



HILLINGDON  
LONDON



# Council

To all Members of the Council

**Date:** THURSDAY, 24 FEBRUARY  
2011

**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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**Published:** Wednesday, 16 February  
2011

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INVESTOR IN PEOPLE

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# Agenda

## Prayers

To be said by Reverend Adrian Guthrie

- 1 Apologies for Absence
- 2 Minutes 1 - 6  
To receive the minutes of the meeting held on 13 January 2011
- 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 7 - 14
- 6 Review of the Council Constitution 15 - 16  
To consider proposed changes to the Council Constitution
- 7 Housing Revenue Account Rent Setting 2011/12 17 - 36  
To consider the level of rents for 2011/12
- 8 Council General Fund Revenue Budget and Capital Programme 37 - 218  
2011/12

Budget papers as issued to Cabinet for the meeting on 17 February are attached as a separate appendix.

Following the Cabinet meeting, the formal Council Tax Resolution 2011/12 with the Cabinet's proposals will be submitted to Council along with any other budget paperwork.

**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.



**Minutes**

**COUNCIL**

**13 January 2011**

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

Councillor David Yarrow (Mayor)  
Councillor Mary O'Connor (Deputy Mayor)

|            |   |
|------------|---|
|            | <p><b>MEMBERS PRESENT:</b></p> <p>Councillors: David Allam                      Neil Fyfe                                      John Major<br/> Bruce Baker                                      Janet Gardner                              Michael Markham<br/> Tim Barker                                      Sid Garg                                      Carol Melvin<br/> Josephine Barrett                              Roshan Ghei                                      Douglas Mills<br/> David Benson                                      Dominic Gilham                                      Richard Mills<br/> Jonathan Bianco                                      Raymond Graham                                      John Morgan<br/> Lindsay Bliss                                      Paul Harmsworth                                      June Nelson<br/> Sukhpa Brar                                      Shirley Harper-O'Neill                                      Susan O'Brien<br/> Wayne Bridges                                      John Hensley                                      David Payne<br/> Mike Bull                                      Henry Higgins                                      Ray Puddifoot<br/> Keith Burrows                                      Patricia Jackson                                      Andrew Retter<br/> Paul Buttivant                                      Phoday Jarjussey                                      John Riley<br/> George Cooper                                      Sandra Jenkins                                      David Routledge<br/> Judith Cooper                                      Alan Kauffman                                      Avtar Sandhu<br/> Philip Corthorne                                      Judy Kelly                                      Robin Sansarpuri<br/> Brian Crowe                                      Peter Kemp                                      Scott Seaman-Digby<br/> Peter Curling                                      Mo Khursheed                                      David Simmonds<br/> Catherine Dann                                      Kuldeep Lakhmana                                      Brian Stead<br/> Jazz Dhillon                                      Eddie Lavery                                      Michael White<br/> Janet Duncan                                      Richard Lewis<br/> Beulah East                                      Anita MacDonald</p> |
|            | <p><b>OFFICERS PRESENT:</b> Hugh Dunnachie, Fran Beasley, Christopher Neale, Chris Spencer, Jean Palmer, Linda Sanders, Raj Alagh, Lloyd White, Morgan Einon and Nikki Stubbs</p>   |
|            | <p><b>PRAYERS</b></p> <p>Prayers were said by Reverend Adrian Guthrie.</p>  |
| <p>41.</p> | <p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from Councillor Allen.</p>  |
| <p>42.</p> | <p><b>MINUTES</b> (<i>Agenda Item 2</i>)</p> <p><b>RESOLVED:</b> The minutes of the meeting held on 4 November 2010 be agreed as a correct record.</p>  |

|     |   |
|-----|---|
| 43. | <p><b>MAYOR'S ANNOUNCEMENTS</b> (<i>Agenda Item 4</i>)</p> <p>It was with sadness that the Mayor informed Members of the recent death of ex-Councillor David Harnott who had previously been a Councillor representing Uxbridge North. The Mayor advised that the funeral would take place at 11.30am on 18 January 2011 in Wiltshire. Details of the funeral arrangements would be available to Members in the Mayor's Parlour.</p> <p>The Council was advised that, since the last meeting, the number of events that had been attended by the Mayor, the Deputy Mayor and past Mayors on the Mayor's behalf totalled 67. 56 of these events were within the Borough with the remaining 11 being outside of Hillingdon.</p> |
| 44. | <p><b>REPORT OF THE HEAD OF DEMOCRATIC SERVICES</b> (<i>Agenda Item 5</i>)</p> <p><b>(i) IMPROVEMENTS TO THE SUCCESSFUL CHRYSALIS PROGRAMME</b></p> <p>Councillor D Mills moved the recommendation as set out on the Order of Business. This was seconded by Councillor Puddifoot. Following debate (Councillor Khursheed), the motion was put to the vote and agreed.</p> <p><b>RESOLVED: That the report be noted and the Environmental Improvements Panel be deleted from the list of Council Committees etc.</b></p>  |
| 45. | <p><b>STATEMENT OF LICENSING POLICY</b> (<i>Agenda Item 6</i>)</p> <p>Councillor Bianco moved the recommendation as set out on the Order of Business. This was seconded by Councillor Puddifoot. The motion was then put to the vote and agreed.</p> <p><b>RESOLVED: That the revised Statement of Licensing Policy, as set out in the Appendix of the report, be adopted for implementation January 2011 – January 2014.</b></p>   |
| 46. | <p><b>COUNCIL TAX BASE 2011/2012</b> (<i>Agenda Item 7</i>)</p> <p>Councillor Bianco moved the recommendation as set out on the Order of Business. This was seconded by Councillor Puddifoot. The motion was then put to the vote and agreed.</p> <p><b>RESOLVED: That the calculation of the Council Tax Base for 2011/2012 be approved and, in accordance with the Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003, the amount calculated by the London Borough of Hillingdon as its Council Tax Base for the year 2011/2012 shall be 99,118.</b></p>  |
| 47. | <p><b>MEMBERS' QUESTIONS</b> (<i>Agenda Item 8</i>)</p> <p><b>8.3 QUESTION SUBMITTED BY COUNCILLOR MARKHAM TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION AND RECYCLING – COUNCILLOR BURROWS</b></p> <p>“Does the Cabinet Member agree with me that we should publicly thank our staff for maintaining front line refuse collection and road gritting services during the recent bad</p>  |

weather?”

Councillor Burrows responded that he did agree. He advised that the refuse collection and winter gritting services provided for the London Borough of Hillingdon over the recent spell of bad weather had been second to none and congratulated and thanked those involved for their efforts. Supported by the street cleansing teams, Highways and Refuse officers had worked closely together to keep the Borough’s road network open and town centres free from ice.

Councillor Burrows noted that many areas of Harrow, a neighbouring Borough, hadn’t had their bins collected for over 5 weeks. Hillingdon had not been prepared to risk the health and safety of its residents by not making every effort to continue with its collection schedule.

At Councillor Burrows’ request, the Corporate Director had recently sent out 75 letters to key staff thanking them for their hard work during this period.

It was pleasing to note that even the Daily Mail had commented that Hillingdon was one of the boroughs “who have performed beyond the call of duty” in collecting Council rubbish over the Christmas period of ice and snow.

In conclusion, Councillor Burrows stated that he had received two letters from Borough residents congratulating and thanking the Council for maintaining the service so efficiently and effectively. Councillor Burrows again echoed these sentiments.

There was no supplementary question.

#### **8.1 QUESTION SUBMITTED BY COUNCILLOR ALLAM TO THE CABINET MEMBER FOR CO-ORDINATION AND CENTRAL SERVICES – COUNCILLOR SEAMAN-DIGBY**

“Following a substantial out-of-court settlement paid in July 2010 for personal injury compensation to an adult education teacher who suffered severe damage to her voice while employed by Hillingdon Council, is an investigation being carried out into why no adequate corrective action was taken to ameliorate her working conditions?”

Councillor Seaman-Digby thanked Councillor Allam for his question. He reminded Members that the settlement had been made by the Council’s insurance company independently of this Council in accordance with the terms of the Council’s insurance contract and that the award was not paid out of Council balances. It was noted that, if the case had not been settled out of court, the figure could have been higher.

Councillor Seaman-Digby believed that it was a sad reality of modern life that we now lived in a compensation culture. This, he thought, was reflected in the press coverage of the case which had focussed on the size of the award which many viewed as surprisingly large.

Councillor Seaman-Digby advised that he was reluctant to go into personal details in an open forum and, whilst he was not claiming that this was an undeserving case, he confirmed that the Council had indeed attempted to take corrective measures in this instance.

Councillor Allam, by way of a supplementary question, asked how confident Councillor Seaman-Digby was that this situation would not happen again. Councillor

Seaman-Digby responded that the Council had done everything it could in this case and would continue to address any issues as they arose. The Council's Human Resources team would continue to work with all Council staff to try to ensure that this did not happen again.

#### **8.4 QUESTION SUBMITTED BY COUNCILLOR RICHARD MILLS TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION AND RECYCLING – COUNCILLOR BURROWS**

“Can the Cabinet Member advise what range of Highway improvements will now be possible following Mayor Boris Johnson's announcement before Christmas of financial support to Hillingdon?”

Councillor Burrows thanked Councillor R Mills for his timely question. At the end of last year, the Council heard from Mayor Johnson regarding the outcome of its Local Implementation Plan (LIP) bid to Transport for London. This programme was one of the key tools to help the Council deliver the majority of its transport and highways related projects. As such, it was a very important source of funding to improve aspects such as road safety, traffic management and the condition of the Borough's roads and bridges.

In terms of the settlement for the period 2011 to 2014, the Mayor and the Council had agreed a figure of around £10.5m for the Council's LIP which would cover a range of measures - highways improvements would obviously be an important element of this.

As an example, over £600,000 funding of this had been allocated within 2011/12 towards much needed improvements to the condition of some of the Borough's major roads. This included an allocation of £133,000 for a section of Harlington Road, within the Brunel Ward.

Within the wider remit of the LIP budget, there would be a range of schemes including measures such as new pedestrian crossings, traffic management schemes, parking management, road safety and other improvements. Much of the complex detail of that settlement had been set out in a report to Cabinet last month. In a number of cases, the schemes had originated in petitions from residents which Councillor Burrows had considered as the relevant Cabinet Member.

On top of the main LIP allocation, the Council had also received the go-ahead from the Mayor to begin work on the major town centre improvement programme for Yiewsley and West Drayton as part of the Mayor's 'Major Schemes' programme. This programme would see the highway environment considerably improved over the next two years. A sum of £1.8m had been set aside over a period of two years for the development and implementation of these works.

In conclusion, Councillor Burrows stated that, set against a challenging economic environment, Hillingdon would still be well placed to deliver a major programme of improvements for its residents on their roads.

Councillor R Mills, by way of a supplementary question, asked whether the Cabinet Member agreed that allowing councils to make their own choices was of greater benefit than being told what to do by the Mayor of London. Councillor Burrows agreed and commented that Mayor Johnson knew where Hillingdon was and what challenges it faced. He continued by advising that Mayor Johnson was not just concentrating on East London and instead ensured that he delivered to residents from



all boroughs across London.

**8.2 QUESTION SUBMITTED BY COUNCILLOR SANDHU TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION AND RECYCLING – COUNCILLOR BURROWS**

“How many times and by how many contractors has the bridge over the M4 to Harlington High Street been resurfaced in the last 12 months?”

Councillor Burrows thanked Councillor Sandhu for his question. It was noted that the bridge over the M4 to Harlington High Street had been a real problem to the Council and, over the last twelve months, it had been patch repaired 20 times. Officers had tried different repair methods and materials but the real problem had been that the Highways Agency needed to repair the sub surface of the bridge (which it was responsible for) so that when Council officers laid the tarmac on top it would not crack and go into potholes again. The Council had constantly reminded them of this and the Highways Agency had at last agreed to do the work and had programmed it in for April/May 2011.

Councillor Sandhu, by way of a supplementary question, asked how the Council could reduce the inconvenience to the residents and reduce the cost to the Council. Councillor Burrows referred Councillor Sandhu to his response to Councillor R Mills’ earlier question. He went on to advise that the Council had done everything it could to mitigate the inconvenience to residents despite the problem not being its responsibility. If the situation had become completely intolerable, the Council would have had no option but to close the road.

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

**9.1 MOTION FROM COUNCILLOR NELSON**

Councillor Nelson moved the following motion:

“That this Council agrees that a report be made to Cabinet, as soon as possible, on the most effective way of maintaining and encouraging further recycling in the Borough now that the supply of recycling bags has been removed from libraries and public places and requests for recycling bags from many residents receive no response.”

The motion was seconded by Councillor Duncan. Following debate (Councillors Bridges, Burrows, Dhillon, Harmsworth, Jenkins, MacDonald, Puddifoot, Retter and Simmonds), and on being put to the vote, the motion was lost.

The meeting, which commenced at 7.30 pm, closed at 8.30 pm.

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.

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## REPORT OF THE HEAD OF DEMOCRATIC SERVICES

### (i) PROGRAMME OF MEETINGS 2011/12

1. To approve the timetable of meetings for 2011/12 as set out in Appendix A.
2. Members should note that during the course of the year meeting times and dates of some meetings may change or additional meetings may be called in order for the effective conduct of the council's business.

**RECOMMENDATION: That the timetable of meetings for 2011/12 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.**

### (ii) MEMBERS' ALLOWANCES 2011/12

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 whose latest report was published in April 2010.
2. Having given due regard to the contents of that report, which has not recommended any significant changes to the Scheme of Allowances approved in its last report in 2006, the Leader of the Council is proposing to Council no change to the nature of the allowances scheme for 2011/12 with the exception of an allowance to be paid to the Council appointed representative of the Adoption and Permanency Panel as a reflection of the amount of time and effort that role requires.

**RECOMMENDATION: That the current Members' Allowances Scheme be revoked as of 31 March 2011 and the new Scheme for 2011/12 be approved as shown in Appendix B for implementation from 1 April 2011**

### INFORMATION

3. Regulation 10 Local Authorities (Members' Allowances) (England) Regulations 2003 requires re-adoption of the scheme by 31 March 2011.
4. In previous years Council has delegated authority to the Head of Democratic Services to increase the level of allowances in line with the annual pay award to staff, when agreed. As Members may be aware, there will be no annual pay award for staff in 2011/12 and therefore it is not intended that the Scheme of Allowances will be increased from that shown in Appendix B.
5. The regulations governing the adoption of a Scheme of Allowances provides that a Special Responsibility Allowance may be paid, inter alia, to a Member acting as a member of an adoption panel within the meaning of the Adoption Agencies Regulations 1983(1). Currently the Council does not make such an allowance

and it is proposed that, in recognition of the significant additional commitment this role requires, one be included in the Scheme for 2011/12 in the sum of £12,000

## **FINANCE IMPLICATIONS**

6. Provision has been made in the 2011/12 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 SRA, 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 an SRA.

## **LEGAL IMPLICATIONS**

7. The current scheme, which has been adopted by the Council, needs to be revoked as of 31 March 2011 and a new scheme, in accordance with the 2003 Regulations, has to be made before the 31 March 2011. If it is not, any allowances paid to Members would not comply with the law and could therefore be challenged.
8. 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. As indicated above, the latest recommendations made by the Panel in April 2010 have been taken into account when making these recommendations.

### **(iii) APPOINTMENT OF CHAMPION**

Members will be aware that currently the Council has appointed the following Champions:

- Older Persons - the Leader of the Council
- Disabled People & Equalities – Councillor Kemp
- Carers - Councillor Major
- Heritage and Built Environment – Councillor Routledge
- Environment – Councillor Jenkins

In accordance with Article 4 of the Constitution, Council is asked to consider the appointment of Councillor Judy Kelly as Council Champion with responsibility for the Arts under the generic Terms of Reference approved by full Council on 29 June 2006, (revised February 2009) with additional guidance approved by the Leader of the Council to reflect specific responsibilities.

**RECOMMENDATION: That Councillor Kelly be appointed Council Champion for the Arts.**

#### (iv) 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:
  - A decision by the Cabinet Member for Improvement, Partnerships and Community Safety in relation to a tender for the refurbishment of the Charville Community Centre – *call-in waived on 17 September 2010.*
  - A decision by the Cabinet in relation to the Deanesfield Children’s Centre – *call-in waived on 14 October 2010.*
  - A decision by the Leader of the Council and the Cabinet Member for Culture, Sport and Leisure in relation to the tender for the Civic Centre Ice Rink – *call-in waived on 27 October 2010.*
  - Various decisions by the Leader of the Council and the Cabinet Member for Finance and Business Services in relation to the financing and tenders for the Deanesfield Children’s Centre – *call-in waived on 28 October 2010.*
  - A decision by the Cabinet Member for Finance and Business Services for the provision of an Adizone at Fassnidge Park – *call-in waived on 3 November 2010.*
  - A decision by the Cabinet Member for Finance and Business Services for the provision of architectural and other services in relation to the Stables, Manor Farm and Winston Churchill Hall – *call-in waived on 3 November 2010.*
  - A decision by the Cabinet in relation to the Eastbury Road Day Centre – *call-in waived on 18 November 2010.*

BACKGROUND PAPERS :none

## London Borough of Hillingdon – Proposed Programme of Meetings 2011/2012

| MEETING (and start time)  | May | June  | July | Aug   | Sept' | Oct'  | Nov'  | Dec'  | Jan'  | Feb'     | March | April | May |
|---|-----|-------|------|-------|-------|-------|-------|-------|-------|----------|-------|-------|-----|
| <b>COUNCIL (7.30pm)</b>   | 12* |       | 7    |       | 8     |       | 3     |       | 12    | (23)     | (1)   |       | 10  |
| <b>CABINET (7pm)</b>  | 26  | 23    | 28   |       | 29    | 27    | 24    | 15    | 26    | 16       | 29    | 26    |     |
| Central & South Planning Committee (7pm)  | 24  | 7, 28 | 19   | 9, 30 | 20    | 11    | 1, 22 | 13    | 5, 24 | 14       | 6, 27 | 17    |     |
| North Planning Committee (7pm)  | 19* | 2, 23 | 14   | 4, 25 | 15    | 4, 25 | 17    | 6, 20 | 10    | 2, 21    | 13    | 5, 26 | 17  |
| Whips Meeting (5pm)   | 10* |       | 5    |       | 6     |       | 1     |       | 10    | 21, (28) |       |       | 8   |
| Fund Manager Meeting (3pm-5pm) & Pensions Committee (5.30pm)                        |     | 22    |      |       | 21    |       |       | 14    |       |          | 28    |       |     |
| Investment Strategy Sub-Committee   | tba |       |      | tba   |       |       | tba   |       |       | tba      |       |       |     |
| Audit Committee (5pm)   |     | 27    |      |       | 20    |       |       |       |       | 2        | 15    |       |     |
| Domestic Violence Action Forum (2pm)  |     |       | 13   |       |       | 12    |       |       | 11    |          |       | 11    |     |
| Domestic Violence Steering Executive (10am)   |     |       | 4    |       | 26    |       |       | 5     |       |          | 27    |       |     |
| Petition Hearings with the Cabinet Member for Planning, Transportation & Recycling  | 25* | 15    | 13   |       | 14    | 12    | 16    | 14    | 25    | 22       | 21    | 18    | 23  |
| Petition Hearings with the Cabinet Member for Finance, Property & Business Services |     | 29    |      |       | 7     |       | 2     |       | 11    | 29       |       | 11    |     |
| Licensing Committee (10am)  |     | 8     |      |       | 29    |       |       |       | 17    |          |       | 19    |     |
| Licensing Sub-Committee A (10am)  | 27* |       | 8    | 18    | 30    |       | 23    |       | 6     | 15       |       | 5     | 25  |
| Licensing Sub-Committee B (10am)  |     | 10    | 20   |       | 1     | 14    |       | 9     | 18    |          | 2     | 13    |     |
| Licensing Sub-Committee C (2pm)   |     | 22    |      | 4     | 16    | 26    | 11    |       |       | 3        | 15    | 25    |     |
| Registration & Appeals Committee (6pm) (Home-School Travel)                         |     |       |      |       | tba   |       |       |       |       |          |       |       |     |
| Executive Scrutiny Committee (at the rising of Cabinet)                             | 26  | 23    | 28   |       | 29    | 27    | 24    | 15    | 26    | 16       | 29    | 26    |     |
| Social Services, Health & Housing Policy Overview Committee (7pm)                   | 11* | 14    | 6    |       | 1     | 12    | 8     | 8     | 25    | 14       | 22    | 19    |     |
| Residents' & Environmental Services Policy Overview Committee (5.30pm)              |     | 9     | 26   |       | 13    | 6     | 15    | 7     | 17    | 15       | 7     | 10    |     |
| Education and Children's Services Policy Overview Committee (7pm)                   |     | 8     | 5    |       | 7     | 19    | 23    |       | 19    | 9        | 20    | 24    |     |
| Corporate Services and Partnerships Policy Overview Committee (7.30pm)              |     | 9     | 21   |       | 13    | 13    | 10    |       | 18    | 21       | 14    | 18    |     |
| External Services Scrutiny Committee (6pm)  |     | 8     | 20   |       | 21    | 26    | 23    |       | 11    | 22       | 28    | 25    |     |
| Hillingdon Standing Advisory Council on Religious Education (7.30pm)                |     | 15    |      |       |       |       | 9     |       |       |          | 21    |       |     |
| Standards Committee (7pm)   |     | 1     |      |       | 5     |       | 30    |       |       | 29       |       |       |     |
| All Councillors Seminars (10am-9pm)   | tba |       |      |       |       | tba   |       |       |       |          |       |       |     |

Dates with an asterisk \* are dates approved in the 2010/11 programme  
 Dates in brackets are reserve dates for the budget process

NB. Times may occasionally vary from those shown in first column

**MEMBERS' ALLOWANCES SCHEME 2011/12****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 2011/12 an allowance of **£10,481.53** 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:

|  | (£)              |
|--|------------------|
| Mayor  | <b>21,287.91</b> |
| Deputy Mayor   | <b>8,302.20</b>  |
| Leader of the Council  | <b>52,670.23</b> |
| Deputy Leader of the Council   | <b>44,368.03</b> |
| Chief Whip of Largest Party  | <b>21,287.91</b> |
| Leader of 2 <sup>nd</sup> Party                                      | <b>21,287.91</b> |
| Deputy Leader of 2 <sup>nd</sup> Party                               | <b>5,474.22</b>  |
| Chief Whip of 2 <sup>nd</sup> Party                                  | <b>5,474.22</b>  |
| Cabinet Member   | <b>37,103.66</b> |
| Chairman of Scrutiny and Policy Overview Committee                   | <b>21,287.91</b> |
| 2 <sup>nd</sup> Party Lead on Scrutiny and Policy Overview Committee | <b>5,474.22</b>  |
| Chairman of Planning Committee                                       | <b>21,287.91</b> |
| Party Lead on Planning Committee                                     | <b>5,474.22</b>  |
| Chairman of Licensing Committee                                      | <b>7,783.28</b>  |
| Chairman of Licensing Sub-Committee                                  | <b>5,474.22</b>  |
| Chairman of Standards Committee*                                     | <b>2,854.07</b>  |
| Vice-Chairman of Standards Committee*                                | <b>1,037.78</b>  |
| Independent member of Standards Committee*                           | <b>1,037.78</b>  |
| Chairman of Audit Committee*   | <b>2,854.07</b>  |
| Champion   | <b>5,474.22</b>  |
| Council representative on Adoption and Permanency Panel              | <b>12,000.00</b> |
| Cabinet Assistant  | <b>8,302.20</b>  |

*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 & Resources.

**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 |
|---------------------------------------|---|---------------------------------------|---|----------------------------------|---|-------------------------------------|---|--------------------------------|

(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 |
|---------------------------------------|---|-------------------------------------|---|--------------------------|

(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 |
|---------------------------------------|---|---|---|----------------------------------|---|---|---|--------------------------------|

(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 |
|---|---|--|---|----------------------------------|---|--|---|--------------------------------|

**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 Standards or Audit Committee, an annual entitlement allowance of £2,750 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 Member of the Standards Committee an annual entitlement allowance of £1,000 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 £400 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 15<sup>th</sup> 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. Pensions**

Councillors, under the age of 75 years, shall be entitled to admission to the Local Government Pension Scheme and both basic and special responsibility allowances shall be deemed pensionable pay.

### **12. 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.

### **13. Records of Allowances and Publicity**

In accordance with the new 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.

### **14. 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.

## REVIEW OF THE COUNCIL CONSTITUTION

*Reporting Officers: Head of Democratic Services and Borough Solicitor*

### 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. The Constitution contains 16 Articles, which set out the basic rules governing the Council's business.
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.
3. The Leader of the Council has proposed the following changes to the Constitution;
  - a) subject to consideration by Cabinet on 17 February of proposals to change the first tier management structure of the Council, - amendments to Part 2, Article 12, 'Officers', Part 3, 'Scheme of Delegation to Officers' and Part 7, 'Management Structure'
  - b) Amendment to Part 4, Schedule E 'Policy Overview and Scrutiny Procedure Rules' – waiving of call-in.

**RECOMMENDATION TO COUNCIL:** That the proposed amendments to the Constitution, as detailed below and in Appendices 1 – 3 (to follow) be approved with immediate effect.

### PROPOSED AMENDMENTS TO THE CONSTITUTION:

#### **Amendments to Part 2, Article 12 'Officers', Part 3, 'Scheme of Delegation to Officers' and Part 7, 'Management Structure'**

4. Cabinet at its meeting on 17 February is due to consider proposals to restructure the top management tier of the Council, driven by a need to find further efficiency savings as part of the Business Improvement Delivery [BID] programme and an opportunity for the Council to streamline its top management structure and to align services within Directorates which have a natural synergy.
5. Subject to the Cabinet agreeing the recommendations before it on 17 February, Council is asked to consider changes to those parts of the Constitution detailed above which will be circulated following the conclusion of the formal consultation into the proposals (*appendices 1, 2 & 3 to follow*).

#### **Implementation of the Council's Business Improvement Delivery Programme**

6. Following similar decisions made at the Council meetings in May and November 2010, Council is asked to approve that the authority to make any further changes to existing Officer Delegations, Job Titles and delegations throughout the Constitution which may be required as a part of the Business Improvement

Delivery Programme be delegated to the Head of Democratic Services, in consultation with the Leader of the Council.

#### **Amendment to Part 4, Schedule E: Policy Overview and Scrutiny Procedure Rules – waiving of call-in.**

7. The rules concerning the call-in of decisions made by the Cabinet recognise that the call-in procedure shall not apply where the decision being taken by the Cabinet or Cabinet Member is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests or could lead to an (increased) risk of damage to people or property.
8. Currently the Head of Paid service or his/her nominee and the Chairman of the Executive Scrutiny Committee or his/her nominee must be informed that the decision will be implemented immediately upon their all agreeing that the decision is reasonable and to it being treated as a matter of urgency, or after 2 clear days should no objection to urgent implementation be received.
9. In order that officers should not become involved in making decisions that should properly be the remit of elected Members it is proposed that the following be agreed to replace the current arrangements for the agreement of waiving the call-in provision:

**The Chairman of the Executive Scrutiny Committee (or Vice-Chairman in their absence) must be informed that the decision will be implemented immediately upon him/her agreeing that the decision is reasonable and to it being treated as a matter of urgency, or after 2 clear days should no objection to urgent implementation be received. In the absence of the Chairman or Vice-Chairman then the Mayor (or Deputy Mayor if required) can take this decision. Decisions taken as a matter of urgency must be reported to the next available meeting of Council, together with the reasons for urgency.**

#### **Updating and publication of the Constitution**

10. The updated Constitution will be available electronically on the Council's intranet site HORIZON and the Council's public website [www.hillingdon.gov.uk](http://www.hillingdon.gov.uk).

#### **FINANCIAL IMPLICATIONS**

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

#### **LEGAL IMPLICATIONS**

12. The Borough Solicitor has checked the proposed amendments to the Constitution and confirms that they are compliant with relevant legislation.
13. Under the terms of the Constitution, it is for full Council to decide whether or not to approve the proposed amendments.

BACKGROUND PAPERS :none

**ARTICLE 12 – OFFICERS**

**12.01 Management Structure**

**(a) General**

The Council engages such staff (referred to as officers) as it considers necessary to carry out its functions.

**(b) Chief Officers**

The Council engages persons for the following posts, who will be designated Chief Officers:

| <b>Post</b>   | <b>Function and Areas of Responsibility</b>  |
|---|--|
| Chief Executive<br>(and Head of Paid Service)   | <ul style="list-style-type: none"> <li>• Working closely with the Leader of the Council and Cabinet to agree strategy and targets for the council</li> <li>• Providing leadership and direction in the achievement of the Council’s strategic objectives</li> <li>• Managing highest level external relationships</li> <li>• Supporting other Directors to address specific priority issues</li> </ul> |
| <u>Deputy Chief Executive and Corporate Director of Central Services</u>  | Deputises for the Chief Executive / Head of Paid Service and also responsible for: <ul style="list-style-type: none"> <li>• <u>Finance</u></li> <li>• <u>Procurement</u></li> <li>• <u>Audit &amp; Enforcement</u></li> <li>• Democratic Services</li> <li>• Communications</li> <li>• Policy &amp; Performance</li> <li>• Human Resources</li> <li>• Legal Services</li> </ul>                        |
| <u>Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services</u> | <u>Deputises for the Chief Executive/Head of Paid Service and also responsible for:</u> <ul style="list-style-type: none"> <li>• <u>Transportation and Planning Policy</u></li> <li>• <del>Planning &amp; Transportation</del></li> <li>• <u>Community Public Safety</u></li> </ul>  |

## Appendix 1

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Adult Education</li> <li>• Libraries</li> <li>• Culture, Sport, Leisure</li> <li>• Corporate Landlord</li> <li>• <del>Corporate Property</del></li> <li>• Environment</li> <li>• Highways &amp; Green spaces</li> <li>• Consumer Protection</li> <li>• <del>Departmental Business Services</del></li> <li>• <u>Education</u></li> <li>• <u>Youth Services</u></li> <li>• <u>ICT and Business Services</u></li> <li>• <u>Planning</u></li> <li>• <u>Trading Standards</u></li> <li>• <u>Environmental Protection</u></li> </ul> |
| <p><del>Corporate Director of Education &amp; Children's Services</del></p>  | <ul style="list-style-type: none"> <li>• <del>Education Services</del></li> <li>• <del>Children's Services</del></li> <li>• <del>Youth Services</del></li> <li>• <del>Departmental Policy, Performance &amp; Resources</del></li> </ul>   |
| <p><del>Corporate Director of Finance &amp; Business Services</del></p> <p><del>(Also Chief Financial Officer)</del></p> | <ul style="list-style-type: none"> <li>• <del>Finance</del></li> <li>• <del>Procurement</del></li> <li>• <del>ICT &amp; Business Services</del></li> </ul>  |
| <p>Corporate Director of Adult Social Care, Health and Housing</p>   | <ul style="list-style-type: none"> <li>• Adult Services</li> <li>• <del>Older People's Services</del></li> <li>• <del>Healthy Hillingdon <u>Health</u></del></li> <li>• <del>Departmental Performance, Resources &amp; Commissioning</del></li> <li>• <del>Housing Services</del></li> <li>• <u>Housing</u></li> <li>• <u>Access and Assessment</u></li> <li>• <u>Personalised Services</u></li> <li>• <u>Commissioning and Improvement</u></li> <li>• <u>Children and Families</u></li> </ul>  |

## Appendix 1

### (c) **Head of Paid Service, Monitoring Officer and Chief Financial Officer**

The Council designates the following posts:

| <b>Post</b>   | <b>Designation</b>    |
|---|-----------------------|
| Chief Executive   | Head of Paid Service  |
| Borough Solicitor   | Monitoring Officer    |
| <u>Deputy Director of Finance</u><br><del>Corporate Director of Finance &amp; Resources</del> | Chief Finance Officer |

The Monitoring Officer and the Chief Finance Officer may appoint a Deputy to carry out their functions in cases of absence or illness.

The three statutory officer posts will have the functions described in Articles 12.02-12.04 below.

### (d) **Structure**

The Head of Paid Service will determine and publicise a description of the overall departmental structure of the Council showing the management structure and deployment of officers. This is set out in Part 7 of this Constitution.

## **12.02 Functions of the Head of Paid Service**

### (a) **Discharge of Functions by the Council**

The Head of Paid Service will report to Full Council on the manner in which the discharge of the Council's functions are co-ordinated, the number and grades of officers required for the discharge of functions and the organisation of officers.

### (b) **Restrictions on Functions**

The Head of Paid Service cannot be the Monitoring Officer but may hold the post of Chief Finance Officer if a qualified accountant.

## **12.03 Functions of the Monitoring Officer**

### (a) **Maintaining the Constitution**

The Monitoring Officer maintains an up-to-date version of the Constitution and ensures that it is widely available for consultation by members, staff and the public.

**(b) Ensuring Lawfulness and Fairness of Decision Making**

After consulting with the Head of Paid Service and Chief Finance Officer, the Monitoring Officer reports to the Full Council or to the Cabinet in relation to an Cabinet function if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report has the effect of stopping the proposal or decision being implemented until the report has been considered.

**(c) Supporting the Standards Committee**

The Monitoring Officer contributes to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.

**(d) Receiving Reports**

The Monitoring Officer receives and acts on reports made by Ethical Standards Officers and decisions of the case tribunals.

**(e) Conducting Investigations**

The Monitoring Officer conducts investigations into matters referred to him or her by Ethical Standards Officers and make reports or recommendations in respect of them to the Standards Committee.

**(f) Proper Officer for Access to Information**

The Monitoring Officer ensures that the Access to Information rules set out in this Constitution are adhered to.

**(g) Advising whether Executive Decisions are within the Budget and Policy Framework**

The Monitoring Officer advises whether decisions of the Cabinet are in accordance with the budget and policy framework.

**(h) Providing Advice**

The Monitoring Officer provides advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors.

**(i) Restrictions on Posts**

The Monitoring Officer cannot be the Chief Finance Officer or Head of Paid Service.



**12.04 Functions of the Chief Finance Officer**

**(a) Ensuring Lawfulness and Financial Prudence of Decision Making**

After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer reports to the Full Council or to the Cabinet (in relation to a Cabinet Function) and to the Council's External Auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure or is unlawful and is likely to cause a loss or deficiency to the Council, or if the Council is about to enter an item of account unlawfully.

**(b) Administration of Financial Affairs**

The Chief Finance Officer has responsibility for the administration of the financial affairs of the Council.

**(c) Contributing to Corporate Management**

The Chief Finance Officer contributes to the corporate management of the Council through the provision of professional financial advice.

**(d) Providing Advice**

The Chief Finance Officer provides advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors and will support and advise councillors in their respective roles.

**(e) Give Financial Information**

The Chief Finance Officer provides financial information to the media, members of the public and the community.

**12.05 Duty to Provide Sufficient Resources to the Monitoring Officer and Chief Finance Officer**

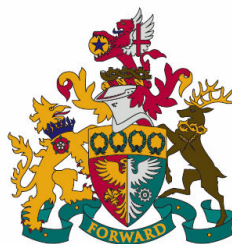
The Council will provide the Monitoring Officer and Chief Finance Officer with such officers, accommodation and other resources as are in its opinion sufficient to allow their duties to be performed.

**12.06 Conduct**

Officers will comply with the Officers' Code of Conduct and the Protocol on Officer/Member Relations, in the event that such a Protocol comes into force, set out in Part 5 of this Constitution.

**12.07 Employment**

The recruitment, selection and dismissal of officers will comply with the Officer Employment Procedure Rules set out in Part 4 of this Constitution and the Council's Standing Orders.



HILLINGDON  
LONDON

# Officer Scheme of Delegations

(Part 3 of the Constitution)

- Preamble
- Chief Executive
- Deputy Chief Executive and Corporate Director of Central Services
- Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services
- Corporate Director of Adult Social Care, Health & Housing
- General Delegation to the Chief Executive, & all Corporate Directors Deputy Chief Executives and the Corporate Director of Social Care, Health and Housing
- ~~Corporate Director of Education & Children's Services~~
- Deputy Director of Finance
- ~~Corporate Director of Finance & Business Services~~
- Borough Solicitor
- Head of Democratic Services
- ~~Deputy Director, Adult Social Care, Health & Housing~~
- Proper Officers

# **PART 3 – SCHEME OF DELEGATION TO OFFICERS**

## **FUNCTIONS DELEGATED TO OFFICERS**

### **Preamble**

The full Council or the Cabinet have delegated the following functions to officers of the Council.

All delegated powers are exercised in accordance with Council policies, within any financial limits imposed and within any guidelines prescribed by the Cabinet or appropriate Committee.

Any action under these delegations shall strictly be in accordance with:

- (a) policies approved by the Council, the Leader, Cabinet, a Cabinet Member or a Council committee
- (b) the approved budget and approved management and business plans
- (c) the Council's Financial Regulations, Standing orders and Contract Rules.

When exercising delegated powers on key matters, officers 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.

### **Delegations to the Chief Executive**

The Chief Executive is the officer responsible and accountable for:

- Working closely with the Leader of the Council and Cabinet to agree strategy and targets for the council
- Providing leadership and direction in the achievement of the Council's strategic objectives
- Managing highest level external relationships
- Supporting other Directors to address specific priority issues

Specific delegations are:

1. To be the council's Head of Paid Service for the purposes of the Local Government and Housing Act 1989.
2. To authorise generally or on any particular occasion an officer to exercise the delegated powers of any other officer.
3. To give directions that a delegated power shall or shall not be exercised in a particular way and on the application of delegated powers in general, except any power vested in the Corporate Directors of Adult Social Care, Health &

## **Appendix 2**

Housing and Education & Children's Services the Deputy Director of Education.

4. To agree the terms and conditions of employment of all staff (other than the Chief Executive, and ~~Corporate Directors~~ the Deputy Chief Executives and the Corporate Director of Social Care, Health and Housing) and the creation, deletion or amendment of all the Council's personnel policies and procedures except that any proposals for enhanced retirement packages shall be referred to the Pensions Committee for decision.
5. To suspend the statutory s151 Officer and Monitoring Officer pending an immediate summoning of the Investigations and Disciplinary Committee.

### **Delegations to the Deputy Chief Executive and Corporate Director of Central Services**

The Deputy Chief Executive and Corporate Director of Central Services is the officer responsible and accountable for:

- Finance
- Procurement
- Audit & Enforcement
- Democratic Services
- Communications
- Policy & Performance
- Human Resources
- Legal Services

The Deputy Chief Executive, in conjunction with the Leader, will oversee the Hillingdon Improvement Programme and authorise expenditure on it.

The Deputy Chief Executive is the second most senior officer within the Council's Management hierarchy and has the delegated authority to deputise for the Council's Chief Executive.

The Deputy Chief Executive has, in accordance with Section 101 of the Local Government Act 1972, sub-delegated the day to day responsibility for managing the services set out above to her Heads of Service who report directly to her.

The delegations to the Deputy Director of Finance, the Borough Solicitor and the Head of Democratic Services are detailed in this Part of the Constitution. They are also set out in the Deputy Chief Executive's Internal Scheme of Delegations where the sub-delegations to her other Heads of Service can also be found.

### **Delegations to the Deputy Chief Executive and the Corporate Director of Planning, Environment, Education & Community Services**

The Deputy Chief Executive and the Corporate Director of Planning, Environment, Education & Community Services is the officer responsible and accountable for:

- Transportation and Planning Policy
- ~~Planning & Transportation~~
- Community Public Safety
- Adult Education
- Libraries
- Culture, Sport, Leisure
- Corporate Landlord
- ~~Corporate Property~~
- Environment
- Highways & Green Spaces
- Consumer Protection
- ~~Departmental~~ ICT and Business Services
- Education
- Youth Services
- Planning
- Trading Standards
- Environmental Protection

The Deputy Chief Executive will specifically assist the Leader and the Chief Executive in relation to resident facing corporate working across the Council.

The Deputy Chief Executive, in conjunction with the Leader, will oversee the Business Improvement Delivery Programme and authorise expenditure on it.

The Deputy Chief Executive is the third most senior officer within the Council's Management hierarchy and has the delegated authority to deputise for the Council's Chief Executive in his absence and the absence of the Deputy Chief Executive and Corporate Director of Central Services.

The Deputy Chief Executive has, in accordance with Section 101 of the Local Government Act 1972, sub-delegated the day to day responsibility for managing the services set out above to her Heads of Service who report directly to her. The sub-delegations are set out in full in the Deputy Chief Executive's Internal Scheme of Delegations.

~~The Corporate Director and the department's Deputy Directors and Heads of Service are empowered to carry out and to appoint authorised officers to carry out relevant statutory functions falling within the responsibility of the department and to sign any documents associated with the exercise of those functions.~~

### Planning Matters

~~Delegated to the Head of Planning, Trading Standards and Environmental Protection in accordance with S101 of the Local Government Act 1972~~

- ~~1. Determination of applications as to whether planning permission is required.~~
- ~~2. Determination of applications for Certificates of Lawfulness for existing use or Development.~~

## Appendix 2

- ~~3. Determination of applications for single dwellings and housing developments of less than 10 dwellings or where the site area is less than 0.5 hectares and the number of dwellings is not specified.~~
- ~~4. Determination of applications for changes of use of retail units, apart from those involving a loss of A1 uses.~~
- ~~5. Determination of applications for changes of use of industrial units apart from changes to retail uses.~~
- ~~6. Determination of Householder applications in the Green Belt.~~
- ~~7. Approval of any application or consent not included in the attached schedule and which does not conflict with any planning policies, which is acceptable on planning grounds, where no valid planning objection has been received in the form of a petition of 20 or more signatures or 20 or more separate written responses, or where a Ward Councillor has not requested it to be reported to Committee for decision.~~
- ~~8. Refusal of any application or consent which conflicts with any planning policies, which is not acceptable on planning grounds and where no valid planning objection has been received in the form of a petition of 20 or more signatures or 20 or more separate written responses, or where a Ward Councillor has not requested it to be reported to Committee for decision.~~
- ~~9. Approval of details required by conditions imposed on the granting of planning permission and where there are no objections.~~
- ~~10. Determination of applications under the Copswood Covenant.~~
- ~~11. Determination of applications for Certificates of Appropriate Alternative Development.~~
- ~~12. Determination of any application under the appropriate Town and Country Planning General Regulations for Council development which satisfy any of the above delegated powers.~~
- ~~13. Approval of responses to proposals which would have fallen within delegation arrangements if a planning application had been required, i.e. applications under Circular 18/84, consultations on applications submitted to neighbouring planning authorities and applications for determination as to whether prior approval is required under the General Development Order.~~
- ~~14. Approval of ancillary planning agreements and determination of related planning applications, subject to the approval of the relevant Planning Committee of the main heads of terms.~~
- ~~15. Authorisation of planning and highways agreements where it is considered appropriate to secure a particular objective, and which would not conflict with any of the Council's planning policies.~~

## Appendix 2

- ~~16. The entering of land within the Borough for any purpose or purposes required in connection with the exercise of any statutory planning function.~~
- ~~17. The issue of Planning Contravention Notices.~~
- ~~18. The issue of Temporary Stop Notices~~
- ~~19. Authorisation and issue of Enforcement Notices in connection with Tree Preservation Orders.~~
- ~~20. All Statutory powers other than those delegated to the Planning Committees in relation to Tree Preservation Orders made under the Town and Country Planning Act and in relation to trees in Conservation Areas.~~
- ~~21. Determination of applications for work to trees covered by a Preservation Order in accordance with the above delegated powers.~~
- ~~22. Action requiring the removal or obliteration of unauthorised advertisements.~~
- ~~23. Serving of building preservation notices.~~
- ~~24. Responses to consultations on plans and policies of local authorities and other bodies which do not conflict with existing council policies. (See separate schedule of major/contentious applications which will be reported to Committees).~~
- ~~25. To authorise the making, issue and service of any notices, orders and other documents under the town and country planning and listed buildings legislation.~~
- ~~26. To authorise the institution of any legal proceedings in respect of any notices orders and other documents made, issued and served under the town and country planning and listed buildings legislation.~~
- ~~27. To authorise the institution of legal proceedings to seek injunctive relief under the town and country planning and listed buildings legislation.~~
- ~~28. To determine minor applications for development affecting listed buildings and their settings, as defined by BVPI 109 (b) and (c), and where there is a connected planning application that is capable of being determined by officers under delegated authority.~~
- ~~29. To determine telecommunication mast applications where the statutory time constraints do not allow for determination by the relevant Planning Committee, in consultation with the relevant Chairman of the Planning Committee and Party Lead.~~
- ~~30. To determine non-material amendments to planning applications.~~
- ~~31. That where a planning application has been refused and is appealed and upheld, to have the delegated authority to agree the heads of terms of any associated S106 agreement/ Unilateral undertaking. This is provided the S106~~



## Appendix 2

~~agreement/unilateral undertaking covers all the planning obligations identified in the decision notice for the refused application~~

### SCHEDULE OF MATTERS WHICH WILL BE REPORTED TO COMMITTEE FOR DETERMINATION

- ~~a. All applications for which petitions of 20 or more signatures or 20 or more separate written responses have been received.~~
- ~~b. Authorisation and issue of Enforcement Notices and Breach of Condition Notices under the Town and Country Planning Act & Planning and Compensation Act.~~
- ~~c. Any application where the Ward Councillor requests, in writing to the Head of Planning & Enforcement, within 21 days of the publication of the relevant weekly list of applications received by the council, that it be determined by a Committee. In exceptional circumstances, as determined by the Head of Planning & Enforcement, the 21 day rule may be waived.~~
- ~~d. All telecommunication mast applications where the statutory time constraints allow for determination.~~
- ~~e. Personal planning applications from Councillors and Chief Officers and officers directly involved in the processing of planning applications be referred to Committee (excludes certificates of existing and proposed lawful use).~~

### ADDITIONALLY, APPLICATIONS IN THE FOLLOWING CATEGORIES SHALL BE REPORTED TO COMMITTEE FOR DETERMINATION BUT ONLY WHERE THE OFFICER RECOMMENDATION IS FOR APPROVAL:-

- ~~a) Dwellings — 10 or more dwellings or site of 0.5 hectares or more.~~
- ~~b) Offices/research and development/light industry — 1000 square metres of floorspace or more.~~
- ~~c) Heavy industry/storage/warehousing — 1000 square metres of floorspace or more or site area of over 1 hectare.~~
- ~~d) Retail distribution and servicing — 1000 square metres of floorspace or more or site area of 1 hectare or more.~~
- ~~e) All other major development — 1000 square metres of floorspace or more or site area of 1 hectare or more.~~
- ~~f) Sites where enforcement action agreed by Committee has been taken.~~
- ~~g) Major aviation development leading to a major quantifiable increase in capacity.~~
- ~~h) All departures from the development plan.~~

- ~~i) Applications on Green Belt land, apart from Householder applications.~~
- ~~j) Development affecting listed buildings and their settings, other than minor applications as defined by BVPI 109 (b) and (c) where there is a connected planning application that is capable of being determined by officers under delegated authority.~~
- ~~k) Advertisement poster panels of 16 sheet size and above.~~

### SCHEDULE OF MATTERS WHICH WILL NOT BE REPORTED TO COMMITTEE FOR DETERMINATION

- ~~a) Existing and proposed certificates of lawful use and reporting to Committee on such decisions for information on a regular basis~~

#### Transportation matters

- ~~32. Response to consultations from transport operators on minor changes to timetables, routing and charges.~~

#### Community Services

- ~~33. To ensure the adequacy and efficiency of Adult Education, Community Services and Libraries, Arts and Cultural Services.~~

#### Corporate Landlord

- ~~34. To manage a projects team that will include asset review, options appraisal and feasibility, refurbishment and supporting the client management of all major property projects within the Council.~~
- ~~35. To be responsible for managing and overseeing a Technical and Compliance Team which will be responsible for the maintenance of all Council property assets and also for all technical areas where the Council has a legal duty to comply with designated standards.~~
- ~~36. To be responsible for Corporate Construction which not only includes all major construction projects but also all corporate building projects.~~
- ~~37. To be responsible for Facilities Management Services and Contract Management.~~
- ~~38. To provide back office services in relation to:
  - ~~• Commercial and voluntary sector lease negotiation and management~~
  - ~~• Valuation of properties~~
  - ~~• Sales and acquisition of properties~~
  - ~~• Property information management, reporting and benchmarking~~
  - ~~• Strategy and asset management planning.~~~~

### Corporate Property

~~These delegations to be exercised in consultation with the relevant Corporate Director where deemed necessary by the Corporate Director of Planning, Environment and Community Services.~~

- ~~39. Approval of terms in respect of any transaction for which Cabinet authority has already been given for the acquisition or disposal of land and property or any legal interest in land and property.~~
- ~~40. To grant leases and licences for a term not exceeding seven years at an annual rental of not more than £10,000 (and, where a premium is paid, at a premium of less than £10,000).~~
- ~~41. To acquire or dispose of any other interests in land and licences and licences provided the value of any such interest or licence does not exceed £10,000.~~
- ~~42. To grant easements and wayleaves over or under council land to 3<sup>rd</sup> parties where the proper consideration payable is under £10,000.~~
- ~~43. To implement Rent Reviews following a decision by the Leader and Cabinet Member for Finance and Business Services.~~
- ~~44. To take legal or equitable charges over any property or any other assets.~~
- ~~45. To establish and maintain mechanisms for the review of land and property holdings.~~
- ~~46. Approval of sub-lettings, assignments, charges, surrenders and alterations under leases to or by the Council.~~
- ~~47. Approval of compensation, home loss, well maintained payments and removal expenses and other appropriate allowances arising from the acquisition, disposal, management or alteration of land and property.~~
- ~~48. Approval to terms for the settlement of end of tenancy matters including approval to the service of notices and authorisation of compensation payments.~~
- ~~49. Approval of steps necessary to collect rent and other income due to the Council.~~
- ~~50. Approval of steps to protect and enhance land and property managed by the Council including steps against vandalism and squatting.~~
- ~~51. Approval of all action necessary to protect and enhance the Council's commercial portfolio of leases, licences and wayleaves to all external bodies including the undertaking of rent reviews and lease renewals and appointment of arbitrators the selection of tenants and approval of terms for rent reviews and lease renewals.~~
- ~~52. Approval of terms for appropriation.~~

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- ~~53. The approval of the making of advance payments under Section 52 of the Land Compensation Act 1973 and the making of compensation payments due following the refusal of planning permission or revocation of planning permission.~~
- ~~54. Approval of terms and compensation due to the Council arising from the disposal of any interest in land to another authority having compulsory purchase powers.~~
- ~~55. Approval to the modification of restrictive covenants or other agreements relating to property.~~
- ~~56. Allocation of office space to Departments and management of office facilities.~~
- ~~57. Administration of lettings including decisions on applications and the granting of concessionary charges.~~

### Highways matters

- ~~58. Determination of applications for street trader's licences and temporary markets and enforcement action as necessary. (Note: power to the Licensing Committee in respect of applications also)~~
- ~~59. The service of notices and/or counter notices on public utility undertakers in relation to the breaking up of streets.~~
- ~~65. Administration of the New Roads and Street Works Act 1991, Part III (Street Works) on behalf of the Council as the Street Authority. (Control co-ordination of street works and enforcement).~~
- ~~66. To approve applications under Section 38, Highways Act 1980 – Construction of New Streets.~~
- ~~67. To authorise the adoption of streets and drains constructed under agreements with the Council.~~
- ~~68. To authorise emergency repairs to private streets in accordance with Section 230(3) of the Highways Act 1980.~~
- ~~69. The adoption of footpaths and streets as highways maintainable at public expense.~~
- ~~70. The authority to make final apportionments for any private street work undertaken by the Council, as Highway Authority, in accordance with Section 211 of the Highways Act 1980.~~
- ~~71. The authority to issue all notices, consents, approvals, orders, demands, licences, estimates and other documents authorised or required by or under Section 321 of the Highways Act 1980.~~
- ~~72. Determination of applications for any purpose allowed by legislation (Highway Management).~~

- ~~73. Control of street lighting, direction signs, highway seats and other street furniture.~~
- ~~74. Preparation and maintenance of the definitive Rights Of Way map.~~
- ~~75. Authorisation and issue of street litter control notices.~~
- ~~76. All matters concerning street trading licences to enable the granting, renewing or revoking of a Street Trading Licence or to make regulations for prescribing new Standard Conditions.~~
- ~~77. Authorisation, subject to legal advice, of legal proceedings under street trading legislation.~~
- ~~78. Supervision of reservoirs in accordance with the Reservoirs Act 1975 and the appointment of an Inspecting Engineer; Construction Engineer; and Supervising Engineer as and when required by the Act.~~
- ~~79. Determination of authorisation of parking bays on the highway for disabled people.~~
- ~~80. Removal of abandoned vehicles.~~
- ~~81. Removal or prevention of obstructions of the highway.~~
- ~~82. Authority to close public rights of way and public footpaths on land owned by the Department for a temporary period.~~

### Traffic Matters

- ~~83. To determine AA/RAC temporary direction signs applications.~~
- ~~84. Authorisation of making of Traffic Regulation Orders.~~
- ~~85. The authorisation of the making of temporary Traffic Regulation Orders (TROs).~~
- ~~86. Officer named for the purposes of obtaining confidential information in pursuance of parking offences.~~
- ~~87. Making of Orders under the Town and Country Act to permit vehicles to use highways in cases where they would not otherwise be permitted.~~
- ~~88. To permit vehicles to use highways in cases where they would not otherwise be so permitted. (In accordance with the provisions of Orders made under the Town and Country Planning Act).~~
- ~~89. Officer who shall waive, in exceptional circumstances, fees, charges and notice in car parks and in respect of on-street, footway and verge parking.~~

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- 90. ~~Approval of waiting and loading restrictions, where no objections have been received.~~
- 91. ~~Approval of pedestrian crossing facilities.~~
- 92. ~~Approval of details for traffic management schemes where the principle has already been agreed by the Council.~~

### Environmental Health Matters

- 93. ~~Enforcement of public health, environmental health and environmental protection legislation for the Authority including statutory nuisance.~~
- 94. ~~Noise abatement measures under appropriate legislation and operation of any Heathrow Airport noise insulation schemes.~~
- 95. ~~Enforcement of the legislation for clean air and integrated air pollution.~~
- 96. ~~Operation of the grant scheme for the adaptation or replacement of fireplaces for clean air purposes.~~
- 97. ~~Monitoring of water supply and quality, initiation of remedial action where required for separate water supplies to dwellings.~~
- 98. ~~Enforcement of public health, drainage and sanitation provisions for premises and clearance of watercourses, ditches and ponds.~~
- 99. ~~Operation of the Pest Control and Animal Welfare Service.~~
- 100. ~~Regulation of poisons.~~
- 101. ~~Regulation of explosives and other dangerous substances other than poisons).~~
- 102. ~~Operation of health education and health promotion services.~~
- 103. ~~Prevention, monitoring and control of the spread of infectious diseases.~~
- 104. ~~Enforcement of legislation on food, food safety, food hygiene and control, including the importation of food.~~
- 105. ~~Registration and determination of licence applications in respect of persons, premises and processes or in respect of particular foods or drink.~~
- 106. ~~Authorisation of applications for emergency closing orders for food premises, stalls or vehicles and subsequent enforcement action.~~
- 107. ~~Operation of the refuse collection service.~~
- 108. ~~Management of recycling and civic amenity facilities.~~
- 109. ~~Operation of public conveniences.~~

### Health, Safety and Emergency Planning Matters

- ~~110. Enforcement of all statutory health and safety provisions.~~
- ~~111. Approval of working arrangements with the Health and Safety Executive and transfer of responsibility for premises.~~
- ~~112. Approval of emergency expenditure and payments to individuals in accordance with approved policies.~~

### Matters Relating To Animals

- ~~113. (a) Inspections, licensing and enforcement of animal health and welfare provisions including markets, fairs, circuses, zoos, pet shops, slaughterhouses, dangerous wild animals, transit or animals and establishments for riding, breeding and boarding of animals (except in relation to dogs). (b) Inspections, licensing and enforcement of animal health and welfare provisions including breeding and boarding in relation to dogs.~~
- ~~114. Operation and enforcement of statutory provisions concerning stray dogs, guard dogs and rabies.~~

### Trading Standards, Weights And Measures And Consumer Protection Matters

- ~~115. Exercise of weights and measures functions including the authorisation of notices and subsequent enforcement action.~~
- ~~116. Exercise of trading standards, consumer safety and consumer protection functions and the authorisation of notices.~~
- ~~117. Enforcement of policies covering shop opening hours and determination of applications for the suspension of general opening hours.~~
- ~~118. Determination of applications for night cafes. (See also delegations to Appeals Panel).~~
- ~~119. Operation of consumer advice and education services.~~

### Recreation and Other Property Matters

- ~~120. Management and implementation of current policies in relation to the letting of land and buildings held by the Department or managed by it on behalf of other Departments, together with the signing and issue of related notices.~~
- ~~121. Authority to serve notices on travellers in respect of their occupation of Council owned land.~~

### Licensing Matters

- ~~122. Exercise of miscellaneous licensing/registration functions including determination of applications for licences or registration for nursing agencies,~~

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~~accommodation agencies, scrap metal dealers, game dealers, establishments, acupuncturists, tattooing, ear piercing, electrolysis or similar premises and enforcement action as necessary.~~

- ~~123. Exercise of miscellaneous licensing/registration functions including determination of applications for licences or registration for sale of goods by competitive bidding.~~
- ~~124. Determination of applications for entertainment licences, for the registration of door supervisors and for the approval of premises for the purpose of civil marriage ceremonies and approval of changes to the technical regulations, rules, standards, guidelines or criteria governing public functions. (See also delegations to Licensing and Appeals Committee).~~
- ~~125. The granting of waiver requests in respect of entertainment licensing fees which have been made in accordance with the provisions of the relevant legislation.~~
- ~~126. The granting of written requests to waive or reduce the fees relating to entertainment licensing in respect of churches, community associations and other non-profit making groups in accordance with the guidance previously agreed by the Council.~~
- ~~127. The approval of refunds of entertainment licensing fees which are in accordance with the Council's agreed procedures and rules governing such refunds.~~
- ~~128. Determination of applications for permits under betting and lotteries legislation.~~
- ~~129. Authorisation of Council objections to the granting of a track betting licence.~~
- ~~130. Designation of individual technical officers to undertake environmental and consumer protection powers.~~
- ~~131. All matters relating to the safety of sports grounds including inspections, enforcement and the issuing of any required safety certificate or licence.~~
- ~~132. The issuing of consents or approvals in respect of applications made under the ALG/Metropolitan Police Code of Practice for unregulated events.~~
- ~~133. To undertake functions under the Licensing Act 2003 as follows:
  - ~~i. To determine applications for personal licences where no objection made.~~
  - ~~ii. To determine application for premises licence/club premises certificate where no representation made.~~
  - ~~iii. To determine application for provisional statement where no representation is made.~~
  - ~~iv. To determine applications to vary premises licence/club premises certificate where no representation made.~~~~



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- ~~v. To determine applications to vary designated premises supervisor in cases where there is no Police objection.~~
- ~~vi. To determine requests to be removed as designated premises supervisor.~~
- ~~vii. To determine applications for transfer of premises licence where no Police objection received.~~
- ~~viii. To determine application for interim authorities where there is no Police objection.~~
- ~~ix. To determine whether a complaint is irrelevant, frivolous or vexatious.~~

~~136. To undertake functions under the Gambling Act 2005 as follows :~~

- ~~i. To determine applications for Premises Licences where no representations made/representations have been withdrawn~~
- ~~ii. To determine applications to vary Premises Licence where no representations made/representations have been withdrawn~~
- ~~iii. To determine applications for transfer of Premises Licence where no representations received from the Gambling Commission~~
- ~~iv. To determine applications for a Provisional Statement where no representations made/representations have been withdrawn~~
- ~~v. To determine applications for Club Gaming and/or Club Machine Permits where no representations made/representations have been withdrawn~~
- ~~vi. To determine applications for other permits except as below:~~
- ~~vii. To determine applications for Gaming Machine Permits in Alcohol-licensed Premises for up to 2 machines where no representations received/representations withdrawn~~
- ~~viii. Cancellation of licensed premises gaming permits~~
- ~~ix. Consideration of Temporary Use Notices~~
- ~~x. To raise representations as Responsible Authority on behalf of the Licensing Authority~~

## Delegations to the Corporate Director of Adult Social Care, Health & Housing

The Corporate Director of Adult Social Care, Health & Housing is the officer responsible and accountable for:

- Adult Services
- ~~Older People's Services~~
- ~~Healthy Hillingdon Health~~
- ~~Departmental Performance, Resources & Commissioning~~
- Housing [which includes maintenance, management and housing needs]
- Access and Assessment
- Personalised Services
- Commissioning and Improvement [social care and housing]
- Children and Families

~~The term "Corporate Director of Adult Social Care, Health & Housing" relates to an officer appointed in accordance with the Local Authority Social Services Act 1970. The Corporate Director is to be responsible for all social services functions (other~~

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~~than those for which the Director of Education & Children's Services is responsible under the Children Act 2004) by being designated both the statutory Director of Adult Social Services and the statutory Director of Children's Services.~~

~~Specific delegations are: Specifically, the Corporate Director is:~~

- ~~1. To be responsible for the delivery of local authority social services functions listed in Schedule 1 of the Local Authority Social Services Act 1970 (as amended).~~
- ~~2. To have overall responsibility for those functions which relate to children which are set out in:
  - ~~a) The Children Act 2004 and in particular Section 18;~~
  - ~~b) Such other functions conferred on or exercisable by the Council as may be prescribed by the Secretary of State by regulation or which the Council may consider appropriate.~~~~

~~The Corporate Director has, in accordance with Section 101 of the Local Government Act 1972, sub-delegated the day to day responsibility for managing the services set out above to her Heads of Service who report directly to her. The sub-delegations are set out in full in the Corporate Director's Internal Scheme of Delegations.~~

- ~~1. To exercise the council's powers and duties as social services authority when decisions are required regarding the personal welfare of any individual.~~
- ~~2. To exercise the council's powers and duties for the purpose of implementation of community care.~~
- ~~3. To create legal charges on property to secure sums outstanding in relation to (i) residential care charges or (ii) other charges under statutory provisions which fall to be discharged by the local social services authority.~~
- ~~4. To register or regulate any person or body for which the local social services authority has responsibility in that respect.~~
- ~~5. To act as a Receiver in appropriate cases and to recover expenditure related thereto.~~
- ~~6. To make payments to asylum seekers in accordance with Council policy.~~

### ~~Delegations to the Deputy Director of Adult Social Care Health and Housing~~

- ~~1. To exercise the Council's regulatory and enforcement functions in relation to housing in the area under any enactment including:-~~

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- ~~(i) taking all steps in connection with the issue or withdrawal of notices, orders or other documents which the Council is authorised or required to serve.~~
  - ~~(ii) selecting the most effective means of enforcement whether by agreement, works in default, prosecution or otherwise.~~
  - ~~(iii) authorising officers to act in matters arising under any such enactments.~~
- ~~2. To authorise payments of improvement grants, home insulation grants and creditors' accounts in accordance with regulations.~~
  - ~~3. To assess housing rents in accordance with Council policy.~~
  - ~~4. To operate the building society support lending scheme on behalf of the Council.~~
  - ~~5. To exercise the Council's statutory discretion in connection with improvement grants.~~
  - ~~6. To exercise the Council's functions in deciding whether or not applicants for housing assistance are intentionally homeless and therefore ineligible for such assistance.~~
  - ~~7. To act on behalf of the Council in agreeing the terms for the sale of any interest in land where the Council is obliged by the Right to Buy legislation to sell or has discretion to sell to secure tenants under the Housing Legislation subject to obtaining the appropriate statutory consents.~~
  - ~~8. To assess, agree and authorise the payments of compensation including home loss and disturbance payments and claims regarding the acquisition of or depreciation in interests or rights in land relating to non-Council tenants.~~
  - ~~9. To approve the making of Housing Act advances in accordance with the Council's scheme and to secure recovery of all sums owing to the Council thereunder including where appropriate the exercise of rights of sale, to vary the rate of interest charged on Housing Act advances and to effect the discharge of mortgages.~~
  - ~~10. To enter into agreements with tenant management organisations.~~
  - ~~11. To operate the housing, community charge and Council tax benefit scheme.~~
  - ~~12. To approve re-housing in accordance with current policies and appropriate legislation.~~
  - ~~13. To authorise refunds of rent in appropriate cases.~~
  - ~~14. To exercise the Council's functions regarding the restoration of gas, electricity and water services for tenants.~~
  - ~~15. In relation to residential property to grant secure tenancies (including joint tenancies), licences, wayleaves and other occupational rights and to do all~~

~~that is necessary to ensure compliance with the terms of such rights once agreed~~

- ~~16. To approve and take steps to institute eviction proceedings in appropriate cases.~~
- ~~17. To take all steps to comply with the Council's obligations arising under Tenancy Agreements and Leases which it has granted.~~
- ~~18. To be responsible for the general management, repairs and maintenance of and investment in Council Housing Stock.~~

### **General Delegations to the Chief Executive, Deputy Chief Executives and all Corporate Directors the Corporate Director of Social Care, Health and Housing**

These delegations are to the Chief Executive, ~~and each Corporate Director the Deputy Chief Executives and the Corporate Director of Social Care, Health and Housing~~ who may discharge the function through one of his/her staff.

