to bring total revenue contributions into capital for 2015/16 to £19,810k. The application of these sums is expanded upon below.

158. On the basis of current projections, it is expected that £663k will be available to supplement General Balances in 2015/16.

159. A review of existing budgets within the Housing Revenue Account has identified a number of areas where historic budgets no longer reflect current activity. Removing these budgets has provided capacity to manage the true cost of the Independent Living Service after removal of the £200k Council Tax-payer funded subsidy and to release a further £2,627k for other priorities.

160. £2,040k income targets in respect of service charges have been transferred from Housing Management budgets to other income, to facilitate a consistent approach to monitoring and presentation of income and expenditure within the HRA. This change in presentation has no

impact on the bottom line for the HRA and is included in this draft budget as a technical adjustment.

Savings

161. Current savings proposals are focused on aligning budgets to actual levels of demand for service and therefore implementation of these savings proposals would not impact on the level of service received by tenants. Over delivery of the 2013/14 savings in respect of remodelling back office functions and closure of the housing offices will secure £650k. In addition, reducing budgets for responsive and planned maintenance to reflect new approaches to working and procurement efficiencies would secure £123k and £675k respectively. This budget also includes a sum of £1,000k from efficiency savings arising from business transformation across repairs and planned maintenance expenditure, which will be available for reinvestment within the HRA.

Medium Term Outlook

162. On the basis of current assumptions and projections, the financial standing of the Housing Revenue Account is expected to remain sound over the MTF period. The following paragraphs outline the key assumptions included in this draft budget and highlight potential risks which could adversely impact upon the HRA budget to 2019/20.

163. The current draft budget assumes that rental income will reach £62,976k by 2019/20, with an additional £4,370k generated through service charges and other income. It has been assumed for planning purposes that rents will rise by projected CPI + 1%, equivalent to 2.2% per annum, in line with expected DCLG guidelines. A 1% movement in this inflationary increase would either increase or decrease income by approximately £600k per annum. Over this period it is assumed that 1% of potential yield will be lost to void properties between tenancies.

164. There remains scope for volatility in rental income over the MTF period as uncertainty around timing of additions to the housing stock and the loss of revenue associated with Right to Buy sales. This draft budget assumes that 580 dwellings will be sold over the five years to 2019/20, with the Council's current capital programme delivering an additional 402 units through new build and buy-back mechanisms. It is expected that the 2014/15 will represent a peak in demand following the recent discount changes, falling to approximately two thirds of this level over the remainder of the MTF. The net impact of these movements will be a reduction of 178 properties to leave 9,991 properties. A movement of 100 properties would be equivalent to approximately £600k of income.

Table 15: Projected Movement in Housing Stock

	2015/16	2016/17	2017/18	2018/19	2019/20
Projected Opening Stock	10,169	10,054	10,044	10,152	10,087
Forecast Right to Buy Sales	(140)	(115)	(115)	(105)	(105)
New Build Supported Housing Units	4	38	147	0	0
Properties Secured via Buy Back Scheme	11	8	8	9	9
Council-provided New Build Property	10	59	68	31	0
Projected Closing Stock	10,054	10,044	10,152	10,087	9,991
Projected Average Stock	10,111	10,049	10,098	10,119	10,039

165. The Housing Revenue Account cost base is projected to remain fairly steady over the MTF period, with inflationary growth of £1,731k, attributable to contracted repairs and maintenance expenditure, energy costs and staffing, and temporary increased contributions to fund capital projects before reducing by £1,250k by 2019/20.
166. As reported through monthly budget monitoring, the Council's current 1:1 Replacement Agreement with DCLG enables the local retention of Right to Buy sale proceeds provided the Council replaces lost units within three years and provides 70% match funding. The increases in contributions to capital over the MTF period are sufficient to meet this commitment, but will be kept under review given the increase in RTB sales during 2014/15.
167. Alongside provision for investment in new stock this draft budget includes annual contributions towards the Work to Stock programme of between £14,993k and £11,659k. This level of provision remains consistent with the budget approved by Council in February 2014, with any efficiencies or adoption of the 'Warm, Safe, Dry' standard potentially releasing funds for other purposes within the HRA.
168. While there is sufficient capacity to finance the current approved HRA capital programme from direct revenue contributions and avoid use of Prudential Borrowing, annual provision of £15,412k is included in this draft budget for the servicing and financing of existing debt. There may be scope to review this provision and reduce the annual contribution, particularly in light of the substantial additional provision for repayment of debt made during 2013/14.
169. Finally, the current HRA budget includes the savings proposals detailed above expected to secure £2,696k of efficiencies by 2019/20. Assuming that these savings are delivered and the assumptions noted above with regard to rental income and capital investment are unchanged, the HRA will generate a £9,872k surplus from revenue activity by 2019/20. Given that balances within the HRA are already over 40% of turnover, options around the use of these surpluses to support investment could be considered. Table 16 below sets out the latest projected balances for both General Reserves and the Major Repairs Reserve.

Table 16: Projected Housing Revenue Account Balances

	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
General Balances	27,863	12,397	9,201	14,947	26,951
Major Repairs Reserve	10,000	10,000	10,000	10,000	10,000
Total HRA Reserves	37,863	22,397	19,201	24,947	36,951

Housing Revenue Account Capital Programme

170. The Housing Revenue Account capital programme remains focused on the twin objectives of maintaining existing stock and construction of new dwellings. Within the new build element of the programme, provision of supported housing to support the Council's Adult Social Care Reablement programme and associated revenue savings is a key strand. An overview of the revised draft capital programme is contained at Appendix 7d.
171. The draft capital programme contains provision of £90,511k to fund delivery of 402 new homes within the Housing Revenue Account and a further 100 properties through partner organisations over the period to 2019/20. These new build units will be financed from a combination of capital receipts from Right to Buy property sales retained under the 1:1 Replacement Agreement and direct revenue contributions from the Housing Revenue Account. This Supported Housing new build programme consists of five key separate

projects, and provision for transfer of land from the General Fund: The cost of this land will be met from Prudential Borrowing and financed over the life of these schemes.

- **Purchase & Repair of Housing Stock** - A budget of £9,578k to fund the buyback of 45 properties previously sold under Right to Buy arrangements. To date more than 200 expressions of interest have been received and it is expected that this will provide the quickest approach to replenishing stock numbers.
- **General Needs Housing (HRA)** - Provision of £30,276k to support construction of 168 new properties within the HRA is also included in this programme, funded through 30% Right to Buy proceeds and 70% revenue contributions. Delivery of this programme will require identification of sites to accommodate these new units.
- **General Needs Housing (RSL Partners)** - In order to supplement developments within the HRA, this budget assumes that £5,400k of Right to Buy receipts will be passported to Registered Social Landlords in exchange for nomination rights on 100 further properties.
- **Supported Housing Programme** - Finally, £37,231k is included to fund delivery of 189 Supported Housing units across a number of sites in the Borough, which will be funded from 30% Right to buy Receipts and 70% revenue contributions. As noted within the Adult Social Care savings section of this report, these projects will support the wider reablement agenda and reduce the Council's reliance on residential care placements.
- **Appropriation of Land** - A sum of £8,026k is included within the programme to fund the purchase of land from the Council's General Fund in order to enable the developments outlined above.

172. Although the Council is able to utilise Prudential Borrowing to finance delivery of new housing stock, the financial standing of the HRA is such that all new development in this draft capital programme can be funded from revenue contributions and capital receipts, thereby avoiding the cost of servicing new debt. While the appropriation of land is to be initially financed from borrowing, this will be managed within the existing provision for servicing and repayment of debt and therefore not impact upon the rents payer. In the event that a more ambitious programme of development is required, current indications are that £124,030k borrowing headroom is available to support further projects.

173. In addition to provision for new developments, continuation of the existing programme of Works to Stock is included in this budget at an annual cost of between £12,993k and £9,694k, which is fully funded from revenue contributions. The adoption of the new 'Warm, Safe, Dry' standard will require a reappraisal of this budget provision, however, a fully developed programme will not be in place for February 2015 and the 2015/16 budget has therefore been prepared on a largely provisional basis. As this budget will need to be revised during the new financial year, £2,000k is included within contingency to provide flexibility in implementing the new standard.

SCHOOLS BUDGET

174. The Council receives funding for Schools' Budgeted Expenditure through the Dedicated Schools Grant (DSG), which is a ring fenced grant. The DSG funds both the delegated

individual schools budget and items which the School and Early Years Finance (England) Regulations allow to be retained centrally by the Council, including Special Educational Needs, Alternative Education provision and Early Years provision.

175. Proposals in relation to the Schools Budget are presented to Cabinet in a separate report on this agenda, with no cost falling upon the Council Taxpayer for those services funded from the Dedicated Schools Grant unless the Council chooses to supplement the Schools Budget from the General Fund.

OVERALL BUDGET FOR COUNCIL TAX SETTING 2015/16

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

176. Under Section 25 of the Local Government Act 2003 the Corporate 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.

177. The Corporate 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 £9,975k 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 are in line with the assumptions in the revenue budget.

178. The Corporate 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 2014/15, the Corporate Director of Finance set a recommended range of balances. This was between £20m and £35m, 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

179. The Corporate 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.

180. To assess the adequacy of general reserves, the Corporate 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.
181. 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.
182. 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 2015/16 is £20,000k to £45,000k, including £15,000k to fund planned drawdowns to smooth the impact of funding reductions over the MTFP period. Ideally the Council should avoid having balances below the minimum level of £20,000k, or above the maximum level of £45,000k. The current MTFP is structured to deliver balances within this range. Details of the risk assessment are included in Appendix 8.
183. 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 the level of cover against each risk criteria refreshed. To take account of the continuation of Central Government's austerity programme and increasing reliance on locally raised income, provision against these risks has been increased, while the continuation of a low interest rate environment has enabled a reduction in the provision held against the interest and inflation rate risk. The range of risks against which unallocated earmarked reserves to be held is therefore maintained between £15,000k and £30,000k.
184. A further £15,000k has been earmarked to smooth the impact of exceptional funding reductions forecast from 2015/16 and has therefore been included with the optimum level of reserves detailed in this report. As £5,000k of this sum is required during 2015/16, this has been factored into the lower limit for balances.

THE COUNCIL TAX REQUIREMENT FOR 2015/16

185. The budget proposals included in this report represent Cabinet's budget strategy for 2015/16 and beyond. The revenue budget proposals have been developed to deliver a zero increase in Council Tax for the sixth successive year. The approved Council Tax level for 2015/16 is subject to Members' final choices in the budget setting process.

Council Tax Referendum

186. 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.

187. The Council Tax increase above which local authorities would be required to hold a referendum for 2015/6 as directed by the Secretary of State for Communities and Local Government is 2%. As the budget proposals outlined in this report maintain Council Tax at the same level as in 2014/15, the referendum threshold will not be triggered for the financial year 2015/16.

Greater London Authority Precept

188. The Mayor of London's draft budget proposals for 2015/16 are scheduled for consideration by the London Assembly from 20 January 2015 and approval by 23 February 2015. The draft proposals result in a 1.3% decrease in the element of Council Tax that relates to the GLA precept. This is analysed across the relevant functional bodies as follows:

Table 17: Change in Proposed GLA Precept by Functional Body

Functional Body	Band 'D' Council Tax 2014/15 (£)	Band 'D' Council Tax 2015/16 (£)	Percentage Change (%)
Metropolitan Police Authority	218.88	214.52	-2.0
London Fire & Emergency Planning Authority	52.51	52.42	-0.2
TFL	2.33	2.28	-2.15
GLA	25.28	12.61	-50.2
Share of Collection Fund Surplus - Council Tax	0	-2.12	N/A
Share of Collection Fund Surplus - Council Tax	0	15.29	N/A
Total	299.00	295.00	-1.3

189. 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 continuing to protect operational capacity and police numbers to be at or around 32,000 during his administration.

FINANCIAL IMPLICATIONS

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

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

191. The draft budget proposals in this report result in a zero increase in Council Tax for the seventh successive year. The Medium Term Financial Forecast contains the funding strategy for delivering the Council's objectives as set out in the Council Plan. The effects are therefore extremely wide ranging and are managed through the performance targets and outcomes that will be delivered through the resources approved in the draft budget.
192. The draft budget has been developed with due regard to on-going reductions in central Government support to the Council, while minimising any impact on the level of service provision to Residents. Overall the package of proposals is designed to secure the most effective combination of service outcomes across the whole of the Council's business, by improving the value for money offered by services and by maximising funding, procurement, efficiency and service effectiveness gains.

Consultation Carried Out or Required

193. 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 18 December 2014 for consultation at the January 2014 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 5 February 2015 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.
194. 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 18 December 2014. The majority of respondents (65%) are either satisfied or fairly satisfied with the Council's budget proposals for 2015-16. The majority of respondents (68%) either strongly agree or tend to agree that the proposals provide value for money to local people and businesses and the majority of respondents (67%) feel either well informed or fairly well informed about the budget proposals. Of those that are not satisfied with the budget proposals and disagree that they provide value for money, there was no common theme on the reason for dissatisfaction. There were another 43 responses, all expressing dissatisfaction with the proposed 58.5% increase in fees for children's centres to subsidise concessionary places at the centres. The proposal has now been amended to an increase of 16.7% effective from 1 September 2015, as the 58.5% increase had been included in the original consultation document in error. Any subsequent amendment proposed by School's Forum can be approved by Cabinet at a later date. This increase and related budget proposals within the Schools Budget are revenue neutral, so any subsequent

amendment will not impact upon the budget proposals recommended for approval at this meeting.

195. The draft budget reported to December Cabinet has been available to view on the Council's website and additionally, Schools Forum has been consulted on those budget proposals that have a potential impact on schools budgets.

CORPORATE IMPLICATIONS

Corporate Finance

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

Legal

197. 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.
198. 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.
199. The Corporate 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 Corporate Director of Finance has given a number of positive assurances in relation to this issue.
200. The second duty for Members to note is the duty imposed on the Corporate 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 179 to 184 of the report which discharges this duty.
201. As the Council's Section 151 Officer, it is the Corporate 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 Corporate Director of Finance to ensure the lawfulness and financial prudence of decision-making.
202. 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 Corporate 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.

203. 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

204. The draft 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 endorsed the proposals in this report. The implications for all services of the individual budget proposals are set out in detail in the attached appendices.

BACKGROUND PAPERS

Report to Council 20 February 2014 – General Fund Revenue Budget and Capital Programme 2014/15 to 2018/19.

Report to Cabinet 18 December 2014 - Draft General Fund Revenue Budget and Capital Programme 2015/16 to 2019/20.

Appendices

Appendix 1 - General Fund Corporate Summary

Appendix 2 - General Fund Corporate Items

Appendix 3 - General Fund Development & Risk Contingency

Appendix 4 - General Fund Priority Growth

Appendix 5 - General Fund Savings

Appendix 6 - General Fund Capital Programme

Appendix 7 - Housing Revenue Account Budget and Capital Programme

Appendix 8 - General Fund Balances & Reserves Policy

Appendix 9 - Treasury Management Strategy Statement and Investment Strategy

Appendix 10 - Pay Policy Statement 2015/16

Appendix 11 - Fees and Charges

Appendix 12 - POC Comments on the budget proposals

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<u>General Fund Corporate Summary</u>	2014/15 £(000s)	2015/16 £(000s)	2016/17 £(000s)	2017/18 £(000s)	2018/19 £(000s)	2019/20 £(000s)
Resources						
Increase in Council Tax (%)	0.0%	0.0%	2.0%	2.0%	2.0%	2.0%
Council Tax Band D (£)	£1,112.93	£1,112.93	£1,135.19	£1,157.89	£1,181.05	£1,204.67
Increase in Council Tax Base (Band D properties)	1,802	1,952	1,400	1,400	1,400	1,400
Council Tax Base (Band D properties)	89,248	91,200	92,600	94,000	95,400	96,800
Gross Council Tax Revenues	99,327	101,499	105,118	108,842	112,672	116,612
Collection Fund (Deficit) / Surplus	3,610	2,697	0	0	0	0
Net Council Tax Revenues	102,937	104,196	105,118	108,842	112,672	116,612
Baseline Business Rate Income	42,055	42,858	43,664	44,467	45,272	46,164
Retained Business Rate Growth	3,117	4,597	4,896	5,267	5,709	6,245
Collection Fund (Deficit) / Surplus	0	(500)	0	0	0	0
Net Business Rate Revenues	45,172	46,955	48,560	49,734	50,981	52,409
Revenue Support Grant	52,006	39,509	31,234	22,231	14,426	8,634
Other Central Government Funding	12,073	13,292	13,769	13,597	13,518	13,248
Corporate Grant Income	64,079	52,801	45,003	35,828	27,944	21,882
Total Resources	212,188	203,952	198,681	194,404	191,597	190,903
Budget Requirement						
Roll Forward Budget	211,159	212,188	212,188	212,188	212,188	212,188
Inflation	2,529	2,585	6,329	9,915	13,540	17,165
Corporate Items	(1,626)	(5,205)	(342)	2,953	3,953	6,493
Contingency	6,058	3,291	6,188	9,588	12,939	16,209
Service Pressures	4,370	0	0	0	0	0
New Priority Growth	2,500	1,000	500	2,200	2,200	2,200
Savings	(12,802)	(9,907)	(26,182)	(42,440)	(53,223)	(63,352)
Total Budget Requirement	212,188	203,952	198,681	194,404	191,597	190,903
Budget (Gap) / Surplus	0	0	0	0	0	0

<u>General Fund Corporate Summary - Breakdown of Funding Streams</u>	2014/15 £(000s)	2015/16 £(000s)	2016/17 £(000s)	2017/18 £(000s)	2018/19 £(000s)	2019/20 £(000s)
<u>Business Rate Revenues</u>						
Inflationary Uplift on Business Rate Revenues	1.95%	1.91%	1.88%	1.84%	1.81%	1.97%
Forecast Growth on Business Rate Revenues	4.10%	2.59%	0.37%	0.48%	0.58%	0.69%
Forecast Gross Business Rate Yield	358,158	374,467	382,919	391,837	401,243	411,971
Less: Central Government Share (50%)	179,079	187,234	191,459	195,919	200,621	205,986
Less: GLA Share (20%)	71,632	74,893	76,584	78,367	80,249	82,394
Forecast LBH Share of Business Rate Yield (30%)	107,447	112,340	114,876	117,551	120,373	123,591
Less: Baseline Business Rate Income	(42,055)	(42,858)	(43,664)	(44,467)	(45,272)	(46,164)
Less: Tariff	(59,158)	(60,287)	(61,420)	(62,550)	(63,682)	(64,937)
Growth on LBH Share	6,234	9,195	9,792	10,534	11,419	12,490
Less: (Levy on Growth) / Safety Net Payments	(3,117)	(4,598)	(4,896)	(5,267)	(5,710)	(6,245)
Retained Growth	3,117	4,597	4,896	5,267	5,709	6,245
Add: Baseline Business Rate Income	42,055	42,858	43,664	44,467	45,272	46,164
Net Business Rate Revenues	45,172	47,455	48,560	49,734	50,981	52,409
<u>Other Central Government Funding</u>						
2014/15 Council Tax Freeze Grant	1,129	0	0	0	0	0
2015/16 Council Tax Freeze Grant	0	1,157	0	0	0	0
Education Services Grant	3,300	2,808	2,707	2,614	2,524	2,428
Provision for Academy Transfers	580	459	0	0	0	0
Housing Benefit Administration Subsidy Grant	1,986	1,311	1,196	1,130	1,153	991
Council Tax Administration Subsidy	0	316	303	290	278	266
Corporate Fraud Grant	0	100	100	100	100	100
Better Care Fund - NHS Section 256 Agreement	4,773	4,772	4,772	4,772	4,772	4,772
Better Care Fund - Care Act Implementation	0	838	838	838	838	838
New Burdens Funding - Care Act	0	1,277	3,660	3,660	3,660	3,660
Local Reform & Community Voices Grant	188	140	140	140	140	140
Lead Local Authority Flood Grant	58	39	39	39	39	39
School Travel Grant	59	59	14	14	14	14
New Burdens - Minor Grants	0	16	0	0	0	0
Total Other Central Government Funding	12,073	13,292	13,769	13,597	13,518	13,248

General Fund - Corporate Items	Group	Net Variation from 2014/15 Budget					
		2015/16 £(000s)	2016/17 £(000s)	2017/18 £(000s)	2018/19 £(000s)	2019/20 £(000s)	
<u>New Burdens & Transfers of Responsibility</u>							
New Burdens associated with the Care Act	ASC	2,067	4,450	4,450	4,450	4,450	4,450
<u>Adjustments to Funding, Financing & Corporate Budgets</u>							
Increase in Council Tax Older People's Discount	Corp	10	470	950	1,450	1,540	
Drawdown from Earmarked Reserves to finance Older People's Discount	Corp	(10)	(470)	(950)	(1,450)	0	
Rephasing of Capital Financing Costs	Corp	(250)	900	900	900	900	
Minimum Revenue Provision Review	Corp	(600)	(1,000)	(1,000)	(1,000)	(1,000)	
Savings Earmarked for Future Capital Investment	Corp	(442)	(442)	1,853	1,853	1,853	
Drawdown from General Balances	Corp	(5,000)	(4,000)	(3,000)	(2,000)	(1,000)	
Drawdown from Earmarked Reserves	Corp	(730)	0	0	0	0	
Overhead costs chargeable to the Housing Revenue Account	Corp	(250)	(250)	(250)	(250)	(250)	
Total Corporate Items		(5,205)	(342)	2,953	3,953	6,493	

General Fund - Development & Risk Contingency											
	Provision 2014/15 £(000s)	Released during 2014/15 £(000s)	Change from 2014/15 £(000s)	Group	Gross Risk 2015/16 £(000s)	Probability (%)	Provision 2015/16 £(000s)	Provision 2016/17 £(000s)	Provision 2017/18 £(000s)	Provision 2018/19 £(000s)	Provision 2019/20 £(000s)
Potential Calls											
Uninsured claims	400	0	0	A&F	400	100%	400	400	400	400	400
Carbon Reduction Commitment Energy Efficiency Scheme	240	0	(4)	RS	240	100%	236	228	223	219	219
HS2 Challenge contingency	200	0	(200)	RS	0	0%	0	0	0	0	0
Heathrow Expansion Challenge Contingency	200	0	(200)	RS	0	0%	0	0	0	0	0
Impact of welfare reform on homelessness	2,144	0	(308)	RS	2,031	90%	1,836	1,836	1,836	1,836	1,836
SEN transport	229	0	291	RS	701	74%	520	760	880	1,140	1,340
Waste Disposal	811	0	1,400	RS	2,211	100%	2,211	3,120	4,120	5,120	6,120
Asylum Funding Shortfall	1,458	0	(186)	C&YPS	1,947	65%	1,272	1,272	1,272	1,272	1,272
Potential Extension of Asylum Gateway Agreement	(200)	0	200	C&YPS	0	0%	0	0	0	0	0
Social Care Pressures (Children's)	1,860	(1,860)	465	C&YPS	465	100%	(117)	986	1,438	1,806	2,205
Early Support Cost Avoidance	0		(117)	C&YPS	(117)	100%	(117)	(324)	(347)	(269)	(269)
Increase in Transitional Children due to Demographic Changes	2,406	(2,406)	380	ASC	380	100%	380	1,619	2,911	4,085	5,254
Social Care Pressures (Adults)	11,990	(11,990)	129	ASC	129	100%	129	526	977	1,452	1,954
Winterborne View	0	0	393	ASC	393	100%	393	449	562	562	562
Potential shortfall in Social Care & Health Integration Funding	0	0	1,298	ASC	1,298	100%	1,298	1,298	1,298	1,298	1,298
Pump priming for BID savings	500	0	(250)	Corp	250	100%	250	0	0	0	0
General Contingency	2,500	(1,500)	0	Corp	1,000	100%	1,000	1,000	1,000	1,000	1,000
Total Potential Calls	24,738	(17,756)	3,291		11,328		10,273	13,170	16,570	19,921	23,191
Financing											
Base Budget							24,738	24,738	24,738	24,738	24,738
Contingency released to Directorate Budgets 2014/15							(17,756)	(17,756)	(17,756)	(17,756)	(17,756)
Increase / Decrease in Contingency Requirement							3,291	6,188	9,588	12,939	16,209
Total Financing							10,273	13,170	16,570	19,921	23,191
Managed Risk Gap in Contingency											
							0	0	0	0	0

Description	Group	Net Variation from 2014/15 Budget					
		2015/16	2016/17	2017/18	2018/19	2019/20	
		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)	
B/fwd Priority Growth		1,452	1,452	1,452	1,452	1,452	
New Priority Growth		1,000	500	2,200	2,200	2,200	
Available Priority Growth Balance		2,452	1,952	3,652	3,652	3,652	
New Initiatives to be funded from Priority Growth							
Additional Primary School Expansions Capital Funding	Corp	(750)	(750)	(750)	(750)	(750)	
Secondary School Expansions Capital Funding	Corp	0	0	(1,700)	(1,700)	(1,700)	
New Youth Centres	C&YPS	0	(100)	(450)	(450)	(450)	
Additional Ward Budget Funding	RS	(440)	0	0	0	0	
Support for Police Tasking Team (Full Year Effect)	RS	(62)	(62)	(62)	(62)	(62)	
Rogue Landlord Taskforce	RS	(130)	(130)	(130)	(130)	(130)	
Adult Education ICT Investment	RS	(97)	(97)	(97)	(97)	(97)	
Ruislip Lido - Peak Season Support	RS	(24)	(24)	(24)	(24)	(24)	
Development Control Officer	RS	(55)	(55)	(55)	(55)	(55)	
Defibrillators for Schools	RS	(90)	0	0	0	0	
Remaining Unallocated Priority Growth		804	734	384	384	384	

Description	Group	Net Variation from 2014/15 Budget					
		2015/16	2016/17	2017/18	2018/19	2019/20	
		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)	
Full Year Effect of Prior Year Savings		-3,133	-13,266	-26,847	-43,232	-52,634	
<u>New Savings Proposals</u>							
Administration	Admin	(317)	(34)	0	0	0	
Finance	Finance	(926)	(515)	(258)	(123)	(58)	
Residents Services	RS	(3,041)	(100)	(100)	0	0	
Adult Social Care	ASC	(1,583)	426	(881)	(719)	(719)	
Children & Young People's Services	C&YPS	(907)	(978)	(732)	(423)	0	
Unallocated Future Saving Targets	Corp	0	(11,715)	(13,622)	(8,726)	(9,941)	
Total Savings		(9,907)	(26,182)	(42,440)	(53,223)	(63,352)	

General Fund - Administration Savings	Ref.	Net Variation from 2014/15 Budget					
		2015/16	2016/17	2017/18	2018/19	2019/20	
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)	
Full Year Effect of Prior Year Savings		(38)	(355)	(389)	(389)	(389)	
<u>New Savings Proposals</u>							
<u>Budget Realignments</u>							
<i>Realignment of budgets within Human Resources, Democratic Service and Policy & Partnerships</i>	N/A	(103)	0	0	0	0	
<u>Restructure of HR Policy & Employment Relations Function</u>	A1516-01	(34)	(34)	0	0	0	
<i>Deletion of the HR Employee Relation role facilitated through alternative approach to HR Policy formation and consultation.</i>							
<u>Increased Income Generation in the Registration Service</u>	A1516-02	(40)	0	0	0	0	
<i>Primarily driven by an increase in services on offer, including extended hours of operation and marketing of wedding packages.</i>							
<u>Increased Income Generation in the Legal Service</u>	A1516-03	(140)	0	0	0	0	
<i>To increase income for Legal Services arising from the drafting of Section 106 Planning Agreements.</i>							
New Savings Proposals		(317)	(34)	0	0	0	
Total Administration Savings		(355)	(389)	(389)	(389)	(389)	

General Fund - Finance Savings	Ref.	Net Variation from 2014/15 Budget					2019/20 £(000s)
		2015/16 £(000s)	2016/17 £(000s)	2017/18 £(000s)	2018/19 £(000s)	2019/20 £(000s)	
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Full Year Effect of Prior Year Savings		(102)	(1,079)	(1,594)	(1,852)	(1,975)	
New Savings Proposals							
Reduction in External Audit Fees	N/A	(42)	0	0	0	0	0
<i>Further savings arising from the abolition of the Audit Commission.</i>							
Zero Based Review of Levies	N/A	(70)	0	0	0	0	0
<i>Realignment of budgets for levies payable to other public bodies, reflecting projected requirements in 2015/16</i>							
Brokerage Team Restructure	F1516-01	(41)	0	0	0	0	0
<i>To restructure the brokerage Team in line with the requirements of the Council's new Homecare contract delivery model</i>							
Withdrawal from West London Alliance (WLA) Procurement Hub	F1516-02	(30)	0	0	0	0	0
<i>The service provided by the WLA no longer meets the Council's requirements and is therefore to be terminated</i>							
Refunder of Revenues & Benefits Administration Contract	F1516-03	(261)	(360)	(208)	(123)	(58)	
<i>Following a competitive tendering exercise, the Council has secured savings on the new contract for administration of Revenue & Benefits which commences on 1 August 2015. Savings increase during the lifetime of the contract to £1,010k per annum (51% of the cost of the service)</i>							
Advanced Collections Income Module	F1516-04	(10)	(20)	0	0	0	0
<i>Implementation of the Oracle Advanced Collections Module will enable automation of aspects of the debt recovery process and reduce staffing requirements.</i>							

General Fund - Finance Savings	Ref.	Net Variation from 2014/15 Budget				
		2015/16 £(000s)	2016/17 £(000s)	2017/18 £(000s)	2018/19 £(000s)	2019/20 £(000s)
Description						
Restructure of Corporate Payments Team <i>Automation of accounts payable process will enable a restructure within the Corporate Payments Team.</i>	F1516-05	(60)	(75)	0	0	0
Realignment of Budgets within Revenues & Benefits <i>Realignment of budgets as a result of more effective use of resources and vigorous contract management</i>	F1516-06	(325)	0	0	0	0
Internal Audit Restructure <i>Reducing the Senior Internal Auditor overhead and generating greater sufficiently skilled resource for front line audit and consultancy work in the form of two Internal Auditor posts and a Trainee Auditor post</i>	F1516-07	(40)	0	0	0	0
Oracle Financials Upgrade and HR Migration <i>The upgrade of Oracle Financials and the move of Human Resources onto the same platform will enable delivery of efficiencies across both services as processes are streamlined and duplication is removed</i>	F1516-08	0	(60)	(50)	0	0
Renewal of Banking and Merchant Services Contract <i>Both contracts have been retendered and appointment of new suppliers from 1 April 2015 will secure savings</i>	F1516-09	(47)	0	0	0	0
New Savings Proposals		(926)	(515)	(258)	(123)	(58)
Total Finance Savings		(1,028)	(1,594)	(1,852)	(1,975)	(2,033)

General Fund - Residents Services Savings	Ref.	Net Variation from 2014/15 Budget					
		2015/16	2016/17	2017/18	2018/19	2019/20	
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)	
Full Year Effect of Prior Year Savings		(1,307)	(6,087)	(5,956)	(6,685)	(6,096)	
New Savings Proposals							
Carbon Reduction & Energy Efficiency	RS1516-02	(110)	0	0	0	0	
<i>Continuation of measures to improve energy efficiency and reduce utilities costs.</i>							
Zero Based Budget Review and Review of Contract Spend	RS1516-04	(240)	0	0	0	0	
<i>To undertake an in depth review of non staffing expenditure and contracted expenditure across the service, in light of the 2013/14 outturn position</i>							
Review of Admin & Tech and Business support	RS1516-06	(284)	0	0	0	0	
<i>Rationalisation of posts in admin & tech and business support, subsequent to the consolidation of these teams within Residents Services</i>							
Review of Fees and Charges	RS1516-07	(150)	0	0	0	0	
<i>Review of fees and charges across Residents Services</i>							
Development control income	RS1516-08	(100)	0	0	0	0	
<i>Review of Development Control Income budget target</i>							
Review of Commercial rents	RS1516-10	(80)	0	0	0	0	
<i>Realign the income target for Commercial rents to reflect achievable position.</i>							

General Fund - Residents Services Savings	Ref.	Net Variation from 2014/15 Budget				
		2015/16	2016/17	2017/18	2018/19	2019/20
		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Description						
Zero based reviews A review of discretionary (non-staff) budgets has been performed across the Residents Services group, resulting in the release of excess budgets that have been identified as not essential to service delivery in line with recent patterns of spend.	RS1516-11	(375)	0	0	0	0
Direct Services consolidation Savings from consolidation of management costs	RS1516-12	(50)	0	0	0	0
Further ICT rationalisation The restructure savings relates to opportunities through the continued unification of the ICT function. Savings and efficiencies from renewed managed and desktop contracts.	RS1516-13	(60)	0	0	0	0
Victoria Road CA site - reduction in provision The Closure of Victoria Road CA site at the end of May 2014 should allow for reduction in the appropriate budget provision	RS1516-18	(406)	0	0	0	0
Facilities Management - contract management & service convergence Contract Management and maximising benefits from convergence with housing	RS1516-19	(50)	(100)	(100)	0	0
Independent Living Service Review of HRA contribution to the Independent Living Support Service	RS1516-20	(200)	0	0	0	0
Additional Public Health Efficiencies Increased efficiency in delivery of the Public Health duty	RS1516-21	(430)	0	0	0	0
Directorate wide restructures Restructures following on from the revised Resident Services Senior Management structure	RS1516-23	(300)	0	0	0	0
Rationalisation of Vacant Posts within Performance Removing five vacant posts following integration of functions into Policy and Performance under the Council's operating model.	RS1516-24	(206)	0	0	0	0
New Savings Proposals		(3,041)	(100)	(100)	0	0
Total Residents Services Savings		(4,348)	(6,187)	(6,056)	(6,685)	(6,096)

General Fund - Adult Social Care Savings	Ref.	Net Variation from 2014/15 Budget				
		2015/16 £(000s)	2016/17 £(000s)	2017/18 £(000s)	2018/19 £(000s)	2019/20 £(000s)
Description						
Full Year Effect of Prior Year Savings		(1,607)	(4,759)	(5,229)	(6,273)	(6,992)
New Savings Proposals						
Refreshed Supported Living Programme A programme promoting independence for Social Care clients, enabling residents to remain in a local setting rather than resorting to residential care. Savings of £5,195k are expected by 2019/20 from this initiative.	ASC1516-01	53	942	(881)	(719)	(719)
Zero Based Review Budgets across the group have been reviewed and aligned to current service delivery, releasing £199k budgets towards to savings requirement	ASC1516-02	(199)	0	0	0	0
Pre-paid Cards Service Retendering of this contract will secure savings from December 2014	ASC1516-03	(50)	0	0	0	0
Review of ASC Commissioning - Homecare A consolidation of Homecare contracts from November 2014, reducing the number of suppliers from 38 to 4	ASC1516-04	(112)	0	0	0	0
Review of ASC Commissioning - Daycare Reducing duplication of provision for clients also supported through Residential Care	ASC1516-05	(37)	0	0	0	0
Review of ASC Commissioning - Residential & Nursing Volume discounts secured through a local category management approach to contracts previously negotiated through the West London Alliance	ASC1516-06	(410)	0	0	0	0
Review of ASC Commissioning - Rationalisation of Services Reducing duplication in non-assessed services	ASC1516-07	(193)	0	0	0	0

General Fund - Adult Social Care Savings	Ref.	Net Variation from 2014/15 Budget					
		2015/16 £(000s)	2016/17 £(000s)	2017/18 £(000s)	2018/19 £(000s)	2019/20 £(000s)	
Description							
<i>New Delivery Models for In-house Provision (Older People)</i> <i>Changing the delivery model for Older People's day care services from an in-house model to a commissioned service</i>	ASC1516-08	(120)	(120)	0	0	0	
<i>New Delivery Models for In-house Provision (Learning Disability)</i> <i>Changing the delivery model for Learning Disability client's day care services from an in-house model to a commissioned service</i>	ASC1516-09	(132)	(396)	0	0	0	
<i>Review of Disability Services</i> <i>Ensuring that services are targeted to the greatest level of need</i>	ASC1516-10	(383)	0	0	0	0	
New Savings Proposals		(1,583)	426	(881)	(719)	(719)	
Total Adult Social Care		(3,190)	(4,333)	(6,110)	(6,992)	(7,711)	