1. To take any steps necessary for the day to day management and administration of any matters within the designated area of responsibility and to take overall responsibility for the performance of their service area.
2. To take all such action as ordinarily falls within the scope of professional responsibility and deal with all other matters delegated or to be delegated by Council, Cabinet, Cabinet Member or the Chief Executive.
3. To manage any budget for which the Deputy Chief Executives/Corporate Director has lead responsibility within the approved cash limit, provided that no action is taken which would result in growth in future years or which would affect a budget which is not under the chief officer's direct control. This includes authorising virements in accordance with the Budget and Policy Framework Procedure Rules which can be found in Part 4 of the Constitution.
4. To exercise the council's functions in obtaining registrations, licences, certificates or other similar documents required by the council, its officers or in respect of its premises from any authority or body not being the council.
5. To exercise the council's right of objection against any application made by third parties for registration, certificates, licences, orders and other similar matters.
6. To register, issue or grant licences (not being occupational licences), notices, certificates, orders or similar documents which the council are authorised or required to register, issue, grant, give or make by or under any enactment.
7. To exercise discretion in writing off or remitting in whole or in part debts of up to £5,000 due to the council, but only after all reasonable steps to recover them have been taken.

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8. Within their designated area of responsibility and subject to any corporate property standards and the agreement of the ~~Director of Planning and Community Services~~ Deputy Chief Executives and Corporate Director of Planning, Environment, Education and Community Services to acquire or grant easements and leases for a term not exceeding seven years less 2 days and to acquire or dispose of any other interests in land the value of which does not exceed £10,000.
9. Subject to compliance with any corporate property standards to take any steps for the proper and effective management of such property falling within their designated area of responsibility.
10. In accordance with the Council's Personnel Procedures, but subject to the Officer Employment Procedure Rules, to appoint to, dismiss from and amend posts within the chief officer's area of responsibility.
11. In accordance with the Council's Personnel Procedures to suspend, other than the three Statutory Officers, Chief Officers and Deputy Chief Officers within their area of responsibility.
12. To agree compensation payments not exceeding £1000 under the Council's Complaints Procedure.
13. To accept tenders with a value of up to £50,000. This excludes tenders for the appointment of consultants where tenders with a value of up to £5,000 can be accepted.
14. To recommend to the relevant Cabinet Member for final approval individual agency and temporary workers between a value of £5k and £50k.
15. To exercise all of the powers of Appropriate Delegated Officers for the purposes of the Procurement and Contract Standing Orders and the Code of Practice.
16. To enter into agreements, on behalf of the Council incurring match funding or a revenue commitment from the Council, subject to the Cabinet having previously agreed the proposal including the final level of Council commitment.
17. In conjunction with the Leader and relevant Cabinet Member, to sign-off expenditure for approved Initiatives.

### **Delegations to the Corporate Director of Education & Children's Services**

The ~~Corporate Director of Education & Children's Services~~ is the officer responsible and accountable for:

- ~~Education & Children's Services~~
- ~~Youth Services~~
- ~~Departmental Policy, Performance & Resources~~

Specific delegations are:

- ~~1. To act as the "Chief Education Officer" appointed under section 532 of the Education Act 1996 or any re-enactment of that provision (with or without modification) including the School Standards and Framework Act 1998.~~
- ~~2. To be the statutory Director of Children's Services and responsible for those functions which relate to children which are set out in:
  - ~~a) The Children Act 2004 and in particular Section 18;~~
  - ~~b) Such other functions conferred on or exercisable by the Council as may be prescribed by the Secretary of State by regulation or which the council may consider appropriate~~~~
- ~~3. In relation to all educational institutions with delegated management, to exercise in accordance with agreed staffing procedures all those powers and duties conferred on the local education authority which the council is bound to exercise at the request of the Governing Body.~~
- ~~4. To allocate budgets for schools in accordance with an agreed scheme of delegation including the exercise of discretion under such a scheme.~~
- ~~5. To authorise assessments and statements of special educational needs and arrange any necessary provision.~~
- ~~6. To ensure the adequacy and efficiency of Youth Services.~~
- ~~7. To provide free meals and award clothing and maintenance grants.~~
- ~~8. To arrange for transport of pupils and students.~~
- ~~9. To provide any other benefits or services to pupils, students and educational institutions which the local education authority has a duty or power to provide under the Education Acts.~~
- ~~10. To award teacher training bursaries and mandatory further and higher education awards, and to award discretionary further and higher education awards according to the policy guidelines set by the Council.~~
- ~~11. To arrange for the control of employment of children in accordance with the local education authority's bye-laws.~~
- ~~12. To allocate school places and to agree placements of children outside the borough including the payment of boarding and tuition fees in appropriate cases.~~
- ~~13. To exercise the powers of the LEA in respect of Education Supervision Orders, School Attendance Orders and Non-school attendance.~~
- ~~14. To arrange publication of prospectuses, handbooks, etc. relating to the education service.~~

- ~~15. To agree premature retirement for teachers aged between 50 and 60 in accordance with Council policy.~~
- ~~16. To recruit and refer appointments to School Governing Bodies for approval by the Cabinet Member.~~
- ~~17. To authorise officers to attend court to give evidence on behalf of the council and to represent the council in magistrates' courts in matters involving children.~~
- ~~18. To make decisions on behalf of the council as adoption agency.~~
- ~~19. To make payments to those asylum seekers who fall within the definition of children as defined in the Children Act 2004 in accordance with council policy.~~

### **Delegations to the Corporate Deputy Director of Finance – Director of Finance and Business Services**

The Corporate Director of Finance & Business Services is the officer responsible and accountable for:

- ~~• Finance~~
- ~~• Procurement~~
- ~~• ICT & Business Services~~

Specific delegations are:

1. To act as and exercise the functions of the “chief finance officer” meaning the officer designated under section 151 of the Local Government Act 1972.
2. To exercise the council’s functions regarding the demanding of ~~General Rate, Empty Rate, Community Charges, Community Charge Penalties, National Non-Domestic Rate~~ and the Council Tax and the collection and recovery of all sums owing in respect thereof and regarding all matters involving valuation for rating purposes, and for these purposes to authorise officers to represent the council in magistrates’ courts, the Local Valuation Court or the Valuation and Community Charge Council Tax, Tribunals.
3. To implement the council’s Treasury Management Strategy which has adopted CIPFA’s “Code of Practice for Treasury Management in Local Authorities” and to control all money in the hands of the Council in accordance with this CIPFA code by taking all executive decisions on borrowing, investment or financing including, without limitation, the power: -
  - (i) to raise money pursuant to any authority to borrow.
  - (ii) to make temporary investments of monies by way of loan provided proper security is deposited with the council’s bankers.

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- (iii) to make advances from the Consolidated Loans Fund or other funds held by the council.
  - (iv) to buy or sell investments of any kind.
4. To have regard to CIPFA's "Prudential Code for Capital Finance in Local Authorities" when considering all matters relating to capital finance, as defined by Part 1 of the Local Government Act 2003. This involves establishing procedures to monitor performance against all forward looking prudential indicators and ensuring that the following matters are taken into account when prudential indicators are set or revised: -
- ii. Affordability;
  - iii. Prudence and sustainability;
  - iv. Value for money;
  - v. Stewardship of assets;
  - vi. Service objectives; and
  - vii. Practicality.
5. To administer and manage the council's pension fund in accordance with the regulations and with policy set by the pensions committee.
6. To administer any funds which are approved by the council and which are pursuant to the effective management of the council's finances.
7. To ensure that effective arrangements for insurance are in place and to take out insurance cover for all policies as necessary.
8. To review and amend Financial Regulations.
9. To set the rate of interest for mortgages and loans.
10. ~~To exercise the Council's functions as Accountable Body in respect of Single Regeneration Budget Scheme.~~

~~The Director of Finance and Business Services may sub-delegate the following responsibilities to the relevant Head of Service or professional Service Manager:~~

### Local Land Charges Matters

11. ~~The maintenance of the Local Land Charges Register, and the exercise of all functions of the Council under the Local Land Charges Acts and the Local Land Charges Rules.~~

### Building Control Matters

12. ~~All functions in relation to dangerous structures/buildings including securing the removal of dangerous structures/buildings, and the service of notices under the Building Act 1984 (in as far as they relate to dangerous structures/buildings) and employing contractors to carry out emergency works.~~



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- 13 — ~~Those functions and duties relating to the administration and enforcement of the Building Regulations and allied legislation:-~~
- ~~(i) determination of Full Plans applications and Building Notices submitted under the Building Regulations;~~
  - ~~(ii) the checking and verification of certificates submitted by approved persons;~~
  - ~~(iii) the checking of notices and certificates other than in (ii) above, given under the Building (Approved Inspectors, Etc.) Regulations;~~
  - ~~(iv) determination and vetting of appropriate fees; and~~
  - ~~(v) the service of notices under the Building Regulations and Building Act 1984 (in so far as they relate to the Building Regulations).~~
- 14 — ~~All functions in relation to (a) ruinous and dilapidated buildings and neglected sites; and (b) demolition of buildings including the service of notices under the Building Act 1984 (in so far as they relate to ruinous and dilapidated buildings and neglected sites and the demolition of buildings).~~

### Port Health Authority

- 15 — ~~Administration of [and enforcement responsibilities] in respect of the Port Health Control Unit at Heathrow.~~

### Bereavement Services

- 16 — ~~Signing and issue of notices for matters concerning allotments, grave spaces and memorial stones.~~

### Delegations to the Borough Solicitor

1. To be the Council's Monitoring Officer for the purposes of the Local Government and Housing Act 1989.
2. To institute any legal or formal proceedings on behalf of the Council which the Council could institute and to defend any prospective or actual legal or formal proceedings instituted against the Council, its members or officers and to appear by Counsel or in person or to authorise an officer to so appear in any proceedings and to verify a document by signing a Statement of Truth under the Civil Procedure Rules on behalf of the Council and to settle any actual or prospective proceedings.
3. To certify copies of original documents for use in court proceedings.
4. To suspend the Chief Executive pending an immediate summoning of the Investigations and Disciplinary Committee

### Delegations to the Head of Democratic Services

1. To act as the Electoral Registration Officer and the (Acting) Returning Officer for local and other elections.
2. To act as the proper officer for the registration of Births, Deaths and Marriages.
3. To certify the minutes of the Council, a committee or sub-committee and any report to such a meeting as a true copy.
4. To designate approved duties for Members to claim travelling, subsistence and dependent care allowances.
5. To make arrangements to hear appeals against pupil exclusions and appeals by Governing Bodies.

### Proper Officers for the Purposes of the Constitution

- Officer to be advised of the Mayor's view that a matter is one that ought to be treated as a key decision – Head of Democratic Services.
- Officer to ensure that Access to Information rules as set out in the constitution are adhered to – Monitoring Officer.
- Officer to act as proper officer for registration of Births, Deaths and Marriages – Head of Democratic Services.
- Officer to be requested to call Council meetings in addition to ordinary meetings - Head of Democratic Services.
- Officer to be notified of the name of the person to whom it is proposed to make an offer of appointment as Chief Executive, Chief Officer and Deputy Chief Officer, Head of Human Resources.
- Officer to notify every member of the Cabinet of the name of a person to whom it is wished to make an offer of appointment as Chief Executive, Chief Officer and Deputy Chief Officer, and to whom any objections by the Leader to the proposal can be made – Head of Human Resources.
- Officer to be notified of the name of the person to whom it is proposed to dismiss as Chief Executive, Chief Officer and Deputy Chief Officer – Head of Human Resources.
- Officer to notify every member of the Cabinet of the name of a person [Chief Executive, Chief Officer or Deputy Chief Officer] who it is proposed to dismiss, and to whom any objections by the Leader to the proposal can be made – Head of Human Resources.
- Officer to refer firm proposals for the budget and policy framework to Council for decision – Head of Democratic Services.

# PART 7

## MANAGEMENT STRUCTURE

### Preamble

1. The Council consists of ~~3~~ 5 Departments (Directorates):
    - (a) Deputy Chief Executive's and Corporate Director of Central Services
    - ~~(b) Finance and Business Services~~
    - ~~(c) Education and Children's Services~~
    - ~~(d) Planning, Environment and Community Services~~
    - (b) Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services
  - (f) (c) Adult Social Care, Health & Housing
1. A Two Deputy Chief Executives and a Corporate Director, responsible to the Chief Executive, ~~is~~ are responsible and accountable for each Department.
  2. These ~~five~~ three officers, together with the Chief Executive, come together to form the top officer tier in the Council, which is called the Corporate Management Team, working closely with the Cabinet.
  3. The Council's departmental structure is shown in Appendix 1.

# Hillingdon Management Structure

**Chief Executive**

- Chief Executive focuses on:
- Working closely with the Leader and Cabinet to agree strategy and targets for the council
  - Providing leadership and direction in the achievement of the council's strategic objectives
  - Managing highest level external relationships
  - Supporting other Directors to address specific priority issues

**Deputy Chief Executive and Corporate Director Central Services**

- Finance
- Procurement
- Audit and Enforcement
- Legal Services
- Democratic Services
- Policy and Performance
- Human Resources
- Communications

**Deputy Chief Executive and Corporate Director Planning, Environment, Education & Community Services**

- Corporate Landlord
- Public Safety
- Transportation and Planning Policy
- Planning, Trading Standards and Environmental Protection
- ICT and Business Services
- Education
- Youth Services
- Adult Education
- Libraries
- Culture, Sport, Leisure
- Environment
- Highways & Green Spaces
- Consumer Protection

**Corporate Director Social Care, Health & Housing**

- Adult Services
- Health
- Housing
- Access and Assessment
- Personalised Services
- Commissioning and Improvement
- Children and Families

## HOUSING REVENUE ACCOUNT (HRA) RENT SETTING 2011-2012

Cabinet Member

Councillor Philip Corthorne

### HEADLINE INFORMATION

#### Purpose of report

Subject to Cabinet's consideration of this matter on 17 February 2011, Council will be asked to agree HRA rents and charges as well as the HRA budget for 2011/12.

#### Contribution to plans and strategies

HRA resource priorities are aligned with, and enable the Council, to deliver its strategic housing objectives set out in the Housing Strategy and other housing services strategies such as the Homelessness strategy

#### Financial Cost

The proposals centre on the application of specific, ring-fenced HRA resources, which are contained within the overall HRA Fund. There is no direct impact on the Council's General Fund, however the HRA supports the Council's General Fund housing activities.

**RECOMMENDATIONS:** That, subject to Cabinet's decision on 17 February,

- a) formula rents under the DCLG rent restructure policy be used to calculate HRA dwelling rents for 2011/2012.
- b) the average HRA rents, charges and allowances for 2011/12 be approved as set out in Tables A to D of this report.
- c) the HRA Budget for 2011/12 be approved as set out in Appendix 1 of this report.

### INFORMATION

#### Reasons for recommendation

1. The purpose of this report is to seek Cabinet approval for the proposed Housing Revenue Account (HRA) rents, service charges and allowances for 2011/2012. Under current legislation, income from council tenants for rents and service charges must be separately shown in the Housing Revenue Account. Under Department for Communities and Local Government's (DCLG) general guidelines these charges must be reviewed regularly to ensure that the HRA does not go into deficit.

#### Alternative options considered

2. Council could amend or add to the proposals in respect of charges, but such amendments or additions must ensure that service charges levied cover the cost of providing services. Proposals in Table A to D reflect such costs;
3. To set rents higher or lower than those proposed in line with the Government rents restructuring policy. In both cases there would be a detrimental effect to the HRA. Setting rents higher would result in increased negative subsidy payable to the Government, with disproportionate increase in income generated. This effectively means we are charging higher rents to pass on to the Government. Setting rent lower would result in less income

with the same amount of negative subsidy payable to the Government. Neither option can be recommended.

## Comments of Policy Overview Committee

4. None at this stage.

## Supporting Information

### A. Summary

5. In accordance with the DCLG subsidy Determination, an average rent increase of £5.26 or 5.84% will increase the current average weekly rent for 2010/11 of £89.98 to £95.24 for 2011/12 for Hillingdon Council dwellings. This average rent has been calculated in line with the rent restructuring formula provided by DCLG.
6. Subsidy payable to the government is a key element within the HRA. The impact of the 2011/12 HRA Subsidy Determination issued by DCLG has had a broadly neutral impact on Hillingdon. The main reason for this is that management, maintenance and the major repairs allowances that form part of the subsidy settlement have been relatively favourable for Hillingdon as outlined in section E.
7. Normally the Determination is a key document and a detailed analysis also provides a pointer to future year resources. However the 2011/12 Subsidy Determination has been issued with the reform of HRA finances including the abolition of the Subsidy system in the background. The 2011/12 Subsidy Determination is likely to be the last one and needs to be viewed in a short term horizon. The new self-financing review could have a significant impact on resources available from 2012/13 onwards. It is worth noting that without the self-financing reform Hillingdon negative subsidy payment under the current system is projected to increase from £15.66m in 2011/12 to £25m in 2015/16 an increase of 60% in 4 years.
8. The current year monitoring is showing favourable variances and as a consequence, balances are expected to increase to £10.55M. The main reasons for the variances include:
  - The closure of Hillingdon Homes has made available the former company's working balances of £1m.
  - There are lower charges for capital as a result of low interest rates.
  - There is some rephasing of works to the stock due to a need to retender the contracts. As this involves essential works the funding will need to be carried forward into the next year.
9. The proposed 2011/12 HRA budget includes the impact of increased notional subsidy guideline rent and the DCLG decision for 'first and second round' ALMOs to have their Decent Homes ALMO Allowance converted to debt for subsidy purposes. This will attract interest relief within the subsidy system and the corresponding financial benefit from decent homes funding will be spread over the long term. These will increase negative subsidy by £4.6m, but will be partially offset by rent increases of £2.9m. In addition, as noted in the previous paragraph the proposed budget allows for the spend on essential work to the stock that has been rephased into 2011/12. The various changes will result in a reduction of £2.1m in balances.

10. As indicated above, on the basis of current information, the HRA Balances are expected to decrease by £2.3m in 2011/12 and will continue to reduce thereafter. If the subsidy system continues beyond the next year or two then substantial savings would need to be found impacting on the overall service offered to tenants as well as maintenance of the dwelling stock. However, as the HRA Review is expected to have a significant impact on the future financing of the council housing operation, the longer term projection of the HRA resources for Hillingdon contained in this report are only indicative. In common with other authorities, a more thorough analysis of future revenue and capital spending requirements will be needed during 2011 when financial details for Hillingdon are announced as part of the new self-financing HRA regime.

## B. Background

11. This report sets out the recommended rent increase, the proposals for the increases of the other HRA charges and setting of budgets for expenditure. It also provides further details of the proposals for the 2011/12 HRA Capital Programme that are covered in the General Fund report elsewhere on the Agenda.

12. The purpose of this report is three fold, to:

- (i) provide Cabinet with proposals for HRA rents, fees and charges for 2011/12;
- (ii) update Cabinet with the latest HRA income and expenditure projections for the current financial year 2010/11; and
- (iii) provide Cabinet with the proposed HRA budget for 2011/12 for approval within the context of the budget process for 2011/12.

13. Local housing authorities are required to carry out a periodic review of rents for dwellings and charges for services and facilities provided to council tenants in connection with the provision of dwellings owned by the Council and accounted for within the HRA. The costs of providing accommodation and tenancy services to council tenants are charged to the HRA. These costs are recharged to tenants by levying rents and service charges. There is a general directive from the DCLG that these charges are reviewed annually.

14. In preparing the HRA budget a local authority is required to estimate as accurately as possible the total level of income needed from rents and charges to fund planned expenditure. Statutory provisions prevent the HRA from planning for an overall account deficit (income less expenditure plus balances and provisions). The total income from rents and charges depends on a number of factors including:

- the Government's rent restructure formula and guidelines;
- the size and composition of the HRA stock of dwellings;
- the level of voids;
- income from commercial properties (e.g. shops owned by the HRA, way leaves);
- ground rents;
- provision for bad and doubtful debts from arrears;
- provisions for future liabilities;

15. The legislative provisions for charging rents and levying charges for services and facilities in the HRA are provided by Part 1 of Schedule 4 of the Local Government and Housing Act 1989.

16. Key strategic objectives for the Housing Revenue Account (HRA) are:

- to secure the best use of resources,
- build on increasing tenants satisfaction, and
- support the delivery of the Council's strategic objectives.

17. The HRA is a ring-fenced account. The objective is to get the best service from the effective use of the whole HRA resource. In this context the expectation is that savings and efficiency gains would be reinvested HRA stock and services including wider affordable housing. Therefore our main financial objective is to deliver efficiency gains, and use funds released by such efficiencies to improve services, provide additional stock investment and take advantage of wider affordable housing opportunities.
18. The budget proposals for the HRA have been compiled through a process involving:
- a detailed review of the costs of providing the current level of housing services;
  - review of forecasted outturn for 2010/11 to project year-end balances to be carried forward to 2011/12
19. Key areas of interest for Council tenants and HRA service users within this report are:
- HRA dwelling rents for 2011/12, calculated using the Government's rents restructure formula;
  - the level of HRA funding available for investment in stock and service provision to tenants;
  - percentage increase for non-dwelling rents and charges for 2011/12.
20. As in previous years, precise calculations for HRA rents, fees, charges and budget proposals can only be carried out after release of the relevant HRA subsidy determinations. The DCLG issued the HRA subsidy draft determination for 2011/12 on 5 November 2010 and the final determination was released on 10 January 2011. 2011.
21. In accordance with requirements under the Housing Act 1985, tenants must be given 28 days notice of changes in their rents once set by Council. Notices will be issued at the end of February 2011. This will ensure that tenants have four weeks notice of rent increases to come into force on Monday 4 April 2011, which is the first complete rent week in the new financial year.

## C. Rents and Charges

### *HRA Rent Setting Framework*

22. The HRA account framework is regulated by the DCLG. Dwelling rents are calculated using the formula rent in line with the DCLG national rent restructure programme. The rent restructure programme was introduced in 2002/2003.

### *Rent Restructure*

23. In 2011/2012 council dwelling rents are expected to increase nationally by 6.8%. The Hillingdon dwelling rents proposal recommends an average increase of 5.84%. This average is based on property specific calculations using the rent restructuring formula provided by DCLG. The slightly lower percentage increase is due to Hillingdon rents getting close to the nationally determined target rents. It is worth noting that the application of the formula at individual property level varies around this average according to property size and the market value of each property, as valued in January 1999. The maximum increase for any property in Hillingdon will be 6%.
24. The 2011/12 HRA Subsidy Determination assumes an increase of this magnitude. Consequently, in order to minimise HRA subsidy losses in the HRA, it is recommended that rents be increased by an average of 5.84%. Table A below provides the estimated average rents for HRA dwellings.



Table A: HRA Dwelling Rents

| TABLE A:           |   | PREVIOUS YEAR  | PREVIOUS YEAR  | CURRENT YEAR        | NEXT YEAR PROPOSED:-<br>WITH NEW BUILD - PART<br>YEAR EFFECT |              |
|--------------------|---|----------------|----------------|---------------------|--|--------------|
| HRA DWELLING RENTS |   | 2008/09 RENT   | 2009/10 RENT   | 2010/11 RENT        | 2011/12 RENT   | 2011/12 RENT |
|                    |   | ACTUAL RENT pw | ACTUAL RENT pw | RENT RESTRUCTURE pw | RENT RESTRUCTURE pw  | % Increase   |
|                    | <b>HRA COUNCIL DWELLING RENTS (AVERAGE)</b> | <b>£86.09</b>  | <b>£88.70</b>  | <b>£89.98</b>       | <b>£95.24</b>  | <b>5.84%</b> |
| a.                 | Flats/Maisonettes 1 bed                     | £70.48         | £72.69         | £73.37              | £77.70   | 5.90%        |
| b.                 | Flats/Maisonettes 2 beds                    | £79.75         | £82.05         | £83.32              | £88.29   | 5.97%        |
| c.                 | Flats/Maisonettes 3+ beds                   | £92.59         | £95.43         | £96.39              | £102.00  | 5.82%        |
| d.                 | Houses/Bungalows 1 bed                      | £79.53         | £81.96         | £82.77              | £87.58   | 5.82%        |
| e.                 | Houses/Bungalows 2 beds                     | £92.32         | £95.15         | £96.31              | £101.94  | 5.85%        |
| f.                 | Houses/Bungalows 3 beds                     | £104.81        | £108.02        | £109.12             | £115.48  | 5.83%        |
| g.                 | Houses/Bungalows 4+ beds                    | £112.22        | £115.65        | £118.44             | £125.37  | 5.85%        |

25. Without these increases balances would fall by around £2.9m.

26. Included in the rent restructuring calculation for rents set out in the table is an inflation factor prescribed by the DCLG. The national average increase of 6.8% includes other elements of the rent restructuring formula including an element to convergence of social housing rents. This will result in an average increase of 5.84% for HRA tenants within the Borough.

#### Non Dwelling Rents

27. HRA non-dwelling rents cover garages, hard standings, carports, shops and commercial premises. This report deals with garages, hard standings and carports. Shops and commercial premises are managed as part of the Council's Corporate Landlord.

28. Garage, hard standing and carport rents are not covered by rent restructuring. Historically, we have always increased non-dwelling rents by the same base percentage used to increase dwelling rent each year. For 2011/2012, officers are recommending a 5.1% percentage increase to the existing average charges listed in Table B below.

Table B: HRA Non-Dwelling Rents

| Table B                |                                 | PREVIOUS YEAR                  | CURRENT YEAR                   | NEXT YEAR PROPOSED     |            |
|------------------------|---------------------------------|--------------------------------|--------------------------------|------------------------|------------|
| HRA NON DWELLING RENTS |                                 | 2009/10 AVERAGE WEEKLY CHARGES | 2010/11 AVERAGE WEEKLY CHARGES | 2011/12 WEEKLY CHARGES | % Increase |
| a.                     | Garages                         | £9.80                          | £9.80                          | £10.30                 | 5.1%       |
| b.                     | Car Ports                       | £5.60                          | £5.60                          | £5.89                  | 5.1%       |
| c.                     | Hard Standings / Parking Spaces | £3.80                          | £3.80                          | £3.99                  | 5.1%       |

## D. Service Charges and Allowances

29. The HRA subsidy arrangements allow a limited category of costs to cover general management and maintenance costs (M&M Allowance) and are included in base dwelling rents. These M&M allowances do not cover certain services provided to tenants such as caretaking, cleaning, grounds maintenance, CCTV cameras etc. Government expectations are that these costs are identified and de-pooled from the general level of rents and charged for separately. Local authorities can recover the actual cost of the relevant service, and only tenants receiving the service (either individually or as a group) within similar types of properties, can be charged the appropriate amount.
30. In order to fully comply with DCLG rents restructure and service charge de-pooling policies the following de-pooling strategy was adopted in February 2006: -
- In 2006/2007 grounds maintenance costs were de-pooled from rents;
  - For 2007/2008 de-pool other miscellaneous charges (e.g. CCTV)
  - In 2008/2009 de-pool caretaking and cleaning costs from rent charges.
31. The policy has been implemented and a review of de-pooled service charges will be carried out every year to ensure there is a reasonable balance between cost of de-pooled services and income collected.
32. In previous years the Council's policy has been to increase existing service charges and allowances by inflation plus a nominal rate to support actual cost of service provision. Officers are recommending changes listed in Table C to Table D below for 2011/12. The base inflation rate used in calculating HRA rent increase for 2010/11 is 5.1%. We are recommending that service charges go up by this rate; except for energy supplies where the policy is to recover costs so that in some cases charges can be reduced to reflect efficiencies or reductions in costs.
33. The weekly charge for using the Careline community alarm system for private tenants is included within the Budget MTFF report elsewhere on this agenda. The charge to council tenants was originally set to equal the ringfenced Supporting People grant for careline users which for 2010/11 is £1.33 per wk. The government have now removed the Supporting People ringfence and as a result it is recommended that this charge is now set to be the same as private tenants (£1.13p per week). For approx 90% of tenants this make no difference as their careline charge is covered by Supporting People.

Table C i: Ancillary charges

|    | ANCILLARY CHARGES   | CURRENT YR                  |                 | ESTIMATE         |                             |
|----|---|-----------------------------|-----------------|------------------|-----------------------------|
|    |   | 2010/11 CHARGES & ALLOWANCE | Proposed Change |                  | 2011/12 CHARGES & ALLOWANCE |
|    |   |                             | %               | £                |                             |
| a. | Careline Council Tenants  | £5.76 monthly (£1.33 pw)    | -15%            | -£0.85 (0.20 pw) | £4.91 monthly (1.13 pw)     |
| b. | Grounds Maintenance<br>Cost of cutting grass, weeding and general open space management within the HRA. | £1.09 - £3.26               | 5.10%           | £0.06 - £0.17    | £1.15 - £3.43               |
| c. | CCTV<br>Cost of maintaining CCTV cameras on HRA estates   | £0.55 wk                    | 5.10%           | £0.03            | £0.58 wk                    |
| d. | Door Entry<br>Cost of managing and maintaining door entry systems on HRA estates                        | £0.21 wk                    | 5.10%           | £0.01            | £0.22 wk                    |

|    |  | CURRENT YR                  |                 | ESTIMATE |                             |
|----|--|-----------------------------|-----------------|----------|-----------------------------|
|    | ANCILLARY CHARGES                                      | 2010/11 CHARGES & ALLOWANCE | Proposed Change |          | 2011/12 CHARGES & ALLOWANCE |
|    |  |                             | %               | £        |                             |
| e. | Window Cleaning<br>Window cleaning for shelter schemes | n/a                         | New Charge      | n/a      | £0.25 wk                    |

34. As stated above the policy for energy related charges is to recover costs. HRA energy contracts are managed within the LBH LASER energy procurement contract and this contract is allowing us to procure energy at an average of 20% below market prices. Taking this into account, the cost of energy for the HRA has gone up by between 16% and 20% in 2010/11, this is below the average national increase in energy prices of 36% to Dec 2010. Estimated charges are shown in Table C (ii) below: actual energy charges are however, also dependent on energy usage.

Table C (ii): Heating and Energy Charges

| Energy Charges  | 2010/11               | 2011/12                  |                          |                  |
|---|-----------------------|--------------------------|--------------------------|------------------|
|   | Current Weekly Charge | Increase / (reduction) % | Increase / (reduction) £ | Estimated Charge |
| <b>Communal Electric</b><br>(Cost of providing communal and street lighting on estates) | 0.94                  | 21%                      | 0.20                     | 1.14             |
| <b>Sheltered Heating - Communal Element</b><br>(supply to communal arrears)             | £2.39 to £3.20        | Recovery of Cost         | Recovery of Cost         | £2.63            |
| <b>Sheltered Heating - Property Element</b><br>(supply to dwellings)                    | £3.58                 | Recovery of Cost         | Recovery of Cost         | £4.12 to £9.10   |
| <b>District Heating</b>   | £3.54 to £14.43       | Recovery of Cost         | Recovery of Cost         | £4.07 to £11.82  |

35. Table C(iii) below lists all allowances paid in the HRA for redecoration and home release payments. We are recommending that these allowances are frozen at the current rate.

Table C(iii): Allowances

|    |  | CURRENT YR                  |                 | ESTIMATE                    |
|----|--|-----------------------------|-----------------|-----------------------------|
|    | ALLOWANCES                               | 2010/11 CHARGES & ALLOWANCE | Proposed Change | 2011/12 CHARGES & ALLOWANCE |
| 1  | <b>REDECORATION ALLOWANCES</b>           |                             | %               |                             |
| a. | Living Room                              | £105.00                     | No Change       | £105.00                     |
| b. | Dinner/Kitchen                           | £150.00                     | No Change       | £150.00                     |
| c. | Staircase                                | £105.00                     | No Change       | £105.00                     |
| d. | Landing/Hallway                          | £50.00                      | No Change       | £50.00                      |
| e. | Double Bedroom                           | £105.00                     | No Change       | £105.00                     |
| f. | Single Bedroom                           | £75.00                      | No Change       | £75.00                      |
| g. | Bathroom                                 | £75.00                      | No Change       | £75.00                      |
| h. | WC                                       | £30.00                      | No Change       | £30.00                      |
| i. | Dining Recess                            | £25.00                      | No Change       | £25.00                      |
| j. | Working Kitchen                          | £105.00                     | No Change       | £105.00                     |
| k. | Sweeping Flue                            | £5.00                       | No Change       | £5.00                       |
| l. | Two Room Allowance                       | £260.00                     | No Change       | £260.00                     |
|    |  |                             |                 |                             |
| 2  | <b>OTHER ALLOWANCES</b>                  |                             |                 |                             |
| a. | Home Release Reward - Reduction by 1 Bed | £750.00                     | No Change       | £750.00                     |
| b. | Home Release Reward - Reduction by 2 Bed | £1,000.00                   | No Change       | £1,000.00                   |

|    |   |           |             |           |
|----|---|-----------|-------------|-----------|
| c. | Home Release Reward - Reduction by more than 2 Beds | £1,250.00 | No Change   | £1,250.00 |
| d. | Statutory Home Loss                                 | £4,700.00 | Set by DCLG | £4,700.00 |

36. Table D below is the list of caretaking charges. We have reviewed caretaking costs and as a result of efficiencies and cost reduction activities we are able to maintain costs at the current level. We are not recommending an increase for the majority of the charges with the exception of double bin collections, where charges is going up and we are recommending a inflationary increase of 5.1%.

Table D: Caretaking Charges

|                              | PREVIOUS YEAR                  | PREVIOUS YEAR                  | CURRENT YEAR                   | NEXT YEAR PROPOSED   |       | 2011/12 CHARGES & ALLOWANCE wk |
|------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------------|-------|--------------------------------|
|                              | 2008/09 CHARGES & ALLOWANCE wk | 2009/10 CHARGES & ALLOWANCE wk | 2010/11 CHARGES & ALLOWANCE wk | Increase/ (Decrease) |       |                                |
| Caretaking Band              |                                |                                |                                | %                    | £     |                                |
| A                            | £10.00                         | £10.00                         | £10.00                         | No change            |       | £10.00                         |
| B                            | £6.50                          | £6.50                          | £6.50                          | No change            |       | £6.50                          |
| C                            | £4.50                          | £4.50                          | £4.50                          | No change            |       | £4.50                          |
| D                            | £3.50                          | £3.50                          | £3.50                          | No change            |       | £3.50                          |
| E                            | £2.50                          | £2.50                          | £2.50                          | No change            |       | £2.50                          |
| F                            | £1.50                          | £1.50                          | £1.50                          | No change            |       | £1.50                          |
| Sheltered Housing            | £5.00                          | £5.00                          | £5.00                          | No change            |       | £5.00                          |
| Queens Lodge                 | £6.30                          | £6.30                          | £6.30                          | No change            |       | £6.30                          |
| Additional Refuse Collection | £1.75                          | £1.75                          | £1.75                          | 5.1%                 | £0.09 | £1.84                          |

#### E. Impact of the 2011/2012 HRA Subsidy Determination on Hillingdon

##### *National 2011/12 Subsidy Determination Headlines*

37. For 2011/12 the HRA budget setting process will continue to be largely dependent upon the HRA Subsidy Determination which is the responsibility of DLGG. The draft Determination includes the parameters for the calculation of subsidy including management, maintenance and major repairs allowances. Since the introduction of rent restructuring in 2002, the Determination effectively has also provided government direction for individual council rents.

38. The Final HRA Determination for 2011/12 was issued on 10<sup>th</sup> January 2011. An analysis of the Determination proposals indicates that average rents in Hillingdon will need to increase by 5.9% so that the current average rent of £89.98 per week will increase by £5.26 to £95.24 per week. However, from 2011/12 Hillingdon as all 'first and second round' ALMOs will have their Decent Homes ALMO Allowance converted to debt for subsidy purposes which will attract interest relief within the subsidy system and the corresponding financial benefit from decent homes funding will be spread over the long term.

39. These figures have been calculated from *draft* Determination, the *final* Determination was issued on the 10th January 2011. As in recent years the change between the draft and final Determinations has not been significant. The main reason for this is that over the last three years DCLG has kept stable the broad parameters for the subsidy system to reduce volatility from year to year pending the HRA Review. The outcome of this review

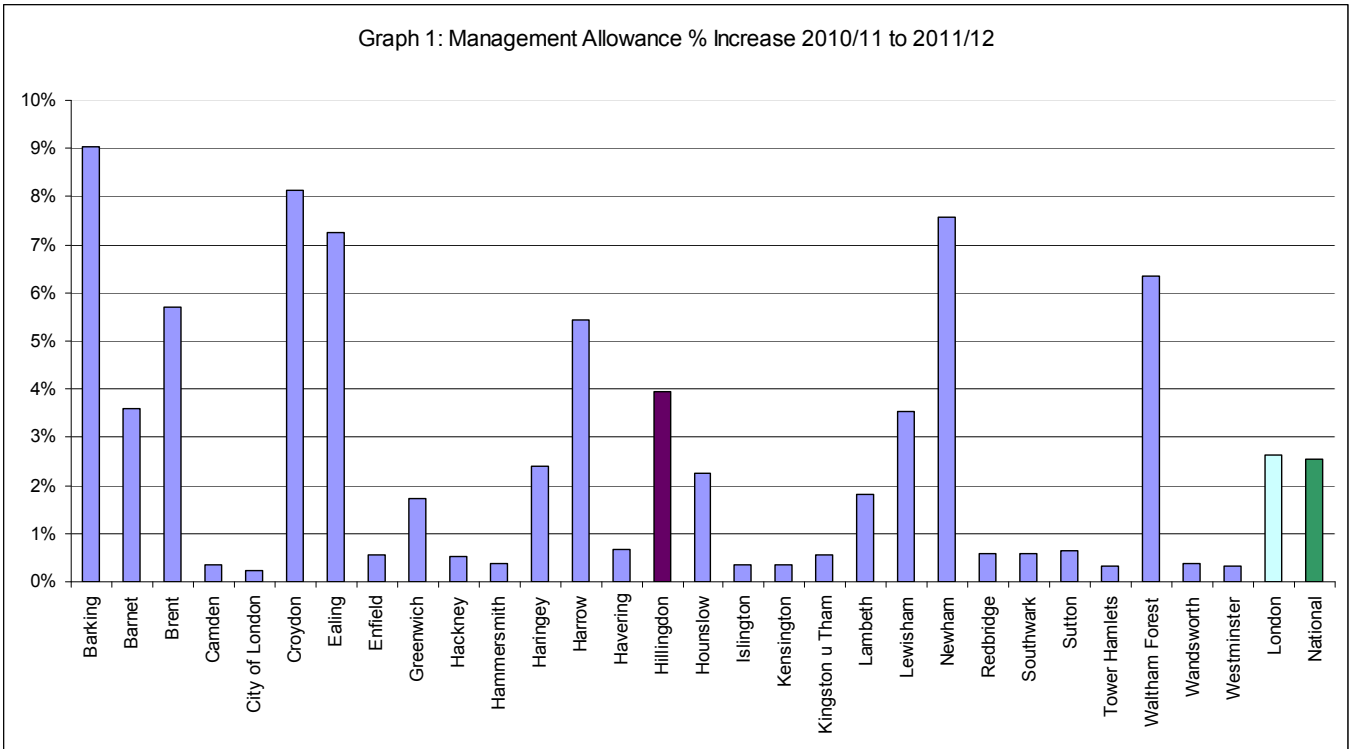
should mean that this is the last year for the HRA subsidy system as the government has planned to replace this with self-financing from April 2012 subject to parliamentary approval of the Localism Bill.

40. Self-financing will then be implemented through a mandatory one-off settlement payment between each local authority and central government, which will be determined by a valuation of each local authority's social housing business. These valuations will take account of income and expenditure needs over 30 years and the level of housing debt. DCLG are planning to publish a policy document in January 2011 detailing the methodology behind the settlement. It will also include a model with updated data that will enable local authorities to calculate the likely impact for them of the self-financing deal. Such a model along with data was published as part of the consultation document '*Council housing: a real future*' in April 2010. The indicative figures for Hillingdon within the consultation document were favourable mainly due to the current system being disadvantageous and any change would therefore most likely improve the HRA finances.
41. The subsidy calculation involves working out allowances for expenditure items along with assumed income from rent levels. If the net amount is positive then the authority receives subsidy whereas if the net amount is negative the authority has to pay a net negative sum to the DCLG. Hillingdon has been in a negative position for a number of years largely as a result of having a relative low level of debt. The draft subsidy Determination for 2011/12 indicates that Hillingdon will need to pay over a negative subsidy amount of £15.71m. An increase of £4.67m compared to the £11.04m provision for this current financial year. The main reasons for this increase relates to Government assumptions about a few key income and expenditure items that are used to determine the net subsidy amount. A brief sketch of the impact on Hillingdon is outlined in the following paragraphs.

#### *Hillingdon's Relative Position within the London Region*

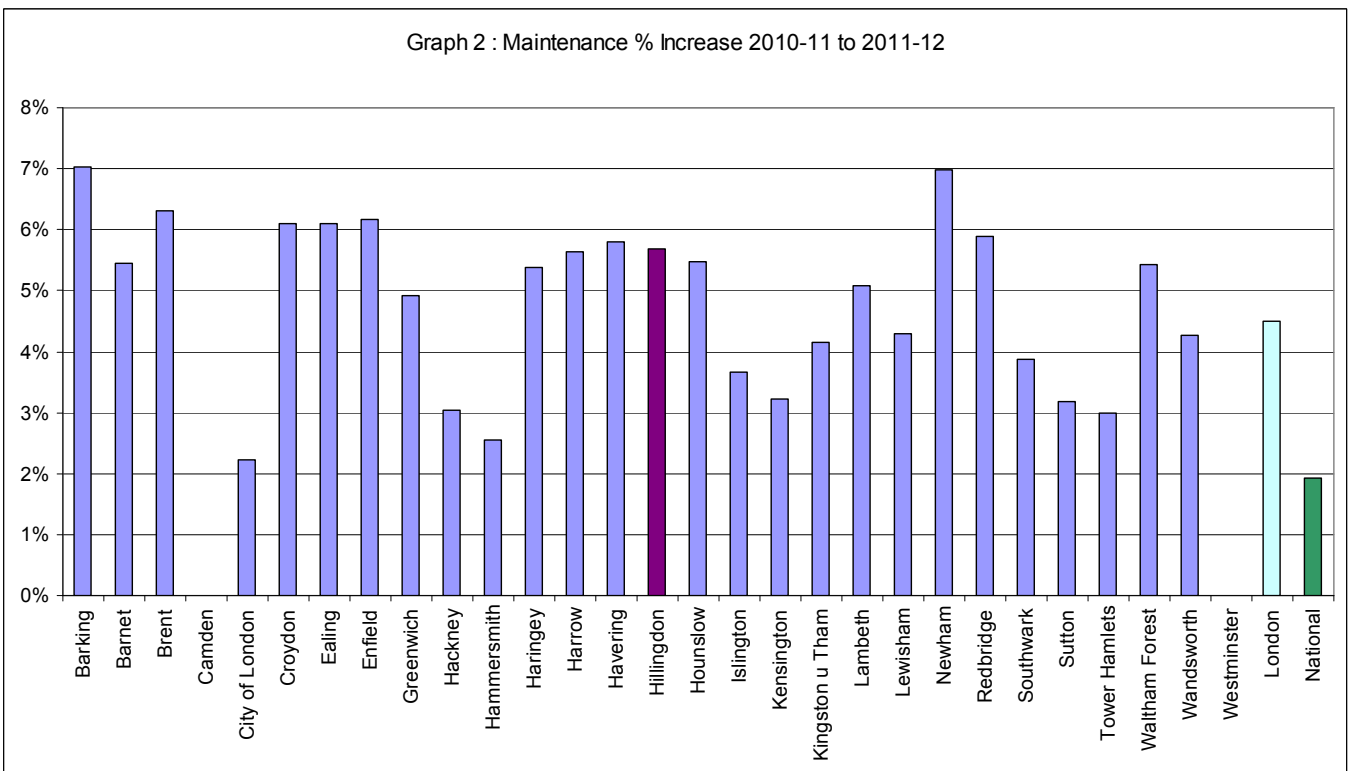
42. Once rent assumptions have been 'determined', the net change in subsidy payable for an authority like Hillingdon depends on the various allowances that are set off against the assumed rent increase. If increases in management, maintenance and major repairs allowances in particular match formula rent increases, then the overall change in subsidy remains neutral. As the Government effectively determines the overall level of these allowances as part of the wider Comprehensive Spending Review, movements in allowances for individual authorities depends on comparative relative position of each council. Favourable improvements have the effect of mitigating the overall negative subsidy payable to the government.
43. Within the overall national context, there is a fair degree of variation in these various calculated expenditure allowances inside the London region. Hillingdon's 2011/12 relative position has remained a little better than the median within the 30 London Housing Authorities that have responsibility for council housing.
44. Graph 1 below shows the London variation for Management Allowances. The graph shows considerable variation between authorities along with Hillingdon's relative position within London. The London variation ranges from the City of London with only 0.2% increase compared with Barking and Dagenham with 9.0%. Only seven Boroughs will receive a higher rate of increase per dwelling than Hillingdon with twenty one Boroughs receiving a lower rate of increase in Management Allowance for 2011/12. The rate of increase for Hillingdon, 3.9% is higher than the London average increase of 2.6% and the national average of 2.5%.

Graph 1: Management Allowance % Increase 2010/11 to 2011/12



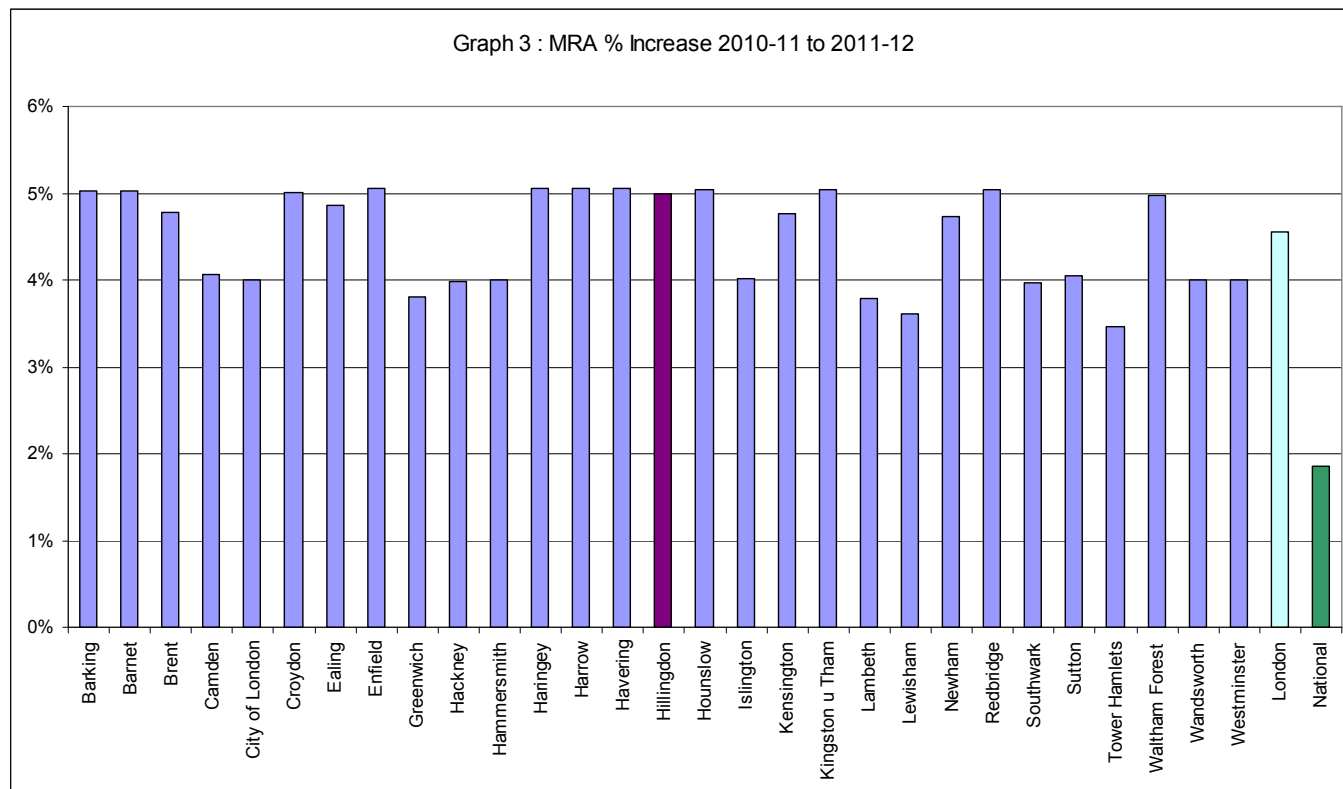
45. Graph 2 below shows the increase for the Maintenance allowance for London authorities. The graph shows that eight boroughs will receive a higher rate of increase per dwelling than Hillingdon and that twenty boroughs will receive a lower rate of increase in Maintenance Allowance for 2011/12. The 5.7% rate of increase for Hillingdon is higher than the London average of 4.5% and considerably higher than the national average increase of 1.9%. There is a fair degree of variation with Barking and Dagenham and Newham having the highest level of increase of 7.0% while Camden and Westminster do not have any increase in allowances.

Graph 2 : Maintenance % Increase 2010-11 to 2011-12



46. Graph 3, below, shows the percentage increase in MRA for the various London Authorities. As a result of the DCLG wish to restrict volatility within the subsidy settlement

relatively uniform increases have been set for London ranging between 3.5% for Tower Hamlets to 5.1% for a number of boroughs. Hillingdon's relative position appears favourable representing an increase of 5.0%. The graph also shows that London authorities have had favourable increases from the Determination with the London average increase of 4.6% for MRA being substantially higher than the 1.9% national average increase. This reflects the view that costs for major repairs are higher in London.



47. The three graphs show that the management, maintenance and major repairs allowances increases for 2010/ 11 have been relatively favourable for Hillingdon. As a consequence, the overall change in subsidy payable to the government in 2011/12 has been broadly neutral.

48. A more detailed analysis of the Subsidy Determination for Hillingdon is shown in Table E below. This also includes the subsidy payments to DCLG for 2009/10 to 2010/11 for comparison. For 2011/12 the increased payment to DCLG amounts to £4.5m. This anticipated increase is due mainly to technical adjustments to subsidy funding for decent homes borrowing, this allowance is now being spread over a longer period. Taking this into account, subsidy payable to DCLG amounts to £15.5m out of the Gross Income figure of £57.1m.

Table E: Subsidy Payments to DCLG - 2009/10 to 2011/12

|                                       | 2009/2010           | 2010/2011           | 2011/2012           | Change<br>Between        | % Change<br>Between      | Comments  |
|---------------------------------------|---------------------|---------------------|---------------------|--------------------------|--------------------------|---|
|                                       | Subsidy<br>Budget   | Subsidy<br>Budget   | Subsidy<br>Budget   | 2010/2011 &<br>2011/2012 | 2010/2011 &<br>2011/2012 |   |
|                                       | £                   | £                   | £                   | £                        |                          |   |
| Dwellings Excluding Shared Ownership  | 10,537              | 10,423              | 10,298              | (125)                    | (1.20)%                  |   |
| Dwellings Including Shared Ownership  | 10,591              | 10,476              | 10,350              | (126)                    | (1.20)%                  |   |
| Management Allowance                  | 6,663,203           | 6,878,011           | 7,116,114           | 238,103                  | 3.46%                    | Management Allowance increased by 4.72% which is reduced to 3.46% due to loss of 126 dwellings                                      |
| Maintenance Allowance                 | 12,215,657          | 12,708,243          | 13,379,271          | 671,028                  | 5.28%                    | Maintenance Allowance increased by 6.56% which is reduced to 5.28% due to loss of 126 dwellings                                     |
| Major Repairs Allowance               | 7,986,247           | 8,224,164           | 8,580,869           | 356,705                  | 4.34%                    | Major Repairs Allowance increased by 5.60% which is reduced to 4.34% due to loss of 126 dwellings                                   |
| Charges for Capital                   | 1,837,521           | 1,836,317           | 3,367,646           | 1,531,329                | 83.39%                   | Conversion of ALMO allowance of £4,744,000 / 8% to debt relief of into £59,300,000 additional debt for HRA, giving more debt relief |
| ALMO Allowance                        | 4,744,000           | 4,744,000           | 0                   | (4,744,000)              | (100.00)%                | However, government have removed ALMO allowance   |
| Other Items of Reckonable Expenditure | 517,054             | 22,010              | 0                   | (22,010)                 | (100.00)%                | End of Ealing Family relief for leased properties   |
| Interest on Receipts                  | (13,814)            | (7,573)             | (5,725)             | 1,848                    | (24.40)%                 | Interest Rate fall  |
| <b>Total General Allowances</b>       | <b>33,949,868</b>   | <b>34,405,172</b>   | <b>32,438,175</b>   | <b>(1,966,997)</b>       | <b>(5.72)%</b>           |   |
| Guideline Rent Income                 | (44,537,995)        | (45,445,171)        | (47,930,436)        | (2,485,265)              | 5.47%                    | Rent Increase Inflationary Rise of September RPI 4.6%   |
| <b>Payment to DCLG</b>                | <b>(10,588,127)</b> | <b>(11,039,999)</b> | <b>(15,492,260)</b> | <b>(4,452,261)</b>       | <b>40.33%</b>            | <b>Increased Payment</b>  |

49. In summary, the government's overall subsidy assumption is that Hillingdon will have greater income through rent increases compared with our need to spend on management and maintenance and major repairs allowances. Whereas the assumed income increase in rents is matched by actual increases in rents, the expenditure assumptions are difficult to relate to actual needs and costs at the local level.

50. Consequently, the replacement of the current subsidy regime is to be broadly welcomed. Government proposals for the future HRA self-financing regime were expected within the Localism and Regeneration bill released on 13 December 2010, indicative financial details for individual councils being published in late January 2011. This is expected to dismantle the current subsidy system in exchange for a self financing package that could be effective from 2012/2013. Such a fundamental change in the financing of the HRA will have a major impact on future financial planning of the HRA. Details of any such offer along with an assessment of the impact for Hillingdon will be brought to Cabinet in the near future.



## F. Latest Projected Expenditure and Income For 2010/2011 and 2011/2012

51. An update on the projected expenditure for 2010/2011 and the proposed Original Budget for 2011/2012 is provided in Appendix 1.
52. To summarise the account shows that we are maintaining over £2m uncommitted HRA balances that is considered prudent for the HRA by external audit. At the end of 2011/12 total cash reserves is projected at £8.5m. However, £5.5m of this balance needs to be set aside for planned expenditure on fire and electrical safety and building compliance work on estates from 2012/13. This will leave an uncommitted HRA cash balances of £2.9m at the end of 2011/12. Increase in HRA cash balances is largely the result of savings and efficiencies. The level of revenue funded investment in stock will increase to £11.5m in 2011/12. There is also an external funding contribution of £0.5m, pushing the total investment in stock to £12m.

### *2010/2011 Latest Projections*

53. In summary, for the current financial year 2010/11, a cash balance of £10.5m is projected. This includes a £1.6m under spend against the revised budget for the year. A total of £6.8m is planned to be spend on fire and electrical safety and building compliance work on estates between 2011/12 and 2020/21. This will leave an uncommitted cash balance of £3.7m at the end of 2010/11.

54. The key variances for 2010/11 are likely to be as follows:

- a.) A £1m return of trading balance from the closure of Hillingdon Homes.
- b.) A £0.7m favourable balance within the capital funded for revenue budget as a result of rephasing work in the lift and roof maintenance programmes. This sum will be needed in 2011/12 for completion of planned works.
- c.) There are also a number of small favourable variances totaling £633k ...

### *2011/2012 Original Budget*

55. The major factors in the preparation of the draft budget for 2011/12 are the rent increase proposals and the subsidy position as set out in sections C and E above. The proposed budget for 2011/12 set out in appendix 1 shows a closing cash balance of £8.5m. A total of £5.5m is planned to be spent on fire and electrical safety in future years. The in-year deficit of £2.1m is the result of increase negative subsidy payable to government and increase in expenditure to meet essential fire and electrical safety work on estates. The overall budget also includes Medium Term Financial Forecast (MTFF) savings of over £947k which are listed in summary of savings in Appendix 2. This appendix also sets out other changes to the base budget,
56. Appendix 3 shows a 10 year projection for the HRA. From 2011/12 a higher level of subsidy will be payable to the government. The main reason for this is that the government will reimburse the actual costs on decent homes borrowing support instead of a more favourable allowance. As a consequence, balances are shown to marginally decrease annually from 2011/12 onwards. However, this projection is based on the current subsidy arrangements and, as indicated in paragraphs 39 and 40 above, these assumptions will be affected significantly by the HRA Review. This could have a major impact on future funding of the council housing sector and the longer term projection of HRA resources for Hillingdon contained in this report is only indicative and a more through analysis of revenue and capital requirements will be needed during 2011. The

implications of future arrangements and their national and local impact for both the short and medium term will be reported to Cabinet in March 2010 after firm proposals for the future are issued by the DCLG

## G. HRA Capital Programme 2011/2012

57. Table F below provides a summary of the proposed capital programme for 2011/12.

Table F: Capital Programme

| <b>Capital Program 2008/09 - 2014/15</b>                 | <b>Outturn<br/>2008/09<br/>(£000s)</b> | <b>Outturn<br/>2009/10<br/>(£000s)</b> | <b>Projected<br/>Outturn<br/>2010/11<br/>(£000s)</b> | <b>Draft<br/>Program<br/>2011/12<br/>(£000s)</b> | <b>Draft<br/>Program<br/>2012/13<br/>(£000s)</b> | <b>Draft<br/>Programme<br/>2013/14<br/>(£000s)</b> | <b>Draft<br/>Programme<br/>2014/15<br/>(£000s)</b> |
|--|--|--|--|--|--|--|--|
| <b>Capital Expenditure</b>                               |  |  |  |  |  |  |  |
| Works to Existing Stocks                                 | 11,285                                 | 10,254                                 | 9,149  | 2,365  | 2,150  | 2,150  | 2,235  |
| Estates Improvements                                     |  | 273                                    | 1,002  | 500  |  |  |  |
| Redevelopment Schemes                                    | 120                                    | 179                                    |  |  |  |  |  |
| Other HRA Projects                                       | 97                                     |  |  |  |  |  |  |
| Cash Incentive Scheme                                    | 130                                    | 100                                    |  |  |  |  |  |
| Long Lane - Mental Health Units                          | 306                                    | 28                                     |  |  |  |  |  |
| Townfields Community Centre                              |  | 634                                    |  |  |  |  |  |
| HRA New Build - Pipeline Sites Phase 1                   |  |  | 5,100  | 2,109  |  |  |  |
| HRA New Build - Pipeline Sites Phase 2                   |  |  |  | 4,241  |  |  |  |
| HRA New Build - Pipeline Sites Phase 2<br>(Gilbert Road) |  |  | 191  | 447  |  |  |  |
| HRA New Build - Extra Care Site                          |  |  | 2,100  | 5,000  | 176  |  |  |
| HRA New Build - Learning Disability Sites                |  |  | 100  | 188  |  |  |  |
| <b>Program Total</b>                                     | <b>11,938</b>                          | <b>11,468</b>                          | <b>17,642</b>  | <b>14,850</b>                                    | <b>2,326</b>                                     | <b>2,150</b>                                       | <b>2,235</b>                                       |
| <b>Capital Financing : Sources</b>                       |  |  |  |  |  |  |  |
| Specific Capital Grants - MRA                            | 7,624                                  | 7,986                                  | 8,224  | 0  | 0  | 0  | 0  |
| Specific Capital Grants - SHG Pipeline                   |  |  | 3,606  |  |  |  |  |
| Specific Capital Grants - SHG Pipeline Phase<br>2        |  |  | 190  | 725  |  |  |  |
| Specific Capital Grants - SHG Supported<br>Care          |  |  | 2,085  | 2,085  |  |  |  |
| Specific Capital Grants - SHG Learning<br>Disability     |  |  | 54   | 91   |  |  |  |
| Specific Capital Grants - Estates<br>Improvements        |  | 273                                    | 1,002  | 500  |  |  |  |
| Specific Capital Grants - Works To Stock                 |  | 164                                    | 90   |  |  |  |  |
| Specific Funding For Townfield Community<br>Centre       |  | 634                                    |  |  |  |  |  |
| Capital Receipts   | 306                                    | 28                                     | 1,556  | 4,742  |  |  |  |
| Prudential Borrowing - Pipeline Phase 1                  |  |  |  | 2,109  |  |  |  |
| Prudential Borrowing - Pipeline Phase 2                  |  |  |  | 856  |  |  |  |
| Prudential Borrowing - Pipeline Phase 2<br>Gilbert Road  |  |  |  | 91   |  |  |  |
| Prudential Borrowing - Learning Disability               |  |  |  | 97   |  |  |  |
| Prudential Borrowing - Supported Care                    |  |  |  | 1,189  | 176  |  |  |
| Revenue Contribution to Capital - Works to<br>Stock      | 3,126                                  | 1,916                                  | 822  | 2,365  | 2,150  | 2,150  | 2,235  |
| Revenue Contribution to Capital - Other                  | 347                                    | 467                                    | 13   |  |  |  |  |
| Other External Funding                                   | 535                                    |  |  |  |  |  |  |
| <b>Program Total</b>                                     | <b>11,938</b>                          | <b>11,468</b>                          | <b>17,642</b>  | <b>14,850</b>                                    | <b>2,326</b>                                     | <b>2,150</b>                                       | <b>2,235</b>                                       |

58. A total budget of £14.85m is proposed for the HRA capital programme for 2011/2012. The major elements of this programme are Works to Existing Stock of £2.86m and £11.99m of New Build Affordable Housing. The New Build programme is being financed by grants from the Homes and Communities Agency, capital receipts and prudential borrowing. The prudential borrowing costs will be met by rental streams from the individual dwellings that are being developed.

## *Work to Existing Stock*

59. The Council makes use of the Major Repairs Allowance (MRA) for works to existing stock with a top-up from revenue. For 2011/12 the MRA will increase from £8.22m to £8.53m.

60. The approach to investment in the existing stock is to provide a reasonable balance between investment in decent homes standards, investment in wider renewal, and in environmental schemes to improve the quality of life of residents. The aim therefore is to deliver a mixed programme that reflects the following priorities for investment.

- *Making better use of stock* – supporting the council in increasing high priority housing units through the stock management program.
- *Other maintenance and improvements* – necessary works on estates
- *Adaptations* – to provide greater opportunities for independent living to people with disabilities
- *Security, health and safety* – programs of works that enhance the safety and security of residents - key aspects of quality of life.
- *Energy efficiency* – to support the council's strategic priority of home energy conservation
- *Environmental improvements* – investment in landscaping and other external enhancements that improve the environment, change perceptions of the area and address specific management issues.

## *New Build Affordable Program*

61. Table G below provides an analysis of the programme since 2005/06. In previous years this has produced 60 units of housing including 30 units at Lady Craig Court for older people as well as 9 units at Hamlet Lodge for people with mental health needs. The 2011/12 New Build program proposal amounts to £11.99m. This includes the HRA Pipeline programme which is funded from the DCLG Challenge Fund that the Council was successful in bidding. The extra funding will take the total spend, since 2005/06, to £27m.

Table G: HRA Affordable Programme

| HRA Affordable Housing Programme  | Prior Years : 2005/06<br>to 2009/10 |              | 2010/2011* |              | 2011/2012* |               | Total<br>(£000s) |
|---|-------------------------------------|--------------|------------|--------------|------------|---------------|------------------|
|   | Units                               | (£000s)      | Units      | (£000s)      | Units      | (£000s)       |                  |
| HRA -New Build - 5 Sites :St Martins Close; Hayman Crescent; Queens Road, The Oaks Hayes. (Includes other HRA disposal works) | 15                                  | 2326         |            |              |            |               | 2,326            |
| HRA -New Build - Lavendar rise  | 4                                   | 187          |            |              |            |               | 187              |
| Redevelopment Schemes - Hobart Lane   | 2                                   | 179          |            |              |            |               | 179              |
| Redevelopment Schemes - Middlesex Lodge (Lady Craig Court)  | 30                                  | 4049         |            |              |            |               | 4,049            |
| Long Lane (Hamlet Lodge) - Mental Health Units  | 9                                   | 334          |            |              |            |               | 334              |
| HRA New Build - Pipeline Sites Phase 1  |                                     |              | 31         | 5100         | 16         | 2,109         | 7,209            |
| HRA New Build - Pipeline Sites Phase 2  |                                     |              |            |              | 29         | 4,241         | 4,241            |
| HRA New Build - Pipeline Sites Phase 2 (Gilbert Road)   |                                     |              |            | 191          | 5          | 447           | 638              |
| HRA New Build - Extra Care Site   |                                     |              |            | 2100         | 47         | 5,000         | 7,100            |
| HRA New Build - Learning Disability Sites   |                                     |              | 1          | 100          | 3          | 188           | 288              |
| <b>Totals</b>   | <b>60</b>                           | <b>7,075</b> | <b>32</b>  | <b>7,491</b> | <b>100</b> | <b>11,985</b> | <b>26,551</b>    |

\* Denotes Estimate

## Financial Implications

62. As this report is concerned with the setting of rents for council dwellings and the budget for the HRA as a whole, the financial implications are covered in the body of the report.

## EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

### What will be the effect of the recommendation?

63. The effect of the recommendation will result in an average increase in rent for those residents who are council tenants by £5.26 with an average rent for 2011/12 of £95.24 a week. There will be no direct impact, however, for the majority of tenants, of which 67% are in receipt of housing benefit.

### Consultation Carried Out or Required

64. The Council consulted with tenants and tenant representatives through the Senate in December 2010. At this meeting the key principles in setting rents outlined as being based on the government rent restructure policy, which resulted in an increase of just below 6% were explained.

## CORPORATE IMPLICATIONS

### Corporate Finance

65. Corporate Finance has reviewed this report and confirms the budgetary proposals published here are consistent with those for the GF Council Budget.

66. The level of reserves has grown to £10.5m however the budget for 2011/12 will see these reduced due to increased negative subsidy payable to central government and the

drawdown of reserves to pay for fire and electrical safety and building compliance work, leaving approximately £3m of uncommitted reserves.

67. Dwelling rental increases proposed are determined by formula rents under DCLG rent restructure policy and will enable the HRA to maintain its ongoing maintenance programme for what is likely to be the final year under the current Subsidy regime. If these were not implemented, virtually all uncommitted reserves would need to be utilised leaving the HRA with little reserves during the transitional years to a self-financing funding regime
68. The proposed new-build Pipeline developments are to be financed from a combination of grants from HCA, non-pooled capital receipts and some Prudential borrowing of up to £4.3m. Future year's capital financing costs are to be met from rents pertaining to the new builds for which the Council will be able to exclude from the Subsidy system, should it still be in place.
69. It is highly probable that 2011/12 will see major reform of the HRA financing system with a move away from subsidy, for which Hillingdon will passport £15.5m in 2011/12 to central government, to a regime where Housing Authorities locally manage their housing requirement retaining all rental income. In return for this, the current Housing national debt will be redistributed to Authorities for which Hillingdon's share is likely to be approximately £236m. It is proposed that this debt portfolio will be ringfenced but managed within the remit of the Council's treasury strategy, hence the prudential indicators reflecting Operational and Authorised borrowing limits have been adapted to reflect this. These are reported to Council as part of GF Budget report.

## **Legal**

70. Part VI of the Local Government & Housing Act 1989 requires the Council to keep and maintain a Housing Revenue Account (HRA) and to comply with statutory provisions concerning what may be charged and debited to the account. The COUNCIL is also required in either January or February of each year to review rent and other charges in connection with housing to ensure that the HRA does not fall into a deficit in the forthcoming financial year.
71. The proposals in this report take account of government guidance and have also been subject to consultation. The proposals comply with the legislation and there are no legal impediments to them being implemented.

## **Corporate Property**

72. The Head of Corporate Property Services has no comments on the recommendations as his team do not have any management responsibilities in the setting and collection of HRA rents on residential dwellings.

BACKGROUND PAPERS: None.

## HOUSING REVENUE ACCOUNT

### DRAFT BUDGET FOR 2011-12

| 2010/2011      |                |               |
|----------------|----------------|---------------|
| REVISED BUDGET | P09 YE OUTTURN | VARIANCE      |
| (£000) JAN'11  | (£000) JAN'11  | (£000) JAN'11 |

#### EXPENDITURE

##### HILLINGDON HOUSING SERVICES (HHS)

|                                  |               |               |          |
|----------------------------------|---------------|---------------|----------|
| GENERAL SERVICES                 | 8,399         | 8,399         | 0        |
| SPECIAL SERVICES                 | 5,930         | 5,930         | (0)      |
| REPAIRS SERVICES                 | 11,068        | 11,068        | 0        |
| REPAIRS SERVICES - Major Repairs | 0             | 0             | 0        |
| NEW BUILD                        | 0             | 0             | 0        |
| SUPPORTING PEOPLE CONTRIBUTION   | 0             | 0             | 0        |
| <b>HHS NET OPERATIONS</b>        | <b>25,397</b> | <b>25,397</b> | <b>0</b> |

##### LONDON BOROUGH OF HILLINGDON (LBH)

|                           |              |              |              |
|---------------------------|--------------|--------------|--------------|
| GENERAL SERVICES          | 1,488        | 1,212        | (276)        |
| SPECIAL SERVICES          | 928          | 807          | (121)        |
| REPAIRS CONTRIBUTION      | 0            | 0            | 0            |
| <b>LBH NET OPERATIONS</b> | <b>2,416</b> | <b>2,019</b> | <b>(397)</b> |

|  |               |               |                |
|--|---------------|---------------|----------------|
| GENERAL SERVICES   | 9,887         | 9,611         | (276)          |
| SPECIAL SERVICES   | 6,858         | 6,737         | (121)          |
| REPAIRS SERVICES - Day to Day & Planned                      | 11,068        | 11,068        | 0              |
| REPAIRS SERVICES - Major                                     | 0             | 0             | 0              |
| NEW BUILD  | 0             | 0             | 0              |
| <b>HRA OPERATIONS</b>  | <b>27,813</b> | <b>27,416</b> | <b>(397)</b>   |
| RENTS PAID   | 87            | 70            | (17)           |
| SUBSIDY PAYMENT TO GOVERNMENT                                | 11,040        | 11,313        | 273            |
| CHARGES FOR CAPITAL (RCCO)                                   | 2,904         | 2,437         | (467)          |
|  | 9,746         | 9,046         | (700)          |
| NEW BUILD :PIPELINE /EXTRA CARE PROJECT COSTS                | 723           | 593           | (130)          |
| DEBTS  | 300           | 200           | (100)          |
| OTHER EXPENSES - PENSIONS WORKS OVER PRECISED LIMIT RECEIPTS | 0             | 0             | 0              |
| CONTINGENCY  | 300           | 200           | (100)          |
| <b>TOTAL EXPENDITURE</b>                                     | <b>52,913</b> | <b>51,275</b> | <b>(1,638)</b> |

#### INCOME

|                                |                 |                 |           |
|--------------------------------|-----------------|-----------------|-----------|
| DWELLINGS                      | (47,868)        | (47,920)        | (52)      |
| NON-DWELLINGS                  | (1,770)         | (1,789)         | (19)      |
| INTEREST - ON MORTGAGES        | (10)            | (6)             | 4         |
| INTEREST - ON BALANCES         | (39)            | (54)            | (15)      |
| PAYMENTS                       | (92)            | (86)            | 6         |
| HEATING CHARGES                | (359)           | (358)           | 1         |
| LEASEHOLDER'S CHARGES          | (883)           | (926)           | (43)      |
| OTHER SERVICE CHARGES          | (1,959)         | (1,954)         | 5         |
| RECEIPTS                       | (350)           | (250)           | 100       |
| SUPPORTING PEOPLE CONTRIBUTION | (1,258)         | (1,258)         | (0)       |
| REPAIRS CONTRIBUTION           | (215)           | (183)           | 32        |
| <b>TOTAL INCOME</b>            | <b>(54,803)</b> | <b>(54,784)</b> | <b>19</b> |

#### BALANCES

|   |                |          |         |
|---|----------------|----------|---------|
| BROUGHT FORWARD RESERVES LBH  | (5,334)        | (6,045)  | (711)   |
| IN YEAR (SURPLUS) /DEFICIT  | (1,890)        | (3,509)  | (1,619) |
| EX HH LTD RESERVES  | 0              | (1,000)  | (1,000) |
| CARRIED FORWARD RESERVES<br>Planned spend on major works, fire, electrical safety and building compliance | (7,223)        | (10,554) | (3,330) |
|   |                | 6,780    |         |
| <b>Uncommitted HRA Cash Bal C/fwd</b>   | <b>(3,774)</b> |          |         |

| 2010/11<br>BASE BUDGET | 2010/2011 changes |                |                      |                                |        |         | 2011/2012                    |
|------------------------|-------------------|----------------|----------------------|--------------------------------|--------|---------|------------------------------|
|                        | Inflation         | Fees & Charges | Technical Adjustment | Unavoidable Growth / Reduction | Growth | Savings | LATEST PRJCTN<br>(£000) Yr 0 |

|               |   |  |       |     |     |       |               |
|---------------|---|--|-------|-----|-----|-------|---------------|
| 8,399         | 0 |  | (368) | 500 |     | (275) | 8,256         |
| 5,930         | 0 |  | 178   |     |     | (275) | 5,833         |
| 11,068        | 0 |  | 190   |     | 395 | (250) | 11,403        |
| 0             | 0 |  | 8,335 |     | 850 |       | 9,185         |
| 0             |   |  |       |     | 96  |       | 96            |
| 0             |   |  |       | 0   |     |       | 0             |
| <b>25,397</b> |   |  |       |     |     |       | <b>34,773</b> |

|              |   |  |      |     |  |       |              |
|--------------|---|--|------|-----|--|-------|--------------|
| 1,488        | 0 |  | 200  | 149 |  | (120) | 1,717        |
| 928          | 0 |  | (74) |     |  |       | 854          |
| 0            |   |  |      |     |  |       | 0            |
| <b>2,416</b> |   |  |      |     |  |       | <b>2,571</b> |

|               |          |          |              |            |              |              |               |
|---------------|----------|----------|--------------|------------|--------------|--------------|---------------|
| 9,887         | 0        |          | (168)        | 649        | 0            | (395)        | 9,973         |
| 6,858         | 0        |          | 104          | 0          | 0            | (275)        | 6,687         |
| 11,068        | 0        |          | 190          | 0          | 395          | (250)        | 11,403        |
| 0             | 0        | 0        | 8,335        | 0          | 850          | 0            | 9,185         |
| 0             | 0        |          | 0            | 0          | 96           | 0            | 96            |
| <b>27,813</b> | <b>0</b> | <b>0</b> | <b>8,461</b> | <b>649</b> | <b>1,341</b> | <b>(920)</b> | <b>37,344</b> |
| 87            |          |          |              |            |              | (27)         | 60            |
| 11,040        |          |          | 4,452        |            |              |              | 15,492        |
| 2,904         |          |          | (366)        |            |              |              | 2,538         |
| 10,000        |          |          | (7,635)      |            |              |              | 2,365         |
| 723           |          |          |              | (73)       |              |              | 650           |
| 300           |          |          |              |            |              |              | 300           |
| 0             |          |          |              |            |              |              | 0             |
| 300           |          |          |              |            |              |              | 300           |
| <b>53,167</b> | <b>0</b> | <b>0</b> | <b>4,912</b> | <b>576</b> | <b>1,341</b> | <b>(947)</b> | <b>59,049</b> |

|                 |          |                |           |            |          |          |                 |
|-----------------|----------|----------------|-----------|------------|----------|----------|-----------------|
| (47,868)        | (2,982)  |                |           |            |          |          | (50,850)        |
| (1,770)         |          |                |           | 18         |          |          | (1,752)         |
| (10)            |          |                |           | 4          |          |          | (6)             |
| (39)            |          |                |           |            |          |          | (39)            |
| (92)            |          |                |           | 6          |          |          | (86)            |
| (359)           |          |                | 74        |            |          |          | (285)           |
| (883)           |          |                |           | (43)       |          |          | (926)           |
| (1,959)         |          |                |           |            |          |          | (1,959)         |
| (350)           |          |                |           | 100        |          |          | (250)           |
| (1,258)         |          |                |           | 614        |          |          | (644)           |
| (215)           |          |                |           | 38         |          |          | (177)           |
| <b>(54,803)</b> | <b>0</b> | <b>(2,982)</b> | <b>74</b> | <b>737</b> | <b>0</b> | <b>0</b> | <b>(56,974)</b> |

|          |   |         |       |       |       |       |                |
|----------|---|---------|-------|-------|-------|-------|----------------|
| (6,045)  |   |         |       |       |       |       | (10,554)       |
| (1,636)  | 0 | (2,982) | 4,986 | 1,313 | 1,341 | (947) | 2,076          |
| 0        |   |         |       |       |       |       | 0              |
| (7,681)  |   |         |       |       |       |       | (8,478)        |
|          |   |         |       |       |       |       | 5,535          |
| <b>0</b> |   |         |       |       |       |       | <b>(2,943)</b> |

## Appendix 2

Base Budget Changes  
£000's

### LBH Savings, Unavoidable Growth/ Reduction

#### Savings :

|  |       |
|--|-------|
| 1.) Increase repairs productivity targets              | (250) |
| 2.) Application of BID common operating module in HHS  | (550) |
| 3.) Reduction of Insurance charges                     | (50)  |
| 4.) Reduction in miscellaneous costs                   | (70)  |
| 5.) End of lease for Ealing Family Housing Association | (27)  |

**(947)**

#### Growth :

|  |     |
|--|-----|
| 1.) Electrical Safety Works                                  | 395 |
| 2.) Fire Safety Doors Major repairs                          | 850 |
| 3.) Incremental New Build Management and Maintenance charges | 96  |

**1,342**

#### Unavoidable Growth / Reduction :

|  |      |
|--|------|
| 1.) MTFF Saving - growth in rechargeable costs to HRA from General Fund            | 500  |
| 2.) Departmental Finance and Administration recharge cost increase                 | 149  |
| 3.) HRA Pipeline reduction in project costs from expected completion of Phase 1    | (73) |
| 4.) Reduced Interest on Mortgages and Cash collection on Supporting People charges | 10   |
| 5.) Reduced Garage occupancy   | 18   |
| 7.) Realignment of Leaseholder's credit note adjustments                           | (5)  |
| 8.) Reduction of Works Over Prescribed Limits                                      | 100  |
| 9.) Reduction in Supporting People grant contribution                              | 614  |

**1,313**

#### Technical Adjustments :

|  |         |
|--|---------|
| 1.) Realignment classification of costs between Special, General and Repairs   |         |
| General Services reduced by :  | (368)   |
| Special Services increased by :  | 178     |
| Repairs Services - Day to Day and Panned increased costs by :  | 190     |
| 2.) Reclassification of the funding of Major repairs cost from   |         |
| Revenue Contribution to Capital reduction  | (8,335) |
| To Repairs Services - Major increase   | 8,335   |
| 3.) Capital Slippage in 2010/11 to 2011/12 for £200k for Roofing replacement works and £500k for completion of Lift Refurbishment programme of works | 700     |
| 4.) Reduction to Charges for Capital due to reducing interest cost   | (366)   |
| 5.) Increase in subsidy payment to government as explained in Table E  | 4,452   |
| 6.) Housing delay in Information systems projects due to be completed in 2011/12   | 200     |

**4,986**

#### Fees and Charges :

|  |         |
|--|---------|
| 1.) Effect of 5.84% average increase in Dwelling rent as indicated in Table A. | (2,982) |
|--|---------|

**(2,982)**

| Current Year    |  | Year 1          | Year 2          | Year 3          | Year 4          | Year 5          | Year 6          | Year 7          | Year 8          | Year 9          | Year 10         |
|-----------------|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 2010/11         |  | 2011/2012       | 2012/2013       | 2013/2014       | 2014/2015       | 2015/2016       | 2016/2017       | 2017/2018       | 2018/2019       | 2019/2020       | 2020/2021       |
| LATEST PRJCTN   |  | LATEST PRJCTN   | LATEST PRJCTN   | LATEST PRJCTN   | LATEST PRJCTN   | LATEST PRJCTN   | LATEST PRJCTN   | LATEST PRJCTN   | LATEST PRJCTN   | LATEST PRJCTN   | LATEST PRJCTN   |
| 9,611           | General Services   | 9,973           | 9,773           | 9,773           | 9,773           | 9,773           | 9,773           | 9,773           | 9,773           | 9,773           | 9,773           |
| 6,737           | Special Services   | 6,687           | 6,687           | 6,687           | 6,687           | 6,687           | 6,687           | 6,687           | 6,687           | 6,687           | 6,687           |
| 11,068          | Repairs Services - Responsive  | 11,403          | 11,403          | 11,048          | 11,048          | 11,048          | 11,048          | 11,048          | 11,048          | 11,048          | 11,048          |
|                 | Repairs Services - Major   | 9,185           | 8,700           | 8,700           | 8,165           | 8,350           | 8,350           | 7,950           | 7,950           | 7,950           | 7,950           |
|                 | NEW BUILD (Management and Maintenance cost)                            | 96              | 96              | 97              | 98              | 99              | 100             | 101             | 102             | 102             | 102             |
| <b>0</b>        |  |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| <b>27,416</b>   | <b>HRA OPERATIONS</b>  | <b>37,344</b>   | <b>36,660</b>   | <b>36,305</b>   | <b>35,771</b>   | <b>35,957</b>   | <b>35,958</b>   | <b>35,559</b>   | <b>35,560</b>   | <b>35,560</b>   | <b>35,560</b>   |
| 11,313          | Subsidy Payment to Government  | 15,492          | 16,922          | 19,440          | 22,135          | 24,950          | 25,011          | 24,990          | 24,968          | 24,958          | 24,940          |
| 9,046           | Capital Funded From Revenue (RCCO)                                     | 2,365           | 2,150           | 2,150           | 2,235           | 2,050           | 2,050           | 2,050           | 2,050           | 2,050           | 2,050           |
| 3,300           | Other Expenditure  | 3,548           | 3,292           | 3,217           | 3,142           | 3,080           | 3,031           | 3,033           | 3,034           | 3,024           | 3,024           |
| 200             | Contingency  | 300             | 300             | 300             | 300             | 300             | 300             | 300             | 300             | 300             | 300             |
| <b>51,275</b>   | <b>TOTAL EXPENDITURE</b>   | <b>59,049</b>   | <b>59,324</b>   | <b>61,413</b>   | <b>63,583</b>   | <b>66,337</b>   | <b>66,351</b>   | <b>65,932</b>   | <b>65,913</b>   | <b>65,893</b>   | <b>65,874</b>   |
| (47,920)        | Dwelling Income  | (50,850)        | (53,104)        | (55,239)        | (57,515)        | (59,884)        | (59,884)        | (59,884)        | (59,884)        | (59,884)        | (59,884)        |
| (6,864)         | Other Income   | (6,124)         | (5,480)         | (5,480)         | (5,480)         | (5,480)         | (5,480)         | (5,480)         | (5,480)         | (5,480)         | (5,480)         |
| <b>(54,784)</b> | <b>TOTAL INCOME</b>  | <b>(56,974)</b> | <b>(58,583)</b> | <b>(60,718)</b> | <b>(62,994)</b> | <b>(65,364)</b> | <b>(65,364)</b> | <b>(65,364)</b> | <b>(65,364)</b> | <b>(65,364)</b> | <b>(65,364)</b> |
| <b>(3,509)</b>  | <b>In-Year (Surplus) / Deficit</b>                                     | <b>2,076</b>    | <b>740</b>      | <b>695</b>      | <b>589</b>      | <b>973</b>      | <b>987</b>      | <b>567</b>      | <b>548</b>      | <b>528</b>      | <b>510</b>      |
| (6,045)         | LBH HRA cash reserve B/fwr   | (10,554)        | (8,478)         | (7,738)         | (7,043)         | (6,454)         | (5,481)         | (4,494)         | (3,927)         | (3,378)         | (2,850)         |
| (1,000)         | Ex HH Ltd cash reserves  |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| <b>(10,554)</b> | <b>Total HRA CASH reserves Bal C/fwr</b>                               | <b>(8,478)</b>  | <b>(7,738)</b>  | <b>(7,043)</b>  | <b>(6,454)</b>  | <b>(5,481)</b>  | <b>(4,494)</b>  | <b>(3,927)</b>  | <b>(3,378)</b>  | <b>(2,850)</b>  | <b>(2,340)</b>  |
| 6780            | Planned Expenditure on Fire, Electrical Safety and Building Compliance | 5535            | 4290            | 3400            | 2960            | 2520            | 2080            | 1640            | 1200            | 760             | 320             |
| <b>(3,774)</b>  | <b>Uncommitted HRA Cash Reserves C/fwd</b>                             | <b>(2,943)</b>  | <b>(3,448)</b>  | <b>(3,643)</b>  | <b>(3,494)</b>  | <b>(2,961)</b>  | <b>(2,414)</b>  | <b>(2,287)</b>  | <b>(2,178)</b>  | <b>(2,090)</b>  | <b>(2,020)</b>  |

The figures in the shaded area for years 2012/13 onwards are illustrative only as the HRA financing system is due to change as set out in the Localism Bill.



## THE COUNCIL'S BUDGET: GENERAL FUND REVENUE BUDGET AND CAPITAL PROGRAMME 2011/12

|                           |  |
|---------------------------|--|
| <b>Cabinet Member</b>     | Councillor Jonathan Bianco   |
| <b>Cabinet Portfolio</b>  | Finance, Property and Business Services  |
| <b>Officer Contact</b>    | Christopher Neale, Director of Finance & Business Services<br>Paul Whaymand, Deputy Director Finance & Business Services |
| <b>Papers with report</b> | Appendices 1 to 12   |

### HEADLINE INFORMATION

|   |   |
|---|---|
| <b>Purpose of report</b>                        | <p>The report sets out the Cabinet's proposals for the Council's General Fund revenue budget and capital programme for 2011/12. It includes indicative projections for the following three years.</p> <p>The revenue budget proposals have been developed to deliver a zero increase in Council Tax for the third successive year for all residents and for the fifth year for the over 65's. They also provide for priority growth of £1.8m, whilst maintaining balances and reserves at over £12m.</p> <p>The revenue budget proposals result in a complete freeze on Council Tax at 2010/11 levels. This is because both the Greater London Authority (GLA) and Council precepts are frozen.</p> <p>The capital programme for 2011/12 proposed in this report includes total investment of £193m over the next 4 years with £93.8m in 2011/12.</p> <p>Cabinet are requested to recommend their budget proposals to full Council on 24 February 2011. This is in order to formally set the General Fund revenue budget, capital programme and Council Tax for the 2011/12 financial year.</p> |
| <b>Contribution to our plans and strategies</b> | <p>The revenue budget and capital programme together form the financial plan for the Council for the 2011/12 financial year and contain the funding strategy for delivering the Council's objectives. They also provide the funding strategy for the Council's goals for Hillingdon as a whole in the Sustainable Community Strategy.</p>   |
| <b>Financial Cost</b>                           | <p>Zero increase in Council Tax for the third successive year for all residents.</p>  |
| <b>Relevant Policy Overview Committee</b>       | <p>Corporate Services and Partnerships Policy Overview Committee<br/>Education and Children's Services Policy Overview Committee<br/>Residents' and Environment Services Policy Overview Committee<br/>Social Services, Health and Housing Policy Overview Committee</p>  |

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|                         |     |
|-------------------------|-----|
| <b>Ward(s) affected</b> | All |
|-------------------------|-----|

## **RECOMMENDATIONS:**

**That Cabinet approves for recommendation to Council:**

- 1. The General Fund revenue budget proposals for 2011/12 summarised at Appendix 1, including the detailed budget changes contained at Appendices 2 to 7;**
- 2. The proposed fees and charges included at Appendix 8;**
- 3. The capital programme set out at Appendix 9;**
- 4. The Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2011/12 to 2013/14 as detailed in Appendix 11;**
- 5. That Cabinet notes the Corporate Director of Finance & Business Services' comments regarding his responsibilities under the Local Government Act 2003.**
- 6. That Cabinet recommends to Council (as set out in Schedule C of the Constitution - Budget and Policy Framework Procedure Rules) that it resolves that Cabinet may utilise the general reserves or balances during the MTFF financial years 2011/12 to 2014/15 in respect of those functions which have been reserved to the Cabinet in Article 7 of the Constitution.**

## **SUMMARY**

The budget proposals included in this report represent Cabinet's budget strategy for 2011/12 and beyond. The revenue budget proposals have been developed to deliver a freeze in Council Tax for 2011/12. They seek to do this whilst maintaining balances and reserves above £12m.

The budget strategy has been delivered through a rigorous focus on identifying savings and efficiencies across the Council. This has been done through the Business Improvement Delivery Programme and monitored in conjunction with the Leader of the Council throughout the budget process.

The main challenge in delivering a balanced budget for 2011/12 was in the development of significant savings of over £26m, more than double the £10.3m required in 2010/11. Those savings proposals have been developed as a result of the in-year challenge of responding to a £3.6m government grant cut to funding in 2010/11 and a real reduction of £11.6m in income from Government Formula Grant in 2011/12.

The savings proposals are centred on more efficient delivery methods and implementing the new Council operating model, rather than service reductions. They also focus on core services and on not creating new pressures by providing services no longer funded by Central government, but instead seeking to avoid local impact as far as possible by new ways of working.

Total savings amount to over £26m, with £8.5m in Adult Social Care Health and Housing, £3.8m in Central Services, £5.7m in Education & Children's Services, £4.9m in Planning, Environment & Community Services, £2m in services previously funded by central government Area Based Grant and £1.2m of other savings. Full details of the proposals are contained in Appendix 7.

The identification of £26.2 m of savings for 2011/12 has allowed the budget proposals to absorb £7.4m of service pressures and the provision of a £11.8m contingency. The key issues arise from demographic pressures, uncertainty over future employer pension contribution increases and the continuing pressure from a reduction in DWP funding.

The budget also allows for the inclusion of £1.8m of new priority growth, in addition to £0.9m carried forward from 2010/11, giving a total of £2.7m to support the delivery of Cabinet's objectives for the Administration. New growth commitments included in the proposed revenue budget for 2011/12 are:

- Enhancement of the Careline and Telecareline service (£700k)
- Investment in Highways Maintenance (£500k)
- Support to Music and Arts (£175k)
- Staffing for new Youth centres (£131k)
- Investment in an obesity strategy through sport and exercise (£80k)
- Enhancement of the Town Centre Improvement Team (£80k)
- Extension of libraries opening hours (£10k – taking the total to £75k)
- Hayes Carnival (£35k)

Out of the total of £2.7m, a sum of £1m remains unallocated for further priority growth initiatives during the financial year. In addition, the draft budget continues to include revenue funding of £0.5m for further HIP Initiatives.

The report also includes the General Fund fees and charges recommendations for 2011/12. Discretionary fees and charges for certain services to Hillingdon residents have been frozen at the current level alongside Council Tax.

The capital programme for 2011/12 proposed by Cabinet and indicative allocations for the following three years are presented in this report. The draft capital programme over four years contains investment of £192.6m with £93.8m in 2011/12.

This capital programme includes funding for schools projects of £36.4m; 3 major self financing development projects which will be funded from the sale of residential units and on-going lease income, built alongside community facilities; the continuation of the libraries refurbishment programme; the next phase of the improvements to the Highgrove Pool leisure facilities; and several smaller improvement projects.

Additionally, the capital programme provides over £15m of funding for key ongoing programmes including £2m investment in Environmental assets, £1.2m in Highways and further significant sums in the Chrysalis programme, road safety, the Leader's Older Peoples Initiative, the upgrade of local town centres, and the ICT single development plan.

The report also includes the Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2011/12, including the Prudential Indicators. Each of these items is recommended by Cabinet for approval by full Council.

## **Legal Considerations**

The Corporate Director of Finance & Business Services has a duty under the Local Government Act 2003 to comment on the robustness of the 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 & Business Services has recommended that an appropriate level of unallocated balances for the authority is in the range from £12m to £24m. As described in the report, unallocated balances have been maintained well above £12m throughout the current year and are forecast to be in excess of £15m at the year end. They will remain in excess of the £12m as a result of the budget recommendations in this report. The budget also contains a Development and Risk Contingency of £10.7m over and above unallocated balances of £15m.

## **INFORMATION**

### **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 2011/12. This includes the impact on the Council Tax and housing rents, service charges and allowances.

Cabinet should give full consideration to the Corporate Director of Finance & Business Services' 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 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 three-year period as the statutory framework provides greater freedoms under the Prudential Code to encourage a longer term approach to capital financing and borrowing decisions.

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

### **Alternative options considered / risk management**

Growth proposals included in the budget could be removed and either the Council Tax requirement reduced or alternative items substituted for them. Similarly, further items could be added to the budget requirement either through additional growth, increased provision for risk, or by reducing the package of savings. The Council Tax could then be increased accordingly within the constraints imposed by the Government's capping regime and the loss of the Council Tax freeze grant of £2.7m. A change in the budget requirement of £0.9 m either way (increase or decrease) will result in an increase or decrease of 1.0% in the level of the Council Tax.

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

Members could decide to vary the proposed fees and charges outlined at Appendix 8. Any decision to do so could have an impact on the budget requirement. This would need to be reflected in the budget to be recommended to Council.

The Development and Risk Contingency identified 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 2011/12 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 & Business Services. Whilst further contributions from balances could be made, any reduction in balances to below the lower limit of this range are not recommended.

### **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 16 December 2010 for consultation at the January 2011 round of meetings.

Each service Policy Overview Committee referred their comments on to the Corporate Services and Partnerships Policy Overview Committee on 9 February 2011. The Committee's comments to Cabinet are contained in Appendix 12.

### **Supporting Information**

#### **Background**

- 1 This is the second report to Cabinet on the budget proposals for 2011/12 and beyond. The previous report presented to Cabinet on 16 December 2010 set out the Medium Term Financial Forecast (MTFF). Draft revenue budget and capital programme proposals were approved then for consultation with Policy Overview Committees and other stakeholders.
- 2 This report updates the earlier December Cabinet report for known changes. It sets out the Cabinet's General Fund revenue budget and capital programme for 2011/12, with medium term projections for three years beyond next year. The Council does not have the power to set budgets more than one year in advance. However, the inclusion of medium term figures helps to demonstrate the ongoing impact of the budget proposals. It also provides context for the budget decisions proposed.
- 3 The report includes Prudential Indicators for 2011/12 to 2013/14. These show the impact of the Council's capital spending plans, included in the Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2011/12, at Appendix 11.
- 4 The Corporate Director of Finance & Business Services' duty, under the Local Government Act 2003, to consider the adequacy of the Council's reserves and robustness of the estimates, is exercised within this report.

## GENERAL FUND REVENUE BUDGET

### Changes since Report to Cabinet on 16 December 2010

- 5 The table below summarises the changes to the recommended budget proposals from the report considered by Cabinet on 16 December 2010. Each of the items is considered in more detail in the following section.

Table 1: Changes to Revenue Proposals since Cabinet on 16 December 2010

|  | <b>Amount<br/>2011/121<br/>(£000s)</b> |
|--|--|
| Clarification of government grants and funding | (197)                                  |
| Increase in priority growth                    | 1,455                                  |
| Reductions in pressures                        | (1,100)                                |
| Additions to contingency                       | 2,108                                  |
| Additional Savings proposals and amendments    | (2,680)                                |
| <b>Net Change</b>                              | <b>(414)</b>                           |

#### 6 Clarification of government grants

The December report was based on an estimate of the reduction in central government funding. The final settlement was published on 31 January and as a result funding has been clarified in several areas. Total grant funding in relation to services previously funded by formula grant, area based grant and specific grants has decreased by £58k from our December estimate. This includes the final formula grant settlement which was £14k greater than the original consultation sum advised in December. Additional movements in funding have arisen from a new Lead Local Flood Authority grant of £127k being introduced and a £128k increase in the estimate for the New Homes Bonus. In total central government funding has therefore improved by £197k from that assumed in the December budget report.

#### 7 Increase in Priority Growth Proposals

Additional proposals for priority growth have now been included in the draft budget: £700k for an enhancement to the existing careline and telecareline services; £500k for Highways maintenance; £80k to enhance the Town Centre Improvement Team; and £175k to support music & arts.

#### 8 Reductions in Pressures

Following the finalisation of the London West Waste budget, the overall pressure on the West Waste levy has reduced by £850k in 2011/12. This was largely due to pressure led by this Council for the application of balances arising from underspends in the current and previous years as well as for better savings plans. Also the ongoing management action in Adult Social Care to start to cap and reduce the increased trend in demographic pressures is now forecast to have an impact in 2011/12 and as a result the forecast pressure has decreased by £250k.

## 9 Additions to Contingency

Whilst the above reductions in pressures resulted in a reduction in contingency, there has been an overall increase in contingency since the December report due to several issues. It was announced that the Carbon Reduction Commitment would impact in 2011/12, a year earlier than planned (£460k); a new contingency is proposed to cover any High Speed 2 challenge (£100k); an additional HIP contingency is proposed to pump prime future BID transformation work (£400k); the responsibilities in relation to flood defence are yet to be clarified necessitating the creation of a contingency (£50k); and continuing adverse movements in current year monitoring suggest the need for an increase in the Development Control contingency (£40k). £1,058k has also been included as a contingency against the delivery on new savings targets on grant funded income in ECS and ASCH&H.

## 10 New and revised savings proposals

Work on the development and refinement of savings proposals for 2011/12 and beyond is continuing, resulting in several changes for 2011/12 to those reported in December.

- In ASCH&H a new saving in relation to the First Time Buyer's Initiative of £250k has been proposed to reflect the slow down in property purchases and a 5% savings target of £439k against new unringfenced grant income.
- In Central Services there are further proposals in Business Services of £360k, additional Learning & Development savings of £50k, and savings from an initial review of the Housing Fraud Investigation team of £40k.
- In ECS additional savings are proposed through the Connexions service of £370k and a 5% savings target of £619k against new unringfenced grant income. There is also a proposal to decommission the Music Service as it is currently configured and remove the Council subsidy. The Council subsidy of £474k on direct costs and £737k when overheads are taken into account cannot be justified in the current economic climate. There is also a degree of uncertainty over grant funding going forward which if reduced would increase the Council subsidy further. This proposal will deliver £323k in 2011/12 and £474k in a full year, although redundancy costs will limit the savings in 2011/12. There are proposals included in priority growth to invest up to £175k in support to music and arts.
- In PECS the 30 minute free-parking for non-residents has been retained (-£63k) and a saving of £238k has resulted from the time limited growth re Community Police Officers put into the budget in 2009/10 falling out. Alternative funding for this service going forward has been found from LAA reward grant and other base budget.
- Other general savings proposals include £350k (£450k in a full year) from further BID restructuring, £300k from a proposal to capitalise equipment, the removal of the saving from Members' Allowances (-£40k), the re-instatement of the credit crunch contingency of (-£75k) for 2011/12, and other minor adjustments of £37k.

## **Budget Requirement 2011/12**

- 11 The movement between the current 2010/11 year's budget and the draft budget requirement for 2011/12 is summarised in Table 2 below. Further detail on each of the lines in the table is set out in subsequent sections of the report. A more detailed summary of the MTFE over the full 4 year period is attached in Appendix 1.

Table 2: Budget Requirement 2011/12

|   | <b>Budget<br/>(£000s)</b> |
|---|---------------------------|
| Budget Requirement 2010/11                    | 194,194                   |
| Non Formula Grant reductions                  | 10,091                    |
| Inflation                                     | 1,980                     |
| Corporate Items                               | 4,548                     |
| Service Pressures                             | 7,369                     |
| Contingency                                   | 1,026                     |
| Priority Growth                               | 1,776                     |
| Savings                                       | -26,238                   |
| <b>Budget Requirement 2011/12</b>             | <b>194,746</b>            |
| <b>Funding Sources</b>                        |                           |
| Council Tax                                   | 108,870                   |
| Government Formula Grant (estimated)          | 85,876                    |
| <b>Total Resources</b>                        | <b>194,746</b>            |
| - adjustment to Budget Requirement definition |                           |
| Council Tax Freeze Grant                      | -2,765                    |
| New Homes Bonus                               | -1,848                    |
| <b>Revised Net Budget Requirement 2011/12</b> | <b>190,133</b>            |

## Inflation

- 12 The core inflationary cost increase in the draft budget for 2011/12 is £1.98m. This represents a decrease of £4m compared to earlier projections contained in the budget report to Cabinet and Council in February 2010.
- 13 This reduction is due to the fact that this year has seen a pay freeze for Local Government staff and the CSR set out a proposed freeze for a further 2 years. In addition the Council has not provided for inflation on most non-salary items unless there is an unavoidable contractual increase. However, officers are challenging what is deemed unavoidable through negotiation with suppliers. Increases of 2.5% have been applied to fees & charges income budgets and increases of 1.5% have been applied for adult's and children's services care placements, with zero increases for all other non-contractual expenditure and income budgets.
- 14 Table 3 below sets out the general inflation rates applied to specific budget lines.

Table 3: Inflation

| <b>Category</b>                                | <b>Rate (%)</b> | <b>2011/12<br/>(£000s)</b> |
|--|-----------------|----------------------------|
| Employees' Pay                                 | Zero            | 0                          |
| Premises Costs                                 | 1.5%            | 330                        |
| Transport Costs                                | Zero            | 0                          |
| Care Placements                                | 1.5%            | 860                        |
| Contracts with unavoidable inflation increases | Contractual %   | 790                        |
| Other Supplies and Services                    | 0               | 0                          |
| Rents and Other Income                         | Zero            | 0                          |
| <b>Total</b>                                   |                 | <b>1,980</b>               |
| * Fees and Charges                             | 2.5%            | -580                       |

\* included in the savings schedules



## Corporate Items

- 15 This heading is used to describe items that affect the Council overall, or have a significant impact on the majority of service groups within the authority. A net increase in budget of £4.6m in 2011/12 is required to cover these items which are shown in summary in table 4 below and in greater detail in Appendix 2. Details on the contributions from balances are included later in the report.

Table 4: Corporate Items

| <b>Corporate Items</b>                                    | <b>Amount<br/>2011/12<br/>(£000s)</b> |
|---|---------------------------------------|
| Additional capital programme financing provision          | 1,000                                 |
| Capital programme financing costs                         | -400                                  |
| Local Area Agreement Reward Grant - falling out           | 2,586                                 |
| LABGI / Housing and Planning Delivery Grant – falling out | 500                                   |
| Contributions from balances                               | -293                                  |
| Concessionary Fares Levy                                  | 735                                   |
| National Insurance Contributions Increase                 | 420                                   |
| <b>Total</b>  | <b>4,548</b>                          |

- 16 The budget for 2011/12 includes provision of a £2m revenue fund for financing future capital investment requirements such as the Primary Capital Programme (PCP). £1m of this is already in the 2010/11 budget and a further £1m will be added in 2011/12. The budget also incorporates a reduction of £0.4m in capital financing costs as a result of debt refinancing, MRP analysis and capital programme rephasing.
- 17 Reward grant from the 2007 Local Area Agreement (LAA) is due in March 2011 following a claim submitted in December 2010. In February 2010 the Council budgeted to receive £3m of revenue LAA reward grant as a one off in 2010/11 and to pay revenue reward grant to partners profiled as £0.6m in 2010/11, £0.6m in 2011/12 and £0.14m in 2012/13. The Government announced in June 2010 that reward grant would be reduced by 50%. The MTFE for 2011/12 reflects the gross budgeted grant of £3m falling out and also reflects revised payment sums and profiles to partners which results in a £2.6m net adjustment to the 2011/12 budget.
- 18 The Government has only committed to the Local Authorities Business Growth Incentives (LABGI) scheme and to Housing and Planning Delivery Grant (HPDG) up to the end of 2010/11. The MTFE reflects that these funding streams will not continue beyond that date. However, the budget does include £1.8m in the PECS budget in relation to a new reward grant called the New Homes Bonus. This bonus incentivises building locally by match funding the additional Council Tax for new homes and properties brought into use for 6 years after being built. Funding of £196m is being set aside nationally in 2011/12 with £250m for each of the following 3 years.
- 19 Following the consultation on the Concessionary Fares levy on the distribution method between London authorities, and the impact of TfL withdrawing from the 5 year deal on funding the Freedom Pass, the impact on Hillingdon is an increase in costs of around £0.7m. The total cost of the Freedom pass levy to Hillingdon is £7,712k.

- 20 Employers NI costs are estimated to increase by £0.4m next year as a result of the Government increasing the employers NI rate and changing the threshold levels after which NI becomes payable.

## Service Pressures

- 21 The identification of all service pressures, thereby reducing the likelihood of unexpected overspends within the financial year, is one of the key objectives of the strategic budgeting process. Failure to identify a pressure over which there is little or no control is likely to result in a need to take corrective action that may have an impact on services.
- 22 Groups have continued to review their pressures to reduce the level of these items to a minimum. Table 5 sets out pressures identified by Groups totalling £7.4m for 2011/12. These items are set out in more detail in Appendix 3.

Table 5: Service pressures

| <b>Service Pressures</b>               | <b>Pressure<br/>2011/12<br/>(£000s)</b> |
|--|---|
| Adult Social Care demographic pressure | +1,250                                  |
| Increase in Transitional Children      | +2,546                                  |
| SEN transport demographic pressure     | +350                                    |
| Waste Disposal Levy                    | +1,300                                  |
| Local land charges income              | +720                                    |
| Reduction in DWP funding               | +800                                    |
| Golf Course income                     | +303                                    |
| Corporate Landlord                     | +100                                    |
| <b>Total</b>                           | <b>+7,369</b>                           |

- 23 The demographic pressure in Adult Social Care, as reported in current year monitoring, is primarily due to increased placements into residential care. Whilst management action to start to cap and reduce this adverse trend is underway, there remains a base budget pressure of at least £1.2m. An additional £4m is also provided for in contingency.
- 24 The latest projections for Transitional Children moving through to Adult Services demonstrate an increasing trend on service demand causing an ongoing service pressure of £2.5m. This represents the cost of clients that have already transferred and are an actual current cost to ASCH&H. A further £1.2m is being provided for within contingency to cover the estimated costs of clients likely to transfer during the next year.
- 25 A service pressure of £0.35m exists in relation to SEN transport. The most significant driver of this pressure is from increased demand and the need to transport several clients out of the borough. Work is continuing on improving the procurement of such transport which has helped offset part of the demographic increases however a £0.35m pressure remains.
- 26 The latest projections for the West Waste levy indicate a requirement of £1.3m to be added to the base budget. However, this is £228k lower than the contingency provided

for the current financial year. This saving is due to an improved outturn for 2009/10 due to lower waste volumes than expected which has continued into the current year and action led by this Council for West London Waste to use unnecessary reserves and make savings.

- 27 Following a change in the regulations that forced Land Charges to be run on a cost recovery only basis, there has been a shortfall of £0.7m in income. This has been covered by contingency to date but now needs to be transferred to a service pressure as it is not downturn related but rather relates to the change in regulations.
- 28 Changes to the funding regime for homelessness were reported to Cabinet and Council in February 2010 when the pressure was quantified as £6m. £5.2m was added to the 2010/11 budget with the remaining £0.8m being held in contingency.
- 29 An ongoing service pressure on the golf course income budget resulted from the change in operator in 2006. The new contract set the income at £0.38m, but the budgeted income remained at £0.64m, resulting in a pressure of £0.26m. In addition, there is a pressure of £0.04m in relation to the shortfall of income from Stockley Park.
- 30 Ongoing pressures within the Corporate Landlord function have necessitated that £100k previously held in contingency be recognised as a service pressure within the budget.

### **Development and Risk Contingency**

- 31 The Development and Risk Contingency provides for resources within the revenue budget. These are unallocated at the beginning of the year, but can be applied to issues as they arise during the year. The contingency is therefore used to budget for items where the probability or value of items is uncertain at the beginning of the year. This approach is a key aspect of the Council's Reserves and Balances Strategy.
- 32 There have been a few changes to the profile of risks that need to be covered in the Development and Risk Contingency, since the report to Cabinet on 16 December 2010. There is an improving position in two areas, namely the improving trend projection on Adult Social Care demographics and the reduction in the previously forecast increase in the waste disposal levy, both discussed in the section above.
- 33 However, this has been offset by a worsening position in other areas. The contingency included in 2012/13 for the Carbon Reduction Commitment has been brought forward by one year following a government announcement of changes to the effective date of the scheme. New responsibilities in relation to flood defence measures have yet to be clarified and so a contingency of £0.05m is now included. Similarly a contingency of £0.1m has been included to cover any potential challenge against the High Speed 2 rail link. Further contingencies to offset the delivery of savings targets on grant income of £1,058 and £0.4m to cover potential pump priming of BID initiatives have also been added.
- 34 The draft Development and Risk Contingency is set out in Appendix 4. Items with a total potential risk outturn of £16.8m are included in the contingency for 2011/12. When the probability of occurrence is applied to these amounts, the total for which funding would need to be provided stands at £11.8m.

## Priority Growth

- 35 Provision has been made in the budget strategy for £1.8m of new priority growth. Within this provision is an allocation of £700k to enhance the existing Careline and Telecareline services. This proposal is an integral part of an overall approach that prioritises individuals' ability to live in the community. The objectives of TeleCareLine are to: sustain independence and prevent hospital admissions; improve hospital discharge and the transfer of care; improve the quality of life for clients and their carers; and result in the delay and lower levels of admission to long-term residential or nursing home care.
- 36 Also included in priority growth is the full year effect of the funding for new Young people's centres; a new allocation of £500k for Highways maintenance; £80k for sport and leisure in relation to public health issues; £10k to fund the full year effect of increased library opening hours; and £35k for the Hayes Carnival. The Hayes Carnival has previously been funded from other surpluses in the budget within PECS. However BID will delete these surpluses and if the Council is to continue with the Hayes Carnival, Cabinet will have to allocate a specific budget for the purpose. Further growth allocations have been included of £80k to enhance the town centre improvement team, £175k to support Music and Arts in the borough, and £500k for Highways Maintenance.
- 37 These items are described further at Appendix 5. There is £935k of unspent priority growth brought forward from 2010/11 and this is being made up to £1m which will bring the total resource available to fund new initiatives to £2.7m.

## Savings

- 38 The savings proposed in the draft budget for 2011/12 total £26.2m. These are shown in detail in Appendices 6 and 7 and in summary in the table below.

Table 6: Savings Proposals

| <b>Savings Proposals</b>                   | <b>Saving<br/>2011/12<br/>(£000s)</b> |
|--|---------------------------------------|
| Adult Social Care, Health & Housing        | 8,540                                 |
| Central Services                           | 3,802                                 |
| Education & Children's Services            | 5,674                                 |
| Planning, Environment & Community Services | 4,912                                 |
| Other Savings options                      | 1,254                                 |
| ABG and unringfenced grant savings         | 2,056                                 |
| <b>Total Savings Proposals</b>             | <b>26,238</b>                         |

- 39 The savings proposals contained within this draft budget have been developed through the HIP Business Improvement Delivery programme (BID), the Council's response to the projected budget savings requirement of around £66m over the next four year period. A target operating model for the Council was established and all Groups are in the process of moving towards this model in the various proposals set out in the MTFF. This includes transfers to the Contact Centre and the implementation of agreed operating models for all common functions.
- 40 As explained in the report to Council in February 2010, the BID programme was developed through a themed approach, with 3 workstreams. These were aimed at

delivering successively more in-depth reviews of how council services and working methods could be re-engineered. The themed approach continued over the early part of the 2011/12 budget cycle. The various workstreams developed a programme of projects to revise ways of working and to develop savings proposals. Additional MTFF work within groups and corporately was also initiated to focus on mitigating key pressures in the MTFF. Over the summer, the workstream approach to BID was transitioned into a Group based approach and specific targets were allocated to each Group.

- 41 The savings proposals currently developed total £26.2m for 2011/12. The total savings figure for each group is net of the redundancy costs contained within their package of proposals. Group savings proposals also include savings generated through the council wide expenditure review that was coordinated by Corporate Procurement over the last few months. A summary of the approach taken in each group to the development of their savings proposals is given below.

#### Adult Social Care, Health & Housing

- 42 In developing their savings proposals, ASCH&H took the opportunity to develop a new strategic model, which gave specific focus to a 'core offer' of services which it deemed essential. As part of this process they identified 4 key priorities, allowing them to develop a thematic approach to their savings proposals of prevention, reablement, ongoing support provided in-house, and ongoing support provided externally. In addition savings proposals on a new common operating model and on fees and charges were developed. Savings of £8.5m in 2011/12 have been identified and details of these savings are included in appendix 7a.

#### Central Services

- 43 The range of services within Central Services in a large part forms the basis of the support services to the rest of the council. Each service has undergone a review of their structure and purpose and this has led to the development of a range of savings proposals. In addition the transfer of several functions into the new Business Services function has identified opportunities for better ways of working and generation of income. Savings of £3.8m in 2011/12 have been identified and details of these savings are included in appendix 7b.

#### Education and Children's Services

- 44 ECS has also taken the opportunity to completely rethink how it delivers its overall service to Hillingdon's children and young people. It has applied a phased approach to developing a 'core offer' (statutory) for services deemed essential, backed by an 'additional offer' (preventative) of services which support the core services, as many of the core services do not, on their own, ensure child safety. Savings proposals have been developed on a service basis. The initial phase 1 proposals focus on the immediate efficiency savings from the reorganisation of the group based on the 'core offer' model. Phase 2 will focus on the development of a new operating model for ECS services. Savings of £5.7m in 2011/12 have been identified and details of these savings are included in appendix 7c.

## Planning, Environment and Community Services

- 45 The initial approach to the delivery of savings within PECS has been largely driven by the delivery of efficiencies through the merger of the former 2 groups of PCS and ECP. The creation of 4 new services within the combined group has enabled large scale reorganisation, restructuring and removal of duplication. Additionally the opportunity is being taken to question the need for services and the method of service delivery in all areas. Several opportunities exist within the group to review the scale of fees and charges and several proposals have been developed on this theme. Once the new services are operational, focus will shift to rolling out the Council's operating model and further savings proposals will be developed. Savings of £4.9m in 2011/12 have been identified and details of these savings are included in appendix 7d.

## Other Savings Options

- 46 There are a range of other corporate savings totalling £1.3m which are detailed in appendix 7e.

## Area Based Grant

- 47 In June 2010, the coalition government announced a range of in year grant reductions, which included an ongoing reduction in Area Based Grant of £1.8m. ABG is now an unringfenced general grant, which is built into the ongoing base budget of the Council. Prior to the removal of the ringfence it was provided for specific purposes. All Groups have reviewed the specific services where this funding had originally been allocated and have identified £2m in savings. Appendix 7f attached gives a breakdown of these savings.

## **Fees and Charges**

- 48 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.
- 49 The MTFE includes an inflation assumption of 2.5% and an associated increase in income of £0.5m. However this increase is not uniform across all fees and charges. Certain fees such as meals on wheels and parking for residents have been frozen. In addition there are proposals for targeted above inflation increases in certain fees and charges where they impact primarily on non-residents or where we are out of line with neighbouring Boroughs. The increase in the VAT rate by 2.5% to 20% had an impact on some fees and charges that attract VAT, and as a result those charges were increased from 1 February 2011 to avoid a net loss of income to the Council. Charges for Leisure facilities related to the VAT increase came into effect on 1 January 2011.
- 50 Schedules detailing the proposals relating to fees and charges for 2010/11 are attached at Appendix 8.

## **Central Government Grant**

- 51 The Local Government Finance Settlement for 2011/12 and 2012/13 was announced on 31 January 2011 and ratified in Parliament on 9 February 2011. The final settlement

was broadly in line with the assumptions contained within the draft budget report to Cabinet in December.

- 52 The settlement only covered the next two years, 2011/12 and 2012/13. A total review of local government finance is due to commence in early 2011 and the outcome of this review will inform the final two years of the four year settlement period.
- 53 The headline figures presented by central government were based on change in 'spending power' between 2010/11 and 2011/12. For Hillingdon this was -3.11% which was on the face of it better than many authorities. However, when the detail is analysed the settlement is much more severe than it first appears. The 3.11% reduction is on 'spending power' which includes Council Tax income which for Hillingdon is £109m, so that immediately doubles the effective percentage cut. The 3.11% is also net of the £2.8m Council Tax freeze grant which can only be spent on freezing Council Tax and £2.7m NHS funding to support Social Care and benefit health which has certain strings attached.
- 54 In reality, formula grant was cut by £11.2m (11.6%) in 2011/12 and a further £7.4m in 2012/13 (8.6%), equating to just over 20% in 2 years. £0.4m of the new Formula Grant settlement relates to the transfer of government grant funding from TfL in relation for concessionary fares, the effective cut is therefore £11.6m in 2011/12.
- 55 In the detail of this settlement, Hillingdon lost £4m through damping to support authorities below the floor, and without this damping our cut in grant would have been 7.5% in 2011/12. Also formula grant has been top sliced to fund academies irrespective of whether authorities have them.
- 56 The new grant funding for Social Care provided through PCT budgets is not straightforward. Although it is new money within the PCT, created by government transferring money from NHS capital to NHS revenue, local authorities will need to agree with the PCT how this funding should be best used to support social care services. The Hillingdon funding of £2.7m will be delivered through a S256 agreement with the PCT which will identify the initiatives on which this funding will be used.
- 57 As expected, the payment of a new Council Tax freeze grant was confirmed to enable Council Tax to be frozen. The grant is equivalent to what a 2.5% increase in Council Tax would generate in income. Councils are free to increase Council Tax above 2.5% although they would not qualify for the grant if they did so. The proposed level of this grant is £2.7m, £8k more than was assumed in the December Cabinet report.
- 58 A number of other grants, mainly Education grants that were previously either specific grants in Education or in ABG, have been transferred into a new Early Intervention Grant. However, the grants that transferred into this grant have been cut by £1m in 2011/12. This is in addition to the £1.8m cut in ABG made in 2010/11, as the base for the settlement figures is post 2010/11 in-year cuts. In addition, for grants transferring out of ABG or specific grants into RSG, an element has have been lost in damping, equating to £0.4m. Other new grants and their 2011/12 value are: an unringfenced grant for Preventing Homelessness for £0.5m; a Home Office Grant for £0.3m; and a local Flood Authority grant for £0.1m.
- 59 The proposed methodology for rewarding authorities for creating new homes through the New Homes bonus grant is currently out to consultation. Using the figures on the

DCLG website Hillingdon would receive a payment of £1.84m in 2011/12. This is £1.34m more than was assumed in the December Cabinet report. However, DCLG have put a minimal figure (£250m) into what will become a growing cumulative cost over the 6 years period over which the scheme runs. The deficit in future years has been top sliced from the settlement.

- 60 The overall impact of the settlement on grant funding is detailed on Appendix 1. As most of the limited number of grants that the authority will receive going forward are unringfenced it has been agreed to budget for all these grants corporately rather than in Group budgets. This way any changes in grant funding will be fully transparent and in effect all Council Services will become base budget funded and can be treated equally in the MTFF process.

## Balances and Reserves

- 61 The MTFF strategy is to maintain balances long term at a level of no lower than £12m. This is also within the recommended range advised by the Corporate Director of Finance & Business Services. The original budget strategy for 2011/12 included a proposed drawdown from balances of £1.5m.
- 62 The projected unallocated balances and reserves are forecast in the Month 9 budget monitoring report to be £16.5m as at 31 March 2011. However, this assumes that the £1m of priority growth and the £0.5m HIP contingency will be spent in full which is unlikely and does not include the £2.5m Icelandic Impairment.
- 63 In addition, there are still a number of outstanding issues to be resolved with central government that may mitigate the £2.5m impairment.
- The government is still considering the Council's application in respect of capitalising redundancy costs. The government has already agreed other authorities redundancy capitalisation bids at 38% of the sum requested. If they do the same for Hillingdon then this would enable the capitalisation of up to £1m of redundancy costs in the current year and improve balances by an equivalent sum.
  - The government is also considering an application in respect of capitalising £1.8m of abortive BS21 costs. This will be considered under the special circumstances criteria under which they have already rejected Hillingdon's Icelandic impairment capitalisation bid.
  - The Council has asked central government to pay the LAA reward grant as 100% revenue grant rather than 50% revenue/50% capital or failing that as high a % as possible in revenue grant. If agreed, this would increase revenue balances by £1.8m.
- 64 The worst case scenario is that the government rejects all 3 applications and if this were the case then balances at the year end would be around £15.1m after absorbing the impact of the impairment. However, if Hillingdon's redundancy capitalisation bid is treated the same way as other authorities then balances would increase to around £16m. If the revised revenue/capital split for the LAA reward were also agreed then balances would increase to around £17.8m.



- 65 The forecast balances position is therefore sufficient to allow the proposed £1.8m draw down from balances in 2011/12. This would mean that balances at the end of 2011/12 would remain above the £12m long term target level of balances.

### **Medium Term Impact of Proposals**

- 66 Whilst the immediate focus of this report is on the 2011/12 budget, this needs to be balanced with key developments over the medium term.
- 67 In May 2010 the Council entered into a new four year electoral cycle, taking the opportunity both to set new goals and to adopt new approaches to the Council's ways of working through the HIP BID programme.
- 68 Further savings proposals need to be identified to bridge the forecast budget gap over the 4 year period. Officers are still reviewing services with a view to identifying further savings opportunities and the Leader of the Council is undertaking a further restructure of the Council designed to identify savings that will not adversely affect service delivery and that protect front line services.
- 69 Additionally, the 2011/12 budget is the first year of a new settlement, which covers only 2 years. A review of local government finance has been announced, which will commence early in 2011, and will deliver the framework for the following finance settlement. However the wider picture of the state of public finances is well documented and the reality of the need for significant cuts to all areas of public sector funding, including local government, has been factored into the medium term forecast.
- 70 There will continue to be ongoing pressures on key Council services such as demographic pressures on adult social care, and escalating waste disposal costs. These are also included in the medium term forecast.
- 71 Looking at the wider picture, the economic recovery for 2011/12 is likely to be slow and uneven. With growth prospects remaining subdued the Monetary Policy Committee will want to keep interest rates low, however they are likely to come under pressure to increase rates as global and household inflation rises. Consumer Price Inflation is stubbornly above 3% and is likely to spike over 4% and possibly over 5% in the first quarter of 2011 as a result of increases in VAT, utilities and rail fares. Although the market is still pricing in interest rate rises, pressure for an early rate rise has subsided following the recently released GDP figures. Unemployment is near a 16 year high and is set to increase as the public sector shrinks. The initial reaction to the Comprehensive Spending review has been positive but framework and targets to reduce the budget deficit and government debt will be put to the test and crucial to the market's confidence in the credibility of the deficit reduction plans.
- 72 In this context, in the public sector the impact of a return to normal inflationary conditions may be delayed due to the pressure on the public finances. This should reduce pay expectations in local government, although this will be offset by inflationary pressures on contracts, subject to annual indexed increases.
- 73 The savings proposals outlined in the report deliver a balanced budget in 2011/12. However, at present there is still a budget gap remaining for the following 3 years, something that is not unusual at this stage of the MTF process. The MTF timetable

for 2012/13 is being accelerated to ensure that proposals sufficient to bridge the remaining £5.1m budget gap are delivered by July 2011.

## **SCHOOLS BUDGETS**

- 74 The Schools Budget consists of all budgets which are devolved to maintained schools. In addition, it also includes 'centrally retained' items such as spending on admissions arrangements, education of children out of school, and Special Educational Needs (SEN). Since 2006/07, expenditure which falls within the Schools Budget has been funded by the ring-fenced Dedicated Schools Grant (DSG). No cost falls upon the Council Tax payer unless the Council chooses to supplement the Schools Budget from the General Fund.
- 75 The coalition Government has for 2011/12 made the most significant changes to schools funding since the introduction of the DSG in 2006/07. Although the way the DSG is allocated across England is fundamentally the same, a significant number of specific grants have been transferred into the DSG, that were in 2010/11 mainly paid through the now defunct Standards Funds. In addition, the Government has introduced the new ringfenced Pupil Premium grant as an additional source of funding for schools with disadvantaged pupils. The only revenue funding for schools that will not be processed through either the DSG or the Pupil Premium grant will be where schools have Children's Centres previously funded through Sure Start grant.
- 76 Schools Forum is the principal institution established for the Council's consultations with schools on financial matters. In order to ensure that Schools Forum makes informed decisions, the proposed funding arrangements are also issued to schools inviting responses that are subsequently considered by Schools Forum in making their decisions and advice.
- 77 Schools were therefore consulted on a range of funding issues which were set out in a consultation document that was released on 10 January 2011. Although Schools Forum has decision-making powers with regard to certain aspects of the Council's proposals for schools funding, most other aspects of the consultation process are to enable Schools Forum to advise the Council on the decisions that rest with Cabinet. Schools Forum has articulated its advice to Cabinet on the issues for consideration, which is contained in a separate report on this Cabinet agenda. Cabinet will make the final decisions on the arrangements for schools funding for 2011/12 from the recommendations of this report.

## **CAPITAL PROGRAMME**

### **Background**

- 78 The Capital Programme for 2010/11 saw the completion of a number of major projects as part of an ambitious 2006-10 Capital Strategy. These included considerable investment in leisure and cultural facilities, largely funded by the disposal of surplus assets directly associated with each development.

- 79 In addition, the Council has continued to invest in maintaining and improving the local infrastructure via programmes such as Chrysalis, Town Centres Initiative and Highways Structural Works.
- 80 The development of the capital programme for 2011/12 has been focused on maximising the use of identified funding to maintain investment in community facilities, particularly primary schools. The medium term capital strategy will become increasingly dominated by the need to provide additional primary school places of up to 36 forms of entry over the next four years.

### Changes since Report to Cabinet on 16 December 2010

- 81 Table 7 below sets out the amendments to the draft Capital Programme since it was presented to Cabinet in December; the full capital programme is detailed in Appendix 9 to this report.

Table 7: Changes to the Capital Programme since 16 December

|  | <b>£'000</b>  |
|--|---------------|
| Draft Capital Programme - December 2010        | 105,008       |
| Department of Education Funding Confirmation   | 551           |
| Primary School Expansions                      | (4,447)       |
| Addition of HIV Capital Grant                  | 925           |
| Addition of ICT Single Development Plan        | 1,000         |
| Addition of Sport & Cultural Projects          | 200           |
| Addition to Environmental Assets               | 1,000         |
| Addition of HIP Projects                       | 300           |
| Addition to Road Safety                        | 100           |
| Rephasing Uxbridge Main Library Project        | (1,000)       |
| Rephasing HRA Projects                         | 235           |
| Rephasing Purchase of Vehicles                 | (500)         |
| Transport for London Funding Confirmation      | (583)         |
| Works to Stock funded from HRA Revenue         | (8,985)       |
| Adjustment of Contingency                      | (47)          |
| <b>Draft Capital Programme - February 2011</b> | <b>93,757</b> |

- 82 2011/12 grant funding from the DoE has been confirmed, with the Council due to receive £5.0m of Capital Maintenance grant and £10.6m of Basic Needs grant. These allocations, alongside existing resources, including Schools Kitchens funding, will provide an Urgent Building Condition Works budget of £6.8m in 2011/12 to enable essential works to existing schools.
- 83 Following the award of major construction contracts for provision of an additional sixteen forms of entry by September 2011, the 2011/12 budget for the Primary School Expansions programme has been phased to facilitate planned expansions for September 2011 and to commence on expansions required for the following academic year. The shortfall in external funding will necessitate the use of approximately £10.6m of borrowing.
- 84 The Council has been successful in obtaining £0.9m of DoH funding for the provision of supported housing for sufferers of symptomatic HIV within the borough.