General Fund - Children & Young People's Services Savings	Ref.	Net Variation from 2014/15 Budget					
		2015/16 £(000s)	2016/17 £(000s)	2017/18 £(000s)	2018/19 £(000s)	2019/20 £(000s)	
Description							
Full Year Effect of Prior Year Savings		(79)	(986)	(1,964)	(2,696)	(3,119)	
<u>New Savings Proposals</u>							
<u>Adoption and Fostering Review</u>							
<i>To undertake a review of the Adoption and Fostering Service with a view to combining the two services into one, strengthening and investing in the whole Adoption and Fostering process to enable better outcomes for Looked After Children.</i>	CYPS1516-01	(712)	(978)	(732)	(423)	0	
<u>Review of Translation and Interpretation Expenditure</u>							
<i>To undertake an in depth review of the cost of Translation and Interpretation services, in light of the 2013/14 outcome position</i>	CYPS1516-02	(35)	0	0	0	0	
<u>Review the Use of Bedwell Gardens</u>							
<i>To convert the use of Bedwell Gardens to provide accommodation for 16-24 year olds by leasing the running of the premises to P3</i>	CYPS1516-03	(45)	0	0	0	0	
<u>Commissioning and Procurement Activity</u>							
<i>To undertake a review of all contracts and commissioned services to assess whether opportunities exist to combine, delete or extend them</i>	CYPS1516-04	(115)	0	0	0	0	
New Savings Proposals		(907)	(978)	(732)	(423)	0	
Total Childrens Social Care Savings		(986)	(1,964)	(2,696)	(3,119)	(3,119)	

The Council's Budget 2015/16 - 2019/20 Medium Term Financial Forecast

Appendix 6

Draft General Fund Capital Programme

Total Project Cost (incl. Prior Years) £'000	Current MTFP Proposal	Project	2015/16				2016/17				2017/18				2018/19				2019/20				Financed by:		
			Draft Budget	£'000	Draft Budget	£'000	Draft Budget	£'000	Draft Budget	£'000	Draft Budget	£'000	Draft Budget	£'000	Draft Budget	£'000	Draft Budget	£'000	Council Resources	Government Grants	Other Contributions				
145,912		School Expansion Programme	15,215		135		0		0		0		0		0		12,622	1,322	1,406						
13,500		Primary School Expansions	1,710		4,645		4,105		2,760		280		4,049		9,451		4,049	9,451	0						
76,900		New Primary School Expansions	2,188		10,750		21,000		21,500		20,962		17,947		57,604		17,947	57,604	849						
44,171		Secondary Schools Expansions	22,651		19,012		1,625		0		0		32,654		10,634		32,654	10,634	0						
178		Secondary Schools New Build	178		0		0		0		0		178		0		178	0	0						
		Hearing Impaired Resource Base (at Vyners School)																							
280,661		Total Schools Programme	41,942		34,542		26,730		24,260		21,242		67,450		79,011		67,450	79,011	2,255						
4,458		Main Programme	170		0		0		0		0		170		0		170	0	0						
7,742	UPDATE	Environmental Assets	2,215		0		0		0		0		2,215		0		2,215	0	0						
30		Purchase of Vehicles	30		0		0		0		0		0		30		0	30	0						
32,624		Natural England Fencing & Gating	862		0		0		0		0		862		0		862	0	0						
879		Hillingdon Sports & Leisure Centre	562		0		0		0		0		320		0		320	0	242						
8,470		Sport & Cultural Projects	3,931		3,931		0		0		0		7,862		0		7,862	0	0						
1,247		Yiewsley Health Centre	100		0		0		0		0		0		100		0	100	0						
1,200		Eastcote House Buildings and Gardens	760		0		0		0		0		760		0		760	0	0						
1,341		ICT Infrastructure	65		0		0		0		0		65		0		65	0	0						
1,000		Harlington Road Depot Refurbishment	850		0		0		0		0		850		0		850	0	0						
3,500	NEW	Uxbridge Cemetary Gatehouse & Chapel	580		580		580		580		580		580		580		580	2,900	0						
2,000		Social Care Investment	1,000		1,000		0		0		0		2,000		0		2,000	0	0						
4,681		Youth Centre Project	2,113		2,568		0		0		0		306		4,168		306	4,168	207						
1,273		Hayes Town Centre Improvements	280		337		338		318		0		1,273		0		1,273	0	0						
3,378		Inspiring Shopfronts - Increasing Footfall	606		1,482		1,077		213		0		3,378		0		3,378	0	0						
477		Gateway Hillingdon	477		0		0		0		0		0		477		0	477	0						
2,802		TBC Infant Free School Meals	75		0		0		0		0		75		0		75	0	0						
77,103		Total Main Programme	14,676		9,898		1,995		1,111		580		20,136		7,675		20,136	7,675	449						
N/A		Programme of Works	200		200		200		200		200		1,000		0		1,000	0	0						
N/A		Leader's Initiative	1,000		1,000		1,000		1,000		1,000		5,000		0		5,000	0	0						
N/A	UPDATE	Chrysalis Programme	1,300		500		500		0		0		2,300		0		2,300	0	0						
N/A		Civic Centre Works Programme	428		428		428		428		428		0		2,140		0	2,140	0						
N/A		Formula Capital Devolved to Schools	206		206		206		206		206		1,032		0		1,032	0	0						
N/A		Highways Localities Programme	2,760		760		760		760		760		5,800		0		5,800	0	0						
N/A		Highways Structural Works	1,000		0		0		0		0		1,000		0		1,000	0	0						
N/A		Pavement Priority Growth	488		400		400		400		400		2,088		0		2,088	0	0						
N/A		ICT Single Development Plan	480		480		480		480		480		2,400		0		2,400	0	0						
N/A		Property Works Programme	200		200		200		200		200		1,000		0		1,000	0	0						
N/A		Road Safety																							

The Council's Budget 2015/16 - 2019/20 Medium Term Financial Forecast

Appendix 6

Draft General Fund Capital Programme

Total Project Cost (incl. Prior Years) £'000	Current MTFP Proposal	Project	2015/16		2016/17		2017/18		2018/19		2019/20		Financed by:		
			Draft Budget £'000	£'000	Draft Budget £'000	£'000	Draft Budget £'000	£'000	Draft Budget £'000	£'000	Council Resources £'000	Government Grants £'000	Other Contributions £'000		
N/A	N/A	Street Lighting	144	144	144	144	144	144	144	144	144	720	0	0	
N/A	UPDATE	Transport for London	3,789	3,196	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0	15,918	67	
N/A	UPDATE	Urgent Building Condition Works	2,879	1,458	1,458	1,458	1,458	1,458	1,458	1,458	1,458	1,268	6,290	1,153	
N/A	N/A	Disabled Facilities Grant (DFG)	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	3,655	7,845	0	
N/A	N/A	Adaptations for Adopted Children	200	200	200	200	200	200	200	200	200	0	1,000	0	
N/A	N/A	Private Sector Renewal Grant (PSRG) / HCA	762	762	762	762	762	762	762	762	762	2,250	1,560	0	
N/A	N/A	Section 106 Projects	91	0	0	0	0	0	0	0	0	0	0	91	
0		Total Programmes of Works	18,228	12,234	12,038	11,538	11,538	11,538	11,538	11,538	11,538	29,513	34,753	1,311	
3,100	NEW	Future Projects													
2,000	NEW	Youth Centre Project	0	1,000	1,700	0	0	0	0	0	0	2,700	0	0	
1,000	NEW	Dementia Centre	1,000	1,000	0	0	0	0	0	0	0	2,000	0	0	
1,000	NEW	Environmental and Recreational Initiatives	1,000	0	0	0	0	0	0	0	0	1,000	0	0	
250	NEW	Capital Priority Growth	1,000	0	0	0	0	0	0	0	0	1,000	0	0	
474	NEW	RAGC Car Park	250	0	0	0	0	0	0	0	0	250	0	0	
210	NEW	Car Park Resurfacing	250	0	0	0	0	0	0	0	0	250	0	0	
700	NEW	Ruislip Lido Boat house	210	0	0	0	0	0	0	0	0	210	0	0	
200	NEW	Bowls Clubs Refurbishments	700	0	0	0	0	0	0	0	0	0	0	700	
530	NEW	Harlington Bowls Club & Football Pavilion	200	0	0	0	0	0	0	0	0	0	0	200	
2,155	NEW	Haste Hill Golf Club	530	0	0	0	0	0	0	0	0	530	0	0	
6,490	NEW	Cedars & Granges Car Park Improvements	2,155	0	0	0	0	0	0	0	0	1,955	0	200	
44,000	NEW	New Years Green Lane EA Works	0	3,245	3,245	0	0	0	0	0	0	3,244	3,246	0	
5,000	NEW	New Theatre	6,578	15,347	17,540	4,385	4,385	4,385	4,385	4,385	4,385	42,800	0	1,050	
4,850	NEW	New Museum	1,455	1,940	1,455	0	0	0	0	0	0	4,250	0	600	
		Battle of Britain Bunker Heritage Pride Project	4,850	0	0	0	0	0	0	0	0	4,850	0	0	
71,959		Total Future Projects	20,178	22,532	23,940	4,385	4,385	4,385	4,385	4,385	4,385	65,039	3,246	2,750	
7,500		Development & Risk Contingency													
28,929		Contingency	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	7,500	0	0	
		Provision for Additional Secondary Schools Funding	551	3,395	7,341	9,590	8,052	8,052	8,052	8,052	8,052	11,106	17,823	0	
466,152		Total General Fund Capital Programme	97,075	84,102	73,545	52,384	42,913	42,913	42,913	42,913	42,913	200,743	142,508	6,765	

<u>Housing Revenue Account Corporate Summary</u>	2014/15 £(000s)	2015/16 £(000s)	2016/17 £(000s)	2017/18 £(000s)	2018/19 £(000s)	2019/20 £(000s)
<u>Resources</u>						
Increase in Average Weekly Rents (%)		2.2%	2.2%	2.2%	2.2%	2.2%
Average Weekly Rent (£)	£108.65	£110.58	£113.01	£115.50	£118.04	£120.64
Increase / (Decrease) in Number of Dwellings	(148)	(115)	(10)	108	(65)	(96)
Number of Dwellings	10,187	10,111	10,049	10,098	10,119	10,039
Gross Dwelling Rents	57,551	58,143	59,057	60,650	62,110	62,976
Void Risk Contingency	(576)	(583)	(593)	(608)	(622)	(631)
Net Dwelling Rents	56,975	57,560	58,464	60,042	61,488	62,345
Other Income	5,717	4,154	4,210	4,273	4,330	4,370
Total Resources	62,692	61,714	62,674	64,315	65,818	66,715
<u>Budget Requirement</u>						
Roll Forward Budget	62,824	62,692	62,692	62,692	62,692	62,692
Inflation	670	372	725	1,053	1,388	1,731
Corporate Items	424	115	1,196	2,783	4,226	5,005
Contingency	200	(17)	(17)	(17)	(17)	(17)
Service Pressures	0	0	0	0	0	0
New Priority Growth	0	0	0	0	0	0
Savings	(1,426)	(2,448)	(2,922)	(3,196)	(3,471)	(3,696)
Total Budget Requirement	62,692	60,714	61,674	63,315	64,818	65,715
Budget (Gap) / Surplus	0	1,000	1,000	1,000	1,000	1,000

Housing Revenue Account - Corporate Items	Group	Net Variation from 2014/15 Budget					
		2015/16 £(000s)	2016/17 £(000s)	2017/18 £(000s)	2018/19 £(000s)	2019/20 £(000s)	
Description							
Realignment of Budgets to reflect current service needs		-2,627	-2,677	-2,727	-2,777	-2,827	
Transfer of Income from Budget Requirement to Resources		-2,040	-2,040	-2,040	-2,040	-2,040	
Contribution to Finance Capital Programme		4,119	21,379	10,746	3,297	-2,132	
Contribution to / (from) HRA General Balances		663	-15,466	-3,196	5,746	12,004	
Total Corporate Items		115	1,196	2,783	4,226	5,005	

<u>General Fund - Development & Risk Contingency</u>	Provision 2014/15 £(000s)	Change from 2014/15 £(000s)	Group	Gross Risk 2015/16 £(000s)	Probability (%)	Provision 2015/16 £(000s)	Provision 2016/17 £(000s)	Provision 2017/18 £(000s)	Provision 2018/19 £(000s)	Provision 2019/20 £(000s)
Potential Calls										
General Contingency	0	860		860	100%	860	860	860	860	860
Provision for Doubtful Debt	877	-877		0	100%	0	0	0	0	0
Repairs Service	680	0		680	100%	680	680	680	680	680
Total Potential Calls	1,557	-17		1,540		1,540	1,540	1,540	1,540	1,540
Financing										
Base Budget						1,557	1,557	1,557	1,557	1,557
Contingency released to Directorate Budgets						0	0	0	0	0
Increase / Decrease in Contingency						-17	-17	-17	-17	-17
Total Financing						1,540	1,540	1,540	1,540	1,540
Managed Risk Gap in Contingency						0	0	0	0	0

Description	Ref.	Net Variation from 2014/15 Budget				
		2015/16 £(000s)	2016/17 £(000s)	2017/18 £(000s)	2018/19 £(000s)	2019/20 £(000s)
Full Year Effect of Prior Year Savings		0	-2,448	-2,922	-3,196	-3,471
New Savings Proposals						
Overdelivery of 2013/14 Savings	N/A	-650	0	0	0	0
<i>Full year effect of 2014/15 savings proposals, principally relating to staffing costs</i>						
Responsive Maintenance	N/A	-123	-124	-124	-125	-125
<i>Procurement savings in relation to responsive maintenance expenditure</i>						
Planned Maintenance	N/A	-675	-350	-150	-150	-100
<i>Managed reduction in planned maintenance expenditure</i>						
Business Transformation of Repairs and Planned Maintenance	N/A	-1,000	0	0	0	0
<i>A review of business process to enable reinvestment of £1,000k in investment in housing stock</i>						
New Savings Proposals		-2,448	-474	-274	-275	-225
Total Administration Savings		-2,448	-2,922	-3,196	-3,471	-3,696

Draft Housing Revenue Account Capital Programme

Total Project Cost (incl. Prior Years) £'000	Current MTFP Proposal	Project	2015/16		2016/17		2017/18		2018/19		2019/20		Financed by:		
			Draft Budget £'000	Draft Budget £'000	Draft Budget £'000	Draft Budget £'000	Draft Budget £'000	Draft Budget £'000	Draft Budget £'000	Revenue Contributions £'000	Prudential Borrowing £'000	Capital Receipts £'000			
14,328	UPDATE	Major Projects	2,279	1,749	1,750	1,900	1,900	1,900	1,900	1,900	1,900	7,136	0	2,442	
30,526	UPDATE	Purchase and Repair of Housing stock	1,774	10,659	12,263	5,580	5,580	5,580	5,580	5,580	5,580	21,193	0	9,083	
5,400	UPDATE	New Build - General Needs Stock	0	1,350	4,050	0	0	0	0	0	0	0	0	5,400	
37,758	UPDATE	New Build - General Needs Stock - RSLs	6,598	21,306	6,387	2,940	2,940	2,940	2,940	2,940	2,940	26,062	0	11,169	
8,026	UPDATE	New Build - Supported Housing Provision	8,026	0	0	0	0	0	0	0	0	0	8,026	0	
96,038		Total Major Projects	18,677	35,064	24,450	10,420	10,420	10,420	10,420	10,420	1,900	54,391	8,026	28,094	
34,355		Works to Stock	7,750	7,224	6,760	6,329	6,329	6,329	6,329	6,329	6,292	34,355	0	0	
10,117		Dwelling Components	2,643	2,147	1,795	1,765	1,765	1,765	1,765	1,765	1,767	10,117	0	0	
9,500		Estates & Block Renewal	2,600	2,100	1,600	1,600	1,600	1,600	1,600	1,600	1,600	9,500	0	0	
10,000		Welfare	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	10,000	0	0	
63,972		HRA Capital Contingency	14,993	13,471	12,155	11,694	11,694	11,694	11,694	11,694	11,659	63,972	0	0	
160,010		Total HRA Capital Programme	33,670	48,535	36,605	22,114	22,114	22,114	22,114	22,114	13,559	118,363	8,026	28,094	

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Assessment of General Fund Reserves Requirement

Appendix 8

Assessment of General Fund Reserves Requirement	Minimum Level 2015/16 (£ million)	Maximum Level 2015/16 (£ million)	Minimum Level 2014/15 (£ million)	Maximum Level 2014/15 (£ million)	Principal Reasons for Requirement
The general financial climate to which the Council is subject	1.5	4.5	1.5	4.0	Sustained reductions funding forecast over the medium-term with the austerity agenda set to continue beyond 2020
The overall financial standing of the authority	1.5	2.0	1.5	2.0	To manage adverse movement in the Council's financial standing
Estimates of level of locally raised income	2.0	4.0	2.0	3.5	Locally raised income accounts for approximately 70% of corporate funding
The treatment of planned efficiency savings / productivity gains	2.0	4.0	2.0	4.0	To manage risk around slippage of the Council's major savings programme, in response to funding reductions
The treatment of inflation and interest rates	1.0	1.0	1.0	2.0	With limited exposure to changes in interest and inflation rates, MTFF assumptions have been refreshed to reflect latest intelligence.
The financial risk inherent in major contract arrangements	1.0	2.0	1.0	2.0	To manage any impact of services arising from supplier risk
The treatment of demand led pressures	2.0	4.0	2.0	4.0	Increased demand for services from an aging and increasing population
The financial risks inherent in any major capital developments	1.0	3.5	1.0	3.5	Inherent risks due to significant level of investment required for school places
Estimates of the level and timing of capital receipts	1.0	2.0	1.0	2.0	Slippage on asset disposal programme could lead to increased borrowing
The availability of reserves and other funds to deal with major contingencies and pressures	2.0	3.0	2.0	3.0	Cover for unforeseen events over and above £1,000k budgeted provision for General Contingency
Unallocated GF Reserves	15.0	30.0	15.0	30.0	
Planned drawdown from balances 2015/16	5.0	15.0	5.0	5.0	To manage the combined impact of a number of severe funding reductions from 2015/16, a planned drawdown from reserves has been included in MTFF
Total GF Reserves	20.0	45.0	20.0	35.0	

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TREASURY MANAGEMENT AND INVESTMENT STRATEGY 2015/16 to 2019/20**SUMMARY**

The Treasury Management and Investment Strategy represent the Council's operating guidelines on the daily management of cash, investments and borrowing. Through daily cashflow management, surplus cash is invested with security of investments being the prime consideration. Only then are the liquidity of investments and yield, within the Council's risk parameters, considered.

Over the longer term, the Council considers the need to borrow money to fund its major capital projects and when the best time is to do this. The strategy is to minimise borrowing and make use of internal funds where available. Currently, there is no expectation to take out new debt until 2016/17. As interest rates are expected to remain low in the near future, using internal funds rather than borrowing will reduce interest costs, lower credit risk, and relieve pressure on the Council's Counterparty List.

This report details the investment instruments and counterparties in which the Council can invest. All institutions on the Counterparty List are regularly monitored assessing risk and determining the duration and value of limits on investments with counterparties. From January 2015, new banking legislation has been introduced removing government support of failing banks which increases the risk facing Local Authorities unsecured investments. To offset this risk the Council has introduced access to secured deposits through Reverse Repurchase Agreements and proposes adding Covered Bonds and Pooled Funds to the available investment instruments.

To further diversify exposure the Council has increased the number of eligible counterparties in which it can place funds including more highly rated overseas banks plus UK bank Goldman Sachs International and Coventry Building Society. The proposed overseas banks have a superior credit rating to most of the UK banks currently being used.

1. INTRODUCTION

- 1.1 Under the Local Government Act 2003 the Council has a legal obligation to have regard to both the CIPFA Code and DCLG Guidance on local authority investments in determining their Treasury Management Strategy Statement (TMSS), Prudential Indicators and Minimum Revenue Provision Statement for the following financial year. The strategy is developed as part of the Council's MTF process.
- 1.2 The Council has significant investments and borrowing and is therefore exposed to financial risks, including the loss of invested funds and the revenue effect of changing interest rates. As such treasury management operations are fundamentally concerned with managing risk. Whilst there are regulations and controls in place designed to minimise or neutralise risk there is still some risk exposure due to the nature of managing loan and investment portfolios and cash flow activities. Active monitoring of both the economic outlook and changes in regulations is undertaken which define many of the changes in treasury management strategy and risk parameters.
- 1.3 Whilst there is evidence of growth in the UK economy, the general market expectations is that interest rates will not begin to rise until the start of 2016. Once the base rate begins to rise, it is expected to rise slowly levelling off around 2.5% to 3.5%. Returns on investments during 2015/16 are therefore forecast to remain low and as a result, internal

resources will be used rather than taking out new debt to support the Capital programme.

2. BALANCE SHEET AND TREASURY POSITION

- 2.1 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. Estimates of the CFR, based on the projected Revenue Budget and Capital programme over the next five years are shown in table 1. The Council's opening CFR is set at £407m for 2015/16, outstanding loans total £327m at the beginning of the year, resulting in a gross borrowing requirement of £80m. Existing borrowing is identified into separate loan pools for GF and HRA. GF debt is currently £83m and HRA £244m.

Table 1

	2014/15 Estimate £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
General Fund CFR	196	231	263	280	282	276
HRA CFR	211	211	202	194	185	177
Total CFR	407	442	465	474	467	453
Existing Borrowing ^{1&2}	327	315	307	291	273	256
Gross External Borrowing required to meet CFR	80	127	158	183	194	197
Projected Usable Reserves ³	133	117	98	75	67	69
Projected Working Capital	40	40	40	40	40	40
Investments / (New Borrowing Required)	93	30	(20)	(68)	(87)	(88)

Notes:

- HRA borrowing includes £191.6m paid to central government in settlement on the introduction of the self financing regime introduced in March 2012.
 - The existing profile of borrowing does not include potential LOBO loan maturities which may or may not occur. Over the next five years, loans totalling £13m, £14m, £5m, £10m and £6m respectively will be in a state of call. Other long term liabilities include commitments under finance leases and private finance initiatives (PFI's).
 - 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.
- 2.2 The increasing General Fund CFR is due to the Council's programme of capital investment, particularly the schools Capital programme, whilst the reducing HRA CFR is as a result of repayment of debt transferred from central government. The Council expects to require additional borrowing from 2016/17 to meet the costs of the Capital programme.

- 2.3 Under the Prudential Code for Local Authorities, the Council's total debt should be lower than its highest forecast CFR over the next three years. Table 1 shows that the Council expects to comply with this requirement.
- 2.4 The Council's projected Capital programme over the next five years, alongside the projected financing, is fundamental in determining a borrowing strategy. Annex A provides detail on the Prudential Indicators associated with capital expenditure projections and its incremental impact on council tax and housing rent levels.

3. BORROWING STRATEGY

- 3.1 The Council's external debt at 31 March 2015 will be £327m, a decrease of £9.3m on the previous year as a result of debt maturing naturally. There were no opportunities to repay debt early in 2014/15 and £12.3m is scheduled for repayment in 2015/16. The Council's loan portfolio currently has average interest rate of 3.00%.
- 3.2 Projected capital expenditure levels, market conditions and interest rate levels are monitored throughout the year. This enables the Council to adapt borrowing strategies to minimise borrowing costs over the medium to longer term whilst maintaining financial stability. Table 1 above shows the Council does not expect to need to borrow until 2016/17. The differential between debt costs and investment earnings, despite long term borrowing rates being at low levels, remains negative and this is expected to continue through 2015/16. The 'cost of carry' associated with medium and long term borrowing compared to temporary investment returns means that new fixed rate borrowing would not be cost effective when internal balances and working capital can be utilised over borrowing in advance of need. This also reduces credit risk and takes pressure off the Council's Counterparty List.
- 3.3 If however market conditions change and the Council takes out new borrowing the Council will consider the following approved sources of borrowing:
- Public Works Loan Board and its successor body
 - UK local authorities
 - Any other bank or building society authorised to operate in the UK
 - UK public and private sector pension funds (except Hillingdon Pension Fund)
 - Capital market bond investors
 - Municipal Bonds Agency (subject to Cabinet approval)
- 3.4 Although a mix of borrowing options will always be considered, the PWLB (or equivalent) will remain the primary source of long-term and variable rate borrowing whilst rates remain closely linked to government gilts. The Council currently has access to the preferential PWLB "certainty rate", which is 0.2% lower than normal PWLB lending rates.
- 3.5 Where temporary borrowing is required this will be attributed directly to either the GF or HRA loan pools. Interest costs will be separated between the two pools and allocated accordingly.
- 3.6 To cover unexpected cash flow shortages, the Council may borrow short term loans, normally for up to one month, which would mainly be sourced from other local authorities.

Interest Rate Risk

- 3.7 The Council holds a mixture of loans, with £266m of fixed rate loans protected against interest rate rises. Variable rate loans of £61m take advantage of favourably low rates and although exposed to increases in rates, any additional costs would be offset by a corresponding increase in investment income. Additionally, the variable rate loans held can be prematurely repaid with minimal cost should the need arise.
- 3.8 The Council has £48m of Lender's Option Borrower's Option (LOBO) loans of which £13m will be in their call period in 2015/16. It is highly unlikely that the loans will be called given interest rates are now lower than those at the inception of the loan. In the event that the lender exercises the option to change the rate or terms of the loan, the Council will consider the new terms 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 by borrowing from the approved sources. The default position however will be early repayment without penalty. The Council does not intend to utilise LOBOs as an instrument for new borrowing during 2015/16.

Debt Rescheduling

- 3.9 The PWLB allows authorities to repay loans before maturity at a premium or discount. The Council may take advantage of this and replace some loans with new loans or repay early without replacement. The rationale for rescheduling is to reduce interest costs with minimal risk; balance the volatility profile (i.e. the ratio of fixed to variable rate debt); or amend the profile of maturing debt to reduce any inherent refinancing risks.
- 3.10 Rates and markets are regularly monitored to identify opportunities for rescheduling and any borrowing and rescheduling activity is reported monthly to Cabinet. However, current market conditions are resulting in significant early redemption costs and unless these are significantly reduced, it is unlikely any debt rescheduling will be undertaken in 2015/16.
- 3.11 Rather than the early redemption of debt the Council may consider transfer of debt between the GF and HRA. Transfer of debt will be undertaken at a zero premium, with the debt specified for transfer based on a "last in, first out" basis and matched to optimise maturity profiles and financing costs.
- 3.12 The Council will limit and monitor large concentrations of fixed rate debt needing to be replaced. The percentage limits in table 2 are intended to control excessive exposure to volatility in interest rates on refinancing of maturing debt. The first scheduled LOBO call option is included as maturity date within this indicator.

Table 2

Maturity structure of fixed rate borrowing	PWLB Estimated level at 31/03/15 %	Market LOBO 1 st call option at 31/03/15 %	Lower Limit for 2015/16 %	Upper Limit for 2015/16 %
under 12 months	3.76	3.98	0	25
12 months and within 24 months	2.23	4.28	0	25
24 months and within 5 years	15.85	4.59	0	50

5 years and within 10 years	23.82	1.83	0	100
10 years and within 20 years	17.74	0.00	0	100
20 years and within 30 years	13.17	0.00	0	100
30 years and within 40 years	1.53	0.00	0	100
40 years and within 50 years	7.22	0.00	0	100
50 years and above	0.00	0.00	0	100
Total	85.32	14.68	0	100

3.13 Prudential indicators in relation to borrowing limits and interest rate exposure are shown in Annex A.

4. INVESTMENT STRATEGY

4.1 In accordance with Investment Guidance from DCLG and best practice, the Council's primary objectives in relation to the investment of public funds remains:

- security of the invested capital;
- liquidity of the invested capital; and
- an optimum yield which is commensurate with security and liquidity.

4.2 When investing funds the Council looks to balance risk and return, minimising the risk of incurring losses from defaults, and the risk receiving unsuitably low investment income.

4.3 The Corporate Director of Finance under delegated powers will, on a daily 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 and from the list detailed in Annex A. Decisions concerning the core strategic investment portfolio will be reported monthly to Cabinet.

Bail-In Risk

4.4 Banking reform legislation was incorporated into UK law from January 2015 and exposes the Council to bail-in risk on all unsecured bank deposits. This will not only apply to failed banks but also banks considered to be underperforming. With most large entities either exempt or not exposed, local authorities will be one of the primary bail-in targets with a potential loss of 100% of the deposit. It was agreed at Cabinet in November 2014, to increase the range of instruments available and reduce risk. In addition to instant access facilities, the Council can make use of the secured instruments of Reverse Repurchase Agreements (REPOs) and it is proposed to expand this to Covered Bonds where available with banks. Secured deposits have the security of underlying assets which can be called upon in the event of default.

4.5 Money Market Funds (MMFs) remain an important vehicle for instant access deposits. Money Market funds reduce the risk of bail-in as the funds are diversified with limits on the exposure to any specific bank. The Council also utilises more than one MMF to diversify exposure. Where MMF's participate, the Council utilises the facilities of a MMF portal to make subscriptions and redemptions. The portal procedure involves the use of a clearing agent; however the Council's funds are ring fenced throughout the process.

- 4.6 This strategy is also proposing the addition of Pooled Funds, to further reduce risk and to gain access to a diversified pool of investment vehicles, which may otherwise not be possible at an individual council level. Pooled Funds provide wide diversification of investment risks, coupled with the services of a professional fund manager. However, the value of Pooled Funds fluctuate with market prices and so the investment horizon will tend to be longer to ensure that withdrawals are made when the fund is in a positive position. Three Pooled Funds have been added to the Counterparty List in Annex B based on the size and low risk of volatility in the funds.
- 4.7 Over the last few years the Council has operated a very risk averse strategy only investing in UK denominated banks. However with the introduction of bail-in the Council is reintroducing overseas banks to diversify the portfolio and spread risk. Cabinet agreed in November 2014 to add Swedish bank Svenska Handelsbanken to the Counterparty List. It is proposed four additional banks are included on the Counterparty List to reduce the exposure to risk of individual country deposits. Recommended banks are Oversea Chinese Banking Corporation (OCBC) - Singapore, DBS Bank Ltd - Singapore, National Australia Bank - Australia, Nordea Bank - Sweden. All recommended banks are currently rated AA- which is the same as HSBC and higher than other UK banks. Singapore is not subject to bail-in legislation so will help reduce exposure to bail-in risk. Diversifying in Australia and Sweden will help reduce impact on investments from issues arising out of the eurozone. The recommended banks are all actively taking deposits within the Council's investment limits which will diversify the Council's instant access and fixed term portfolio.
- 4.8 The Council has added Goldman Sachs International which is a UK bank currently A rated and Coventry Building Society which is currently A- rated to the Counterparty List. To further reduce exposure to bail-in risk and as a result of expanding the available counterparties, the Council has reduced the individual counterparty holding limit from 10% to 5% where deposits are unsecured to reduce to the total held in any one institution and reduce exposure to bail-in risk.

Credit Risk

- 4.9 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.
- 4.10 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 fallback 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.

High Credit Quality

- 4.11 The removal of government support from banks is expected to change the methodology on credit ratings and in the short term for the majority of banks this will result in downgrades from their current rates. This strategy takes into account the expectation of downgrades by reducing the minimum long term credit ratings in 2015/16 from A- to BBB+. This is to ensure the Council has sufficient counterparty capacity to place funds.

- 4.12 The Council has set a minimum long-term credit rating criterion of BBB+ for UK counterparties, A+ for Overseas counterparties and AA+ for non-UK sovereigns.
- 4.13 In order to reduce concentration of investments within the portfolio, funds will be placed with a range of counterparties which meet agreed minimum credit risk requirements. Diversification will be achieved by applying individual limits with each counterparty, capped at 7.5% of the total portfolio. Varying instruments and investment periods will be utilised to meet liquidity requirements and mitigate risks. Annex B details counterparty Institutions, investment limits and allowable instruments.

Risk Assessment and Credit Ratings

- 4.14 Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:
- no new investments will be made;
 - any existing investments that can be recalled or sold at no cost will be; and
 - full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.
- 4.15 Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as “rating watch negative” or “credit watch negative”) so that it may fall below the approved rating criteria, then only new investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Liquidity Risk

- 4.16 The Council will ensure it has liquid funds available to settle its payment obligations when they fall due and uses cash flow modelling techniques to determine the maximum term for which funds may be prudently committed. It will utilise instant access facilities including call accounts and Money Market Funds (MMF's) for core working capital balances and structure longer term maturities to correspond to large cash outflows with reference to the Council's Capital programme.

Return on Invested Sums

- 4.17 As interest rates are forecast to remain low throughout 2015/16, the investment strategy is aiming to lengthen investment periods, where cashflow and credit conditions permit, in order to lock in higher rates of acceptable risk adjusted returns. Longer term investments will typically be through deposits with local authority entities and use of secured deposits where available.

Council's Bank Account

- 4.18 Following a competitive tender exercise, Lloyds Bank Plc has been appointed with effect from 1 April 2015 as the Council's bank. Lloyds is currently rated above the minimum BBB+ rating. Should the credit ratings fall below BBB+ the Council may continue to deposit surplus cash providing that investments can be withdrawn on the next working day, and that the bank maintains a credit rating no lower than BBB-.

5. OTHER ITEMS

Policy on Use of Financial Derivatives

- 5.1 Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). However, the general power of competence in Section 1 of the Localism Act 2011 removed much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).
- 5.2 The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks to which the Council is exposed. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.
- 5.3 Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

Policy on Apportioning Interest to the Housing Revenue Account (HRA)

- 5.4 With the introduction of HRA self financing in March 2012 the Council allocated specific loans to both the General Fund and the HRA. Interest costs applicable to each loan will be charged directly to the respective revenue account. Interest earned on HRA balances will be calculated and distributed in accordance with DCLG guidelines.

Investment of Money Borrowed in Advance of Need

- 5.5 The Council may borrow in advance of need, where this is expected to provide the best long term value for money. However, as amounts borrowed will be invested until spent, the Council is aware that it would be exposed to the risk of loss of the borrowed sums and the risk investment and borrowing interest rates may change in the intervening period. These risks would be managed as part of the Councils overall management of its treasury risks. The total amount borrowed would not exceed the authorised borrowing limit. The maximum period between borrowing and expenditure is expected

to be two years, although the Council is not required to link particular loans with particular items of expenditure.

Balanced Budget Requirement

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

Investment Consultants

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

Monitoring and Reporting

- 5.8 Treasury activity is monitored and reported to Senior Management on a daily and weekly basis. Monthly updates including compliance with Prudential Indicators are provided to Cabinet as part of the budget monitoring process.
- 5.9 The Treasury Management Strategy Statement is reported to Cabinet in February prior to agreement at full Council before the start of the financial year. A draft is taken to Audit Committee in December for consideration prior to going to Cabinet. Any amendments to the TMSS during the year are reported to Cabinet for approval.

Training

- 5.10 CIPFA 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. 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 which ensure their knowledge is up to date and relevant. Details of training received are maintained as part of the performance and development process. Council Members receive information regarding treasury management as part of their general finance training and access to additional training is provided where required.

Prudential Indicators and Estimates of Capital expenditure

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 3

Authorised Limit for External Debt	2014/15 Approved £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Borrowing	543	502	502	502	495	481
Other Long term Liabilities	2	2	2	2	2	2
Authorised Limit	545	504	504	504	497	483

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 4

Operational Boundary for External Debt	2014/15 Approved £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Borrowing	513	472	472	472	465	451
Other Long term Liabilities	2	2	2	2	2	2
Operational Boundary	515	474	474	474	467	453

The Corporate 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.

Upper Limits for Interest Rate Exposure

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 5

Upper Limits for Interest Rate Exposure	31/03/15 Estimate %	2014/15 Approved %	2015/16 Estimate %	2016/17 Estimate %	2017/18 Estimate %	2018/19 Estimate %	2019/20 Estimate %
Upper Limit for Fixed Interest Rate Exposure on Debt	85	100	100	100	100	100	100
Upper Limit for	(7)	(75)	(75)	(75)	(75)	(75)	(75)

Fixed Interest Rate Exposure on Investments							
Upper Limit for Variable Interest Rate Exposure on Debt	15	50	50	50	50	50	50
Upper Limit for Variable Interest Rate Exposure on Investments*	(93)	(100)	(100)	(100)	(100)	(100)	(100)

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

Upper limits for principal over 364 days

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, under the Council's strategy only investments placed with other local authorities or secured deposits, where risk is minimised, would be placed for over 1 year and there is an upper limit of 2 years.

Table 6

Upper Limit for total principal sums invested over 364 days	2014/15 Approved £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
	73	32	30	30	30	30

Estimates of Capital Expenditure and other Prudential Indicators

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 cost of carry revenue interest and simultaneously reducing counterparty investment risks. Estimates for capital expenditure shown in Table 7 are estimates of likely capital cash outflows.

Table 7

Capital Expenditure	2014/15 Approved £m	2014/15 Revised £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
General Fund	120	78	97	84	73	52	43
HRA	23	15	26	49	37	22	14
Total	143	93	123	133	110	74	57

Capital expenditure is expected to be financed as follows:

Table 8

Capital Financing	2014/15 Approved £m	2014/15 Revised £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Prudential Borrowing	38	19	51	39	26	10	3
Capital Receipts	17	9	20	27	20	8	5
Community Infrastructure Levy	5	0	3	4	5	5	5
Government Grants	52	45	22	25	33	32	30
Other External Contributions	10	8	5	1	0	0	0
Major Repairs Allowance	9	9	9	9	9	9	9
Revenue Contributions	12	3	13	28	17	10	5
Total Capital Financing	143	93	123	133	110	74	57

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 9

Actual External Debt as at 31/03/2015	£m
General Fund Borrowing	82.9
HRA Borrowing	244.1
Other Long term Liabilities	2.2
Total	329.2

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 £59.2m to finance future capital.

Incremental Impact of Capital Investment Decisions

As an indicator of affordability, Table 10 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.

Table 10

Incremental Impact of Capital Investment Decisions	2014/15 Revised	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate
Increase in Band D Council Tax	£8.40	-£1.10	£8.10	£37.80	£0.00	£0.00
Increase in Average Weekly Housing Rents	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

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. There is a zero increase in housing rents as a consequence of the fixed financing costs set within the HRA 30 year business

plan which commenced in 2012. In terms of council tax, the incremental impact growth reflects the MTFP plan for priority growth projects in the Capital programme. In 2017/18 there is an increase in financing costs due to the expectation of new borrowing in 2016/17 which results in an increase in revenue costs that would result in an increase of £37.80 per Band D Council tax property to fund. From 2018/19 there is sufficient provision within revenue budgets to support the latest Capital programme to 2019/20 without further increasing Council tax.

Table 11

Ratio of Financing Costs to Net Revenue Stream	2014/15 Revised	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate
General Fund	5%	5%	5%	7%	7%	7%
HRA	25%	25%	25%	24%	23%	23%

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.

The Council defines “high credit quality” for:

- UK Organisations - The minimum credit rating is set at BBB+ or higher
- Overseas Organisations - The minimum credit rating is set at A+ or higher
- Overseas Countries: The minimum credit rating for domiciles of overseas banks is set at AA+
- Secured Deposits: The minimum credit rating for collateral on secured deposits is set at A-

Specified Investments identified for use by the Council

- Deposits in the DMO’s Debt Management Account Deposit Facility
- Deposits with UK local authorities
- Instant access facilities and fixed term deposits with specified banks & building societies
- Repurchase Agreements and Covered Bonds with specified banks & building societies
- Gilts: (bonds issued by the UK government)
- Treasury Bills (T-Bills)
- Local Authority Bonds
- Money Market Funds
- Pooled Funds

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: BBB+(Fitch); Baa1 (Moody’s); BBB+ (S&P). The Council will aim to have a weighted average credit score of A- for the whole portfolio of investments.

Table 12: Limits for Specified investments

Instrument	Counterparty	Maximum Counterparty Limits %/£m
Term Deposits	DMADF, DMO	No limit
Term Deposits	Other UK Local Authorities	£35m per Local Authority / No total limit
Instant Access Accounts / Term Deposits / Certificates of Deposit / Secured Deposits (including Covered Bonds & REPO's)	UK Banks and Building Societies <ul style="list-style-type: none"> - Lloyds Banking Group (Including Bank of Scotland) - Barclays Bank Plc - Close Brothers - Coventry Building Society - Goldman Sachs International Bank - HSBC Bank Plc - Leeds Building Society - Nationwide Building Society - Santander UK - Standard Chartered Bank 	Secured Deposits 10% / £10m Unsecured Deposits 5% / 7.5m (except Leeds Building Society £1m)
Instant Access Accounts / Term Deposits / Certificate of Deposits / Secured Deposits (including Covered Bonds & REPO's)	Overseas Banks Australia <ul style="list-style-type: none"> - National Australia Bank Singapore <ul style="list-style-type: none"> - DBS Bank Ltd - Oversea-Chinese Banking Corporation Sweden <ul style="list-style-type: none"> - Svenska Handelsbanken - Nordea Bank 	Secured Deposits 10% / £10m Unsecured Deposits 5% / 7.5m Overseas Bank Total - 50% in aggregate
Gilts	DMO	No limit
Treasury Bills	DMO	No limit
Local Authority Bonds	Other UK Local Authorities	No limit
Money Market Funds	Money Market Funds	7.5%/£5m per fund. Maximum MMF exposure 50%
Pooled Funds	Pooled Funds <ul style="list-style-type: none"> - Ignis Sterling Short Duration Cash Fund - Insight Sterling Liquidity Plus Fund Aberdeen Sterling Investment Cash Fund	7.5%/£5m per fund. Maximum Pooled Fund exposure 15%

Note: The above list and limits would be amended on notification of any potential risk concerns. Cabinet will approve any additions to the above list of counterparties or investment instruments.

Non Specified Investments (duration more than 1 year)- having considered the rational and risk associated with Non-Specified Investments, the following have been determined for the Council's Use:

Table 13

	Maximum maturity	Max % of portfolio
§ Deposits and Bonds with other UK Local Authorities § Secured Deposits (including Covered Bonds & REPO's) with UK and Foreign banks and UK building societies § Money Market Funds § Pooled Funds § Gilts	2 Years	40 In Aggregate

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. A maximum exposure limit of 40% has been set for Non Specified investments.

2015/16 MRP STATEMENT

Where the Council finances its Capital programme through borrowing it must set aside resources annually through a Minimum Revenue Provision. This is within the revenue budget to repay the debt in later years. The Local Government Act 2003 requires the Council to have regard to Guidance on Minimum Revenue Provision issued by the Department of Communities and Local Government.

The four options available to establish a prudent amount of MRP are:

- Option 1: Regulatory Method
- Option 2: CFR Method (4%)
- Option 3: Asset Life Method (equal instalment or annuity method)
- Option 4: Depreciation Method

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

MRP in 2015/16: Option 1 and 2 is used for GF supported borrowing prior to 31 March 2008. For capital expenditure incurred after 31 March 2008, MRP will be charged over the useful life of the assets in equal instalments or for major projects on an annuity basis, starting the year after the asset becomes operational. In all cases we will consider the most prudent method of providing for debt repayment. 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.

Capital expenditure incurred during 2015/16 is not subject to an MRP charge until 2016/17.

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HILLINGDON

LONDON

PAY POLICY STATEMENT - April 2015

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. The Local Government Transparency Code outlines the mandatory requirement for local authorities to publish an organisational chart of the top three management tiers together with details of senior employee salaries above £50,000.
- 1.3. 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. Scope

- 3.1. The pay policy applies to the Council's employees only and schools may have separate arrangements. An additional pay policy for teachers employed and working directly for the Council will be published on the Council's website.

4. Communication

- 4.1. 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.

5. Publication & Access to Data

- 5.1. 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.

- 5.2. 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.

6. Definitions

Chief Officers

- 6.1. 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 their direct reports.

Lowest Paid Employees

- 6.2. 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.
- 6.3. The lowest graded roles in the Council's are those evaluated at Scale 1(b), 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. However, the Council is also committed to paying the London Living Wage as a minimum (see section 7 below).

Remuneration

- 6.4. 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

- 6.5. 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).

7. Job Evaluation

- 7.1. 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.
- 7.2. All roles graded within the local government pay spine negotiated by the National Joint Council for Local Government Services (salaries between £16,242 and £59,331) are evaluated using the Greater London Provincial Council (GLPC) Job Evaluation Scheme.

7.3. Roles falling within scope of the JNC framework (salaries between £58,200 and £127,240) and those of the Chief Executive Officer and Corporate Directors are evaluated using the Local Government Employers (LGE) Senior Manager Job Evaluation Scheme.

8. London Living Wage

8.1. The Council is committed to paying, as a minimum, the London Living Wage (LLW) to all directly employed staff. Where basic pay, together with any pay supplements, falls below the LLW an additional allowance will be paid to bring that employee's pay up the LLW.

9. Appointments to Chief Officer posts and remuneration levels

9.1. All Chief Officer appointments are subject to the approval of an appointment panels consisting of cross party Council members.

9.2. 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.
- 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

9.3. 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.

9.4. The terms of reference for the Appointments Committee includes all remuneration decisions on new Chief Officer appointments.

10. Salary Benchmarking

10.1. 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.

10.2. 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.

11. Remuneration Levels

11.1. 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.

11.2. 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.

11.3. All Tier 1 and some Tier 2 officers have the potential to be paid at this remuneration level. These posts are -

Tier 1 (where pay ranges of over £100k can be paid¹)

- § Chief Executive & Corporate Director, Administration
- § DCEO & Corporate Director, Residents Services
- § Corporate Director, Finance
- § Director, Adults Services
- § Director, Children's & Young People's Services

Tier 2/3 (where pay ranges of over £100k can be paid²)

- § Deputy Director Residents Services
- § Deputy Director Assets Management
- § Deputy Director Highways, Policy & Community Engagement
- § Head of Planning & Enforcement
- § Head of Green Spaces, Sport & Culture
- § Deputy Director, Communications, ICT & Customer Development
- § Director of Public Health
- § Head of Business Performance, Policy & Standards
- § Deputy Director, Strategic Finance
- § Deputy Director, Corporate Finance
- § Head of Procurement
- § Borough Solicitor
- § Head of Human Resources

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

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>

² 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>

12. Additional Payments

Recruitment & Retention premia

- 12.1. The Council's nationally agreed pay structures normally allow for the competitive recruitment and retention of high calibre Chief Officers.
- 12.2. 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.
- 12.3. 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.
- 12.4. 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

- 12.5. 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

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

Expenses incurred

- 12.7. 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.

13. Salary Progression & Performance Related Pay

- 13.1. 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.
- 13.2. Chief Officers who fully meet the expected performance standards of their role can progress along their pay scale annually.

13.3. Chief Officers who demonstrate exceptional performance which exceeds the standards required, can progress by an additional amount determined annually.

13.4. The Council does not operate an “earn back” pay system for its officers, but Chief Officer incremental salary progression is subject to performance assessment.

14. Payments for local election duties

14.1. 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.

14.2. 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.

15. Bonus Payments

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

16. Redundancy and Severance Payments

16.1. The Council’s policy on levels of redundancy payments are set out in Early Termination of Employment Compensation Payments Policy.

16.2. 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.

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

17. Chief Officer Pay Multiples

17.1. 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.

17.2. The current pay multiple between the salary of the lowest paid employees and the Chief Executive officer is 11.6 (reduced from 12.27 in 2014).

17.3. The current pay multiple between the Council’s median salary and that of the Chief Executive officer is 7.3 (reduced from 7.87 in 2014).

18. Pensions

- 18.1. 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.
- 18.2. 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>

19. Management of Workforce Costs

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

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge 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	---	35.00	---	01-Apr-12	N/A
Basic ceremony/Schedule in Superintendent's Office	M	45.00	45.00	NB	45.00	---	45.00	---	01-Apr-12	N/A
Registrar's attendance at Registered Building	M	84.00	84.00	NB	84.00	---	84.00	---	01-Apr-12	N/A
Marriages/Civil Partnerships (Non - Statutory fees)										
Marriage Fee in four seasons room (Mon-Thurs)	M	154.00	154.00	EXP	158.00	2.60%	158.00	2.60%	01-Apr-11	01-Jan-15
Marriage Fee in four seasons room (Fri-Sat)	M	169.50	169.50	EXP	173.50	2.36%	173.50	2.36%	01-Apr-11	01-Jan-15
Marriage Fee in four seasons room (Out of Hours)	M	New	New	EXP	350.00	N/A	350.00	N/A	N/A	01-Jan-15
Ceremony at approved Premises (Mon - Thurs)	M	307.50	307.50	EXP	350.00	13.82%	350.00	13.82%	01-Apr-11	01-Jan-15
Ceremony at approved Premises (Fri-Sat)	M	410.00	410.00	EXP	450.00	9.76%	450.00	9.76%	01-Apr-11	01-Jan-15
Ceremony at approved Premises (Sun)	M	457.00	457.00	EXP	475.00	3.94%	475.00	3.94%	01-Apr-11	01-Jan-15
Ceremony at approved Premises (Out of Hours)	M	New	New	EXP	750.00	N/A	750.00	N/A	N/A	01-Jan-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge 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	---	80.00	---	01-Apr-11	N/A
Nationality Checking Service										
Nationality Checking Service - Adults	M	60.00	60.00	STD	60.00	---	60.00	---	01-Apr-11	N/A
Nationality Checking Service - Children	M	30.00	30.00	STD	30.00	---	30.00	---	01-Apr-11	N/A
Electoral										
Registration confirmation letters	R	15.00	15.00	NB	15.00	---	15.00	---	01-Apr-11	N/A
Edited registers	B	30.00	30.00	NB	30.00	---	30.00	---	01-Apr-11	N/A
Credit reference agencies registers	B	500.00	500.00	NB	500.00	---	500.00	---	01-Apr-11	N/A
Settlement Checking Service										
Settlement Checking Service	R	New	New	NB	90.00	N/A	90.00	N/A	N/A	01-Jan-15
Certificate Priority Service										
1 Hour	M	10.00	10.00	STD	25.00	150.00%	25.00	150.00%	01-Apr-11	01-Jan-15
24 Hour	M	5.00	5.00	STD	10.00	100.00%	10.00	100.00%	01-Apr-11	01-Jan-15
Renewal of Marriage Vows										
Four Seasons Approved Premises	M	173.50	173.50	STD	173.50	---	173.50	---	01-Apr-11	N/A
Baby naming Ceremonies	M	262.50	262.50	STD	262.50	---	262.50	---	01-Apr-11	N/A
Four Seasons	M	173.50	173.50	STD	173.50	---	173.50	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Citizenship ceremony										
Individual Citizenship ceremony (cost in addition to statutory charge) - Midweek Charge	M	100.00	100.00	NB	100.00	---	100.00	---	01-Apr-11	N/A
Individual Citizenship ceremony (cost in addition to statutory charge) - Saturday Charge	M	125.00	125.00	NB	125.00	---	125.00	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
4. Facilities Management										
Civic Centre Room Hire Rates										
CR2 per hour	M	23.20	23.20	EXP	23.20	---	23.20	---	01-Apr-12	N/A
CR3 per hour	M	30.80	30.80	EXP	30.80	---	30.80	---	01-Apr-12	N/A
CR3a per hour	M	27.80	27.80	EXP	27.80	---	27.80	---	01-Apr-12	N/A
CR3/3a combined per hour	M	46.30	46.30	EXP	46.30	---	46.30	---	01-Apr-12	N/A
CR4 per hour	M	37.00	37.00	EXP	37.00	---	37.00	---	01-Apr-12	N/A
CR4a per hour	M	27.80	27.80	EXP	27.80	---	27.80	---	01-Apr-12	N/A
CR4/4a combined per hour	M	46.40	46.40	EXP	46.40	---	46.40	---	01-Apr-12	N/A
CR5 per hour	M	46.40	46.40	EXP	46.40	---	46.40	---	01-Apr-12	N/A
CR6 per hour	M	46.40	46.40	EXP	46.40	---	46.40	---	01-Apr-12	N/A
CR7 per hour	M	21.70	21.70	EXP	21.70	---	21.70	---	01-Apr-12	N/A
CR8 per hour - not available for hire	M	22.10	22.10	EXP	22.10	---	22.10	---	01-Apr-11	N/A
CR9 per hour	M	23.20	23.20	EXP	23.20	---	23.20	---	01-Apr-12	N/A
Interview rooms per hour	M	14.50	14.50	EXP	14.50	---	14.50	---	01-Apr-12	N/A
Council Chamber per hour	M	89.10	89.10	EXP	89.10	---	89.10	---	01-Apr-12	N/A
Middlesex Suite (Day) per hour	M	80.80	80.80	EXP	80.80	---	80.80	---	01-Apr-11	N/A
Middlesex Suite (Night) per hour	M	113.00	113.00	EXP	113.00	---	113.00	---	01-Apr-11	N/A
Bar Area per hour	M	44.20	44.20	EXP	44.20	---	44.20	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Borough Wide Building Services										
Catering Recharge	M	cost + 0%	cost + 0%	STD	cost + 0%	---	cost + 0%	---	01-Apr-11	N/A
Day To Day Repairs Under 250 Council Premises	M	cost + 35.00	cost + 35.00	EXP	cost + 35.00	---	cost + 35.00	---	01-Apr-11	N/A
Day To Day Repairs 250 To 5000 Council Premises	M	cost + 12.5%	cost + 12.5%	EXP	cost + 12.5%	---	cost + 12.5%	---	01-Apr-11	N/A
Day To Day Repairs Above 5000 Council Premises	M	cost + 10%	cost + 10%	EXP	cost + 10%	---	cost + 10%	---	01-Apr-11	N/A
Day To Day Repairs Under 250 Non Council Premises	M	cost + 35.00 + VAT	cost + 35.00 + VAT	STD	cost + 35.00 + VAT	---	cost + 35.00 + VAT	---	01-Apr-11	N/A
Day To Day Repairs 250 To 5000 Non Council Premises	M	cost + 12.5% + VAT	cost + 12.5% + VAT	STD	cost + 12.5% + VAT	---	cost + 12.5% + VAT	---	01-Apr-11	N/A
Day To Day Repairs Above 5000 Non Council Premises	M	cost + 10% +VAT	cost + 10% +VAT	STD	cost + 10% +VAT	---	cost + 10% +VAT	---	01-Apr-11	N/A
Service Contracts Council Premises	M	cost + 10%	cost + 10%	EXP	cost + 10%	---	cost + 10%	---	01-Apr-11	N/A
Service Contracts Non Council Premises	M	cost + 10% +VAT	cost + 10% +VAT	STD	cost + 10% +VAT	---	cost + 10% +VAT	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
5. Estates & Valuation										
Licence to assign leases: initial flat rate	M	350.00	350.00	EXP	350.00	---	350.00	---	01-Apr-11	N/A
Thereafter: fee scale at officer rate: Principal Valuer	M	77.00	77.00	EXP	77.00	---	77.00	---	01-Apr-11	N/A
Qualified Valuer	M	62.00	62.00	EXP	62.00	---	62.00	---	01-Apr-11	N/A
Assistant / admin officer	M	47.00	47.00	EXP	47.00	---	47.00	---	01-Apr-11	N/A
Licence to make alterations to leases fee scale at officer rate:										
Principal Valuer	M	77.00	77.00	EXP	77.00	---	77.00	---	01-Apr-11	N/A
Qualified Valuer	M	62.00	62.00	EXP	62.00	---	62.00	---	01-Apr-11	N/A
Assistant Valuer / admin officer	M	47.00	47.00	EXP	47.00	---	47.00	---	01-Apr-11	N/A
Licence to change or extend leases fee scale at officer rate:										
Principal Valuer	M	77.00	77.00	EXP	77.00	---	77.00	---	01-Apr-11	N/A
Qualified Valuer	M	62.00	62.00	EXP	62.00	---	62.00	---	01-Apr-11	N/A
Assistant Valuer / admin officer	M	47.00	47.00	EXP	47.00	---	47.00	---	01-Apr-11	N/A
Arbitration of disputes regards leases related charges :										
Photocopying Assistant / admin officer	M	47.00	47.00	EXP	47.00	---	47.00	---	01-Apr-11	N/A
Transport	M	LBH mileage rates	LBH mileage rates	EXP	LBH mileage rates	---	LBH mileage rates	---	01-Apr-12	N/A
Licence to install satellite dishes per licence	M	77.00	77.00	EXP	77.00	---	77.00	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
6. Highways										
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	Recharged at costs	N/A	NB	Recharged at costs	---	N/A	N/A	01-Apr-13	N/A
"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	---	51.50	---	01-Apr-11	N/A
Once approved by Planning a further: Thereafter annual fee	B	96.30	96.30	NB	96.30	---	96.30	---	01-Apr-11	N/A
	B	147.80	147.80	NB	147.80	---	147.80	---	01-Apr-11	N/A
Public Rights of Way										
Application to change definitive map & statement	M	150.00	152.00	NB	150.00	---	152.00	---	01-Apr-12	N/A
Highways Enquires										
For legal purposes requiring a written response	B	50.00	50.00	NB	50.00	---	50.00	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge 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	---	01-Apr-13	N/A
Defected Works	B	N/A	47.50	NB	N/A	N/A	47.50	---	01-Apr-13	N/A
License new plant	B	N/A	500.00	NB	N/A	N/A	500.00	---	01-Apr-13	N/A
license old plant	B	N/A	500.00	NB	N/A	N/A	500.00	---	01-Apr-13	N/A
Statutory charge for Streetworks Overruns (min/day)	B	N/A	100.00	NB	N/A	N/A	250.00	150.00%	01-Apr-13	01-Apr-15
Streetworks Overruns (max/day)	B	N/A	3,000.00	NB	N/A	N/A	3,000.00	---	01-Apr-13	N/A
Bar marks in front of vehicle crossings	M	135.00	135.00	NB	135.00	---	135.00	---	01-Apr-11	N/A
Minor Highways Fees										
Vehicle Crossings (Average crossing)	R	900.00	N/A	NB	900.00	---	N/A	N/A	01-Apr-13	01-Apr-15
Oversail Licences (e.g. cranes and canopies)	B	N/A	50.00	NB	N/A	N/A	50.00	---	01-Apr-13	N/A
Additional charges per hr	M	50.00	50.00	NB	50.00	---	50.00	---	01-Apr-11	N/A
All Highways enquiries for legal purposes requiring written response										
Additional Highways Enquiries										
Standard Highways Adoption Question (1 to 3 questions)	B	34.00	36.00	EXP	34.00	---	36.00	---	01-Apr-13	01-Apr-15
Additional Highways Questions (each)	B	12.00	12.50	EXP	12.00	---	12.50	---	01-Apr-13	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Minor Highways Fees										
Building Materials (charge per application)	B	143.50	145.00	NB	143.50	---	145.00	---	01-Apr-13	N/A
Application for Banners on Street Furniture	M	147.10	N/A	NB	147.10	---	N/A	---	01-Apr-13	N/A
Application for Festive Lights & Decorations	M	147.10	N/A	NB	147.10	---	N/A	---	01-Apr-13	N/A
Skip Licencing										
(charge per application. (for 1-49))	B	17.50	17.50	NB	40.00	128.57%	40.00	128.57%	01-Apr-13	01-Apr-15
Minor Highways Fees										
Scaffold / Hoarding (Additional charge per hour)	B	N/A	N/A	NB	N/A	N/A	N/A	N/A	01-Apr-13	N/A
Plant & Maintain Licences (Additional cost /hr)	B	50.00	50.00	NB	50.00	---	50.00	---	01-Apr-11	N/A
Mobile Construction Equipment (e.g. cranes on the highway) Additional cost per hr	B	0.00	0.00	NB	0.00	N/A	0.00	N/A	01-Apr-13	N/A
Scaffold / Hoarding (charge per application)	B	0.00	185.00	NB	0.00	N/A	185.00	N/A	01-Apr-13	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Plant & Maintain Licences (Basic cost charged per application)	M	170.00	185.00	NB	170.00	---	185.00	---	01-Apr-13	01-Apr-15
Mobile Construction Equipment (e.g. cranes on the highway)	B	0.00	185.00	NB	0.00	N/A	185.00	---	01-Apr-13	01-Apr-15
Oversail Licences (e.g. cranes and canopies)	B	0.00	185.00	NB	0.00	N/A	185.00	---	01-Apr-13	01-Apr-15
Entrance to Cellars and Pavement Lights	B	Recharged at costs	N/A	NB	Recharged at costs	---	N/A	N/A	01-Apr-13	N/A
Traffic Management										
3 minutes	B	170.00	170.00	STD	170.00	---	170.00	---	01-Apr-11	N/A
Complete Road Closure - by notice										
24 hours	B	200.00	200.00	STD	200.00	---	200.00	---	01-Apr-11	N/A
Complete Road Closure - by order										
7 days	B	1,000.00	1,000.00	STD	1,000.00	---	1,000.00	---	01-Apr-11	N/A
7. Libraries										
Charges										
Compact Discs - every 3 weeks	R	1.05	1.60	NB	1.05	---	1.60	---	01-Apr-12	N/A
DVDs - per week	R	2.10	3.15	NB	2.10	---	3.15	---	01-Apr-12	N/A
Children's DVDs - per week	R	1.05	1.60	NB	1.05	---	1.60	---	01-Apr-12	N/A
Videos - per week	R	1.05	1.60	NB	1.05	---	1.60	---	01-Apr-12	N/A
Children's videos - per week	R	0.55	0.85	NB	0.55	---	0.85	---	01-Apr-12	N/A
Language Courses - every 3 weeks	R	3.05	5.25	NB	3.05	---	5.25	---	01-Apr-12	N/A
Video Language Courses - every 3 weeks	R	3.05	5.25	NB	3.05	---	5.25	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
CD & Cassettes - every 3 weeks	R	2.05	3.15	NB	2.05	---	3.15	---	01-Apr-12	N/A
eAudiobooks (downloadable) - every 3 weeks	R	2.05	3.15	NB	2.05	---	3.15	---	01-Apr-12	N/A
Holds (Reservations) - Self Placed	R	0.60	0.85	NB	0.60	---	0.85	---	01-Apr-12	N/A
Holds (Reservations) - Staff Placed	R	0.60	0.85	NB	0.60	---	0.85	---	01-Apr-12	N/A
Holds (Reservations) - Not in stock	R	3.10	5.25	NB	3.10	---	5.25	---	01-Apr-12	N/A
Holds (Reservations) - British Library Items	R	3.10	5.25	NB	3.10	---	5.25	---	01-Apr-12	N/A
Holds (Reservations) - Photocopies	R	2.05 + 21p per A4 sheet	2.20 + 25p per A4 sheet	NB	2.05 + 21p per A4 sheet	---	2.20 + 25p per A4 sheet	---	01-Apr-12	N/A
Lost Tickets	R	2.05	2.20	NB	2.05	---	2.20	---	01-Apr-12	N/A
Lost Tickets-Childrens	R	1.05	1.60	NB	1.05	---	1.60	---	01-Apr-12	N/A
Overdue Reminders	R	0.85	1.05	NB	0.85	---	1.05	---	01-Apr-12	N/A
Fines										
Books	R	0.16	0.20	NB	0.16	---	0.20	---	01-Apr-11	N/A
Talking Books	R	0.16	0.20	NB	0.16	---	0.20	---	01-Apr-11	N/A
Cassettes	R	0.16	0.20	NB	0.16	---	0.20	---	01-Apr-11	N/A
Compact Discs	R	0.16	0.20	NB	0.16	---	0.20	---	01-Apr-11	N/A
Language Courses	R	0.16	0.20	NB	0.16	---	0.20	---	01-Apr-11	N/A
Videos	R	1.05	1.60	NB	1.05	---	1.60	---	01-Apr-12	N/A
DVDs	R	1.05	1.60	NB	1.05	---	1.60	---	01-Apr-12	N/A
Junior Videos	R	0.55	0.85	NB	0.55	---	0.85	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Fax										
In the UK - 1st Page	R	1.05	1.10	STD	1.05	---	1.10	---	01-Apr-12	N/A
In the UK - Subsequent Page	R	0.55	0.60	STD	0.55	---	0.60	---	01-Apr-12	N/A
Western Europe - 1st Page	R	2.30	2.40	STD	2.30	---	2.40	---	01-Apr-12	N/A
Western Europe - Subsequent Page	R	1.15	1.20	STD	1.15	---	1.20	---	01-Apr-12	N/A
Rest of the World - 1st Page	R	3.65	3.80	STD	3.65	---	3.80	---	01-Apr-12	N/A
Rest of the World - Subsequent Page	R	1.85	1.95	STD	1.85	---	1.95	---	01-Apr-12	N/A
Per Fax (any length)	R	1.05	1.10	STD	1.05	---	1.10	---	01-Apr-12	N/A
Printing & Photocopies										
Black and White PC Prints per A4 sheets	R	0.20	0.20	STD	0.20	---	0.20	---	01-Apr-11	N/A
Colour PC Prints per A4 sheets	R	0.40	0.40	STD	0.40	---	0.40	---	01-Apr-11	N/A
CD-ROM/Microform Prints per sheet	R	0.30	0.30	STD	0.30	---	0.30	---	01-Apr-11	N/A
Black & White A4	R	0.10	0.10	STD	0.10	---	0.10	---	01-Apr-11	N/A
Black & White A3	R	0.20	0.20	STD	0.20	---	0.20	---	01-Apr-11	N/A
Colour A4	R	1.05	1.10	STD	1.05	---	1.10	---	01-Apr-12	N/A
Colour A3	R	1.55	1.60	STD	1.55	---	1.60	---	01-Apr-12	N/A
Black & White (Colour Photocopies) A4	R	0.30	0.30	STD	0.30	---	0.30	---	01-Apr-11	N/A
Black & White (Colour Photocopies) A3	R	0.60	0.65	STD	0.60	---	0.65	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Hire of Library Premises										
Small hall -Non commercial/charity 15 people seated		8.75	15.00	STD	8.75	---	15.00	---	01-Apr-14	N/A
Small hall -Commercial		15.50	20.00	STD	15.50	---	20.00	---	01-Apr-14	N/A
Medium hall -Non commercial/charity - 15-30 people seated		9.25	15.75	STD	9.25	---	15.75	---	01-Apr-14	N/A
Medium hall -Commercial		16.25	21.00	STD	16.25	---	21.00	---	01-Apr-14	N/A
Large hall -Non commercial/charity Over 30 people seated		9.50	16.00	STD	9.50	---	16.00	---	01-Apr-14	N/A
Large hall -Commercial		16.50	21.50	STD	16.50	---	21.50	---	01-Apr-14	N/A
Advertising										
Notice Board Display - Rental Charge	R	36.00	38.00	STD	36.00	---	38.00	---	01-Apr-12	N/A
Bill posting fee - Up to 3 posters	R	191.50	202.00	STD	191.50	---	202.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Family History Search Fee										
Family History - Census search - one address - Address & year	R	3.60	7.00	STD	3.60	---	7.00	---	01-Apr-12	N/A
Family History - Census search - one address - same address subsequent year	R	1.80	3.00	STD	1.80	---	3.00	---	01-Apr-12	N/A
Family History - Census search - one address - same address subsequent year to include copies of six entries	R	1.80	3.00	STD	1.80	---	3.00	---	01-Apr-12	N/A
Family History - Local Newspapers Search - Article on one specific event	R	3.60	7.50	STD	3.60	---	7.50	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Family History - Electoral Register Search - 1890-1914. Name & address. Occupant at one address. (5 year Search)	R	3.60	7.50	STD	3.60	---	7.50	---	01-Apr-12	N/A
Family History - Electoral Register Search- 1920 - onwards. Name & address. Occupant at one address. (5 year Search)	R	3.60	7.50	STD	3.60	---	7.50	---	01-Apr-12	N/A
Family History - Directories Search - Occupant at one address or trade. (5 year Search)	R	3.60	7.50	STD	3.60	---	7.50	---	01-Apr-12	N/A
Family History - Parish Registers Search - Entry of baptism, marriage or burial	R	1.80	3.00	STD	1.80	---	3.00	---	01-Apr-12	N/A
Family History -Rate Books Search - Occupant at one address	R	3.60	7.50	STD	3.60	---	7.50	---	01-Apr-12	N/A
Family History -Journals Search - Article on one specific topic	R	3.60	7.50	STD	3.60	---	7.50	---	01-Apr-12	N/A
Family History -Photographs Search - Photos of one specific place or topic	R	3.60	7.50	STD	3.60	---	7.50	---	01-Apr-12	N/A
Family History - Maps - Extract showing 1 area.	R	3.60	7.50	STD	3.60	---	7.50	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Other Research - per half hour	R	15.50	21.00	STD	15.50	---	21.00	---	01-Apr-12	N/A
Other										
Annual Membership Fees - Non-Residents	R	0.00	0.00	EXP	0.00	---	0.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
8. 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	---	3,000.00	---	01-Apr-11	N/A
Medium production	B	2,000.00	2,000.00	STD	2,000.00	---	2,000.00	---	01-Apr-11	N/A
Small production (up to 3 crew, camera only)	B	1,000.00	1,000.00	STD	1,000.00	---	1,000.00	---	01-Apr-11	N/A
Council owned secondary location										
Large production	B	2,000.00	2,000.00	STD	2,000.00	---	2,000.00	---	01-Apr-11	N/A
Medium production	B	1,000.00	1,000.00	STD	1,000.00	---	1,000.00	---	01-Apr-11	N/A
Small production (up to 3 crew, camera only)	B	500.00	500.00	STD	500.00	---	500.00	---	01-Apr-11	N/A
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	125.00	125.00	STD	125.00	---	125.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
9. Contact Centre										
Blue Badge										
Disabled Parking Blue Badge - New	R	2.00	2.00	EXP	2.00	---	2.00	---	01-Apr-11	N/A
Disabled Parking Blue Badge - Renewal	R	0.00	0.00	EXP	N/A	N/A	N/A	N/A	01-Apr-13	N/A
10. Street Naming & Numbering										
To name/Rename - To name or Rename a road	M	275.00	275.00	NB	N/A	---	N/A	---	01-Apr-13	N/A
Naming of renaming a Building (Commercial) Per stand alone Building	B	300.00	300.00	NB	N/A	---	N/A	---	01-Apr-13	N/A
Naming of renaming a House (Residential) Per New Building	M	50.00	50.00	NB	N/A	---	N/A	---	01-Apr-13	N/A
To name/Rename - To name/Rename of Building/Street numbering - First or single unit	M	100.00	100.00	NB	N/A	---	N/A	---	01-Apr-13	N/A
To name/Rename - To name/Rename of Building/Street numbering - Multiples 20 plus additional per unit	M	30.00	30.00	NB	N/A	---	N/A	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
To name/Rename - To name/Rename of Building/Street numbering - Multiples 2 to 19 additional per unit	M	25.00	N/A	NB	25.00	---	N/A	N/A	01-Apr-13	N/A
Research Charges - Research charges on possible name/numbering of street/building - Per Hour - Chargeable in 15 minutes units	M	60.00	N/A	NB	60.00	---	N/A	N/A	01-Apr-13	N/A
11. Building Control										
Table 1 (Erection of New Housing & Flats) - Building Notice Charge -Plan charge 50% : Inspection charge 50%										
1	R	606.00	606.00	STD	606.00	---	606.00	---	01-Apr-11	N/A
2	R	727.20	727.20	STD	727.20	---	727.20	---	01-Apr-11	N/A
3	R	848.40	848.40	STD	848.40	---	848.40	---	01-Apr-11	N/A
4	R	969.60	969.60	STD	969.60	---	969.60	---	01-Apr-11	N/A
5 to 10	R	1,212.00	1,212.00	STD	1,212.00	---	1,212.00	---	01-Apr-11	N/A
1 to 5 Flats	R	848.40	848.40	STD	848.40	---	848.40	---	01-Apr-11	N/A
5 to 10 Flats	R	1,090.81	1,090.81	STD	1,090.81	---	1,090.81	---	01-Apr-11	N/A
Table 2 (Domestic Extension(s)) - Plan charge 40% : Inspection charge 60%										
Less than 40m2	R	606.00	606.00	STD	606.00	---	606.00	---	01-Apr-11	N/A
40m2 to 60m2	R	606.00	606.00	STD	606.00	---	606.00	---	01-Apr-11	N/A
60m2 (up to 100m2)	R	727.20	727.20	STD	727.20	---	727.20	---	01-Apr-11	N/A
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	606.00	606.00	STD	606.00	---	606.00	---	01-Apr-11	N/A
40m2 to 60m2	R	606.00	606.00	STD	606.00	---	606.00	---	01-Apr-11	N/A
60m2 (up to 100m2)	R	727.20	727.20	STD	727.20	---	727.20	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Domestic Loft Conversions										
Less than 40m2	R	606.00	606.00	STD	606.00	---	606.00	---	01-Apr-11	N/A
40m2 to 60m2	R	606.00	606.00	STD	606.00	---	606.00	---	01-Apr-11	N/A
60m2 (up to 100m2)	R	727.20	727.20	STD	727.20	---	727.20	---	01-Apr-11	N/A
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	R	606.00	606.00	STD	606.00	---	606.00	---	01-Apr-11	N/A
40m2 to 60m2	R	606.00	606.00	STD	606.00	---	606.00	---	01-Apr-11	N/A
60m2 (up to 100m2)	R	727.20	727.20	STD	727.20	---	727.20	---	01-Apr-11	N/A
Table 2 Other Domestic Buildings (Detached Garage/Carport or attached Conservatory) Plan charge 40% : Inspection charge 60%										
Less than 40m2	R	484.80	484.80	STD	484.80	---	484.80	---	01-Apr-11	N/A
40m2 (up to 100m2)	R	727.20	727.20	STD	727.20	---	727.20	---	01-Apr-11	N/A
Less than 40m2	R	484.80	484.80	STD	484.80	---	484.80	---	01-Apr-11	N/A
40m2 (up to 100m2)	R	727.20	727.20	STD	727.20	---	727.20	---	01-Apr-11	N/A
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	---	242.40	---	01-Apr-11	N/A
Formation of New WC/Shower room/bathroom	R	242.40	242.40	STD	242.40	---	242.40	---	01-Apr-11	N/A
Removal of Chimney Breast(s)	R	242.40	242.40	STD	242.40	---	242.40	---	01-Apr-11	N/A
Formation of Structural Opening in wall e.g. simple through lounge	R	242.40	242.40	STD	242.40	---	242.40	---	01-Apr-11	N/A
Formation of Structural Opening in wall with removal of chimney breast(s)	R	363.00	363.00	STD	363.00	---	363.00	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Formation of Structural Opening in wall requiring new foundation, piers etc	R	363.00	363.00	STD	363.00	---	363.00	---	01-Apr-11	N/A
Formation of Structural Opening in wall requiring new foundation, piers etc with removal of chimney breast(s)	R	363.00	363.00	STD	363.00	---	363.00	---	01-Apr-11	N/A
Replacement of roof weathering (Flat & Pitched)	R	242.40	242.40	STD	242.40	---	242.40	---	01-Apr-11	N/A
Underpinning up to 6m	R	484.80	484.80	STD	484.80	---	484.80	---	01-Apr-11	N/A
Replacement or installation of 5 or fewer new windows / rooflights	R	242.40	242.40	STD	242.40	---	242.40	---	01-Apr-11	N/A
(Re-) plastering or (re-) rendering to walls (at least half of room and up to 50m ²)	R	121.20	121.20	STD	121.20	---	121.20	---	01-Apr-11	N/A
Electrical wiring (up to 4 bed dwelling - 12 circuits)	R	363.60	363.60	STD	363.60	---	363.60	---	01-Apr-11	N/A
Table 2 Conversion work Dwellings Plan charge 50% : Inspection charge 50%										
Attached / detached	R	484.80	484.80	STD	484.80	---	484.80	---	01-Apr-11	N/A
Garage to habitable use	R	484.80	484.80	STD	484.80	---	484.80	---	01-Apr-11	N/A
Conversion to habitable use (e.g. conservatory)	R	727.20	727.20	STD	727.20	---	727.20	---	01-Apr-11	N/A
Conversion of existing building into 5 or fewer self contained flats	R	727.20	727.20	STD	727.20	---	727.20	---	01-Apr-11	N/A
Conversion of one flat / house into two	R	727.20	727.20	STD	727.20	---	727.20	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Table 3 Commercial Charges - Shops & Offices (Small Extensions) Plan charge 50% : Inspection charge 50%										
Less than 40m2	R	606.00	606.00	STD	606.00	---	606.00	---	01-Apr-11	N/A
40m2 to 60m2	R	727.20	727.20	STD	727.20	---	727.20	---	01-Apr-11	N/A
60m2 (up to 100m2)	R	969.60	969.60	STD	969.60	---	969.60	---	01-Apr-11	N/A
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	---	484.80	---	01-Apr-11	N/A
40m2 (up to 100m2)	R	727.20	727.20	STD	727.20	---	727.20	---	01-Apr-11	N/A
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	---	242.40	---	01-Apr-11	N/A
Installation of ATM to existing shopfront	R	121.20	121.20	STD	121.20	---	121.20	---	01-Apr-11	N/A
Installation of new rooflight / smoke vents to existing roof (up to 5)	R	242.40	242.40	STD	242.40	---	242.40	---	01-Apr-11	N/A
Table 3 Commercial Charges (continued) - Fitting out works (including WC's, staff kitchen etc) Plan charge 50% : Inspection charge 50%										
Up to 500m2	R	363.60	363.60	STD	363.60	---	363.60	---	01-Apr-11	N/A
More than 500m2 (up to 1000m2)	R	484.80	484.80	STD	484.80	---	484.80	---	01-Apr-11	N/A
Formation of staff kitchen (up to 10m2)	R	242.40	242.40	STD	242.40	---	242.40	---	01-Apr-11	N/A
Formation of commercial kitchen	R	363.60	363.60	STD	363.60	---	363.60	---	01-Apr-11	N/A
Formation of structural opening (1 opening)	R	242.40	242.40	STD	242.40	---	242.40	---	01-Apr-11	N/A
Formation of structural openings (up to 5 openings)	R	363.60	363.60	STD	363.60	---	363.60	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Formation of new WC / shower room / bathroom fit out	R	242.40	242.40	STD	242.40	---	242.40	---	01-Apr-11	N/A
Installation of new WC / shower / bath or basin within existing room fit out	R	121.20	121.20	STD	121.20	---	121.20	---	01-Apr-11	N/A
New partitions to form office / room(s) in existing building (up to 10m in length)	R	242.40	242.40	STD	242.40	---	242.40	---	01-Apr-11	N/A
New air conditioning installation	R	121.20	121.20	STD	121.20	---	121.20	---	01-Apr-11	N/A
New emergency lighting / smoke detection (up to 500m ²)	R	121.20	121.20	STD	121.20	---	121.20	---	01-Apr-11	N/A
New suspended ceiling (up to 500m ²)	R	121.20	121.20	STD	121.20	---	121.20	---	01-Apr-11	N/A
Replacement fire doors to corridors or stairs (up to 5 doors)	R	121.20	121.20	STD	121.20	---	121.20	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Table 3 General to all commercial - New mezzanine floor - Plan charge 50% : Inspection charge 50%										
Up to 500m2	R	363.60	363.60	STD	363.60	---	363.60	---	01-Apr-11	N/A
More than 500m2 (up to 1000m2)	R	484.80	484.80	STD	484.80	---	484.80	---	01-Apr-11	N/A
Replacement roof covering (flat or pitched roof up to 500m2)	R	242.40	242.40	STD	242.40	---	242.40	---	01-Apr-11	N/A
Underpinning (up to 10m in length)	R	727.20	727.20	STD	727.20	---	727.20	---	01-Apr-11	N/A
New wall / partition (up to 10m in length)	R	242.40	242.40	STD	242.40	---	242.40	---	01-Apr-11	N/A
Replacement or installation of 5 or fewer new windows / rooflights	R	242.40	242.40	STD	242.40	---	242.40	---	01-Apr-11	N/A
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	---	2,424.00	---	01-Apr-11	N/A
Warehouses (up to 1000m2)	R	484.80	484.80	STD	484.80	---	484.80	---	01-Apr-11	N/A
Schools (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	---	2,424.00	---	01-Apr-11	N/A
Assembly Buildings (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	---	2,424.00	---	01-Apr-11	N/A
Commercial Buildings (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	---	2,424.00	---	01-Apr-11	N/A
Public Houses (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	---	2,424.00	---	01-Apr-11	N/A
Hotels (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	---	2,424.00	---	01-Apr-11	N/A
Hospitals (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	---	2,424.00	---	01-Apr-11	N/A
Table 4 NEW										
Demolition Notice /property	R				200.00		N/A			01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
12. Leisure Centres										
Swimming-Indoor										
Peak - Adult	R	3.50	4.20	STD	3.50	---	4.20	---	01-Apr-12	N/A
Peak - Adult Concession	C	1.70	2.00	STD	1.70	---	2.00	---	01-Apr-12	N/A
Peak - Child	R	1.80	1.80	STD	1.80	---	1.80	---	01-Apr-12	N/A
Peak -Child Concession	C	1.00	1.00	STD	1.00	---	1.00	---	01-Apr-13	N/A
Off Peak - Adult	R	2.80	3.30	STD	2.80	---	3.30	---	01-Apr-12	N/A
Off Peak- Adult Concession	C	0.90	1.00	STD	0.90	---	1.00	---	01-Apr-12	N/A
Off Peak - Child	R	1.50	1.50	STD	1.50	---	1.50	---	01-Apr-12	N/A
Off Peak Child Concession	C	0.80	0.80	0	0.80	---	0.80	---	01-Apr-12	N/A
Family Swim - Peak Ticket (2 adults & 2 children)	R	9.00	10.50	STD	9.00	---	10.50	---	01-Apr-12	N/A
Family Swim - Peak Ticket (2 adults & 2 children) Concession	C	5.00	N/A	STD	5.00	---	N/A	N/A	01-Apr-13	N/A
Family Swim - Off Peak Ticket (2 adults & 2 children)	R	7.40	8.50	STD	7.40	---	8.50	---	01-Apr-13	N/A
Family Swim - Off Peak Ticket (2 adults & 2 children) Concession	C	2.90	N/A	STD	2.90	---	N/A	N/A	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Swimming-Outdoor										
Adult	R	5.40	7.00	STD	5.40	---	7.00	---	01-Apr-12	N/A
Adult Concession	C	3.70	5.00	STD	3.70	---	5.00	---	01-Apr-12	N/A
Child	R	3.20	3.50	STD	3.20	---	3.50	---	01-Apr-12	N/A
Child Concession	C	2.20	3.50	STD	2.20	---	3.50	---	01-Apr-12	N/A
Under 5's	R	0.00	0.00	STD	0.00	N/A	0.00	N/A	01-Apr-12	N/A
Under 5's Concession	C	0.00	0.00	STD	0.00	N/A	0.00	N/A	01-Apr-12	N/A
Family (2 adults & 2 children)	R	14.00	17.50	STD	14.00	---	17.50	---	01-Apr-12	N/A
Family (2 adults & 2 children)Concession	C	11.50	15.00	STD	11.50	---	15.00	---	01-Apr-12	N/A
Early morning (adult)	R	2.70	3.50	STD	2.70	---	3.50	---	01-Apr-12	N/A
Early morning (adult)Concession	C	2.20	N/A	STD	2.20	---	N/A	N/A	01-Apr-12	N/A
Evening Swim (adult)	R	3.20	3.80	STD	3.20	---	3.80	---	01-Apr-12	N/A
Evening Swim (adult) Concession	C	2.70	N/A	STD	2.70	---	N/A	N/A	01-Apr-13	N/A
Swimming - Other										
Birthday Parties Sports hall and room hire (90 minutes)	R	102.00	115.00	STD	102.00	---	115.00	---	01-Apr-12	N/A
Birthday Parties Sports hall and room hire (90 minutes) + party host included	R	125.00	145.00	STD	125.00	---	145.00	---	01-Apr-12	N/A
Swimming Instruction (per lesson) Adult	R	7.00	8.00	STD	7.00	---	8.00	---	01-Apr-12	N/A
Swimming Instruction (per lesson) Adult Concession	C	5.20	5.50	STD	5.20	---	5.50	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Swimming Instruction (per lesson) Child	R	5.00	5.30	STD	5.00	---	5.30	---	01-Apr-12	N/A
Swimming Instruction (per lesson) Child Concession	C	3.50	3.60	STD	3.50	---	3.60	---	01-Apr-12	N/A
Swimming Instruction (per lesson) One to one tuition	R	20.50	23.00	STD	20.50	---	23.00	---	01-Apr-12	N/A
Swimming Instruction (per lesson) One to one tuition Concession	C	17.00	19.00	STD	17.00	---	19.00	---	01-Apr-12	N/A
Swim Crash Course 1/2 hour per day x 5 day (per half hour)	R	20.50	23.00	STD	20.50	---	23.00	---	01-Apr-12	N/A
Swim Crash Course 1/2 hour per day x 5 day (per half hour) Concession	C	16.50	18.50	STD	16.50	---	18.50	---	01-Apr-12	N/A
Private Hire (Hillingdon Pools from 25 to 33 metres)										
Hourly rate (Other organisations)	R	N/A	120.00	STD	N/A	N/A	120.00	---	01-Apr-13	N/A
Hourly Rate (Hillingdon Clubs)	R	98.00	N/A	STD	98.00	---	N/A	N/A	01-Apr-12	N/A
Per lane per hour (Other organisations)	R	N/A	25.00	STD	N/A	N/A	25.00	---	01-Apr-13	N/A
Per lane per hour (Hillingdon Clubs)	R	20.00	N/A	STD	20.00	---	N/A	N/A	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Private Hire (50m Pool)										
Hourly rate (Other organisations)	R	N/A	250.00	STD	N/A	N/A	250.00	---	01-Apr-13	N/A
Hourly Rate (Hillingdon Clubs)	R	190.00	N/A	STD	190.00	---	N/A	N/A	01-Apr-12	N/A
Per lane per hour (Other organisations)	R	N/A	32.50	STD	N/A	N/A	32.50	---	01-Apr-13	N/A
Per lane per hour (Hillingdon Clubs)	R	24.00	N/A	STD	24.00	---	N/A	N/A	01-Apr-12	N/A
School Bookings - Up to 30 children	R	35.00	42.00	STD	35.00	---	42.00	---	01-Apr-12	N/A
School Bookings - Up to 50 children	R	57.00	68.00	STD	57.00	---	68.00	---	01-Apr-12	N/A
School Bookings - Each Additional child	R	1.10	1.30	STD	1.10	---	1.30	---	01-Apr-12	N/A
Fun Sessions (Children) - 1 hour	R	2.60	2.60	STD	2.60	---	2.60	---	01-Apr-12	N/A
Fun Sessions (Children) - 1 hour(Concessionary)	R	1.80	2.00	STD	1.80	---	2.00	---	01-Apr-12	N/A
Young at Heart										
Single session(highgrove Pool)	R	3.80	4.30	STD	3.80	---	4.30	---	01-Apr-12	N/A
Single session(highgrove pool concessionary)	C	3.00	3.10	STD	3.00	---	3.10	---	01-Apr-12	N/A
Single session (Botwell Green Sports & Leisure Centre)	R	1.50	2.00	STD	1.50	---	2.00	---	01-Apr-12	N/A