- 85 A £1m ICT Single Development Plan budget has been included in this capital programme to support the Council's transformational BID programme, delivering savings through the implementation of more efficient processes.
- 86 Additional resources have been added to fund further investment in HIP projects and in Sports, Cultural and Environmental Assets across the borough.
- 87 It is expected that the refurbishment of Uxbridge Main Library will begin in 2011/12, however the profile of expenditure has been revised to show the projected phasing of such works.
- 88 A number of HRA Pipeline projects have been rephased since December, and the draft budget now includes provision for these works in 2011/12.
- 89 Funding for the Purchase of Vehicles has been transferred from contingency to the main programme to reflect the need for replacement vehicles in 2011/12. This investment should generate on-going revenue savings through reduced maintenance and leasing costs. In addition £1m has been included in the draft 2012/13 Capital Programme to meet the anticipated need for further ongoing replacements.
- 90 Levels of funding receivable from TfL have now been confirmed and are included in this Capital Programme.

### Capital Funding and Revenue Implications

- 91 The table 8 below sets out the funding strategy for the 2011/12 Capital Budget. It should be noted that the draft programmes for 2012/13 onwards are currently limited to the completion of existing projects and on-going programmes of works.

Table 8: Funding Strategy

|                              | 2011/12<br>£'000 | 2012/13<br>£'000 | 2013/14<br>£'000 | 2014/15<br>£'000 |
|------------------------------|------------------|------------------|------------------|------------------|
| GF Prudential Borrowing      | 26,400           | (9,879)          | (2,523)          | 6,825            |
| GF Capital Receipts          | 21,319           | 21,846           | 10,851           | 388              |
| <b>Total GF Resources</b>    | <b>47,719</b>    | <b>11,967</b>    | <b>8,328</b>     | <b>7,213</b>     |
| HRA Prudential Borrowing     | 4,342            | 176              | 0                | 0                |
| HRA Capital Receipts         | 4,742            | 0                | 0                | 0                |
| <b>Total HRA Resources</b>   | <b>9,084</b>     | <b>176</b>       | <b>0</b>         | <b>0</b>         |
| <b>Total Grants</b>          | <b>31,637</b>    | <b>21,097</b>    | <b>19,792</b>    | <b>19,792</b>    |
| HRA Revenue                  | 2,365            | 2,150            | 2,150            | 2,235            |
| Section 106 Contributions    | 2,952            | 1,300            | 1,300            | 1,300            |
| <b>Total Other Resources</b> | <b>5,317</b>     | <b>3,450</b>     | <b>3,450</b>     | <b>3,535</b>     |
| <b>Total Funding</b>         | <b>93,757</b>    | <b>36,690</b>    | <b>31,570</b>    | <b>30,540</b>    |

- 92 This four year capital programme includes £54.4m of capital receipts, of which £21.3m are expected in 2011/12, primarily generated through the disposal of surplus assets.

Capital Receipts arising from self-financing projects (Hayes End Library, South Ruislip Development and Yiewlsey Pool) are forecast to fall predominantly in 2012/13. The target of £21.3m target for 2011/12 is a significant sum and actual level of receipts achieved will clearly be influenced by market conditions at the time of sale.

- 93 Table 8 above indicates that should no further programme development take place, the Council would have a negative borrowing requirement in 2012/13 and 2013/14 due to capital receipts exceeding Council resourced expenditure, thus reducing borrowing costs arising from the initial funding of self-financing schemes in 2011/12.
- 94 It is anticipated that the 2011/12 General Fund programme will require the use of borrowing under the Prudential Code of approximately £26m. On-going revenue financing costs associated with this programme are expected to be approximately £0.7m per annum, following the application of capital receipts from self-financing schemes to repay debt in 2012/13.
- 95 Central Government support for the Council's Capital Programme has previously been delivered through a combination of grants and supported borrowing allocations. From 2011/12 supported borrowing allocations will cease.

### **On-going Programmes of Works**

- 96 Continued investment in Highways and Infrastructure is provided in the 2011/12 Capital Programme. Budgets for Highways Infrastructure, Highways Localities, Road Safety and Street Lighting total £1.6m.
- 97 TfL funded budgets of £3.4m are also available to fund investment in infrastructure and transport within the borough, bringing total investment in the borough's infrastructure to approximately £4.9m in 2011/12.
- 98 Chrysalis, Environmental Assets, Leader's and Town Centre Initiatives have a total budget of £2.5m to provide resources for the delivery of localised capital schemes to enhance community wellbeing.
- 99 As part of the Council's wider re-enablement agenda, Disabled Facilities and Private Sector Renewal Grants providing adaptations to private housing will be funded from £1.5m DCLG funding and continued Council resourced match funding of a further £1.5m.
- 100 ICT Single Development Plan – see paragraph 85 above.
- 101 The Property Works and Civic Centre Programme budget of £1.8m is intended to fund urgent condition works to Council properties plus energy efficiency measures to deliver efficiencies and revenue savings.

### **Schools Capital**

- 102 The Primary School Expansions budget for 2011/12 will facilitate the delivery of 15 forms of entry for September 2011 through a combination of permanent and temporary expansions and, in addition, allow the commencement of further expansions required for September 2012. This will result in a projected shortfall for 2011/12 of approximately £10.6m which will need to be met from Council resources.

- 103 In addition to this investment in the Primary Schools estates, works will be completed to provide sixth-form provision at Ruislip High School. This is to be funded from a combination of Council resources and Section 106 Contributions.
- 104 £9.7m of DoE funded Devolved Formula Capital and Urgent Building Condition Works budgets are available to manage the requirements of existing schools estates, many of which require condition works that would have otherwise been addressed as part of the aborted Building Schools for the Future programme.

### **Self-financing Projects**

- 105 Three self-financing projects feature in the 2011/12 Capital Programme that will be funded from the sale of residential units and on-going lease income. These will be built alongside the community facilities on site.
- 106 The South Ruislip Development will deliver an Adult Education Centre and new Library; a further new library will be built at Hayes End; and a health centre will be provided on the site of the former Yiewsley Pool.

### **Other General Fund Projects**

- 107 The Libraries Refurbishment programme is set to continue in 2011/12 with a further two libraries being refurbished and substantial works beginning at Uxbridge Main Library.
- 108 Highgrove Pool Phase II is also included in the 2011/12 Capital programme with a budget of £3.8m to improve leisure facilities and to replace aging pool plant there.
- 109 Total budgets of £5.7m are included to fund improvements of the New Years Green Lane Civic Amenity Site, further provision of CCTV, refurbishment of Council-owned Farm Barns, Willow Tree Centre, Arundel Road Development, HIV Capital Grant, HIP Projects, and Sport & Leisure Projects.
- 110 The resulting revenue financing costs arising from these capital projects have all been factored into the Medium Term Financial Forecast budgets included within the revenue section of this report.

### **General Contingency**

- 111 A general contingency of £1m per annum has been included over the 2011/12 to 2014/15 budget period to facilitate minor variations of scoping of projects that are still at an early planning and development stage.
- 112 It is anticipated that the Council may be obliged to decontaminate a former GLC landfill within the borough which would represent an additional call on Council Resources unless alternative funding arrangements are identified. The precise scope and cost of this project, along with available grant funding, is yet to be determined.

### **HRA Projects**

- 113 The HRA Capital Programme includes funding for works to existing stock and a number of new build pipeline projects which are funded from a combination of external grant,

HRA borrowing and capital receipts. Further information on the HRA Capital Programme is contained within the HRA Budget Report.

## **PRUDENTIAL INDICATORS**

- 114 The Prudential Code was introduced from April 2004 under the local Government Act 2003. In carrying out unsupported borrowing, local authorities must follow the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities. The key objectives of the Code are to ensure:
- Capital investment plans are affordable, prudent and sustainable;
  - Treasury Management decisions are taken in accordance with good professional practice;
  - Prudential Indicators are set and monitored in order to demonstrate that these objectives are being met.
- 115 The Local Government Act 2003 requires the Council to produce prudential indicators to support and record local decisions made under the Prudential Code. Updated indicators reflecting the capital investment proposals in this report are included at Appendix 10 within the Annual Investment and Treasury Strategy. This is for consideration and approval of them, for then recommendation to Council.
- 116 There is a requirement under the Local Government Act 2003 for local authorities to have regard to the CIPFA Prudential Code when setting and reviewing their Prudential Indicators. It should be noted that CIPFA undertook a review of the Code in early 2008, and issued a revised Code in November 2009.
- 117 In addition to the revised Prudential Code, the Code of Practice for Treasury Management in Public Services (the “CIPFA TM Code”) was also revised in November 2009.
- 118 Included within the Prudential Indicators Code (PI No. 8) is the requirement that the Council adopts the CIPFA Code of Practice for Treasury Management.
- 119 Appendix 11 therefore explains the basis for the recommendation that Council adopt the revised CIPFA Treasury Management code.

## **OVERALL BUDGET FOR COUNCIL TAX SETTING 2011/12**

### **Corporate Director of Finance & Resources Comments Regarding Responsibilities under the Local Government Act 2003**

- 120 Under Section 25 of the Local Government Act 2003 the Corporate Director of Finance & Business Services, 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

- 121 The Corporate Director of Finance & Business Services 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 £11.8m Development and Risk contingency
  - Service managers having made reasonable assumptions about demand pressures and taken a prudent view of volatile areas.
  - Risk based financial monitoring being undertaken during the year and reported to Cabinet on a monthly basis. This includes the agreement of recovery plans to ensure that the budget is delivered in overall terms.
  - Procedures in place to capture and monitor procurement and other efficiency savings
  - Prudent assumptions made about interest rates
  - The recommended increases in fees and charges in line with the assumptions in the revenue budget
  - The use of the Council's project management approach to monitor delivery of the material savings in the revenue budget.
- 122 The Corporate Director of Finance & Business Services 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 2010/11, the Corporate Director of Finance & Business Services set a recommended range of balances. This was between £12m and £24m, based on an analysis of the risks facing the Council. The recommended range has been updated following a review of the risks facing the Council. This is set out in the next section.

### **Statement on Balances and Reserves**

- 123 The Corporate Director of Finance & Business Services 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.
- 124 To assess the adequacy of general reserves, the Corporate Director of Finance & Business Services 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.
- 125 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
- 126 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 2011/12 is £12m to £24m. Ideally the Council should avoid having balances below the minimum level of £12m, or above the maximum level of £24m. The Council's aim to maintain balances at £12m is therefore within this range. Details of the risk assessment are included in Appendix 10.
- 127 The range of issues that impact on the need to hold balances and reserves has been reviewed since last year's budget setting process, although the assessment of the minimum level of balances has remained constant due to a range of positive contributors being offset by negative assessments. Whilst most funding streams have now been confirmed, there remain a few uncertainties around the capitalisation of costs. Similarly, whilst the forecast year end balances have increased, the proposed contingency has also increased. But perhaps the most significant contributor to the minimum requirement arises from the front loading of the budget cuts, resulting in a budget for 2011/12 which contains savings proposals of over £26m.
- 128 The projected level and recommended range of balances will vary depending on the budget proposals that are put forward by Cabinet.

### **The Council Tax Requirement for 2011/12**

- 129 The budget proposals included in this report represent Cabinet's budget strategy for 2011/12 and beyond. The revenue budget proposals have been developed to deliver a zero increase in Council Tax for the second successive year.
- 130 The Council Tax level is subject to Members' final choices in the budget setting process. The Government have announced that the existing capping powers will be retained for 2011/12 with the level at which authorities will be capped to be announced at the time of the final settlement. However, given the planned freeze on Council Tax this level is academic.

### **Greater London Authority Precept**

- 131 The Mayor of London's draft budget proposals for 2011/12 are scheduled for approval by the London Assembly on 23 February 2011. The draft proposals result in a zero increase in the element of Council Tax that relates to the GLA precept. This is analysed across the relevant functional bodies as follows:

Table 9: Increase in Proposed GLA Precept by Functional Body

| <b>Functional Body</b>                          | <b>Band 'D'<br/>Council Tax<br/>2010/11 (£)</b> | <b>Band 'D'<br/>Council Tax<br/>2011/12 (£)</b> | <b>Percentage<br/>Change (%)</b> |
|---|---|---|----------------------------------|
| Metropolitan Police Authority                   | 217.09  | 226.01  | +4.11                            |
| London Fire and Emergency<br>Planning Authority | 59.65   | 51.76   | -13.23                           |
| Greater London Authority                        | 29.05   | 30.08   | +3.55                            |
| Transport for London                            | 4.03  | 1.97  | -151.12                          |
| <b>Total</b>                                    | <b>309.82</b>                                   | <b>309.82</b>                                   |                                  |

132 The largest element of the GLA Group's budget relates to the Metropolitan Police Authority. The increase in the Metropolitan Police's budget requirement allows ongoing capacity to focus on counter-terrorism, the targeting of gang, knife and gun crime, and the prevention of violence against women and youth. Minor decreases have been applied to the council tax contribution towards both the London Fire and Emergency Planning Authority and London Transport. '

133 The GLA budget includes the budget and Council Tax implications of the Olympics Delivery Authority. The contribution from Council Tax payers towards the Olympics remains at £20 per Band 'D' property in 2011/12, unchanged from 2010/11.

## **Financial Implications**

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?**

The budget proposals in this report result in no change in the Council Tax for 2011/12. The budget proposals contain the funding strategy for delivering the Council's objective. The effects are therefore extremely wide ranging. They will be managed through the performance targets and outcomes that will be delivered through the resources approved in the revenue budgets and capital programme.

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

### **Impact on Partnerships**

The Council continues to work on a range of initiatives and partnerships aimed at improving the services and opportunities for Hillingdon residents.

The Council is working closely with the residual NHS Hillingdon during the transfer of commissioning functions and budgets to GP practices and continues to work in partnership

across a range of service areas. The General Fund revenue budget includes funding for a jointly appointed Director of Public Health; the introduction of this post has improved partnership work on the broad public health and well-being agendas.

The Government has reduced the 2007-2010 Local Area Agreement reward (LAA) grant by 50% and abolished the rewards for the 2008-2011 LAA. Despite this reduction the Council has been working closely with partners to ensure that the funding is available to schemes which serve support local employment and town centre improvement initiatives.

Hillingdon remains committed to support to the voluntary sector, the grant to support core activities still remains in excess of £1.4m. The sector is being encouraged to find efficiencies and to share functions where possible. Through the commitment of this budget voluntary sector organisations are able to secure significant levels of external funding which is directly committed to delivering services to residents.

The forthcoming closure of the London Development Agency (LDA), which has been a long term partner and funder of skills and employment initiatives in the borough, has required the Council (and the neighbouring boroughs) to look at new ways of securing funding to deliver local employment initiatives.

The Council has consulted with Schools Forum on the allocation of the Dedicated Schools Grant. It will work with all schools to use this resource to drive up educational attainment and opportunities for young people across the borough.

### **Consultation Carried Out or Required**

Each of the Policy Overview Committees has received reports setting out the draft revenue budget and capital programme proposals relevant to their remit. This was approved by Cabinet on 16 December 2010 for consultation at the January 2011 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 9 February 2011 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 are included in appendix 12.

The Council also has a statutory responsibility to consult on its budget proposals with business ratepayers in the borough. Twenty-five of the largest businesses in the borough were provided with Cabinet's draft budget proposals after the meeting on 16 December 2010. They were invited to attend the Policy Overview Committee meetings. No specific responses were received from the business community arising from this consultation. The draft budget reported to December Cabinet has also been available to view on the Council's website and for comments. Schools Forum has also been consulted on those budget proposals that have a potential impact on schools budgets.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

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

## Legal

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

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

The Corporate Director of Finance & Business Services' 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 in paragraph 121 of the report, the Corporate Director of Finance & Business Services has given a number of positive assurances in relation to this issue.

The second duty for Members to note is the duty imposed on the Corporate Director of Finance & Business Services to comment on the adequacy of the Council's reserves. Members will note that a Statement of Reserves and Balances is contained within paragraphs 123 to 128 of the report which discharges this duty.

As the Council's Section 151 Officer, it is the Corporate Director of Finance & Business Services' 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 & Business Services to ensure the lawfulness and financial prudence of decision making.

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

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

## **Corporate Landlord**

Corporate Landlord has liaised very closely with Corporate Finance in the production of this report and concurs with all figures included within the revenue and capital budgets pertaining to the Corporate Landlord function. Where estimates have been used for the value of future planned asset disposals to support the capital programme, valuations have been carried out on such surplus assets alongside full option appraisals to determine optimal use.

The Council will continue its programme of strategic asset review throughout 2011/12, with an emphasis on optimising the efficiency of the Council's asset base in an environment of rapidly changing service delivery models, maximising opportunities for new developments to enable delivery of council priorities, in particular, addressing the urgent need for the provision of additional Primary School places within the borough.

Corporate Landlord will take operational responsibility for the delivery of the majority of the capital programme along with revenue asset management. Detailed scoping, tendering outcomes and monitoring of costs and progress of projects will be reported separately to Cabinet / Cabinet Member via individual reports and the monthly monitoring process.

## **Relevant Service Groups**

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

## **BACKGROUND PAPERS**

Report to Cabinet 16 December 2010 – Medium Term Financial Forecast 2011/12 – 2014/15

Report to Council 25 February 2010 – General Fund Revenue Budget and Capital Programme 2010/11

Local Government Finance Settlement 2011/12 located at  
[www.local.communities.gov.uk/finance/1112/grant.htm](http://www.local.communities.gov.uk/finance/1112/grant.htm)

## Revenue Budget - Corporate Summary

| Corporate Summary                                 | 2010/11<br>£(000s) | 2011/12<br>£(000s) | 2012/13<br>£(000s) | 2013/14<br>£(000s) | 2014/15<br>£(000s) |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Resources</b>                                  |                    |                    |                    |                    |                    |
| Increase in Council Tax Base (Band D properties)  | 1,417              | 1,166              | 750                | 400                | 400                |
| Increase in Council Tax (%)                       | 0.00%              | 0.00%              | 0.00%              | 2.50%              | 2.50%              |
| Collection Fund Deficit / (Surplus)               | -769               | 1,438              | 0                  | 0                  | 0                  |
| Council Tax Base (Band D properties)              | 97,952             | 99,118             | 99,868             | 100,268            | 100,668            |
| Council Tax Band D (£)                            | £1,112.93          | £1,112.93          | £1,112.93          | £1,140.75          | £1,169.27          |
| <b>Council Tax Revenues</b>                       | <b>109,783</b>     | <b>108,870</b>     | <b>111,150</b>     | <b>114,380</b>     | <b>117,710</b>     |
| Government Formula Grant                          | 84,411             | 85,876             | 77,778             | 75,078             | 72,378             |
| Area Based Grant                                  | 17,644             | 0                  | 0                  | 0                  | 0                  |
| Council Tax freeze grant                          | 0                  | 2,765              | 2,765              | 2,765              | 2,765              |
| Specific Education Grants                         | 9,704              | 0                  | 0                  | 0                  | 0                  |
| Early Intervention Grant                          | 5,781              | 10,857             | 11,527             | 11,527             | 11,527             |
| Learning Disability and Health Reform Grant       | 100                | 5,781              | 5,918              | 5,918              | 5,918              |
| Preventing homelessness                           | 2,418              | 580                | 580                | 580                | 580                |
| Housing & Council Tax Benefit Subsidy Admin Grant | 2,418              | 2,418              | 2,297              | 2,297              | 2,297              |
| NHS S256 Agreement                                |                    | 2,728              | 2,610              | 2,610              | 2,610              |
| Home Office Grant                                 |                    | 300                | 300                | 300                | 300                |
| Lead Local Flood Authority Grant                  |                    | 127                | 185                | 185                | 185                |
| <b>Grant Income</b>                               | <b>120,058</b>     | <b>111,432</b>     | <b>103,960</b>     | <b>101,260</b>     | <b>98,560</b>      |
| <b>Total Resources</b>                            | <b>229,841</b>     | <b>220,302</b>     | <b>215,110</b>     | <b>215,640</b>     | <b>216,270</b>     |
| <b>Budget Requirement</b>                         |                    |                    |                    |                    |                    |
| Roll Forward Budget                               | 224,892            | 229,841            | 229,841            | 229,841            | 229,841            |
| Inflation (non-schools)                           | 600                | 1,980              | 3,400              | 7,400              | 12,400             |
| Corporate Items                                   | 2,280              | 4,548              | 8,191              | 10,149             | 12,542             |
| Service Pressures                                 | 8,197              | 7,369              | 7,337              | 7,314              | 7,314              |
| Contingency                                       | 3,440              | 1,026              | 6,166              | 11,051             | 15,976             |
| Priority Growth Items                             | 712                | 1,776              | 2,826              | 3,941              | 5,076              |
| Savings   | -10,280            | -26,238            | -42,651            | -54,056            | -66,879            |
| <b>Total Budget Requirement - all resources</b>   | <b>229,841</b>     | <b>220,302</b>     | <b>215,110</b>     | <b>215,640</b>     | <b>216,270</b>     |
| Less non-formula grant                            | -35,647            | -25,556            | -26,182            | -26,182            | -26,182            |
| <b>Budget Requirement</b>                         | <b>194,194</b>     | <b>194,746</b>     | <b>188,928</b>     | <b>189,458</b>     | <b>190,088</b>     |
| <b>Budget Gap / (Surplus)</b>                     | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           |

| Description  | Net Variation from 2010/11 Budget |                    |                    |                    |
|--|-----------------------------------|--------------------|--------------------|--------------------|
|  | 2011/12<br>£(000s)                | 2012/13<br>£(000s) | 2013/14<br>£(000s) | 2014/15<br>£(000s) |
| <b>Corporate Items</b>                                 |                                   |                    |                    |                    |
| <u>Increases</u>                                       |                                   |                    |                    |                    |
| LAA Reward Grant - falling out                         | 3,040                             | 3,040              | 3,040              | 3,040              |
| Capital Programme financing costs                      | -400                              | 900                | 2,000              | 3,100              |
| Additional Capital Programme financing provision (PCP) | 1,000                             | 2,000              | 2,000              | 2,000              |
| National Insurance Contributions Increase              | 420                               | 420                | 420                | 420                |
| Contributions (from) / to Balances                     | -293                              | 550                | 1,100              | 1,793              |
| Increase in Council Tax Older Persons Discount         | 0                                 | 500                | 1,100              | 1,700              |
| LABGI / Housing & Planning Delivery Grant fall out     | 500                               | 500                | 500                | 500                |
| LAA Reward Grant share to Safer Hillingdon Partnership | 76                                | 76                 | -216               | -216               |
| Concessionary Fares Levy                               | 735                               | 735                | 735                | 735                |
| <b>Sub-total</b>                                       | <b>5,078</b>                      | <b>8,721</b>       | <b>10,679</b>      | <b>13,072</b>      |
| <u>Decreases</u>                                       |                                   |                    |                    |                    |
| LAA Reward Grant Share to Primary Care Trust           | -335                              | -335               | -335               | -335               |
| LAA Reward Grant Share to BAA & Uxbridge College       | -130                              | -130               | -130               | -130               |
| LAA Reward Grant Share to Groundwork Trust             | -65                               | -65                | -65                | -65                |
| <b>Sub-total</b>                                       | <b>-530</b>                       | <b>-530</b>        | <b>-530</b>        | <b>-530</b>        |
| <b>Net Corporate Items</b>                             | <b>4,548</b>                      | <b>8,191</b>       | <b>10,149</b>      | <b>12,542</b>      |

| Description  | Group  | Net Variation from 2010/11 Budget |                    |                    |                    |
|--|--------|-----------------------------------|--------------------|--------------------|--------------------|
|  |        | 2011/12<br>£(000s)                | 2012/13<br>£(000s) | 2013/14<br>£(000s) | 2014/15<br>£(000s) |
| Social Care Pressures (Adults)                               | ASCH&H | 1,250                             | 1,250              | 1,250              | 1,250              |
| SEN Transport demographic pressures                          | F&BS   | 350                               | 350                | 350                | 350                |
| Waste Disposal Levy  | PECS   | 1,300                             | 1,300              | 1,300              | 1,300              |
| Increase in Transitional Children due to Demographic Changes | ASCH&H | 2,546                             | 2,546              | 2,546              | 2,546              |
| Homelessness Budget - Reduction in DWP Funding               | ASCH&H | 800                               | 800                | 800                | 800                |
| Local Land Charges Income                                    | F&BS   | 720                               | 720                | 720                | 720                |
| Golf Courses Income  | PECS   | 303                               | 271                | 248                | 248                |
| Corporate Landlord   | PECS   | 100                               | 100                | 100                | 100                |
| <b>Total Service Pressures</b>                               |        | <b>7,369</b>                      | <b>7,337</b>       | <b>7,314</b>       | <b>7,314</b>       |



| Development & Risk Contingency                               | Gross Risk Probability |      | Provision<br>2011/12<br>£(000s) | Provision<br>2012/13<br>£(000s) | Provision<br>2013/14<br>£(000s) | Provision<br>2014/15<br>£(000s) |
|--|------------------------|------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
|  | 2011/12<br>£(000s)     | (%)  |                                 |                                 |                                 |                                 |
| <b>Potential Calls</b>                                       |                        |      |                                 |                                 |                                 |                                 |
| Social Care Pressures (Adults)                               | ASCH&H<br>4,764        | 86%  | 4,089                           | 6,339                           | 8,474                           | 10,589                          |
| Social Care Pressures (Children's)                           | E&CS<br>1,000          | 50%  | 500                             | 900                             | 1,300                           | 1,700                           |
| Increase in Transitional Children due to Demographic Changes | ASCH&H<br>2,000        | 63%  | 1,254                           | 2,754                           | 4,254                           | 5,754                           |
| Waste Disposal Levy  | PECS<br>1,500          | 0%   | 0                               | 1,200                           | 1,500                           | 1,800                           |
| Asylum Funding Shortfall                                     | E&CS<br>2,000          | 44%  | 880                             | 520                             | 230                             | 0                               |
| Employers' Pension Contributions                             | All<br>850             | 100% | 850                             | 1,700                           | 2,550                           | 3,400                           |
| General Contingency  | All<br>1,000           | 100% | 1,000                           | 1,000                           | 1,000                           | 1,000                           |
| Uninsured claims   | F&BS<br>600            | 70%  | 420                             | 420                             | 420                             | 420                             |
| Assisted searches  | F&BS<br>100            | 75%  | 75                              | 75                              | 75                              | 75                              |
| Development Control Income                                   | PECS<br>475            | 74%  | 350                             | 310                             | 310                             | 310                             |
| Carbon Reduction Commitment Energy Efficiency Scheme         | PECS<br>460            | 100% | 460                             | 450                             | 440                             | 430                             |
| Potential new responsibilities in relation to Flood defence  | PECS<br>127            | 39%  | 50                              | 50                              | 50                              | 50                              |
| Building Control Income                                      | F&BS<br>100            | 50%  | 50                              | 0                               | 0                               | 0                               |
| Cost Pressures on Recycling Service                          | PECS<br>150            | 100% | 150                             | 150                             | 150                             | 150                             |
| Local Development Framework legal & consultancy fees         | PECS<br>150            | 67%  | 100                             | 0                               | 0                               | 0                               |
| Pump priming for BID savings                                 | ALL<br>400             | 100% | 400                             | 0                               | 0                               | 0                               |
| HS2 Challenge contingency                                    | PECS<br>100            | 100% | 100                             | 0                               | 0                               | 0                               |
| Contingency against delivery of grants savings               | ASCH&H/E<br>1,058      | 100% | 1,058                           | 1,058                           | 1,058                           | 1,058                           |
| <b>Total Potential Calls</b>                                 | 16,834                 |      | 11,786                          | 16,926                          | 21,811                          | 26,736                          |
| <b>Financing</b>   |                        |      |                                 |                                 |                                 |                                 |
| Base Budget  |                        |      | 10,760                          | 10,760                          | 10,760                          | 10,760                          |
| Increase / Decrease in Contingency                           |                        |      | 1,026                           | 6,166                           | 11,051                          | 15,976                          |
| <b>Total Financing</b>                                       |                        |      | 11,786                          | 16,926                          | 21,811                          | 26,736                          |
| <b>Managed Risk Gap in Contingency</b>                       |                        |      | <b>0</b>                        | <b>0</b>                        | <b>0</b>                        | <b>0</b>                        |

| Description   | Group  | Net Variation from 2010/11 Budget |                    |                    |                    |
|---|--------|-----------------------------------|--------------------|--------------------|--------------------|
|   |        | 2011/12<br>£(000s)                | 2012/13<br>£(000s) | 2013/14<br>£(000s) | 2014/15<br>£(000s) |
| <b><u>Priority Growth Proposals</u></b>   |        |                                   |                    |                    |                    |
| Creation of Additional Young People's Centres   | E&CS   | 131                               | 131                | 131                | 131                |
| Obesity strategy - sport & exercise   | PECS   | 80                                | 80                 | 80                 | 80                 |
| Hayes Carnival  | PECS   | 35                                | 35                 | 35                 | 35                 |
| Full year effect of Libraries opening hours funding (increased to £75k per annum)                 | PECS   | 10                                | 10                 | 10                 | 10                 |
| Enhancement of the existing Careline and Telecare service into an enhanced service 'TeleCareLine' | ASC,HH | 700                               | 750                | 865                | 1,000              |
| Enhancement to Town Centre Improvement Team   | PECS   | 80                                | 80                 | 80                 | 80                 |
| Music and Arts Support  | ECS    | 175                               | 175                | 175                | 175                |
| Highways Maintenance  | PECS   | 500                               | 500                | 500                | 500                |
| Unallocated funding for further priority initiatives  |        | 65                                | 1,065              | 2,065              | 3,065              |
| <b>Total Priority Growth Proposals</b>  |        | <b>1,776</b>                      | <b>2,826</b>       | <b>3,941</b>       | <b>5,076</b>       |

**Savings**

| Description                                | Group  | Net Variation from 2010/11 Budget |                |                |                |
|--|--------|-----------------------------------|----------------|----------------|----------------|
|  |        | 2011/12                           | 2012/13        | 2013/14        | 2014/15        |
| <b>Cross Cutting (BID)</b>                 |        |                                   |                |                |                |
| Adult Social Care & Community Health Care  | ASC,HH | -8,540                            | -11,884        | -15,748        | -18,523        |
| Central Services                           | CS     | -3,802                            | -4,505         | -5,104         | -5,801         |
| Education & Children's Services            | E&CS   | -5,674                            | -9,048         | -11,967        | -12,117        |
| Planning, Environment & Community Services | PECS   | -4,912                            | -8,519         | -9,787         | -10,337        |
| Other Savings                              | CS     | -1,254                            | -1,479         | -604           | -1,529         |
| Area based grant savings                   | All    | -2,056                            | -2,124         | -2,161         | -2,171         |
| <b>Sub-total</b>                           |        | <b>-26,238</b>                    | <b>-37,559</b> | <b>-45,371</b> | <b>-50,478</b> |
| <b>Remaining MTFF Target</b>               |        |                                   |                |                |                |
| Unallocated Savings                        | All    | 0                                 | -5,092         | -8,685         | -16,401        |
| <b>Sub-total</b>                           |        | <b>0</b>                          | <b>-5,092</b>  | <b>-8,685</b>  | <b>-16,401</b> |
| <b>Total Savings</b>                       |        | <b>-26,238</b>                    | <b>-42,651</b> | <b>-54,056</b> | <b>-66,879</b> |

| ASC,HH Ref        | Description   | 2011-12<br>£000's | 2012-13<br>£000's | 2013-14<br>£000's | 2014-15<br>£000's |
|-------------------|---|-------------------|-------------------|-------------------|-------------------|
| <b>Prevention</b> |   |                   |                   |                   |                   |
| PR1               | Improved Commissioning and Contracting<br>This item summarises a number of proposals involving i) better commissioning ii) obtaining better value for money from current providers through a reduction in unit costs and other methods iii) recommissioning similar services into a single lower cost package without reducing quality or service levels to   | 1,000             | 1,100             | 1,200             | 2,000             |
| PR2               | Review of the Paradigm Care and Repair (C&R) scheme following formal notification that the current providers do not wish to retender.   | 45                | 45                | 45                | 45                |
| <b>PR Total</b>   |   | <b>1,045</b>      | <b>1,145</b>      | <b>1,245</b>      | <b>2,045</b>      |
| <b>Reablement</b> |   |                   |                   |                   |                   |
| RE1               | Reablement Service<br>The proposal seeks to remodel the current in-house home care service into a specialist reablement service that will deliver improved outcomes for older people through short-term, intensive support that will reduce the level of on-going support required. This will involve the transfer of existing long term home care clients who need long term help, to alternative P&V service providers, thus freeing up in house home care resources for reablement.<br>Expansion of Assistive Technology (TeleCareLine) will be integral to reablement and prevention of residential admission and will help more people to be maintained in their own homes.  | 1,278             | 1,606             | 3,707             | 4,707             |
| RE1a              | Reshaping Learning Disability Housing & Support<br>The redesign and development of a range of housing options for people with a learning disability by supporting people with a learning disability to move from residential care to supported living accommodation or properties that meet their individual needs. By supporting people to maintain or regain a more independent lifestyle there will be a significant reduction in costs from a diversion from long-term residential placements.<br><br>A range of services will be designed to provide individually tailored housing and support options including personal budgets that will deliver better outcomes for customers and will to enable individual choice about how they wish to live their lives.<br><br>This will promote choice, independence and wellbeing in line with 'Putting People First' and personalisation. | 1,240             | 2,285             | 2,785             | 3,285             |

| ASC,HH Ref               | Description  | 2011-12<br>£000's | 2012-13<br>£000's | 2013-14<br>£000's | 2014-15<br>£000's |
|--------------------------|--|-------------------|-------------------|-------------------|-------------------|
| RE1b                     | <p>Reshaping Physical Disability Housing &amp; Support<br/>This proposal builds on the current MTFF saving of £500k included in the 2010/11 base, to shift the balance from residential and nursing care for people of 18 to 64 with physical disabilities needing a service by redesigning and developing a range of housing options.</p> <p>Savings will be achieved by supporting people with a physical disability to move from residential care to supported living accommodation or properties that meet their individual needs. By supporting people to maintain or regain a more independent lifestyle there will be a significant reduction in costs from a diversion from long-term residential placements. This will promote choice, independence and wellbeing in line with personalisation.</p>   | 0                 | 75                | 100               | 125               |
| <b>Reablement Total</b>  |  | <b>2,518</b>      | <b>3,966</b>      | <b>6,592</b>      | <b>8,117</b>      |
| <b>In-House Services</b> |  |                   |                   |                   |                   |
| RE2                      | <p>Learning Disability In-House Services, Day Services &amp; Client Transport<br/>The proposal is based on a review of Learning Disability day services to change delivery from a traditional approach, to supporting people to access more community services and help to proactively maintain independence. Part of the overall strategy will be rationalisation of the number of building based services resulting in services being concentrated on adults with the highest level of vulnerability and complex needs. All other current users will receive alternatives either from their residential home or voluntary sector and community based options. As part of the day services strategy, overall transport needs have been reviewed, and the proposal includes the adoption of an eligibility criteria that determines the circumstances in which transport is provided free of charge.</p> | 298               | 661               | 979               | 1,069             |
| RE3                      | <p>Older People In-House Services, Day Services &amp; Client Transport Review of Day Services for Older People to change delivery from a traditional approach, to supporting people to access more community services. This will help to proactively maintain independence and reablement potential. Part of the overall strategy will be rationalisation of the number of building based services resulting in services being concentrated mainly on specialist dementia support.</p>   | 323               | 332               | 452               | 512               |
| RE4                      | <p>Residential Services<br/>Review of use of four establishments to maximise number of units of supported housing and move away from residential model.</p>  | 122               | 122               | 122               | 122               |
| RE5                      | <p>Healthy Hillingdon / Public Health<br/>Review of Healthy Hillingdon service to achieve a funding level equal to external funding sources (£325k).<br/>Further review of all health related initiatives to achieve an £80k saving.</p>   | 405               | 405               | 405               | 405               |
| <b>RE Total</b>          |  | <b>1,148</b>      | <b>1,520</b>      | <b>1,958</b>      | <b>2,108</b>      |

| ASC,HH Ref                | Description   | 2011-12<br>£000's | 2012-13<br>£000's | 2013-14<br>£000's | 2014-15<br>£000's |
|---------------------------|---|-------------------|-------------------|-------------------|-------------------|
| <b>External Services</b>  |   |                   |                   |                   |                   |
| ES1                       | West London Alliance Home Care Framework & High Cost Packages<br>Market management through the West London Alliance for residential and non-residential services, leading to cost reductions and greater efficiencies. A new framework of home care providers has led to an increase in the supply of providers and a reduction in hourly costs. Additional savings from further discounts through providers are being worked on. | 483               | 602               | 702               | 702               |
| ES2 A                     | A review of high cost residential care packages will reduce costs further albeit in conjunction with RE1a and RE1b to avoid double counting.<br>In-House PSL  | 196               | 196               | 196               | 196               |
| ES2 B                     | Changed arrangements for the provision of temporary housing for homeless households. The £196k saving represents the full year effect of the £250k already included in the 2010/11 base.<br>HRA Review  | 500               | 500               | 500               | 750               |
| ES6                       | To review the levels of expenditure supported by the HRA and identify opportunities for maximisation. This will include recharges between the two in addition to looking for opportunities to increase support from the HRA for services delivered across the council, taking opportunities afforded by the transfer back to the council of Hillingdon Homes.   | 110               | 110               | 110               | 110               |
| <b>ES Total</b>           | This refers to the retendering of the meals service which created £110k fye savings in 2011/12.   | <b>1,289</b>      | <b>1,408</b>      | <b>1,508</b>      | <b>1,758</b>      |
| <b>BID COM</b>            |   |                   |                   |                   |                   |
| BI1                       | Application of the BID Common Operating Model to services across the Group resulting in reduced staffing costs.   | 1,271             | 2,627             | 3,127             | 3,127             |
| BI2                       | A comprehensive review of non-essential spend budgets within the department has identified that savings of £1m can be achieved. These include reductions in spend on Advertising, travel expenses, consultancy fees, equipment, stationery, and other expenses representing a third of the overall budget.  | 1,023             | 1,023             | 1,023             | 1,023             |
| <b>BI Total</b>           |   | <b>2,294</b>      | <b>3,650</b>      | <b>4,150</b>      | <b>4,150</b>      |
| <b>Fees &amp; Charges</b> |   |                   |                   |                   |                   |
| FC4                       | DWP Benefit Increase<br>The minimum increase from April 2011 is expected to be 1% above the councils income inflation assumptions   | 100               | 100               | 100               | 100               |
| N/A                       | Income Inflation  | 201               |                   |                   |                   |
| <b>FC Total</b>           |   | <b>301</b>        | <b>100</b>        | <b>100</b>        | <b>100</b>        |
| <b>Other savings</b>      |   |                   |                   |                   |                   |
|                           | First Time Buyers Initiative  | 250               | 250               | 250               | 250               |
|                           | 5% target reduction on new unringfenced grants  | 439               | 439               | 439               | 439               |
| <b>Other Total</b>        |   | <b>689</b>        | <b>689</b>        | <b>689</b>        | <b>689</b>        |

| ASC,HH Ref               | Description   | 2011-12<br>£000's | 2012-13<br>£000's | 2013-14<br>£000's | 2014-15<br>£000's |
|--------------------------|---|-------------------|-------------------|-------------------|-------------------|
| <b>Total NEW Savings</b> |   | 9,284             | 12,478            | 16,242            | 18,967            |
| <b>B1A</b>               | Estimated One-Off redundancy costs (not included in above)                        | -300              | -150              | -50               | 0                 |
|                          | Full year effect of savings proposals agreed at February 2010 Council Tax setting | 412               | 412               | 412               | 412               |
| <b>Net Savings</b>       |   | 9,396             | 12,740            | 16,604            | 19,379            |
| <b>Less ABG Savings</b>  |   | -856              | -856              | -856              | -856              |
| <b>Net Savings</b>       |   | 8,540             | 11,884            | 15,748            | 18,523            |

| Ref                                      | Description of proposal  | 2011/12<br>£000's | 2012/13<br>£000's | 2013/14<br>£000's | 2014/15<br>£000's |
|--|--|-------------------|-------------------|-------------------|-------------------|
| <b>DEPUTY CHIEF EXECUTIVE'S OFFICE</b>   |  |                   |                   |                   |                   |
| <b>HR/Learning and Development</b>       |  |                   |                   |                   |                   |
| <b>HR1</b>                               | <b>BID review of HR Service</b><br>Initial savings in 2011/12 relate to the review of the HR structure in 2010/11, with the full year effect of restructuring already implemented being reflected in 2011/12. The proposal also includes the implementation of an automated expenses reimbursement process and savings that have been identified that can be delivered in 2012/13 and thereafter reflecting the impact of the Council downsizing in future years as well as the BPR of key processes.  | 115               | 158               | 238               | 250               |
| <b>HR2</b>                               | <b>L&amp;D Activity and Budgets - revenue generation &amp; in-house delivery</b><br>Savings potential from reviewing current spend on L&D, reviewing the core offer and responding to a downsizing workforce.  | 156               | 181               | 206               | 206               |
| <b>HRBS1</b>                             | <b>BID Review of Business Support</b><br>The saving in 2011/12 is the initial saving from the review of the structure and relates to the full year effect as the restructuring has already been implemented to deliver BID savings in 2010/11. Further restructure proposals will be progressed now that the Senior Manager of the team is in post. Savings from 2012/13 take into account the future downsizing of the Council and the transfer of further Business Support posts from Groups as part of the roll out of the operating model. | 47                | 68                | 89                | 110               |
| <b>HRBS2</b>                             | <b>Review of Stationery Contract</b><br>New contract in place with effect from 1 November 2010   | 9                 | 9                 | 9                 | 9                 |
| <b>HS1</b>                               | <b>BID Review of Health &amp; Safety functions across the Council</b><br>A review of Occupational Health & Safety has just started following agreement for its transfer to central services. This is the minimum level of savings that the review should be capable of delivering.   | 57                | 110               | 110               | 110               |
| <b>Total HR/Learning and Development</b> |  | <b>384</b>        | <b>526</b>        | <b>652</b>        | <b>685</b>        |
| <b>Legal Services</b>                    |  |                   |                   |                   |                   |
| <b>LS1</b>                               | <b>BID Review of Legal Services</b><br>This reflects the saving from the review of the structure. The figure reported here is the saving that can be achieved in the General fund, the remaining balance relates to savings within the HRA (the HRA team lost the most posts). This is the full year effect as the restructuring has already been implemented to deliver BID savings in 2010/11. Further opportunities should exist going forward as the Council downsizes.  | 74                | 128               | 128               | 128               |
| <b>Total Legal Services</b>              |  | <b>74</b>         | <b>128</b>        | <b>128</b>        | <b>128</b>        |



| Ref                           | Description of proposal   | 2011/12<br>£000's | 2012/13<br>£000's | 2013/14<br>£000's | 2014/15<br>£000's |
|-------------------------------|---|-------------------|-------------------|-------------------|-------------------|
| <b>Democratic Services</b>    |   |                   |                   |                   |                   |
| <b>DS1</b>                    | <b>Review of Special Responsibility Allowances</b>  |                   |                   |                   |                   |
|                               | Potential impact of Review of Cabinet Member Structure  | 27                | 27                | 27                | 27                |
| <b>DS2</b>                    | <b>BID review of Democratic Services - phase 2</b>  |                   |                   |                   |                   |
|                               | Phase 1 has already been implemented, which related to a review of the Registration of Births, Deaths and Marriages and Registrar of Elections services. Phase 2 is looking at the potential for efficiencies in other areas of Democratic Services. Savings figure can be refined once agreements re Cabinet structure and meetings is finalised. Figure quoted is the minimum that should be achievable.  | 25                | 25                | 25                | 25                |
|                               | <b>Total Democratic Services</b>  | <b>52</b>         | <b>52</b>         | <b>52</b>         | <b>52</b>         |
| <b>Policy and Performance</b> |   |                   |                   |                   |                   |
| <b>PP1</b>                    | <b>BID Review of Policy and Performance Services</b>  |                   |                   |                   |                   |
|                               | Savings in 2011/12 relate to the review of the structure in 2010/11. This is the full year effect as the restructuring has already been implemented to deliver BID savings in 2010/11 including the deletion of a Head of Service post. It also includes savings from reviewing the central structure supporting performance, policy and partnerships. The business process review of policy and performance, which is in line with the BID proposal will deliver savings in 2012/13 and thereafter.        | 140               | 180               | 280               | 380               |
| <b>PP2</b>                    | <b>Impact of the Review of the London Boroughs Grant Scheme</b>   |                   |                   |                   |                   |
|                               | The review of the London Boroughs Grant Scheme has been completed and is awaiting final ratification by all London Councils by the end of January 2011. The impact of this could provide the Council with potential opportunities for savings from 2012/13 onwards including a fuller review of the voluntary sector grants that the Council provides from all service areas.   | 426               | 469               | 527               | 586               |
|                               | <b>Total Policy and Performance</b>   | <b>566</b>        | <b>649</b>        | <b>807</b>        | <b>966</b>        |
| <b>Communications</b>         |   |                   |                   |                   |                   |
| <b>CC1</b>                    | <b>BID Review of Communications Service</b>   |                   |                   |                   |                   |
|                               | Rationalisation of staffing structures following the transfer in of staff from Hillingdon Homes   | 200               | 200               | 200               | 200               |
| <b>CC2</b>                    | <b>Review of Print contract management costs</b>  |                   |                   |                   |                   |
|                               | Proposals currently being developed. Potential to generate further savings across the Council through effective controls and processes  | 20                | 20                | 20                | 20                |
|                               | <b>Total Communications</b>   | <b>220</b>        | <b>220</b>        | <b>220</b>        | <b>220</b>        |
| <b>Audit and Enforcement</b>  |   |                   |                   |                   |                   |
| <b>AE1</b>                    | <b>BID Review of Audit and Enforcement Service</b>  |                   |                   |                   |                   |
|                               | Following the integration of Internal Audit, the Housing Fraud Investigation Team, the Housing Benefits Fraud Investigation Team and a number of Enforcement staff, an early opportunity has presented itself, which will result in the deletion of 1.5 FTE posts. A much wider review of the service will be undertaken in March/April 2011 which it is expected will result in a more in depth rationalisation of the structure and provide further opportunities for delivering savings in future years. | 40                | 40                | 40                | 40                |
|                               | <b>Total Audit and Enforcement</b>  | <b>40</b>         | <b>40</b>         | <b>40</b>         | <b>40</b>         |
|                               | <b>Total Deputy Chief Executive's Office</b>  | <b>1,336</b>      | <b>1,615</b>      | <b>1,899</b>      | <b>2,091</b>      |

| Ref                                  | Description of proposal  | 2011/12<br>£000's | 2012/13<br>£000's | 2013/14<br>£000's | 2014/15<br>£000's |
|--------------------------------------|--|-------------------|-------------------|-------------------|-------------------|
| <b>FINANCE AND BUSINESS SERVICES</b> |  |                   |                   |                   |                   |
| <b>Finance Services</b>              |  |                   |                   |                   |                   |
| <b>FS1</b>                           | <b>BID Finance Review - Restructuring of Debtors and Creditors functions</b><br>Centralisation/rationalisation of 3 teams into 1, and of 3 systems into 2, combined with significant systems development involving Oracle debtors and a new Capita system for phone/internet payments. The figure includes opportunities to reduce the cost of cash handling and collection which is another key aim of the project.   | 305               | 305               | 305               | 305               |
| <b>FS2</b>                           | <b>BID Finance Review</b><br>The Finance teams for each Group handle all work from the high level strategic to the very low (journals, virements etc). There is scope to centralise the low value added low level work, thus enabling the teams to concentrate on important value added work on monitoring, MTFF, development of savings etc. In addition, as the Council downsizes over the coming years and concentrates on a more limited core offer and employing less staff, the Finance support requirements should reduce. Opportunities for more systems led BPR work and the continued move away from specific grants should reduce finance support requirements. | 184               | 384               | 504               | 504               |
| <b>FS3</b>                           | <b>Review of Insurance</b><br>Insurance has been split out from Internal Audit and moved into Finance. A review will be undertaken of how the Insurance service runs and this should provide opportunities for efficiencies.   | 21                | 50                | 50                | 50                |
| <b>FS4</b>                           | <b>Audit Fees</b><br>Reduced external audit fee due to deletion of CAA requirement. There should be the scope for further savings from 2012/13 and onwards as the Audit Commission is deleted and authorities are free to tender for External Audit Services   | 50                | 100               | 100               | 100               |
| <b>Total Finance Services</b>        |  | <b>560</b>        | <b>839</b>        | <b>959</b>        | <b>959</b>        |
| <b>Business Services</b>             |  |                   |                   |                   |                   |
| <b>BS1</b>                           | <b>BID Service Review - Apply Operating Model to Business Services</b><br>Following the transfer of the service to the new Finance & Business Services Directorate, a review of the structure has started. In particular the BID work undertaken on Passenger Services so far suggests the potential to save money through the setting up of an Integrated Transport Unit.   | 390               | 390               | 390               | 390               |
| <b>BS2</b>                           | <b>BID Expenditure Review of Bereavement Services</b><br>Potential savings in staffing and non staffing budgets have been identified as part of the initial review of this service   | 43                | 43                | 43                | 43                |
| <b>BS3</b>                           | <b>Review of Bereavement Services fees and charges</b><br>A review of the fees and charges for this service indicates that Hillingdon is in some instances well below the benchmark across London, for example Hillingdon charges £125 per cemetery plot, the London average is between £2,000 to £4,000 per plot. In this financial year a minimum of 50 plots have been purchased by non-residents. A number of authorities also offer a Pet Burial Service, this is something that could be introduced quickly with minimal investment.   | 263               | 263               | 263               | 263               |

| Ref                            | Description of proposal   | 2011/12<br>£000's | 2012/13<br>£000's | 2013/14<br>£000's | 2014/15<br>£000's |
|--------------------------------|---|-------------------|-------------------|-------------------|-------------------|
| <b>BS4</b>                     | <b>BID Review of Imported Food Unit</b><br>Initial BID review of the service suggest savings potential from a review of the operating model and introduction of a rota work system, rather than relying on overtime. A number of new initiatives have also been introduced, which will allow Port Authorities to levy fees on checks that need to take place on imported goods.   | 668               | 668               | 668               | 668               |
| <b>Total Business Services</b> |   | <b>1,364</b>      | <b>1,364</b>      | <b>1,364</b>      | <b>1,364</b>      |
| <b>ICT Services</b>            |   |                   |                   |                   |                   |
| <b>ICT1</b>                    | <b>BID Review and consequent Restructuring of ICT Service</b><br>Savings in 2011/12 relate to the review in 2010/11 and reflects the Full Year Effect as the restructuring has already been implemented. The gross saving delivered in a full year was £364k, however of this £160k has been used to fund a new transformation team, with a further £60k being used to fund a Business Partner post. The new structure has also provided the capacity for the in-house team to deal with internal office moves saving a further £30k, with the result that the saving is the net position. Savings from 2012/13 relate to the continuation of the unification of ICT services and exploiting the opportunities that arise as the authority downsizes over the coming years. | 174               | 384               | 414               | 414               |
| <b>ICT2</b>                    | <b>Potential Opportunities from Re-tendering ICT Contracts</b><br>The Council's ICT current managed services contract terminates in April 2012 and preparations are currently being made to go through the tender process. It is intended to also wrap up other major ICT contracts into the same tender, although in separate lots, so as not to reduce competition. It is expected that this will then enable the Council to exploit fully the potential of Cloud Technology in 2014/15. At present it is believed this cannot sensibly be delivered earlier due to data security issues needing to be sorted.  | 0                 | 0                 | 0                 | 400               |
| <b>ICT3</b>                    | <b>Review of Telephone and Mobile Phone contracts and usage</b><br>Introduce improved Procurement processes, offsetting future increased usage  | 25                | 25                | 25                | 25                |
| <b>ICT4</b>                    | <b>Impact of Microsoft Migration</b><br>This includes both staffing and non-staffing budget savings and continues the payment holiday that has been taken on Microsoft Licences, which has already delivered savings of £130k.  | 0                 | 0                 | 30                | 30                |
| <b>ICT5</b>                    | <b>Process development within Contact Centre</b><br>Opportunities through the use of improved technology and investigating different delivery models, including considering the outsourcing of individual services.   | 0                 | 90                | 180               | 270               |
| <b>Total ICT Services</b>      |   | <b>199</b>        | <b>499</b>        | <b>649</b>        | <b>1,139</b>      |

| Ref  | Description of proposal  | 2011/12<br>£000's | 2012/13<br>£000's | 2013/14<br>£000's | 2014/15<br>£000's |
|--|--|-------------------|-------------------|-------------------|-------------------|
| <b>Procurement/Contract Management</b>       |  |                   |                   |                   |                   |
| <b>PCM1</b>                                  | <b>Review of management structure</b><br>New structure agreed last year is largely recruited to now. Given the experience of how the team is operating there is the opportunity to make small changes to the structure.  | 51                | 51                | 51                | 51                |
| <b>PCM2</b>                                  | <b>BID Service Review - Following incorporation of I-Proc Team</b><br>As part of the BID Review in 2010/11, the existing iProcurement team (4 FTEs) have joined the Corporate Procurement team. The key objective for this team is delivery of the Creditors workstream of the overall Finance BID project. Once this sub-workstream is complete a further review of the overall Procurement structure can be carried out. | 0                 | 21                | 31                | 31                |
| <b>PCM3</b>                                  | <b>BID Service Review - Apply operating model to Contract Management</b><br>Using the principles agreed, apply the Council's Operating Model to Contract Management activity undertaken in all groups, with a view to potentially centralising this function within Corporate Procurement.   | 0                 | 0                 | 35                | 50                |
| <b>Total Procurement/Contract Management</b> |  | <b>51</b>         | <b>72</b>         | <b>117</b>        | <b>132</b>        |
| <b>Other Finance and Business Services</b>   |  |                   |                   |                   |                   |
| <b>OFS1</b>                                  | <b>Renewal of Insurance contract 1.12.10</b><br>The current retendering exercise has identified that gross savings can be achieved totalling £384k. The majority of this will fall in the HRA and schools sector, the balance shown is the Full Year Effect benefit that should accrue to Central Services, a further £82k will benefit Fleet Management   | 116               | 116               | 116               | 116               |
|  | <b>Fees &amp; Charges Inflation Savings</b><br>Impact of increasing Fees & Charges by at least 2.5%  | 176               |                   |                   |                   |
| <b>Other Finance and Business Services</b>   |  | <b>292</b>        | <b>116</b>        | <b>116</b>        | <b>116</b>        |
| <b>Total Finance and Business Services</b>   |  | <b>2,466</b>      | <b>2,890</b>      | <b>3,205</b>      | <b>3,710</b>      |
| <b>Total Central Services</b>                |  | <b>3,802</b>      | <b>4,505</b>      | <b>5,104</b>      | <b>5,801</b>      |

| Ref                          | Description of proposal  | 2011/12<br>£000's | 2012/13<br>£000's | 2013/14<br>£000's | 2014/15<br>£000's |
|------------------------------|--|-------------------|-------------------|-------------------|-------------------|
| <b>Children and Families</b> |  |                   |                   |                   |                   |
| <b>1.1</b>                   | <b>Social Work Permanent Staff Project</b>   |                   |                   |                   |                   |
|                              | Early efforts in recruiting permanent staff are proving to be successful. The project aims to convert all posts currently covered by agency staff to permanent staff which will allow release of savings from service budget.  | 160               | 160               | 160               | 160               |
| <b>1.2</b>                   | <b>BID Review of Safeguarding and Quality Assurance</b>  |                   |                   |                   |                   |
|                              | The back office business processes will be modernised and re-engineered to release support function requirements and additional cost reductions.   | 87                | 87                | 127               | 127               |
| <b>1.3</b>                   | <b>Reduce the administration costs of the Corporate Parenting Function</b>   |                   |                   |                   |                   |
|                              | Following review of the position the management post will be deleted and replaced with officer level post to lead the administration of the Corporate Parenting Function   | 0                 | 0                 | 40                | 40                |
| <b>1.4</b>                   | <b>Complete full review of Looked after Children placements</b>  |                   |                   |                   |                   |
|                              | Changes are being made to the way placements are commissioned and decisions are made regarding acceptable cost. This will improve control over placement costs for new, or changes in, placements. There will be a review of all external contracts with renegotiation of the cost of a standard placement and clear definition of costs for additional need. We will increase the number of in-house foster carers which will allow savings to be made against the costs associated with the use of fostering agencies. | 461               | 1,384             | 3,230             | 3,230             |
| <b>1.5</b>                   | <b>Merger of Respite Services</b>  |                   |                   |                   |                   |
|                              | Transfer of Howletts Lane provision to newly developed Merrifield's Site. Howlett's Lane to close. Savings identified through release of management costs, selling provision to other Local Authorities and bringing home an out of borough placement. This does not include any monies released by the subsequent disposal of Howlett's lane  | 231               | 272               | 272               | 272               |
| <b>1.6</b>                   | <b>Children with Disabilities</b>  |                   |                   |                   |                   |
|                              | Children with Disabilities moved from Access and Inclusion and mainstreamed within Children and Families with reduction of 1 management post.  | 61                | 61                | 61                | 61                |
| <b>1.7</b>                   | <b>Reduction in size of Youth Offending Service support team</b>   |                   |                   |                   |                   |
|                              | Service level restructure of support services has resulted in merging two posts and removing an administration post.   | 48                | 48                | 48                | 48                |
| <b>1.8</b>                   | <b>Family Intervention Project</b>   |                   |                   |                   |                   |
|                              | Think Family Funded project that will be decommissioned  | 104               | 104               | 104               | 104               |
| <b>1.9</b>                   | <b>BID Review of Teenage Pregnancy Function</b>  |                   |                   |                   |                   |
|                              | Review functions of TP to release savings in advance of incorporation into the ECS Preventative Services Hub   | 25                | 25                | 25                | 25                |
| <b>1.10</b>                  | <b>Restructure of Tier 2 management</b>  |                   |                   |                   |                   |
|                              | Deletion of Head of Safeguarding Post full year effect   | 49                | 49                | 49                | 49                |
| <b>Total</b>                 | <b>Children and Families</b>   | <b>1,227</b>      | <b>2,190</b>      | <b>4,116</b>      | <b>4,116</b>      |

| Ref  | Description of proposal   | 2011/12<br>£000's | 2012/13<br>£000's | 2013/14<br>£000's | 2014/15<br>£000's |
|--|---|-------------------|-------------------|-------------------|-------------------|
| <b>Learning Effectiveness and Major Transformation</b>       |   |                   |                   |                   |                   |
| <b>2.1 Business Support Review</b>                           |   |                   |                   |                   |                   |
|  | Rationalisation of Business Support across ECS  | 400               | 800               | 800               | 800               |
| <b>2.2 Restructure of Tier 2 management</b>                  |   |                   |                   |                   |                   |
|  | Deletion of Head of Resources, Policy and Performance full year effect  | 28                | 28                | 28                | 28                |
| <b>2.3 End Student Awards Function</b>                       |   |                   |                   |                   |                   |
|  | Responsibility for residual Student Awards functions will transfer to the YPLA from April 2011. This will release savings with the loss of 1 FTE.                         | 62                | 62                | 62                | 62                |
| <b>2.4 Decommission Extended Services Function</b>           |   |                   |                   |                   |                   |
|  | Extended School management ending. Any statutory functions for Children's Centres retained by the LA will be part of a separate Early Intervention and Prevention review. | 301               | 301               | 301               | 301               |
| <b>2.5 Phase 2 of the BID Proposals</b>                      |   |                   |                   |                   |                   |
|  | Developing a new Additional Offer for ECS Services  | 0                 | 918               | 1,812             | 1,812             |
| <b>Total Learning Effectiveness and Major Transformation</b> |   | <b>791</b>        | <b>2,109</b>      | <b>3,003</b>      | <b>3,003</b>      |
| <b>Access and Inclusion</b>                                  |   |                   |                   |                   |                   |
| <b>3.1 Restructure of Tier 3 management</b>                  |   |                   |                   |                   |                   |
|  | Deletion of CwANs Service Manager and Head of SENLSS posts full year effect   | 13                | 13                | 13                | 13                |
| <b>3.2 Reduce size of Education Welfare Service</b>          |   |                   |                   |                   |                   |
|  | Restructure of the service and release of 2 FTE posts full year effect  | 58                | 72                | 72                | 72                |
| <b>3.3 Merging of CME and Choice Advisor Posts</b>           |   |                   |                   |                   |                   |
|  | Two posts have been merged releasing one post as a saving full year effect  | 16                | 16                | 16                | 16                |
| <b>Total Access and Inclusion</b>                            |   | <b>88</b>         | <b>101</b>        | <b>101</b>        | <b>101</b>        |

| Ref  | Description of proposal   | 2011/12<br>£000's | 2012/13<br>£000's | 2013/14<br>£000's | 2014/15<br>£000's |
|--|---|-------------------|-------------------|-------------------|-------------------|
| <b>Youth and Connexions</b>  |   |                   |                   |                   |                   |
| <b>4.1 Youth and Connexions Review (Youth)</b>                                   |   |                   |                   |                   |                   |
|  | Undertake a comprehensive review and restructure of Youth Services. Savings to be achieved through more effective ways of working and services delivered through our compliment of young people's centres.  | 288               | 863               | 963               | 963               |
| <b>4.2 Youth and Connexions Review (Connexions)</b>                              |   |                   |                   |                   |                   |
|  | The arrangements for Connexions are changing in 2011/12 with responsibility for many of the services transferring to schools from September 2011. The current contract for universal services is being discontinued from 1 April 2011. The remainder of the service will be reviewed in light of the services transferring over to schools. The remaining budget for Connexions (c£1.2m including overheads) will be held in contingency pending the outcome of this review.  | 1,370             | 1,370             | 1,370             | 1,370             |
| <b>4.3 BID Review of the Fiesta programme</b>                                    |   |                   |                   |                   |                   |
|  | Reduce the costs of and increase the income from the FIESTA programme. There will also be a review of options for the more efficeint delivery of the service.   | 75                | 65                | 65                | 65                |
| <b>Total Youth and Connexions</b>  |   | <b>1,733</b>      | <b>2,298</b>      | <b>2,397</b>      | <b>2,397</b>      |
| <b>School Improvement Service</b>  |   |                   |                   |                   |                   |
| <b>5.1 Primary and Secondary teams funded through SLA agreement with Schools</b> |   |                   |                   |                   |                   |
|  | Developing an SLA with schools to fund the Secondary and Primary Teams which will release base budget. If SLA unsuccessful teams will be decommissioned.  | 639               | 639               | 639               | 639               |
| <b>5.2 Removal of posts not part of Core Offer or SLA agreement</b>              |   |                   |                   |                   |                   |
|  | Seeking to Decommission elements of SIS which do not make up part of the Core Offer or SLA.   | 369               | 369               | 369               | 369               |
| <b>5.3 Decommission the EMASS Service</b>  |   |                   |                   |                   |                   |
|  | End EMASS Services to Schools including the Traveller Service   | 420               | 420               | 420               | 420               |
| <b>5.4 SACRE</b>   |   |                   |                   |                   |                   |
|  | SIS Core Offer to supply support to SACRE Function removing requirement for buying in expertise   | 5                 | 5                 | 5                 | 5                 |
| <b>5.5 BID Review of Music Service</b>   |   |                   |                   |                   |                   |
|  | The current Council subsidy on this service (£474k p.a on direct costs and £737k including overheads) cannot be justified in the current economic climate. There is also a degree of uncertainty over grant funding going forward which if reduced would increase the Council subsidy further. The music service as currently configured will therefore be decommissioned at the end of the current academic year. The future arrangements for music support are currently being reviewed. £175k of funding for music and arts support has been included in the budget proposals. | 323               | 449               | 449               | 449               |
| <b>Total School Improvement Service</b>  |   | <b>1,755</b>      | <b>1,881</b>      | <b>1,881</b>      | <b>1,881</b>      |
|  | 5% target reduction on new unringfenced grants  | <b>619</b>        | <b>619</b>        | <b>619</b>        | <b>619</b>        |
| <b>Total Education &amp; Children's Services</b>                                 |   | <b>6,212</b>      | <b>9,198</b>      | <b>12,117</b>     | <b>12,117</b>     |
| <b>Less Redundancy Costs</b>   |   | <b>-538</b>       | <b>-150</b>       | <b>-150</b>       | <b>-150</b>       |
| <b>Total Education &amp; Children's Services</b>                                 |   | <b>5,674</b>      | <b>9,048</b>      | <b>11,967</b>     | <b>12,117</b>     |

| Ref    | Description of proposal   | 2011/12<br>£000's | 2012/13<br>£000's | 2013/14<br>£000's | 2014/15<br>£000's |
|--------|---|-------------------|-------------------|-------------------|-------------------|
| PECS01 | <b>PECS Management Team consolidation</b><br>Reduction in management costs from restructuring the management team of the new group.   | 378               | 378               | 378               | 378               |
| PECS02 | <b>Business Support &amp; PA's /Performance &amp; Quality</b><br>Efficiency savings from consolidation of Business Support and Performance across the new group.  | 122               | 150               | 150               | 150               |
| PECS03 | <b>Sports &amp; Leisure restructure</b><br>Restructure of Sports & Leisure service.   | 131               | 131               | 131               | 131               |
| PECS04 | <b>Green Spaces restructure and contract efficiencies</b><br>Restructure of Green Spaces service from 3 into 2 area teams moving Gardeners from the Crematorium and review of contracts across the service. | 415               | 458               | 458               | 458               |
| PECS05 | <b>Corporate Landlord</b><br>Review of staffing and contracts across new Corporate Landlord function  | 470               | 837               | 837               | 837               |
| PECS06 | <b>Business &amp; Community Engagement/Streetscene Locality</b><br>Reduction in management costs through combining these services.  | 41                | 41                | 41                | 41                |
| PECS07 | <b>Planning - Review of agency usage</b><br>Reduction of agency usage within Transportation section.  | 52                | 52                | 52                | 52                |
| PECS08 | <b>Planning Contract</b><br>Tendering of minor and other applications work.   | 67                | 67                | 67                | 67                |
| PECS09 | <b>Community Safety Review</b><br>Review of Community Safety projects and funding with Cabinet member, proposed merging of service with CCTV, and revised funding of Police Tasking Team.                   | 307               | 307               | 307               | 307               |
| PECS10 | <b>Consumer Protection Initial BID Review</b><br>Initial BID review of staffing levels in Consumer Protection service.  | 97                | 97                | 97                | 97                |
| PECS11 | <b>BID Compliance review</b><br>Efficiency savings through implementation of a revised compliance model.  | 148               | 262               | 376               | 376               |
| PECS12 | <b>Waste Services</b><br>Deletion of Monitoring Officer post and savings on recycling bags.   | 38                | 38                | 38                | 38                |
| PECS13 | <b>BID Localities model</b><br>Staffing efficiencies through implementation of Standard Operating model to remaining services across the Group.   | 0                 | 900               | 900               | 900               |
| PECS14 | <b>Common London Permit Scheme</b><br>Expected contribution to fixed overheads from implementation of new DfT charging regime for utilities works from Quarter 2 of 2011/12.                                | 38                | 50                | 50                | 50                |



| Ref                         | Description of proposal  | 2011/12<br>£000's | 2012/13<br>£000's | 2013/14<br>£000's | 2014/15<br>£000's |
|-----------------------------|--|-------------------|-------------------|-------------------|-------------------|
| PECS 15                     | <b>Overtime &amp; Standby review</b><br>Savings on review of Overtime & Standby processes across various service areas.  | 56                | 56                | 56                | 56                |
| PECS 16                     | <b>Parking</b><br>A range of proposals including increases in non-residents charges, review of Police Season Ticket numbers and deletion of vacant posts.                                      | 310               | 312               | 312               | 312               |
| PECS 17                     | <b>Review of Technical Admin</b><br>Review of Technical Administration support across the consolidated Group. Expected savings of 25% through staffing efficiencies by 2012/13.                | 142               | 284               | 284               | 284               |
| PECS 19                     | <b>Review of Fees &amp; Charges</b><br>To review Fees & Charges across PECS (excluding Parking as reviewed separately in PECS16) with emphasis on maximising contributions from non-residents. | 98                | 98                | 98                | 98                |
| PECS 20                     | <b>Highways, Streetscene, Traffic and Transportation Management</b><br>Merging of management posts across these service areas.   | 79                | 79                | 79                | 79                |
| PECS 21                     | <b>Street Lighting Efficiencies</b><br>Cease painting of Street Lighting Lamp posts  | 45                | 45                | 45                | 45                |
| PECS 22                     | <b>Review of School Library Service</b><br>Efficiency saving through reduction of one post within School Library Service   | 25                | 25                | 25                | 25                |
| PECS 23                     | <b>New Homes Bonus - Matched funding</b><br>DCLG Local Growth Initiative to match fund Council Tax on new homes built - 6 year programme.  | 1,848             | 3,500             | 4,500             | 5,000             |
| PECS25                      | <b>CCTV Reduced Opening Hours</b><br>Reduction in the opening hours of the CCTV service.   | 227               | 310               | 310               | 310               |
| PECS26                      | <b>Advertising income</b><br>Advertising income generation from initiatives.   | 50                | 100               | 150               | 200               |
| PECS27                      | <b>Review of Subscriptions</b><br>Reduction in spend on subscriptions and periodicals and greater use of electronic media.   | 6                 | 6                 | 6                 | 6                 |
| PECS28                      | <b>Arts &amp; Libraries Management consolidation</b><br>Reduction in management costs through the consolidation of the Arts and Libraries services.  | 20                | 40                | 40                | 40                |
|                             | <b>Fees &amp; charges inflation savings</b>  | 194               |                   |                   |                   |
|                             | <i>Estimated Redundancy Costs (excluding PECS01)</i>   | -212              | -104              |                   |                   |
|                             | <i>Full-year effect of 2010/11 BID savings target</i>  | -276              |                   |                   |                   |
| <b>Total Savings/ Total</b> |  | <b>4,912</b>      | <b>8,519</b>      | <b>9,787</b>      | <b>10,337</b>     |

| Description of proposal   | 2011/12<br>£000's | 2012/13<br>£000's | 2013/14<br>£000's | 2014/15<br>£000's |
|---|-------------------|-------------------|-------------------|-------------------|
| <b>Zero Based budget exercise of Team Bonus</b>   |                   |                   |                   |                   |
| Following a review of the Team Bonus, it has been decided to discontinue this with effect from 1 April 2011   | 250               | 250               | 250               | 250               |
| <b>London Councils' Subscriptions</b>   |                   |                   |                   |                   |
| Currently a 25% reduction in the subscriptions is being consulted on.   | 58                | 58                | 58                | 58                |
| <b>Credit Crunch Contingency</b>  |                   |                   |                   |                   |
| This budget was added in 2009/10 for two years, with an expectation that it would fall out in 2011/12. It has now been extended for a further year. | 0                 | 75                | 75                | 75                |
| <b>Review of grants to voluntary sector</b>   |                   |                   |                   |                   |
| Proposals were agreed at Cabinet in December 2010 which will deliver savings of £296k.  | 296               | 296               | 296               | 296               |
| <b>Other organisational restructure</b>   |                   |                   |                   |                   |
|   | 350               | 450               | -450              | 450               |
| <b>Capitalisation of Equipment Costs</b>  |                   |                   |                   |                   |
|   | 300               | 350               | 375               | 400               |
| <b>Total Other Savings</b>  | <b>1,254</b>      | <b>1,479</b>      | <b>604</b>        | <b>1,529</b>      |

| Ref                           | Description of proposal   | 2011/12<br>£000's | 2012/13<br>£000's | 2013/14<br>£000's | 2014/15<br>£000's |
|-------------------------------|---|-------------------|-------------------|-------------------|-------------------|
| <b>Area Based Grant</b>       |   |                   |                   |                   |                   |
| <b>ABG1</b>                   | <b>Review of Children's and Adult's Social Care Workforce Training</b><br>To respond to the reduction in Area Based Grant Funding that will be received in 2010/11  | 208               | 276               | 313               | 323               |
| <b>ABG2</b>                   | <b>Review of Preventing Violent Extremism, Community Cohesion and Local Strategic Partnership funding</b><br>To respond to the reduction in Area Based Grant Funding that will be received in 2010/11   | 105               | 105               | 105               | 105               |
| <b>ABG3</b>                   | <b>Review of Economic Assessment Duty, Climate Change Policy Statement and Other Corporate Items</b>  |                   |                   |                   |                   |
| <b>ABG4</b>                   | To respond to the reduction in Area Based Grant Funding that will be received in 2010/11<br><b>Review of Child Poverty Grant</b>  | 116               | 116               | 116               | 116               |
| <b>ABG5</b>                   | To respond to the reduction in Area Based Grant Funding that will be received in 2010/11<br><b>Review of E-petitions Funding</b>  | 60                | 60                | 60                | 60                |
| <b>Total Central Services</b> | To respond to the reduction in Area Based Grant Funding that will be received in 2010/11  | <b>506</b>        | <b>574</b>        | <b>611</b>        | <b>621</b>        |
| <b>ABG6</b>                   | <b>Safer Stronger Community Fund</b><br>Reduction in the amount distributed to the Safer Hillingdon Partnership   | 91                | 91                | 91                | 91                |
| <b>Total PECS</b>             |   | <b>91</b>         | <b>91</b>         | <b>91</b>         | <b>91</b>         |
| <b>ABG7</b>                   | <b>School Development Grant (LA Element)</b><br>This funding is used to support SEN activities that fall outside of the DSG. The saving proposed is the element not used for therapy.   | 50                | 50                | 50                | 50                |
| <b>ABG8</b>                   | <b>Extended Schools Start-Up Costs</b><br>Reductions through clawback of grant allocated to collaboratives, rephasing expenditure and through the running of joint-conferences.   | 151               | 151               | 151               | 151               |
| <b>ABG9</b>                   | <b>Primary National Strategy - Central Co-ordination</b><br>These allocations support local authorities' central co-ordination costs in delivering the next phase of the Primary and Secondary National Strategies, including supporting the introduction of revised Literacy and Numeracy Frameworks in Primary, and greater focus on targeting underperforming schools and under-attaining pupils in both phases, and supporting personalisation. Funding is spent largely on staffing with a small element of training. The saving has arisen from staff resignations.   | 25                | 25                | 25                | 25                |
| <b>ABG10</b>                  | <b>Secondary National Strategy - Central Co-ordination</b><br>These allocations support local authorities' central co-ordination costs in delivering the next phase of the Primary and Secondary National Strategies, including supporting the introduction of revised Literacy and Numeracy Frameworks in Primary, and greater focus on targeting underperforming schools and under-attaining pupils in both phases, and supporting personalisation. Funding is spent largely on staffing with a small element of training. The saving has arisen from staff resignations. | 35                | 35                | 35                | 35                |

| Ref          | Description of proposal  | 2011/12<br>£000's | 2012/13<br>£000's | 2013/14<br>£000's | 2014/15<br>£000's |
|--------------|--|-------------------|-------------------|-------------------|-------------------|
| <b>ABG11</b> | <b>School Intervention Grant</b><br>This allocation is to provide support to local authorities to foster new and constructive support arrangements between strong and weak schools or other partners. Funding is spent largely on staffing with a small element of training from where savings have been offered.  | 14                | 14                | 14                | 14                |
| <b>ABG12</b> | <b>14-19 Flexible Funding Pot</b><br>This funding is deployed flexibly by the 14-19 partnership to ensure that the necessary systems to support choice, diversity and collaboration are in place. This includes delivering area prospectuses, developing common timetables, and dealing with the logistical challenges arising from collaboration. Funding is spent largely on staffing with a small element of training from where savings have been offered. | 16                | 16                | 16                | 16                |
| <b>ABG13</b> | <b>Connexions</b><br>Reduce number of posts in Intensive Service by 2 Personal Advisers to enable saving of £35K in second half of 2010/11   | 35                | 35                | 35                | 35                |
| <b>ABG14</b> | <b>Children's Fund</b><br>This is money that has been released by decommissioning services.  | 54                | 54                | 54                | 54                |
| <b>ABG15</b> | <b>Teenage Pregnancy</b><br>Reductions in: Evaluation of TP Strategy (LBH/PCT) (5k). Contribution to targeted youth support and raising self esteem in young girls (LBH) (11k). Young Parents Event (LBH/PCT) (1k)   | 17                | 17                | 17                | 17                |
| <b>ABG16</b> | <b>Care Matters White Paper</b><br>Reduction in funding available to improve outcomes for looked-after children and improve family support services for children on the edge of care.  | 22                | 22                | 22                | 22                |
| <b>ABG17</b> | <b>Child Death Review Processes</b><br>This is a reduction in funding for the public campaigns which are developed as a result of particular child deaths in the Borough.  | 16                | 16                | 16                | 16                |
| <b>ABG18</b> | <b>Designated Teacher Funding</b><br>Reduction in funding to cover the statutory responsibility for training of Designated Teachers for LAC.   | 5                 | 5                 | 5                 | 5                 |
| <b>ABG19</b> | <b>January Guarantee</b><br>This funding was to secure education and training opportunities for young people leaving school in Y11 and 12 who have not been successful in accessing, or maintaining participation in employment, education or training.  | 23                | 23                | 23                | 23                |

| Ref                                   | Description of proposal   | 2011/12<br>£000's | 2012/13<br>£000's | 2013/14<br>£000's | 2014/15<br>£000's |
|---------------------------------------|---|-------------------|-------------------|-------------------|-------------------|
| <b>ABG20</b>                          | <b>LSC Staff Transfer: Special Purpose Grant</b><br>The authority received funding to take on duties previously performed by the LSC. Our service has been structured to allow £60k savings to be made.   | 60                | 60                | 60                | 60                |
| <b>ABG21</b>                          | <b>Youth Opportunity Fund</b><br>Savings arising from a moratorium on grants allocated by the Young People's panel.   | 50                | 50                | 50                | 50                |
| <b>ABG22</b>                          | <b>Think Family Grant</b><br>A £30k saving is being offered from the non staffing element of the budget which was to be used to develop tailor made parenting programmes for hard to reach families to whom the standard parenting programmes are not applicable. | 30                | 30                | 30                | 30                |
| <b>Total E&amp;CS</b>                 |   | <b>603</b>        | <b>603</b>        | <b>603</b>        | <b>603</b>        |
| <b>ABG23</b>                          | <b>SP Admin</b>   |                   |                   |                   |                   |
|                                       | To respond to the reduction in Area Based Grant Funding that will be received in 2010/11  | 200               | 200               | 200               | 200               |
| <b>ABG24</b>                          | <b>SP Programme</b>   |                   |                   |                   |                   |
|                                       | To respond to the reduction in Area Based Grant Funding that will be received in 2010/11  | 250               | 250               | 250               | 250               |
| <b>ABG25</b>                          | <b>Education Health partnership</b>   |                   |                   |                   |                   |
|                                       | To respond to the reduction in Area Based Grant Funding that will be received in 2010/11  | 85                | 85                | 85                | 85                |
| <b>ABG26</b>                          | <b>Young people substance misuse</b>  |                   |                   |                   |                   |
|                                       | To respond to the reduction in Area Based Grant Funding that will be received in 2010/11  | 100               | 100               | 100               | 100               |
| <b>ABG27</b>                          | <b>Carer services</b>   |                   |                   |                   |                   |
|                                       | To respond to the reduction in Area Based Grant Funding that will be received in 2010/11  | 125               | 125               | 125               | 125               |
| <b>ABG28</b>                          | <b>Learning Disability services</b>   |                   |                   |                   |                   |
|                                       | To respond to the reduction in Area Based Grant Funding that will be received in 2010/11  | 36                | 36                | 36                | 36                |
| <b>ABG30</b>                          | <b>Mental Health services</b>   |                   |                   |                   |                   |
|                                       | To respond to the reduction in Area Based Grant Funding that will be received in 2010/11  | 60                | 60                | 60                | 60                |
| <b>Total ASC,HH</b>                   |   | <b>856</b>        | <b>856</b>        | <b>856</b>        | <b>856</b>        |
| <b>Total Area Based Grant Savings</b> |   | <b>2,056</b>      | <b>2,124</b>      | <b>2,161</b>      | <b>2,171</b>      |

### **Introduction**

This appendix sets out the current 2010/11 charge and any proposed changes to the fees and charges for 2011/12.

### **Recommendations**

It is recommended that discretionary charges for Adult Social Care and Housing Services are amended as followed:

- (a) That the maximum charge for Homecare which is currently £260.00 per week is removed
- (b) That the charge for services subject to VAT are increased by 2.5%
- (c) Residential based respite care, continue with 28 nights free residential based respite care in any one financial year; thereafter a flat rate charge equal to Income Support / Pension Credit levels less the personal expense allowance
- (d) That for those clients in receipt of a personal budget the maximum charge will be set at 100% of their personal budget amount

The full cost of Adult Social Care services is recharged to Other Local Authorities; therefore the maximum charge in some cases refers to the amount that would be charged should another LA use that service.

A number of LBH social care charges are linked to the DWP and DCLG rate and are therefore based on current information although subject to confirmation. Cabinet are asked to delegate authority to Officers to amend the proposed charges contained in this report should these rates subsequently confirmed by the DWP and DCLG be different.

A number of LBH Housing charges are linked to DCLG directives and Cabinet are asked to delegate authority to Officers to amend the proposed charges contained in this report should these rates subsequently confirmed by the DCLG be different.

### **Adult Social Care Services**

The regulations governing the Adult Social Care (Social Services) charging regime are complex and therefore, as an aid to decision making, the report provides Members with background information on the statutory framework which regulates it.

### **Residential Services**

Local authorities (LA's) are obliged to charge persons provided with accommodation under Part 3 of the National Assistance Act 1948. Section 22 of the Act requires LA's to fix a standard rate for such accommodation at an amount equivalent to the full cost to the authority in providing or purchasing it. LA's must assess an individual's ability to pay for services and decide what amount should be charged using the 1992 Assessment of Resources Regulations. Residents must be given a clear explanation of their financial assessment and informed of any proposed changes.

Residents will pay their assessed charge direct to the LA except when placed in the independent sector when residents may pay their contribution direct to the home or to the LA with the LA paying the remainder. LA's remain responsible for the full amount of the debt should the resident default on payment. A charge should not be made for aftercare services provided under section 117 of the Mental Health Act 1983.

Clients may choose accommodation anywhere in England and Wales and at a more expensive rate than the council would usually expect to pay providing that the resident or a third party is willing and able to pay the 'top up' difference. Failure to meet top up arrangements could result in the resident being moved to other cheaper accommodation. Similarly self-funding clients with diminishing resources could find themselves being moved to lower cost accommodation. However, if their assessed needs can only be met in their current accommodation neither the resident nor a third party should be asked for a top up. Any arrangements made between the council, a resident and third parties will need to be reviewed regularly to take account of changes to accommodation fees and the council's usual costs which may not change in line and at the same rate. It must be made clear to residents and third parties whether the council intends to share the costs of future accommodation price increases.

Funding councils may refer to their own "usual costs" when making placements in another council's areas. A council's usual cost policy should be set at the start of each financial year, planning period or in response to significant market changes. The calculation of usual costs should be based on actual cost of providing care, other local factors and best value requirements. Councils should not set arbitrary ceilings on the amount they expect to pay for services nor should residents be charged more as a result of market inadequacies or commissioning failures. Councils need to be able to demonstrate that set costs are sufficient to meet assessed care needs to provide residents with the level of care services that they could reasonably expect to receive.

### **Non-Residential Services**

Section 17 of the Health and Social Services and Social Security Adjudications Act 1983 gives councils a discretionary power to charge adult recipients of non-residential services. Section 17 of the Act provides that councils may recover such charges as they consider reasonable; this necessitates taking account of a user's financial means. Particular care needs to be taken to avoid an adverse impact on a user's income and guidelines have been published by the DH and are contained in "Fairer Contributions Guidance, Calculating an Individual's Contribution to their Personal Budget" published in July 2009. In the opinion of Officers the charging policy for non-residential care meets these revised DH guidelines and therefore formal consultation is not necessary. Councils can justify charging a flat rate for services such as meals which substitute for ordinary living costs.

In considering what is reasonable in their local circumstances councils may need to go beyond the DH minimum requirements that a user's net income should not be reduced below defined basic levels of income support or the Guarantee Credit of Pension Credit plus a 25% buffer. This minimum level is set so as not to undermine policies for social inclusion and the promotion of independence

It is not proposed to increase the currently hourly rate of £13.80. However it is necessary to consider increasing the maximum charge per week from £260 to full cost recovery. This is because if the limit remains unchanged then the implementation of the personalisation agenda could encourage clients who currently fund themselves to apply for a personal budget. For example should their care package exceed £260 then the council would effectively be subsidising those who currently are ineligible for council funded support due to their financial circumstances. At the present time there are 6 clients out of approx 800 being billed at the £260 maximum level.

It is not acceptable to make a charge on disability benefits without assessing the reasonableness of doing so for each user. The guidance expects earnings of disabled people and their carers to be disregarded for assessment purposes so as to provide an incentive for them to enter and progress in the work environment. Councils have a responsibility to seek to maximise the incomes of users, where they would be entitled to benefits and therefore should ensure that comprehensive benefits advice is provided to all users at the time of a charge assessment. Councils need to monitor the impact of charging policies on users and need to know how much it costs to administer their system.

In November the DH published new guidance on charging for residential based respite care which requires a necessary change to the LBH financial assessment process. Currently if someone receives residential based respite care there is no charge for the first 28 nights but from the 29th night a Fairer Contribution is undertaken to determine their financial charge. The DH guidance which is now incorporated within CRAG[1] now includes the following:

*“An assessment of ability to pay is not required for the first eight weeks of a stay. It is for the local authority to decide whether it will carry out a financial assessment or whether it will charge an amount that it appears reasonable for the resident to pay. If it is decided to carry out a financial assessment the calculation should be in accordance with Sections 4 to 12 of CRAG.”*

As a result the council needs to amend its approach and could amend its policy to one of the following:

- (a) continue with 28 nights free residential based respite in any financial year and a flat rate charge thereafter
- (b) continue with 28 nights free residential based respite care in any financial year and a CRAG financial assessment thereafter
- (c) levy a flat rate charge that the council deems reasonable for the resident to pay from day one
- (d) financially assess under CRAG regulations from day one
- (e) waive the charge for up to 8 weeks

Prior to removing the charge for the first 28 nights the council charged a flat rate sum equal to Income Support levels less the personal expense allowance. This was a simple and administratively efficient approach as it did not require a financial assessment to effect the charge.

It is therefore recommended that option a) above is adopted and that the flat rate should be equal to Income Support / Pension Credits levels less the personal expense allowance after the first 28 nights in any one financial year. This would represent an interim solution pending a full assessment of all the options available to the department relating to this (November) published DH guidance.

At the present time the number of people in receipt of a personal budget is in a minority but over the course of the next 2 years this is expected to rise to a majority and the current method of charging for non-residential care cannot be applied to this growing group. There is therefore a need to recommend a methodology by which a charge can be raised.

The DH guidance[2] allows authorities to choose the percentage of a persons personal budget that should be subject to a charge and thereby determines the maximum charge according to their individual financial circumstances.



Experience from those authorities further ahead in this implementation suggest that this percentage should be set at 100% as by doing so it makes the outcome more transparent, less complicated and therefore less open to challenge. Once substantial numbers are in receipt of a personal budget this percentage can be reviewed and changed if required.

### **Income Management**

Assessment of a person's need for care should not be confused with the financial assessment, of a person's ability to pay a charge. Once someone has been assessed as needing a service that service should not be withdrawn because the user refuses to pay the charge. The Council should continue to provide the service while pursuing the debt which may involve taking action through the civil courts.

The Council's solicitor advises that the Council has no course of redress should a client default on payment in such circumstances where a client is charged the full rate without them having completed a financial assessment. The solicitor advises also that where a person has power of attorney over a client's affairs and defaults on making a payment on their behalf the council would have to sue the client who in turn would have to counter sue the person with power of attorney. This course of action is not considered feasible due to the fact vulnerable clients are reluctant to pursue the matter.

### **Housing (General Fund) Services**

#### **Introduction**

The appendix below lists all the Housing General Fund rents and fees, with officers proposed changes to the current charges. Brief details of each item are given below.

#### **Coine Park Caravan Site**

As regards the main rental charge and following consultation with Hillingdon Housing Service, and in line with HRA dwelling increases, a 5% inflationary increase is recommended for all plots at the caravan site. This inflationary rise is set in comparison to the main council dwelling rents.

Increased water charges from the Water supplier requires an increase of 7p per week.

As part of the Government funded improvements to the caravan site, two new double plots were created by combining single plots. Rental charge for the two new doubles plots need to be adjusted to reflect the size of the double plots.

It is recommended that rent for the two double plots is set at 175% of a single plot rent for the year 2011/12. It should be noted that all residents at the site are housing benefit claimants and 100% of the rent charged is rebatable, as such any permitted rent increase at the site will not cause hardship to caravan site residents.

**Careline**

The cost of providing Careline to private residents is charged to the General Fund (GF), whilst the cost of Careline provided to council tenants is charged to the HRA. Following a review of the Careline charging policy in 2003/04, the Council decided to harmonise Careline charges between the HRA and GF residents, by reducing Careline charges to private sector users. The primary aim of this policy was to ensure that the residential alarm service was affordable to all residents; the current monthly cost is £4.91 (£5.77 inclusive of VAT) and has remained unchanged since April 2005. It is recommended that this remains unchanged.

**Private Sector Enforcement Notice**

A charge can be made when a formal enforcement notice is served under the Housing Act 2004, as was the case with the previous legislation it replaced. The service has in the past charged the maximum allowed under the statutory order and confirmation of this charge for 2011/12 is awaited from the DCLG.

**HMO Licensing**

This relates to Houses in Multiple Occupation, which depending on size are now subject to more detailed regulation and licensing. The Council's costs are recoverable via a fee which is set according to a formula agreed by the West London Housing sub-regional group.

**Works in Default**

Officers will, after appropriate notice, ensure that works to property are carried out, where there is a safety or health concern. Costs incurred are recoverable which, following legal advice, are based on the cost of the officers' time involved in resolving the issue.

**Homelessness / Temporary Accommodation**

Two main types of temporary accommodation are used for homeless residents of the borough:

- a) Private Sector Short-term Leases (PSL).
- b) Bed & Breakfast accommodation (B&B).

**a) PSL**

In 2002/03 the Government provided new incentives to local authorities which made PSL properties affordable for local authorities for use in accommodating homeless clients. Rent charges for PSL properties are constrained; the Government sets maximum rent levels for Housing Benefit eligibility. In recent years the practice has been at Hillingdon for officers to set the precise level of rent, with appropriate member consultation, within the cap level, once the announcement has been received. Rents were increased by over inflation levels for 2006/07, to take account of the impact of the 2010 target – e.g. reducing numbers in PSL and less ability to spread costs.

From 2010/11 the Government reviewed the subsidies paid for Housing Benefit on PSL properties and significantly revised the cap level and now apply this across homes according to the number of bedrooms. This had the effect of reducing the council's income by around £6m per annum. The 2010/11 rates along with an estimated rates for 2011/12 are shown in the table below.

| Weekly Rent Charged         | 1 Bed   | 2 bed   | 3 bed   | 4 bed   | 5 bed   |
|-----------------------------|---------|---------|---------|---------|---------|
| 2011/12 Rent pw (Estimated) | £190.17 | £226.41 | £267.84 | £309.26 | £350.69 |
| 2010/11 Rent pw             | £190.58 | £226.92 | £268.47 | £310.00 | £375.00 |

The housing benefit cap levels, which are based on the local housing allowance (LHA), that will be apply for PSL properties will be fixed on the January 2011 LHA levels. However, these are likely to be similar to the November 2010 rates shown in the table above.

**b) Bed & Breakfast**

From 2010/11 the housing benefit threshold for B&B has been similarly set at the January 2011 LHA rates. Officers are recommending a rental charge to recover cost of procuring and managing B&B accommodations be set at the appropriate LHA bed levels for 2011/12.

**2011/12 MTFF**

The planned increases for discretionary charges proposed for 2011/12 are as set out in the recommendations above and are estimated to increase income by £100k. The total income base is approx £20.6m; this marginal increase in income is because the majority of the departments charges (and therefore income) is effectively set by Government.

[1] Charging for Residential Accommodation Guidance, published by DH annually

[2] Fairer contributions guidance: calculating an individual's contribution to their personal budget – Nov 2010

| Type of Fee / Charge              | Type | Current Minimum Charge £ | Proposed Minimum Charge £ | % Increase Min Charge | Current Max Charge £ | Proposed Maximum Charge £ | % Increase Max Charge | Date of last change to charge | Effective Date |
|-----------------------------------|------|--------------------------|---------------------------|-----------------------|----------------------|---------------------------|-----------------------|-------------------------------|----------------|
| <b>Home care</b>                  |      |                          |                           |                       |                      |                           |                       |                               |                |
| Per hour                          | R    | Nil                      | Nil                       | 0.00%                 | 13.80                | 13.80                     | 0.00%                 | 05-Apr-10                     | 04-Apr-11      |
| Maximum per week                  | R    | Nil                      | Nil                       | 0.00%                 | 260.00               | No Max                    | No Max                | 05-Apr-10                     | 04-Apr-11      |
| <b>Meals on wheels</b>            |      |                          |                           |                       |                      |                           |                       |                               |                |
| Daily delivery                    | R    | 2.80                     | 2.80                      | 0.00%                 | 2.80                 | 2.80                      | 0.00%                 | 05-Apr-10                     | 04-Apr-11      |
| Frozen meals weekly/fortnightly   | R    | 2.80                     | 2.80                      | 0.00%                 | 2.80                 | 2.80                      | 0.00%                 | 05-Apr-10                     | 04-Apr-11      |
| Lunch club dining centre meal     | R    | 2.80                     | 2.80                      | 0.00%                 | 2.80                 | 2.80                      | 0.00%                 | 05-Apr-10                     | 04-Apr-11      |
| Day centre meal                   | R    | 2.80                     | 2.80                      | 0.00%                 | 2.80                 | 2.80                      | 0.00%                 | 05-Apr-10                     | 04-Apr-11      |
| <b>Respite (Residential) Care</b> |      |                          |                           |                       |                      |                           |                       |                               |                |
| Young Adults (18-25)              | R    | Nil                      | Nil                       | 0.00%                 | 260.00               | 58.94                     | -77.33%               | 05-Apr-10                     | 04-Apr-11      |
| Adults (25-60)                    | R    | Nil                      | Nil                       | 0.00%                 | 260.00               | 72.87                     | -71.97%               | 05-Apr-10                     | 04-Apr-11      |
| Older People (over 60)            | R    | Nil                      | Nil                       | 0.00%                 | 260.00               | 113.05                    | -56.52%               | 05-Apr-10                     | 04-Apr-11      |
| <b>Colham Road:</b>               |      |                          |                           |                       |                      |                           |                       |                               |                |
| Respite: under 25                 | R    | Nil                      | Nil                       | 0.00%                 | 1,996.30             | 1,996.30                  | 0.00%                 | 05-Apr-10                     | 04-Apr-11      |
| Respite: over 25                  | R    | Nil                      | Nil                       | 0.00%                 | 1,996.30             | 1,996.30                  | 0.00%                 | 05-Apr-10                     | 04-Apr-11      |
| <b>Colham Road:</b>               |      |                          |                           |                       |                      |                           |                       |                               |                |
| under 25                          | R    | 55.85                    | 57.19                     | 2.40%                 | 1,996.30             | 1,996.30                  | 0.00%                 | 05-Apr-10                     | 04-Apr-11      |
| over 25                           | R    | 69.45                    | 71.12                     | 2.40%                 | 1,996.30             | 1,996.30                  | 0.00%                 | 05-Apr-10                     | 04-Apr-11      |
| <b>Merrimans House:</b>           |      |                          |                           |                       |                      |                           |                       |                               |                |
| Full board: under 25              | R    | 55.85                    | 57.19                     | 2.40%                 | 1,545.60             | 1,561.05                  | 1.00%                 | 05-Apr-10                     | 04-Apr-11      |
| Full board: over 25               | R    | 69.45                    | 71.12                     | 2.40%                 | 1,545.60             | 1,561.05                  | 1.00%                 | 05-Apr-10                     | 04-Apr-11      |
| Respite: under 25                 | R    | Nil                      | Nil                       | 0.00%                 | 260.00               | 58.94                     | -77.33%               | 05-Apr-10                     | 04-Apr-11      |
| Respite: over 25                  | R    | Nil                      | Nil                       | 0.00%                 | 260.00               | 73.64                     | -71.68%               | 05-Apr-10                     | 04-Apr-11      |
| <b>Hatton Grove:</b>              |      |                          |                           |                       |                      |                           |                       |                               |                |
| under 25                          | R    | 55.85                    | 57.19                     | 2.40%                 | 1,508.99             | 1,524.10                  | 1.00%                 | 05-Apr-10                     | 04-Apr-11      |
| over 25                           | R    | 69.45                    | 71.12                     | 2.40%                 | 1,508.99             | 1,524.10                  | 1.00%                 | 05-Apr-10                     | 04-Apr-11      |
| <b>Merchiston House:</b>          |      |                          |                           |                       |                      |                           |                       |                               |                |
| under 25                          | R    | 55.85                    | 57.19                     | 2.40%                 | 2,434.88             | 2,459.27                  | 1.00%                 | 05-Apr-10                     | 04-Apr-11      |
| over 25                           | R    | 69.45                    | 71.12                     | 2.40%                 | 2,434.88             | 2,459.27                  | 1.00%                 | 05-Apr-10                     | 04-Apr-11      |

Type

B = Business

R = Residents

M = Mixed

OP = Older People

ALL CHARGES ARE OUTSIDE THE SCOPE OF VAT

| Type of Fee / Charge                         | Type | Current Minimum Charge £ | Proposed Minimum Charge £ | % Increase Min Charge | Current Max Charge £ | Proposed Maximum Charge £ | % Increase Max Charge | Date of last change to charge | Effective Date |
|--|------|--------------------------|---------------------------|-----------------------|----------------------|---------------------------|-----------------------|-------------------------------|----------------|
| <b>Charles Curran:</b>                       |      |                          |                           |                       |                      |                           |                       |                               |                |
| under 25                                     | R    | 55.85                    | 57.19                     | 2.40%                 | 1,508.99             | 1,524.10                  | 1.00%                 | 05-Apr-10                     | 04-Apr-11      |
| over 25                                      | R    | 69.45                    | 71.12                     | 2.40%                 | 1,508.99             | 1,524.10                  | 1.00%                 | 05-Apr-10                     | 04-Apr-11      |
| <b>Chapel Lane:</b>                          |      |                          |                           |                       |                      |                           |                       |                               |                |
| under 25                                     | R    | 55.85                    | 57.19                     | 2.40%                 | 1,052.10             | 1,062.65                  | 1.00%                 | 05-Apr-10                     | 04-Apr-11      |
| over 25                                      | R    | 69.45                    | 71.12                     | 2.40%                 | 1,052.10             | 1,062.65                  | 1.00%                 | 05-Apr-10                     | 04-Apr-11      |
| <b>Fully staffed supported housing unit:</b> |      |                          |                           |                       |                      |                           |                       |                               |                |
| Goshawk Gardens                              | R    | Nil                      | Nil                       | 0.00%                 | 796.04               | 796.04                    | 0.00%                 | 05-Apr-10                     | 04-Apr-11      |
| 236 Swakeleys Road                           | R    | Nil                      | Nil                       | 0.00%                 | 796.04               | 796.04                    | 0.00%                 | 05-Apr-10                     | 04-Apr-11      |
| 1 & 3 Standale Grove                         | R    | Nil                      | Nil                       | 0.00%                 | 796.04               | 796.04                    | 0.00%                 | 05-Apr-10                     | 04-Apr-11      |
| <b>Satellite supported housing unit:</b>     |      |                          |                           |                       |                      |                           |                       |                               |                |
| 9 Petworth Gardens                           | R    | Nil                      | Nil                       | 0.00%                 | 143.08               | 143.08                    | 100.00%               | 05-Apr-10                     | 04-Apr-11      |
| 71 Marshall Drive                            | R    | Nil                      | Nil                       | 0.00%                 | 143.08               | 143.08                    | 100.00%               | 05-Apr-10                     | 04-Apr-11      |
| 8 Newhaven close                             | R    | Nil                      | Nil                       | 0.00%                 | 143.08               | 143.08                    | 100.00%               | 05-Apr-10                     | 04-Apr-11      |
| <b>Learning Disability Service:</b>          |      |                          |                           |                       |                      |                           |                       |                               |                |
| Parkview                                     | R    | Nil                      | 79.60                     | 0.00%                 | Nil                  | 79.60                     | 100.00%               | 05-Apr-10                     | 04-Apr-11      |
| Phoenix                                      | R    | Nil                      | 79.60                     | 0.00%                 | Nil                  | 79.60                     | 100.00%               | 05-Apr-10                     | 04-Apr-11      |
| Challenging Behaviour                        | R    | Nil                      | 79.60                     | 0.00%                 | Nil                  | 79.60                     | 100.00%               | 05-Apr-10                     | 04-Apr-11      |
| Woodside                                     | R    | Nil                      | 43.66                     | 0.00%                 | Nil                  | 43.66                     | 100.00%               | 05-Apr-10                     | 04-Apr-11      |
| Rural Activities                             | R    | Nil                      | 43.66                     | 0.00%                 | Nil                  | 43.66                     | 100.00%               | 05-Apr-10                     | 04-Apr-11      |
| <b>Older People:</b>                         |      |                          |                           |                       |                      |                           |                       |                               |                |
| Grassy Meadow                                | OP   | Nil                      | 45.82                     | 0.00%                 | Nil                  | 45.82                     | 100.00%               | 05-Apr-10                     | 04-Apr-11      |
| Asha   | OP   | Nil                      | 45.82                     | 0.00%                 | Nil                  | 45.82                     | 100.00%               | 05-Apr-10                     | 04-Apr-11      |
| Poplar Farm                                  | OP   | Nil                      | 45.82                     | 0.00%                 | Nil                  | 45.82                     | 100.00%               | 05-Apr-10                     | 04-Apr-11      |
| Asian Carers Grant Respite (Day Care)        | OP   | Nil                      | 45.82                     | 0.00%                 | Nil                  | 45.82                     | 100.00%               |                               |                |
| Poplar Farm Saturday Service                 | OP   | Nil                      | 75.14                     | 0.00%                 | Nil                  | 75.14                     | 100.00%               | 05-Apr-10                     | 04-Apr-11      |

Type

B = Business

R = Residents

M = Mixed

OP = Older People

ALL CHARGES ARE OUTSIDE THE SCOPE OF VAT

| Type of Fee / Charge            | Type | Current Minimum Charge £ | Proposed Minimum Charge £ | % Increase Min Charge | Current Max Charge £ | Proposed Maximum Charge £ | % Increase Max Charge | Date of last change to charge | Effective Date |
|---------------------------------|------|--------------------------|---------------------------|-----------------------|----------------------|---------------------------|-----------------------|-------------------------------|----------------|
| <b>Colne Park Caravan Site:</b> |      |                          |                           |                       |                      |                           |                       |                               |                |
| main charge                     | R    | 109.90                   | 109.90                    | 0.00%                 | 115.40               | 115.40                    | 0.00%                 | 01-Apr-09                     | 01-Apr-11      |
| water                           | R    | 4.82                     | 4.82                      | 0.00%                 | 4.89                 | 4.89                      | 0.00%                 | 01-Apr-09                     | 01-Apr-11      |
| electricity per kwh             | R    | 0.11                     | 0.11                      | 0.00%                 | 0.11                 | 0.11                      | 0.00%                 | 01-Apr-09                     | 01-Apr-11      |

**Caravan Sites:**

|                                  |   |      |      |       |      |      |       |           |           |
|----------------------------------|---|------|------|-------|------|------|-------|-----------|-----------|
| Chemical Toilet Emptying Service | R | 5.50 | 5.50 | 0.00% | 5.50 | 5.50 | 0.00% | 01-Apr-10 | 01-Apr-05 |
|----------------------------------|---|------|------|-------|------|------|-------|-----------|-----------|

**Careline:**

|                                   |   |      |      |       |                           |                           |       |           |           |
|-----------------------------------|---|------|------|-------|---------------------------|---------------------------|-------|-----------|-----------|
| Basic Monitoring (monthlycharge)  | R | 4.91 | 4.91 | 0.00% | 4.91                      | 4.91                      | 0.00% | 01-Apr-11 | 01-Apr-05 |
| Private Sector Enforcement Notice | R | 0.00 | 0.00 | 0.00% | 300.00 Full Cost Recovery | 300.00 Full Cost Recovery | 0.00% | 01-Apr-11 | 01-Apr-09 |
| HMO licensing                     | R | 0.00 | 0.00 | 0.00% | Full Cost Recovery        | Full Cost Recovery        | 0.00% | 01-Apr-11 | 01-Apr-09 |
| Works in default                  | R | 0.00 | 0.00 | 0.00% | Full Cost Recovery        | Full Cost Recovery        | 0.00% | 01-Apr-11 | 01-Apr-09 |

**Homelessness (set to recover costs up to HB threshold levels):**

|                         |   |        |        |        |        |        |       |           |           |
|-------------------------|---|--------|--------|--------|--------|--------|-------|-----------|-----------|
| Temporary Accommodation | R | 175.00 | 174.63 | -0.21% | 375.00 | 375.00 | 0.00% | 01-Apr-11 | 01-Apr-10 |
| Bed & Breakfast         | R | 175.00 | 174.63 | -0.21% | 375.00 | 375.00 | 0.00% | 01-Apr-11 | 01-Apr-10 |

Type

B = Business

R = Residents

M = Mixed

OP = Older People

ALL CHARGES ARE OUTSIDE THE SCOPE OF VAT

| All prices including VAT |  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
|--------------------------|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge       |  |      |            |   |                          |   |                          |  |                              |  |                              |

**Advertising charges in Hillingdon People**

|                        |   |     |          |       |          |       |          |       |          |       |
|------------------------|---|-----|----------|-------|----------|-------|----------|-------|----------|-------|
| Full page              | B | STD | 1,644.26 | 2.13% | 1,644.26 | 2.13% | 1,685.00 | 2.48% | 1,685.00 | 2.48% |
| Half page              | B | STD | 939.57   | 2.13% | 939.57   | 2.13% | 963.00   | 2.49% | 963.00   | 2.49% |
| Quarter page           | B | STD | 587.23   | 2.13% | 587.23   | 2.13% | 602.00   | 2.51% | 602.00   | 2.51% |
| Eighth page            | B | STD | 293.62   | 2.13% | 293.62   | 2.13% | 301.00   | 2.51% | 301.00   | 2.51% |
| Display box            | B | STD | 140.94   | 2.13% | 140.94   | 2.13% | 144.00   | 2.17% | 144.00   | 2.17% |
| Back page              | B | STD | 1,879.15 | 2.13% | 1,879.15 | 2.13% | 1,926.00 | 2.49% | 1,926.00 | 2.49% |
| Inside front full page | B | STD | 1,761.70 | 2.13% | 1,761.70 | 2.13% | 1,806.00 | 2.51% | 1,806.00 | 2.51% |
| Inside front half page | B | STD | 998.30   | 2.13% | 998.30   | 2.13% | 1,023.00 | 2.47% | 1,023.00 | 2.47% |

**Court Summons**

|             |   |      |        |       |        |       |        |       |        |       |
|-------------|---|------|--------|-------|--------|-------|--------|-------|--------|-------|
| Council Tax | R | ZERO | 95.00  | 0.00% | 95.00  | 0.00% | 95.00  | 0.00% | 95.00  | 0.00% |
| NNDR        | R | ZERO | 165.00 | 0.00% | 165.00 | 0.00% | 165.00 | 0.00% | 165.00 | 0.00% |

**Building Control****Table 1 (Erection of New Housing & Flats) - Building Notice Charge -Plan charge 50%:Inspection charge**

|               |   |     |          |       |          |       |          |       |          |       |
|---------------|---|-----|----------|-------|----------|-------|----------|-------|----------|-------|
| 1             | R | STD | 606.01   | 2.13% | 606.01   | 2.13% | 606.01   | 0.00% | 606.01   | 0.00% |
| 2             | R | STD | 727.20   | 2.13% | 727.20   | 2.13% | 727.20   | 0.00% | 727.20   | 0.00% |
| 3             | R | STD | 848.41   | 2.13% | 848.41   | 2.13% | 848.41   | 0.00% | 848.41   | 0.00% |
| 4             | R | STD | 969.60   | 2.13% | 969.60   | 2.13% | 969.60   | 0.00% | 969.60   | 0.00% |
| 5 to 10       | R | STD | 1,212.00 | 2.13% | 1,212.00 | 2.13% | 1,212.00 | 0.00% | 1,212.00 | 0.00% |
| 1 to 5 Flats  | R | STD | 848.41   | 2.13% | 848.41   | 2.13% | 848.41   | 0.00% | 848.41   | 0.00% |
| 5 to 10 Flats | R | STD | 1,090.81 | 2.13% | 1,090.81 | 2.13% | 1,090.81 | 0.00% | 1,090.81 | 0.00% |

**Table 2 (Domestic Extension(s)) - Plan charge 40%:Inspection charge 60%**

|                    |   |     |        |       |        |       |        |       |        |       |
|--------------------|---|-----|--------|-------|--------|-------|--------|-------|--------|-------|
| Less than 40m2     | R | STD | 606.01 | 2.13% | 606.01 | 2.13% | 606.01 | 0.00% | 606.01 | 0.00% |
| 40m2 to 60m2       | R | STD | 606.01 | 2.13% | 606.01 | 2.13% | 606.01 | 0.00% | 606.01 | 0.00% |
| 60m2 (up to 100m2) | R | STD | 727.20 | 2.13% | 727.20 | 2.13% | 727.20 | 0.00% | 727.20 | 0.00% |

Type  
 B = Business  
 R = Residents  
 M = Mixed

Vat Status  
 STD - Standard Rated  
 ZERO - Zero Rated  
 EXP - Exempt  
 NB - Non Business

| All prices including VAT |      |            |   |                          |   |                          |  |                              |  |                              |
|--------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge       | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |

**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 | STD | 606.01 | 2.13% |  |  | 606.01 | 0.00% |  |  |
| 40m2 to 60m2       | R | STD | 606.01 | 2.13% |  |  | 606.01 | 0.00% |  |  |
| 60m2 (up to 100m2) | R | STD | 727.20 | 2.13% |  |  | 727.20 | 0.00% |  |  |

**Domestic Loft Conversions**

|                    |   |     |        |       |  |  |        |       |  |  |
|--------------------|---|-----|--------|-------|--|--|--------|-------|--|--|
| Less than 40m2     | R | STD | 606.01 | 2.13% |  |  | 606.01 | 0.00% |  |  |
| 40m2 to 60m2       | R | STD | 606.01 | 2.13% |  |  | 606.01 | 0.00% |  |  |
| 60m2 (up to 100m2) | R | STD | 727.20 | 2.13% |  |  | 727.20 | 0.00% |  |  |

**Domestic Loft Conversion - with the following other works within the existing house (Installation of new WC, shower,**

|                    |   |     |        |       |  |  |        |       |  |  |
|--------------------|---|-----|--------|-------|--|--|--------|-------|--|--|
| Less than 40m2     | R | STD | 606.01 | 2.13% |  |  | 606.01 | 0.00% |  |  |
| 40m2 to 60m2       | R | STD | 606.01 | 2.13% |  |  | 606.01 | 0.00% |  |  |
| 60m2 (up to 100m2) | R | STD | 727.20 | 2.13% |  |  | 727.20 | 0.00% |  |  |

**Table 2 Other Domestic Buildings (Detached Garage/Carport or attached Conservatory)**

**Plan charge 40% Inspection charge 60%**

|                    |   |     |        |       |  |  |        |       |  |  |
|--------------------|---|-----|--------|-------|--|--|--------|-------|--|--|
| Less than 40m2     | R | STD | 484.80 | 2.13% |  |  | 484.80 | 0.00% |  |  |
| 40m2 (up to 100m2) | R | STD | 727.20 | 2.13% |  |  | 727.20 | 0.00% |  |  |
| Less than 40m2     | R | STD | 484.80 | 2.13% |  |  | 484.80 | 0.00% |  |  |
| 40m2 (up to 100m2) | R | STD | 727.20 | 2.13% |  |  | 727.20 | 0.00% |  |  |



| All prices including VAT |  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
|--------------------------|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
|--------------------------|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|

**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 | STD | 242.40 | 2.13% |  |  |  | 242.40 | 0.00% |  |  |
| Formation of New WC/Shower room/bathroom  | R | STD | 242.40 | 2.13% |  |  |  | 242.40 | 0.00% |  |  |
| Removal of Chimney Breast(s)  | R | STD | 242.40 | 2.13% |  |  |  | 242.40 | 0.00% |  |  |
| Formation of Structural Opening in wall e.g. simple through lounge  | R | STD | 242.40 | 2.13% |  |  |  | 242.40 | 0.00% |  |  |
| Formation of Structural Opening in wall with removal of chimney breast(s)                                     | R | STD | 363.61 | 2.13% |  |  |  | 363.61 | 0.00% |  |  |
| Formation of Structural Opening in wall requiring new foundation, piers etc                                   | R | STD | 363.61 | 2.13% |  |  |  | 363.61 | 0.00% |  |  |
| Formation of Structural Opening in wall requiring new foundation, piers etc with removal of chimney breast(s) | R | STD | 363.61 | 2.13% |  |  |  | 363.61 | 0.00% |  |  |
| Replacement of roof weathering (Flat & Pitched)   | R | STD | 242.40 | 2.13% |  |  |  | 242.40 | 0.00% |  |  |
| Underpinning up to 6m   | R | STD | 484.80 | 2.13% |  |  |  | 484.80 | 0.00% |  |  |
| Replacement or installation of 5 or fewer new windows/rooflights  | R | STD | 242.40 | 2.13% |  |  |  | 242.40 | 0.00% |  |  |
| (Re-) plastering or (re-) rendering to walls (at least half of room and up to 50m2)                           | R | STD | 121.21 | 2.13% |  |  |  | 121.21 | 0.00% |  |  |
| Electrical wiring (up to 4 bed dwelling - 12 circuits)  | R | STD | 363.61 | 2.13% |  |  |  | 363.61 | 0.00% |  |  |

| All prices including VAT |      |            |   |                          |   |                          |  |                              |  |                              |
|--------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge       | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |

**Table 2 Conversion work Dwellings**  
**Plan charge 50% Inspection charge 50%**

|  |   |     |        |       |  |  |        |       |  |  |
|--|---|-----|--------|-------|--|--|--------|-------|--|--|
| Attached/detached Garage to habitable use                            | R | STD | 484.80 | 2.13% |  |  | 484.80 | 0.00% |  |  |
| Conversion to habitable use (e.g. conservatory)                      | R | STD | 484.80 | 2.13% |  |  | 484.80 | 0.00% |  |  |
| Conversion of existing building into 5 or fewer self contained flats | R | STD | 727.20 | 2.13% |  |  | 727.20 | 0.00% |  |  |
| Conversion of one flat/house into two                                | R | STD | 727.20 | 2.13% |  |  | 727.20 | 0.00% |  |  |

**Table 3 Commercial Charges - Shops & Offices (Small Extensions)**

**Plan charge 50%:Inspection charge 50%**

|                    |   |     |        |       |  |  |        |       |  |  |
|--------------------|---|-----|--------|-------|--|--|--------|-------|--|--|
| Less than 40m2     | R | STD | 606.01 | 2.13% |  |  | 606.01 | 0.00% |  |  |
| 40m2 to 60m2       | R | STD | 727.20 | 2.13% |  |  | 727.20 | 0.00% |  |  |
| 60m2 (up to 100m2) | R | STD | 969.60 | 2.13% |  |  | 969.60 | 0.00% |  |  |

**Table 3 Commercial Charges - Detached shed or covered yard**

**Plan charge 50%:Inspection charge 50%**

|                    |   |     |        |       |  |  |        |       |  |  |
|--------------------|---|-----|--------|-------|--|--|--------|-------|--|--|
| Less than 40m2     | R | STD | 484.80 | 2.13% |  |  | 484.80 | 0.00% |  |  |
| 40m2 (up to 100m2) | R | STD | 727.20 | 2.13% |  |  | 727.20 | 0.00% |  |  |

| All prices including VAT |  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
|--------------------------|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge       |  |      |            |   |                          |   |                          |  |                              |  |                              |

**Table 3 Commercial Charges - Other Minor works  
Plan charge 50%:-Inspection charge 50%**

|  |   |     |        |       |  |  |        |       |  |  |
|--|---|-----|--------|-------|--|--|--------|-------|--|--|
| New shopfront (up to 10m)  | R | STD | 242.40 | 2.13% |  |  | 242.40 | 0.00% |  |  |
| Installation of ATM to existing shopfront                            | R | STD | 121.21 | 2.13% |  |  | 121.21 | 0.00% |  |  |
| Installation of new rooflight/smoke vents to existing roof (up to 5) | R | STD | 242.40 | 2.13% |  |  | 242.40 | 0.00% |  |  |

**Table 3 Commercial Charges (continued) - Fitting out works (including WC's, staff kitchen etc)**

|  |   |     |        |       |  |  |        |       |  |  |
|--|---|-----|--------|-------|--|--|--------|-------|--|--|
| Up to 500m2  | R | STD | 363.61 | 2.13% |  |  | 363.61 | 0.00% |  |  |
| More than 500m2 (up to 1000m2)   | R | STD | 484.80 | 2.13% |  |  | 484.80 | 0.00% |  |  |
| Formation of staff kitchen (up to 10m2)  | R | STD | 242.40 | 2.13% |  |  | 242.40 | 0.00% |  |  |
| Formation of commercial kitchen  | R | STD | 363.61 | 2.13% |  |  | 363.61 | 0.00% |  |  |
| Formation of structural opening (1 opening)                                      | R | STD | 242.40 | 2.13% |  |  | 242.40 | 0.00% |  |  |
| Formation of structural openings (up to 5 openings)                              | R | STD | 363.61 | 2.13% |  |  | 363.61 | 0.00% |  |  |
| Formation of new WC/shower room/bathroom fit out                                 | R | STD | 242.40 | 2.13% |  |  | 242.40 | 0.00% |  |  |
| Installation of new WC/shower/bath or basin within existing room fit out         | R | STD | 121.21 | 2.13% |  |  | 121.21 | 0.00% |  |  |
| New partitions to form office/room(s) in existing building (up to 10m in length) | R | STD | 242.40 | 2.13% |  |  | 242.40 | 0.00% |  |  |
| New air conditioning installation  | R | STD | 121.21 | 2.13% |  |  | 121.21 | 0.00% |  |  |
| New emergency lighting/smoke detection (up to 500m2)                             | R | STD | 121.21 | 2.13% |  |  | 121.21 | 0.00% |  |  |
| New suspended ceiling (up to 500m2)  | R | STD | 121.21 | 2.13% |  |  | 121.21 | 0.00% |  |  |
| Replacement fire doors to corridors or stairs (up to 5 doors)                    | R | STD | 121.21 | 2.13% |  |  | 121.21 | 0.00% |  |  |

| All prices including VAT |  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
|--------------------------|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge       |  |      |            |   |                          |   |                          |  |                              |  |                              |

**Table 3 General to all commercial - New mezzanine floor - Plan charge 50%:Inspection charge 50%**

|  |   |     |        |       |  |  |  |        |       |  |  |
|--|---|-----|--------|-------|--|--|--|--------|-------|--|--|
| Up to 500m2  | R | STD | 363.61 | 2.13% |  |  |  | 363.61 | 0.00% |  |  |
| More than 500m2 (up to 1000m2)                                   | R | STD | 484.80 | 2.13% |  |  |  | 484.80 | 0.00% |  |  |
| Replacement roof covering (flat or pitched roof up to 500m2)     | R | STD | 242.40 | 2.13% |  |  |  | 242.40 | 0.00% |  |  |
| Underpinning (up to 10m in length)                               | R | STD | 727.20 | 2.13% |  |  |  | 727.20 | 0.00% |  |  |
| New wall/partition (up to 10m in length)                         | R | STD | 242.40 | 2.13% |  |  |  | 242.40 | 0.00% |  |  |
| Replacement or installation of 5 or fewer new windows/rooflights | R | STD | 242.40 | 2.13% |  |  |  | 242.40 | 0.00% |  |  |

**Table 3 Other Commercial - Plan charge 40%:Inspection charge 60%**

|                                     |   |     |          |       |  |  |  |          |       |  |  |
|-------------------------------------|---|-----|----------|-------|--|--|--|----------|-------|--|--|
| Factory (up to 2000m2)              | R | STD | 2,424.00 | 2.13% |  |  |  | 2,424.00 | 0.00% |  |  |
| Warehouses (up to 1000m2)           | R | STD | 484.80   | 2.13% |  |  |  | 484.80   | 0.00% |  |  |
| Schools (up to 2000m2)              | R | STD | 2,424.00 | 2.13% |  |  |  | 2,424.00 | 0.00% |  |  |
| Assembly Buildings (up to 2000m2)   | R | STD | 2,424.00 | 2.13% |  |  |  | 2,424.00 | 0.00% |  |  |
| Commercial Buildings (up to 2000m2) | R | STD | 2,424.00 | 2.13% |  |  |  | 2,424.00 | 0.00% |  |  |
| Public Houses (up to 2000m2)        | R | STD | 2,424.00 | 2.13% |  |  |  | 2,424.00 | 0.00% |  |  |
| Hotels (up to 2000m2)               | R | STD | 2,424.00 | 2.13% |  |  |  | 2,424.00 | 0.00% |  |  |
| Hospitals (up to 2000m2)            | R | STD | 2,424.00 | 2.13% |  |  |  | 2,424.00 | 0.00% |  |  |

Type  
B = Business  
R = Residents  
M = Mixed

Vat Status  
STD - Standard Rated  
ZERO - Zero Rated  
EXP - Exempt  
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| All prices including VAT |      |            |   |                          |   |                          |  |                              |  |                              |
|--------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge       | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |

**Breakspear Crematorium****Cremation Fees**

|  |   |     |        |       |        |       |        |       |        |       |
|--|---|-----|--------|-------|--------|-------|--------|-------|--------|-------|
| Stillborn. inc Organist                  | R | EXP | 40.00  | 0.00% | 40.00  | 0.00% | 42.00  | 5.00% | 42.00  | 5.00% |
| Children 6 years and under. inc Organist | R | EXP | 65.00  | 0.00% | 65.00  | 0.00% | 68.00  | 4.62% | 68.00  | 4.62% |
| Children 7 - 11 years. inc Organist      | R | EXP | 102.00 | 0.00% | 102.00 | 0.00% | 107.00 | 4.90% | 107.00 | 4.90% |
| Children 12 - 17 years. inc Organist     | R | EXP | 195.00 | 0.00% | 195.00 | 0.00% | 205.00 | 5.13% | 205.00 | 5.13% |
| Over 17 years. inc Organist              | R | EXP | 495.00 | 0.00% | 495.00 | 0.00% | 520.00 | 5.05% | 520.00 | 5.05% |

**Cremation of retained organs**

|  |   |     |          |       |          |       |          |        |          |        |
|--|---|-----|----------|-------|----------|-------|----------|--------|----------|--------|
| Additional Service Time                              | R | EXP | 160.00   | 0.00% | 160.00   | 0.00% | 168.00   | 5.00%  | 168.00   | 5.00%  |
| Cancellations  | R | EXP | 110.00   | 0.00% | 110.00   | 0.00% | 115.00   | 4.55%  | 115.00   | 4.55%  |
| Certificates of Cremation - overseas                 | R | EXP | 18.00    | 0.00% | 18.00    | 0.00% | 20.00    | 11.11% | 20.00    | 11.11% |
| Scattering of Ashes                                  | R | EXP | 44.00    | 0.00% | 44.00    | 0.00% | 46.00    | 4.55%  | 46.00    | 4.55%  |
| Retaining cremated remains(per month)                | R | EXP | 10.00    | 0.00% | 10.00    | 0.00% | 12.00    | 20.00% | 12.00    | 20.00% |
| Postage & Packing in Polytainer UK only              | R | EXP | 50.00    | 0.00% | 50.00    | 0.00% | 55.00    | 10.00% | 55.00    | 10.00% |
| Baby Urn - poly                                      | R | STD | 9.60     | 2.13% | 9.60     | 2.13% | 9.60     | 0.00%  | 9.60     | 0.00%  |
| Supply New Garden Seat inc 10 years lease            | R | STD | 1,401.60 | 2.13% | 1,401.60 | 2.13% | 1,471.68 | 5.00%  | 1,471.68 | 5.00%  |
| Trees & Shrubs - rose bushes inc 5 years lease       | R | STD | 209.99   | 2.13% | 209.99   | 2.13% | 222.00   | 5.72%  | 222.00   | 5.72%  |
| Trees & Shrubs - rose trees inc 5 years lease        | R | STD | 264.00   | 2.13% | 264.00   | 2.13% | 276.00   | 4.55%  | 276.00   | 4.55%  |
| Trees & Shrubs - ornamental shrubs inc 5 years lease | R | STD | 264.00   | 2.13% | 264.00   | 2.13% | 276.00   | 4.55%  | 276.00   | 4.55%  |
| Trees & Shrubs - ornamental trees (10 years)         | R | STD | 355.20   | 2.13% | 355.20   | 2.13% | 372.00   | 4.73%  | 372.00   | 4.73%  |
| Plaque for trees, shrubs, roses or seats             | R | STD | 81.60    | 2.13% | 81.60    | 2.13% | 86.40    | 5.88%  | 86.40    | 5.88%  |

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| All prices including VAT           |      |            |   |                          |   |                          |  |                              |  |                              |
|------------------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge                 | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
| Book of Remembrance - 2 line entry | R    | STD        | 55.20   | 2.13%                    | 55.20   | 2.13%                    | 57.60  | 4.35%                        | 57.60  | 4.35%                        |

| All prices including VAT                     |      |            |   |                          |   |                          |  |                              |  |                              |
|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge                           | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
| Book of Remembrance - 5 line entry           | R    | STD        | 96.00   | 2.13%                    | 96.00   | 2.13%                    | 100.80   | 5.00%                        | 100.80   | 5.00%                        |
| Book of Remembrance - 8 line entry           | R    | STD        | 141.60  | 2.13%                    | 141.60  | 2.13%                    | 148.80   | 5.08%                        | 148.80   | 5.08%                        |
| Book of Remembrance - 10 line entry          | R    | STD        | 174.01  | 2.13%                    | 174.01  | 2.13%                    | 182.40   | 4.82%                        | 182.40   | 4.82%                        |
| Extra - Floral Emblem                        | R    | STD        | 72.00   | 2.13%                    | 72.00   | 2.13%                    | 75.60  | 5.00%                        | 75.60  | 5.00%                        |
| Extra - Full Heraldic Device                 | R    | STD        | 108.00  | 2.13%                    | 108.00  | 2.13%                    | 114.00   | 5.56%                        | 114.00   | 5.56%                        |
| Memorial Cards - 2 line entry                | R    | STD        | 36.00   | 2.13%                    | 36.00   | 2.13%                    | 38.40  | 6.67%                        | 38.40  | 6.67%                        |
| Memorial Cards - 5 line entry                | R    | STD        | 55.20   | 2.13%                    | 55.20   | 2.13%                    | 57.60  | 4.35%                        | 57.60  | 4.35%                        |
| Memorial Cards - 8 line entry                | R    | STD        | 89.99   | 2.13%                    | 89.99   | 2.13%                    | 93.60  | 4.01%                        | 93.60  | 4.01%                        |
| Memorial Cards - 10 line entry               | R    | STD        | 115.20  | 2.13%                    | 115.20  | 2.13%                    | 120.00   | 4.17%                        | 120.00   | 4.17%                        |
| Memorial Booklets - 2 line entry             | R    | STD        | 55.20   | 2.13%                    | 55.20   | 2.13%                    | 57.60  | 4.35%                        | 57.60  | 4.35%                        |
| Memorial Booklets - 5 line entry             | R    | STD        | 74.40   | 2.13%                    | 74.40   | 2.13%                    | 78.00  | 4.84%                        | 78.00  | 4.84%                        |
| Memorial Booklets - 8 line entry             | R    | STD        | 113.99  | 2.13%                    | 113.99  | 2.13%                    | 120.00   | 5.27%                        | 120.00   | 5.27%                        |
| Memorial Booklets - 10 line entry            | R    | STD        | 144.00  | 2.13%                    | 144.00  | 2.13%                    | 150.00   | 4.17%                        | 150.00   | 4.17%                        |
| Additional lines in Booklets - 2 line entry  | R    | STD        | 31.20   | 2.13%                    | 31.20   | 2.13%                    | 33.60  | 7.69%                        | 33.60  | 7.69%                        |
| Additional lines in Booklets - 5 line entry  | R    | STD        | 48.00   | 2.13%                    | 48.00   | 2.13%                    | 50.40  | 5.00%                        | 50.40  | 5.00%                        |
| Additional lines in Booklets - 8 line entry  | R    | STD        | 81.60   | 2.13%                    | 81.60   | 2.13%                    | 86.40  | 5.88%                        | 86.40  | 5.88%                        |
| Additional lines in Booklets - 10 line entry | R    | STD        | 105.60  | 2.13%                    | 105.60  | 2.13%                    | 110.40   | 4.55%                        | 110.40   | 4.55%                        |