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

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Health & Fitness Membership										
Site Specific Peak Membership (Hillingdon Sport & Leisure Complex only including Outdoor Pool)	R	50.00	60.00	STD	50.00	---	60.00	---	01-Apr-13	N/A
Site Specific Peak Membership (Botwell Sport & Leisure Centre, Highgrove Pool, Hillingdon Sport & Leisure Complex excluding the Outdoor Pool)	R	45.00	55.00	STD	45.00	---	55.00	---	01-Apr-12	N/A
Site Specific Peak Membership (Queensmead Sports Centre only)	R	39.15	43.50	STD	39.15	---	43.50	---	01-Apr-13	N/A
Off Peak Site Specific Membership	R	34.00	40.00	STD	34.00	---	40.00	---	01-Apr-12	N/A
LBH Employee Membership (Equal to 'Top Level' Membership)	R	39.00	39.00	STD	39.00	---	39.00	---	01-Apr-12	N/A
Health Suite Session	R	4.50	5.10	STD	4.50	---	5.10	---	01-Apr-12	N/A
Health Suite Session concession	C	3.40	3.50	STD	3.40	---	3.50	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Main Hall Hire										
Special Events	R	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-13	N/A
Hillingdon Sport & Leisure Centre (4 courts)	R	40.00	48.00	STD	40.00	---	48.00	---	01-Apr-12	N/A
Queensmead Sports Centre (6 courts)	R	57.50	66.00	STD	57.50	---	66.00	---	01-Apr-12	N/A
Botwell Leisure Centre (4 courts)	R	40.00	46.00	STD	40.00	---	46.00	---	01-Apr-12	N/A
Dance / Aerobics Studio Hire	R	36.00	41.00	STD	36.00	---	41.00	---	01-Apr-13	N/A
Gymnastics Hall Hire Fee	R	85.00	96.00	STD	85.00	---	96.00	---	01-Apr-12	N/A
Badminton										
Peak - Per court (Hillingdon Sport & Leisure Complex & Botwell Sport & Leisure Centre)	R	10.00	12.00	STD	10.00	---	12.00	---	01-Apr-12	N/A
Peak - Per court (Queensmead Sports Centre)	R	9.70	11.00	STD	9.70	---	11.00	---	01-Apr-12	N/A
Off Peak - Per court (All Sites)	R	6.00	7.00	STD	6.00	---	7.00	---	01-Apr-12	N/A
Other										
Trampoline / Martial Arts etc.	R	21.00	24.00	STD	21.00	---	24.00	---	01-Apr-12	N/A
Queensmead SC - Netball / 5-a-side External / AI (including floodlights) (per court)	R	26.00	30.00	STD	26.00	---	30.00	---	01-Apr-13	N/A
Cricket Lane Charges	R	30.00	34.00	STD	30.00	---	34.00	---	01-Apr-12	N/A
Table Tennis per table	R	6.20	7.00	STD	6.20	---	7.00	---	01-Apr-12	N/A

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

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

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Holiday Activity										
Weekly - Full day	R	75.00	85.00	STD	75.00	---	85.00	---	01-Apr-12	N/A
Weekly - Full day concession	C	51.00	51.00	STD	51.00	---	51.00	---	01-Apr-12	N/A
Weekly - Full day each Additional child from family	R	60.00	66.00	STD	60.00	---	66.00	---	01-Apr-12	N/A
Weekly - Full day each Additional child from family concession	C	42.00	42.00	STD	42.00	---	42.00	---	01-Apr-12	N/A
Daily - Full day	R	18.00	20.00	STD	18.00	---	20.00	---	01-Apr-12	N/A
Daily - Full day concession	C	11.50	11.50	STD	11.50	---	11.50	---	01-Apr-12	N/A
Daily - Full day each Additional child from family	R	14.00	15.50	STD	14.00	---	15.50	---	01-Apr-12	N/A
Daily - Full day each Additional child from family concession	C	8.50	8.50	STD	8.50	---	8.50	---	01-Apr-12	N/A
Athletics										
Adult	R	3.00	3.50	STD	3.00	---	3.50	---	01-Apr-13	N/A
Adult concession	C	1.70	1.80	STD	1.70	---	1.80	---	01-Apr-12	N/A
Child	R	1.70	1.80	STD	1.70	---	1.80	---	01-Apr-12	N/A
Child concession	C	1.20	1.20	0	1.20	---	1.20	---	01-Apr-12	N/A
Spectators	R	0.50	0.50	STD	0.50	---	0.50	---	01-Apr-12	N/A
Meetings - Hillingdon Clubs / Schools (Monday - Friday)	R	37.00	N/A	STD	37.00	---	N/A	N/A	01-Apr-12	N/A
Meetings - Hillingdon Clubs / Schools (Weekends)	R	44.00	N/A	STD	44.00	---	N/A	N/A	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Meetings - Other Organisations (Monday - Friday)	R	N/A	56.00	STD	N/A	N/A	56.00	---	01-Apr-13	N/A
Meetings - Other Organisations (Weekends)	R	N/A	62.50	STD	N/A	N/A	62.50	---	01-Apr-13	N/A
Meetings - Events - Additional cost per hour	R	54.00	55.00	STD	54.00	---	55.00	---	01-Apr-12	N/A
Meeting Room Full day (8 hrs max)	R	195.00	230.00	STD	195.00	---	230.00	---	01-Apr-12	N/A
Meeting Room Evening	R	40.00	48.00	STD	40.00	---	48.00	---	01-Apr-12	N/A
Meeting Room Part day (rate per hour)	R	32.00	37.50	STD	32.00	---	37.50	---	01-Apr-12	N/A
Football Pitch										
1 to 2 matches (per match)	R	200.00	230.00	STD	200.00	---	230.00	---	01-Apr-12	N/A
3 to 5 matches (per match)	R	175.00	200.00	STD	175.00	---	200.00	---	01-Apr-12	N/A
6 to 9 matches (per match)	R	150.00	170.00	STD	150.00	---	170.00	---	01-Apr-12	N/A
10 or more matches (per match)	R	135.00	150.00	STD	135.00	---	150.00	---	01-Apr-12	N/A
Astroturf Pitch										
Full pitch	R	105.00	125.00	STD	105.00	---	125.00	---	01-Apr-12	N/A
1/3 pitch	R	57.50	67.50	STD	57.50	---	67.50	---	01-Apr-12	N/A
Botwell Green										
Full Pitch (Botwell Green Sport & Leisure Centre)	R	81.00	95.00	STD	81.00	---	95.00	---	01-Apr-12	N/A
Half Pitch (Botwell Green Sports & Leisure Centre)	R	58.00	65.00	STD	58.00	---	65.00	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Petanque										
Casual use	R	1.20	2.00	STD	1.20	---	2.00	---	01-Apr-12	N/A
Full pitch (six)	R	26.00	32.00	STD	26.00	---	32.00	---	01-Apr-12	N/A
1/6 pitch	R	5.20	7.00	STD	5.20	---	7.00	---	01-Apr-12	N/A
Gymnastics & Other Junior Activities										
Gym Tots & Pre School 45 minute lessons	R	4.65	4.70	STD	4.65	---	4.70	---	01-Apr-12	N/A
Gym Tots & Pre School 45 minute lessons concession	C	3.50	3.60	STD	3.50	---	3.60	---	01-Apr-12	N/A
General Gym 1-5	R	4.95	5.10	STD	4.95	---	5.10	---	01-Apr-12	N/A
General Gym 1-5 concessions	C	4.00	4.10	STD	4.00	---	4.10	---	01-Apr-12	N/A
Football	R	4.95	5.10	STD	4.95	---	5.10	---	01-Apr-12	N/A
Football concession	C	4.00	4.10	STD	4.00	---	4.10	---	01-Apr-12	N/A
Trampolining (Intermediate)	R	4.95	5.10	STD	4.95	---	5.10	---	01-Apr-12	N/A
Trampolining (Intermediate) concession	C	4.00	4.10	STD	4.00	---	4.10	---	01-Apr-12	N/A
Adult Gymnastics	R	8.20	9.00	STD	8.20	---	9.00	---	01-Apr-12	N/A
Adult Gymnastics concession	C	6.20	7.30	STD	6.20	---	7.30	---	01-Apr-12	N/A
Development & Floor & Vault Squad 2	R	4.20	4.30	STD	4.20	---	4.30	---	01-Apr-12	N/A
Development & Floor & Vault Squad 2 concession	C	3.20	3.30	STD	3.20	---	3.30	---	01-Apr-12	N/A
Development & Floor & Vault Squad 1	R	3.70	3.80	STD	3.70	---	3.80	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Development & Floor & Vault Squad 1 concession	C	2.70	2.80	STD	2.70	---	2.80	---	01-Apr-12	N/A
Sports Acro Squad	R	2.70	2.80	STD	2.70	---	2.80	---	01-Apr-12	N/A
Sports Acro Squad concession	C	1.70	1.80	STD	1.70	---	1.80	---	01-Apr-12	N/A
Additional staff for parties	R	23.00	23.00	STD	23.00	---	23.00	---	01-Apr-12	N/A
Additional staff for parties concession	C	23.00	23.00	STD	23.00	---	23.00	---	01-Apr-12	N/A
Creche off-peak	R	2.15	2.20	STD	2.15	---	2.20	---	01-Apr-12	N/A
Creche off-peak concession	C	1.50	1.55	STD	1.50	---	1.55	---	01-Apr-12	N/A
Creche peak	R	2.80	2.80	STD	2.80	---	2.80	---	01-Apr-12	N/A
Creche peak concession	C	2.00	2.10	STD	2.00	---	2.10	---	01-Apr-12	N/A
Toddlers World	R	4.10	4.10	STD	4.10	---	4.10	---	01-Apr-12	N/A
Toddlers World	R	3.70	3.70	STD	3.70	---	3.70	---	01-Apr-13	N/A
Sports Development Subsidised Charges										
StreetGames (Typical charge per Hour)	C	3.00	3.00	STD	3.00	---	3.00	---	01-Apr-13	N/A
Back to Sport(Typical charge per hour)	C	5.00	5.00	STD	5.00	---	5.00	---	01-Apr-13	N/A
Back to Golf(typical charge per hour)	C	8.00	8.00	STD	8.00	---	8.00	---	01-Apr-13	N/A
Coach Education workshop (based on 3hr session)	C	28.00	33.00	STD	28.00	---	33.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
13. Ice Rink										
Off Peak Adult	R	5.00	N/A	STD	5.00	---	N/A	N/A	01-Apr-12	N/A
Peak Adult	R	7.00	N/A	STD	7.00	---	N/A	N/A	01-Jan-11	N/A
Peak Child / Concessionary	R	5.50	6.00	STD	5.50	---	6.00	---	01-Jan-11	N/A
Off Peak Child / Concessionary	R	3.50	4.00	STD	3.50	---	4.00	---	01-Jan-11	N/A
Schools Shared Session	S	110.00	N/A	STD	110.00	---	N/A	N/A	01-Jan-11	N/A
School sole session	S	230.00	N/A	STD	230.00	---	N/A	N/A	01-Jan-11	N/A
Peak Family	R	20.00	N/A	STD	20.00	---	N/A	N/A	01-Jan-11	N/A
Off Peak Family	R	14.00	N/A	STD	14.00	---	N/A	N/A	01-Jan-11	N/A
Peak Adult Group Discount	R	5.60	6.00	STD	5.60	---	6.00	---	01-Jan-11	N/A
Off Peak Adult Group Discount	R	4.00	4.00	STD	4.00	---	4.00	---	01-Jan-11	N/A
Peak Child Group Discount	R	4.40	N/A	STD	4.40	---	N/A	N/A	01-Jan-11	N/A
Off Peak Child Group Discount	R	2.80	N/A	STD	2.80	---	N/A	N/A	01-Jan-11	N/A
Sponsorship Income	B	1,200.00	N/A	STD	1,200.00	---	N/A	N/A	01-Apr-13	N/A
Hayes Carnival										
Cost per pitch (commercial organisations)	B	75.00	115.00	EXP	75.00	---	115.00	---	01-Apr-13	N/A
Cost Per Pitch (commercial organisations) Prompt Payment borough based only	B	40.00	N/A	EXP	40.00	---	N/A	N/A	01-Apr-13	N/A
Cost per pitch (charities)	C	15.00	15.00	EXP	15.00	---	15.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
14. Golf Courses										
Golf Courses - Season Tickets										
7 day season ticket	R	525.00	530.00	STD	525.00	---	530.00	---	28-Oct-12	N/A
5 day season ticket	R	399.00	399.00	STD	399.00	---	399.00	---	01-Apr-13	N/A
7 Day season Ticket (60+)	R	525.00	530.00	STD	525.00	---	530.00	---	28-Oct-12	N/A
5 Day season Ticket (60+)	R	399.00	399.00	STD	399.00	---	399.00	---	01-Apr-13	N/A
Senior / income support concession	C	150.00	150.00	STD	150.00	---	150.00	---	01-Apr-13	N/A
Student concession	C	150.00	250.00	STD	150.00	---	250.00	---	28-Oct-12	N/A
Junior concession	C	120.00	120.00	STD	120.00	---	120.00	---	01-Apr-13	N/A
Young Person 7 Day	C	N/A	N/A	STD	N/A	N/A	N/A	N/A		
Golf Courses - Green Fees (Haste Hill / Ruislip)										
Adult 18 holes (Monday to Friday)	R	14.00	17.00	STD	14.00	---	17.00	---	28-Oct-12	N/A
Adult 18 holes (weekends and bank holidays)	R	20.00	23.00	STD	20.00	---	23.00	---	28-Oct-12	N/A
Adult dusk (Monday to Friday)	R	10.00	10.00	STD	10.00	---	10.00	---	01-Apr-13	N/A
Adult 12pm to 2pm (weekends and bank holidays)	R	15.00	18.00	STD	15.00	---	18.00	---	28-Oct-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Adult dusk (weekends and bank holidays)	R	10.00	10.00	STD	10.00	---	10.00	---	01-Apr-13	N/A
Senior / Junior / Student (Monday to Friday) concession	C	10.00	10.00	STD	10.00	---	10.00	---	01-Apr-13	N/A
Junior / Student (weekends and bank holidays) concession	C	10.00	10.00	STD	10.00	---	10.00	---	01-Apr-13	N/A
Golf Courses - Green Fees (Uxbridge)										
Adult 18 holes (Monday to Friday)	R	10.00	10.00	STD	10.00	---	10.00	---	01-Apr-13	N/A
Adult 18 holes (weekends and bank holidays)	R	12.00	12.50	STD	12.00	---	12.50	---	01-Apr-13	N/A
Adult 12 holes (Monday to Friday)	R	7.00	10.00	STD	7.00	---	10.00	---	01-Apr-13	N/A
Adult dusk (Monday to Friday)	R	6.00	7.00	STD	6.00	---	7.00	---	01-Apr-13	N/A
Adult dusk (weekends and bank holidays)	R	7.00	8.00	STD	7.00	---	8.00	---	01-Apr-13	N/A
Senior / Junior / Student (Monday to Friday)	R	7.00	7.50	STD	7.00	---	7.50	---	01-Apr-13	N/A
Junior / Student (weekends and bank holidays)	R	8.00	8.00	STD	8.00	---	8.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Golf Courses - Golf Society Prices (Haste Hill / Ruislip only)										
18 holes (Monday to Friday) (Ruislip)	R	12.00	14.00	STD	12.00	---	14.00	---	28-Oct-12	N/A
18 holes (Monday to Friday) (Haste Hill)	R	12.00	15.00	STD	12.00	---	15.00	---	28-Oct-12	N/A
18 holes (weekends and bank holidays) (Ruislip)	R	17.00	22.00	STD	17.00	---	22.00	---	28-Oct-12	N/A
18 holes (weekends and bank holidays) (Haste Hill)	R	17.00	20.00	STD	17.00	---	20.00	---	28-Oct-12	N/A
27 holes (Monday to Friday)	R	20.00	22.50	STD	20.00	---	22.50	---	28-Oct-12	N/A
27 holes (weekends and bank holidays)	R	24.00	25.00	STD	24.00	---	25.00	---	28-Oct-12	N/A
36 holes (Monday to Friday) (Haste Hill only)	R	25.00	27.00	STD	25.00	---	27.00	---	28-Oct-12	N/A
36 holes (weekends and bank holidays) (Haste Hill only)	R	30.00	35.00	STD	30.00	---	35.00	---	28-Oct-12	N/A
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	-	15.30	---	28-Oct-12	N/A
Adult 18 holes (weekends and bank holidays)	R	18.00	20.70	STD	18.00	---	20.70	---	28-Oct-12	N/A
Adult dusk (Monday to Friday)	R	9.00	9.00	STD	9.00	---	9.00	---	01-Apr-13	N/A
Adult 12pm to 2pm (weekends and bank holidays)	R	13.50	15.30	STD	13.50	---	15.30	---	28-Oct-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Adult dusk (weekends and bank holidays)	R	9.00	15.30	STD	9.00	---	15.30	---	28-Oct-12	N/A
Senior / Junior / Student (Monday to Friday) concession	C	9.00	9.00	STD	9.00	---	9.00	---	01-Apr-13	N/A
Junior / Student (weekends and bank holidays) concession	C	9.00	9.00	STD	9.00	---	9.00	---	01-Apr-13	N/A
Golf Courses - Bring a Friend Green Fees (Uxbridge) (Season Ticket Holders Only)										
Adult 18 holes (Monday to Friday)	R	9.00	9.00	STD	9.00	---	9.00	---	01-Apr-13	N/A
Adult 18 holes (weekends and bank holidays)	R	10.80	11.25	STD	10.80	---	11.25	---	28-Oct-12	N/A
Adult 12 holes (Monday to Friday)	R	6.30	10.00	STD	6.30	---	10.00	---	28-Oct-12	N/A
Adult dusk (Monday to Friday)	R	5.40	7.00	STD	5.40	---	7.00	---	28-Oct-12	N/A
Adult dusk (weekends and bank holidays)	R	6.30	8.00	STD	6.30	---	8.00	---	28-Oct-12	N/A
Senior / Junior / Student (Monday to Friday)	R	6.30	7.50	STD	6.30	---	7.50	---	28-Oct-12	N/A
Junior / Student (weekends and bank holidays)	R	7.20	8.00	STD	7.20	---	8.00	---	28-Oct-12	N/A
DRIVING RANGE										
Ball Packages	R	3.00	3.00	STD	3.00	---	3.00	---	28-Oct-12	N/A
50 Balls	R	5.00	5.00	STD	5.00	---	5.00	---	28-Oct-12	N/A
100 Balls	R	20.00	20.00	STD	20.00	---	20.00	---	28-Oct-12	N/A
500 Balls	R	35.00	35.00	STD	35.00	---	35.00	---	28-Oct-12	N/A
1000 Balls	R	35.00	35.00	STD	35.00	---	35.00	---	28-Oct-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
15. Breakspeare Crematorium										
Cremation Fees										
Stillborn. inc Organist	R	44.00	44.00	EXP	0.00	-100.00%	0.00	-100.00%	01-Apr-12	N/A
Children 6 years and under. inc Organist	R	72.00	72.00	EXP	0.00	-100.00%	0.00	-100.00%	01-Apr-12	N/A
Children 7 - 11 years. inc Organist	R	114.00	114.00	EXP	0.00	-100.00%	0.00	-100.00%	01-Apr-12	N/A
Children 12 - 17 years. inc Organist	R	218.00	218.00	EXP	0.00	-100.00%	0.00	-100.00%	01-Apr-12	N/A
Over 17 years. inc Organist	R	575.00	575.00	EXP	575.00	---	575.00	---	01-Apr-12	N/A
Cremation of retained organs										
Additional Service Time	R	185.00	185.00	EXP	185.00	---	185.00	---	01-Apr-12	N/A
Cancellations	R	130.00	130.00	EXP	130.00	---	130.00	---	01-Apr-12	N/A
Certificates of Cremation - overseas	R	22.00	22.00	EXP	22.00	---	22.00	---	01-Apr-12	N/A
Scattering of Ashes	R	50.00	50.00	EXP	50.00	---	50.00	---	01-Apr-12	N/A
Retaining cremated remains(per month)	R	12.50	12.50	EXP	12.50	---	12.50	---	01-Apr-12	N/A
Postage & Packing in Polytainer UK only	R	58.00	58.00	EXP	58.00	---	58.00	---	01-Apr-12	N/A
Baby Urn - poly	R	10.00	10.00	STD	10.00	---	10.00	---	01-Apr-12	N/A
Supply New Garden Seat inc 10 years lease	R	1,544.00	1,544.00	STD	1,544.00	---	1,544.00	---	01-Apr-12	N/A
Trees & Shrubs - rose bushes inc 5 years lease	R	235.00	235.00	STD	235.00	---	235.00	---	01-Apr-12	N/A
Trees & Shrubs - rose trees inc 5 years lease	R	290.00	290.00	STD	290.00	---	290.00	---	01-Apr-12	N/A
Trees & Shrubs - ornamental shrubs inc 5 years lease	R	290.00	290.00	STD	290.00	---	290.00	---	01-Apr-12	N/A