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| <b>Garden Niches</b>                           |      |            |   |                          |   |                          |  |                              |  |                              |
| 10 years incl Urn & Inspection (new facility)  | R    | STD        | 1,518.01  | 2.13%                    | 1,518.01  | 2.13%                    | 1,596.00   | 5.14%                        | 1,596.00   | 5.14%                        |
| Columbarium Niches - single-inc 10 years lease | R    | EXP        | 330.00  | 0.00%                    | 330.00  | 0.00%                    | 346.00   | 4.85%                        | 346.00   | 4.85%                        |
| Columbarium Niches - double-inc 10 years lease | R    | EXP        | 550.00  | 0.00%                    | 550.00  | 0.00%                    | 578.00   | 5.09%                        | 578.00   | 5.09%                        |
| Langley casket up to 50 characters             | R    | EXP        | 195.00  | 0.00%                    | 195.00  | 0.00%                    | 205.00   | 5.13%                        | 205.00   | 5.13%                        |
| Metal Urn                                      | R    | EXP        | 30.00   | 0.00%                    | 30.00   | 0.00%                    | 32.00  | 6.67%                        | 32.00  | 6.67%                        |
| Cloister Spaces - single-inc 10 years lease    | R    | EXP        | 142.00  | 0.00%                    | 142.00  | 0.00%                    | 150.00   | 5.63%                        | 150.00   | 5.63%                        |
| Inscription                                    | R    | EXP        | 78.00   | 0.00%                    | 78.00   | 0.00%                    | 82.00  | 5.13%                        | 82.00  | 5.13%                        |
| Cloister Spaces - double-inc 10 years lease    | R    | EXP        | 325.00  | 0.00%                    | 325.00  | 0.00%                    | 342.00   | 5.23%                        | 342.00   | 5.23%                        |
| Inscription                                    | R    | EXP        | 120.00  | 0.00%                    | 120.00  | 0.00%                    | 126.00   | 5.00%                        | 126.00   | 5.00%                        |
| <b>Classic - inc 5 years lease</b>             |      |            |   |                          |   |                          |  |                              |  |                              |
| Window Spaces                                  | R    | EXP        | 230.00  | 0.00%                    | 230.00  | 0.00%                    | 242.00   | 5.22%                        | 242.00   | 5.22%                        |
| Inscription                                    | R    | STD        | 103.20  | 2.13%                    | 103.20  | 2.13%                    | 108.00   | 4.65%                        | 108.00   | 4.65%                        |
| New Flower Vases                               | R    | STD        | 414.01  | 2.13%                    | 414.01  | 2.13%                    | 434.40   | 4.93%                        | 434.40   | 4.93%                        |
| Additional letters each                        | R    | STD        | 4.80  | 2.13%                    | 4.80  | 2.13%                    | 6.00   | 25.00%                       | 6.00   | 25.00%                       |
| Additional Guided Motif                        | R    | STD        | 117.60  | 2.13%                    | 117.60  | 2.13%                    | 122.40   | 4.08%                        | 122.40   | 4.08%                        |
| Additional Hand Painted Motif                  | R    | STD        | 172.80  | 2.13%                    | 172.80  | 2.13%                    | 181.20   | 4.86%                        | 181.20   | 4.86%                        |
| Photoplaque                                    | R    | STD        | 172.80  | 2.13%                    | 172.80  | 2.13%                    | 181.20   | 4.86%                        | 181.20   | 4.86%                        |
| New Windows -- Small -- 10 years -I colour     | R    | STD        | 516.00  | 2.13%                    | 516.00  | 2.13%                    | 540.00   | 4.65%                        | 540.00   | 4.65%                        |

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### Cemetery Fees

#### Adult Interments ( persons exceeding 16 years of age at death )

##### - In New Private Graves

|                       |   |     |        |       |        |       |        |       |          |         |
|-----------------------|---|-----|--------|-------|--------|-------|--------|-------|----------|---------|
| Depth for 1 interment | R | EXP | 430.00 | 0.00% | 430.00 | 0.00% | 450.00 | 4.65% | 900.00   | 109.30% |
| Depth for 2 interment | R | EXP | 470.00 | 0.00% | 470.00 | 0.00% | 494.00 | 5.11% | 988.00   | 110.21% |
| Depth for 3 interment | R | EXP | 628.00 | 0.00% | 628.00 | 0.00% | 660.00 | 5.10% | 1,320.00 | 110.19% |
| Depth for 4 interment | R | EXP | 720.00 | 0.00% | 720.00 | 0.00% | 756.00 | 5.00% | 1,512.00 | 110.00% |

#### Adult Interments ( persons exceeding 16 years of age at death )

##### - In Re-Opened Private Graves

|                       |   |     |        |       |        |       |        |       |          |         |
|-----------------------|---|-----|--------|-------|--------|-------|--------|-------|----------|---------|
| Depth for 1 interment | R | EXP | 460.00 | 0.00% | 460.00 | 0.00% | 484.00 | 5.22% | 968.00   | 110.43% |
| Depth for 2 interment | R | EXP | 580.00 | 0.00% | 580.00 | 0.00% | 610.00 | 5.17% | 1,220.00 | 110.34% |
| Depth for 3 interment | R | EXP | 764.00 | 0.00% | 764.00 | 0.00% | 802.00 | 4.97% | 1,604.00 | 109.95% |
| Depth for 4 interment | R | EXP | 950.00 | 0.00% | 950.00 | 0.00% | 997.00 | 4.95% | 1,994.00 | 109.89% |

#### Interment of Infants ( a stillborn child or child whose age at death did not exceed 3 years "Infants" )

|  |   |     |        |       |        |       |        |       |        |         |
|--|---|-----|--------|-------|--------|-------|--------|-------|--------|---------|
| In Child's grave   | R | EXP | 34.00  | 0.00% | 34.00  | 0.00% | 36.00  | 5.88% | 72.00  | 111.76% |
| In private grave ( single depth )                        | R | EXP | 80.00  | 0.00% | 80.00  | 0.00% | 84.00  | 5.00% | 168.00 | 110.00% |
| In private grave for the child's interment plus 2 adults | R | EXP | 158.00 | 0.00% | 158.00 | 0.00% | 166.00 | 5.06% | 332.00 | 110.13% |
| In private grave for the child's interment plus 3 adults | R | EXP | 198.00 | 0.00% | 198.00 | 0.00% | 208.00 | 5.05% | 416.00 | 110.10% |
| In Child's grave ( where applicable )                    | R | EXP | 68.00  | 0.00% | 68.00  | 0.00% | 72.00  | 5.88% | 144.00 | 111.76% |
| In private grave ( single depth )                        | R | EXP | 100.00 | 0.00% | 100.00 | 0.00% | 105.00 | 5.00% | 210.00 | 110.00% |
| In private grave for the child's interment plus 2 adults | R | EXP | 238.00 | 0.00% | 238.00 | 0.00% | 250.00 | 5.04% | 500.00 | 110.08% |
| In private grave for the child's interment plus 3 adults | R | EXP | 302.00 | 0.00% | 302.00 | 0.00% | 318.00 | 5.30% | 636.00 | 110.60% |

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#### Interment of Cremated Remains ( within full private graves )

|   |   |     |        |       |        |       |        |       |          |         |
|---|---|-----|--------|-------|--------|-------|--------|-------|----------|---------|
| When the grave is closed to full interments                             | R | EXP | 154.00 | 0.00% | 154.00 | 0.00% | 162.00 | 5.19% | 324.00   | 110.39% |
| To a depth to permit 1 further full interment                           | R | EXP | 302.00 | 0.00% | 302.00 | 0.00% | 318.00 | 5.30% | 636.00   | 110.60% |
| To a depth to permit 2 further full interment                           | R | EXP | 440.00 | 0.00% | 440.00 | 0.00% | 462.00 | 5.00% | 924.00   | 110.00% |
| To a depth to permit 3 further full interment                           | R | EXP | 575.00 | 0.00% | 575.00 | 0.00% | 604.00 | 5.04% | 1,208.00 | 110.09% |
| To scatter cremated remains ( within Cremation Section and Columbaria ) | R | EXP | 68.00  | 0.00% | 68.00  | 0.00% | 72.00  | 5.88% | 144.00   | 111.76% |
| New and re-open cremation graves  | R | EXP | 154.00 | 0.00% | 154.00 | 0.00% | 162.00 | 5.19% | 324.00   | 110.39% |
| Re-opening of Columbaria units  | R | EXP | 118.00 | 0.00% | 118.00 | 0.00% | 124.00 | 5.08% | 248.00   | 110.17% |

#### Interments in Heritage Graves

|                   |   |     |        |       |        |       |        |       |        |         |
|-------------------|---|-----|--------|-------|--------|-------|--------|-------|--------|---------|
| Adults interment  | R | EXP | 418.00 | 0.00% | 418.00 | 0.00% | 440.00 | 5.26% | 880.00 | 110.53% |
| Childs interment  | R | EXP | 156.00 | 0.00% | 156.00 | 0.00% | 164.00 | 5.13% | 328.00 | 110.26% |
| Infants interment | R | EXP | 100.00 | 0.00% | 100.00 | 0.00% | 105.00 | 5.00% | 210.00 | 110.00% |

#### Grave Digging Surcharges

|   |   |     |        |       |        |       |        |       |        |         |
|---|---|-----|--------|-------|--------|-------|--------|-------|--------|---------|
| For a variation in size within 2"         | R | EXP | 108.00 | 0.00% | 108.00 | 0.00% | 114.00 | 5.56% | 228.00 | 111.11% |
| For a variation in size between 2" and 4" | R | EXP | 208.00 | 0.00% | 208.00 | 0.00% | 218.00 | 4.81% | 436.00 | 109.62% |
| For a variation in size between 4" and 6" | R | EXP | 312.00 | 0.00% | 312.00 | 0.00% | 328.00 | 5.13% | 656.00 | 110.26% |
| For a variation in size in excess of 6"   | R | EXP | 412.00 | 0.00% | 412.00 | 0.00% | 432.00 | 4.85% | 864.00 | 109.71% |

| All prices including VAT   |      |            |   |                          |   |                          |  |                              |  |                              |
|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
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| <b>Exclusive rights of burial (Conventional Graves)</b>                    |      |            |   |                          |   |                          |  |                              |  |                              |
| Grave space measuring 9 feet by 4 feet                                     | R    | EXP        | 1,400.00  | 17.25%                   | 2,800.00  | 134.51%                  | 1,400.00   | 0.00%                        | 2,800.00   | 0.00%                        |
| Grave space measuring 9 feet by 8 feet                                     | R    | EXP        | 2,800.00  | 19.25%                   | 5,600.00  | 138.50%                  | 2,800.00   | 0.00%                        | 5,600.00   | 0.00%                        |
| <b>Exclusive rights of burial (Lawn Section Graves)</b>                    |      |            |   |                          |   |                          |  |                              |  |                              |
| Grave space measuring 9 feet by 4 feet                                     | R    | EXP        | 1,000.00  | 35.87%                   | 2,000.00  | 171.74%                  | 1,000.00   | 0.00%                        | 2,000.00   | 0.00%                        |
| Grave space measuring 9 feet by 8 feet                                     | R    | EXP        | 2,000.00  | 37.93%                   | 4,000.00  | 175.86%                  | 2,000.00   | 0.00%                        | 4,000.00   | 0.00%                        |
| <b>Exclusive rights of burial (Bricked Grave or Vault)</b>                 |      |            |   |                          |   |                          |  |                              |  |                              |
| Grave space measuring 9 feet by 4 feet                                     | R    | EXP        | POA   |                          | POA   |                          |  |                              |  |                              |
| Grave space measuring 9 feet by 8 feet                                     | R    | EXP        | POA   |                          | POA   |                          |  |                              |  |                              |
| <b>Lined Muslim Graves</b>   |      |            |   |                          |   |                          |  |                              |  |                              |
| For traditional uncoffined burial  | R    | EXP        | 1,700.00  | 9.68%                    | 3,400.00  | 119.35%                  | 1,700.00   | 0.00%                        | 3,400.00   | 0.00%                        |
| <b>Children's Section Graves</b>   |      |            |   |                          |   |                          |  |                              |  |                              |
| Gravespace measuring 4 feet by 2 feet                                      | R    | EXP        | 250.00  | 10.62%                   | 500.00  | 121.24%                  | 250.00   | 0.00%                        | 500.00   | 0.00%                        |
| <b>Woodland Graves ( West Drayton Cemetery ) Special Regulations Apply</b> |      |            |   |                          |   |                          |  |                              |  |                              |
| Gravespace measuring 9 feet by 4 feet                                      | R    | EXP        | 625.00  | 16.60%                   | 1,250.00  | 133.21%                  | 625.00   | 0.00%                        | 1,250.00   | 0.00%                        |

| All prices including VAT |      |            |   |                          |   |                          |  |                              |  |                              |
|--------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
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**Land Charges**

**Search Fees**

|  |   |    |       |       |       |       |       |       |       |       |
|--|---|----|-------|-------|-------|-------|-------|-------|-------|-------|
| Standard commercial search   | M | NB | 70.00 | 0.00% | 70.00 | 0.00% | 70.00 | 0.00% | 70.00 | 0.00% |
| Official certificate of search (Form LLC1) only                      | M | NB | 26.00 | 0.00% | 26.00 | 0.00% | 26.00 | 0.00% | 26.00 | 0.00% |
| Standard domestic search   | M | NB | 60.00 | 0.00% | 60.00 | 0.00% | 60.00 | 0.00% | 60.00 | 0.00% |
| Assisted Search LLC Register Only                                    | M | NB | 22.00 | 0.00% | 22.00 | 0.00% | 22.00 | 0.00% | 22.00 | 0.00% |
| Assisted Search LLC Register Only (Additional parcels of land (each) | M | NB | 1.00  | 0.00% | 1.00  | 0.00% | 1.00  | 0.00% | 1.00  | 0.00% |
| Assisted Common Land Search  | M | NB | 15.00 | 0.00% | 15.00 | 0.00% | 15.00 | 0.00% | 15.00 | 0.00% |
| Assisted Compiling CON29R  | M | NB | 32.00 | 0.00% | 32.00 | 0.00% | 32.00 | 0.00% | 32.00 | 0.00% |
| Assisted Compiling CON29O  | M | NB | 18.50 | 0.00% | 18.50 | 0.00% | 18.50 | 0.00% | 18.50 | 0.00% |

**Registrar**

**Certificates purchased from the Registrar**

|  |   |     |      |       |      |       |      |       |      |       |
|--|---|-----|------|-------|------|-------|------|-------|------|-------|
| Birth, Death and Stillbirth - Standard | M | EXP | 3.50 | 0.00% | 3.50 | 0.00% | 3.50 | 0.00% | 3.50 | 0.00% |
| Birth and Stillbirth - Short           | M | EXP | 0.00 |       | 0.00 |       | 0.00 |       | 0.00 |       |
| Birth - Additional Short               | M | EXP | 3.50 | 0.00% | 3.50 | 0.00% | 3.50 | 0.00% | 3.50 | 0.00% |
| Marriage                               | M | EXP | 3.50 | 0.00% | 3.50 | 0.00% | 3.50 | 0.00% | 3.50 | 0.00% |

**Certificates purchased from Registrar after time of initial registration**

|     |   |     |      |       |      |       |      |       |      |       |
|-----|---|-----|------|-------|------|-------|------|-------|------|-------|
| All | M | EXP | 7.00 | 0.00% | 7.00 | 0.00% | 7.00 | 0.00% | 7.00 | 0.00% |
|-----|---|-----|------|-------|------|-------|------|-------|------|-------|

Type  
 B = Business  
 R = Residents  
 M = Mixed

Vat Status  
 STD - Standard Rated  
 ZERO - Zero Rated  
 EXP - Exempt  
 NB - Non Business

| All prices including VAT |      |            |   |                          |   |                          |  |                              |  |                              |
|--------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge       | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |

**Certificates purchased from the Superintendent**

|                    |   |     |      |       |      |       |      |       |      |       |
|--------------------|---|-----|------|-------|------|-------|------|-------|------|-------|
| Birth - Short      | M | EXP | 9.00 | 0.00% | 9.00 | 0.00% | 9.00 | 0.00% | 9.00 | 0.00% |
| Birth - Standard   | M | EXP | 9.00 | 0.00% | 9.00 | 0.00% | 9.00 | 0.00% | 9.00 | 0.00% |
| Death and Marriage | M | EXP | 9.00 | 0.00% | 9.00 | 0.00% | 9.00 | 0.00% | 9.00 | 0.00% |

**Marriages/Civil Partnerships (Statutory fees)**

|  |   |     |       |       |       |       |       |       |       |       |
|--|---|-----|-------|-------|-------|-------|-------|-------|-------|-------|
| Entry of each notice                               | M | EXP | 33.50 | 0.00% | 33.50 | 0.00% | 33.50 | 0.00% | 33.50 | 0.00% |
| Basic ceremony/Schedule in Superintendent's Office | M | EXP | 40.00 | 0.00% | 40.00 | 0.00% | 40.00 | 0.00% | 40.00 | 0.00% |
| Registrar's attendance at Registered Building      | M | EXP | 80.00 | 0.00% | 80.00 | 0.00% | 80.00 | 0.00% | 80.00 | 0.00% |

**Marriages/Civil Partnerships (Non - Statutory fees)**

|   |   |     |        |       |        |       |        |       |        |       |
|---|---|-----|--------|-------|--------|-------|--------|-------|--------|-------|
| Silver ceremony in four seasons room (Mon-Thurs)  | M | EXP | 95.00  | 0.00% | 95.00  | 0.00% | 97.50  | 2.63% | 97.50  | 2.63% |
| Silver ceremony in four seasons room (Fri-Sat)    | M | EXP | 100.00 | 0.00% | 100.00 | 0.00% | 102.50 | 2.50% | 102.50 | 2.50% |
| Gold ceremony in four seasons room (Mon-Thurs)    | M | EXP | 150.00 | 0.00% | 150.00 | 0.00% | 154.00 | 2.67% | 154.00 | 2.67% |
| Gold tier ceremony in four seasons room (Fri-Sat) | M | EXP | 165.00 | 0.00% | 165.00 | 0.00% | 169.50 | 2.73% | 169.50 | 2.73% |
| Ceremony at approved Premises (Mon - Thurs)       | M | EXP | 300.00 | 0.00% | 300.00 | 0.00% | 307.50 | 2.50% | 307.50 | 2.50% |
| Ceremony at approved Premises (Fri-Sat)           | M | EXP | 400.00 | 0.00% | 400.00 | 0.00% | 410.00 | 2.50% | 410.00 | 2.50% |
| Ceremony at approved Premises (Sun)               | M | EXP | 445.00 | 0.00% | 445.00 | 0.00% | 457.00 | 2.70% | 457.00 | 2.70% |

**Citizenship ceremony**

|  |   |     |       |       |       |       |       |       |       |       |
|--|---|-----|-------|-------|-------|-------|-------|-------|-------|-------|
| Citizenship ceremony ( Home Office set Fee ) | M | EXP | 80.00 | 0.00% | 80.00 | 0.00% | 80.00 | 0.00% | 80.00 | 0.00% |
|--|---|-----|-------|-------|-------|-------|-------|-------|-------|-------|

**Nationality Checking Service**

|                              |   |     |       |       |       |       |       |        |       |        |
|------------------------------|---|-----|-------|-------|-------|-------|-------|--------|-------|--------|
| Nationality Checking Service | M | STD | 54.00 | 1.89% | 54.00 | 1.89% | 60.00 | 11.11% | 60.00 | 11.11% |
|------------------------------|---|-----|-------|-------|-------|-------|-------|--------|-------|--------|

Type  
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 M = Mixed

Vat Status  
 STD - Standard Rated  
 ZERO - Zero Rated  
 EXP - Exempt  
 NB - Non Business

| All prices including VAT   |      |            |   |                          |   |                          |  |                              |  |                              |
|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge   | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
| <b>Electoral</b>   |      |            |   |                          |   |                          |  |                              |  |                              |
| Registration confirmation letters  | R    | EXP        | 15.00   | 0.00%                    | 15.00   | 0.00%                    | 15.00  | 0.00%                        | 15.00  | 0.00%                        |
| Edited registers   | B    | EXP        | 30.00   | 0.00%                    | 30.00   | 0.00%                    | 30.00  | 0.00%                        | 30.00  | 0.00%                        |
| Credit reference agencies registers  | B    | EXP        | 500.00  | 0.00%                    | 500.00  | 0.00%                    | 500.00   | 0.00%                        | 500.00   | 0.00%                        |
| <b>Certificate Priority Service</b>  |      |            |   |                          |   |                          |  |                              |  |                              |
| 1 Hour   | M    | STD        | 10.21   | 2.13%                    | 10.21   | 2.13%                    | 10.50  | 2.81%                        | 10.50  | 2.81%                        |
| 24 Hour  | M    | STD        | 5.11  | 2.13%                    | 5.11  | 2.13%                    | 5.50   | 7.71%                        | 5.50   | 7.71%                        |
| <b>Renewal of Marriage Vows</b>  |      |            |   |                          |   |                          |  |                              |  |                              |
| Four Seasons   | M    | STD        | 169.00  | 2.42%                    | 169.00  | 2.42%                    | 172.50   | 2.07%                        | 172.50   | 2.07%                        |
| Approved Premises  | M    | STD        | 255.00  | 2.00%                    | 255.00  | 2.00%                    | 262.00   | 2.75%                        | 262.00   | 2.75%                        |
| <b>Baby naming Ceremonies</b>  |      |            |   |                          |   |                          |  |                              |  |                              |
| Four Seasons   | M    | STD        | 169.00  | 2.42%                    | 169.00  | 2.42%                    | 172.50   | 2.07%                        | 172.50   | 2.07%                        |
| <b>Citizenship ceremony</b>  |      |            |   |                          |   |                          |  |                              |  |                              |
| Individual Citizenship ceremony (cost in addition to statutory charge) - Midweek Charge  | M    | STD        | 102.13  | 2.13%                    | 102.13  | 2.13%                    | 105.00   | 2.81%                        | 105.00   | 2.81%                        |
| Individual Citizenship ceremony (cost in addition to statutory charge) - Saturday Charge | M    | STD        | 127.66  | 2.13%                    | 127.66  | 2.13%                    | 131.00   | 2.62%                        | 131.00   | 2.62%                        |
| <b>Contact Centre</b>  |      |            |   |                          |   |                          |  |                              |  |                              |
| <b>Blue Badge</b>  |      |            |   |                          |   |                          |  |                              |  |                              |
| Disabled Parking Blue Badge  | R    | EXP        | 2.00  | 0.00%                    | 2.00  | 0.00%                    | 2.00   | 0.00%                        | 2.00   | 0.00%                        |

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Vat Status  
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 EXP - Exempt  
 NB - Non Business

| All prices including VAT |      |            |   |                          |   |                          |  |                              |  |                              |
|--------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge       | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |

**Imported Food Unit****Products of animal origin**

|   |   |    |        |       |        |       |        |       |        |       |
|---|---|----|--------|-------|--------|-------|--------|-------|--------|-------|
| 0 to 100kg per AWB                                | B | NB | 50.00  | 0.00% | 50.00  | 0.00% | 50.00  | 0.00% | 50.00  | 0.00% |
| 101 to 1,000kg per CVED                           | B | NB | 80.00  | 0.00% | 80.00  | 0.00% | 80.00  | 0.00% | 80.00  | 0.00% |
| 1,001 to 5,000kg per CVED                         | B | NB | 130.00 | 0.00% | 130.00 | 0.00% | 130.00 | 0.00% | 130.00 | 0.00% |
| 5001kg to 15,000kg per CVED                       | B | NB | 140.00 | 0.00% | 140.00 | 0.00% | 140.00 | 0.00% | 140.00 | 0.00% |
| Above 15,001Kg per CVED                           | B | NB | 340.00 | 0.00% | 340.00 | 0.00% | 340.00 | 0.00% | 340.00 | 0.00% |
| Semen/Embryos per CVED                            | B | NB | 50.00  | 0.00% | 50.00  | 0.00% | 50.00  | 0.00% | 50.00  | 0.00% |
| From New Zealand                                  | B | NB | 26.00  | 0.00% | 26.00  | 0.00% | 26.00  | 0.00% | 26.00  | 0.00% |
| Completion of part one of CVED on TRACES per CVED | B | NB | 10.00  | 0.00% | 10.00  | 0.00% | 10.00  | 0.00% | 10.00  | 0.00% |

**Out of hours Additional charges**

|   |   |    |        |       |        |       |        |        |        |        |
|---|---|----|--------|-------|--------|-------|--------|--------|--------|--------|
| Up to midnight (18:00 to 00:00)                               | B | NB | 150.00 | 0.00% | 150.00 | 0.00% | 150.00 | 0.00%  | 150.00 | 0.00%  |
| After midnight (00:00 to 08:00)                               | B | NB | 300.00 | 0.00% | 300.00 | 0.00% | 400.00 | 33.33% | 400.00 | 33.33% |
| Additional Charge per CVED on Christmas Day and New Years Day | B | NB | 0.00   | 0.00% | 0.00   | 0.00% | 20.00  |        | 20.00  |        |

**Products of animal origin - Catch certificate**

|   |   |    |        |       |        |       |        |       |        |       |
|---|---|----|--------|-------|--------|-------|--------|-------|--------|-------|
| Third Countries                                       | B | NB | 45.00  | 0.00% | 45.00  | 0.00% | 45.00  | 0.00% | 45.00  | 0.00% |
| Bilateral Countries                                   | B | NB | 15.00  | 0.00% | 15.00  | 0.00% | 15.00  | 0.00% | 15.00  | 0.00% |
| (for Catch certificate only) Out Hours 18:00 to 00:00 | B | NB | 150.00 |       | 150.00 |       | 150.00 | 0.00% | 150.00 | 0.00% |
| (for Catch certificate only) Out Hours 00:00 to 08:00 | B | NB | 300.00 |       | 300.00 |       | 300.00 | 0.00% | 300.00 | 0.00% |

Type  
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 R = Residents  
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Vat Status  
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 EXP - Exempt  
 NB - Non Business

| All prices including VAT  |      |            |   |                          |   |                          |  |                              |  |                              |
|---|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
| <b>Products of Non-Animal Origin - CED</b>  |      |            |   |                          |   |                          |  |                              |  |                              |
| Documentary Check per CED   | B    | NB         | 50.00   | 0.00%                    | 50.00   | 0.00%                    | 50.00  | 0.00%                        | 50.00  | 0.00%                        |
| Full Physical Check per CED (Plus AN/Analytical Fee)  | B    | NB         | 160.00  | 0.00%                    | 160.00  | 0.00%                    | 160.00   | 0.00%                        | 160.00   | 0.00%                        |
| Non-Compliant (Surrender for Destruction)   | B    | NB         | 165.00  | 43.48%                   | 165.00  | 43.48%                   | 165.00   | 0.00%                        | 165.00   | 0.00%                        |
| Non-Compliant (Onward Transmission)   | B    | NB         | 115.00  | 0.00%                    | 115.00  | 0.00%                    | 115.00   | 0.00%                        | 115.00   | 0.00%                        |
| Out Hours 18:00 to 00.00  | B    | NB         | 150.00  | 0.00%                    | 150.00  | 0.00%                    | 150.00   | 0.00%                        | 150.00   | 0.00%                        |
| Out Hours 00:00 to 08.00  | B    | NB         | 300.00  | 0.00%                    | 300.00  | 0.00%                    | 400.00   | 33.33%                       | 400.00   | 33.33%                       |
| Additional Charge per CED on Christmas Day and New Years Day  | B    | NB         | 0.00  | 0.00%                    | 0.00  | 0.00%                    | 20.00  | 0.00%                        | 20.00  | 0.00%                        |
| <b>Products of Non-Animal Origin - Organics</b>   |      |            |   |                          |   |                          |  |                              |  |                              |
| Full Official Checks  | B    | NB         | 45.00   | 0.00%                    | 45.00   | 0.00%                    | 45.00  | 0.00%                        | 45.00  | 0.00%                        |
| Out Hours 18:00 to 00.00  | B    | NB         | 150.00  | 0.00%                    | 150.00  | 0.00%                    | 150.00   | 0.00%                        | 150.00   | 0.00%                        |
| Out Hours 00:00 to 08.00  | B    | NB         | 300.00  | 0.00%                    | 300.00  | 0.00%                    | 300.00   | 0.00%                        | 300.00   | 0.00%                        |
| Export Certificates   | B    | NB         | 52.00   | 0.00%                    | 52.00   | 0.00%                    | 52.00  | 0.00%                        | 52.00  | 0.00%                        |
| <b>Verification of organic certificates</b>   |      |            |   |                          |   |                          |  |                              |  |                              |
| Imported food clearances (normal working hours). Note All Imported foods payments Charges are for Gross weight in Kg. |      |            |   |                          |   |                          |  |                              |  |                              |
| Payment by credit card will incur a 2.5% processing fee.  | B    | NB         | 45.00   | 0.00%                    | 45.00   | 0.00%                    | 45.00  | 0.00%                        | 45.00  | 0.00%                        |
| <b>Food Hygiene Training</b>  |      |            |   |                          |   |                          |  |                              |  |                              |
| Per Attendee ( up to 12 attendees per course)   | B    | NB         |   |                          | 60.00   |                          | 60.00  | 0.00%                        |  | 0.00%                        |



| All prices including VAT   |      |            |   |                          |   |                          |  |                              |  |                              |
|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge   | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
| <b>Children's Centres</b>  |      |            |   |                          |   |                          |  |                              |  |                              |
| <b>Full day care provision</b>   |      |            |   |                          |   |                          |  |                              |  |                              |
| Nestles Avenue Children's Centre   | R    | EXP        | 205.00  | 0.00%                    | 205.00  | 0.00%                    | 205.00   | 0.00%                        | 205.00   | 0.00%                        |
| South Ruislip Early Years Centre   | R    | EXP        | 205.00  | 0.00%                    | 205.00  | 0.00%                    | 205.00   | 0.00%                        | 205.00   | 0.00%                        |
| Uxbridge Early Years Centre  | R    | EXP        | 205.00  | 0.00%                    | 205.00  | 0.00%                    | 205.00   | 0.00%                        | 205.00   | 0.00%                        |
| <b>Music Service (Termly charge)</b>   |      |            |   |                          |   |                          |  |                              |  |                              |
| Group tuition  | R    | EXP        | 48.75   | 0.00%                    | 48.75   | 0.00%                    | 49.97  | 2.50%                        | 49.97  | 2.50%                        |
| Individual tuition   | R    | EXP        | 91.50   | 0.00%                    | 91.50   | 0.00%                    | 93.79  | 2.50%                        | 93.79  | 2.50%                        |
| Saturday Music Centre  | R    | EXP        | 48.75   | 0.00%                    | 48.75   | 0.00%                    | 49.97  | 2.50%                        | 49.97  | 2.50%                        |
| Evening Activity or Saturday Choir Only  | R    | EXP        | 27.75   | 0.00%                    | 27.75   | 0.00%                    | 28.44  | 2.50%                        | 28.44  | 2.50%                        |
| Use of Instrument  | R    | EXP        | 9.75  | 0.00%                    | 9.75  | 0.00%                    | 9.99   | 2.50%                        | 9.99   | 2.50%                        |
| <b>Music Service (Reduced rate for families in receipt of benefit - termly charge)</b> |      |            |   |                          |   |                          |  |                              |  |                              |
| Group tuition  | R    | EXP        | 12.75   | 0.00%                    | 12.75   | 0.00%                    | 13.07  | 2.50%                        | 13.07  | 2.50%                        |
| Individual tuition   | R    | EXP        | 21.25   | 0.00%                    | 21.25   | 0.00%                    | 21.78  | 2.50%                        | 21.78  | 2.50%                        |
| Saturday Music Centre  | R    | EXP        | 12.75   | 0.00%                    | 12.75   | 0.00%                    | 13.07  | 2.50%                        | 13.07  | 2.50%                        |
| Evening Activity or Saturday Choir Only  | R    | EXP        | 9.25  | 0.00%                    | 9.25  | 0.00%                    | 9.48   | 2.50%                        | 9.48   | 2.50%                        |
| Use of Instrument  | R    | EXP        | 4.10  | 0.00%                    | 4.10  | 0.00%                    | 4.20   | 2.50%                        | 4.20   | 2.50%                        |
| <b>Asylum Service (per month)</b>  |      |            |   |                          |   |                          |  |                              |  |                              |
| Asylum Service Charges for 18+   | R    | NB         | 5.00  | 0.00%                    | 5.00  | 0.00%                    | 5.00   | 0.00%                        | 5.00   | 0.00%                        |
| Asylum rental contribution Charges for 18+   | R    | NB         | 75.00   | 0.00%                    | 75.00   | 0.00%                    | 75.00  | 0.00%                        | 75.00  | 0.00%                        |

| All prices including VAT |      |            |   |                          |   |                          |  |                              |  |                              |
|--------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge       | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |

#### Charville YPC Northwood YPC South Ruislip YPC

##### Hourly Charges

|                                |   |     |       |       |       |       |       |       |       |       |
|--------------------------------|---|-----|-------|-------|-------|-------|-------|-------|-------|-------|
| Council directly managed       | M | EXP | 20.05 | 0.00% | 20.05 | 0.00% | 20.05 | 0.00% | 20.05 | 0.00% |
| Affiliated Youth Groups        | M | EXP | 25.07 | 0.00% | 25.07 | 0.00% | 25.07 | 0.00% | 25.07 | 0.00% |
| Other voluntary group lettings | M | EXP | 30.08 | 0.00% | 30.08 | 0.00% | 30.08 | 0.00% | 30.08 | 0.00% |
| Other lettings                 | M | EXP | 40.11 | 0.00% | 40.11 | 0.00% | 40.11 | 0.00% | 40.11 | 0.00% |

##### Daily Charges (Up to 8 Hours)

|                                |   |     |        |       |        |       |        |       |        |       |
|--------------------------------|---|-----|--------|-------|--------|-------|--------|-------|--------|-------|
| Council directly managed       | M | EXP | 120.33 | 0.00% | 120.33 | 0.00% | 120.33 | 0.00% | 120.33 | 0.00% |
| Affiliated Youth Groups        | M | EXP | 150.41 | 0.00% | 150.41 | 0.00% | 150.41 | 0.00% | 150.41 | 0.00% |
| Other voluntary group lettings | M | EXP | 180.49 | 0.00% | 180.49 | 0.00% | 180.49 | 0.00% | 180.49 | 0.00% |
| Other lettings                 | M | EXP | 240.65 | 0.00% | 240.65 | 0.00% | 240.65 | 0.00% | 240.65 | 0.00% |

##### Daily Charges (More than 8 Hours)

|                                |   |     |        |       |        |       |        |       |        |       |
|--------------------------------|---|-----|--------|-------|--------|-------|--------|-------|--------|-------|
| Council directly managed       | M | EXP | 240.65 | 0.00% | 240.65 | 0.00% | 240.65 | 0.00% | 240.65 | 0.00% |
| Affiliated Youth Groups        | M | EXP | 300.82 | 0.00% | 300.82 | 0.00% | 300.82 | 0.00% | 300.82 | 0.00% |
| Other voluntary group lettings | M | EXP | 360.98 | 0.00% | 360.98 | 0.00% | 360.98 | 0.00% | 360.98 | 0.00% |
| Other lettings                 | M | EXP | 481.31 | 0.00% | 481.31 | 0.00% | 481.31 | 0.00% | 481.31 | 0.00% |

##### Individual Rooms

##### Hourly

|                   |   |     |       |       |       |       |       |       |       |       |
|-------------------|---|-----|-------|-------|-------|-------|-------|-------|-------|-------|
| Charge for 1 room | M | EXP | 6.68  | 0.00% | 6.68  | 0.00% | 6.68  | 0.00% | 6.68  | 0.00% |
| Small hall        | M | EXP | 10.03 | 0.00% | 10.03 | 0.00% | 10.03 | 0.00% | 10.03 | 0.00% |
| Large Hall        | M | EXP | 15.04 | 0.00% | 15.04 | 0.00% | 15.04 | 0.00% | 15.04 | 0.00% |

| All prices including VAT                 |  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
|--|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| <b>Daily (up to 8 hours)</b>             |  |      |            |   |                          |   |                          |  |                              |  |                              |
| Charge for 1 room                        |  | M    | EXP        | 40.11   | 0.00%                    | 40.11   | 0.00%                    | 40.11  | 0.00%                        | 40.11  | 0.00%                        |
| Small hall                               |  | M    | EXP        | 60.16   | 0.00%                    | 60.16   | 0.00%                    | 60.16  | 0.00%                        | 60.16  | 0.00%                        |
| Large Hall                               |  | M    | EXP        | 90.25   | 0.00%                    | 90.25   | 0.00%                    | 90.25  | 0.00%                        | 90.25  | 0.00%                        |
| <b>Daily (more than 8 hours)</b>         |  |      |            |   |                          |   |                          |  |                              |  |                              |
| Charge for 1 room                        |  | M    | EXP        | 80.22   | 0.00%                    | 80.22   | 0.00%                    | 80.22  | 0.00%                        | 80.22  | 0.00%                        |
| Small hall                               |  | M    | EXP        | 120.33  | 0.00%                    | 120.33  | 0.00%                    | 120.33   | 0.00%                        | 120.33   | 0.00%                        |
| Large Hall                               |  | M    | EXP        | 180.49  | 0.00%                    | 180.49  | 0.00%                    | 180.49   | 0.00%                        | 180.49   | 0.00%                        |
| <b>West Drayton YPC</b>                  |  |      |            |   |                          |   |                          |  |                              |  |                              |
| <b>Hourly charges</b>                    |  |      |            |   |                          |   |                          |  |                              |  |                              |
| Council directly managed                 |  | M    | EXP        | 20.68   | 0.00%                    | 20.68   | 0.00%                    | 20.68  | 0.00%                        | 20.68  | 0.00%                        |
| Affiliated Youth Groups                  |  | M    | EXP        | 25.85   | 0.00%                    | 25.85   | 0.00%                    | 25.85  | 0.00%                        | 25.85  | 0.00%                        |
| Other voluntary group lettings           |  | M    | EXP        | 31.02   | 0.00%                    | 31.02   | 0.00%                    | 31.02  | 0.00%                        | 31.02  | 0.00%                        |
| Other lettings                           |  | M    | EXP        | 41.37   | 0.00%                    | 41.37   | 0.00%                    | 41.37  | 0.00%                        | 41.37  | 0.00%                        |
| <b>Daily Charges (UP to 8 HOURS)</b>     |  |      |            |   |                          |   |                          |  |                              |  |                              |
| Council directly managed                 |  | M    | EXP        | 124.10  | 0.00%                    | 124.10  | 0.00%                    | 124.10   | 0.00%                        | 124.10   | 0.00%                        |
| Affiliated Youth Groups                  |  | M    | EXP        | 155.12  | 0.00%                    | 155.12  | 0.00%                    | 155.12   | 0.00%                        | 155.12   | 0.00%                        |
| Other voluntary group lettings           |  | M    | EXP        | 186.14  | 0.00%                    | 186.14  | 0.00%                    | 186.14   | 0.00%                        | 186.14   | 0.00%                        |
| Other lettings                           |  | M    | EXP        | 248.19  | 0.00%                    | 248.19  | 0.00%                    | 248.19   | 0.00%                        | 248.19   | 0.00%                        |
| <b>Daily Charges (More than 8 HOURS)</b> |  |      |            |   |                          |   |                          |  |                              |  |                              |
| Council directly managed                 |  | M    | EXP        | 248.19  | 0.00%                    | 248.19  | 0.00%                    | 248.19   | 0.00%                        | 248.19   | 0.00%                        |
| Affiliated Youth Groups                  |  | M    | EXP        | 310.24  | 0.00%                    | 310.24  | 0.00%                    | 310.24   | 0.00%                        | 310.24   | 0.00%                        |
| Other voluntary group lettings           |  | M    | EXP        | 372.29  | 0.00%                    | 372.29  | 0.00%                    | 372.29   | 0.00%                        | 372.29   | 0.00%                        |
| Other lettings                           |  | M    | EXP        | 496.38  | 0.00%                    | 496.38  | 0.00%                    | 496.38   | 0.00%                        | 496.38   | 0.00%                        |

| All prices including VAT         |      |            |   |                          |   |                          |  |                              |  |                              |  |
|----------------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|--|
| Type of Fee/Charge               | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |  |
| <b>Individual Rooms</b>          |      |            |   |                          |   |                          |  |                              |  |                              |  |
| <b>Hourly</b>                    |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Charge for 1 room                | M    | EXP        | 6.89  | 0.00%                    | 6.89  | 0.00%                    | 6.89   | 0.00%                        | 6.89   | 0.00%                        |  |
| Small hall                       | M    | EXP        | 10.34   | 0.00%                    | 10.34   | 0.00%                    | 10.34  | 0.00%                        | 10.34  | 0.00%                        |  |
| Large Hall                       | M    | EXP        | 15.51   | 0.00%                    | 15.51   | 0.00%                    | 15.51  | 0.00%                        | 15.51  | 0.00%                        |  |
| <b>Daily (up to 8 hours)</b>     |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Charge for 1 room                | M    | EXP        | 41.37   | 0.00%                    | 41.37   | 0.00%                    | 41.37  | 0.00%                        | 41.37  | 0.00%                        |  |
| Small hall                       | M    | EXP        | 62.05   | 0.00%                    | 62.05   | 0.00%                    | 62.05  | 0.00%                        | 62.05  | 0.00%                        |  |
| Large Hall                       | M    | EXP        | 93.07   | 0.00%                    | 93.07   | 0.00%                    | 93.07  | 0.00%                        | 93.07  | 0.00%                        |  |
| <b>Daily (more than 8 hours)</b> |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Charge for 1 room                | M    | EXP        | 82.73   | 0.00%                    | 82.73   | 0.00%                    | 82.73  | 0.00%                        | 82.73  | 0.00%                        |  |
| Small hall                       | M    | EXP        | 124.10  | 0.00%                    | 124.10  | 0.00%                    | 124.10   | 0.00%                        | 124.10   | 0.00%                        |  |
| Large Hall                       | M    | EXP        | 186.14  | 0.00%                    | 186.14  | 0.00%                    | 186.14   | 0.00%                        | 186.14   | 0.00%                        |  |
| <b>Harlington YPC</b>            |      |            |   |                          |   |                          |  |                              |  |                              |  |
| <b>Hourly</b>                    |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Council directly managed         | M    | EXP        | 16.20   | 0.00%                    | 16.20   | 0.00%                    | 16.20  | 0.00%                        | 16.20  | 0.00%                        |  |
| Affiliated Youth Groups          | M    | EXP        | 20.25   | 0.00%                    | 20.25   | 0.00%                    | 20.25  | 0.00%                        | 20.25  | 0.00%                        |  |
| Other voluntary group lettings   | M    | EXP        | 24.30   | 0.00%                    | 24.30   | 0.00%                    | 24.30  | 0.00%                        | 24.30  | 0.00%                        |  |
| Other lettings                   | M    | EXP        | 32.40   | 0.00%                    | 32.40   | 0.00%                    | 32.40  | 0.00%                        | 32.40  | 0.00%                        |  |
| <b>Daily (up to 8 hours)</b>     |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Council directly managed         | M    | EXP        | 97.21   | 0.00%                    | 97.21   | 0.00%                    | 97.21  | 0.00%                        | 97.21  | 0.00%                        |  |
| Affiliated Youth Groups          | M    | EXP        | 121.51  | 0.00%                    | 121.51  | 0.00%                    | 121.51   | 0.00%                        | 121.51   | 0.00%                        |  |
| Other voluntary group lettings   | M    | EXP        | 145.82  | 0.00%                    | 145.82  | 0.00%                    | 145.82   | 0.00%                        | 145.82   | 0.00%                        |  |
| Other lettings                   | M    | EXP        | 194.42  | 0.00%                    | 194.42  | 0.00%                    | 194.42   | 0.00%                        | 194.42   | 0.00%                        |  |

| All prices including VAT         |                                | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
|----------------------------------|--------------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| <b>Daily (more than 8 hours)</b> |                                |      |            |   |                          |   |                          |  |                              |  |                              |
|                                  | Council directly managed       | M    | EXP        | 194.42  | 0.00%                    | 194.42  | 0.00%                    | 194.42   | 0.00%                        | 194.42   | 0.00%                        |
|                                  | Affiliated Youth Groups        | M    | EXP        | 243.03  | 0.00%                    | 243.03  | 0.00%                    | 243.03   | 0.00%                        | 243.03   | 0.00%                        |
|                                  | Other voluntary group lettings | M    | EXP        | 291.63  | 0.00%                    | 291.63  | 0.00%                    | 291.63   | 0.00%                        | 291.63   | 0.00%                        |
|                                  | Other lettings                 | M    | EXP        | 388.85  | 0.00%                    | 388.85  | 0.00%                    | 388.85   | 0.00%                        | 388.85   | 0.00%                        |
| <b>Individual Rooms</b>          |                                |      |            |   |                          |   |                          |  |                              |  |                              |
| <b>Hourly</b>                    |                                |      |            |   |                          |   |                          |  |                              |  |                              |
|                                  | Charge for 1 room              | M    | EXP        | 5.40  | 0.00%                    | 5.40  | 0.00%                    | 5.40   | 0.00%                        | 5.40   | 0.00%                        |
|                                  | Small hall                     | M    | EXP        | 8.10  | 0.00%                    | 8.10  | 0.00%                    | 8.10   | 0.00%                        | 8.10   | 0.00%                        |
|                                  | Large Hall                     | M    | EXP        | 12.15   | 0.00%                    | 12.15   | 0.00%                    | 12.15  | 0.00%                        | 12.15  | 0.00%                        |
| <b>Daily (up to 8 hours)</b>     |                                |      |            |   |                          |   |                          |  |                              |  |                              |
|                                  | Charge for 1 room              | M    | EXP        | 32.40   | 0.00%                    | 32.40   | 0.00%                    | 32.40  | 0.00%                        | 32.40  | 0.00%                        |
|                                  | Small hall                     | M    | EXP        | 48.61   | 0.00%                    | 48.61   | 0.00%                    | 48.61  | 0.00%                        | 48.61  | 0.00%                        |
|                                  | Large Hall                     | M    | EXP        | 72.91   | 0.00%                    | 72.91   | 0.00%                    | 72.91  | 0.00%                        | 72.91  | 0.00%                        |
| <b>Daily (more than 8 hours)</b> |                                |      |            |   |                          |   |                          |  |                              |  |                              |
|                                  | Charge for 1 room              | M    | EXP        | 64.81   | 0.00%                    | 64.81   | 0.00%                    | 64.81  | 0.00%                        | 64.81  | 0.00%                        |
|                                  | Small hall                     | M    | EXP        | 97.21   | 0.00%                    | 97.21   | 0.00%                    | 97.21  | 0.00%                        | 97.21  | 0.00%                        |
|                                  | Large Hall                     | M    | EXP        | 145.82  | 0.00%                    | 145.82  | 0.00%                    | 145.82   | 0.00%                        | 145.82   | 0.00%                        |
| <b>Ruislip YPC</b>               |                                |      |            |   |                          |   |                          |  |                              |  |                              |
| <b>Hourly</b>                    |                                |      |            |   |                          |   |                          |  |                              |  |                              |
|                                  | Council directly managed       | M    | EXP        | 15.78   | 0.00%                    | 15.78   | 0.00%                    | 15.78  | 0.00%                        | 15.78  | 0.00%                        |
|                                  | Affiliated Youth Groups        | M    | EXP        | 19.72   | 0.00%                    | 19.72   | 0.00%                    | 19.72  | 0.00%                        | 19.72  | 0.00%                        |
|                                  | Other voluntary group lettings | M    | EXP        | 23.67   | 0.00%                    | 23.67   | 0.00%                    | 23.67  | 0.00%                        | 23.67  | 0.00%                        |
|                                  | Other lettings                 | M    | EXP        | 31.55   | 0.00%                    | 31.55   | 0.00%                    | 31.55  | 0.00%                        | 31.55  | 0.00%                        |

| All prices including VAT         |      |            |   |                          |   |                          |  |                              |  |                              |  |
|----------------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|--|
| Type of Fee/Charge               | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |  |
| <b>Daily (up to 8 hours)</b>     |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Council directly managed         | M    | EXP        | 94.66   | 0.00%                    | 94.66   | 0.00%                    | 94.66  | 0.00%                        | 94.66  | 0.00%                        |  |
| Affiliated Youth Groups          | M    | EXP        | 118.33  | 0.00%                    | 118.33  | 0.00%                    | 118.33   | 0.00%                        | 118.33   | 0.00%                        |  |
| Other voluntary group lettings   | M    | EXP        | 142.00  | 0.00%                    | 142.00  | 0.00%                    | 142.00   | 0.00%                        | 142.00   | 0.00%                        |  |
| Other lettings                   | M    | EXP        | 189.33  | 0.00%                    | 189.33  | 0.00%                    | 189.33   | 0.00%                        | 189.33   | 0.00%                        |  |
| <b>Daily (more than 8 hours)</b> |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Council directly managed         | M    | EXP        | 189.33  | 0.00%                    | 189.33  | 0.00%                    | 189.33   | 0.00%                        | 189.33   | 0.00%                        |  |
| Affiliated Youth Groups          | M    | EXP        | 236.66  | 0.00%                    | 236.66  | 0.00%                    | 236.66   | 0.00%                        | 236.66   | 0.00%                        |  |
| Other voluntary group lettings   | M    | EXP        | 283.99  | 0.00%                    | 283.99  | 0.00%                    | 283.99   | 0.00%                        | 283.99   | 0.00%                        |  |
| Other lettings                   | M    | EXP        | 378.65  | 0.00%                    | 378.65  | 0.00%                    | 378.65   | 0.00%                        | 378.65   | 0.00%                        |  |
| <b>Individual Rooms</b>          |      |            |   |                          |   |                          |  |                              |  |                              |  |
| <b>Hourly</b>                    |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Charge for 1 room                | M    | EXP        | 5.26  | 0.00%                    | 5.26  | 0.00%                    | 5.26   | 0.00%                        | 5.26   | 0.00%                        |  |
| Small hall                       | M    | EXP        | 7.89  | 0.00%                    | 7.89  | 0.00%                    | 7.89   | 0.00%                        | 7.89   | 0.00%                        |  |
| Large Hall                       | M    | EXP        | 11.83   | 0.00%                    | 11.83   | 0.00%                    | 11.83  | 0.00%                        | 11.83  | 0.00%                        |  |
| <b>Daily (up to 8 hours)</b>     |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Charge for 1 room                | M    | EXP        | 31.55   | 0.00%                    | 31.55   | 0.00%                    | 31.55  | 0.00%                        | 31.55  | 0.00%                        |  |
| Small hall                       | M    | EXP        | 47.33   | 0.00%                    | 47.33   | 0.00%                    | 47.33  | 0.00%                        | 47.33  | 0.00%                        |  |
| Large Hall                       | M    | EXP        | 71.00   | 0.00%                    | 71.00   | 0.00%                    | 71.00  | 0.00%                        | 71.00  | 0.00%                        |  |
| <b>Daily (more than 8 hours)</b> |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Charge for 1 room                | M    | EXP        | 63.11   | 0.00%                    | 63.11   | 0.00%                    | 63.11  | 0.00%                        | 63.11  | 0.00%                        |  |
| Small hall                       | M    | EXP        | 94.66   | 0.00%                    | 94.66   | 0.00%                    | 94.66  | 0.00%                        | 94.66  | 0.00%                        |  |
| Large Hall                       | M    | EXP        | 142.00  | 0.00%                    | 142.00  | 0.00%                    | 142.00   | 0.00%                        | 142.00   | 0.00%                        |  |

| All prices including VAT         |      |            |   |                          |   |                          |  |                              |  |                              |
|----------------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge               | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
| <b>Fountain Mills YPC</b>        |      |            |   |                          |   |                          |  |                              |  |                              |
| <b>Hourly</b>                    |      |            |   |                          |   |                          |  |                              |  |                              |
| Council directly managed         | M    | EXP        | 20.42   | 0.00%                    | 20.42   | 0.00%                    | 20.42  | 0.00%                        | 20.42  | 0.00%                        |
| Affiliated Youth Groups          | M    | EXP        | 25.53   | 0.00%                    | 25.53   | 0.00%                    | 25.53  | 0.00%                        | 25.53  | 0.00%                        |
| Other voluntary group lettings   | M    | EXP        | 30.63   | 0.00%                    | 30.63   | 0.00%                    | 30.63  | 0.00%                        | 30.63  | 0.00%                        |
| Other lettings                   | M    | EXP        | 40.85   | 0.00%                    | 40.85   | 0.00%                    | 40.85  | 0.00%                        | 40.85  | 0.00%                        |
| <b>Daily (up to 8 hours)</b>     |      |            |   |                          |   |                          |  |                              |  |                              |
| Council directly managed         | M    | EXP        | 122.54  | 0.00%                    | 122.54  | 0.00%                    | 122.54   | 0.00%                        | 122.54   | 0.00%                        |
| Affiliated Youth Groups          | M    | EXP        | 153.17  | 0.00%                    | 153.17  | 0.00%                    | 153.17   | 0.00%                        | 153.17   | 0.00%                        |
| Other voluntary group lettings   | M    | EXP        | 183.81  | 0.00%                    | 183.81  | 0.00%                    | 183.81   | 0.00%                        | 183.81   | 0.00%                        |
| Other lettings                   | M    | EXP        | 245.08  | 0.00%                    | 245.08  | 0.00%                    | 245.08   | 0.00%                        | 245.08   | 0.00%                        |
| <b>Daily (more than 8 hours)</b> |      |            |   |                          |   |                          |  |                              |  |                              |
| Council directly managed         | M    | EXP        | 245.08  | 0.00%                    | 245.08  | 0.00%                    | 245.08   | 0.00%                        | 245.08   | 0.00%                        |
| Affiliated Youth Groups          | M    | EXP        | 306.35  | 0.00%                    | 306.35  | 0.00%                    | 306.35   | 0.00%                        | 306.35   | 0.00%                        |
| Other voluntary group lettings   | M    | EXP        | 367.62  | 0.00%                    | 367.62  | 0.00%                    | 367.62   | 0.00%                        | 367.62   | 0.00%                        |
| Other lettings                   | M    | EXP        | 490.15  | 0.00%                    | 490.15  | 0.00%                    | 490.15   | 0.00%                        | 490.15   | 0.00%                        |
| <b>Individual Rooms</b>          |      |            |   |                          |   |                          |  |                              |  |                              |
| <b>Hourly</b>                    |      |            |   |                          |   |                          |  |                              |  |                              |
| Charge for 1 room                | M    | EXP        | 6.81  | 0.00%                    | 6.81  | 0.00%                    | 6.81   | 0.00%                        | 6.81   | 0.00%                        |
| Small hall                       | M    | EXP        | 10.21   | 0.00%                    | 10.21   | 0.00%                    | 10.21  | 0.00%                        | 10.21  | 0.00%                        |
| Large Hall                       | M    | EXP        | 15.32   | 0.00%                    | 15.32   | 0.00%                    | 15.32  | 0.00%                        | 15.32  | 0.00%                        |
| <b>Daily (up to 8 hours)</b>     |      |            |   |                          |   |                          |  |                              |  |                              |
| Charge for 1 room                | M    | EXP        | 40.85   | 0.00%                    | 40.85   | 0.00%                    | 40.85  | 0.00%                        | 40.85  | 0.00%                        |
| Small hall                       | M    | EXP        | 61.27   | 0.00%                    | 61.27   | 0.00%                    | 61.27  | 0.00%                        | 61.27  | 0.00%                        |
| Large Hall                       | M    | EXP        | 91.90   | 0.00%                    | 91.90   | 0.00%                    | 91.90  | 0.00%                        | 91.90  | 0.00%                        |

Type  
 B = Business  
 R = Residents  
 M = Mixed

Vat Status  
 STD - Standard Rated  
 EXP - Exempt  
 NB - Non Business

| All prices including VAT                 |  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
|--|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| <b>Daily (more than 8 hours)</b>         |  |      |            |   |                          |   |                          |  |                              |  |                              |
| Charge for 1 room                        |  | M    | EXP        | 81.69   | 0.00%                    | 81.69   | 0.00%                    | 81.69  | 0.00%                        | 81.69  | 0.00%                        |
| Small hall                               |  | M    | EXP        | 122.54  | 0.00%                    | 122.54  | 0.00%                    | 122.54   | 0.00%                        | 122.54   | 0.00%                        |
| Large Hall                               |  | M    | EXP        | 183.81  | 0.00%                    | 183.81  | 0.00%                    | 183.81   | 0.00%                        | 183.81   | 0.00%                        |
| <b>FIESTA</b>                            |  |      |            |   |                          |   |                          |  |                              |  |                              |
| FIESTA in the Park - SY 7+               |  | M    | EXP        | FREE  | FREE                     | FREE  | FREE                     | FREE   | FREE                         | FREE   | FREE                         |
| Summer Action - SY 4-                    |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Summer Action - SY 6-                    |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Summer Action - SY 8-                    |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Summer Action - SY 10                    |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Summer Action Sparks - SY 8+             |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Fashion School - SY 8+                   |  | M    | EXP        | 50.00   | 0.00%                    | 50.00   | 0.00%                    | 62.50  | 25.00%                       | 62.50  | 25.00%                       |
| Mural Design - SY 8+                     |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Street Art - SY 8+                       |  | M    | EXP        | 25.00   | 0.00%                    | 25.00   | 0.00%                    | 31.25  | 25.00%                       | 31.25  | 25.00%                       |
| Digital Photography - SY 8+              |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Film Production - SY 8+                  |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Radio Broadcasting - SY 8+               |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Web Communications and Design - SY 8+    |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Drama and Improvisation - SY 8+          |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Advanced Drama and Improvisation - SY 8+ |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Musical Theatre - SY 8+                  |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Recording Studio Production - SY 8+      |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Rock School - SY 8+                      |  | M    | EXP        | 50.00   | 0.00%                    | 50.00   | 0.00%                    | 62.50  | 25.00%                       | 62.50  | 25.00%                       |
| Street Dance - SY 8+                     |  | M    | EXP        | 16.00   | 0.00%                    | 16.00   | 0.00%                    | 20.00  | 25.00%                       | 20.00  | 25.00%                       |



| All prices including VAT        |  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
|---------------------------------|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Type of Fee/Charge              |  |      |            |   |                          |   |                          |  |                              |  |                              |
| Street Dance (Advanced) - SY 8+ |  | M    | EXP        | 16.00   | 0.00%                    | 16.00   | 0.00%                    | 20.00  | 25.00%                       | 20.00  | 25.00%                       |

| All prices including VAT                              |  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 |
|---|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|
| Urban Vocal Performance - SY 8+                       |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Bollywood Dance - SY 8+                               |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Make Up and Beauty Techniques - SY 8+                 |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Advanced Make Up and Beauty Techniques - SY 8+        |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Babysitting - SY 11                                   |  | M    | EXP        | 25.00   | 0.00%                    | 25.00   | 0.00%                    | 31.25  | 25.00%                       | 31.25  | 25.00%                       |
| Careers: What Next? - SY 11                           |  | M    | EXP        | FREE  | FREE                     | FREE  | FREE                     | FREE   | FREE                         | FREE   | FREE                         |
| Event Management - SY 8+                              |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Food Hygiene Certificate - SY 8+                      |  | M    | EXP        | 5.00  | 0.00%                    | 5.00  | 0.00%                    | 6.25   | 25.00%                       | 6.25   | 25.00%                       |
| Hairdressing - SY 8+                                  |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Health and Safety Training for the Workplace - SY 11  |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Motor Vehicle Maintenance - SY 8+                     |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Motor Vehicle Maintenance (Advanced) - SY 8+          |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Office Skills - SY 11                                 |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| British Sign Language - SY 8+                         |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Cycling Proficiency - SY 6+                           |  | M    | EXP        | FREE  | FREE                     | FREE  | FREE                     | FREE   | FREE                         | FREE   | FREE                         |
| Driving Theory Test (Introduction to) - SY 8+         |  | M    | EXP        | 5.00  | 0.00%                    | 5.00  | 0.00%                    | 6.25   | 25.00%                       | 6.25   | 25.00%                       |
| English as a Second Language (ESOL) - SY 8+           |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| First Aid Skills (Introduction to) - SY 8+            |  | M    | EXP        | 5.00  | 0.00%                    | 5.00  | 0.00%                    | 6.25   | 25.00%                       | 6.25   | 25.00%                       |
| First Aid: Appointed Person (Advanced) - SY 11        |  | M    | EXP        | 5.00  | 0.00%                    | 5.00  | 0.00%                    | 6.25   | 25.00%                       | 6.25   | 25.00%                       |
| Hillingdon's Young Master Chef - SY 8+                |  | M    | EXP        | 5.00  | 0.00%                    | 5.00  | 0.00%                    | 6.25   | 25.00%                       | 6.25   | 25.00%                       |
| International Cooking Skills - SY 8+                  |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| Massage and Aromatherapy - SY 8+                      |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |
| What Do You Stand for? Politics for Beginners - SY 8+ |  | M    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 25.00  | 25.00%                       | 25.00  | 25.00%                       |

| All Prices Include VAT                                  |      | Effect of VAT increase as of 1st January 2011 to March 2012 |                                 |  |  |            |                             |                                 |            |  |  |            |
|---|------|---|---------------------------------|--|--|------------|-----------------------------|---------------------------------|------------|--|--|------------|
| Type  | Type | Current Charges Residents £                                 | Current Charges Non-Residents £ | Current Concessions Charge Residents £ | Current Concessions Charge Non-Residents £ | % Increase | Current Charges Residents £ | Current Charges Non-Residents £ | % Increase | Current Concessions Charge Residents £ | Current Concessions Charge Non-Residents £ | % Increase |
| <b>Leisure Services</b>                                 |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
| <b>Swimming-Indoor</b>                                  |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 3.30  | 3.70                            | 1.50                                   | 1.70                                       | 3.03%      | 3.40                        | 3.80                            | 2.70%      | 1.60                                   | 1.80                                       | 6.67%      |
| Peak - Adult  |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 1.60  | 1.60                            | 0.85                                   | 1.00                                       | 6.25%      | 1.70                        | 1.70                            | 6.25%      | 0.90                                   | 1.10                                       | 5.88%      |
| Peak - Child  |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 2.60  | 2.90                            | 0.70                                   | 0.90                                       | 3.85%      | 2.70                        | 3.00                            | 3.45%      | 0.80                                   | 1.00                                       | 14.29%     |
| Off Peak - Adult  |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 1.30  | 1.30                            | 0.65                                   | 0.90                                       | 7.69%      | 1.40                        | 1.40                            | 7.69%      | 0.70                                   | 1.00                                       | 7.69%      |
| Off Peak - Child  |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 8.50  | 9.50                            | 4.70                                   |  | 2.35%      | 8.70                        | 9.75                            | 2.63%      | 4.80                                   |  | 2.13%      |
| Family Swim - Peak Ticket (2adults & 2 children)        |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 7.00  | 7.90                            | 2.70                                   |  | 2.86%      | 7.20                        | 8.10                            | 2.53%      | 2.80                                   |  | 3.70%      |
| Family Swim - Off Peak Ticket (2adults & 2 children)    |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
| <b>Swimming-Outdoor</b>                                 |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 5.00  | 5.60                            | 3.50                                   | 4.50                                       | 4.00%      | 5.20                        | 5.70                            | 1.79%      | 3.60                                   | 4.60                                       | 2.86%      |
| Adult   |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 3.00  | 3.00                            | 2.00                                   | 3.00                                       | 3.33%      | 3.10                        | 3.10                            | 3.33%      | 2.10                                   | 3.10                                       | 5.00%      |
| Child   |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | Free  | Free                            | Free                                   | Free                                       | Free       | Free                        | Free                            | Free       | Free                                   | Free                                       | Free       |
| Under 5's   |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 13.00   | 15.00                           | 11.00                                  | 13.00                                      | 2.31%      | 13.30                       | 15.40                           | 2.67%      | 11.30                                  | 13.30                                      | 2.73%      |
| Family (2 adults & 2 children)                          |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 2.50  | 3.00                            | 2.00                                   |  | 4.00%      | 2.60                        | 3.10                            | 3.33%      | 2.10                                   |  | 5.00%      |
| Early morning (adult)                                   |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 3.00  | 3.50                            | 2.50                                   |  | 3.33%      | 3.10                        | 3.60                            | 2.86%      | 2.60                                   |  | 4.00%      |
| Evening Swim (adult)                                    |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 0.80  | 0.80                            | 0.40                                   | 0.40                                       | 0.00%      | 0.80                        | 0.80                            | 0.00%      | 0.40                                   | 0.40                                       | 0.00%      |
| Spectators Adult  |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 0.50  | 0.50                            | 0.25                                   | 0.25                                       | 0.00%      | 0.50                        | 0.50                            | 0.00%      | 0.25                                   | 0.25                                       | 0.00%      |
| Spectators Children                                     |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
| <b>Swimming - Other</b>                                 |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 98.00   | 110.00                          |  |  | 2.55%      | 100.50                      | 112.75                          | 2.50%      | 2.82                                   |  |            |
| Birthday Parties Sports hall and room hire (90 minutes) |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 6.70  | 7.50                            | 4.90                                   | 5.10                                       | 2.99%      | 6.90                        | 7.70                            | 2.67%      | 5.00                                   | 5.20                                       | 2.04%      |
| Swimming Instruction (per lesson)                       |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 4.30  | 4.30                            | 3.20                                   | 3.40                                       | 2.33%      | 4.40                        | 4.40                            | 2.33%      | 3.30                                   | 3.50                                       | 3.12%      |
| Swimming Instruction (per lesson)                       |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 4.60  | 4.60                            | 3.70                                   | 3.90                                       | 2.17%      | 4.70                        | 4.70                            | 2.17%      | 3.80                                   | 4.00                                       | 2.70%      |
| Child - Bronze, Silver or Gold                          |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
|   | R    | 19.00   | 21.30                           | 16.00                                  | 17.00                                      | 2.63%      | 19.50                       | 21.80                           | 2.35%      | 16.40                                  | 17.40                                      | 2.50%      |
| Swimming Instruction (per lesson)                       |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |
| One to one tuition                                      |      |   |                                 |  |  |            |                             |                                 |            |  |  |            |

Type  
 B = Business  
 R = Residents  
 M = Mixed

Vat Status  
 STD - Standard Rated  
 ZERO - Zero Rated  
 EXP - Exempt  
 NB - Non Business

| All Prices Include VAT                                     |      | Effect of VAT increase as of 1st January 2011 to March 2012 |                                 |  |            |                             |            |                                 |            |                                    |            |  |            |
|--|------|---|---------------------------------|--|------------|-----------------------------|------------|---------------------------------|------------|------------------------------------|------------|--|------------|
| Type of Fee/Charge   | Type | Current Charges Residents £                                 | Current Charges Non-Residents £ | Current Concess Charge Non-Residents £ | Vat Status | Current Charges Residents £ | % Increase | Current Charges Non-Residents £ | % Increase | Current Concess Charge Residents £ | % Increase | Current Concess Charge Non-Residents £ | % Increase |
| Swim Crash Course 1/2 hour per day x 5 day (per half hour) | R    | 20.00   | 22.00                           | 15.45                                  | 17.00      | 20.50                       | 2.50%      | 22.60                           | 2.73%      | 15.90                              | 2.91%      | 17.45                                  | 2.65%      |

| All Prices Include VAT |      | Effect of VAT increase as of 1st January 2011 to March 2012 |                                 |  |            |                             |            |                                 |            |  |            |  |            |
|------------------------|------|---|---------------------------------|--|------------|-----------------------------|------------|---------------------------------|------------|--|------------|--|------------|
| Type of Fee/Charge     | Type | Current Charges Residents £                                 | Current Charges Non-Residents £ | Current Concessions Charge Non-Residents £ | Vat Status | Current Charges Residents £ | % Increase | Current Charges Non-Residents £ | % Increase | Current Concessions Charge Residents £ | % Increase | Current Concessions Charge Non-Residents £ | % Increase |

#### Private Hire (Hillingdon Pools from 25 to 33 metres)

|   |   |       |        |  |     |       |       |        |       |  |  |  |  |
|---|---|-------|--------|--|-----|-------|-------|--------|-------|--|--|--|--|
| Hourly rate (Other organisations)       | R | 95.00 | 113.00 |  | STD | 97.40 | 2.53% | 115.80 | 2.48% |  |  |  |  |
| Hourly Rate (Hillingdon Clubs)          | R |       |        |  | STD |       |       |        |       |  |  |  |  |
| Per lane per hour (Other organisations) | R | 22.60 |        |  | STD |       |       | 23.20  | 2.65% |  |  |  |  |
| Per lane per hour (Hillingdon Clubs)    | R | 19.00 |        |  | STD | 19.50 | 2.63% |        |       |  |  |  |  |

#### Private Hire (50m Pool)

|   |   |        |        |      |     |        |       |        |       |      |       |      |       |
|---|---|--------|--------|------|-----|--------|-------|--------|-------|------|-------|------|-------|
| Hourly rate (Other organisations)       | R | 184.00 | 204.00 |      | STD | 188.60 | 2.50% | 209.00 | 2.45% |      |       |      |       |
| Hourly Rate (Hillingdon Clubs)          | R |        |        |      | STD |        |       |        |       |      |       |      |       |
| Per lane per hour (Other organisations) | R |        | 25.50  |      | STD |        |       | 26.20  | 2.75% |      |       |      |       |
| Per lane per hour (Hillingdon Clubs)    | R | 23.00  |        |      | STD | 23.60  | 2.61% |        |       |      |       |      |       |
| School Bookings - Up to 30 children     | R | 33.50  | 37.50  |      | STD | 34.35  | 2.54% | 38.50  | 2.67% |      |       |      |       |
| School Bookings - Up to 50 children     | R | 54.00  | 60.50  |      | STD | 55.35  | 2.50% | 62.00  | 2.48% |      |       |      |       |
| School Bookings - Each Additional child | R | 1.00   | 1.15   |      | STD | 1.05   | 5.00% | 1.20   | 4.35% |      |       |      |       |
| Fun Sessions ( Children ) - 1 hour      | R | 2.40   | 2.40   | 1.60 | STD | 2.50   | 4.17% | 2.50   | 4.17% | 1.70 | 6.25% | 1.70 | 6.25% |

#### Young at Heart

|                |   |      |      |      |      |      |       |      |       |      |       |      |       |
|----------------|---|------|------|------|------|------|-------|------|-------|------|-------|------|-------|
| Single session | R | 3.60 | 4.00 | 2.70 | 2.90 | 3.70 | 2.78% | 4.10 | 2.50% | 2.80 | 3.70% | 3.00 | 3.45% |
|----------------|---|------|------|------|------|------|-------|------|-------|------|-------|------|-------|

#### Solarium

|                |   |      |      |  |  |      |       |      |       |  |  |  |  |
|----------------|---|------|------|--|--|------|-------|------|-------|--|--|--|--|
| Single session | R | 6.50 | 7.30 |  |  | 6.70 | 3.08% | 7.50 | 2.74% |  |  |  |  |
|----------------|---|------|------|--|--|------|-------|------|-------|--|--|--|--|

Type  
B = Business  
R = Residents  
M = Mixed

Vat Status  
STD - Standard Rated  
ZERO - Zero Rated  
EXP - Exempt  
NB - Non Business

| All Prices Include VAT   |      | Effect of VAT increase as of 1st January 2011 to March 2012 |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
|--|------|---|---------------------------------|--|--|------------|-----------------------------|------------|---------------------------------|------------|--|------------|--|------------|
| Type of Fee/Charge   | Type | Current Charges Residents £                                 | Current Charges Non-Residents £ | Current Concessions Charge Residents £ | Current Concessions Charge Non-Residents £ | Vat Status | Current Charges Residents £ | % Increase | Current Charges Non-Residents £ | % Increase | Current Concessions Charge Residents £ | % Increase | Current Concessions Charge Non-Residents £ | % Increase |
| <b>Gym</b>   |      |   |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
| Gym Inductions ( Casual use ) Group  | R    | 16.00   | 18.00                           | 10.00                                  | 10.00                                      | STD        | 16.40                       | 2.50%      | 18.50                           | 2.78%      | 10.25                                  | 2.50%      | 10.25                                      | 2.50%      |
| Gym Inductions ( Casual use ) Individual 1:2:1   | R    | 25.70   | 28.50                           | 20.00                                  | 20.00                                      | STD        | 26.40                       | 2.72%      | 29.20                           | 2.46%      | 20.50                                  | 2.50%      | 20.50                                      | 2.50%      |
| Replacement Card Charge  | R    | 3.00  | 3.00                            | 3.00                                   | 3.00                                       | STD        | 3.10                        | 3.33%      | 3.10                            | 3.33%      | 3.10                                   | 3.33%      | 3.10                                       | 3.33%      |
| Casual Gym Session Peak  | R    | 6.50  | 7.00                            | 4.00                                   | 4.00                                       | STD        | 6.70                        | 3.08%      | 7.20                            | 2.86%      | 4.10                                   | 2.50%      | 4.30                                       | 2.38%      |
| Casual Gym Session Off-Peak  | R    | 5.00  | 5.50                            | 2.50                                   | 2.50                                       | STD        | 5.20                        | 4.00%      | 5.70                            | 3.64%      | 2.60                                   | 4.00%      | 2.80                                       | 3.70%      |
| Coached Fitness Classes Charges  | R    | 5.70  | 6.20                            | 4.50                                   | 4.50                                       | STD        | 5.80                        | 1.75%      | 6.30                            | 1.61%      | 4.60                                   | 2.22%      | 4.80                                       | 2.13%      |
| <b>Health &amp; Fitness Memberships</b>  |      |   |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
| Site Specific Peak Membership (Hillingdon Sport & Leisure Complex only including Outdoor Pool)   | R    | 48.00   | 52.00                           |  |  | STD        | 50.00                       | 4.17%      | 54.00                           | 3.85%      |  |            |  |            |
| Site Specific Peak Membership (Botwell Sport & Leisure Centre, Highgrove Pool, Hillingdon Sport & Leisure Complex excluding the Outdoor Pool ) | R    | 42.00   | 46.00                           |  |  | STD        | 43.25                       | 2.98%      | 47.40                           | 3.04%      |  |            |  |            |
| Site Specific Peak Membership (Queensmead Sports Centre only)  | R    | 37.00   | 41.00                           |  |  | STD        | 38.00                       | 2.70%      | 42.00                           | 2.44%      |  |            |  |            |
| Off Peak Site Specific Membership  | R    | 32.00   | 36.00                           |  |  | STD        | 33.00                       | 3.13%      | 37.00                           | 2.78%      |  |            |  |            |
| LBH Employee Membership (Equal to 'Top Level' Membership)  | R    | 38.00   | 38.00                           |  |  | STD        | 39.00                       | 2.63%      | 39.00                           | 2.63%      |  |            |  |            |
| 'Top Level' Membership (access to all available Sites excluding Outdoor Pool at Hillingdon Sport & Leisure Complex)                            | R    | TBC   | TBC                             | TBC                                    | TBC  | STD        | TBC                         | TBC        | TBC                             | TBC        | TBC                                    | TBC        | TBC  | TBC        |
| Health Suite Session   | R    | 4.20  | 4.70                            | 3.20                                   | 3.20                                       | STD        | 4.30                        | 2.38%      | 4.80                            | 2.13%      | 3.30                                   | 3.12%      | 3.30                                       | 3.12%      |

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| All Prices Include VAT   |      | Effect of VAT increase as of 1st January 2011 to March 2012 |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
|--|------|---|---------------------------------|--|--|------------|-----------------------------|------------|---------------------------------|------------|--|------------|--|------------|
| Type of Fee/Charge   | Type | Current Charges Residents £                                 | Current Charges Non-Residents £ | Current Concessions Charge Residents £ | Current Concessions Charge Non-Residents £ | Vat Status | Current Charges Residents £ | % Increase | Current Charges Non-Residents £ | % Increase | Current Concessions Charge Residents £ | % Increase | Current Concessions Charge Non-Residents £ | % Increase |
| <b>Main Hall Hire</b>  |      |   |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
| Charges  |      |   |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
| Hillingdon Sport & Leisure Centre (4 courts)   | R    | POA   | POA                             |  |  | STD        | POA                         | POA        | POA                             | POA        |  |            |  |            |
|  | R    | 38.00   | 42.40                           |  |  | STD        | 38.95                       | 2.50%      | 43.50                           | 2.59%      |  |            |  |            |
| Queensmead Sports Centre (6 courts)  | R    | 55.50   | 62.40                           |  |  | STD        | 56.90                       | 2.52%      | 63.95                           | 2.48%      |  |            |  |            |
| Botwell Leisure Centre (4 courts)  | R    | 38.00   | 42.40                           |  |  | STD        | 39.15                       | 3.03%      | 43.70                           | 3.07%      |  |            |  |            |
| Dance/Aerobics Studio Hire   | R    |   |                                 |  |  | STD        | 35.00                       |            | 39.20                           |            |  |            |  |            |
| Gymnastics Hall Hire Fee   | R    |   |                                 |  |  | STD        | 80.00                       |            | 90.00                           |            |  |            |  |            |
| <b>Badminton</b>   |      |   |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
| Peak - Per court (Hillingdon Sport & Leisure Complex & Botwell Sport & Leisure Centre) | R    | 9.50  | 10.60                           |  |  | STD        | 9.75                        | 2.63%      | 10.90                           | 2.83%      |  |            |  |            |
| Peak - Per court (Queensmead Sports Centre)  | R    | 9.25  | 10.40                           |  |  | STD        | 9.50                        | 2.70%      | 10.70                           | 2.88%      |  |            |  |            |
| Off Peak - Per court (All Sites)   | R    | 5.60  | 6.30                            |  |  | STD        | 5.75                        | 2.68%      | 6.50                            | 3.17%      |  |            |  |            |
| <b>Other</b>   |      |   |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
| Trampoline/Martial Arts etc.   | R    | 19.50   | 22.00                           |  |  | STD        | 20.00                       | 2.56%      | 22.50                           | 2.27%      |  |            |  |            |
| per court  | R    | 25.00   | 28.00                           |  |  | STD        | 25.65                       | 2.60%      | 28.70                           | 2.50%      |  |            |  |            |
| Charges  | R    | 28.00   | 31.50                           |  |  | STD        | 28.70                       | 2.50%      | 32.30                           | 2.54%      |  |            |  |            |
| per table  | R    | 5.90  | 6.60                            |  |  | STD        | 6.05                        | 2.54%      | 6.80                            | 3.03%      |  |            |  |            |
| <b>Holiday Activity</b>  |      |   |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
| Weekly - Full day  | R    | 72.00   | 80.00                           | 48.00                                  | 48.00                                      | STD        | 73.80                       | 2.50%      | 82.00                           | 2.50%      | 49.20                                  | 2.50%      | 49.20                                      | 2.50%      |
| Weekly - Full day each Additional child from family                                    | R    | 56.50   | 63.00                           | 40.00                                  | 40.00                                      | STD        | 57.90                       | 2.48%      | 64.60                           | 2.54%      | 41.00                                  | 2.50%      | 41.00                                      | 2.50%      |
| Daily - Full day   | R    | 17.00   | 19.00                           | 10.80                                  | 10.80                                      | STD        | 17.45                       | 2.65%      | 19.50                           | 2.63%      | 11.00                                  | 1.85%      | 11.00                                      | 1.85%      |
| Daily - Full day each Additional child from family                                     | R    | 13.00   | 14.50                           | 8.00                                   | 8.00                                       | STD        | 13.35                       | 2.69%      | 14.90                           | 2.76%      | 8.20                                   | 2.50%      | 8.20                                       | 2.50%      |

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| All Prices Include VAT                                |      | Effect of VAT increase as of 1st January 2011 to March 2012 |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
|---|------|---|---------------------------------|--|--|------------|-----------------------------|------------|---------------------------------|------------|--|------------|--|------------|
| Type of Fee/Charge                                    | Type | Current Charges Residents £                                 | Current Charges Non-Residents £ | Current Concessions Charge Residents £ | Current Concessions Charge Non-Residents £ | Vat Status | Current Charges Residents £ | % Increase | Current Charges Non-Residents £ | % Increase | Current Concessions Charge Residents £ | % Increase | Current Concessions Charge Non-Residents £ | % Increase |
| <b>Athletics</b>                                      |      |   |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
| Adult   | R    | 2.75  | 3.10                            | 1.50                                   | 1.50                                       | STD        | 2.85                        | 3.64%      | 3.20                            | 3.23%      | 1.60                                   | 3.23%      | 1.70                                       | 13.33%     |
| Child   | R    | 1.50  | 1.50                            |  | 1.60                                       | STD        | 1.60                        | 6.67%      | 1.60                            | 6.67%      | 1.10                                   | 6.67%      | 1.10                                       |            |
| Spectators  | R    | 0.50  | 0.50                            |  | 0.50                                       | STD        | 0.50                        | 0.00%      | 0.50                            | 0.00%      |  |            |  |            |
| Meetings - Hillingdon Clubs/Schools (Monday - Friday) | R    | 36.00   |                                 |  | 36.90                                      | STD        | 36.90                       | 2.50%      |                                 |            |  |            |  |            |
| Meetings - Hillingdon Clubs/Schools (Weekends)        | R    | 41.20   |                                 |  | 42.25                                      | STD        | 42.25                       | 2.55%      |                                 |            |  |            |  |            |
| Meetings - Other Organisations (Monday - Friday)      | R    |   | 51.50                           |  |  | STD        |                             |            | 52.80                           | 2.52%      |  |            |  |            |
| Meetings - Other Organisations (Weekends)             | R    |   | 56.65                           |  |  | STD        |                             |            | 58.10                           | 2.56%      |  |            |  |            |
| Meetings - Events - Additional cost per hour          | R    | 50.00   | 50.00                           |  | 51.25                                      | STD        | 51.25                       | 2.50%      | 51.25                           | 2.50%      |  |            |  |            |
| Meeting Room Full day (8 hrs max)                     | R    | 185.00  | 205.00                          |  | 189.65                                     | STD        | 189.65                      | 2.51%      | 210.20                          | 2.54%      |  |            |  |            |
| Meeting Room Evening Rate                             | R    | 37.00   | 41.50                           |  | 38.00                                      | STD        | 38.00                       | 2.70%      | 42.55                           | 2.53%      |  |            |  |            |
| Meeting Room Part day (rate per hour)                 | R    | 30.00   | 33.50                           |  | 30.75                                      | STD        | 30.75                       | 2.50%      | 34.50                           | 2.99%      |  |            |  |            |
| <b>Football Pitch</b>                                 |      |   |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
| 1 to 2 matches (per match)                            | R    | 190.00  | 210.00                          |  | 194.75                                     | STD        | 194.75                      | 2.50%      | 215.25                          | 2.50%      |  |            |  |            |
| 3 to 5 matches (per match)                            | R    | 165.00  | 185.00                          |  | 169.20                                     | STD        | 169.20                      | 2.55%      | 189.70                          | 2.54%      |  |            |  |            |
| 6 to 9 matches (per match)                            | R    | 140.00  | 157.00                          |  | 143.50                                     | STD        | 143.50                      | 2.50%      | 161.00                          | 2.55%      |  |            |  |            |
| 10 or more matches (per match)                        | R    | 125.00  | 139.00                          |  | 128.20                                     | STD        | 128.20                      | 2.56%      | 142.50                          | 2.52%      |  |            |  |            |

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|---|------|---|---------------------------------|--|--|------------|-----------------------------|------------|---------------------------------|------------|--|------------|--|------------|
| Type of Fee/Charge                                      | Type | Current Charges Residents £                                 | Current Charges Non-Residents £ | Current Concessions Charge Residents £ | Current Concessions Charge Non-Residents £ | Vat Status | Current Charges Residents £ | % Increase | Current Charges Non-Residents £ | % Increase | Current Concessions Charge Residents £ | % Increase | Current Concessions Charge Non-Residents £ | % Increase |
| <b>Astroturf Pitch</b>                                  |      |   |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
| Full pitch  | R    | 100.00  | 112.00                          |  |  | STD        | 102.50                      | 2.50%      | 114.80                          | 2.50%      |  |            |  |            |
| 1/3 pitch   | R    | 55.00   | 61.00                           |  |  | STD        | 56.40                       | 2.55%      | 62.50                           | 2.46%      |  |            |  |            |
| <b>Botwell Green</b>                                    |      |   |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
| Full Pitch (Botwell Green Sport & Leisure Centre)       | R    | 0.00  | 0.00                            |  |  | STD        | 80.00                       |            | 90.00                           |            |  |            |  |            |
| Half Pitch (Botwell Green Sports & Leisure Centre)      | R    | 0.00  | 0.00                            |  |  | STD        | 56.40                       |            | 62.50                           |            |  |            |  |            |
| <b>Retanque</b>   |      |   |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
| Casual use  | R    | 1.15  | 1.30                            |  |  | STD        | 1.20                        | 4.35%      | 1.40                            | 7.69%      |  |            |  |            |
| Full pitch (six)  | R    | 25.00   | 28.00                           |  |  | STD        | 25.60                       | 2.40%      | 28.70                           | 2.50%      |  |            |  |            |
| Off pitch   | R    | 5.20  | 5.60                            |  |  | STD        | 5.20                        | 0.00%      | 5.70                            | 1.79%      |  |            |  |            |
| <b>Ice Rink - Current Charges refers to 2010 prices</b> |      |   |                                 |  |  |            |                             |            |                                 |            |  |            |  |            |
| Off Peak Adult  | R    | 5.00  | TBA                             | TBA                                    | TBA  | STD        | 5.00                        | 0.00%      |                                 | 0.00%      |  |            |  |            |
| Peak Adult  | R    | 7.00  | TBA                             | TBA                                    | TBA  | STD        | 7.00                        | 0.00%      |                                 | 0.00%      |  |            |  |            |
| Off Peak Child  | R    | 5.50  | 6.00                            | TBA                                    | TBA  | STD        | 5.50                        | 0.00%      | 6.00                            | 0.00%      |  |            |  |            |
| Peak Child  | R    | 3.50  | 4.00                            | TBA                                    | TBA  | STD        | 3.50                        | 0.00%      | 4.00                            | 0.00%      |  |            |  |            |
| Schools Shared Session                                  | R    | 110.00  |                                 |  |  | STD        | 110.00                      | 0.00%      |                                 | 0.00%      |  |            |  |            |
| School sole session                                     | R    | 230.00  |                                 |  |  | STD        | 230.00                      | 0.00%      |                                 | 0.00%      |  |            |  |            |
| Peak Family   | R    | 20.00   |                                 | TBA                                    | TBA  | STD        | 20.00                       | 0.00%      |                                 | 0.00%      |  |            |  |            |
| Off Peak Family   | R    | 14.00   |                                 | TBA                                    | TBA  | STD        | 14.00                       | 0.00%      |                                 | 0.00%      |  |            |  |            |
| Peak Adult Group Discount                               | R    | 5.60  | 6.00                            | TBA                                    | TBA  | STD        | 5.60                        | 0.00%      | 6.00                            | 0.00%      |  |            |  |            |
| Off Peak Adult Group Discount                           | R    | 4.00  | 4.00                            | TBA                                    | TBA  | STD        | 4.00                        | 0.00%      | 4.00                            | 0.00%      |  |            |  |            |
| Peak Child Group Discount                               | R    | 4.40  |                                 | TBA                                    | TBA  | STD        | 4.40                        | 0.00%      |                                 | 0.00%      |  |            |  |            |
| Off Peak Child Group Discount                           | R    | 2.80  |                                 | TBA                                    | TBA  | STD        | 2.80                        | 0.00%      |                                 | 0.00%      |  |            |  |            |
| Sponsorship Income                                      | B    | 1,000.00  |                                 |  |  | STD        | 1,000.00                    | 0.00%      |                                 | 0.00%      |  |            |  |            |

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Street naming and numbering

**New fees for this service were agreed by Cabinet on the 18<sup>th</sup> November 2010**

**Legislative empowerment**

Hillingdon Council is responsible for the naming and numbering of new or existing streets and buildings within the borough boundaries. The council carries out these functions under The London Building Acts (amendment) Act 1939 – Part 11.

Section 5 allows an intended name of a road to be proposed to the Council, and if the Council objects to that name it must do so within one month. The Council will place a public notice about the name and consult the postal and emergency services and any interested party affected by the name. However

Section 6 allows the Council to assign any name it thinks fit, after carrying out consultations outlined above.

The council has sole right to:

- Name new streets and pathways (parks are excluded)
- Name new buildings (licensed premises and theatres are excluded)
- Rename existing streets and buildings
- Decide on numbering and renumbering of buildings

**Procedure**

The decision to name streets and the numbering of buildings follows council guidelines and various legal statutes. In May of this year it was agreed by Cabinet that:

The guidelines for street naming be reviewed and updated with agreed criteria

Approval be given for the Leader of the Council to have discretionary authority to consider and agree the use of names relating to contemporary, local or national events and activity, and

Approval be given for the Leader of the Council to have discretionary authority to agree the use of names of an individual or notable person who was born or lived in the area or had a significant connection with the area/site or building.

The above recommendations were agreed by Cabinet and immediately implemented. The introduction of charges for street naming and numbering would not affect any of these recommendations.

The processing of proposals for new street naming and numbering require quick turn around of decisions and do not attract extensive public interest. For proposals to name new streets the developer is asked in the first instance for suggestions within Council guidelines. If the developer cannot think of a name, officers look into the local history of the area to find out whether there are any appropriate names that might be considered. In appropriate cases that can involve liaison with local history societies (RAF Eastcote Street naming involved input from the local history society).

When it is a Council Scheme the housing association or the Council may also suggest names, but a formal process must be followed. The general rule is that if the name of a person is suggested; for example, government officers, MPs, Royalty, Councillors etc this person must have been dead for ten years. In the rare event that this principle is disregarded then written permission must be obtained from that person or next-of-kin.

Formal consultation is carried out with the Post Office, Fire Brigade and Ambulance Service to check whether they have any objections to the proposed name. If there are no objections the name and postal number for each dwelling is officially allocated and a notice issued to the developer. Confirmation is sent to those consulted and then the Post Office allocates the postcode/s. Each month officers issue a list of all new addresses distributed to a number of council departments as well as adjoining boroughs, the Police, BT, Cable Corp, and Bartholomew Maps. Ordnance Survey is also advised. Site visits are often required to verify application details. There is thus quite a lot of work involved in the various administrative processes carried out by Council technical support staff.

### **Potential to generate income from naming of streets and buildings**

Section 93 of the Local Government Act 2003 confers a general power to charge for discretionary services with the intention of allowing local authorities to recover costs, though not to generate surplus.

*Section 93 is already used to justify charged pre-application advice to developers by the Planning Service. (In 2009-2010 this advice generated close to £100K income).*

*The constraints that exist under Section 93 are (as outlined in the Act):*

*(2) Subsection (1) does not apply if the authority:-*

- (a) has power apart from this section to charge for the provision of the service, or*
- (b) is expressly prohibited from charging for the provision of the service.*

*(3) The power under subsection (1) is subject to a duty to secure that, taking one financial year with another, the income from charges under that subsection does not exceed the costs of provision.*

Section 2(a) is effectively stating that authorities should not double charge. One example is a fee being paid on submission of a planning application, should not be followed by another fee under Section 93.

### **Charges for Hillingdon**

To name or rename a road: £250 + VAT

To name or rename a building/street numbering £100.00 + VAT

Research on possible names for roads or buildings: £60:00 + VAT per hour, chargeable in 15 minute units.

It should be noted that for RAF Eastcote there was considerable research into suitable names linked to the history of the site as an RAF base. The research charge would therefore be very sensible in light of future re-development plans for other RAF sites in the Borough.

**Examples of charging from Authorities covered by the London Building Act Part II Amendment of 1939**

|                                  |  |  |   |   |
|----------------------------------|--|--|---|---|
| Overall Highest London charges   | KENSINGTON & CHELSEA                       | To name or rename an existing road or building:<br>£125.00 | To name a new road or building<br>£515.00             | Research on possible names for roads or buildings:<br>£50:00 per hour, chargeable in 15 minute units  |
| Medium Charge/Easy to Apply fees | EALING                                     | Street Naming<br>£ 250                                     | Building Naming<br>£ 100<br>Street Numbering<br>£ 100 |   |
| Lower charge/Complicated fees    | BARKING & DAGENHAM<br>Charges exclude VAT: | New property (1) = £40<br>Change of approved address = £40 | New Road Name = £210<br>New Property Name = £190      | Conversion of existing property to up to 4 units = £95<br>New plots within a development (from 2 to 25) each = £31.50<br>New plots within a development (26 to 99) each = £26.25<br>New plots within a development (100 or more) each = £21 |

Hillingdon have implemented charges in a 'mid-range', similar to those which Ealing have in place. These have the advantage of being relatively straightforward to apply and administer. The £515 charge to re-name a building imposed by Kensington and Chelsea may be appropriate in the context of the very high house land values in that Borough, but is arguably not appropriate to Hillingdon. Furthermore it could lead to conflict with Section 93 subsection (3) if applied in Hillingdon. The vast majority of requests (between 100 and 200 requests a year for Hillingdon) are for new building names or street numbering.

Highways Act Charges

**Charges under the Highways Act 1980 regard the regulation of the erection of banners on street furniture and erection of festive lights and decorations.**

It is a requirement of S 117 and S 171 of the Highways Act 1980 to obtain the permission of the local authority for the erection of banners and also the erection of festive lights or decorations on street furniture or guardrails. This is to ensure that the liability of the council to claims that might result from any accidents arising from or caused by the activity, is retained by the applicant.

The charging of fees to community groups or charities has been the subject of recent concern as such groups have suggested that it is unfair or unreasonable for the council to charge when their funds are generated entirely for the benefit of residents, local business groups or charitable activities.

The principal has been accepted in relation to Street Trading applications and as a consequence Cabinet in October authorised that fees from community groups may be waived for Street Trading applications during the current regulations amendment consultation period, subject to the individual approval of the Corporate Director of Planning, Environment & Community Services and the Leader. A final report regards the results of consultation concerning these proposed changes to Street Trading will be considered by Cabinet in January when a final decision will be taken.

It is quite common for residents associations and chambers of commerce to seek permission for banners promoting events and for erection of lights and decorations in town centres.

Consequently, it is considered that there should be similar dispensation for community groups and charities regards licenses and permits issued under the Highways Act 1980 for matters such as banners on guardrails, decorative lights, where there has previously been a charge of £143.50 per application.

Community groups are defined as one which is based within the boundaries of the borough, and are self funding, run by volunteers, and / or established to benefit residents groups, business groups or charities. Community groups may not seek to waive the fees of commercial organisations associated with, working for or contributing to their events or activities, unless their premises front onto the location of the community event and for that occasion only.

**PROPOSED RECOMMENDATION**

That Cabinet approve the waiving of fees for community groups and charities in relation the erection of banners, festive lights and similar.

| All Prices Include VAT              |      | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concess Charges from 1st April 2011 (no prev concess charge) £ |
|-------------------------------------|------|------|------------|---|--------------------------|---|--------------------------|--|--------------------------|--|------------------------------|---|
| Type of Fee/Charge                  | Type |      |            |   |                          |   |                          |  |                          |  |                              |   |
| <b>Facilities Management</b>        |      |      |            |   |                          |   |                          |  |                          |  |                              |   |
| <b>Civic Centre Room Hire Rates</b> |      |      |            |   |                          |   |                          |  |                          |  |                              |   |
| CR2 per hour                        | M    | EXP  | 21.55      | 0.00%   | 21.55                    | 0.00%   | 22.10                    | 2.55%  | 22.10                    | 2.55%  | 22.10                        | 2.55%   |
| CR3 per hour                        | M    | EXP  | 28.62      | 0.00%   | 28.62                    | 0.00%   | 29.30                    | 2.38%  | 29.30                    | 2.38%  | 29.30                        | 2.38%   |
| CR3a per hour                       | M    | EXP  | 25.83      | 0.00%   | 25.83                    | 0.00%   | 26.50                    | 2.59%  | 26.50                    | 2.59%  | 26.50                        | 2.59%   |
| CR3/3a combined per hour            | M    | EXP  | 43.08      | 0.00%   | 43.08                    | 0.00%   | 44.10                    | 2.37%  | 44.10                    | 2.37%  | 44.10                        | 2.37%   |
| CR4 per hour                        | M    | EXP  | 34.33      | 0.00%   | 34.33                    | 0.00%   | 35.20                    | 2.53%  | 35.20                    | 2.53%  | 35.20                        | 2.53%   |
| CR4a per hour                       | M    | EXP  | 25.83      | 0.00%   | 25.83                    | 0.00%   | 26.50                    | 2.59%  | 26.50                    | 2.59%  | 26.50                        | 2.59%   |
| CR4/4a combined per hour            | M    | EXP  | 43.08      | 0.00%   | 43.08                    | 0.00%   | 44.20                    | 2.60%  | 44.20                    | 2.60%  | 44.20                        | 2.60%   |
| CR5 per hour                        | M    | EXP  | 43.08      | 0.00%   | 43.08                    | 0.00%   | 44.20                    | 2.60%  | 44.20                    | 2.60%  | 44.20                        | 2.60%   |
| CR6 per hour                        | M    | EXP  | 43.08      | 0.00%   | 43.08                    | 0.00%   | 44.20                    | 2.60%  | 44.20                    | 2.60%  | 44.20                        | 2.60%   |
| CR7 per hour                        | M    | EXP  | 20.18      | 0.00%   | 20.18                    | 0.00%   | 20.70                    | 2.58%  | 20.70                    | 2.58%  | 20.70                        | 2.58%   |
| CR8 per hour                        | M    | EXP  | 21.58      | 0.00%   | 21.58                    | 0.00%   | 22.10                    | 2.41%  | 22.10                    | 2.41%  | 22.10                        | 2.41%   |
| CR9 per hour                        | M    | EXP  | 21.58      | 0.00%   | 21.58                    | 0.00%   | 22.10                    | 2.41%  | 22.10                    | 2.41%  | 22.10                        | 2.41%   |
| Interview rooms per hour            | M    | EXP  | 13.45      | 0.00%   | 13.45                    | 0.00%   | 13.80                    | 2.60%  | 13.80                    | 2.60%  | 13.80                        | 2.60%   |
| Council Chamber per hour            | M    | EXP  | 82.78      | 0.00%   | 82.78                    | 0.00%   | 84.90                    | 2.56%  | 84.90                    | 2.56%  | 84.90                        | 2.56%   |
| Middlesex Suite (Day) per hour      | M    | EXP  | 78.83      | 0.00%   | 78.83                    | 0.00%   | 80.80                    | 2.50%  | 80.80                    | 2.50%  | 80.80                        | 2.50%   |
| Middlesex Suite (Night) per hour    | M    | EXP  | 110.25     | 0.00%   | 110.25                   | 0.00%   | 113.00                   | 2.49%  | 113.00                   | 2.49%  | 113.00                       | 2.49%   |
| Bar Area per hour                   | M    | EXP  | 43.08      | 0.00%   | 43.08                    | 0.00%   | 44.20                    | 2.60%  | 44.20                    | 2.60%  | 44.20                        | 2.60%   |

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| All Prices Include VAT                                 |   | Type | Vat Status         | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
|--|---|------|--------------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge                                     |   |      |                    |   |                          |   |                          |  |                              |  |                              |   |
| <b>Borough Wide Building Services</b>                  |   |      |                    |   |                          |   |                          |  |                              |  |                              |   |
| Catering Recharge                                      | M | STD  | YES dining costs   | YES dining costs  |                          | cost + 15%  |                          | cost + 15%   |                              | cost + 15%   |                              |   |
| Day To Day Repairs Under £250                          | M | EXP  | cost + £35         | cost + £35  |                          | cost + £35  |                          | cost + £35   |                              | cost + £35   |                              |   |
| Day To Day Repairs £250 To £5000                       | M | EXP  | cost + 12.5%       | cost + 12.5%  |                          | cost + 12.5%                                      |                          | cost + 12.5%   |                              | cost + 12.5%   |                              |   |
| Day To Day Repairs Above £5000                         | M | EXP  | cost + 10%         | cost + 10%  |                          | cost + 10%  |                          | cost + 10%   |                              | cost + 10%   |                              |   |
| Day To Day Repairs Under £250                          | M | STD  | cost + £35 + VAT   | cost + £35 + VAT  |                          | cost + £35 + VAT                                  |                          | cost + £35 + VAT                                     |                              | cost + £35 + VAT   |                              |   |
| Day To Day Repairs £250 To £5000                       | M | STD  | cost + 12.5% + VAT | cost + 12.5% + VAT                                      |                          | cost + 12.5% + VAT                                |                          | cost + 12.5% + VAT                                   |                              | cost + 12.5% + VAT                                       |                              |   |
| Day To Day Repairs Above £5000                         | M | STD  | cost + 10% + VAT   | cost + 10% + VAT  |                          | cost + 10% + VAT                                  |                          | cost + 10% + VAT                                     |                              | cost + 10% + VAT   |                              |   |
| Service Contracts                                      | M | EXP  | cost + 10%         | cost + 10%  |                          | cost + 10%  |                          | cost + 10%   |                              | cost + 10%   |                              |   |
| Service Contracts                                      | M | STD  | cost + 10% + VAT   | cost + 10% + VAT  |                          | cost + 10% + VAT                                  |                          | cost + 10% + VAT                                     |                              | cost + 10% + VAT   |                              |   |
| Queenswalk Room Hire - Standard training room per hour | M | EXP  | 25.00              | 25.00   | 0.00%                    | 25.00   | 0.00%                    | 26.00  | 4.00%                        | 26.00  | 4.00%                        |   |
| Queenswalk Room Hire - Standard training room 1/2 Day  | M | EXP  | 48.00              | 48.00   | 0.00%                    | 48.00   | 0.00%                    | 50.00  | 4.17%                        | 60.00  | 25.00%                       |   |
| Queenswalk Room Hire - Standard training room full day | M | EXP  | 100.00             | 100.00  | 0.00%                    | 100.00  | 0.00%                    | 100.00   | 0.00%                        | 120.00   | 20.00%                       |   |
| Queenswalk Venue Hire - ICT suite per hour             | M | EXP  | 30.00              | 30.00   | 0.00%                    | 30.00   | 0.00%                    | 31.00  | 3.33%                        | 31.00  | 3.33%                        |   |
| Queenswalk Catering - catering recharge                | M | STD  |                    |   |                          | cost + 15%  |                          | cost + 15%   |                              | cost + 15%   |                              |   |
| Queenswalk Photocopying - per copy                     | M | STD  | 0.05               | 0.05  | 2.13%                    | 0.05  | 2.13%                    | 0.06   | 17.50%                       | 0.06   | 17.50%                       |   |

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|------------------------|--|------|------------|---|--------------------------|---|--------------------------|--|--------------------------|--|------------------------------|---|
| Type of Fee/Charge     |  |      |            |   |                          |   |                          |  |                          |  |                              |   |

**Commercial Premises Licence Fees**

**Disposal of non product of animal origin**

|                  |   |    |        |       |        |       |        |       |        |       |       |  |
|------------------|---|----|--------|-------|--------|-------|--------|-------|--------|-------|-------|--|
| 1 to 1,000kg     | B | NB | 48.00  | 0.00% | 48.00  | 0.00% | 48.00  | 0.00% | 48.00  | 0.00% | 0.00% |  |
| 1,001 to 2,000kg | B | NB | 95.00  | 0.00% | 95.00  | 0.00% | 95.00  | 0.00% | 95.00  | 0.00% | 0.00% |  |
| 2,001 to 3,000kg | B | NB | 140.00 | 0.00% | 140.00 | 0.00% | 140.00 | 0.00% | 140.00 | 0.00% | 0.00% |  |

**Animal Boarding Establishments**

|                                  |   |    |        |       |        |       |        |       |  |  |  |  |
|----------------------------------|---|----|--------|-------|--------|-------|--------|-------|--|--|--|--|
| No of animals 1 to 9             | B | NB | 119.00 | 0.00% | 119.00 | 0.00% | 125.00 | 5.04% |  |  |  |  |
| No of animals 10 to 24           | B | NB | 169.00 | 0.00% | 169.00 | 0.00% | 177.00 | 4.73% |  |  |  |  |
| No of animals 25 to 49           | B | NB | 248.00 | 0.00% | 248.00 | 0.00% | 260.00 | 4.84% |  |  |  |  |
| No of animals 50 to 75           | B | NB | 338.00 | 0.00% | 338.00 | 0.00% | 355.00 | 5.03% |  |  |  |  |
| No of animals 75+ (New category) | B | NB | 400.00 | 0.00% | 400.00 | 0.00% | 420.00 | 5.00% |  |  |  |  |

**Dangerous Wild Animals**

|                       |   |    |        |       |        |       |              |  |  |  |  |  |
|-----------------------|---|----|--------|-------|--------|-------|--------------|--|--|--|--|--|
| Including vets fees   | B | NB | 214.00 | 0.00% | 214.00 | 0.00% | 75 + vet fee |  |  |  |  |  |
| Game dealers licences | B | NB | 0.00   |       | 0.00   |       | 0.00         |  |  |  |  |  |

**Performing Animals**

|              |   |    |        |       |        |       |        |       |  |  |  |  |
|--------------|---|----|--------|-------|--------|-------|--------|-------|--|--|--|--|
| Registration | B | NB | 377.00 | 0.00% | 377.00 | 0.00% | 396.00 | 5.04% |  |  |  |  |
| Certificate  | B | NB | 98.00  | 0.00% | 98.00  | 0.00% | 102.00 | 4.08% |  |  |  |  |

**Pet Shops**

|                     |   |    |        |       |        |       |        |       |  |  |  |  |
|---------------------|---|----|--------|-------|--------|-------|--------|-------|--|--|--|--|
| Including vets fees | B | NB | 183.00 | 0.00% | 183.00 | 0.00% | 192.00 | 4.92% |  |  |  |  |
|---------------------|---|----|--------|-------|--------|-------|--------|-------|--|--|--|--|

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| All Prices Include VAT  |      |            |   |                          |   |                          |  |                              |  |                              |   |
|---|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| <b>Riding Establishments</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| No of animals 1 to 5  | B    | NB         | 518.00  | 0.00%                    | 518.00  | 0.00%                    | 75 + vet fee   |                              |  |                              |   |
| No of animals 6 to 20   | B    | NB         | 574.00  | 0.00%                    | 574.00  | 0.00%                    | 75 + vet fee   |                              |  |                              |   |
| No of animals 21 to 35 (Category restructured)                                      | B    | NB         | 649.00  | 0.00%                    | 649.00  | 0.00%                    | 75 + vet fee   |                              |  |                              |   |
| No of animals 36 to 50 (Category restructured)                                      | B    | NB         | 739.00  | 0.00%                    | 739.00  | 0.00%                    | 75 + vet fee   |                              |  |                              |   |
| No of animals 51+ (New category)  | B    | NB         | 802.00  | 0.00%                    | 802.00  | 0.00%                    | 75 + vet fee   |                              |  |                              |   |
| <b>Breeding of Dogs</b>   |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Renewal   | B    | NB         | 153.00  | 0.00%                    | 153.00  | 0.00%                    | 75 + vet fee   |                              |  |                              |   |
| <b>Export Licences</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Visit not required  | B    | NB         | 52.00   | 0.00%                    | 52.00   | 0.00%                    | 55.00  | 5.77%                        |  |                              |   |
| Visit required  | B    | NB         | 90.00   | 0.00%                    | 90.00   | 0.00%                    | 95.00  | 5.56%                        |  |                              |   |
| <b>Pharmacy and Poisons</b>   |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Applications  | B    | NB         | 41.00   | 0.00%                    | 41.00   | 0.00%                    | 43.00  | 4.88%                        |  |                              |   |
| Change of name  | B    | NB         | 23.00   | 0.00%                    | 23.00   | 0.00%                    | 24.00  | 4.35%                        |  |                              |   |
| Renewal   | B    | NB         | 39.00   | 0.00%                    | 39.00   | 0.00%                    | 41.00  | 5.13%                        |  |                              |   |
| <b>Other Licences</b>   |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Special Premises 10/11 New Categories and charges - Laser Renewal - Up to 18 months | B    | NB         | 0.00  |                          | 0.00  |                          | 750.00   | 100.00%                      |  |                              |   |
| Special Premises 10/11 New Categories and charges - 2 - 3 Therapists                | B    | NB         | 51.00   | 0.00%                    | 51.00   | 0.00%                    | 54.00  | 5.88%                        |  |                              |   |
| Special Premises 10/11 New Categories and charges - 4-6 Therapists                  | B    | NB         | 76.00   | 0.00%                    | 76.00   | 0.00%                    | 80.00  | 5.26%                        |  |                              |   |

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|---|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| Special Premises 10/11 New Categories and charges - More than 6 Therapists          | B    | NB         | 102.00  | 0.00%                    | 102.00  | 0.00%                    | 107.00   | 4.90%                        |  |                              |   |
| Refund or change of details - Admin Fee   | B    | NB         | 29.00   | 0.00%                    | 29.00   | 0.00%                    | 55.00  | 89.66%                       |  |                              |   |
| Unfit food - Examination and Condemnation certificate (1st Hour)                    | B    | NB         | 128.00  | 0.00%                    | 128.00  | 0.00%                    | 134.00   | 4.69%                        |  |                              |   |
| Unfit food - Examination and Condemnation certificate (Subsequent hours or part of) | B    | NB         | 92.00   | 0.00%                    | 92.00   | 0.00%                    | 97.00  | 5.43%                        |  |                              |   |
| Swimming Pool Water - Per visit   | B    | NB         | 109.00  | 0.00%                    | 109.00  | 0.00%                    | 114.00   | 4.59%                        |  |                              |   |
| Legal enquires -  | B    | NB         | 65.00   | 0.00%                    | 65.00   | 0.00%                    | 68.00  | 4.62%                        |  |                              |   |
| Response to enquiries - Per letter  | B    | NB         | 16.00   | 0.00%                    | 16.00   | 0.00%                    | 17.00  | 6.25%                        |  |                              |   |
| Micro-pigmentation - New/Renewal  | B    | NB         |   |                          |   |                          | 315.00   |                              |  |                              |   |
| Artificial N/Ails - New/Renewal   | B    | NB         |   |                          |   |                          | 84.00  |                              |  |                              |   |
| Nose piercing - New/Renewal   | B    | NB         |   |                          |   |                          | 84.00  |                              |  |                              |   |
| Ear cartilage/lobe, - New/Renewal   | B    | NB         |   |                          |   |                          | 84.00  |                              |  |                              |   |
| Electrical treatments - New/Renewal   | B    | NB         |   |                          |   |                          | 84.00  |                              |  |                              |   |
| Non-surgical Lasers, & ILS system licence   | B    | NB         | 900.00  |                          | 900.00  |                          | 900.00   | 0.00%                        | 900.00   | 0.00%                        |   |
| Facials - New/Renewal   | B    | NB         |   |                          |   |                          | 53.00  |                              |  |                              |   |

## Private Water Supplies - new fees prescribed by Private Water

|   |   |    |        |       |        |       |        |         |  |  |  |
|---|---|----|--------|-------|--------|-------|--------|---------|--|--|--|
| Per visit                                   | B | NB | 50.00  | 0.00% | 50.00  | 0.00% | 100.00 | 100.00% |  |  |  |
| Audit Monitoring                            | B | NB | 435.00 | 0.00% | 435.00 | 0.00% | 500.00 | 14.94%  |  |  |  |
| Check Monitoring                            | B | NB | 75.00  | 0.00% | 75.00  | 0.00% | 100.00 | 33.33%  |  |  |  |
| Other Sampling and Risk Assessment Combined | B | NB | 125.00 | 0.00% | 125.00 | 0.00% | 600.00 | 380.00% |  |  |  |
| Risk Assessment                             | B | NB | 100.00 | 0.00% | 100.00 | 0.00% | 500.00 | 400.00% |  |  |  |
| Other investigations                        | B | NB | 100.00 | 0.00% | 100.00 | 0.00% | 100.00 | 0.00%   |  |  |  |
| Granting an Authority                       | B | NB | 50.00  | 0.00% | 50.00  | 0.00% | 100.00 | 100.00% |  |  |  |

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|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge   | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| <b>THE MARRIAGE ACT 1994</b>   |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Application for Approval   | B    | NB         | 433.00  | 0.00%                    | 433.00  | 0.00%                    | 450.00   | 3.93%                        |  |                              |   |
| Application for Approval or renewal a premises which currently holds a Premises Licence under the Licensing Act 2003 | B    | NB         | 216.00  | 0.00%                    | 216.00  | 0.00%                    | 225.00   | 4.17%                        |  |                              |   |
| Application for renewal  | B    | NB         | 325.00  | 0.00%                    | 325.00  | 0.00%                    | 340.00   | 4.62%                        |  |                              |   |
| Application for a review   | B    | NB         | 325.00  | 0.00%                    | 325.00  | 0.00%                    | 340.00   | 4.62%                        |  |                              |   |
| <b>The Licensing Act 2003</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Application for a new/variation licence BAND A   | B    | EXP        | 100.00  | 0.00%                    | 100.00  | 0.00%                    | 100.00   | 0.00%                        |  |                              |   |
| Application for a new/variation licence BAND B   | B    | EXP        | 190.00  | 0.00%                    | 190.00  | 0.00%                    | 190.00   | 0.00%                        |  |                              |   |
| Application for a new/variation licence BAND C   | B    | EXP        | 315.00  | 0.00%                    | 315.00  | 0.00%                    | 315.00   | 0.00%                        |  |                              |   |
| Application for a new/variation licence BAND D   | B    | EXP        | 450.00  | 0.00%                    | 450.00  | 0.00%                    | 450.00   | 0.00%                        |  |                              |   |
| Application for a new/variation licence BAND E   | B    | EXP        | 635.00  | 0.00%                    | 635.00  | 0.00%                    | 635.00   | 0.00%                        |  |                              |   |
| Application for a new/variation licence BAND D Multiplier  | B    | EXP        | 900.00  | 0.00%                    | 900.00  | 0.00%                    | 900.00   | 0.00%                        |  |                              |   |
| Application for a new/variation licence BAND E Multiplier  | B    | EXP        | 1,905.00  | 0.00%                    | 1,905.00  | 0.00%                    | 1,905.00   | 0.00%                        |  |                              |   |
| Annual fee for premises/club licence BAND A  | B    | EXP        | 70.00   | 0.00%                    | 70.00   | 0.00%                    | 70.00  | 0.00%                        |  |                              |   |
| Annual fee for premises/club licence BAND B  | B    | EXP        | 180.00  | 0.00%                    | 180.00  | 0.00%                    | 180.00   | 0.00%                        |  |                              |   |
| Annual fee for premises/club licence BAND C  | B    | EXP        | 295.00  | 0.00%                    | 295.00  | 0.00%                    | 295.00   | 0.00%                        |  |                              |   |
| Annual fee for premises/club licence BAND D  | B    | EXP        | 320.00  | 0.00%                    | 320.00  | 0.00%                    | 320.00   | 0.00%                        |  |                              |   |
| Annual fee for premises/club licence BAND E  | B    | EXP        | 350.00  | 0.00%                    | 350.00  | 0.00%                    | 350.00   | 0.00%                        |  |                              |   |
| Annual fee for premises/club licence BAND D Multiplier   | B    | EXP        | 640.00  | 0.00%                    | 640.00  | 0.00%                    | 640.00   | 0.00%                        |  |                              |   |
| Annual fee for premises/club licence BAND E Multiplier   | B    | EXP        | 1,050.00  | 0.00%                    | 1,050.00  | 0.00%                    | 1,050.00   | 0.00%                        |  |                              |   |
| Application for a copy of licence  | B    | EXP        | 10.50   | 0.00%                    | 10.50   | 0.00%                    | 10.50  | 0.00%                        |  |                              |   |

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|---|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| Application for a provisional statement                           | B    | EXP        | 315.00  | 0.00%                    | 315.00  | 0.00%                    | 315.00   | 0.00%                        |  |                              |   |
| Notification of change of name/address of premises licence holder | B    | EXP        | 10.50   | 0.00%                    | 10.50   | 0.00%                    | 10.50  | 0.00%                        |  |                              |   |
| Notification of change of name/address of DPS                     | B    | EXP        | 10.50   | 0.00%                    | 10.50   | 0.00%                    | 10.50  | 0.00%                        |  |                              |   |
| Change of registered address of club                              | B    | EXP        | 10.50   | 0.00%                    | 10.50   | 0.00%                    | 10.50  | 0.00%                        |  |                              |   |
| Change of club rules  | B    | EXP        | 10.50   | 0.00%                    | 10.50   | 0.00%                    | 10.50  | 0.00%                        |  |                              |   |
| Interim Authority Notice  | B    | EXP        | 23.00   | 0.00%                    | 23.00   | 0.00%                    | 23.00  | 0.00%                        |  |                              |   |
| Application to transfer premises licence                          | B    | EXP        | 23.00   | 0.00%                    | 23.00   | 0.00%                    | 23.00  | 0.00%                        |  |                              |   |
| Application to vary premises licence to specify DPS               | B    | EXP        | 23.00   | 0.00%                    | 23.00   | 0.00%                    | 23.00  | 0.00%                        |  |                              |   |
| Declaration of interest   | B    | EXP        | 21.00   | 0.00%                    | 21.00   | 0.00%                    | 21.00  | 0.00%                        |  |                              |   |
| Minor variation   | B    | EXP        | 89.00   | 0.00%                    | 89.00   | 0.00%                    | 89.00  | 0.00%                        |  |                              |   |
| Application for a personal licence                                | B    | EXP        | 37.00   | 0.00%                    | 37.00   | 0.00%                    | 37.00  | 0.00%                        |  |                              |   |
| Application to change name/address on personal licence            | B    | EXP        | 10.50   | 0.00%                    | 10.50   | 0.00%                    | 10.50  | 0.00%                        |  |                              |   |
| Application for a copy of personal licence                        | B    | EXP        | 10.50   | 0.00%                    | 10.50   | 0.00%                    | 10.50  | 0.00%                        |  |                              |   |
| Temporary Event Notice  | B    | EXP        | 21.00   | 0.00%                    | 21.00   | 0.00%                    | 21.00  | 0.00%                        |  |                              |   |

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| <b>The Gambling Act 2005</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Registration of small society lottery   | B    | EXP        | 40.00   | 0.00%                    | 40.00   | 0.00%                    | 40.00  | 0.00%                        |  |                              |   |
| Renewal of registration of small society lottery                              | B    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    | 20.00  | 0.00%                        |  |                              |   |
| Application for a premises licence - Bingo                                    | B    | EXP        | 3,500.00  | 0.00%                    | 3,500.00  | 0.00%                    | 3,500.00   | 0.00%                        |  |                              |   |
| Application for a premises licence - Adult Gaming Centre                      | B    | EXP        | 2,000.00  | 0.00%                    | 2,000.00  | 0.00%                    | 2,000.00   | 0.00%                        |  |                              |   |
| Application for a premises licence - Family Entertainment Centre              | B    | EXP        | 2,000.00  | 0.00%                    | 2,000.00  | 0.00%                    | 2,000.00   | 0.00%                        |  |                              |   |
| Application for a premises licence - Betting Premises (Track)                 | B    | EXP        | 2,500.00  | 0.00%                    | 2,500.00  | 0.00%                    | 2,500.00   | 0.00%                        |  |                              |   |
| Application for a premises licence - betting Premises (Other)                 | B    | EXP        | 3,000.00  | 0.00%                    | 3,000.00  | 0.00%                    | 3,000.00   | 0.00%                        |  |                              |   |
| Annual fee for a premises licence - Bingo                                     | B    | EXP        | 1,000.00  | 0.00%                    | 1,000.00  | 0.00%                    | 1,000.00   | 0.00%                        |  |                              |   |
| Annual fee for a premises licence - Adult Gaming Centre                       | B    | EXP        | 1,000.00  | 0.00%                    | 1,000.00  | 0.00%                    | 1,000.00   | 0.00%                        |  |                              |   |
| Annual fee for a premises licence - Family Entertainment Centre               | B    | EXP        | 750.00  | 0.00%                    | 750.00  | 0.00%                    | 750.00   | 0.00%                        |  |                              |   |
| Annual fee for a premises licence - Betting Premises (Track)                  | B    | EXP        | 1,000.00  | 0.00%                    | 1,000.00  | 0.00%                    | 1,000.00   | 0.00%                        |  |                              |   |
| Annual fee for a premises licence - betting Premises (Other)                  | B    | EXP        | 600.00  | 0.00%                    | 600.00  | 0.00%                    | 600.00   | 0.00%                        |  |                              |   |
| Application for a variation of premises licence - Bingo                       | B    | EXP        | 1,750.00  | 0.00%                    | 1,750.00  | 0.00%                    | 1,750.00   | 0.00%                        |  |                              |   |
| Application for a variation of premises licence - Adult Gaming Centre         | B    | EXP        | 1,000.00  | 0.00%                    | 1,000.00  | 0.00%                    | 1,000.00   | 0.00%                        |  |                              |   |
| Application for a variation of premises licence - Family Entertainment Centre | B    | EXP        | 1,000.00  | 0.00%                    | 1,000.00  | 0.00%                    | 1,000.00   | 0.00%                        |  |                              |   |
| Application for a variation of premises licence - Betting Premises (Track)    | B    | EXP        | 1,250.00  | 0.00%                    | 1,250.00  | 0.00%                    | 1,250.00   | 0.00%                        |  |                              |   |
| Application for a variation of premises licence - betting Premises (Other)    | B    | EXP        | 1,500.00  | 0.00%                    | 1,500.00  | 0.00%                    | 1,500.00   | 0.00%                        |  |                              |   |

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



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| <b>Trading Standards</b>   |      |            |   |                          |   |                          |  |                              |  |                              |   |
| <b>Weights and Measures</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Examining, adjusting, certifying, stamping, authorising or reporting of special weighing or measuring equipment per hour | B    | NB         | 66.00   | 0.00%                    | 66.00   | 0.00%                    | 68.70  | 4.09%                        |  |                              |   |
| Fees for purpose of S74 Weights & Measures Act 1985  | B    | NB         | 66.00   | 0.00%                    | 66.00   | 0.00%                    | 68.70  | 4.09%                        |  |                              |   |
| Linear measures not exceeding 3m for each scale  | B    | NB         | 9.70  | 0.00%                    | 9.70  | 0.00%                    | 10.10  | 4.12%                        |  |                              |   |
| Capacity measures without division not exceeding 1 litre or 1 qt   | B    | NB         | 7.60  | 0.00%                    | 7.60  | 0.00%                    | 7.90   | 3.95%                        |  |                              |   |
| Cubic ballast measures (other than brim measures)  | B    | NB         | 143.50  | 0.00%                    | 143.50  | 0.00%                    | 150.00   | 4.53%                        |  |                              |   |
| Liquid capacity measures for making up and checking average quantity purchases   | B    | NB         | 23.00   | 0.00%                    | 23.00   | 0.00%                    | 23.90  | 3.91%                        |  |                              |   |
| Template per scale - First item  | B    | NB         | 39.80   | 0.00%                    | 39.80   | 0.00%                    | 41.40  | 4.02%                        |  |                              |   |
| Template per scale - Second item   | B    | NB         | 15.90   | 0.00%                    | 15.90   | 0.00%                    | 16.50  | 3.77%                        |  |                              |   |
| Weighing Instruments - Exceeding 250kg to 1 tonne  | B    | NB         | 52.00   | 0.00%                    | 52.00   | 0.00%                    | 54.10  | 4.04%                        |  |                              |   |
| Weighing Instruments - Exceeding 1 tonne to 10 tonnes  | B    | NB         | 123.50  | 0.00%                    | 123.50  | 0.00%                    | 129.00   | 4.45%                        |  |                              |   |
| Weighing Instruments - Exceeding 10 tonnes to 30 tonnes  | B    | NB         | 340.50  | 0.00%                    | 340.50  | 0.00%                    | 340.50   | 0.00%                        |  |                              |   |
| Weighing Instruments - Exceeding 10 tonnes to 30 tonnes (weights and labour provided)                                    | B    | NB         | 170.00  | 0.00%                    | 170.00  | 0.00%                    | 170.00   | 0.00%                        |  |                              |   |
| Weighing Instruments - Exceeding 30 tonnes to 60 tonnes  | B    | NB         | 560.00  | 0.00%                    | 560.00  | 0.00%                    | 560.00   | 0.00%                        |  |                              |   |
| Weighing Instruments - Exceeding 30 tonnes to 60 tonnes (weights and labour provided)                                    | B    | NB         | 280.00  | 0.00%                    | 280.00  | 0.00%                    | 280.00   | 0.00%                        |  |                              |   |

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| <b>Measuring Instruments for Liquid Fuel and Lubricants</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Container Type (un-subdivided)   | B    | NB         | 57.80   | 0.00%                    | 57.80   | 0.00%                    | 61.90  | 7.09%                        |  |                              |   |
| Single / multi-outlets (nozzles) - Each Additional nozzle tested   | B    | NB         | 95.40   | 0.00%                    | 95.40   | 0.00%                    | 101.70   | 6.60%                        |  |                              |   |
| Single / multi-outlets (nozzles) - First nozzle tested per site<br>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    | NB         | 58.60   | 0.00%                    | 58.60   | 0.00%                    | 62.40  | 6.48%                        |  |                              |   |
|  | B    | NB         | 66.00   | 0.00%                    | 66.00   | 0.00%                    | 68.70  | 4.09%                        |  |                              |   |
| <b>Road Tanker Liquid Fuel Measuring Equipment (Above 100 litres)</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Meter measuring system - Dry hose type with two testing liquids  | B    | NB         | 190.00  | 0.00%                    | 190.00  | 0.00%                    | 197.00   | 3.68%                        |  |                              |   |
| Meter measuring system - Wet hose type with two testing liquids  | B    | NB         | 235.00  | 0.00%                    | 235.00  | 0.00%                    | 244.00   | 3.83%                        |  |                              |   |
| Dipstick measuring systems - Up to 7,600 litres (for calibration of each compartment and production of chart)  | B    | NB         | 141.00  | 0.00%                    | 141.00  | 0.00%                    | 146.50   | 3.90%                        |  |                              |   |
| Dipstick measuring systems - Over 7,600 litres basic fees + costs per hour at a rate of:   | B    | NB         | 66.00   | 0.00%                    | 66.00   | 0.00%                    | 68.70  | 4.09%                        |  |                              |   |
| Initial dipstick   | B    | NB         | 17.40   | 0.00%                    | 17.40   | 0.00%                    | 18.00  | 3.45%                        |  |                              |   |
| Spare dipstick   | B    | NB         | 17.40   | 0.00%                    | 17.40   | 0.00%                    | 18.00  | 3.45%                        |  |                              |   |
| Replacement dipstick (for calibration of each compartment and production of chart)   | B    | NB         | 36.60   | 0.00%                    | 36.60   | 0.00%                    | 38.10  | 4.10%                        |  |                              |   |