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

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

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Trees & Shrubs - ornamental trees (10 years)	R	394.00	394.00	STD	394.00	---	394.00	---	01-Apr-12	N/A
Plaque for trees, shrubs, roses or seats	R	91.00	91.00	STD	91.00	---	91.00	---	01-Apr-12	N/A
Book of Remembrance - 2 line entry	R	61.00	61.00	STD	61.00	---	61.00	---	01-Apr-12	N/A
Book of Remembrance - 5 line entry	R	106.00	106.00	STD	106.00	---	106.00	---	01-Apr-12	N/A
Book of Remembrance - 8 line entry	R	158.00	158.00	STD	158.00	---	158.00	---	01-Apr-12	N/A
Book of Remembrance - 10 line entry	R	193.00	193.00	STD	193.00	---	193.00	---	01-Apr-12	N/A
Extra - Floral Emblem	R	80.00	80.00	STD	80.00	---	80.00	---	01-Apr-12	N/A
Extra - Full Heraldic Device	R	120.00	120.00	STD	120.00	---	120.00	---	01-Apr-12	N/A
Memorial Cards - 2 line entry	R	40.00	40.00	STD	40.00	---	40.00	---	01-Apr-12	N/A
Memorial Cards - 5 line entry	R	60.00	60.00	STD	60.00	---	60.00	---	01-Apr-12	N/A
Memorial Cards - 8 line entry	R	98.00	98.00	STD	98.00	---	98.00	---	01-Apr-12	N/A
Memorial Cards - 10 line entry	R	126.00	126.00	STD	126.00	---	126.00	---	01-Apr-12	N/A
Memorial Booklets - 2 line entry	R	60.00	60.00	STD	60.00	---	60.00	---	01-Apr-12	N/A
Memorial Booklets - 5 line entry	R	82.00	82.00	STD	82.00	---	82.00	---	01-Apr-12	N/A
Memorial Booklets - 8 line entry	R	126.00	126.00	STD	126.00	---	126.00	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Memorial Booklets - 10 line entry	R	157.00	157.00	STD	157.00	---	157.00	---	01-Apr-12	N/A
Additional lines in Booklets - 2 line entry	R	35.00	35.00	STD	35.00	---	35.00	---	01-Apr-12	N/A
Additional lines in Booklets - 5 line entry	R	53.00	53.00	STD	53.00	---	53.00	---	01-Apr-12	N/A
Additional lines in Booklets - 8 line entry	R	90.00	90.00	STD	90.00	---	90.00	---	01-Apr-12	N/A
Additional lines in Booklets - 10 line entry	R	116.00	116.00	STD	116.00	---	116.00	---	01-Apr-12	N/A
Garden Niches										
10 years incl Urn & Inspection (new facility)	R	1,675.00	1,675.00	STD	1,675.00	---	1,675.00	---	01-Apr-12	N/A
Columbarium Niches - single-inc 10 years lease	R	363.00	363.00	EXP	363.00	---	363.00	---	01-Apr-12	N/A
Columbarium Niches - double-inc 10 years lease	R	606.00	606.00	EXP	606.00	---	606.00	---	01-Apr-12	N/A
Langley casket up to 50 characters	R	215.00	215.00	EXP	215.00	---	215.00	---	01-Apr-12	N/A
Metal Urn	R	33.00	33.00	EXP	33.00	---	33.00	---	01-Apr-12	N/A
Cloister Spaces - single-inc 10 years lease	R	157.00	157.00	EXP	157.00	---	157.00	---	01-Apr-12	N/A
Inscription	R	86.00	86.00	EXP	86.00	---	86.00	---	01-Apr-12	N/A
Cloister Spaces - double-inc 10 years lease	R	359.00	359.00	EXP	359.00	---	359.00	---	01-Apr-12	N/A
Inscription	R	132.00	132.00	EXP	132.00	---	132.00	---	01-Apr-12	N/A
Classic - inc 5 years lease										
Window Spaces	R	254.00	254.00	EXP	254.00	---	254.00	---	01-Apr-12	N/A
Inscription	R	113.00	113.00	STD	113.00	---	113.00	---	01-Apr-12	N/A
New Flower Vases	R	456.00	456.00	STD	456.00	---	456.00	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Additional letters each	R	6.30	6.30	STD	6.30	---	6.30	---	01-Apr-12	N/A
Additional Guided Motif	R	128.00	128.00	STD	128.00	---	128.00	---	01-Apr-12	N/A
Additional Hand Painted Motif	R	190.00	190.00	STD	190.00	---	190.00	---	01-Apr-12	N/A
Photoplaque	R	190.00	190.00	STD	190.00	---	190.00	---	01-Apr-12	N/A
New Windows -- Small -- 10 years -I colour	R	567.00	567.00	STD	567.00	---	567.00	---	01-Apr-12	N/A
16. Cemeteries										
Adult interments (persons exceeding 16 years of age at death) - In New Private Graves										
Depth for 1 interment	R	540.00	1,120.00	EXP	621.00	15.00%	1,198.40	7.00%	01-Apr-13	01-Apr-15
Depth for 2 interment	R	590.00	1,220.00	EXP	678.50	15.00%	1,305.40	7.00%	01-Apr-13	01-Apr-15
Depth for 3 interment	R	720.00	1,490.00	EXP	828.00	15.00%	1,594.30	7.00%	01-Apr-13	01-Apr-15
Depth for 4 interment	R	830.00	1,720.00	EXP	954.50	15.00%	1,840.40	7.00%	01-Apr-13	01-Apr-15
Adult interments (persons exceeding 16 years of age at death) - In Re-Opened Private Graves										
Depth for 1 interment	R	580.00	1,200.00	EXP	667.00	15.00%	1,284.00	7.00%	01-Apr-13	01-Apr-15
Depth for 2 interment	R	730.00	1,510.00	EXP	839.50	15.00%	1,615.70	7.00%	01-Apr-13	01-Apr-15
Depth for 3 interment	R	875.00	1,810.00	EXP	1,006.25	15.00%	1,936.70	7.00%	01-Apr-13	01-Apr-15
Depth for 4 interment	R	1,095.00	2,260.00	EXP	1,259.25	15.00%	2,418.20	7.00%	01-Apr-13	01-Apr-15
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	82.00	EXP	46.00	15.00%	87.76	7.02%	01-Apr-13	01-Apr-15
In private grave (single depth)	R	90.00	184.00	EXP	103.50	15.00%	196.90	7.01%	01-Apr-13	01-Apr-15
In private grave for the child's interment plus 2 adults	R	180.00	370.00	EXP	207.00	15.00%	395.90	7.00%	01-Apr-13	01-Apr-15
In private grave for the child's interment plus 3 adults	R	225.00	460.00	EXP	258.75	15.00%	492.20	7.00%	01-Apr-13	01-Apr-15
In Child's grave (where applicable)	R	86.00	176.00	EXP	98.90	15.00%	188.30	6.99%	01-Apr-13	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
In private grave (single depth)	R	125.00	256.00	EXP	143.75	15.00%	273.90	6.99%	01-Apr-13	01-Apr-15
In private grave for the child's interment plus 2 adults	R	300.00	620.00	EXP	345.00	15.00%	663.40	7.00%	01-Apr-13	01-Apr-15
In private grave for the child's interment plus 3 adults	R	380.00	780.00	EXP	437.00	15.00%	834.60	7.00%	01-Apr-13	01-Apr-15
Interment of Cremated Remains (within full private graves)										
When the grave is closed to full interments	R	172.00	356.00	EXP	197.80	15.00%	380.90	6.99%	01-Apr-13	01-Apr-15
To a depth to permit 1 further full interment	R	338.00	690.00	EXP	388.70	15.00%	738.30	7.00%	01-Apr-13	01-Apr-15
To a depth to permit 2 further full interment	R	490.00	1,000.00	EXP	563.50	15.00%	1,070.00	7.00%	01-Apr-13	01-Apr-15
To a depth to permit 3 further full interment	R	640.00	1,320.00	EXP	736.00	15.00%	1,412.40	7.00%	01-Apr-13	01-Apr-15
To scatter cremated remains (within Cremation Section and Columbaria)	R	76.00	156.00	EXP	87.40	15.00%	166.90	6.99%	01-Apr-13	01-Apr-15
New and re-open cremation graves	R	172.00	352.00	EXP	197.80	15.00%	376.65	7.00%	01-Apr-13	01-Apr-15
Re-opening of Columbaria units	R	132.00	270.00	EXP	151.80	15.00%	288.90	7.00%	01-Apr-13	01-Apr-15
Interments in Heritage Graves										
Adults interment	R	465.00	960.00	EXP	534.75	15.00%	1,027.20	7.00%	01-Apr-13	01-Apr-15
Childs interment	R	173.00	356.00	EXP	198.95	15.00%	380.90	6.99%	01-Apr-13	01-Apr-15
Infants interment	R	110.00	226.00	EXP	126.50	15.00%	241.80	6.99%	01-Apr-13	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Grave Digging Surcharges										
For a variation in size within 2"	R	136.00	280.00	EXP	156.40	15.00%	299.60	7.00%	01-Apr-13	01-Apr-15
For a variation in size between 2" and 4"	R	260.00	536.00	EXP	299.00	15.00%	573.60	7.01%	01-Apr-13	01-Apr-15
For a variation in size between 4" and 6"	R	393.00	810.00	EXP	451.95	15.00%	866.70	7.00%	01-Apr-13	01-Apr-15
For a variation in size in excess of 6"	R	518.00	1,060.00	EXP	595.70	15.00%	1,134.20	7.00%	01-Apr-13	01-Apr-15
Exclusive rights of burial (Conventional Graves)										
Grave space measuring 9 feet by 4 feet	R	1,680.00	4,320.00	EXP	1,932.00	15.00%	4,622.40	7.00%	01-Feb-13	01-Apr-15
Grave space measuring 9 feet by 8 feet	R	3,360.00	8,640.00	EXP	3,864.00	15.00%	9,244.80	7.00%	01-Feb-13	01-Apr-15
Exclusive rights of burial (Lawn Section Graves)										
Grave space measuring 9 feet by 4 feet	R	1,200.00	2,880.00	EXP	1,380.00	15.00%	3,081.60	7.00%	01-Feb-13	01-Apr-15
Grave space measuring 9 feet by 8 feet	R	2,400.00	5,760.00	EXP	2,760.00	15.00%	6,163.20	7.00%	01-Feb-13	01-Apr-15
Exclusive rights of burial (Bricked Grave or Vault)										
Grave space measuring 9 feet by 4 feet	R	POA	POA	EXP		N/A		N/A	01-Apr-13	N/A
Grave space measuring 9 feet by 8 feet	R	POA	POA	EXP		N/A		N/A	01-Apr-13	N/A
Lined Muslim Graves										
For traditional uncoffined burial	R	1,800.00	3,720.00	EXP	2,070.00	15.00%	3,980.40	7.00%	01-Apr-13	01-Apr-15
Children's Section Graves										
Gravespace measuring 4 feet by 2 feet	R	300.00	620.00	EXP	345.00	15.00%	663.40	7.00%	01-Apr-13	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Woodland Graves (West Drayton Cemetery) Special Regulations Apply										
Gravespace measuring 9 feet by 4 feet	R	750.00	1,550.00	EXP	862.50	15.00%	1,658.50	7.00%	01-Apr-13	01-Apr-15
17. Development Control										
Planning Fees										
Commercial Buildings - Call Out for Listed Building and Design Advice from a Conservation Officer	M	0.00	N/A	STD	0.00	N/A	N/A	N/A	01-Apr-14	01-Jan-14
Householders - Category A Development	M	4,200.00	N/A	STD	4,200.00	---	N/A	N/A	01-Apr-14	01-Jan-14
Follow up Meetings - Category A Development	M	2,100.00	N/A	STD	2,100.00	---	N/A	N/A	01-Apr-14	01-Jan-14
Pre Application Fees - Category B Development	M	3,000.00	N/A	STD	3,000.00	---	N/A	N/A	01-Apr-14	01-Jan-14
Pre Application Fees - Category C Development	M	2,280.00	N/A	STD	2,280.00	---	N/A	N/A	01-Apr-11	01-Jan-14
Pre Application Fees - Category D Development	M	1,000.00	N/A	STD	1,000.00	---	N/A	N/A	01-Apr-14	01-Jan-14
Follow up Meetings - Category B Development	M	1,500.00	N/A	STD	1,500.00	---	N/A	N/A	01-Apr-14	01-Jan-14
Follow up Meetings - Category C Development	M	1,140.00	N/A	STD	1,140.00	---	N/A	N/A	01-Apr-14	01-Jan-14
Follow up Meetings - Category D Development	M	500.00	N/A	STD	500.00	---	N/A	N/A	01-Apr-14	01-Jan-14
Pre Application Fees - Category E Development	M	600.00	N/A	STD	600.00	---	N/A	N/A	01-Apr-11	01-Jan-14
Follow up Meetings - Category E Development	M	300.00	N/A	STD	300.00	---	N/A	N/A	01-Apr-14	01-Jan-14

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Other Developments - All other Development excluding householder development and work to trees - Category H	M	270.00	N/A	STD	270.00	---	N/A	N/A	01-Apr-11	01-Jan-14
Householders - Minor Applications - Category F	M	270.00	N/A	STD	270.00	---	N/A	N/A	01-Apr-11	01-Jan-14
Follow up Meetings - Category F Development	M	135.00	N/A	STD	135.00	---	N/A	N/A	01-Apr-14	01-Jan-14
Householders - Specialist: Additional flat fee where listed Building or Conservation advice is required	M	0.00	N/A	STD	0.00	---	N/A	N/A	01-Apr-14	01-Jan-14
Duty Planning Advice	M	100.00	N/A	STD	100.00	---	N/A	N/A	01-Apr-14	N/A
Follow up Meetings - General Advice (Householder, Small Scale Adverts)	M	50.00	N/A	STD	50.00	---	N/A	N/A	01-Apr-14	N/A
Duty Planning Advice	M	100.00	N/A	STD	100.00	---	N/A	N/A	01-Apr-14	N/A
Follow up Meetings - Advice re: single tree (Tree / Aboricultural Advice)	M	100.00	N/A	STD	100.00	---	N/A	N/A	01-Apr-14	N/A
Duty Planning Advice	M	100.00	N/A	STD	100.00	---	N/A	N/A	01-Apr-14	N/A
Follow up Meetings - Advice re: multiple trees (Tree / Aboricultural Advice)	M	100.00	N/A	STD	100.00	---	N/A	N/A	01-Apr-14	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Duty Planning Advice Follow up Meetings - Enforcement Advice (Responding to solicitors enquires related to conveyancing matters) Additional charges for the attendance of senior Managers - All other Development excluding householder development and work to trees	M	150.00	N/A	STD	150.00	---	N/A	N/A	01-Apr-14	N/A
	M	240.00	N/A	STD	240.00	---	N/A	N/A	01-Apr-11	01-Jan-14
Planning - Additional Other Charges										
Copy Planning Decision	M	15.00	N/A	STD	15.00	---	N/A	N/A	01-Apr-11	N/A
Copy Appeal Decision	M	15.00	N/A	STD	15.00	---	N/A	N/A	01-Apr-11	N/A
Copy TPO with A4 - A3 Plans	M	20.00	N/A	STD	20.00	---	N/A	N/A	01-Apr-11	N/A
General Photocopying / Printing including copies of letters, application forms, officer reports etc. (A4 size only)	M	0.20	N/A	STD	0.20	---	N/A	N/A	01-Apr-11	N/A
Site History Research, Bulk Copying / Printing or other general planning research utilising officer time.	M	30.00	60.00	STD	30.00	---	60.00	---	01-Apr-11	N/A
Copy Plans (Paper or Scanned) A3 Copy or Extract - Per Plan	M	5.00	N/A	STD	5.00	---	N/A	N/A	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Copy Plans (Paper or Scanned) A2 -A10 - Per Plan	M	15.00	N/A	STD	15.00	---	N/A	N/A	01-Apr-11	N/A
Copy Plan (from Mvicrofilm) A3 Plan - Per Plan	M	15.00	N/A	STD	15.00	---	N/A	N/A	01-Apr-14	N/A
Copy Plan (from Mvicrofilm) A2-A10 Plan - Per Plan	M	25.00	N/A	STD	25.00	---	N/A	N/A	01-Apr-14	N/A
BAA Fees										
GDPO Applications and other Planning Related Work										
Scoping/screening opinions	B	1,000.00	1,000.00	NB	1,000.00	---	1,000.00	---	01-Apr-11	N/A
6 pre-application meetings a year - per meeting	B	750.00	750.00	STD	750.00	---	750.00	---	01-Apr-11	N/A
Considerations	B	85.00	85.00	NB	85.00	---	85.00	---	01-Apr-11	N/A
Application where no extra floorspace is created	B	170.00	170.00	NB	170.00	---	170.00	---	01-Apr-11	N/A
HMOs Licensing										
Licensing	M	480.00	N/A	NB	980.00	104.17%	N/A	N/A		01-Apr-15
Renewal	M	480.00	N/A	NB	735.00	53.13%	N/A	N/A		01-Apr-15
Minor Developments										
Floorspace created no larger than 1000m2 or site no bigger than 1hectares	B	850.00	850.00	NB	850.00	---	850.00	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
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	---	3,400.00	---	01-Apr-11	N/A
Band B 10,000m2 to 20,000m2 or between 5 and 10 hectares	B	6,800.00	6,800.00	NB	6,800.00	---	6,800.00	---	01-Apr-11	N/A
Band C above 20,000m2 or above 10 hectares fee	B	18,000.00	18,000.00	NB	18,000.00	---	18,000.00	---	01-Apr-11	N/A
18. Green Spaces Hall Hire Charges										
Meeting Hall Hire - Scale 1 (Haydon Hall)										
Rooms 1, 3 + 5 Mon - Fri	B	38.00	40.00	EXP	38.00	---	40.00	---	01-Apr-13	N/A
Whole Hall Sat / Sun & Bank Holidays	B	55.00	58.00	EXP	55.00	---	58.00	---	01-Apr-13	N/A
Rooms 2 or 4 or 6 Mon - Fri	B	32.00	33.50	EXP	32.00	---	33.50	---	01-Apr-13	N/A
Meeting Hall Hire - Scale 2										
Rooms 1, 3 + 5 Mon - Fri	B	20.00	21.25	EXP	20.00	---	21.25	---	01-Apr-13	N/A
Whole Hall Sat / Sun & Bank Holidays	B	29.00	30.30	EXP	29.00	---	30.30	---	01-Apr-13	N/A
Rooms 2 or 4 or 6 Mon - Fri	B	16.00	16.20	EXP	16.00	---	16.20	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Cavendish Hall (Leased to Richtone Ltd - prices shown are the maximum that can be charged) - Scale 2										
Ground floor hall Mon - Thurs	B	19.00	20.00	EXP	19.00	---	20.00	---	01-Apr-13	N/A
First floor hall Mon - Thurs	B	19.00	20.00	EXP	19.00	---	20.00	---	01-Apr-13	N/A
Upstairs small room Mon - Thurs	B	15.00	15.70	EXP	15.00	---	15.70	---	01-Apr-13	N/A
Ground floor hall Fri / Sat / Sun	B	27.00	28.50	EXP	27.00	---	28.50	---	01-Apr-13	N/A
First floor hall Fri / Sat / Sun	B	27.00	28.50	EXP	27.00	---	28.50	---	01-Apr-13	N/A
Upstairs small room Fri / Sat / Sun	B	16.00	17.00	EXP	16.00	---	17.00	---	01-Apr-13	N/A
The Grange (Leased to Lido Catering Co Ltd - prices shown are the maximum that can be charged)										
Large Room Mon - Thurs	B	16.00	16.70	EXP	16.00	---	16.70	---	01-Apr-13	N/A
Medium room Mon - Thurs	B	16.00	16.70	EXP	16.00	---	16.70	---	01-Apr-13	N/A
Small room Mon - Thurs	B	15.00	15.70	EXP	15.00	---	15.70	---	01-Apr-13	N/A
Large Room Fri / Sat / Sun	B	20.00	20.70	EXP	20.00	---	20.70	---	01-Apr-13	N/A
Medium Room Fri / Sat / Sun	B	20.00	20.70	EXP	20.00	---	20.70	---	01-Apr-13	N/A
Small Room Fri / Sat / Sun	B	16.00	16.70	EXP	16.00	---	16.70	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Kings College Pavilion - (Prices shown are the maximum that can be charged)										
Small Room Mon - Thurs inc Friday until 4.40pm	B	11.10	11.85	EXP	11.10	---	11.85	---	01-Apr-13	N/A
Medium Room Mon - Thurs inc Friday until 4.40pm	B	11.10	11.85	EXP	11.10	---	11.85	---	01-Apr-13	N/A
Large Room Mon - Thurs inc Friday until 4.40pm	B	16.40	18.00	EXP	16.40	---	18.00	---	01-Apr-13	N/A
Small Room Fri after 4.30 / Sat / Sun	B	21.50	23.65	EXP	21.50	---	23.65	---	01-Apr-13	N/A
Medium Room Fri after 4.30 / Sat / Sun	B	21.50	23.65	EXP	21.50	---	23.65	---	01-Apr-13	N/A
Large Room Fri after 4.30 / Sat / Sun	B	31.80	34.90	EXP	31.80	---	34.90	---	01-Apr-13	N/A
Commercial Events - These are guide prices and will be negotiated on an individual basis.										
Commercial events / Operating Days	B	2,255.00	2,410.00	EXP	2,255.00	---	2,410.00	---	01-Apr-13	N/A
Commercial events / set up strip down days	B	375.40	401.00	EXP	375.40	---	401.00	---	01-Apr-13	N/A
Fairs & Circuses - Monday to Thursday	B	829.00	864.00	EXP	829.00	---	864.00	---	01-Apr-13	N/A
Fairs & Circuses - Friday, Saturday, Sunday & Bank Holidays	B	1,134.00	1,180.00	EXP	1,134.00	---	1,180.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
19. Parks & Open Spaces										
Football, Rugby, Hockey, Lacrosse & Gaelic Football (pro rata per match)										
Junior - Without changing facilities	R	17.50	19.60	EXP	17.50	---	19.60	---	01-Apr-13	N/A
Pitch hire	R	23.60	26.60	EXP	23.60	---	26.60	---	01-Apr-13	N/A
changing facilities	R	25.70	28.80	EXP	25.70	---	28.80	---	01-Apr-13	N/A
Class 1A Modern dressing accommodation with hot & cold showers	R	57.50	64.50	EXP	57.50	---	64.50	---	01-Apr-13	N/A
Class 111 Dressing accommodation	R	26.70	30.00	EXP	26.70	---	30.00	---	01-Apr-13	N/A
Class 1V Other grounds	R	33.00	35.90	EXP	33.00	---	35.90	---	01-Apr-13	N/A
Junior - Without changing facilities	R	18.50	20.75	EXP	18.50	---	20.75	---	01-Apr-13	N/A
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	---	5.20	---	01-Apr-12	N/A
Green Fees (per hour) Senior Citizens and Children	R	4.00	4.10	EXP	4.00	---	4.10	---	01-Apr-12	N/A
Season Tickets Adult	R	112.00	117.40	EXP	112.00	---	117.40	---	01-Apr-13	N/A
Season Tickets Senior Citizens and Children	R	57.00	58.75	EXP	57.00	---	58.75	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge 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	115.00	EXP	102.57	---	115.00	---	01-Apr-13	N/A
Class 111 Dressing accommodation	R	66.67	74.80	EXP	66.67	---	74.80	---	01-Apr-13	N/A
Class 1V Other grounds	R	52.30	58.80	EXP	52.30	---	58.80	---	01-Apr-13	N/A
Class 1A Modern dressing accommodation with hot & cold showers	R	122.05	136.80	EXP	122.05	---	136.80	---	01-Apr-13	N/A
Class 1B Older dressing accommodation with hot & cold showers	R	112.82	126.50	EXP	112.82	---	126.50	---	01-Apr-13	N/A
Class 11 Dressing accommodation with washing facilities	R	88.20	98.90	EXP	88.20	---	98.90	---	01-Apr-13	N/A
Additional charge per match for seasonal or single lettings	R	16.41	18.40	EXP	16.41	---	18.40	---	01-Apr-13	N/A
Letting of Open Space										
Fund-raising events	B	0.00	0.00	EXP	0.00	N/A	0.00	N/A	01-Apr-11	N/A
Charity events	B	0.00	0.00	EXP	0.00	N/A	0.00	N/A	01-Apr-11	N/A
Events - profit making or commercial - min. hourly charge	B	100.51	104.50	EXP	100.51	---	104.50	---	01-Apr-13	N/A
Events - local community or non-profit making - min. hourly charge	B	16.41	N/A	EXP	16.41	---	N/A	N/A	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Sports days	B	22.56	24.80	EXP	22.56	---	24.80	---	01-Apr-13	N/A
Other events / minimum charge	B	52.30	55.90	EXP	52.30	---	55.90	---	01-Apr-13	N/A
Wedding photographs etc (New Charge 2007/08)	R	53.70	55.90	EXP	53.70	---	55.90	---	01-Apr-13	N/A
Use of Camp Site - Mad Bess Wood (Scout Groups etc)										
0-29 persons per night	R	44.10	48.30	EXP	44.10	---	48.30	---	01-Apr-13	N/A
Tennis (charges per hour)										
Juniors - Weekdays up to 6pm	R	3.00	3.20	EXP	3.00	---	3.20	---	01-Apr-12	N/A
Weekends & Public Holidays	R	6.00	6.40	EXP	6.00	---	6.40	---	01-Apr-13	N/A
Adults - Weekdays up to 4pm	R	5.00	5.30	EXP	5.00	---	5.30	---	01-Apr-12	N/A
After 4pm, weekends & Public Holidays	R	6.00	6.40	EXP	6.00	---	6.40	---	01-Apr-13	N/A
20. Arts Theatres										
Arts Theatres (Compass Theatre, Winston Churchill Theatre and Manor Farm)										
Community Rates										
Room Hire										
Great Barn - Weekday (Hour)	M	42.00	52.50	EXP	42.00	---	52.50	---	01-Apr-14	01-Apr-15
Great Barn - Weekday (Hour)(Concessionary)	C	25.20	N/A	EXP	25.20	---	N/A	---	01-Apr-14	01-Apr-15
Great Barn - Weekend (Hour)	M	60.00	75.00	EXP	60.00	---	75.00	---	01-Apr-14	01-Apr-15
Great Barn - Weekend (Hour)(Concessionary)	C	36.00	N/A	EXP	36.00	---	N/A	---	01-Apr-14	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Manor Farm Courtyard (Performance) (Hour)	M	32.50	38.80	EXP	32.50	---	38.80	---	01-Apr-13	01-Apr-15
Manor Farm Courtyard (Performance)	C	19.50	N/A	EXP	19.50	---	N/A	N/A	01-Apr-14	01-Apr-15
(Hour)(Concessionary)	M	14.80	17.70	EXP	15.00	1.35%	18.50	4.52%	01-Apr-13	01-Apr-15
Stables, Mon-Fri	C	8.90	N/A	EXP	9.00	1.12%	N/A	N/A	01-Apr-14	01-Apr-15
Stables, Mon-Fri(Concessionary)	M	21.30	25.40	EXP	22.00	3.29%	26.50	4.33%	01-Apr-13	01-Apr-15
Stables: Sat, Sun, Bank Hol	C	12.80	N/A	EXP	13.00	1.56%	N/A	N/A	01-Apr-14	01-Apr-15
Stables: Sat, Sun, Bank Hol(Concessionary)	M	7.00	11.00	EXP	7.00	---	11.50	4.55%	01-Apr-14	01-Apr-15
MF Community Hut, Mon-Fri	M	8.00	13.50	EXP	8.00	---	14.00	3.70%	01-Apr-14	01-Apr-15
MF Community Hut, Sat, Sun, Bank Hol	M	51.00	67.00	EXP	52.50	2.94%	70.50	5.22%	01-Apr-14	01-Apr-15
Cow Byre Week Exhibition (Sun-Sat, opening hours 9-5)	M	80.00	92.00	EXP	82.00	2.50%	96.50	4.89%	01-Apr-14	01-Apr-15
Cow Byre Week Exhibition + Private Views (Sun-Sat, opening hours 9-5 + 2 evening private views)	M	14.50	16.70	EXP	14.50	---	16.50	-1.20%	01-Apr-14	01-Apr-15
Long Room, Manor Farm House Room (weekday)	C	8.70	N/A	EXP	8.50	-2.30%	N/A	N/A	01-Apr-14	01-Apr-15
Long Room, Manor Farm House Room (weekday) (concessionary)										

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Long Room, Manor Farm House Room (weekend)	M	16.80	19.30	EXP	17.00	1.19%	19.50	1.04%	01-Apr-14	01-Apr-15
Long Room, Manor Farm House Room (weekend) (concessionary)	C	10.10	N/A	EXP	10.00	-0.99%	N/A	N/A	01-Apr-14	01-Apr-15
Oak, Tate, Drawing Rooms (weekday)	M	11.70	13.50	EXP	12.00	2.56%	13.50	---	01-Apr-14	01-Apr-15
Oak, Tate, Drawing Rooms (weekday) (concessionary)	C	7.00	N/A	EXP	7.00	---	N/A	N/A	01-Apr-14	01-Apr-15
Oak, Tate, Drawing Rooms (weekend)	M	14.30	16.40	EXP	14.50	1.40%	16.50	0.61%	01-Apr-14	01-Apr-15
Oak, Tate, Drawing Rooms (weekend) (concessionary)	C	8.60	N/A	EXP	9.00	4.65%	N/A	N/A	01-Apr-14	01-Apr-15
Compass Cafe Bar (weekday)	M	8.20	9.40	EXP	8.50	3.66%	9.50	1.06%	01-Apr-14	01-Apr-15
Compass Cafe Bar (weekday) (concessionary)	C	4.90	N/A	EXP	5.00	2.04%	N/A	N/A	01-Apr-14	01-Apr-15
Compass Cafe Bar (weekend)	M	10.10	11.60	EXP	10.50	3.96%	12.00	3.45%	01-Apr-14	01-Apr-15
Compass Cafe Bar (weekend) (concessionary)	C	6.10	N/A	EXP	6.50	6.56%	N/A	N/A	01-Apr-14	01-Apr-15
Compass Studio (weekday)	M	11.60	13.40	EXP	12.00	3.45%	14.00	4.48%	01-Apr-14	01-Apr-15
Compass Studio (weekday) (concessionary)	C	7.00	N/A	EXP	7.00	---	N/A	N/A	01-Apr-14	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Compass Studio (weekend)	M	18.70	21.60	EXP	19.00	1.60%	22.50	4.17%	01-Apr-14	01-Apr-15
Compass Studio (weekend) (concessionary)	C	11.20	N/A	EXP	11.50	2.68%	N/A	N/A	01-Apr-14	01-Apr-15
Blue, Green, Hilliard Rooms (weekday)	M	10.50	12.10	EXP	11.00	4.76%	12.50	3.31%	01-Apr-14	01-Apr-15
Blue, Green, Hilliard Rooms (weekday) (concessionary)	C	6.30	N/A	EXP	6.50	3.17%	N/A	N/A	01-Apr-14	01-Apr-15
Blue, Green, Hilliard Rooms (weekend)	M	14.00	16.10	EXP	14.50	3.57%	17.00	5.59%	01-Apr-14	01-Apr-15
Blue, Green, Hilliard Rooms (weekend) (concessionary)	C	8.40	N/A	EXP	8.50	1.19%	N/A	N/A	01-Apr-14	01-Apr-15
Garden (weekday)	M	5.10	5.90	EXP	5.00	-1.96%	6.00	1.69%	01-Apr-14	01-Apr-15
Garden (weekend)	M	6.30	7.20	EXP	6.50	3.17%	7.50	4.17%	01-Apr-14	01-Apr-15
Rooms (frequent use)										
Stables, Mon-Fri	M	14.00	17.60	EXP	14.50	3.57%	18.50	5.11%	01-Apr-14	01-Apr-15
Stables: Sat, Sun, Bank Hol	M	20.00	25.20	EXP	20.50	2.50%	26.50	5.16%	01-Apr-14	01-Apr-15
Long Room (weekday)	M	13.50	16.60	EXP	14.00	3.70%	17.50	5.42%	01-Apr-14	01-Apr-15
Long Room (weekend)	M	15.80	19.20	EXP	16.00	1.27%	20.00	4.17%	01-Apr-14	01-Apr-15
Oak, Tate, Drawing Rooms (weekday)	M	11.00	13.40	EXP	11.00	---	14.00	4.48%	01-Apr-14	01-Apr-15
Oak, Tate, Drawing Rooms (weekend)	M	13.40	16.20	EXP	13.50	0.75%	17.00	4.94%	01-Apr-14	01-Apr-15
Studio (weekday)	M	11.00	13.30	EXP	11.50	4.55%	14.00	5.26%	01-Apr-14	01-Apr-15
Studio (weekend)	M	17.60	21.40	EXP	18.00	2.27%	22.50	5.14%	01-Apr-14	01-Apr-15
Blue, Green, Hilliard Rooms (weekday)	M	9.90	12.00	EXP	10.00	1.01%	12.50	4.17%	01-Apr-14	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Blue, Green, Hilliard Rooms (weekend)	M	13.20	15.90	EXP	13.50	2.27%	16.50	3.77%	01-Apr-14	01-Apr-15
Theatre Spaces										
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekdays)	M	55.00	71.30	EXP	55.00	---	71.30	---	01-Apr-14	01-Apr-15
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekdays)(Concessionary)	C	33.00	N/A	EXP	33.00	---	N/A	N/A	01-Apr-14	01-Apr-15
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekend)	M	100.00	131.70	EXP	100.00	---	131.70	---	01-Apr-14	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekend)(Concessionary)	V	60.00	N/A	EXP	60.00	---	N/A	N/A	01-Apr-14	01-Apr-15
Open Air Theatre Barra Hall Park (Weekday - unstaffed)	M	14.70	16.90	STD	14.70	---	16.90	---	01-Apr-14	01-Apr-15
Open Air Theatre Barra Hall Park (Weekday - unstaffed) (concessionary)	C	8.80	N/A	STD	8.80	---	N/A	N/A	01-Apr-14	01-Apr-15
Open Air Theatre Barra Hall Park (Weekend - unstaffed)	M	18.40	21.20	STD	18.40	---	21.20	---	01-Apr-14	01-Apr-15
Open Air Theatre Barra Hall Park (Weekend - unstaffed) (concessionary)	C	11.00	N/A	STD	11.00	---	N/A	N/A	01-Apr-14	01-Apr-15
Performances in Cafe Bar, Studio, Compass Garden, Southlands Gardens, Manor Farm Grounds, Long Room, Stables (weekday)	M	12.00	15.00	STD	12.00	---	15.00	---	01-Apr-14	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Performances in Cafe Bar, Studio, Compass Garden, Southlands Gardens, Manor Farm Grounds, Long Room, Stables (weekday) (concessionary)	C	7.20	N/A	STD	7.20	---	N/A	N/A	01-Apr-14	01-Apr-15
	M	15.00	18.80	STD	15.00	---	18.80	---	01-Apr-14	01-Apr-15
Performances in Cafe Bar, Studio, Compass Garden, Southlands Gardens, Manor Farm Grounds, Long Room, Stables (weekend)	C	9.00	N/A	STD	9.00	---	N/A	N/A	01-Apr-14	01-Apr-15
	M	58.60	70.30	EXP	58.60	---	70.30	---	01-Apr-14	01-Apr-15
Great Barn - Weekdays	M	72.90	87.50	EXP	72.90	---	87.50	---	01-Apr-14	01-Apr-15
	M	5.00	7.00	EXP	5.00	---	7.00	---	01-Apr-14	01-Apr-15
Lounge Alongside auditorium (incl alcohol license usage)	M									

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Lounge only	M	27.00	32.90	EXP	27.00	---	32.90	---	01-Apr-14	01-Apr-15
Lounge only(Concessionary)	C	16.20	N/A	EXP	16.20	---	N/A	---	01-Apr-14	01-Apr-15
Use of ovens	M	100.00	109.70	EXP	100.00	---	120.00	9.39%	01-Apr-14	01-Apr-15
Theatre rates - bulk discount, where booking in excess of 30 hours										
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekdays)	M	35.80	41.20	EXP	36.50	1.96%	42.00	1.94%	01-Apr-14	01-Apr-15
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekdays)(Concessionary)	C	21.50	N/A	EXP	22.00	2.33%	N/A	N/A	01-Apr-14	01-Apr-15
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekend)	M	39.40	45.20	EXP	40.50	2.79%	46.50	2.88%	01-Apr-14	01-Apr-15
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekend)(Concessionary)	C	23.60	N/A	EXP	24.00	1.69%	N/A	N/A	01-Apr-14	01-Apr-15
Compass Stage, Auditorium, Dressing Rooms (weekdays)	M	34.30	39.40	EXP	34.30	---	39.40	---	01-Apr-14	01-Apr-15
Compass Stage, Auditorium, Dressing Rooms (weekdays) (concessionary)	C	20.60	N/A	EXP	20.60	---	N/A	N/A	01-Apr-14	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Compass Stage, Auditorium, Dressing Rooms (weekend)	M	37.70	43.70	EXP	37.70	---	43.70	---	01-Apr-14	01-Apr-15
Compass Stage, Auditorium, Dressing Rooms (weekend)	C	22.60	N/A	EXP	22.60	---	N/A	N/A	01-Apr-14	01-Apr-15
Compass Auditorium Non-Performance Use	M	24.90	28.80	EXP	24.90	---	28.80	---	01-Apr-14	01-Apr-15
Compass Auditorium Non-Performance Use (concessionary)	C	14.90	N/A	EXP	14.90	---	N/A	N/A	01-Apr-14	01-Apr-15
All Shows: Additional Dressing Room	M	5.40	6.20	EXP	5.50	1.85%	6.50	4.84%	01-Apr-14	01-Apr-15
Excess Hire Charge	M	82.00	93.20	EXP	86.00	4.88%	98.00	5.15%	01-Apr-14	01-Apr-15
Theatrical Equipment Hire - General										
Projectors										
Bright or Bright HD Projector - Day	M	100.00	125.40	STD	100.00	---	100.00	-20.26%	01-Apr-14	01-Apr-15
Bright or Bright HD Projector - Week	M	216.00	275.90	STD	220.00	1.85%	220.00	-20.26%	01-Apr-14	01-Apr-15
Sound										
Radio Mic (hand held) - Day	M	9.00	9.80	STD	10.00	11.11%	10.00	2.04%	01-Apr-14	01-Apr-15
Radio Mic (hand held) - Week	M	37.00	40.50	STD	37.00	---	37.00	-8.64%	01-Apr-14	01-Apr-15
Radio Mic (lapel) - Day	M	N/A	N/A	STD	12.00		12.00		01-Apr-14	01-Apr-15
Radio Mic (lapel) - Week	M	N/A	N/A	STD	44.50		44.50		01-Apr-14	01-Apr-15
Vocal Mics - Day	M	5.70	6.20	STD	7.00	22.81%	7.00	12.90%	01-Apr-14	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Lighting and FX (fixed charges for any hire period of 1 to 7 days)										
FREE Lighting and FX - Follow Spots, dimmers, other selected stock		N/A	N/A		0.00		0.00			01-Apr-15
Band 10 Lighting and FX - Pyro Box, Mirror Ball, UV Lights		N/A	N/A		10.00		10.00			01-Apr-15
Band 20 Lighting and FX - Strobe Light		N/A	N/A		20.00		20.00			01-Apr-15
Band 30 Lighting and FX - Set of 4 Birds, Colour Scrollers		N/A	N/A		30.00		30.00			01-Apr-15
Band 40 Lighting and FX - ROBE Moving Spot Light		N/A	N/A		40.00		40.00			01-Apr-15
Band 50 Lighting and FX - Smoke or Haze Machine		N/A	N/A		50.00		50.00			01-Apr-15
Band 70 Lighting and FX - Stage Gauze		N/A	N/A		70.00		70.00			01-Apr-15
Consumables	M	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-13	01-Apr-15
Portable Video / Data Projector & Screen	M	68.90	79.30	STD	70.00	1.60%	80.00	0.88%	01-Apr-14	01-Apr-15
OHP - Overhead Projector	M	10.50	12.10	STD	10.50	---	12.10	---	01-Apr-14	01-Apr-15
Flip Chart and one set of Pens	M	10.50	12.10	STD	10.50	---	12.10	---	01-Apr-14	01-Apr-15
Replacement Pens	M	16.90	19.40	STD	17.00	0.59%	19.50	0.52%	01-Apr-14	01-Apr-15
Photocopying - Per A 4 Sheet	M	0.30	0.40	STD	0.30	---	0.40	---	01-Apr-11	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Box Office Charges - Community										
Essential Publicity Package	M	84.00	98.80	STD	84.00	---	98.80	---	01-Apr-14	01-Apr-15
Essential Publicity Package (concessionary)	C	50.40	N/A	STD	50.40	---	N/A	N/A	01-Apr-14	01-Apr-15
Minimum Commission per ticket (Compass Sales only)	M	0.50	0.80	STD	0.50	---	0.80	---	01-Apr-14	01-Apr-15
Minimum Commission per ticket (Compass Sales only) (concessionary)	C	0.30	N/A	STD	0.30	---	N/A	N/A	01-Apr-14	01-Apr-15
PRS Minimum Fee (plays)	M	10.00	15.70	STD	10.00	---	15.70	---	01-Apr-14	01-Apr-15
PRS Minimum Fee (plays) (concessionary)	C	6.00	N/A	STD	6.00	---	N/A	N/A	01-Apr-14	01-Apr-15
PRS Minimum Fee (concerts)	M	25.00	31.40	STD	25.00	---	31.40	---	01-Apr-14	01-Apr-15
PRS Minimum Fee (concerts) (concessionary)	C	15.00	N/A	STD	15.00	---	N/A	N/A	01-Apr-14	01-Apr-15
Ticket print for own sales	M	0.20	0.40	STD	0.20	---	0.40	---	01-Apr-14	01-Apr-15
Solus advertising	M	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-13	01-Apr-15
Generic Hillingdon Theatres and Manor Farm Charges										
Weekday Technical Support (mandatory for all shows with tech requirements)	M	14.70	16.90	STD	14.70	---	16.90	---	01-Apr-14	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Weekend / Bank Holiday	M	18.40	21.20	STD	18.40	---	21.20	---	01-Apr-14	01-Apr-15
Technical Support (mandatory for all shows with tech requirements)										
All Shows: Ushers (hourly)	M	6.00	10.00	STD	6.00	---	10.00	---	01-Apr-14	01-Apr-15
Duty Manager (Mon-Fri)	M	14.70	16.90	STD	14.70	---	16.90	---	01-Apr-14	01-Apr-15
Duty Manager (Sat, Sun, Bank Holidays)	M	18.40	21.20	STD	18.40	---	21.20	---	01-Apr-14	01-Apr-15
Deposit: Entire week	M	POA	POA	EXP	POA	N/A	POA	N/A	01-Apr-13	01-Apr-15
Deposit: All other Bookings	M	POA	POA	EXP	POA	N/A	POA	N/A	01-Apr-13	01-Apr-15
Corkage per bottle (Compass Theatre)	M	5.00	5.00	STD	5.00	---	5.00	---	01-Apr-14	01-Apr-15
Booking Cancellation Charge (more than 3 months)	M			STD	25.00	N/A	50.00	N/A		01-Apr-15
Cleaning Charge	M	100.00	150.00	STD	100.00	---	150.00	---	01-Apr-14	01-Apr-15
Workshop Storage - Weekly	M	58.20	67.10	EXP	58.20	---	67.10	---	01-Apr-14	01-Apr-15
Costume Hire – Adult - Week	M	15.00	15.70	EXP	15.00	---	15.70	---	01-Apr-14	01-Apr-15
Costume Hire – Child – Week	M	10.00	10.50	EXP	10.00	---	10.50	---	01-Apr-14	01-Apr-15
Box Office Fees - Generic / All Hirers										
Hillingdon Arts Membership	M	15.00	26.10	STD	15.00	---	26.10	---	01-Apr-14	01-Apr-15
Online Card Booking Fee	M	1.50	1.50	EXP	1.50	---	1.50	---	01-Apr-12	01-Apr-15
Phone/In person Booking Fee	M	2.00	2.00	EXP	2.00	---	2.00	---	01-Apr-14	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Sponsor-a-Seat Deal (5 years)	M	120.00	125.00	STD	120.00	---	125.00	---	01-Apr-14	01-Apr-15
Box Office Commission %	M	8.70	9.50	STD	8.70	---	9.50	---	01-Apr-12	01-Apr-15
Box Office Commission % (concessionary)	M	3.00	N/A	STD	3.00	---	N/A	N/A	01-Apr-14	01-Apr-15
Art Sales Commission %	M	20.00	20.00	EXP	20.00	---	20.00	---	01-Apr-11	01-Apr-15
Social and Commercial Rates										
Manor Farm										
Stables, Mon-Fri	M	28.00	34.00	EXP	28.50	1.79%	35.00	2.94%	01-Apr-14	01-Apr-15
Stables, Sat, Sun, Bank Hol	M	36.00	43.90	EXP	37.00	2.78%	45.00	2.51%	01-Apr-14	01-Apr-15
MF Community Hut, Mon-Fri	M	24.00	29.60	EXP	24.50	2.08%	30.50	3.04%	01-Apr-14	01-Apr-15
MF Community Hut, Sat, Sun, Bank Hol	M	31.00	38.40	EXP	32.00	3.23%	39.50	2.86%	01-Apr-14	01-Apr-15
Long Room, Provosts Parlour / Chamber (weekend)	M	20.70	23.70	EXP	21.00	1.45%	24.50	3.38%	01-Apr-14	01-Apr-15
Long Room, Provosts Parlour / Chamber (weekend)	M	24.10	27.70	EXP	24.50	1.66%	28.50	2.89%	01-Apr-14	01-Apr-15
Oak, Tate, Drawing Rooms (weekend)	M	16.80	19.20	EXP	17.00	1.19%	19.50	1.56%	01-Apr-14	01-Apr-15
Oak, Tate, Drawing Rooms (weekend)	M	20.00	23.00	EXP	20.50	2.50%	23.50	2.17%	01-Apr-14	01-Apr-15
Cafe Bar (weekend)	M	17.00	19.40	EXP	17.50	2.94%	20.00	3.09%	01-Apr-14	01-Apr-15
Cafe Bar (weekend)	M	20.80	23.80	EXP	21.50	3.37%	24.50	2.94%	01-Apr-14	01-Apr-15
Studio (weekend)	M	16.70	19.20	EXP	17.00	1.80%	19.50	1.56%	01-Apr-14	01-Apr-15
Studio (weekend)	M	26.80	30.80	EXP	27.50	2.61%	31.50	2.27%	01-Apr-14	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Blue, Green, Hilliard Rooms (weekday)	M	15.10	17.20	EXP	15.50	2.65%	17.50	1.74%	01-Apr-14	01-Apr-15
Blue, Green, Hilliard Rooms (weekend)	M	20.00	23.00	EXP	20.50	2.50%	23.50	2.17%	01-Apr-14	01-Apr-15
Garden (weekday)	M	7.30	8.40	EXP	7.50	2.74%	8.50	1.19%	01-Apr-14	01-Apr-15
Garden (weekend)	M	9.00	10.30	EXP	9.00	---	10.50	1.94%	01-Apr-14	01-Apr-15
Great Barn, Mon to Thurs	M	110.00	142.60	EXP	112.50	2.27%	146.00	2.38%	01-Apr-14	01-Apr-15
Great Barn, Fri to Sun	M	130.00	175.60	EXP	133.50	2.69%	180.00	2.51%	01-Apr-14	01-Apr-15
Southlands Arts Centre Grounds - unstaffed, per day use	M	NEW	NEW	EXP	200.00		300.00		01-Apr-14	01-Apr-15
Manor Farm Social - Block Bookings (Weddings and Celebrations - new all inclusive price, with Duty Staff charges - previously charged separately)										
Mon to Thurs: 10:00 to 24:00	M	N/A	N/A	EXP	1,451.00	see comment	1,792.00	N/A	01-Apr-14	01-Apr-15
Fri to Sun: 10:00 to 24:00	M	N/A	N/A	EXP	1,937.00	see comment	2,499.00	N/A	01-Apr-14	01-Apr-15
Theatre Spaces										
Winston Churchill Theatre Lounge only	M	60.00	70.00	EXP	61.50	2.50%	72.00	2.86%	01-Apr-14	01-Apr-15
Winston Churchill Theatre Auditorium and Lounge - Mon to Thu	M	75.00	90.00	EXP	77.00	2.67%	92.00	2.22%	01-Apr-14	01-Apr-15
Winston Churchill Theatre Auditorium and Lounge - Sat, Sun, Bank Hol	M	110.00	140.00	EXP	112.50	2.27%	143.50	2.50%	01-Apr-14	01-Apr-15
Compass Theatre (Mon-Thu)	M	45.60	52.50	EXP	46.50	1.97%	54.00	2.86%	01-Apr-14	01-Apr-15
Compass Theatre (Fri-Sun, bank holidays)	M	53.30	61.60	EXP	54.50	2.25%	63.00	2.27%	01-Apr-14	01-Apr-15
Compass Theatre Non-Performance Use	M	39.00	44.90	EXP	40.00	2.56%	46.00	2.45%	01-Apr-14	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Staff Charges										
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	17.50	20.20	STD	17.50	---	20.20	---	01-Apr-14	01-Apr-15
All Shows: Weekend / Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	21.00	24.10	STD	21.00	---	24.10	---	01-Apr-14	01-Apr-15
Weekday Duty Manager	M	17.50	20.20	STD	17.50	---	20.20	---	01-Apr-14	01-Apr-15
Weekend / Bank Holiday Duty Manager	M	21.00	24.10	STD	21.00	---	24.10	---	01-Apr-14	01-Apr-15
Box Office Charges (Commercial, Social, Charity)										
Minimum Commission per ticket	M	0.75	1.30	STD	0.75	---	1.30	---	01-Apr-14	01-Apr-15
PRS Minimum Fee (plays)	M	10.00	16.00	STD	10.00	---	16.00	---	01-Apr-14	01-Apr-15
PRS Minimum Fee (concerts)	M	30.00	42.00	STD	30.00	---	42.00	---	01-Apr-14	01-Apr-15
Penalty Ovrerrun Rate	M	120.00	150.00	STD	150.00	25.00%	200.00	33.33%	01-Apr-14	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
21. Land Charges										
Search Fees										
Standard commercial search	M	70.00	70.00	NB	70.00	---	70.00	---	01-Apr-11	N/A
Official certificate of search (Form LLC1) only	M	26.00	26.00	NB	26.00	---	26.00	---	01-Apr-11	N/A
Standard domestic search	M	60.00	60.00	NB	60.00	---	60.00	---	01-Apr-11	N/A
Assisted Search LLC Register Only	M	22.00	22.00	NB	22.00	---	22.00	---	01-Apr-11	N/A
Assisted Search LLC Register Only (Additional parcels of land (each)	M	1.00	1.00	NB	1.00	---	1.00	---	01-Apr-11	N/A
Assisted Common Land Search	M	15.00	15.00	NB	15.00	---	15.00	---	01-Apr-11	N/A
Assisted Compiling CON29R	M	32.00	32.00	NB	32.00	---	32.00	---	01-Apr-11	N/A
Corrective Applications to Common Land Register (Sch 2 Para 6-9)	M	N/A	N/A		900.00	N/A	N/A	N/A	N/A	01-Mar-15
Assisted Compiling CON29O	M	18.50	18.50	NB	18.50	---	18.50	---	01-Apr-11	N/A

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

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
23. Imported Food Unit										
Products of animal origin										
0 to 100kg per CVED	B	50.00	50.00	NB	50.00	---	50.00	---	01-Apr-13	N/A
101 to 1,000kg per CVED	B	90.00	90.00	NB	90.00	---	90.00	---	01-Apr-11	N/A
1,001 to 5,000kg per CVED	B	140.00	140.00	NB	140.00	---	140.00	---	01-Apr-11	N/A
5001kg to 15,000kg per CVED	B	190.00	190.00	NB	190.00	---	190.00	---	01-Apr-13	N/A
Above 15,001Kg to 42,000kg per CVED	B	340.00	340.00	NB	340.00	---	340.00	---	01-Apr-11	N/A
Above 42,000kg per CVED	B	390.00	390.00	NB	390.00	---	390.00	---	01-Apr-12	N/A
Semen / Embryos per CVED	B	60.00	60.00	NB	60.00	---	60.00	---	01-Apr-12	N/A
From New Zealand	B	30.00	30.00	NB	30.00	---	30.00	---	01-Apr-12	N/A
Completion of part one of CVED on TRACES per CVED	B	10.00	10.00	NB	10.00	---	10.00	---	01-Apr-12	N/A
Destruction Charges for Products of animal origin										
0 to 100kg per AWB	B	10.00	10.00	NB	10.00	---	10.00	---	01-Apr-13	N/A
Over 100kg per AWB (10 + 0.50 per kg over 100kg)	B	10.00 + 0.50 per kg over 100kg	10.00 + 0.50 per kg over 100kg	NB	10.00 + 0.50 per kg over 100kg	N/A	10.00 + 0.50 per kg over 100kg	N/A	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Out of hours Additional charges										
Up to midnight (18:00 to 00:00)	B	150.00	150.00	NB	150.00	---	150.00	---	01-Apr-11	N/A
After midnight (00:00 to 08:00)	B	400.00	400.00	NB	400.00	---	400.00	---	01-Apr-11	N/A
Additional Charge per CVED on Christmas Day and New Years Day	B	20.00	20.00	NB	20.00	---	20.00	---	01-Apr-13	N/A
Additional Charge per CVED on all UK Bank Holidays	B	20.00	20.00	NB	20.00	---	20.00	---	01-Apr-13	N/A
Products of animal origin - Catch certificate										
Third Countries	B	45.00	45.00	NB	45.00	---	45.00	---	01-Apr-11	N/A
Bilateral Countries (for Catch certificate only)	B	15.00	15.00	NB	15.00	---	15.00	---	01-Apr-11	N/A
Out Hours 18:00 to 00.00 (for Catch certificate only)	B	150.00	150.00	NB	150.00	---	150.00	---	01-Apr-11	N/A
Out Hours 00:00 to 08.00	B	400.00	400.00	NB	400.00	---	400.00	---	01-Apr-11	N/A
Products of Non-Animal Origin - CED										
Documentary Check per CED	B	60.00	60.00	NB	60.00	---	60.00	---	01-Apr-12	N/A
Full Physical Check per CED (Plus Analytical Fee)	B	170.00	170.00	NB	170.00	---	170.00	---	01-Apr-12	N/A
Undeclared Consignments (Plus Analytical fee)	B	300.00	300.00	NB	300.00	---	300.00	---	01-Apr-13	N/A
Non-Compliant (Surrender for Destruction)	B	200.00	200.00	NB	200.00	---	200.00	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Non-Compliant (Onward Transmission)	B	200.00	200.00	NB	200.00	---	200.00	---	01-Apr-12	N/A
Completion of part one of CED on TRACES	B	10.00	10.00	NB	10.00	---	10.00	---	01-Apr-13	N/A
Out Hours 18:00 to 00.00	B	150.00	150.00	NB	150.00	---	150.00	---	01-Apr-11	N/A
Out of Hours 17.30 to 00.00	B	150.00	150.00	NB	150.00	---	150.00	---	01-Apr-13	N/A
Out Hours 00:00 to 08.00	B	400.00	400.00	NB	400.00	---	400.00	---	01-Apr-11	N/A
Additional Charge per CED on Christmas Day and New Years Day	B	20.00	20.00	NB	20.00	---	20.00	---	01-Apr-11	N/A
Additional charge per CED on all UK Bank Holidays	B	20.00	20.00	NB	20.00	---	20.00	---	01-Apr-13	N/A
Japan Products for Radiation										
Documentary Check 1 to 10 Declarations per AWB	B	120.00	120.00	NB	120.00	---	120.00	---	01-Apr-12	N/A
Documentary Check 11 to 20 Declarations per AWB	B	230.00	230.00	NB	230.00	---	230.00	---	01-Apr-12	N/A
Documentary Check 21 to 30 Declarations per AWB	B	340.00	340.00	NB	340.00	---	340.00	---	01-Apr-13	N/A
Full Checks 1 to 10 Declarations per AWB (Plus Analytical fees)	B	230.00 + analytical fee	230.00 + analytical fee	NB	230.00 + analytical fee	N/A	230.00 + analytical fee	N/A	01-Apr-13	N/A
Full checks 11 to 20 Declarations per AWB includes sampling and courier costs	B	400.00	400.00	NB	400.00	---	400.00	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Full Checks 11 to 20 Declarations per AWB (Plus Analytical fee	B	340.00 + analytical fee	340.00 + analytical fee	NB	340.00 + analytical fee	N/A	340.00 + analytical fee	N/A	01-Apr-13	N/A
Full checks 21 to 30 Declarations per AWB includes sampling and courier costs	B	500.00	500.00	NB	500.00	---	500.00	---	01-Apr-12	N/A
Full Checks 21 to 30 Declarations per AWB (Plus Analytical fee)	B	450.00 + analytical fee	450.00 + analytical fee	NB	450.00 + analytical fee	N/A	450.00 + analytical fee	N/A	01-Apr-13	N/A
Products of Non-Animal Origin - Organics										
Full Official Checks	B	45.00	45.00	NB	45.00	---	45.00	---	01-Apr-11	N/A
Out Hours 18:00 to 00.00	B	150.00	150.00	NB	150.00	---	150.00	---	01-Apr-11	N/A
Out Hours 00:00 to 08.00	B	400.00	400.00	NB	400.00	---	400.00	---	01-Apr-11	N/A
Export Certificates	B	130.00	130.00	NB	130.00	---	130.00	---	01-Apr-12	N/A
Food Hygiene Training										
Per Attendee (up to 12 attendees per course)	B	100.00	100.00	NB	100.00	---	100.00	---	01-Apr-12	N/A
Pesticide Residue Testing										
24 hour test charge		150.00	150.00	0	150.00	---	150.00	---	01-Dec-13	N/A
48 hour test charge		0.00	0.00	0	0.00	N/A	0.00	N/A	01-Dec-13	N/A
Export health certificate										
documentary check examination of the consignment		NEW	NEW		60.00	N/A	60.00	N/A		
		NEW	NEW		80.00	N/A	80.00	N/A		

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
24 Food Health and Safety										
Disposal of non product of animal origin										
1 to 1,000kg	B	48.00	48.00	NB	48.00	---	48.00	---	01-Apr-11	N/A
1,001 to 2,000kg	B	95.00	95.00	NB	95.00	---	95.00	---	01-Apr-11	N/A
2,001 to 3,000kg	B	140.00	140.00	NB	140.00	---	140.00	---	01-Apr-11	N/A
Animal Boarding Establishments										
No of animals 1 to 9	B	125.00	125.00	NB	125.00	---	125.00	---	01-Apr-13	N/A
No of animals 10 to 24	B	177.00	177.00	NB	177.00	---	177.00	---	01-Apr-13	N/A
No of animals 25 to 49	B	260.00	260.00	NB	260.00	---	260.00	---	01-Apr-13	N/A
No of animals 50 to 75	B	355.00	355.00	NB	355.00	---	355.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
No of animals 75+ (New category)	B	420.00	420.00	NB	420.00	---	420.00	---	01-Apr-13	N/A
Application to renew an animal boarding establishment - Home boarders (3 dogs or less)	B	81.00	81.00	NB	81.00	---	81.00	---	01-Apr-13	N/A
Dangerous Wild Animals										
Including vets fees	B	75.00 + vet fee	75.00 + vet fee	NB	75.00 + vet fee	N/A	75.00 + vet fee	N/A	01-Apr-13	N/A
Game dealers licences	B	0.00	N/A	NB	0.00	N/A	N/A	N/A	01-Apr-13	N/A
Performing Animals										
Registration	B	396.00	396.00	NB	396.00	---	396.00	---	01-Apr-13	N/A
Registration - Non Profit	B	52.00	52.00	NB	52.00	---	52.00	---	01-Apr-13	N/A
Certificate	B	free	free	NB	free	---	free	---	01-Apr-13	N/A
Pet Shops										
Including vets fees	B	192.00	192.00	NB	192.00	---	192.00	---	01-Apr-13	N/A
Riding Establishments										
No of animals 1 to 5	B	75.00 + vet fee	75.00 + vet fee	NB	75.00 + vet fee	N/A	75.00 + vet fee	N/A	01-Apr-13	N/A
No of animals 6 to 20	B	75.00 + vet fee	75.00 + vet fee	NB	75.00 + vet fee	N/A	75.00 + vet fee	N/A	01-Apr-13	N/A
No of animals 21 to 35 (Category restructured)	B	75.00 + vet fee	75.00 + vet fee	NB	75.00 + vet fee	N/A	75.00 + vet fee	N/A	01-Apr-13	N/A
No of animals 36 to 50 (Category restructured)	B	75.00 + vet fee	75.00 + vet fee	NB	75.00 + vet fee	N/A	75.00 + vet fee	N/A	01-Apr-13	N/A
No of animals 51+ (New category)	B	75.00 + vet fee	75.00 + vet fee	NB	75.00 + vet fee	N/A	75.00 + vet fee	N/A	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Zoo Notification & Licence										
Notification to operate a zoo	B	0.00	free	NB	0.00	---	free	---	01-Apr-11	N/A
Application to renew a zoo licence	B	75.00 + vet fee	75.00 + vet fee	NB	75.00 + vet fee	N/A	75.00 + vet fee	N/A	01-Apr-13	N/A
Application for a licence to operate a zoo	B	75.00 + vet fee	75.00 + vet fee	NB	75.00 + vet fee	N/A	75.00 + vet fee	N/A	01-Apr-13	N/A
Breeding of Dogs										
Renewal	B	75.00 + vet fee	75.00 + vet fee	NB	75.00 + vet fee	N/A	75.00 + vet fee	N/A	01-Apr-13	N/A
Export Licences										
Visit not required	B	83.00	83.00	NB	83.00	---	83.00	---	01-Apr-13	N/A
Visit required	B	143.00	143.00	NB	143.00	---	143.00	---	01-Apr-12	N/A
Pharmacy and Poisons										
Applications	B	43.00	43.00	NB	43.00	---	43.00	---	01-Apr-11	N/A
Change of name	B	24.00	24.00	NB	24.00	---	24.00	---	01-Apr-11	N/A
Renewal	B	41.00	41.00	NB	41.00	---	41.00	---	01-Apr-11	N/A
Other Licenses										
Special Premises 10/11	B	750.00	750.00	NB	750.00	---	750.00	---	01-Apr-11	N/A
New Categories and charges - Laser Renewal - Up to 18 months	B	54.00	54.00	NB	54.00	---	54.00	---	01-Apr-11	N/A
Special Premises 10/11	B	80.00	80.00	NB	80.00	---	80.00	---	01-Apr-11	N/A
New Categories and charges - 2 - 3 Therapists	B	80.00	80.00	NB	80.00	---	80.00	---	01-Apr-11	N/A
Special Premises 10/11	B	80.00	80.00	NB	80.00	---	80.00	---	01-Apr-11	N/A
New Categories and charges - 4-6 Therapists	B	80.00	80.00	NB	80.00	---	80.00	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Special Premises 10/11 New Categories and charges - More than 6 Therapists	B	107.00	107.00	NB	107.00	---	107.00	---	01-Apr-11	N/A
Unfit food - Examination and Condemnation certificate (1st Hour)	B	134.00	134.00	NB	134.00	---	134.00	---	01-Apr-11	N/A
Unfit food - Examination and Condemnation certificate (Subsequent hours or part of)	B	97.00	97.00	NB	97.00	---	97.00	---	01-Apr-11	N/A
Swimming Pool Water - Per visit	B	114.00	114.00	NB	114.00	---	114.00	---	01-Apr-11	N/A
Legal enquires	B	68.00	68.00	NB	68.00	---	68.00	---	01-Apr-11	N/A
Response to enquiries - Per letter	B	17.00	17.00	NB	17.00	---	17.00	---	01-Apr-11	N/A
Micro-pigmentation - New/Renewal	B	315.00	315.00	NB	315.00	---	315.00	---	01-Apr-11	N/A
Artificial Nails - New/Renewal	B	84.00	84.00	NB	84.00	---	84.00	---	01-Apr-11	N/A
Nose piercing - New/Renewal	B	84.00	84.00	NB	84.00	---	84.00	---	01-Apr-11	N/A
Ear cartilage/lobe, - New/Renewal	B	84.00	84.00	NB	84.00	---	84.00	---	01-Apr-11	N/A
Electrical treatments - New/Renewal	B	84.00	84.00	NB	84.00	---	84.00	---	01-Apr-11	N/A
Non-surgical Lasers, & ILS system licence	B	900.00	900.00	NB	900.00	---	900.00	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
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	---	53.00	---	01-Apr-11	N/A
Private Water Supplies - new fees prescribed by Private Water Regulations										
Sampling Per visit	B	100.00	100.00	NB	100.00	---	100.00	---	01-Apr-11	N/A
Audit Monitoring	B	400.00	400.00	NB	400.00	---	400.00	---	01-Apr-12	N/A
Check Monitoring	B	80.00	80.00	NB	80.00	---	80.00	---	01-Apr-12	N/A
Other Sampling and Risk Assessment Combined	B	600.00	600.00	NB	600.00	---	600.00	---	01-Apr-11	N/A
Risk Assessment	B	300.00	300.00	NB	300.00	---	300.00	---	01-Apr-12	N/A
Other investigations	B	37.00 + analyst costs (no more than 100.00)	37.00 + analyst costs (no more than 100.00)	NB	37.00 + analyst costs (no more than 100.00)	---	37.00 + analyst costs (no more than 100.00)	---	01-Apr-12	N/A
Granting an Authority	B	37.00 + analyst costs (no more than 100.00)	37.00 + analyst costs (no more than 100.00)	NB	37.00 + analyst costs (no more than 100.00)	---	37.00 + analyst costs (no more than 100.00)	---	01-Apr-12	N/A
Domestic Supplies	B	25.00	25.00	NB	25.00	---	25.00	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
25. Licensing										
Scrap Metal Site Fees										
New	B	550.00	550.00	NB	550.00	---	550.00	---	01-Dec-13	N/A
Renewal	B	400.00	400.00	NB	400.00	---	400.00	---	01-Dec-13	N/A
Variation to change to collector license	B	150.00	150.00	NB	150.00	---	150.00	---	01-Dec-13	N/A
Variation to change minor details	B	50.00	50.00	NB	50.00	---	50.00	---	01-Dec-13	N/A
Scrap metal Collector Fees										
New	B	250.00	250.00	NB	250.00	---	250.00	---	01-Dec-13	N/A
Renewal	B	225.00	225.00	NB	225.00	---	225.00	---	01-Dec-13	N/A
Variation to change to site license	B	300.00	300.00	NB	300.00	---	300.00	---	01-Dec-13	N/A
Variation to change for minor details	B	50.00	50.00	NB	50.00	---	50.00	---	01-Dec-13	N/A
Refund or change of details - Admin Fee	B	55.00	55.00	NB	55.00	---	55.00	---	01-Apr-11	N/A
Other Licences										
Sex Establishment - This fee was set in June - no change proposed	B	2,300.00	2,300.00	NB	2,300.00	---	2,300.00	---	01-Jun-11	N/A
Sex Establishment-Renewal Fee for shpos	B	1,150.00	1,150.00	NB	1,150.00	---	1,150.00	---	01-Apr-12	N/A
Sex Establishment-Transfer	B	575.00	575.00	NB	575.00	---	575.00	---	01-Apr-13	N/A
Hypnotism Consent	B	21.00	21.00	NB	21.00	---	21.00	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
The Marriage Act 1994										
Application for Approval	B	475.00	475.00	NB	900.00	89.47%	900.00	89.47%	01-Apr-13	01-Jan-15
Application for Approval or renewal a premises which currently holds a Premises Licence under the Licensing Act 2003	B	245.00	245.00	NB	245.00	---	245.00	---	01-Apr-13	N/A
Application for renewal	B	365.00	365.00	NB	365.00	---	365.00	---	01-Apr-13	N/A
Application for a review	B	365.00	365.00	NB	365.00	---	365.00	---	01-Apr-13	N/A
Application for transfer or update of approval	B	25.00	25.00	NB	25.00	---	25.00	---	01-Apr-13	N/A
The Licensing Act 2003										
Application for a new / variation licence BAND A	B	100.00	100.00	NB	100.00	---	100.00	---	01-Apr-10	N/A
Application for a new / variation licence BAND B	B	190.00	190.00	NB	190.00	---	190.00	---	01-Apr-10	N/A
Application for a new / variation licence BAND C	B	315.00	315.00	NB	315.00	---	315.00	---	01-Apr-10	N/A
Application for a new / variation licence BAND D	B	450.00	450.00	NB	450.00	---	450.00	---	01-Apr-10	N/A
Application for a new / variation licence BAND E	B	635.00	635.00	NB	635.00	---	635.00	---	01-Apr-10	N/A
Application for a new / variation licence BAND D Multiplier	B	900.00	900.00	NB	900.00	---	900.00	---	01-Apr-10	N/A
Application for a new / variation licence BAND E Multiplier	B	1,905.00	1,905.00	NB	1,905.00	---	1,905.00	---	01-Apr-10	N/A
Annual fee for premises / club licence BAND A	B	70.00	70.00	NB	70.00	---	70.00	---	01-Apr-10	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Annual fee for premises / club licence BAND B	B	180.00	180.00	NB	180.00	---	180.00	---	01-Apr-10	N/A
Annual fee for premises / club licence BAND C	B	295.00	295.00	NB	295.00	---	295.00	---	01-Apr-10	N/A
Annual fee for premises / club licence BAND D	B	320.00	320.00	NB	320.00	---	320.00	---	01-Apr-10	N/A
Annual fee for premises / club licence BAND E	B	350.00	350.00	NB	350.00	---	350.00	---	01-Apr-13	N/A
Annual fee for premises / club licence BAND D Multiplier	B	640.00	640.00	NB	640.00	---	640.00	---	01-Apr-10	N/A
Annual fee for premises / club licence BAND E Multiplier	B	1,050.00	1,050.00	NB	1,050.00	---	1,050.00	---	01-Apr-10	N/A
Application for a copy of licence	B	10.50	10.50	NB	10.50	---	10.50	---	01-Apr-10	N/A
Application for a provisional statement	B	315.00	315.00	NB	315.00	---	315.00	---	01-Apr-10	N/A
Notification of change of name / address of premises licence holder	B	10.50	10.50	NB	10.50	---	10.50	---	01-Apr-10	N/A
Notification of change of name / address of DPS	B	10.50	10.50	NB	10.50	---	10.50	---	01-Apr-10	N/A
Change of registered address of club	B	10.50	10.50	NB	10.50	---	10.50	---	01-Apr-10	N/A
Change of club rules	B	10.50	10.50	NB	10.50	---	10.50	---	01-Apr-10	N/A
Interim Authority Notice	B	23.00	23.00	NB	23.00	---	23.00	---	01-Apr-10	N/A
Application to transfer premises licence	B	23.00	23.00	NB	23.00	---	23.00	---	01-Apr-10	N/A

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

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Application for a premises licence - betting Premises (Other)	B	3,000.00	3,000.00	NB	3,000.00	---	3,000.00	---	01-Apr-10	N/A
Annual fee for a premises licence - Bingo	B	1,000.00	1,000.00	NB	1,000.00	---	1,000.00	---	01-Apr-10	N/A
Annual fee for a premises licence - Adult Gaming Centre	B	1,000.00	1,000.00	NB	1,000.00	---	1,000.00	---	01-Apr-10	N/A
Annual fee for a premises licence - Family Entertainment Centre	B	750.00	750.00	NB	750.00	---	750.00	---	01-Apr-10	N/A
Annual fee for a premises licence - Betting Premises (Track)	B	1,000.00	1,000.00	NB	1,000.00	---	1,000.00	---	01-Apr-10	N/A
Annual fee for a premises licence - betting Premises (Other)	B	600.00	600.00	NB	600.00	---	600.00	---	01-Apr-10	N/A
Application for a variation of premises licence - Bingo	B	1,750.00	1,750.00	NB	1,750.00	---	1,750.00	---	01-Apr-10	N/A
Application for a variation of premises licence - Adult Gaming Centre	B	1,000.00	1,000.00	NB	1,000.00	---	1,000.00	---	01-Apr-10	N/A
Application for a variation of premises licence - Family Entertainment Centre	B	1,000.00	1,000.00	NB	1,000.00	---	1,000.00	---	01-Apr-10	N/A
Application for a variation of premises licence - Betting Premises (Track)	B	1,250.00	1,250.00	NB	1,250.00	---	1,250.00	---	01-Apr-10	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Application for a variation of premises licence - Betting Premises (Other)	B	1,500.00	1,500.00	NB	1,500.00	---	1,500.00	---	01-Apr-10	N/A
Application for a transfer of premises licence - Bingo	B	1,200.00	1,200.00	NB	1,200.00	---	1,200.00	---	01-Apr-10	N/A
Application for a transfer of premises licence - Adult Gaming Centre	B	1,200.00	1,200.00	NB	1,200.00	---	1,200.00	---	01-Apr-10	N/A
Application for a transfer of premises licence - Family Entertainment Centre	B	1,200.00	1,200.00	NB	1,200.00	---	1,200.00	---	01-Apr-10	N/A
Application for a transfer of premises licence - Betting Premises (Track)	B	950.00	950.00	NB	950.00	---	950.00	---	01-Apr-10	N/A
Application for a transfer of premises licence - betting Premises (Other)	B	1,200.00	1,200.00	NB	1,200.00	---	1,200.00	---	01-Apr-10	N/A
Application for an Unlicensed Family Entertainment Centre	B	300.00	300.00	NB	300.00	---	300.00	---	01-Apr-10	N/A
Gaming Machine Permit	B	150.00	150.00	NB	150.00	---	150.00	---	01-Apr-10	N/A
Licensed premises gaming machine permit	B	50.00	50.00	NB	50.00	---	50.00	---	01-Apr-10	N/A
Annual fee for licensed premises gaming machine permit	B	150.00	150.00	NB	150.00	---	150.00	---	01-Apr-10	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Annual fee for club gaming / gaming machine permit	B	50.00	50.00	NB	50.00	---	50.00	---	01-Apr-10	N/A
Transfer of gaming machine permit	B	25.00	25.00	NB	25.00	---	25.00	---	01-Apr-10	N/A
Notification of 2 x gaming machines	B	50.00	50.00	NB	50.00	---	50.00	---	01-Apr-10	N/A
Street Trading Licences										
Pitch (Permanent)	B	880.00	880.00	NB	880.00	---	880.00	---	01-Apr-13	N/A
Pitch (Temporary - 6 months)	B	440.00	440.00	NB	440.00	---	440.00	---	01-Apr-13	N/A
Shops Front (per metre depth) - 6 months	B	72.00	72.00	NB	72.00	---	72.00	---	01-Apr-13	N/A
Change of Licenses (including trading area) - 6 months	B	72.00	72.00	NB	72.00	---	72.00	---	01-Apr-13	N/A
Short term event Temp Street Trading Licence - 1st day	M	26.80	27.50	NB	26.80	---	27.50	---	01-Apr-13	N/A
Short term event Temp Street Trading Licence - per day thereafter	M	10.70	11.00	NB	10.70	---	11.00	---	01-Apr-13	N/A
Consent for distribution of free printed matter (per application - covering a period of 8 hours)	B	27.50	27.50	NB	27.50	---	27.50	---	01-Apr-13	N/A
Busking permission	M	26.80	27.50	NB	26.80	---	27.50	---	01-Apr-13	N/A
Highway Event permits	M	0.00	N/A	NB	0.00	N/A	N/A	N/A	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Street Trading										
Uxbridge Town Centre Market - Max 50 stalls 1st day	B	760.00	760.00	NB	760.00	---	760.00	---	01-Apr-13	N/A
Uxbridge Town Centre Market - Max 50 stalls per day thereafter	B	255.00	255.00	NB	255.00	---	255.00	---	01-Apr-13	N/A
Other areas Market - up to 50 stalls per day 1st day	B	510.00	510.00	NB	510.00	---	510.00	---	01-Apr-13	N/A
Other areas Market - additional 50 stalls 1st day	B	255.00	255.00	NB	255.00	---	255.00	---	01-Apr-13	N/A
Other areas Market-up to 50 stalls each day thereafter	B	510.00	510.00	NB	510.00	---	510.00	---	01-Apr-13	N/A
Other areas Market- additional 50 stalls each day thereafter	B	255.00	255.00	NB	255.00	---	255.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
26. Trading Standards										
Weights and Measures										
Examining, adjusting, certifying, stamping, authorising or reporting of special weighing or measuring equipment per hour	B	70.00	N/A	NB	70.00	---	N/A	N/A	01-Apr-13	N/A
Fees for purpose of S74 Weights & Measures Act 1985	B	70.00	N/A	NB	70.00	---	N/A	N/A	01-Apr-13	N/A
Linear measures not exceeding 3m for each scale	B	10.30	N/A	NB	10.30	---	N/A	N/A	01-Apr-13	N/A
Capacity measures without division not exceeding 1 litre or 1 qt	B	8.10	N/A	NB	8.10	---	N/A	N/A	01-Apr-13	N/A
Cubic ballast measures (other than brim measures)	B	153.00	N/A	NB	153.00	---	N/A	N/A	01-Apr-13	N/A
Liquid capacity measures for making up and checking average quantity purchases	B	24.40	N/A	NB	24.40	---	N/A	N/A	01-Apr-13	N/A
Template per scale - First item	B	42.20	N/A	NB	42.20	---	N/A	N/A	01-Apr-13	N/A
Template per scale - Second item	B	16.80	N/A	NB	16.80	---	N/A	N/A	01-Apr-13	N/A
Weighing Instruments - Exceeding 250kg to 1 tonne	B	55.20	N/A	NB	55.20	---	N/A	N/A	01-Apr-13	N/A

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

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

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Weighing Instruments - Exceeding 1 tonne to 10 tonnes	B	131.20	N/A	NB	131.20	---	N/A	N/A	01-Apr-13	N/A
Weighing Instruments - Exceeding 10 tonnes to 30 tonnes	B	340.50	N/A	NB	340.50	---	N/A	N/A	01-Apr-13	N/A
Weighing Instruments - Exceeding 10 tonnes to 30 tonnes (weights and labour provided)	B	170.00	N/A	NB	170.00	---	N/A	N/A	01-Apr-13	N/A
Weighing Instruments - Exceeding 30 tonnes to 60 tonnes	B	560.00	N/A	NB	560.00	---	N/A	N/A	01-Apr-13	N/A
Weighing Instruments - Exceeding 30 tonnes to 60 tonnes (weights and labour provided)	B	280.00	N/A	NB	280.00	---	N/A	N/A	01-Apr-13	N/A
Measuring Instruments for Liquid Fuel and Lubricants										
Container Type (un-subdivided)	B	63.10	N/A	NB	63.10	---	N/A	N/A	01-Apr-13	N/A
Single / multi-outlets (nozzles) - Each Additional nozzle tested	B	103.70	N/A	NB	103.70	---	N/A	N/A	01-Apr-13	N/A
Single / multi-outlets (nozzles) - First nozzle tested per site	B	63.60	N/A	NB	63.60	---	N/A	N/A	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
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	70.00	N/A	NB	70.00	---	N/A	N/A	01-Apr-13	N/A
Road Tanker Liquid Fuel Measuring Equipment (Above 100 litres)										
Meter measuring system - Dry hose type with two testing liquids	B	201.00	N/A	NB	201.00	---	N/A	N/A	01-Apr-13	N/A
Meter measuring system - Wet hose type with two testing liquids	B	249.00	N/A	NB	249.00	---	N/A	N/A	01-Apr-13	N/A
Dipstick measuring systems - Up to 7,600 litres (for calibration of each compartment and production of chart)	B	149.40	N/A	NB	149.40	---	N/A	N/A	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Dipstick measuring systems - Over 7,600 litres basic fees + costs per hour at a rate of:	B	70.00	N/A	NB	70.00	---	N/A	N/A	01-Apr-13	N/A
Initial dipstick	B	18.40	N/A	NB	18.40	---	N/A	N/A	01-Apr-13	N/A
Spare dipstick	B	18.40	N/A	NB	18.40	---	N/A	N/A	01-Apr-13	N/A
Replacement dipstick (for calibration of each compartment and production of chart)	B	38.90	N/A	NB	38.90	---	N/A	N/A	01-Apr-13	N/A
Explosives										
Registered premises (Statutory Fee) New	B	105.00	N/A	NB	105.00	---	N/A	N/A	01-Apr-13	N/A
Registered premises (Statutory Fee) Renewal	B	52.00	N/A	NB	52.00	---	N/A	N/A	01-Apr-13	N/A
Licensed store (Statutory Fee) New	B	178.00	N/A	NB	178.00	---	N/A	N/A	01-Apr-13	N/A
Licensed store (Statutory Fee) Renewal	B	83.00	N/A	NB	83.00	---	N/A	N/A	01-Apr-13	N/A
Licence to sell all year (statutory Fee)	B	500.00	N/A	NB	500.00	---	N/A	N/A	01-Apr-13	N/A
Sale of goods										
By competitive bidding	B	177.50	0.00	NB	177.50	---	0.00	N/A	01-Apr-14	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
27. Trade Refuse										
Normal domestic sized dustbin, plastic sack or agreed equivalent. Approx 90 litres capacity (each)	B	2.50	2.50	NB	2.50	---	2.50	---	01-Apr-13	N/A
940 litre capacity bulk bin. (Hire & empty)	B	15.80	15.80	NB	15.80	---	16.00	1.27%	01-Apr-14	01-Apr-15
1100 litre capacity bulk bin (1-3 bins). Hire & empty	B	17.85	17.85	NB	17.85	---	18.00	0.84%	01-Apr-14	01-Apr-15
1100 litre capacity bulk bin (4 bins and over). Hire & empty	B	14.20	14.20	NB	14.20	---	14.30	0.70%	01-Apr-14	01-Apr-15
1280 litre capacity bulk bin. Hire & empty	B	20.00	20.00	NB	20.00	---	20.20	1.00%	01-Apr-14	01-Apr-15
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	---	5.00	---	01-Apr-13	N/A
Container reinstatement fee following removal due to late payment (per site)	B	61.00	61.00	NB	61.00	---	61.00	---	01-Apr-13	N/A
Hire charge for supply of 940 litre bulk bin for domestic / charity collection purposes (per 3 months)	B	27.55	N/A	NB	27.55	---	N/A	N/A	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Hire charge for supply of 1100 litre bulk bin for domestic / charity collection purposes (per 3 months)	B	32.00	N/A	NB	32.00	---	N/A	N/A	01-Apr-13	N/A
Hire charge for supply of 1280 litre bulk bin for domestic / charity collection purposes (per 3 months)	B	36.88	N/A	NB	36.88	---	N/A	N/A	01-Apr-13	N/A
Hire charge for supply of 1100 litre recycling bin for domestic / charity collection purposes (per 3 months)	B	14.00	N/A	NB	14.00	---	N/A	N/A	01-Apr-13	N/A
Special one-off collections (by arrangement).	B	46.33	46.33	NB	46.33	---	46.33	---	01-Apr-13	N/A
Special one-off collections (residents) up to 4 items	R	15.00	N/A	NB	15.00	---	N/A	N/A	01-Apr-13	N/A
Special one-off collections (residents) 4 items up to 8 items	R	30.00	N/A	NB	30.00	---	N/A	N/A	01-Apr-13	N/A
Special one-off collections (residents) 8 items up to 12 items	R	45.00	N/A	NB	45.00	---	N/A	N/A	01-Apr-13	N/A
Entry Charge	B	0.00	10.00	NB	0.00	---	10.00	---	01-Apr-10	N/A
Trade waste at CA sites	B	155.00	155.00	NB	155.00	---	165.00	6.45%	01-Apr-14	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
28. Public Conveniences										
Public Conveniences										
Hatton Cross - Per entry	M	0.10	N/A	NB	0.10	---	N/A	N/A	01-Apr-13	N/A
Oakland Gate - Per entry	M	0.10	N/A	NB	0.10	---	N/A	N/A	01-Apr-13	N/A
Park Lane, Harefield - Per entry	M	0.10	N/A	NB	0.10	---	N/A	N/A	01-Apr-13	N/A
Linden Avenue - Per entry	M	0.20	N/A	NB	0.20	---	N/A	N/A	01-Apr-13	N/A
29. Environmental Enforcement										
Penalties										
Litter Enforcement (Fixed Penalty Notice)	M	80.00	80.00	NB	80.00	---	80.00	---	01-Apr-11	N/A
Graffiti (Fixed Penalty)	M	100.00	100.00	NB	100.00	---	100.00	---	01-Apr-13	N/A
Dog Warden Services (Fixed Penalty)	M	25.00	25.00	NB	25.00	---	25.00	---	01-Apr-11	N/A
Dog warden Services (Transportation costs) First offence within 12 Months - excl of fixed penalty	M	45.00	45.00	NB	45.00	---	45.00	---	01-Apr-11	N/A
Duty of care (Fixed Penalty)	M	90.00	90.00	NB	90.00	---	90.00	---	01-Apr-11	N/A
Fly Posting (Fixed Penalty)	M	100.00	100.00	NB	100.00	---	100.00	---	01-Apr-13	N/A
Contravention of conditions - Street trading licence (Fixed Penalty)	M	90.00	90.00	NB	90.00	---	90.00	---	01-Apr-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
High hedges complaints under ASB Act 2003 Part 8 - fee for preparation of formal decision report	M	N/A	N/A	NB	500.00	N/A	500.00	N/A	N/A	01-Apr-15
High hedges complaints under ASB Act 2003 Part 8 - fee for preparation of formal decision report - Concession for over 65s	C	N/A	N/A	NB	0.00	N/A	0.00	N/A	N/A	01-Apr-15
Fixed Penalty for offences under ASB Crime and Policing Act 2014, breach of Public Spaces Protection Order or Community Protection Notice	M	N/A	N/A	NB	80.00	N/A	80.00	N/A	N/A	01-Apr-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
30. Environmental Protection Unit										
Environmental Permitting EPU										
Application for a standard process	B	1,579.00	1,579.00	NB	1,579.00	---	1,579.00	---	01-Apr-12	N/A
Additional to standard process application if operating at the time	B	1,137.00	1,137.00	NB	1,137.00	---	1,137.00	---	01-Apr-12	N/A
Application for PVR1, SWOB and DC	B	148.00	148.00	NB	148.00	---	148.00	---	01-Apr-12	N/A
Application for PVR1 and PVR2 combined	B	246.00	246.00	NB	246.00	---	246.00	---	01-Apr-12	N/A
Application for VR and other reduced fee activities	B	346.00	346.00	NB	346.00	---	346.00	---	01-Apr-12	N/A
Additional to reduced fee application if operating at the time	B	68.00	68.00	NB	68.00	---	68.00	---	01-Apr-12	N/A
Application for mobile, screening and crushing plant	B	1,579.00	1,579.00	NB	1,579.00	---	1,579.00	---	01-Apr-12	N/A
Application for third to seventh mobile, screening and crushing plant	B	943.00	943.00	NB	943.00	---	943.00	---	01-Apr-12	N/A
Application for eighth and subsequent mobile, screening and crushing plant	B	477.00	477.00	NB	477.00	---	477.00	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Additional application fee if waste application with the permit application	B	297.00	297.00	NB	297.00	---	297.00	---	01-Apr-12	N/A
Subsistence for standard process low risk	B	739.00	739.00	NB	739.00	---	739.00	---	01-Apr-12	N/A
Subsistence for standard process medium risk	B	1,111.00	1,111.00	NB	1,111.00	---	1,111.00	---	01-Apr-12	N/A
Subsistence for standard process high risk	B	1,672.00	1,672.00	NB	1,672.00	---	1,672.00	---	01-Apr-12	N/A
Subsistence Reduced Fee Activity low risk	B	76.00	76.00	NB	76.00	---	76.00	---	01-Apr-12	N/A
Subsistence Reduced Fee Activity medium risk	b	151.00	151.00	NB	151.00	---	151.00	---	01-Apr-12	N/A
Subsistence Reduced Fee Activity high risk	B	227.00	227.00	NB	227.00	---	227.00	---	01-Apr-12	N/A
Subsistence PVR1 & PVR2 combined low risk	B	108.00	108.00	NB	108.00	---	108.00	---	01-Apr-12	N/A
Subsistence PVR1 & PVR2 combined medium risk	B	216.00	216.00	NB	216.00	---	216.00	---	01-Apr-12	N/A
Subsistence PVR1 & PVR2 combined high risk	B	326.00	326.00	NB	326.00	---	326.00	---	01-Apr-12	N/A
Subsistence for VR low risk	B	218.00	218.00	NB	218.00	---	218.00	---	01-Apr-12	N/A
Subsistence for VR medium risk	B	349.00	349.00	NB	349.00	---	349.00	---	01-Apr-12	N/A
Subsistence for VR high risk	B	524.00	524.00	NB	524.00	---	524.00	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Subsistence for mobile screening and crushing plant low risk	B	618.00	618.00	NB	618.00	---	618.00	---	01-Apr-12	N/A
Subsistence for mobile screening and crushing plant medium risk	B	989.00	989.00	NB	989.00	---	989.00	---	01-Apr-12	N/A
Subsistence for mobile screening and crushing plant high risk	B	1,484.00	1,484.00	NB	1,484.00	---	1,484.00	---	01-Apr-12	N/A
Subsistence for mobile screening and crushing plant low risk 3rd-7th permits	B	368.00	368.00	NB	368.00	---	368.00	---	01-Apr-12	N/A
Subsistence for mobile screening and crushing plant medium risk 3rd-7th permits	B	590.00	590.00	NB	590.00	---	590.00	---	01-Apr-12	N/A
Subsistence for mobile screening and crushing plant high risk 3rd-7th permits	B	884.00	884.00	NB	884.00	---	884.00	---	01-Apr-12	N/A
Subsistence for mobile screening and crushing plant low risk 8th permit plus	B	189.00	189.00	NB	189.00	---	189.00	---	01-Apr-12	N/A
Subsistence for mobile screening and crushing plant medium risk 8th permit plus	B	302.00	302.00	NB	302.00	---	302.00	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Subsistence for mobile screening and crushing plant high risk 8th permit plus	B	453.00	453.00	NB	453.00	---	453.00	---	01-Apr-12	N/A
Subsistence Late payment fee	B	50.00	50.00	NB	50.00	---	50.00	---	01-Apr-12	N/A
Extra fee for standard process where E-PRTR report needed	B	99.00	99.00	NB	99.00	---	99.00	---	01-Apr-12	N/A
Extra fee for standard process combined with waste installation low risk	B	149.00	149.00	NB	149.00	---	149.00	---	01-Apr-12	N/A
Extra fee for standard process combined with waste installation medium risk	B	198.00	198.00	NB	198.00	---	198.00	---	01-Apr-12	N/A
Extra fee for standard process combined with waste installation high risk	B	99.00	99.00	NB	99.00	---	99.00	---	01-Apr-12	N/A
Transfer of standard process	B	162.00	162.00	NB	162.00	---	162.00	---	01-Apr-12	N/A
Partial transfer of standard process	B	476.00	476.00	NB	476.00	---	476.00	---	01-Apr-12	N/A
New operator at low risk reduced fee activity	B	75.00	75.00	NB	75.00	---	75.00	---	01-Apr-12	N/A
Partial transfer of reduced fee activity	B	45.00	45.00	NB	45.00	---	45.00	---	01-Apr-12	N/A
First temporary transfer of mobiles	B	51.00	51.00	NB	51.00	---	51.00	---	01-Apr-12	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Repeat transfer after enforcement	B	51.00	51.00	NB	51.00	---	51.00	---	01-Apr-12	N/A
Substantial Change for standard process	B	1,005.00	1,005.00	NB	1,005.00	---	1,005.00	---	01-Apr-12	N/A
Substantial Change for standard process where new PPC activity	B	1,579.00	1,579.00	NB	1,579.00	---	1,579.00	---	01-Apr-12	N/A
Substantial Change for reduced fee activity	B	98.00	98.00	MB	98.00	---	98.00	---	01-Apr-12	N/A
31. Pest Control										
Occupied Property - 1-3 visits	R	60.00	N/A	STD	60.00	---	N/A	N/A	01-Apr-13	N/A
Occupied Property - 1-3 visits Over 65	R	0.00	N/A	STD	0.00	N/A	N/A	N/A	01-Apr-13	N/A
Occupied Property - each additional visit	R	36.00	N/A	STD	36.00	---	N/A	N/A	01-Apr-13	N/A
Rented Property	R	93.60	N/A	STD	93.60	---	N/A	N/A	01-Apr-13	N/A
No Access	R	36.00	N/A	STD	36.00	---	N/A	N/A	01-Apr-13	N/A
32. Contaminated Land										
Contaminated Land										
Residential Enquiries - Per hour (Current Year)	R	60.00	60.00	STD	60.00	---	60.00	---	01-Apr-11	N/A
Flat Rate (From Jan 2011)										
Commercial Enquiries - Per hour (Current Year)	B	150.00	150.00	STD	150.00	---	150.00	---	01-Apr-13	N/A
Flat Rate (From Jan 2011)										

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
33. Parking										
On-Street Parking: (1) Town Centres										
<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>										
Uxbridge										
Per 15 mins up to 2 hours	M	0.30	0.80	NB	0.30	---	0.80	---	31-Jan-11	N/A
West Drayton / Yiewsley, Hayes (Goldharbour Lane and Station Rd), Northwood Hills, Eastcote, Ruislip.										
<i>These schemes have various maximum stay durations of either 2 hours or 4 hours.:</i>										
1st 30 mins free then,	M	0.00	0.00	NB	0.00	---	0.00	---	31-Jan-11	N/A
30 mins up to 2hrs, then	M	0.20	0.70	NB	0.20	---	0.70	---	31-Jan-11	N/A
per 20 mins up to maximum stay	M	0.20	0.70	NB	0.20	---	0.70	---	31-Jan-11	N/A
On-Street Parking: (1) Local Centres and Parades Hillingdon Circus; Uxbridge Rd / Lees Rd; South Ruislip; North Hillingdon (Hercies RD); Crescent Parade; New Pond Parade; Ickenham, Dellfield Parade, Hillingdon Hill										
<i>These schemes have various maximum stay durations between 2 hrs and 4 hrs</i>										
1st 30 mins free then,	M	0.00	0.00	NB	0.00	---	0.00	---	31-Jan-11	N/A
per 30 mins up to 2 hrs, then	M	0.20	0.70	NB	0.20	---	0.70	---	31-Jan-11	N/A
per 20 mins up to maximum stay	M	0.20	0.70	NB	0.20	---	0.70	---	31-Jan-11	N/A
On-Street Parking: (2) Local Centres and Parades Belmore Parade										
<i>This scheme has a duration of 10 hrs and 40 mins</i>										
1st 30 mins free, then	M	0.00	0.00	NB	0.00	---	0.00	---	31-Jan-11	N/A
per 30 mins up to 2 hrs, then	M	0.20	0.70	NB	0.20	---	0.70	---	31-Jan-11	N/A
per 20 mins up to 4 hrs, then	M	0.20	0.70	NB	0.20	---	0.70	---	31-Jan-11	N/A
per 20 mins up to maximum stay	M	0.20	0.60	NB	0.20	---	0.60	---	31-Jan-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Parking Schemes										
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>										
Outside shops:										
1st 30 mins free, then per 30 mins up to maximum stay	M	0.00	0.00	NB	0.00	---	0.00	---	31-Jan-11	N/A
	M	0.20	0.70	NB	0.20	---	0.70	---	31-Jan-11	N/A
Other Places:										
per 20 mins up to maximum stay	M	0.20	0.60	NB	0.20	---	0.60	---	31-Jan-11	N/A
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	---	1.00	---	31-Jan-11	N/A
up to 2 hours (Kingsend South)	M	1.00	1.50	STD	1.00	---	1.50	---	31-Jan-11	N/A
up to 30 mins	M	0.00	0.00	STD	0.00	---	0.00	---	31-Jan-11	N/A
up to 1 hour	M	0.20	1.00	STD	0.20	---	1.00	---	31-Jan-11	N/A
up to 90 mins	M	0.40	1.50	STD	0.40	---	1.50	---	31-Jan-11	N/A
up to 2 hours	M	0.60	1.70	STD	0.60	---	1.70	---	31-Jan-11	N/A
Oaklands Gate, Northwood and Falling Lane, Yiewsley - Limited Stay										
Up to 30 mins	M	0.00	0.00	STD	0.00	---	0.00	---	31-Jan-11	N/A
Up to 1 hour	M	0.20	1.00	STD	0.20	---	1.00	---	31-Jan-11	N/A
Up to 90 mins	M	0.40	1.30	STD	0.40	---	1.30	---	31-Jan-11	N/A
Up to 2 hours	M	0.60	1.70	STD	0.60	---	1.70	---	31-Jan-11	N/A
Up to 3 hours	M	1.00	2.50	STD	1.00	---	2.50	---	31-Jan-11	N/A
Up to 4 hours	M	1.80	4.40	STD	1.80	---	4.40	---	31-Jan-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
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 per 20 mins up to maximum stay	M	0.00	0.00	STD	0.00	---	0.00	---	31-Jan-11	N/A
	M	0.20	0.70	STD	0.20	---	0.70	---	31-Jan-11	N/A
	M	0.20	0.70	STD	0.20	---	0.70	---	31-Jan-11	N/A
Sidmouth Drive car park, Ruislip Gardens, Limited Stay										
<i>This car park has a maximum stay period of 4 hours</i>										
1st 30 mins, then per 30 mins up to 2 hrs, then per 20 mins up to maximum stay	M	0.00	0.00	STD	0.00	---	0.00	---	31-Jan-11	N/A
	M	0.20	0.70	STD	0.20	---	0.70	---	31-Jan-11	N/A
	M	0.20	0.70	STD	0.20	---	0.70	---	31-Jan-11	N/A
Kingsend South, Ruislip - Long Stay										
Up to 1 hour	M	0.60	1.00	STD	0.60	---	1.00	---	31-Jan-11	N/A
Up to 2 hours	M	1.00	1.50	STD	1.00	---	1.50	---	31-Jan-11	N/A
Up to 3 hours	M	1.20	2.90	STD	1.20	---	2.90	---	31-Jan-11	N/A
Up to 4 hours	M	2.00	4.90	STD	2.00	---	4.90	---	31-Jan-11	N/A
Over 4 hours	M	2.20	5.50	STD	2.20	---	5.50	---	31-Jan-11	N/A
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	---	31-Jan-11	N/A
Up to 1 hour	M	0.20	0.70	STD	0.20	---	0.70	---	31-Jan-11	N/A
Up to 90 mins	M	0.40	1.40	STD	0.40	---	1.40	---	31-Jan-11	N/A
Up to 2 hours	M	0.60	2.10	STD	0.60	---	2.10	---	31-Jan-11	N/A
Up to 3 hours	M	1.00	3.00	STD	1.00	---	3.00	---	31-Jan-11	N/A
Up to 4 hours	M	2.00	5.20	STD	2.00	---	5.20	---	31-Jan-11	N/A
Up to 9 hours (Over 4 hours for Blyth Road)	M	3.70	8.70	STD	3.70	---	8.70	---	31-Jan-11	N/A
Over 9 hours	M	6.20	12.00	STD	6.20	---	12.00	---	31-Jan-11	N/A

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

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

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last 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	---	31-Jan-11	N/A
Up to 1 hour	M	0.20	0.70	STD	0.20	---	0.70	---	31-Jan-11	N/A
Up to 90 mins	M	0.40	1.40	STD	0.40	---	1.40	---	31-Jan-11	N/A
Up to 2 hours	M	0.60	2.10	STD	0.60	---	2.10	---	31-Jan-11	N/A
Up to 3 hours	M	1.00	3.50	STD	1.00	---	3.50	---	31-Jan-11	N/A
Up to 4 hours	M	1.80	5.20	STD	1.80	---	5.20	---	31-Jan-11	N/A
Over 4 hours	M	2.00	5.70	STD	2.00	---	5.70	---	31-Jan-11	N/A
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	---	31-Jan-11	N/A
Up to 1 hour	M	0.20	0.50	STD	0.20	---	0.50	---	31-Jan-11	N/A
Up to 90 mins	M	0.40	1.00	STD	0.40	---	1.00	---	31-Jan-11	N/A
Up to 2 hours	M	0.60	1.50	STD	0.60	---	1.50	---	31-Jan-11	N/A
Up to 3 hours	M	1.00	2.30	STD	1.00	---	2.30	---	31-Jan-11	N/A
Up to 4 hours	M	2.00	4.50	STD	2.00	---	4.50	---	31-Jan-11	N/A
Up to 6 hours	M	2.60	5.50	STD	2.60	---	5.50	---	31-Jan-11	N/A
Up to 9 hours	M	3.70	8.00	STD	3.70	---	8.00	---	31-Jan-11	N/A
Over 9 hours	M	6.20	11.00	STD	6.20	---	11.00	---	31-Jan-11	N/A
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	---	1.40	---	31-Jan-11	N/A
Up to 3 hours	M	2.00	2.40	STD	2.00	---	2.40	---	31-Jan-11	N/A
Up to 4 hours	M	2.50	3.00	STD	2.50	---	3.00	---	31-Jan-11	N/A
Up to 5 hours	M	3.20	4.00	STD	3.20	---	4.00	---	31-Jan-11	N/A
Up to 6 hours	M	4.50	6.80	STD	4.50	---	6.80	---	31-Jan-11	N/A
Up to 8 hours	M	6.50	11.00	STD	6.50	---	11.00	---	31-Jan-11	N/A
Over 8 hours	M	8.50	16.00	STD	8.50	---	16.00	---	31-Jan-11	N/A
Sunday (all day)	M	2.00	2.70	STD	2.00	---	2.70	---	31-Jan-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Civic Centre car park (open on Saturdays only)										
Up to 2 hours	M	0.90	1.40	STD	0.90	---	1.40	---	31-Jan-11	N/A
Up to 4 hours	M	1.80	3.00	STD	1.80	---	3.00	---	31-Jan-11	N/A
Over 4 hours	M	3.50	5.50	STD	3.50	---	5.50	---	31-Jan-11	N/A
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	---	425.00	---	01-Apr-12	N/A
Cedars and Grainges Car Parks At all times (per half-year)	M	0.00	845.00	STD	0.00	---	845.00	---	01-Apr-12	N/A
Cedars and Grainges Car Parks At all times (annual)	M	1,200.00	1,700.00	STD	1,200.00	---	1,700.00	---	31-Jan-11	N/A
Local Car Park Permit (used in Surface car parks) At all times (depending on location)	M	85.00	105.00	STD	85.00	---	105.00	---	31-Jan-11	N/A
Local Car Park Permit (used in Surface car parks) At all times (depending on location)	M	85.00	105.00	STD	85.00	---	105.00	---	31-Jan-11	N/A
Business Permit / Trader Permit All times (per annum)	M	480.00	500.00	NB	480.00	---	500.00	---	31-Jan-11	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
34. Planning Policy										
Accessible Hillingdon Supplementary Planning Document (SPD) (printed copies)	B	17.00	17.00	STD	17.00	---	17.00	---	07-May-13	N/A
35. Planning Specialists										
Ordinary Watercourse Land Drainage Consent fee	B	50.00	50.00	NB	50.00	---	50.00	---	04-Nov-13	N/A
36. Children's Centres										
Full day care provision										
Nestles Avenue Children's Centre										
Standard Rate	R	205.00	207.00	EXP	239.00	16.59%	241.50	16.67%	01-Apr-13	01-Sep-15
Concessionary Rate	R	205.00	207.00	EXP	205.00	---	207.00	---	01-Apr-13	01-Sep-15
South Ruislip Early Years Centre										
Standard Rate	R	205.00	207.00	EXP	239.00	16.59%	241.50	16.67%	01-Apr-13	01-Sep-15
Concessionary Rate	R	205.00	207.00	EXP	205.00	---	207.00	---	01-Apr-13	01-Sep-15
Uxbridge Early Years Centre										
Standard Rate	R	205.00	207.00	EXP	239.00	16.59%	241.50	16.67%	01-Apr-13	01-Sep-15
Concessionary Rate	R	205.00	207.00	EXP	205.00	---	207.00	---	01-Apr-13	01-Sep-15

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Barra Hall Room Hire										
Daytime room hire per hour (9am to 6pm) (concession for voluntary organisations)	M	30.00	30.00	EXP	30.00	---	30.00	---	01-Apr-13	N/A
Daytime room hire per day (9am to 6pm) (concession for voluntary organisations)	M	150.00	150.00	EXP	150.00	---	150.00	---	01-Apr-13	N/A
Evening room hire per hour (concession for voluntary organisations)	M	33.00	33.00	EXP	33.00	---	33.00	---	01-Apr-13	N/A
Weekend room hire per hour (concession for voluntary organisations)	M	37.50	37.50	EXP	37.50	---	37.50	---	01-Apr-13	N/A
Weekend room hire per day (9am to 6pm) (concession for voluntary organisations)	M	187.50	187.50	EXP	187.50	---	187.50	---	01-Apr-13	N/A
Additional tea / coffee (per mug)	M	0.80	0.80	STD	0.80	---	0.80	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
37. Adult Education And Music Service										
Tuition Fees										
The Adult Education service provides residents of all abilities, both to enhance workplace prospects and special interest classes. Income for the services is a combination of funding from Central Government, the council, and fees. Fees have already been set for the 2014-15 academic year; it is proposed that a revised course and fees schedule will be submitted to Cabinet in May 2015 once course planning has been completed in early 2015, and before the beginning of the new academic year in September 2015.										
Tuition Fee per Guided Learning Hour –LSC funded provision	R	2.48	4.55	EXP	2.48	---	4.55	---	01-Apr-13	N/A
Tuition Fee per Guided Learning Hour –LBH funded provision	R	2.48	4.55	EXP	2.48	---	4.55	---	01-Apr-13	N/A
Charge for a fully equipped and serviced classroom	M	150.00	150.00	EXP	150.00	---	150.00	---	01-Apr-13	N/A
Charge for a fully equipped and serviced classroom	M	100.00	100.00	EXP	100.00	---	100.00	---	01-Apr-13	N/A
Music Service (termly charge)										
Group tuition	R	58.50	60.00	EXP	58.50	---	60.00	---	01-Apr-13	N/A
Individual tuition	R	110.00	112.00	EXP	110.00	---	112.00	---	01-Apr-13	N/A
Saturday Music Centre	R	58.50	60.00	EXP	58.50	---	60.00	---	01-Apr-13	N/A
Evening Activity or	R	33.00	34.00	EXP	33.00	---	34.00	---	01-Apr-13	N/A
Saturday Choir Only	R	12.00	15.00	EXP	12.00	---	15.00	---	01-Apr-13	N/A
Use of Instrument	R	85.00	85.00	EXP	85.00	---	85.00	---	01-Apr-13	N/A
individual 15 minute lesson	R	85.00	85.00	EXP	85.00	---	85.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Music Service (concession)										
Group tuition	R	12.75	13.00	EXP	12.75	---	13.00	---	01-Apr-13	N/A
Individual tuition	R	21.25	21.50	EXP	21.25	---	21.50	---	01-Apr-13	N/A
Saturday Music Centre	R	12.75	13.00	EXP	12.75	---	13.00	---	01-Apr-13	N/A
Evening Activity or	R	9.25	9.50	EXP	9.25	---	9.50	---	01-Apr-13	N/A
Saturday Choir Only	R	4.10	5.10	EXP	4.10	---	5.10	---	01-Apr-13	N/A
Use of Instrument	R	17.00	17.00	EXP	17.00	---	17.00	---	01-Apr-13	N/A
individual 15 minute lesson										
Music Service (Schools Charges)										
Hourly Charge for School Projects	S	N/A	37.00	NB	N/A	N/A	37.00	N/A	01-Apr-13	N/A
Hourly Charge for School Projects (to academies)	S	N/A	44.40	STD	N/A	N/A	44.40	N/A	01-Apr-13	N/A
38. Young People's Centre										
Charville YPC Northwood YPC South Ruislip YPC										
Hourly Charges										
Council directly managed	M	20.00	20.00	EXP	20.00	---	20.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	30.00	30.00	EXP	30.00	---	30.00	---	01-Apr-13	N/A
Other lettings	M	40.00	40.00	EXP	40.00	---	40.00	---	01-Apr-13	N/A
Daily Charges (Up to 8 Hours)										
Council directly managed	M	120.00	120.00	EXP	120.00	---	120.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	150.00	150.00	EXP	150.00	---	150.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	180.00	180.00	EXP	180.00	---	180.00	---	01-Apr-13	N/A
Other lettings	M	241.00	241.00	EXP	241.00	---	241.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Daily Charges (More than 8 Hours)										
Council directly managed	M	241.00	241.00	EXP	241.00	---	241.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	301.00	301.00	EXP	301.00	---	301.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	361.00	361.00	EXP	361.00	---	361.00	---	01-Apr-13	N/A
Other lettings	M	481.00	481.00	EXP	481.00	---	481.00	---	01-Apr-13	N/A
Individual Rooms										
Hourly										
Charge for 1 room	M	7.00	7.00	EXP	7.00	---	7.00	---	01-Apr-13	N/A
Small hall	M	10.00	10.00	EXP	10.00	---	10.00	---	01-Apr-13	N/A
Large Hall	M	15.00	15.00	EXP	15.00	---	15.00	---	01-Apr-13	N/A
Daily (up to 8 hours)										
Charge for 1 room	M	40.00	40.00	EXP	40.00	---	40.00	---	01-Apr-13	N/A
Small hall	M	60.00	60.00	EXP	60.00	---	60.00	---	01-Apr-13	N/A
Large Hall	M	90.00	90.00	EXP	90.00	---	90.00	---	01-Apr-13	N/A
Daily (more than 8 hours)										
Charge for 1 room	M	80.00	80.00	EXP	80.00	---	80.00	---	01-Apr-13	N/A
Small hall	M	120.00	120.00	EXP	120.00	---	120.00	---	01-Apr-13	N/A
Large Hall	M	180.00	180.00	EXP	180.00	---	180.00	---	01-Apr-13	N/A
West Drayton YPC										
Hourly charges										
Council directly managed	M	21.00	21.00	EXP	21.00	---	21.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	26.00	26.00	EXP	26.00	---	26.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	31.00	31.00	EXP	31.00	---	31.00	---	01-Apr-13	N/A
Other lettings	M	41.00	41.00	EXP	41.00	---	41.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge 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	---	124.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	155.00	155.00	EXP	155.00	---	155.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	186.00	186.00	EXP	186.00	---	186.00	---	01-Apr-13	N/A
Other lettings	M	248.00	248.00	EXP	248.00	---	248.00	---	01-Apr-13	N/A
Daily Charges (More than 8 HOURS)										
Council directly managed	M	248.00	248.00	EXP	248.00	---	248.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	310.00	310.00	EXP	310.00	---	310.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	372.00	372.00	EXP	372.00	---	372.00	---	01-Apr-13	N/A
Other lettings	M	496.00	496.00	EXP	496.00	---	496.00	---	01-Apr-13	N/A
Individual Rooms										
Hourly										
Charge for 1 room	M	7.00	7.00	EXP	7.00	---	7.00	---	01-Apr-13	N/A
Small hall	M	10.00	10.00	EXP	10.00	---	10.00	---	01-Apr-13	N/A
Large Hall	M	16.00	16.00	EXP	16.00	---	16.00	---	01-Apr-13	N/A
Daily (up to 8 hours)										
Charge for 1 room	M	41.00	41.00	EXP	41.00	---	41.00	---	01-Apr-13	N/A
Small hall	M	62.00	62.00	EXP	62.00	---	62.00	---	01-Apr-13	N/A
Large Hall	M	93.00	93.00	EXP	93.00	---	93.00	---	01-Apr-13	N/A
Daily (more than 8 hours)										
Charge for 1 room	M	83.00	83.00	EXP	83.00	---	83.00	---	01-Apr-13	N/A
Small hall	M	124.00	124.00	EXP	124.00	---	124.00	---	01-Apr-13	N/A
Large Hall	M	186.00	186.00	EXP	186.00	---	186.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Harlington YPC										
Hourly										
Council directly managed	M	16.00	16.00	EXP	16.00	---	16.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	20.00	20.00	EXP	20.00	---	20.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	24.00	24.00	EXP	24.00	---	24.00	---	01-Apr-13	N/A
Other lettings	M	32.00	32.00	EXP	32.00	---	32.00	---	01-Apr-13	N/A
Daily (up to 8 hours)										
Council directly managed	M	97.00	97.00	EXP	97.00	---	97.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	122.00	122.00	EXP	122.00	---	122.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	146.00	146.00	EXP	146.00	---	146.00	---	01-Apr-13	N/A
Other lettings	M	194.00	194.00	EXP	194.00	---	194.00	---	01-Apr-13	N/A
Daily (more than 8 hours)										
Council directly managed	M	194.00	194.00	EXP	194.00	---	194.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	243.00	243.00	EXP	243.00	---	243.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	292.00	292.00	EXP	292.00	---	292.00	---	01-Apr-13	N/A
Other lettings	M	389.00	389.00	EXP	389.00	---	389.00	---	01-Apr-13	N/A
Individual Rooms										
Hourly										
Charge for 1 room	M	5.00	5.00	EXP	5.00	---	5.00	---	01-Apr-13	N/A
Small hall	M	8.00	8.00	EXP	8.00	---	8.00	---	01-Apr-13	N/A
Large Hall	M	12.00	12.00	EXP	12.00	---	12.00	---	01-Apr-13	N/A
Daily (up to 8 hours)										
Charge for 1 room	M	32.00	32.00	EXP	32.00	---	32.00	---	01-Apr-13	N/A
Small hall	M	49.00	49.00	EXP	49.00	---	49.00	---	01-Apr-13	N/A
Large Hall	M	73.00	73.00	EXP	73.00	---	73.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Daily (more than 8 hours)										
Charge for 1 room	M	65.00	65.00	EXP	65.00	---	65.00	---	01-Apr-13	N/A
Small hall	M	97.00	97.00	EXP	97.00	---	97.00	---	01-Apr-13	N/A
Large Hall	M	146.00	146.00	EXP	146.00	---	146.00	---	01-Apr-13	N/A
Ruislip YPC										
Hourly										
Council directly managed	M	16.00	16.00	EXP	16.00	---	16.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	20.00	20.00	EXP	20.00	---	20.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	24.00	24.00	EXP	24.00	---	24.00	---	01-Apr-13	N/A
Other lettings	M	32.00	32.00	EXP	32.00	---	32.00	---	01-Apr-13	N/A
Daily (up to 8 hours)										
Council directly managed	M	95.00	95.00	EXP	95.00	---	95.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	118.00	118.00	EXP	118.00	---	118.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	142.00	142.00	EXP	142.00	---	142.00	---	01-Apr-13	N/A
Other lettings	M	189.00	189.00	EXP	189.00	---	189.00	---	01-Apr-13	N/A
Daily (more than 8 hours)										
Council directly managed	M	189.00	189.00	EXP	189.00	---	189.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	237.00	237.00	EXP	237.00	---	237.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	284.00	284.00	EXP	284.00	---	284.00	---	01-Apr-13	N/A
Other lettings	M	379.00	379.00	EXP	379.00	---	379.00	---	01-Apr-13	N/A
Individual Rooms										
Hourly										
Charge for 1 room	M	5.00	5.00	EXP	5.00	---	5.00	---	01-Apr-13	N/A
Small hall	M	8.00	8.00	EXP	8.00	---	8.00	---	01-Apr-13	N/A
Large Hall	M	12.00	12.00	EXP	12.00	---	12.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Daily (up to 8 hours)										
Charge for 1 room	M	32.00	32.00	EXP	32.00	---	32.00	---	01-Apr-13	N/A
Small hall	M	47.00	47.00	EXP	47.00	---	47.00	---	01-Apr-13	N/A
Large Hall	M	71.00	71.00	EXP	71.00	---	71.00	---	01-Apr-13	N/A
Daily (more than 8 hours)										
Charge for 1 room	M	63.00	63.00	EXP	63.00	---	63.00	---	01-Apr-13	N/A
Small hall	M	95.00	95.00	EXP	95.00	---	95.00	---	01-Apr-13	N/A
Large Hall	M	142.00	142.00	EXP	142.00	---	142.00	---	01-Apr-13	N/A
Fountain Mills YPC										
Hourly										
Council directly managed	M	20.00	20.00	EXP	20.00	---	20.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	26.00	26.00	EXP	26.00	---	26.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	31.00	31.00	EXP	31.00	---	31.00	---	01-Apr-13	N/A
Other lettings	M	41.00	41.00	EXP	41.00	---	41.00	---	01-Apr-13	N/A
Daily (up to 8 hours)										
Council directly managed	M	123.00	123.00	EXP	123.00	---	123.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	153.00	153.00	EXP	153.00	---	153.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	184.00	184.00	EXP	184.00	---	184.00	---	01-Apr-13	N/A
Other lettings	M	245.00	245.00	EXP	245.00	---	245.00	---	01-Apr-13	N/A
Daily (more than 8 hours)										
Council directly managed	M	245.00	245.00	EXP	245.00	---	245.00	---	01-Apr-13	N/A
Affiliated Youth Groups	M	306.00	306.00	EXP	306.00	---	306.00	---	01-Apr-13	N/A
Other voluntary group lettings	M	368.00	368.00	EXP	368.00	---	368.00	---	01-Apr-13	N/A
Other lettings	M	490.00	490.00	EXP	490.00	---	490.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge 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	---	7.00	---	01-Apr-13	N/A
Small hall	M	10.00	10.00	EXP	10.00	---	10.00	---	01-Apr-13	N/A
Large Hall	M	15.00	15.00	EXP	15.00	---	15.00	---	01-Apr-13	N/A
Daily (up to 8 hours)										
Charge for 1 room	M	41.00	41.00	EXP	41.00	---	41.00	---	01-Apr-13	N/A
Small hall	M	61.00	61.00	EXP	61.00	---	61.00	---	01-Apr-13	N/A
Large Hall	M	92.00	92.00	EXP	92.00	---	92.00	---	01-Apr-13	N/A
Daily (more than 8 hours)										
Charge for 1 room	M	82.00	82.00	EXP	82.00	---	82.00	---	01-Apr-13	N/A
Small hall	M	123.00	123.00	EXP	123.00	---	123.00	---	01-Apr-13	N/A
Large Hall	M	184.00	184.00	EXP	184.00	---	184.00	---	01-Apr-13	N/A
39. FIESTA										
FIESTA in the Park - SY 7+	M	0.00	0.00	EXP	0.00	---	0.00	---	01-Apr-13	N/A
Summer Action - SY 4-	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Summer Action - SY 6-	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Summer Action - SY 8-	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Summer Action - SY 10	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Summer Action Sparks - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Fashion School - SY 8+	M	62.50	62.50	EXP	62.50	---	62.50	---	01-Apr-13	N/A
Mural Design - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Street Art - SY 8+	M	31.25	31.25	EXP	31.25	---	31.25	---	01-Apr-13	N/A
Digital Photography - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Film Production - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Radio Broadcasting - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Web Communications and Design - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
360 Youth theatre membership - per term	M	20.00	20.00	EXP	20.00	---	20.00	---	01-Apr-13	N/A
360 Youth theatre membership - per annum	M	50.00	50.00	EXP	50.00	---	50.00	---	01-Apr-13	N/A
Drama and Improvisation - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Advanced Drama and Improvisation - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Musical Theatre - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Recording Studio Production - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Rock School - SY 8+	M	62.50	62.50	EXP	62.50	---	62.50	---	01-Apr-13	N/A
Street Dance - SY 8+	M	20.00	20.00	EXP	20.00	---	20.00	---	01-Apr-13	N/A
Street Dance (Advanced) - SY 8+	M	20.00	20.00	EXP	20.00	---	20.00	---	01-Apr-13	N/A
Urban Vocal Performance - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Bollywood Dance - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Make Up and Beauty Techniques - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Advanced Make Up and Beauty Techniques - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Babysitting - SY 11	M	31.25	31.25	EXP	31.25	---	31.25	---	01-Apr-13	N/A
Careers: What Next? - SY 11	M	0.00	0.00	EXP	0.00	---	0.00	---	01-Apr-13	N/A
Event Management - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Food Hygiene Certificate - SY 8+	M	6.25	6.25	EXP	6.25	---	6.25	---	01-Apr-13	N/A
Hairdressing - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Health and Safety Training for the Workplace - SY 11	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Motor Vehicle Maintenance - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Motor Vehicle Maintenance (Advanced) - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Office Skills - SY 11	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
British Sign Language - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Cycling Proficiency - SY 6+	M	0.00	0.00	EXP	0.00	---	0.00	---	01-Apr-13	N/A
Driving Theory Test (Introduction to) - SY 8+	M	6.25	6.25	EXP	6.25	---	6.25	---	01-Apr-13	N/A
English as a Second Language (ESOL) - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
First Aid Skills (Introduction to) - SY 8+	M	6.25	6.25	EXP	6.25	---	6.25	---	01-Apr-13	N/A
First Aid: Appointed Person (Advanced) - SY 11	M	6.25	6.25	EXP	6.25	---	6.25	---	01-Apr-13	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
Hillingdon's Young Master Chef - SY 8+	M	6.25	6.25	EXP	6.25	---	6.25	---	01-Apr-13	N/A
International Cooking Skills - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
Massage and Aromatherapy - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
What Do You Stand for? Politics for Beginners - SY 8+	M	25.00	25.00	EXP	25.00	---	25.00	---	01-Apr-13	N/A
40 Garages										
Car Ports	R	7.96	N/A	STD	7.96	---	N/A	---	01-Apr-14	N/A
Hard Standings/ Parking Spaces	R	4.57	N/A	STD	4.57	---	N/A	---	01-Apr-14	N/A
Garages (Higher)	R	18.50	N/A	STD	18.50	---	N/A	---	01-Oct-14	N/A
Garages Medium	R	14.00	N/A	STD	14.00	---	N/A	---	01-Oct-14	N/A
Garages Lower	R	12.00	N/A	STD	12.00	---	N/A	---	01-Oct-14	N/A
Garages High Demand										
Uxbridge	R	31.00	N/A	STD	31.00	---	N/A	---	01-Oct-14	N/A
Hillingdon	R	32.00	N/A	STD	32.00	---	N/A	---	01-Oct-14	N/A
Ickenham	R	31.00	N/A	STD	31.00	---	N/A	---	01-Oct-14	N/A
Ruislip Manor/Eastcote	R	30.00	N/A	STD	30.00	---	N/A	---	01-Oct-14	N/A
South Ruislip	R	33.00	N/A	STD	33.00	---	N/A	---	01-Oct-14	N/A
Northwood	R	27.00	N/A	STD	27.00	---	N/A	---	01-Oct-14	N/A
Northwood Hills	R	29.00	N/A	STD	29.00	---	N/A	---	01-Oct-14	N/A

Type of Fee / Charge	Type	Current Charge Residents £	Current Charge Non-Residents £	Vat Status	Proposed Charge Residents £	Increase %	Proposed Charge Non Residents £	Increase %	Date of last change to charge	Effective Date
41 Mortuary										
Delayed collection of bodies (daily rate to be charged 5 days after coroner's decision to release body) Defence post mortem Post mortem from another mortuary	M	N/A	N/A	STD	15.00	---	15.00	N/A	N/A	01-Apr-15
	M	N/A	N/A	STD	430.00	---	430.00	N/A	N/A	01-Apr-15
	M	N/A	N/A	STD	405.00	---	405.00	N/A	N/A	01-Apr-15

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	Current Minimum Charge £	Proposed Minimum Charge £	Minimum Charge Increase %	Current Maximum Charge £	Proposed Maximum Charge £	Maximum Charge Increase %	Date of last change to charge	Effective Date
42. Housing									
Homelessness (set to recover costs up to HB threshold levels):									
Temporary Accommodation	R	150.00	150.00	---	375.00	375.00	---	01-Apr-10	N/A
Bed & Breakfast	R	150.00	150.00	---	375.00	375.00	---	01-Apr-10	N/A
43. HRA									
Colne Park Caravan Site:									
Main Rental Charge - Single Plot	R	133.31	136.24	2.20%	131.59	134.48	2.20%	01-Apr-13	01-Apr-15
Main Rental Charge - Double Plot	R	231.75	236.85	2.20%	230.24	235.31	2.20%	01-Apr-13	01-Apr-15
Water Single Plot	R	5.72	5.85	2.27%	5.72	5.85	2.27%	01-Apr-13	01-Apr-15
Water Double Plot	R	10.00	10.22	2.20%	10.00	10.22	2.20%	01-Apr-13	01-Apr-15
Personal Use Electricity Charge per kwh	R	0.11	0.11	---	0.11	0.11	---	01-Apr-13	01-Apr-15
Communal Electric charge per week	R	0.24	0.25	4.17%	0.24	0.25	4.17%	01-Apr-13	01-Apr-15
Chemical Toilet Charge	R	5.70	5.83	2.28%	5.70	5.83	2.28%	01-Apr-13	01-Apr-15

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	Current Minimum Charge £	Proposed Minimum Charge £	Minimum Charge Increase %	Current Maximum Charge £	Proposed Maximum Charge £	Maximum Charge Increase %	Date of last change to charge	Effective Date
HRA Council dwelling rents:									
HRA Council dwelling rents (average)	R	108.65	111.04	2.20%	108.65	111.04	2.20%	01-Apr-13	01-Apr-15
Flats/Maisonettes 1 bed	R	90.77	92.77	2.20%	90.77	92.77	2.20%	01-Apr-13	01-Apr-15
Flats/Maisonettes 2 beds	R	102.26	104.51	2.20%	102.26	104.51	2.20%	01-Apr-13	01-Apr-15
Flats/Maisonettes 3+ beds	R	117.02	119.59	2.20%	117.02	119.59	2.20%	01-Apr-13	01-Apr-15
Houses/Bungalows 1 bed	R	99.71	101.90	2.20%	99.71	101.90	2.20%	01-Apr-13	01-Apr-15
Houses/Bungalows 2 beds	R	115.15	117.68	2.20%	115.15	117.68	2.20%	01-Apr-13	01-Apr-15
Houses/Bungalows 3 beds	R	128.91	131.75	2.20%	128.91	131.75	2.20%	01-Apr-13	01-Apr-15
Houses/Bungalows 4+ beds	R	143.99	147.16	2.20%	143.99	147.16	2.20%	01-Apr-13	01-Apr-15
HRA Ancillary Charges:									
Grounds Maintenance	R	£1.22 to £3.97	£1.25 to £4.06	2.20%	£1.22 to £3.97	£1.25 to £4.06	2.20%	01-Apr-13	01-Apr-15
CCTV Maintenance Charge	R	0.71	0.73	2.82%	0.71	0.73	2.82%	01-Apr-13	01-Apr-15
Door Entry	R	0.25	0.26	4.00%	0.25	0.26	4.00%	01-Apr-13	01-Apr-15
Window Cleaning	R	0.28	0.29	3.57%	0.28	0.29	3.57%	01-Apr-13	01-Apr-15
Caretaking Band - A	R	10.64	10.87	2.20%	10.26	10.49	2.20%	01-Apr-13	01-Apr-15
Caretaking Band - B	R	6.92	7.07	2.20%	6.67	6.82	2.20%	01-Apr-13	01-Apr-15
Caretaking Band - C	R	4.79	4.90	2.20%	4.62	4.72	2.20%	01-Apr-13	01-Apr-15
Caretaking Band - D	R	3.73	3.81	2.20%	3.59	3.67	2.20%	01-Apr-13	01-Apr-15
Caretaking Band - E	R	2.66	2.72	2.20%	2.57	2.62	2.20%	01-Apr-13	01-Apr-15
Caretaking Band - F	R	1.60	1.64	2.50%	1.60	1.64	2.50%	01-Apr-13	01-Apr-15
Sheltered Housing	R	5.32	5.44	2.26%	5.32	5.44	2.26%	01-Apr-13	01-Apr-15
Queens Lodge	R	6.70	6.85	2.24%	6.70	6.85	2.24%	01-Apr-13	01-Apr-15
Additional Refuse Collection	R	2.07	2.12	2.42%	2.07	2.12	2.42%	01-Apr-13	01-Apr-15

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	Current Minimum Charge £	Proposed Minimum Charge £	Minimum Charge Increase %	Current Maximum Charge £	Proposed Maximum Charge £	Maximum Charge Increase %	Date of last change to charge	Effective Date
HRA Energy Charges:									
Communal Electric	R	1.56	1.59	1.92%	1.56	1.59	1.92%	01-Apr-13	01-Apr-15
Sheltered Heating - Communal Element	R	3.39	3.46	2.06%	3.39	3.46	2.06%	01-Apr-13	01-Apr-15
Sheltered Heating - Property Element	R	£5.31 to £9.15	£5.43 to £9.35	2.20%	£5.31 to £9.15	£5.43 to £9.35	2.20%	01-Apr-13	01-Apr-15
District Heating - Communal Element	R	£1.30 to £4.10	£1.33 to £4.19	2.20%	£1.30 to £4.10	£1.33 to £4.19	2.20%	01-Apr-13	01-Apr-15
District Heating - Property Element	R	£5.85 to £14.16	£5.99 to £14.47	2.20%	£5.85 to £14.16	£5.99 to £14.47	2.20%	01-Apr-13	01-Apr-15
Extra Care Housing Accommodation:									
Management Support Charge	R	24.23	24.76	2.19%	24.23	24.76	2.19%	01-Apr-13	01-Apr-15
Electric Scooter charging point		£5.60 per month	£5.72 per month	2.20%	£5.60 per month	£5.72 per month	2.20%	01-Apr-13	01-Apr-15

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	Current Minimum Charge £	Proposed Minimum Charge £	Minimum Charge Increase %	Current Maximum Charge £	Proposed Maximum Charge £	Maximum Charge Increase %	Date of last change to charge	Effective Date
Optional Services									
Gardening Service - Hedge Cutting standard frequency		39.50	40.37	2.20%	39.50	40.37	2.20%	01-Apr-12	01-Apr-15
Lawn mowing - standard frequency		197.51	201.86	2.20%	197.51	201.86	2.20%	01-Apr-12	01-Apr-15
Bed maintenance - standard frequency		26.33	26.91	2.20%	26.33	26.91	2.20%	01-Apr-12	01-Apr-15
Hedge cutting - increased frequency		65.83	67.28	2.20%	65.83	67.28	2.20%	01-Apr-12	01-Apr-15
Lawn mowing - increased frequency		296.26	302.78	2.20%	296.26	302.78	2.20%	01-Apr-12	01-Apr-15
Bed maintenance - increased frequency		59.25	60.55	2.19%	59.25	60.55	2.19%	01-Apr-12	01-Apr-15
Rechargeable repairs		at cost	at cost	---	at cost	at cost	---		01-Apr-15
Handy Person - Replacing lamps in light fitting for tenants over 60 and with disability		at cost	at cost	---	at cost	at cost	---		01-Apr-15
Qualifying repairs - on request or leaving a property		Voluntary £10 contribution plus the cost of materials used.	Voluntary £10 contribution plus the cost of materials used.	---	Voluntary £10 contribution plus the cost of materials used.	Voluntary £10 contribution plus the cost of materials used.	---		01-Apr-15

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	VAT Status	Current Minimum Charge £	Proposed Minimum Charge £	Minimum Charge Increase %	Current Maximum Charge £	Proposed Maximum Charge £	Maximum Charge Increase %	Date of last change to charge	Effective Date
44. Children and Young People's Services										
Asylum Service (per month)										
Asylum Service Charges for 18+	R	OTS	5.00	5.00	---	5.00	5.00	---	01-Feb-11	N/A
Asylum rental contribution Charges for 18+	R	OTS	75.00	75.00	---	75.00	75.00	---	01-Feb-11	N/A

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	VAT Status	Current Minimum Charge £	Proposed Minimum Charge £	Minimum Charge Increase %	Current Maximum Charge £	Proposed Maximum Charge £	Maximum Charge Increase %	Date of last change to charge	Effective Date
45. Adult Social Care										
Home care:										
Per hour	R	OTS	0.00	0.00	---	14.40	14.40	---	09-Apr-12	N/A
TeleCareLine (TCL):										
Level 1	R	OTS	0.00	0.00	---	1.13	1.13	---	01-Apr-05	N/A
Level 2		OTS	0.00	0.00	---	5.00	5.00	---	01-Apr-11	N/A
Level 3		OTS	0.00	0.00	---	8.50	8.50	---	01-Apr-11	N/A
Level 4		OTS	0.00	0.00	---	12.00	12.00	---	01-Apr-11	N/A
Over 80's exempt		OTS	0.00	0.00	---	0.00	0.00	---		N/A
Meals on wheels (per meal):										
Daily delivery	R	OTS	2.80	2.80	---	2.80	2.80	---	05-Apr-10	N/A
Frozen meals weekly/fortnightly	R	OTS	2.80	2.80	---	2.80	2.80	---	05-Apr-10	N/A
Lunch club dining centre meal	R	OTS	2.80	2.80	---	2.80	2.80	---	05-Apr-10	N/A
Day centre meal	R	OTS	2.80	2.80	---	2.80	2.80	---	05-Apr-10	N/A
Respite (Residential) Care:										
Young Adults (18-25)	R	OTS	0.00	0.00	---	66.03	66.82	1.20%	08-Apr-13	06-Apr-15
Adults (25-60)	R	OTS	0.00	0.00	---	81.33	82.31	1.20%	08-Apr-13	06-Apr-15
Older People (over 60)	R	OTS	0.00	0.00	---	122.41	123.88	1.20%	08-Apr-13	06-Apr-15
Permanent (Residential) Care:										
Young Adults (18-25)	R	OTS	66.03	66.82	1.20%	No Max	No Max	N/A	01-Apr-14	06-Apr-15
Adults (25-60)	R	OTS	81.33	82.31	1.20%	No Max	No Max	N/A	01-Apr-14	06-Apr-15
Older People (over 60)	R	OTS	125.19	126.69	1.20%	No Max	No Max	N/A	01-Apr-14	06-Apr-15
Colham Road:										
under 25	R	OTS	65.52	66.31	1.20%	2,138.36	2,138.36	---	07-Apr-14	06-Apr-15
over 25	R	OTS	80.82	81.79	1.20%	2,138.36	2,138.36	---	07-Apr-14	06-Apr-15

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	VAT Status	Current Minimum Charge £	Proposed Minimum Charge £	Minimum Charge Increase %	Current Maximum Charge £	Proposed Maximum Charge £	Maximum Charge Increase %	Date of last change to charge	Effective Date
Merrimans House:										
Full board: under 25	R	OTS	65.52	66.31	1.20%	1,672.02	1,672.02	---	07-Apr-14	06-Apr-15
Full board: over 25	R	OTS	80.82	81.79	1.20%	1,672.02	1,672.02	---	07-Apr-14	06-Apr-15
Respite: under 25	R	OTS	0.00	0.00	---	63.19	63.95	1.20%	07-Apr-14	06-Apr-15
Respite: over 25	R	OTS	0.00	0.00	---	79.00	79.95	1.20%	07-Apr-14	06-Apr-15
Hatton Grove:										
under 25	R	OTS	65.52	65.52	---	1,632.40	1,632.40	---	07-Apr-14	06-Apr-15
over 25	R	OTS	80.82	80.82	---	1,632.40	1,632.40	---	07-Apr-14	06-Apr-15
Merchiston House:										
under 25	R	OTS	65.52	66.31	1.20%	2,634.10	2,634.10	---	07-Apr-14	06-Apr-15
over 25	R	OTS	80.82	81.79	1.20%	2,634.10	2,634.10	---	07-Apr-14	06-Apr-15
Chapel Lane:										
under 25	R	OTS	65.52	66.31	1.20%	1,138.13	1,138.13	---	07-Apr-14	06-Apr-15
over 25	R	OTS	80.82	81.79	1.20%	1,138.13	1,138.13	---	07-Apr-14	06-Apr-15
Fully staffed supported housing unit:										
Goshawk Gardens	R	OTS	13.80	13.80	---	852.60	852.60	---	08-Apr-13	N/A
236 Swakeleys Road	R	OTS	13.80	13.80	---	852.60	852.60	---	08-Apr-13	N/A
Swan House - Ground Floor	R	OTS	0.00	0.00	N/A	N/A	1,496.46	N/A	N/A	01-Apr-15
Swan House - 1st & 2nd Floor	R	OTS	0.00	0.00	N/A	N/A	203.00	N/A	N/A	01-Apr-15
Other Accommodation:										
Supported Accommodation	R	OTS	0.00	0.00	---	No Max	No Max	N/A	04-Apr-11	N/A
Adult Care Scheme	R	OTS	0.00	0.00	---	No Max	No Max	N/A	04-Apr-11	N/A
Learning Disability Day & Resource Services (per day):										
Phoenix	R	OTS	0.00	0.00	---	85.00	85.00	---	08-Apr-13	N/A
Challenging Behaviour	R	OTS	0.00	0.00	---	85.00	85.00	---	08-Apr-13	N/A
Woodside	R	OTS	0.00	0.00	---	46.70	46.70	---	08-Apr-13	N/A
Resource Service	R	OTS	0.00	0.00	---	85.00	85.00	---	08-Apr-13	N/A

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	VAT Status	Current Minimum Charge £	Proposed Minimum Charge £	Minimum Charge Increase %	Current Maximum Charge £	Proposed Maximum Charge £	Maximum Charge Increase %	Date of last change to charge	Effective Date
Learning Disability Day & Resource Services (per session):										
Queens Walk Resource Se	R	OTS	N/A	0.00	N/A	N/A	19.90	N/A	N/A	01-Apr-15
Older People (per day):										
Grassy Meadow	OP	OTS	0.00	0.00	---	49.00	49.00	---	08-Apr-13	N/A
Asha	OP	OTS	0.00	0.00	---	49.00	49.00	---	08-Apr-13	N/A
Poplar Farm	OP	OTS	0.00	0.00	---	49.00	49.00	---	08-Apr-13	N/A
Asian Carers Grant	OP	OTS	0.00	0.00	---	49.00	49.00	---	08-Apr-13	N/A
Respite (Day Care)	OP	OTS	0.00	0.00	---	49.00	49.00	---	08-Apr-13	N/A
Poplar Farm Saturday Service	OP	OTS	0.00	0.00	---	49.00	49.00	---	01-Apr-14	06-Apr-15
Personal Budgets (PB)										
Maximum Financial contribution	R	OTS	0.00	0.00	---	100% of PB	100% of PB	N/A	09-Apr-12	N/A
Client Financial Affairs (CFA)										
Management charge (Per Hour)	R	OTS	36.00	36.03	0.08%	36.00	36.00	---	09-Apr-12	N/A
Deferred Payment Scheme										
Admin Fee	R	OTS	N/A	300.00	---	No Max	300.00	N/A		01-Apr-15
Interest Rate (amount above the 15 year average gilts yield rate as published by the Office for Budget Responsibility)	R	OTS	N/A	0.15%	---	No Max	0.15%	N/A		01-Apr-15

Appendix 12 - Comments on the budget from the Policy Overview Committees

Policy Overview Committees are an integral part of the consultation on the Cabinet's budget proposals each year. This opportunity enables Councillors, who are not in the Cabinet, to provide input or comment on aspects of the budget for the ensuing year.

The Corporate Services & Partnerships Policy Overview Committee met on 5 February 2015 to consider and coordinate all Policy Overview Committee comments and recommended them to Cabinet as set out below:

	Budget remit	Comments
Corporate Services & Partnerships - 8 January 2015	<i>Administration and Finance Directorates and Residents Services (Asset Management).</i> <i>Consideration of Voluntary Sector Grants.</i>	<p>The Committee reviewed the relevant budgets in detail and whilst it did not make any specific comment, Members acknowledged that the delivery of front line services to residents of the Borough had not been impacted by the savings which the Council was making.</p> <p>The Committee noted that despite the current financial difficulties in local government finance, this Council's draft capital programme for 2015/16 consisted of a proposed significant capital investment of around £336,290k.</p> <p>This capital investment included:- the continuation of the Primary Schools capital programme, the development of a new Secondary Schools capital programme, the provision of a new landmark theatre and museum, investment in roads and pavements, as well as investment in new Youth Centres and improvement work associated with the Borough's highways, environmental and recreational facilities.</p>
Children, Young People and Learning – 14 January 2015	<i>Residents Services (Education Policy & Standards) & Children & Young People's Services</i>	<p>The Committee noted the budget proposals submitted and acknowledges the work that has been undertaken in providing a working budget, noting constraints placed via external funding streams. Concerns were expressed by some Members about the levels of savings that needed to be achieved.</p>
Residents' & Environmental Services – 20 January 2015	<i>Residents Services (various service areas)</i>	<p>The Committee commended officers on the proposed budget, particularly in relation to fees and charges where, for the most part, the Council proposes a freeze, with modest increases proposed for a small number of charges in 2015/16. Where increases are recommended, charges have been benchmarked against those of neighbouring authorities and shown to remain competitive.</p> <p>It was appreciated that the cemetery charges had not increased in a while and that action needed to be taken to bring them closer in line with other local authorities.</p>

		<p>Some Members suggested that consideration be given to reducing the percentage increase for residents and also be mindful of the proposed increase for non-residents, especially when some elderly residents have had no option but to move closer to their families (outside the Borough) due to health reasons but have requested to be buried where they were born, or indeed where they have lived for the majority of their lives. Officers should be allowed to exercise their discretion in terms of the rates in such cases to ensure that we are putting our residents first. However, most of the Committee understood the reasoning behind the changes in cost.</p>
<p>Social Services, Housing & Public Health – 21 January 2015</p>	<p><i>Adult Social Care and Residents Services (Housing / Public Health)</i></p>	<p>The Committee noted the budget proposals and welcomed the work of the Council in this challenging area. In particular, the Committee welcomed the ongoing work in relation to the preventative agenda so that informed decisions were taken to mitigate future risks. The Committee acknowledged the introduction of the Care Act 2014 brought a significant number of changes to Adult Social Care funding arrangements and the introduction of the Better Care Fund had significant ramifications to the way in which the Council funded health and social care.</p> <p>The Committee was concerned about the costs associated with Bed and Breakfast accommodation and the relationship between homelessness and the number of void properties. However, it also welcomed the steps being taken across Council Departments and in conjunction with partners to monitor the numbers of empty properties.</p> <p>The Committee welcomed the ongoing work to develop the supported living programme to promote independence and avoid costly residential placements but also recognised the need to monitor the slippage of several start dates closely. In relation to the Right to Buy Scheme, the Committee were assured that a stringent process was in place to restrict churn in the market place.</p> <p>The costs associated with transitional children were noted and in particular the estimate this could be managed down by 6% and not affect the quality of care by taking into account the experience in recent cohorts of children.</p> <p>The Committee also noted the importance of early intervention and prevention and the redesign of services so that savings could be achieved without impacting on front line services.</p>