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| <b>Explosives</b>                            |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Registered premises (Statutory Fee) New      | B    | NB         | 100.00  | 0.00%                    | 100.00  | 0.00%                    | 105.00   | 5.00%                        |  |                              |   |
| Registered premises (Statutory Fee) Renewal  | B    | NB         | 50.00   | 0.00%                    | 50.00   | 0.00%                    | 52.00  | 4.00%                        |  |                              |   |
| Licensed store (Statutory Fee) New           | B    | NB         | 170.00  | 0.00%                    | 170.00  | 0.00%                    | 178.00   | 4.71%                        |  |                              |   |
| Licensed store (Statutory Fee) Renewal       | B    | NB         | 80.00   | 0.00%                    | 80.00   | 0.00%                    | 83.00  | 3.75%                        |  |                              |   |
| Licence to sell all year (statutory Fee)     | B    | NB         | 500.00  | 0.00%                    | 500.00  | 0.00%                    | 500.00   | 0.00%                        |  |                              |   |
| <b>Sale of goods</b>                         |      |            |   |                          |   |                          |  |                              |  |                              |   |
| By competitive bidding                       | B    | NB         | 170.00  | 0.00%                    | 170.00  | 0.00%                    | 174.00   | 2.35%                        |  |                              |   |
| <b>Motor Salvage Operations Registration</b> |      |            |   |                          |   |                          |  |                              |  |                              |   |
| New applications and renewals                | B    | NB         | 98.40   | 0.00%                    | 99.40   | 0.00%                    | 102.50   | 4.17%                        |  |                              |   |
| Access to public register                    | B    | NB         | no charge   |                          | no charge   |                          | no Charge  |                              |  |                              |   |
| Certified copy of single entry (per copy)    | B    | NB         | 11.30   | 0.00%                    | 11.30   | 0.00%                    | 11.80  | 4.42%                        |  |                              |   |
| Non-certified copy of one or more entries    | B    | NB         | 3.50  | 0.00%                    | 3.50  | 0.00%                    | 3.70   | 5.71%                        |  |                              |   |

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| <b>Pest Control</b>   |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Emergency Work - Rodent Treatment   | R    | STD        | 48.00   | 2.13%                    |   |                          | 48.00  | 0.00%                        |  |                              |   |
| No Access - Rodent Treatment  | R    | STD        | 36.00   | 2.13%                    |   |                          | 36.00  | 0.00%                        |  |                              |   |
| Rented Property - Rodent Treatment  | R    | STD        | 93.60   | 2.13%                    |   |                          | 93.60  | 0.00%                        |  |                              |   |
| Occupied Property - Rodent Treatment  | R    | STD        | 60.00   |                          |   |                          | 60.00  | 0.00%                        |  |                              |   |
| <b>Trade Refuse</b>   |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Normal domestic sized dustbin, plastic sack or agreed equivalent. Approx 90 litres capacity (each)                              | B    | NB         | 2.50  | 0.00%                    | 2.50  | 0.00%                    | 2.80   | 12.00%                       | 2.80   | 12.00%                       |   |
| 960 litre capacity bulk bin. (Hire & empty)   | B    | NB         | 12.80   | 0.00%                    | 12.80   | 0.00%                    | 14.10  | 10.16%                       | 14.10  | 10.16%                       |   |
| 1100 litre capacity bulk bin (1-3 bins). Hire & empty   | B    | NB         | 14.50   | 0.00%                    | 14.50   | 0.00%                    | 16.00  | 10.34%                       | 16.00  | 10.34%                       |   |
| 1100 litre capacity bulk bin (4 bins and over). Hire & empty  | B    | NB         | 11.50   | 0.00%                    | 11.50   | 0.00%                    | 12.70  | 10.43%                       | 12.70  | 10.43%                       |   |
| 1280 litre capacity bulk bin. Hire & empty  | B    | NB         | 16.45   | 0.00%                    | 16.45   | 0.00%                    | 18.20  | 10.64%                       | 18.20  | 10.64%                       |   |
| 1100 litre capacity bulk bin for recycling (mixed paper, cards, cans and plastic bottles) hire & empty (fortnightly collection) | B    | NB         | 5.00  | 0.00%                    | 5.00  | 0.00%                    | 5.00   | 0.00%                        | 5.00   | 0.00%                        |   |
| Container reinstatement fee following removal due to late payment (per site)  | B    | NB         | 61.00   | 0.00%                    | 61.00   | 0.00%                    | 67.40  | 10.49%                       | 67.40  | 10.49%                       |   |
| Hire charge for supply of 960 litre bulk bin for domestic / charity collection purposes (per 6 months)                          | B    | NB         | 42.55   | 0.00%                    | 42.55   | 0.00%                    | 42.55  | 0.00%                        | 42.55  | 0.00%                        |   |
| Hire charge for supply of 1100 litre bulk bin for domestic / charity collection purposes (per 6 months)                         | B    | NB         | 49.36   | 0.00%                    | 49.36   | 0.00%                    | 49.36  | 0.00%                        | 49.36  | 0.00%                        |   |
| Hire charge for supply of 1280 litre bulk bin for domestic / charity collection purposes (per 6 months)                         | B    | NB         | 57.02   | 0.00%                    | 57.02   | 0.00%                    | 57.02  | 0.00%                        | 57.02  | 0.00%                        |   |
| Hire charge for supply of 1100 litre recycling bin for domestic / charity collection purposes (per 6 months)                    | B    | NB         | 23.83   | 0.00%                    | 23.83   | 0.00%                    | 23.83  | 0.00%                        | 23.83  | 0.00%                        |   |

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| Special one-off collections (by arrangement). From  | B    | NB         | 42.55   | 0.00%                    | 42.55   | 0.00%                    | 46.33  | 8.88%                    | 46.33  | 8.88%                        |   |
| Special one-off collections (residents) up to 4 items   | R    | NB         | 12.77   | 0.00%                    | 12.77   | 0.00%                    | 17.17  | 34.47%                   | 17.17  | 34.47%                       |   |
| Special one-off collections (residents) 4 items up to 8 items                                 | R    | NB         | 25.53   | 0.00%                    | 25.53   | 0.00%                    | 29.67  | 16.19%                   | 29.67  | 16.19%                       |   |
| Special one-off collections (residents) 8 items up to 12 items                                | R    | NB         | 38.30   | 0.00%                    | 38.30   | 0.00%                    | 42.17  | 10.10%                   | 42.17  | 10.10%                       |   |
| Entry Charge  | B    | NB         | 8.51  | 0.00%                    | 8.51  | 0.00%                    | 8.51   | 0.00%                    | 8.51   | 0.00%                        |   |
| Trade waste at CA sites   | B    | NB         | 144.68  | 0.00%                    | 144.68  | 0.00%                    | 151.67   | 4.83%                    | 151.67   | 4.83%                        |   |
| <b>Public Conveniences</b>  |      |            |   |                          |   |                          |  |                          |  |                              |   |
| Hatton Cross - Per entry  | M    | NB         | 0.10  | 0.00%                    | 0.10  | 0.00%                    | 0.10   | 0.00%                    | 0.10   | 0.00%                        |   |
| Oakland Gate - Per entry  | M    | NB         | 0.10  | 0.00%                    | 0.10  | 0.00%                    | 0.10   | 0.00%                    | 0.10   | 0.00%                        |   |
| Park Lane, Harefield - Per entry  | M    | NB         | 0.10  | 0.00%                    | 0.10  | 0.00%                    | 0.10   | 0.00%                    | 0.10   | 0.00%                        |   |
| Linden Avenue - Per entry   | M    | NB         | 0.20  | 0.00%                    | 0.20  | 0.00%                    | 0.20   | 0.00%                    | 0.20   | 0.00%                        |   |
| <b>Street-Scene Enforcement</b>   |      |            |   |                          |   |                          |  |                          |  |                              |   |
| <b>Minor Highways Fees</b>  |      |            |   |                          |   |                          |  |                          |  |                              |   |
| Building Materials (charge per application)   | B    | NB         | 140.00  | 0.00%                    | 140.00  | 0.00%                    | 143.50   | 2.50%                    | 143.50   | 2.50%                        |   |
| Application for Banners on Street Furniture   | M    | NB         |   |                          |   |                          | 147.10   |                          | 147.10   |                              |   |
| Application for Festive Lights & Decorations  | M    | NB         |   |                          |   |                          | 147.10   |                          | 147.10   |                              |   |
| <b>Skip Licencing</b>   |      |            |   |                          |   |                          |  |                          |  |                              |   |
| (charge per application. (for 1-49)   | B    | NB         | 16.40   | 0.00%                    | 16.40   | 0.00%                    | 16.80  | 2.44%                    | 16.80  | 2.44%                        |   |
| (charge per application. (for 50+) Registered skip companies purchase blocks of applications) | B    | NB         | Recharged at Cost                                       |                          | Recharged at Cost                                 |                          | Recharged at Cost                                    |                          | Recharged at Cost  |                              |   |
| Rechargeable costs for unauthorised skips - removal fees                                      | B    | NB         | Recharged at Cost                                       |                          | Recharged at Cost                                 |                          | Recharged at Cost                                    |                          | Recharged at Cost  |                              |   |

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|---|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| <b>Street Trading Licences</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Pitch (Permanent)   | B    | NB         | 820.00  | 0.00%                    | 820.00  | 0.00%                    | 840.50   | 2.50%                        | 840.50   | 2.50%                        |   |
| Pitch (Temporary - 6 months)  | B    | NB         | 0.00  |                          | 0.00  |                          | 420.25   |                              | 420.25   |                              |   |
| Shops Front (per metre depth) - 6 months  | B    | NB         | 66.50   | 0.00%                    | 66.50   | 0.00%                    | 68.15  | 2.48%                        | 68.15  | 2.48%                        |   |
| Change of Licenses (including trading area) - 6 months  | B    | NB         | 66.50   | 0.00%                    | 66.50   | 0.00%                    | 68.15  | 2.48%                        | 68.15  | 2.48%                        |   |
| Consent for distribution of free printed matter (per application - covering a period of 8 hours)  | B    | NB         | 0.00  |                          | 0.00  |                          | 26.30  |                              | 26.30  |                              |   |
| <b>Minor Highways Fees</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Scaffold / Hoarding (Additional charge per hour)  | B    | NB         | 0.00  |                          | 0.00  |                          | 0.00   |                              | 0.00   |                              |   |
| Plant & Maintain Licences(Additional cost /hr   | B    | NB         | 0.00  |                          | 0.00  |                          | 50.00  |                              | 50.00  |                              |   |
| Mobile Construction Equipment (e.g. cranes on the highway)  | B    | NB         | 0.00  |                          | 0.00  |                          | 50.00  |                              | 50.00  |                              |   |
| Additional cost per hr  | B    | NB         | 150.00  | 0.00%                    | 150.00  | 0.00%                    | 170.00   | 13.33%                       | 170.00   | 13.33%                       |   |
| Scaffold / Hoarding (charge per application)  | B    | NB         | 140.00  | 0.00%                    | 140.00  | 0.00%                    | 170.00   | 21.43%                       | 170.00   | 21.43%                       |   |
| Plant & Maintain Licences(Basic cost charged per application)   | M    | NB         | 150.00  | 0.00%                    | 150.00  | 0.00%                    | 170.00   | 13.33%                       | 170.00   | 13.33%                       |   |
| Mobile Construction Equipment (e.g. cranes on the highway)  | B    | NB         | 150.00  | 0.00%                    | 150.00  | 0.00%                    | 170.00   | 13.33%                       | 170.00   | 13.33%                       |   |
| Oversail Licences (e.g. cranes and canopies)  | B    | NB         | 150.00  | 0.00%                    | 150.00  | 0.00%                    | 170.00   | 13.33%                       | 170.00   | 13.33%                       |   |
| Entrance to Cellars and Pavement Lights   | B    | NB         | Recharged at costs                                      |                          | 0.00  |                          | Recharged at costs                                   |                              | 0.00   |                              |   |
| <b>Cars for Sale on the Highway</b>   |      |            |   |                          |   |                          |  |                              |  |                              |   |
| 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    | NB         | Recharged at costs                                      |                          | 0.00  |                          | Recharged at costs                                   |                              | 0.00   |                              |   |

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|------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge     | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |

**Street Trading**

|  |   |    |      |  |      |  |       |  |       |  |  |
|--|---|----|------|--|------|--|-------|--|-------|--|--|
| Continental Market (Fee per day per stall) | B | NB | 0.00 |  | 0.00 |  | 50.00 |  | 50.00 |  |  |
|--|---|----|------|--|------|--|-------|--|-------|--|--|

"A" Board fees & charges - very rarely have to removed these and if we did we would pass removal costs on to relevant party.

|                                      |   |    |        |       |        |       |        |       |       |          |  |
|--------------------------------------|---|----|--------|-------|--------|-------|--------|-------|-------|----------|--|
| Initial application fee              | B | NB | 50.00  | 0.00% | 50.00  | 0.00% | 51.50  | 3.00% | 51.50 | 3.00%    |  |
| Once approved by Planning a further: | B | NB | 93.50  | 0.00% | 93.50  | 0.00% | 96.30  | 2.99% | 96.30 | 2.99%    |  |
| Thereafter annual fee                | B | NB | 143.50 | 0.00% | 143.50 | 0.00% | 147.80 | 3.00% | 0.00  | -100.00% |  |

**Public Rights of Way**

|  |   |    |        |       |        |       |        |       |        |       |  |
|--|---|----|--------|-------|--------|-------|--------|-------|--------|-------|--|
| Application to change definitive map & statement | M | NB | 130.00 | 0.00% | 130.00 | 0.00% | 140.00 | 7.69% | 140.00 | 7.69% |  |
|--|---|----|--------|-------|--------|-------|--------|-------|--------|-------|--|

**Highways Enquires**

|   |   |    |       |       |       |       |       |       |       |       |  |
|---|---|----|-------|-------|-------|-------|-------|-------|-------|-------|--|
| For legal purposes requiring a written response | B | NB | 50.00 | 0.00% | 50.00 | 0.00% | 50.00 | 0.00% | 50.00 | 0.00% |  |
|---|---|----|-------|-------|-------|-------|-------|-------|-------|-------|--|

**Streetworks Inspection/Licensing**

|   |   |    |          |       |          |       |          |       |          |       |  |
|---|---|----|----------|-------|----------|-------|----------|-------|----------|-------|--|
| Sample Inspection                       | B | NB | 50.00    | 0.00% | 50.00    | 0.00% | 50.00    | 0.00% | 50.00    | 0.00% |  |
| Defected Works                          | B | NB | 47.50    | 0.00% | 47.50    | 0.00% | 47.50    | 0.00% | 47.50    | 0.00% |  |
| License new plant                       | B | NB | 375.00   | 0.00% | 375.00   | 0.00% | 400.00   | 6.67% | 400.00   | 6.67% |  |
| license old plant                       | B | NB | 375.00   | 0.00% | 375.00   | 0.00% | 400.00   | 6.67% | 400.00   | 6.67% |  |
| Streetworks Overruns (min/day)          | B | NB | 100.00   | 0.00% | 100.00   | 0.00% | 100.00   | 0.00% | 100.00   | 0.00% |  |
| Streetworks Overruns (max/day)          | B | NB | 2,500.00 | 0.00% | 2,500.00 | 0.00% | 2,500.00 | 0.00% | 2,500.00 | 0.00% |  |
| Bar marks in front of vehicle crossings | M | NB | 125.00   | 0.00% | 125.00   | 0.00% | 135.00   | 8.00% | 135.00   | 8.00% |  |

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|---|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| <b>Minor Highways Fees</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Vehicle Crossings (Average crossing)  | R    | NB         | 793.00  | 0.00%                    | 793.00  | 0.00%                    | 872.00   | 9.96%                        |  |                              |   |
| Oversail Licences (e.g. cranes and canopies) Additional charges per hr      | B    | NB         | 0.00  |                          | 0.00  |                          | N/A  |                              | 50.00  |                              |   |
| All Highways enquiries for legal purposes requiring written response        | M    | NB         | 0.00  |                          | 0.00  |                          | 50.00  |                              | 50.00  |                              |   |
| <b>Additional Highways Enquiries</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Standard Highways Adoption Question (1 to 3 questions)                      | B    | EXP        | 30.00   | 0.00%                    | 30.00   | 0.00%                    | 31.50  | 5.00%                        | 31.50  | 5.00%                        |   |
| Additional Highways Questions (each)  | B    | EXP        | 10.00   | 0.00%                    | 10.00   | 0.00%                    | 10.50  | 5.00%                        | 10.50  | 5.00%                        |   |
| <b>Penalties</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Litter Enforcement (Fixed Penalty Notice)                                   | M    | NB         | 80.00   | 0.00%                    | 80.00   | 0.00%                    | 80.00  | 0.00%                        | 80.00  | 0.00%                        |   |
| Graffiti (Fixed Penalty)  | M    | NB         | 80.00   | 0.00%                    | 80.00   | 0.00%                    | 80.00  | 0.00%                        | 80.00  | 0.00%                        |   |
| Dog Control Orders (Fixed Penalty)  | M    | NB         | 80.00   | 0.00%                    | 80.00   | 0.00%                    | 80.00  | 0.00%                        | 80.00  | 0.00%                        |   |
| Dog Warden Services (Fixed Penalty)   | M    | NB         | 25.00   | 0.00%                    | 25.00   | 0.00%                    | 25.00  | 0.00%                        | 25.00  | 0.00%                        |   |
| Dog warden Services (Transportation costs ) First offence within 12 Months  | M    | NB         | 36.00   | 2.13%                    | 36.00   | 2.13%                    | 45.00  | 25.00%                       | 45.00  | 25.00%                       |   |
| Dog warden Services (Transportation costs ) Second offence within 12 Months | M    | NB         | 36.00   | 2.13%                    | 36.00   | 2.13%                    | 70.00  | 94.44%                       | 70.00  | 94.44%                       |   |
| Dog warden Services (Transportation costs ) Third offence within 12 Months  | M    | NB         | 36.00   | 2.13%                    | 36.00   | 2.13%                    | 90.00  | 150.00%                      | 90.00  | 150.00%                      |   |
| Duty of care (Fixed Penalty)  | M    | NB         | 90.00   | 0.00%                    | 90.00   | 0.00%                    | 90.00  | 0.00%                        | 90.00  | 0.00%                        |   |
| Fly Posting (Fixed Penalty)   | M    | NB         | 90.00   | 0.00%                    | 90.00   | 0.00%                    | 90.00  | 0.00%                        | 90.00  | 0.00%                        |   |
| Contravention of conditions - Street trading licence (Fixed Penalty)        | M    | NB         | 90.00   | 0.00%                    | 90.00   | 0.00%                    | 90.00  | 0.00%                        | 90.00  | 0.00%                        |   |

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|---|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| <b>Contaminated Land</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Residential Enquiries - Per hour (Current Year)<br>Flat Rate (From Jan 2011)                                  | R    | STD        | 52.80   | 2.13%                    | 52.80   | 2.13%                    | 60.00  | 13.64%                       | 60.00  | 13.64%                       |   |
| Commercial Enquiries - Per hour (Current Year)<br>Flat Rate (From Jan 2011)                                   | B    | STD        |   |                          | 72.00   | 2.13%                    |  |                              | 150.00   | 108.33%                      |   |
| <b>Hall Hire Charges</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| <b>Meeting Hall Hire - Scale 1 (Haydon Hall)</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Rooms 1, 3 + 5 Mon - Fri  | B    | EXP        | 38.00   | 0.00%                    | 38.00   | 0.00%                    |  |                              |  |                              |   |
| Whole Hall Sat / Sun & Bank Holidays  | B    | EXP        | 55.00   | 0.00%                    | 55.00   | 0.00%                    |  |                              |  |                              |   |
| Rooms 2 or 4 or 6 Mon - Fri   | B    | EXP        | 32.00   | 0.00%                    | 32.00   | 0.00%                    |  |                              |  |                              |   |
| <b>Meeting Hall Hire - Scale 2</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Rooms 1, 3 + 5 Mon - Fri  | B    | EXP        | 20.00   | 0.00%                    | 20.00   | 0.00%                    |  |                              |  |                              |   |
| Whole Hall Sat / Sun & Bank Holidays  | B    | EXP        | 29.00   | 0.00%                    | 29.00   | 0.00%                    |  |                              |  |                              |   |
| Rooms 2 or 4 or 6 Mon - Fri   | B    | EXP        | 16.00   | 0.00%                    | 16.00   | 0.00%                    |  |                              |  |                              |   |
| <b>Cavendish Hall ( Leased to Richtone Ltd - prices shown are the maximum that can be charged ) - Scale 2</b> |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Ground floor hall Mon - Thurs   | B    | EXP        | 19.00   | 0.00%                    | 19.00   | 0.00%                    |  |                              |  |                              |   |
| First floor hall Mon - Thurs  | B    | EXP        | 19.00   | 0.00%                    | 19.00   | 0.00%                    |  |                              |  |                              |   |
| Upstairs small room Mon - Thurs   | B    | EXP        | 15.00   | 0.00%                    | 15.00   | 0.00%                    |  |                              |  |                              |   |
| Ground floor hall Fri / Sat / Sun   | B    | EXP        | 27.00   | 0.00%                    | 27.00   | 0.00%                    |  |                              |  |                              |   |
| First floor hall Fri / Sat / Sun  | B    | EXP        | 27.00   | 0.00%                    | 27.00   | 0.00%                    |  |                              |  |                              |   |
| Upstairs small room Fri / Sat / Sun   | B    | EXP        | 16.00   | 0.00%                    | 16.00   | 0.00%                    |  |                              |  |                              |   |

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|------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge     | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concess Charges from 1st April 2011 (no prev concess charge) £ |

**The Grange ( Leased to Lido Catering Co Ltd - prices shown are the maximum that can be charged )**

|                             |   |     |       |       |       |       |       |       |  |  |  |
|-----------------------------|---|-----|-------|-------|-------|-------|-------|-------|--|--|--|
| Large Room Mon - Thurs      | B | EXP | 16.00 | 0.00% | 16.00 | 0.00% | 16.00 | 0.00% |  |  |  |
| Medium room Mon - Thurs     | B | EXP | 16.00 | 0.00% | 16.00 | 0.00% | 16.00 | 0.00% |  |  |  |
| Small room Mon - Thurs      | B | EXP | 15.00 | 0.00% | 15.00 | 0.00% | 15.00 | 0.00% |  |  |  |
| Large Room Fri / Sat / Sun  | B | EXP | 20.00 | 0.00% | 20.00 | 0.00% | 20.00 | 0.00% |  |  |  |
| Medium Room Fri / Sat / Sun | B | EXP | 20.00 | 0.00% | 20.00 | 0.00% | 20.00 | 0.00% |  |  |  |
| Small Room Fri / Sat / Sun  | B | EXP | 16.00 | 0.00% | 16.00 | 0.00% | 16.00 | 0.00% |  |  |  |

**Kings College Pavilion - (Prices shown are the maximum that can be charged)**

|   |   |     |       |       |       |       |       |       |       |       |  |
|---|---|-----|-------|-------|-------|-------|-------|-------|-------|-------|--|
| Small Room Mon - Thurs inc Friday until 4.40pm  | B | EXP | 11.00 | 0.00% | 11.28 | 0.00% | 11.10 | 0.91% | 11.40 | 1.11% |  |
| Medium Room Mon - Thurs inc Friday until 4.40pm | B | EXP | 11.00 | 0.00% | 11.28 | 0.00% | 11.10 | 0.91% | 11.40 | 1.11% |  |
| Large Room Mon - Thurs inc Friday until 4.40pm  | B | EXP | 16.00 | 0.00% | 16.40 | 0.00% | 16.40 | 2.50% | 17.30 | 5.49% |  |
| Small Room Fri after 4.30 / Sat / Sun           | B | EXP | 21.00 | 0.00% | 21.53 | 0.00% | 21.50 | 2.38% | 22.70 | 5.46% |  |
| Medium Room Fri after 4.30 / Sat / Sun          | B | EXP | 21.00 | 0.00% | 21.53 | 0.00% | 21.50 | 2.38% | 22.70 | 5.46% |  |
| Large Room Fri after 4.30 / Sat / Sun           | B | EXP | 31.00 | 0.00% | 31.78 | 0.00% | 31.80 | 2.58% | 33.50 | 5.43% |  |

**Commercial Events - These are guide prices and will be negotiated on an individual basis.**

|   |   |     |          |       |          |       |          |       |          |       |  |
|---|---|-----|----------|-------|----------|-------|----------|-------|----------|-------|--|
| Commercial events / Operating Days                          | B | EXP | 2,198.00 | 0.00% | 2,198.00 | 0.00% | 2,255.00 | 2.59% | 2,314.00 | 5.28% |  |
| Commercial events / set up strip down days                  | B | EXP | 366.00   | 0.00% | 366.00   | 0.00% | 375.40   | 2.57% | 385.00   | 5.19% |  |
| Fairs & Circuses - Monday to Thursday                       | B | EXP | 808.00   | 0.00% | 808.00   | 0.00% | 829.00   | 2.60% | 829.00   | 2.60% |  |
| Fairs & Circuses - Friday, Saturday, Sunday & Bank Holidays | B | EXP | 1,077.00 | 0.00% | 1,077.00 | 0.00% | 1,134.00 | 5.29% | 1,134.00 | 5.29% |  |

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|------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge     | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |

### Parks & Leisure Facility

#### Football, Rugby, Hockey, Lacrosse & Gaelic Football (pro rata per match)

|  |   |     |       |       |       |       |       |       |       |       |  |
|--|---|-----|-------|-------|-------|-------|-------|-------|-------|-------|--|
| Junior - Without changing facilities                           | R | EXP | 17.00 | 0.00% | 17.85 | 0.00% | 17.50 | 2.94% | 18.80 | 5.32% |  |
| Pitch hire   | R | EXP | 23.00 | 0.00% | 24.15 | 0.00% | 23.60 | 2.61% | 25.50 | 5.59% |  |
| changing facilities  | R | EXP | 25.00 | 0.00% | 26.25 | 0.00% | 25.70 | 2.80% | 27.63 | 5.26% |  |
| Class 1A Modern dressing accommodation with hot & cold showers | R | EXP | 56.00 | 0.00% | 58.80 | 0.00% | 57.50 | 2.68% | 61.90 | 5.27% |  |
| Class 111 Dressing accommodation                               | R | EXP | 26.00 | 0.00% | 27.30 | 0.00% | 26.70 | 2.69% | 28.80 | 5.49% |  |
| Class 1V Other grounds   | R | EXP | 32.00 | 0.00% | 33.60 | 0.00% | 33.00 | 3.13% | 34.40 | 2.38% |  |
| Junior Without changing facilities                             | R | EXP | 18.00 | 0.00% | 18.90 | 0.00% | 18.50 | 2.78% | 19.90 | 5.29% |  |

### Bowls ( May to September )

|  |   |     |        |       |        |       |  |  |  |  |  |
|--|---|-----|--------|-------|--------|-------|--|--|--|--|--|
| Green Fees (per hour) Adult                        | R | EXP | 5.00   | 0.00% | 5.00   | 0.00% |  |  |  |  |  |
| Green Fees (per hour) Senior Citizens and Children | R | EXP | 4.00   | 0.00% | 4.00   | 0.00% |  |  |  |  |  |
| Season Tickets Adult                               | R | EXP | 112.00 | 0.00% | 112.00 | 0.00% |  |  |  |  |  |
| Season Tickets Senior Citizens and Children        | R | EXP | 57.00  | 0.00% | 57.00  | 0.00% |  |  |  |  |  |

### Cricket (pro-rata per match)

|  |   |     |        |       |        |       |        |       |        |       |  |
|--|---|-----|--------|-------|--------|-------|--------|-------|--------|-------|--|
| Class 1A Modern dressing accommodation with hot & cold showers | R | EXP | 100.00 | 0.00% | 105.00 | 0.00% | 102.57 | 2.57% | 110.50 | 5.24% |  |
| Class 111 Dressing accommodation                               | R | EXP | 65.00  | 0.00% | 68.25  | 0.00% | 66.67  | 2.57% | 71.84  | 5.26% |  |
| Class 1V Other grounds   | R | EXP | 51.00  | 0.00% | 53.55  | 0.00% | 52.30  | 2.55% | 56.36  | 5.25% |  |
| Class 1A Modern dressing accommodation with hot & cold showers | R | EXP | 119.00 | 0.00% | 124.95 | 0.00% | 122.05 | 2.56% | 131.53 | 5.27% |  |
| Class 1B Older dressing accommodation with hot & cold showers  | R | EXP | 110.00 | 0.00% | 115.50 | 0.00% | 112.82 | 2.56% | 121.58 | 5.26% |  |

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ZERO - Zero Rated

EXP - Exempt

NB - Non Business

| All Prices Include VAT                                      |      |            |   |                          |   |                          |  |                              |  |                              |   |
|---|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| Class 11 Dressing accommodation with washing facilities     | R    | EXP        | 86.00   | 0.00%                    | 90.30   | 0.00%                    | 88.20  | 2.56%                        | 95.05  | 5.26%                        |   |
| All day match ( commencing at 10.30 or 11.00am )            | R    | EXP        | 0.00  |                          | 0.00  |                          |  |                              |  |                              |   |
| Additional charge per match for seasonal or single lettings | R    | EXP        | 16.00   | 0.00%                    | 16.80   | 0.00%                    | 16.41  | 2.56%                        | 17.68  | 5.24%                        |   |

**Letting of Open Space**

|  |   |     |       |       |       |       |        |       |        |       |      |
|--|---|-----|-------|-------|-------|-------|--------|-------|--------|-------|------|
| Fund-raising events  | B | EXP | FREE  |       | FREE  |       | FREE   |       | FREE   |       | FREE |
| Charity events   | B | EXP | FREE  |       | FREE  |       | FREE   |       | FREE   |       | FREE |
| Events - profit making or commercial - min. hourly charge , charge | B | EXP | 98.00 | 0.00% | 98.00 | 0.00% | 100.51 | 2.56% | 100.51 | 2.56% |      |
| Sports days  | B | EXP | 16.00 | 0.00% | 16.00 | 0.00% | 16.41  | 2.56% | N/A    |       |      |
| Other events/minimum charge  | B | EXP | 22.00 | 0.00% | 22.00 | 0.00% | 22.56  | 2.55% | 23.15  | 5.23% |      |
| Wedding photographs etc (New Charge 2007/08)                       | B | EXP | 51.00 | 0.00% | 51.00 | 0.00% | 52.30  | 2.55% | 53.70  | 5.29% |      |
|  | R | EXP | 51.00 | 0.00% | 51.00 | 0.00% | 53.70  | 5.29% | 53.70  | 5.29% |      |

**Use of Camp Site - Mad Bess Wood ( Scout Groups etc)**

|                        |   |     |       |       |       |       |       |       |       |       |  |
|------------------------|---|-----|-------|-------|-------|-------|-------|-------|-------|-------|--|
| 0-29 persons per night | R | EXP | 43.00 | 0.00% | 44.08 | 0.00% | 44.10 | 2.56% | 46.40 | 5.28% |  |
|------------------------|---|-----|-------|-------|-------|-------|-------|-------|-------|-------|--|

**Tennis (charges per hour)**

|                                       |   |     |      |       |      |       |  |  |  |  |  |
|---------------------------------------|---|-----|------|-------|------|-------|--|--|--|--|--|
| Juniors - Weekdays up to 6pm          | R | EXP | 3.00 | 0.00% | 3.08 | 0.00% |  |  |  |  |  |
| Weekends & Public Holidays            | R | EXP | 6.00 | 0.00% | 6.15 | 0.00% |  |  |  |  |  |
| Adults - Weekdays up to 4pm           | R | EXP | 5.00 | 0.00% | 5.13 | 0.00% |  |  |  |  |  |
| After 4pm, weekends & Public Holidays | R | EXP | 6.00 | 0.00% | 6.15 | 0.00% |  |  |  |  |  |

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| All Prices Include VAT   |      |            |   |                          |   |                          |  |                          |  |                              |   |
|--|------|------------|---|--------------------------|---|--------------------------|--|--------------------------|--|------------------------------|---|
| Type of Fee/Charge   | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| <b>Planning &amp; Applications</b>   |      |            |   |                          |   |                          |  |                          |  |                              |   |
| <b>Planning Fees</b>   |      |            |   |                          |   |                          |  |                          |  |                              |   |
| Commercial Buildings - Call Out for Listed Building and Design Advice from a Conservation Officer                                    | R    | STD        | 0.00  | 0.00%                    |   |                          | 120.00   | 100.00%                  |  |                              |   |
| Pre Application Fees - Category B Development  | R    | STD        | 3,600.00  | 2.13%                    | 3,600.00  | 2.13%                    | 4,200.00   | 16.67%                   |  |                              |   |
| Pre Application Fees - Category C Development  | R    | STD        | 2,160.00  | 2.13%                    | 2,160.00  | 2.13%                    | 2,280.00   | 5.56%                    |  |                              |   |
| Pre Application Fees - Category D Development  | R    | STD        | 1,080.00  | 2.13%                    | 1,080.00  | 2.13%                    | 1,140.00   | 5.56%                    |  |                              |   |
| Follow up Meetings - Category B Development  | R    | STD        | 960.00  | 2.13%                    | 960.00  | 2.13%                    | 1,080.00   | 12.50%                   |  |                              |   |
| Follow up Meetings - Category C Development  | R    | STD        | 480.00  | 2.13%                    | 480.00  | 2.13%                    | 485.00   | 1.04%                    |  |                              |   |
| Follow up Meetings - Category D Development  | R    | STD        | 480.00  | 2.13%                    | 480.00  | 2.13%                    | 485.00   | 1.04%                    |  |                              |   |
| Other Developments - All other Development excluding householder development and work to trees                                       | R    | STD        | 264.00  | 2.13%                    | 264.00  | 2.13%                    | 270.00   | 2.27%                    |  |                              |   |
| Householders - Minor Applications  | R    | STD        | 264.00  | 2.13%                    | 264.00  | 2.13%                    | 270.00   | 2.27%                    |  |                              |   |
| Householders - Category A Development  | B    | STD        | 6,000.00  | 2.13%                    | 6,000.00  | 2.13%                    | 6,000.00   | 0.00%                    |  |                              |   |
| Householders - Specialist: Additional flat fee where listed Building or Conservation advice is required                              | R    | STD        | 120.00  | 2.13%                    | 120.00  | 2.13%                    | 120.00   | 0.00%                    |  |                              |   |
| Additional charges for the attendance of senior Managers - All other Development excluding householder development and work to trees | R    | STD        | 180.00  | 2.13%                    | 180.00  | 2.13%                    | 240.00   | 33.33%                   |  |                              |   |
| Follow up Meetings - Category A Development  | R    | STD        | 1,440.00  | 2.13%                    | 1,440.00  | 2.13%                    | 1,560.00   | 8.33%                    |  |                              |   |

| All Prices Include VAT  |      |            |   |                          |   |                          |  |                              |  |                              |   |
|---|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
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| <b>Street naming &amp; Numbering</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| To name/Rename - To name or Rename a road   | M    | STD        |   |                          |   |                          | 250.00   |                              |  |                              |   |
| To name/Rename - To name/Rename of Building/Street numbering  | M    | STD        |   |                          |   |                          | 100.00   |                              |  |                              |   |
| Research Charges - Research charges on possible name/numbering of street/building - Per Hour - Chargeable in 15 minutes units | M    | STD        |   |                          |   |                          | 60.00  |                              |  |                              |   |
| <b>Arts</b>   |      |            |   |                          |   |                          |  |                              |  |                              |   |
| <b>Stables and Manor Farm Hall</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Commercial and Social: Mon-Fri  | M    | EXP        | 16.89   | 0.00%                    | 16.89   | 0.00%                    | 18.00  | 6.57%                        | 20.00  | 18.41%                       |   |
| Commercial and Social: Sat, Sun, Bank Hol   | M    | EXP        | 21.12   | 0.00%                    | 21.12   | 0.00%                    | 22.00  | 4.17%                        | 25.00  | 18.37%                       |   |
| Non profit making Organisations: Mon-Fri  | M    | EXP        | 8.19  | 0.00%                    | 8.19  | 0.00%                    | 8.00   | -2.32%                       | 10.00  | 22.10%                       |   |
| Non profit making Organisations: Sat, Sun, Bank Hol   | M    | EXP        | 9.79  | 0.00%                    | 9.79  | 0.00%                    | 10.00  | 2.15%                        | 12.00  | 22.57%                       |   |
| Charitable Organisations: Mon-Fri   | M    | EXP        | 6.18  | 0.00%                    | 6.18  | 0.00%                    | 7.00   | 13.27%                       | 8.00   | 29.45%                       |   |
| Charitable Organisations: Sat, Sun, Bank Hol  | M    | EXP        | 7.13  | 0.00%                    | 7.13  | 0.00%                    | 8.00   | 12.20%                       | 9.00   | 26.23%                       |   |
| Commercial and Social Organisations: Mon-Fri  | M    | EXP        | 23.23   | 0.00%                    | 23.23   | 0.00%                    | 24.00  | 3.31%                        | 27.00  | 16.23%                       |   |
| Commercial and Social Organisations: Sat, Sun, Bank Hol   | M    | EXP        | 29.56   | 0.00%                    | 29.56   | 0.00%                    | 31.00  | 4.87%                        | 35.00  | 18.40%                       |   |
| Non profit making Organisations: Mon-Fri  | M    | EXP        | 11.62   | 0.00%                    | 11.62   | 0.00%                    | 12.00  | 3.27%                        | 14.00  | 20.48%                       |   |
| Non profit making Organisations: Sat, Sun, Bank Hol   | M    | EXP        | 16.89   | 0.00%                    | 16.89   | 0.00%                    | 17.00  | 0.65%                        | 20.00  | 18.41%                       |   |
| Charitable Organisations: Mon-Fri   | M    | EXP        | 9.53  | 0.00%                    | 9.53  | 0.00%                    | 10.00  | 4.93%                        | 12.00  | 25.92%                       |   |
| Charitable Organisations: Sat, Sun, Bank Hol  | M    | EXP        | 12.67   | 0.00%                    | 12.67   | 0.00%                    | 13.00  | 2.60%                        | 15.00  | 18.39%                       |   |
| <b>Duty Officer</b>   |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Mon to Fri  | M    | EXP        | 15.97   | 0.00%                    | 15.97   | 0.00%                    | 16.00  | 0.19%                        | 20.00  | 25.23%                       |   |
| Weekends  | M    | EXP        | 26.40   | 0.00%                    | 26.40   | 0.00%                    | 16.00  | -39.39%                      | 20.00  | -24.24%                      |   |

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|---|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
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| <b>Cow Byre</b>   |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Daytime 09:00am to 5:00pm Exhibition  | M    | EXP        | 45.00   | 0.00%                    | 55.00   | 0.00%                    | 50.00  | 11.11%                       | 60.00  | 9.09%                        |   |
| Evening 06:00pm to 11:00pm When used with above                               | M    | EXP        | 50.00   | 0.00%                    | 50.00   | 0.00%                    | 55.00  | 10.00%                       | 65.00  | 30.00%                       |   |
| In Borough Commission= 10%. NEW: 20%  | M    | EXP        |   |                          |   |                          | 20.00  |                              | 20.00  |                              |   |
| <b>Great Barn: Craft Fair and Exhibitions</b>                                 |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Charitable Organisations: Mon to Thurs 09:00 to 15:00                         | M    | EXP        | 250.00  | 0.00%                    | 250.00  | 0.00%                    | 260.00   | 4.00%                        | 300.00   | 20.00%                       |   |
| Charitable Organisations: Fri, Sat Sun Bank Hol: 09:00 to 15:00               | M    | EXP        | 300.00  | 0.00%                    | 300.00  | 0.00%                    | 310.00   | 3.33%                        | 350.00   | 16.67%                       |   |
| Commercial Organisations: Mon to Thurs 09:00 to 15:00                         | M    | EXP        | 400.00  | 0.00%                    | 400.00  | 0.00%                    | 400.00   | 0.00%                        | 450.00   | 12.50%                       |   |
| Commercial Organisations: Fri, Sat Sun Bank Hol: 09:00 to 15:00               | M    | EXP        | 600.00  | 0.00%                    | 600.00  | 0.00%                    | 500.00   | -16.67%                      | 550.00   | -8.33%                       |   |
| <b>Great Barn: Social / Wedding</b>   |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Mon to Thurs: 09:00 to 24:00 Hourly Rate (min 4 hrs)                          | M    | EXP        | 100.00  | 0.00%                    | 125.00  | 0.00%                    | 105.00   | 5.00%                        | 130.00   | 4.00%                        |   |
| Fri to Sun: 09:00 to 24:00 Hourly Rate (min 5 hrs)                            | M    | EXP        | 120.00  | 0.00%                    | 150.00  | 0.00%                    | 125.00   | 4.17%                        | 155.00   | 3.33%                        |   |
| Mon to Thurs: 09:00 to 24:00  | M    | EXP        | 2,000.00  | 0.00%                    | 2,000.00  | 0.00%                    | 1,100.00   | -45.00%                      | 1,250.00   | -37.50%                      |   |
| Fri to Sun: 09:00 to 24:00  | M    | EXP        | 1,250.00  | 0.00%                    | 1,250.00  | 0.00%                    | 1,500.00   | 20.00%                       | 1,800.00   | 44.00%                       |   |
| <b>Great Barn: Other functions</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Great Barn: Concert/ Production - Mon to Thurs: 16:00 to 23:00                | M    | EXP        | 450.00  | 0.00%                    | 500.00  | 0.00%                    | 400.00   | -11.11%                      | 450.00   | -10.00%                      |   |
| Great Barn: Concert/ Production - Weekends: 16:00 to 23:00                    | M    | EXP        | 500.00  | 0.00%                    | 600.00  | 0.00%                    | 450.00   | -10.00%                      | 550.00   | -8.33%                       |   |
| Great Barn: Courtyard - Concert /Production - 09:00 to 17:00                  | M    | EXP        | 200.00  | 0.00%                    | 200.00  | 0.00%                    | 250.00   | 25.00%                       | 300.00   | 50.00%                       |   |
| Great Barn: Market in Courtyard - 09:00 to 15:00                              | M    | EXP        | 300.00  | 0.00%                    | 300.00  | 0.00%                    | 320.00   | 6.67%                        | 400.00   | 33.33%                       |   |
| Great Barn: Wedding Ceremony / Partnership - 09:00 to 13:00 or 14:00 to 18:00 | M    | EXP        | 500.00  | 0.00%                    | 600.00  | 0.00%                    | 500.00   | 0.00%                        | 600.00   | 0.00%                        |   |

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|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|--|
| Type of Fee/Charge   | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concession charge) £ |
| <b>Winston Churchill Hall: Social Tarrif</b>                     |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Lounge only Mon to Fri   | M    | EXP        | 52.20   | 3.00%                    | 52.20   | 3.00%                    | 55.00  | 5.36%                        | 60.00  | 14.94%                       |  |
| Auditorium and Lounge - Mon to fri                               | M    | EXP        | 97.87   | 3.00%                    | 97.87   | 3.00%                    | 100.00   | 2.18%                        | 110.00   | 12.39%                       |  |
| Auditorium and Lounge - Sat, Sun, Bank Hol                       | M    | EXP        | 119.61  | 3.00%                    | 119.61  | 0.00%                    | 120.00   | 0.33%                        | 125.00   | 4.51%                        |  |
| <b>Winston Churchill Hall: Registered Fund Raising Charities</b> |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Lounge only  | M    | EXP        | 36.98   | 0.00%                    | 36.98   | 0.00%                    | 40.00  | 8.17%                        | 45.00  | 21.69%                       |  |
| Auditorium and Lounge - Mon to fri                               | M    | EXP        | 49.65   | 0.00%                    | 49.65   | 0.00%                    | 55.00  | 10.78%                       | 60.00  | 20.85%                       |  |
| Auditorium and Lounge - Sat, Sun, Bank Hol                       | M    | EXP        | 79.19   | 0.00%                    | 79.19   | 0.00%                    | 80.00  | 1.02%                        | 85.00  | 7.34%                        |  |
| <b>Winston Churchill Hall: Commercial and Promotional Events</b> |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Lounge only  | M    | EXP        | 58.07   | 0.00%                    | 58.07   | 0.00%                    | 60.00  | 3.32%                        | 65.00  | 11.93%                       |  |
| Auditorium and Lounge - Mon to fri                               | M    | EXP        | 72.85   | 0.00%                    | 72.85   | 0.00%                    | 75.00  | 2.95%                        | 80.00  | 9.81%                        |  |
| Auditorium and Lounge - Sat, Sun, Bank Hol                       | M    | EXP        | 105.98  | 0.00%                    | 105.98  | 0.00%                    | 110.00   | 3.79%                        | 115.00   | 8.51%                        |  |
| <b>Winston Churchill Hall: Health &amp; Fitness Classes</b>      |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Lounge only  | M    | EXP        | 24.29   | 0.00%                    | 24.29   | 0.00%                    | 26.00  | 7.04%                        | 29.00  | 19.39%                       |  |
| <b>Winston Churchill Hall: Additional Charges</b>                |      |            |   |                          |   |                          |  |                              |  |                              |  |
| Seats in and out Set up - Day                                    | M    | EXP        | 84.46   | 0.00%                    | 84.46   | 0.00%                    | 85.00  | 0.64%                        | 85.00  | 0.64%                        |  |
| Radio Mics(1 hand held,2 lapel available) - Day                  | M    | EXP        | 8.45  | 0.00%                    | 8.45  | 0.00%                    | 8.90   | 5.33%                        | 8.90   | 5.33%                        |  |
| Radio Mics(1 hand held,2 lapel available) - Week                 | M    | EXP        | 33.78   | 0.00%                    | 33.78   | 0.00%                    | 35.60  | 5.39%                        | 35.60  | 5.39%                        |  |
| Vocal Mics(5 available) - Day                                    | M    | EXP        | 5.30  | 0.00%                    | 5.30  | 0.00%                    | 5.60   | 5.66%                        | 5.60   | 5.66%                        |  |
| Vocal Mics(5 available) - Week                                   | M    | EXP        | 10.56   | 0.00%                    | 10.56   | 0.00%                    | 11.20  | 6.06%                        | 11.20  | 6.06%                        |  |
| Piano (tuning extra) - Day                                       | M    | EXP        | 10.56   | 0.00%                    | 10.56   | 0.00%                    | 48.00  | 354.55%                      | 48.00  | 354.55%                      |  |
| Piano (tuning extra) - Week                                      | M    | EXP        | 15.84   | 0.00%                    | 15.84   | 0.00%                    | 48.00  | 203.03%                      | 48.00  | 203.03%                      |  |

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| All Prices Include VAT  |                                   |            |   |                          |   |                          |  |                              |  |                              |   |
|---|-----------------------------------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge  | Type                              | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| <b>Winston Churchill Hall: Theatrical, Concert, Show Hire</b>                 |                                   |            |   |                          |   |                          |  |                              |  |                              |   |
| 09:00 to 15:00  | Session Rate - Mon to fri         | M          | 285.05  | 0.00%                    | 285.05  | 0.00%                    | 300.00   | 5.24%                        | 350.00   | 22.79%                       |   |
| 09:00 to 15:00  | Session Rate - Sat, Sun, Bank Hol | M          | 422.30  | 0.00%                    | 422.30  | 0.00%                    | 450.00   | 6.56%                        | 500.00   | 18.40%                       |   |
| 15:00 to Midnight   | Session Rate - Mon to fri         | M          | 316.73  | 0.00%                    | 316.73  | 0.00%                    | 300.00   | -5.28%                       | 350.00   | 10.50%                       |   |
| 15:00 to Midnight   | Session Rate - Sat, Sun, Bank Hol | M          | 479.20  | 0.00%                    | 479.20  | 0.00%                    | 450.00   | -6.09%                       | 500.00   | 4.34%                        |   |
| 15:00 to Midnight   | Hourly Rate - Mon to Fri          | M          | 52.79   | 0.00%                    | 52.79   | 0.00%                    | 55.00  | 4.19%                        | 65.00  | 23.13%                       |   |
| 15:00 to Midnight   | Hourly Rate - Sat, Sun, Bank Hol  | M          | 95.02   | 0.00%                    | 95.02   | 0.00%                    | 100.00   | 5.24%                        | 120.00   | 26.29%                       |   |
| <b>Winston Churchill Hall: Full Week Booking</b>                              |                                   |            |   |                          |   |                          |  |                              |  |                              |   |
| Sunday:10:00 to 23:30, Weekdays 18:00 to 23:00, Saturday 09:00 to Midnight    |                                   | M          | 1,953.14  | 0.00%                    | 1,953.14  | 0.00%                    | 2,000.00   | 2.40%                        | 2,150.00   | 10.08%                       |   |
| <b>Winston Churchill Hall: Rehearsals - Weekdays only, outside whole week</b> |                                   |            |   |                          |   |                          |  |                              |  |                              |   |
| Lounge  | Hourly Rate                       | M          | 42.33   | 0.00%                    | 42.33   | 0.00%                    | 45.00  | 6.31%                        | 50.00  | 18.12%                       |   |
| Auditorium  | Hourly Rate                       | M          | 47.38   | 0.00%                    | 47.38   | 0.00%                    | 50.00  | 5.53%                        | 60.00  | 26.64%                       |   |
| <b>Winston Churchill Hall: Additional Charges</b>                             |                                   |            |   |                          |   |                          |  |                              |  |                              |   |
| Radio Mics(1 hand held,2 lapel available) - Day                               |                                   | M          | 8.70  | 2.96%                    | 8.70  | 0.00%                    | 9.00   | 3.45%                        | 9.00   | 3.45%                        |   |
| Radio Mics(1 hand held,2 lapel available) - Week                              |                                   | M          | 34.79   | 0.00%                    | 34.79   | 0.00%                    | 36.00  | 3.48%                        | 36.00  | 3.48%                        |   |
| Vocal Mics(5 available) - Day   |                                   | M          | 5.46  | 0.00%                    | 5.46  | 0.00%                    | 5.60   | 2.56%                        | 5.60   | 2.56%                        |   |
| Vocal Mics(5 available) - Week  |                                   | M          | 10.88   | 0.00%                    | 10.88   | 0.00%                    | 12.00  | 10.29%                       | 12.00  | 10.29%                       |   |
| Alcohol License   |                                   | M          | 25.00   | 0.00%                    | 30.00   | 0.00%                    | 25.00  | 0.00%                        | 25.00  | -16.67%                      |   |
| Use of ovens (not Social Tarriff)   |                                   | M          | 100.00  | 0.00%                    | 120.00  | 0.00%                    | 100.00   | 0.00%                        | 100.00   | -16.67%                      |   |
| Technician: (p/h)   |                                   | M          | 12.00   | 0.00%                    | 15.00   | 0.00%                    | 12.00  | 0.00%                        | 15.00  | 0.00%                        |   |
| PRS Fee   |                                   | M          | 15.00   | 0.00%                    | 15.00   | 0.00%                    | 25.00  | 66.67%                       | 25.00  | 66.67%                       |   |

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| All Prices Include VAT  |      |            |   |                          |   |                          |  |                              |  |                              |   |
|---|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| <b>Manor Farm House</b>                                       |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Room Rental   | M    | EXP        | 15.00   | 0.00%                    | 20.00   | 0.00%                    | 20.00  | 33.33%                       | 25.00  | 25.00%                       |   |
| <b>Compass Theatre</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| <b>Deposits</b>   |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Additional Hire Charge Incurred after hire period has elapsed | M    | EXP        | 57.68   | 0.00%                    | 57.68   | 0.00%                    | 80.00  | 38.70%                       | 84.00  | 45.63%                       |   |
| Entire week   | M    | EXP        | 149.35  | 0.00%                    | 149.35  | 0.00%                    | POA  |                              | POA  |                              |   |
| All other Bookings  | M    | EXP        | 60.77   | 0.00%                    | 60.77   | 0.00%                    | POA  |                              | POA  |                              |   |
| Cleaning Charge   | M    | EXP        | 70.04   | 0.00%                    | 70.04   | 0.00%                    | 100.00   | 42.78%                       | 105.00   | 49.91%                       |   |
| Use of Workshop - Per Hour                                    | M    | EXP        | 9.27  | 0.00%                    | 9.27  | 0.00%                    | 9.60   | 3.56%                        | 10.10  | 8.95%                        |   |
| Workshop Storage - Weekly                                     | M    | EXP        | 55.62   | 0.00%                    | 55.62   | 0.00%                    | 57.10  | 2.66%                        | 60.00  | 7.87%                        |   |
| Costume Hire – Adult - Week                                   | M    | EXP        | 13.39   | 0.00%                    | 13.39   | 0.00%                    | 15.00  | 12.02%                       | 15.00  | 12.02%                       |   |
| Costume Hire – Child – Week                                   | M    | EXP        | 7.21  | 0.00%                    | 7.21  | 0.00%                    | 10.00  | 38.70%                       | 10.00  | 38.70%                       |   |
| Portable Appliance Test                                       | M    | EXP        | 11.33   | 0.00%                    | 11.33   | 0.00%                    | 14.00  | 23.57%                       | 14.70  | 29.74%                       |   |
| <b>Additional Stage Equipment - Per Week</b>                  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Ceiling Mounted Video/Data Projector                          | M    | EXP        | 55.62   | 0.00%                    | 55.62   | 0.00%                    | 84.00  | 51.02%                       | 88.20  | 58.58%                       | 50.40   |
| Sony NICAM Video Player/Recorder                              | M    | EXP        | 16.48   | 0.00%                    | 16.48   | 0.00%                    | 24.00  | 45.63%                       | 25.20  | 52.91%                       | 14.40   |
| DVD Player  | M    | EXP        | 22.66   | 0.00%                    | 22.66   | 0.00%                    | 30.00  | 32.39%                       | 31.50  | 39.01%                       | 18.00   |
| 2 x ROBE 250 Moving Spot Light                                | M    | EXP        | 32.96   | 0.00%                    | 32.96   | 0.00%                    | 72.00  | 118.45%                      | 75.60  | 129.37%                      | 43.20   |
| 6 x Chroma-Q DMX Colour Scroller                              | M    | EXP        | 11.33   | 0.00%                    | 11.33   | 0.00%                    | 31.20  | 175.38%                      | 32.70  | 188.61%                      | 18.80   |
| 8 x Par 16 'Birdi' with 12v Transformers                      | M    | EXP        | 5.15  | 0.00%                    | 5.15  | 0.00%                    | 4.80   | -6.80%                       | 5.00   | -2.91%                       | 2.90  |
| Mirror Ball   | M    | EXP        | 16.48   | 0.00%                    | 16.48   | 0.00%                    | 19.20  | 16.50%                       | 20.10  | 21.97%                       | 11.60   |
| Strobe Light  | M    | EXP        | 20.60   | 0.00%                    | 20.60   | 0.00%                    | 24.00  | 16.50%                       | 25.20  | 22.33%                       | 14.40   |
| UV Lights   | M    | EXP        | 16.48   | 0.00%                    | 16.48   | 0.00%                    | 12.00  | -27.18%                      | 12.60  | -23.54%                      | 7.20  |
| DMX Smoke Machine   | M    | EXP        | 39.14   | 0.00%                    | 39.14   | 0.00%                    | 48.00  | 22.64%                       | 50.40  | 28.77%                       | 28.80   |

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|---|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Additional Follow Spot & Dimmer                     |  | M    | EXP        | 27.81   | 0.00%                    | 27.81   | 0.00%                    | 54.00  | 94.17%                       | 56.70  | 103.88%                      | 32.40   |
| 4 x Shure SM58 Vocal Mics                           |  | M    | EXP        | 13.39   | 0.00%                    | 13.39   | 0.00%                    | 18.00  | 34.43%                       | 18.90  | 41.15%                       | 10.80   |
| Upright Piano                                       |  | M    | EXP        | 19.57   | 0.00%                    | 19.57   | 0.00%                    | 24.00  | 22.64%                       | 25.20  | 28.77%                       | 14.40   |
| Baby Grand Piano (Property of HMS)                  |  | M    | EXP        | 0.00  |                          | 0.00  |                          | POA  |                              | POA  |                              | POA   |
| Manhandling on/off stage                            |  | M    | EXP        | 0.00  |                          | 0.00  |                          | POA  |                              | POA  |                              | POA   |
| Piano Tuning  |  | M    | EXP        | 0.00  |                          | 0.00  |                          | POA  |                              | POA  |                              | POA   |
| Custom Gobos  |  | M    | EXP        | 0.00  |                          | 0.00  |                          | POA  |                              | POA  |                              | POA   |
| Gobos   |  | M    | EXP        | 6.18  | 0.00%                    | 6.18  | 0.00%                    | 4.80   | -22.33%                      | 5.00   | -19.09%                      | 2.90  |
| Pyro Firing Box with 2 Pods                         |  | M    | EXP        | 11.33   | 0.00%                    | 11.33   | 0.00%                    | 12.00  | 5.91%                        | 12.60  | 11.21%                       | 7.20  |
| Additional Pods – upto six                          |  | M    | EXP        | 6.18  | 0.00%                    | 6.18  | 0.00%                    | 4.80   | -22.33%                      | 5.00   | -19.09%                      | 2.90  |
| Pyrotechnics  |  | M    | EXP        | 0.00  |                          | 0.00  |                          | POA  |                              | POA  |                              |   |
| Stage Gauze Cloth                                   |  | M    | EXP        | 55.62   | 0.00%                    | 55.62   | 0.00%                    | 72.00  | 29.45%                       | 63.00  | 13.27%                       | 43.20   |
| Consumables   |  | M    | EXP        | 0.00  |                          | 0.00  |                          | POA  |                              | POA  |                              |   |
| Portable TV/DVD Combi                               |  | M    | EXP        | 27.81   | 0.00%                    | 27.81   | 0.00%                    | 34.30  | 23.34%                       | 36.10  | 29.81%                       |   |
| Portable TV/Video Combi                             |  | M    | EXP        | 22.66   | 0.00%                    | 22.66   | 0.00%                    | 27.90  | 23.12%                       | 29.40  | 29.74%                       |   |
| Portable Video/Data Projector & Screen              |  | M    | EXP        | 54.59   | 0.00%                    | 54.59   | 0.00%                    | 67.20  | 23.10%                       | 70.50  | 29.14%                       |   |
| DVD Player for use with projector                   |  | M    | EXP        | 16.48   | 0.00%                    | 16.48   | 0.00%                    | 20.30  | 23.18%                       | 21.30  | 29.25%                       |   |
| OHP - Overhead Projector                            |  | M    | EXP        | 8.24  | 0.00%                    | 8.24  | 0.00%                    | 10.20  | 23.79%                       | 10.80  | 31.07%                       |   |
| Flip Chart and one set of Pens                      |  | M    | EXP        | 8.24  | 0.00%                    | 8.24  | 0.00%                    | 10.20  | 23.79%                       | 10.80  | 31.07%                       |   |
| Replacement Pens                                    |  | M    | EXP        | 13.39   | 0.00%                    | 13.39   | 0.00%                    | 16.50  | 23.23%                       | 17.40  | 29.95%                       |   |
| Photocopying - Per A 4 Sheet                        |  | M    | EXP        | 0.27  | 0.00%                    | 0.27  | 0.00%                    | 0.30   | 11.11%                       | 0.40   | 48.15%                       |   |
| Single Channel Dimmer when not used with Followspot |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 6.00   |                              | 6.40   |                              | 3.60  |
| DI Boxes  |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 6.00   |                              | 6.40   |                              | 3.60  |

| All Prices Include VAT   |      |            |   |                          |   |                          |  |                              |  |                              |   |
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| <b>Community Groups</b>  |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Week Hire: Stage, Auditorium and Dressing Rooms (weekday rehearsal)                                | M    | EXP        | 0.00  |                          | 0.00  |                          | 32.50  |                              | 34.20  |                              | 19.50   |
| Week Hire: Stage, Auditorium and Dressing Rooms (weekend rehearsal)                                | M    | EXP        | 0.00  |                          | 0.00  |                          | 36.00  |                              | 37.80  |                              | 21.60   |
| Week Hire: Stage, Auditorium, Dressing Rooms, Bistro Bar (weekend performance, incl. matinees)     | M    | EXP        | 0.00  |                          | 0.00  |                          | 34.50  |                              | 36.30  |                              | 20.70   |
| Week Hire: Stage, Auditorium, Dressing Rooms, Bistro Bar (weekend performance, incl. matinees)     | M    | EXP        | 0.00  |                          | 0.00  |                          | 37.00  |                              | 38.90  |                              | 22.20   |
| One Offs: Single Performances - weekdays   | M    | EXP        | 0.00  |                          | 0.00  |                          | 34.50  |                              | 36.30  |                              | 20.70   |
| One Offs: Single Performances - weekends   | M    | EXP        | 0.00  |                          | 0.00  |                          | 37.00  |                              | 38.90  |                              | 22.20   |
| One Offs: Non-Performance Use  | M    | EXP        | 0.00  |                          | 0.00  |                          | 24.40  |                              | 25.80  |                              | 14.70   |
| All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)              | M    | EXP        | 0.00  |                          | 0.00  |                          | 14.40  |                              | 15.20  |                              | 8.70  |
| All Shows: Weekend/Bank Holiday Technical Support (mandatory for all shows with tech requirements) | M    | EXP        | 0.00  |                          | 0.00  |                          | 18.00  |                              | 19.00  |                              | 10.80   |
| All Shows: Ushers  | M    | EXP        | 0.00  |                          | 0.00  |                          | 12.00  |                              | 12.60  |                              | 7.20  |
| One-Offs and Matinees: Weekday Duty Manager (mandatory for all performances)                       | M    | EXP        | 0.00  |                          | 0.00  |                          | 14.40  |                              | 15.20  |                              | 8.70  |
| One-Offs and Matinees: Weekend/Bank Holiday Duty Manager (mandatory for all performances)          | M    | EXP        | 0.00  |                          | 0.00  |                          | 18.00  |                              | 19.00  |                              | 10.80   |
| All Shows: Rehearsal Rooms - Midweek   | M    | EXP        | 0.00  |                          | 0.00  |                          | 6.40   |                              | 6.80   |                              | 3.90  |
| All Shows: Rehearsal Rooms - Sat/Sun   | M    | EXP        | 0.00  |                          | 0.00  |                          | 9.00   |                              | 9.50   |                              | 5.40  |
| All Shows: Additional Dressing Room  | M    | EXP        | 0.00  |                          | 0.00  |                          | 5.30   |                              | 5.60   |                              | 3.20  |
| Excess Hire Charge   | M    | EXP        | 0.00  |                          | 0.00  |                          | 80.00  |                              | 84.00  |                              | 48.00   |
| Long Room (weekday)  | M    | EXP        | 0.00  |                          | 0.00  |                          | 14.20  |                              | 15.00  |                              | 8.60  |
| Long Room (weekend)  | M    | EXP        | 0.00  |                          | 0.00  |                          | 16.50  |                              | 17.40  |                              | 9.90  |

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|-----------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge          | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| Oak Room (weekday)          | M    | EXP        | 0.00  |                          | 0.00  |                          | 11.50  |                              | 12.10  |                              | 6.90  |
| Oak Room (weekend)          | M    | EXP        | 0.00  |                          | 0.00  |                          | 14.00  |                              | 14.70  |                              | 8.40  |
| Bistro Bar                  | M    | EXP        | 0.00  |                          | 0.00  |                          | 8.00   |                              | 8.40   |                              | 4.80  |
| Studio (weekday)            | M    | EXP        | 0.00  |                          | 0.00  |                          | 9.50   |                              | 10.00  |                              | 5.70  |
| Studio (weekend)            | M    | EXP        | 0.00  |                          | 0.00  |                          | 15.30  |                              | 16.10  |                              | 9.20  |
| Blue/Green Room (weekday)   | M    | EXP        | 0.00  |                          | 0.00  |                          | 10.30  |                              | 10.90  |                              | 6.20  |
| Blue/Green Room (weekend)   | M    | EXP        | 0.00  |                          | 0.00  |                          | 13.70  |                              | 14.40  |                              | 8.30  |
| Garden                      | M    | EXP        | 0.00  |                          | 0.00  |                          | 5.00   |                              | 5.30   |                              | 3.00  |
| Essential Publicity Package | M    | EXP        | 0.00  |                          | 0.00  |                          | 75.00  |                              | 78.80  |                              | 45.00   |
| Ticket print for own sales  | M    | EXP        | 0.00  |                          | 0.00  |                          | 0.20   |                              | 0.30   |                              |   |
| Solus advertising           | M    | EXP        | 0.00  |                          | 0.00  |                          | POA  |                              | POA  |                              |   |

**Community Groups (Bulk Discount)**

|                           |   |     |      |  |      |  |       |  |       |  |  |
|---------------------------|---|-----|------|--|------|--|-------|--|-------|--|--|
| Long Room (weekday)       | M | EXP | 0.00 |  | 0.00 |  | 13.40 |  | 15.00 |  |  |
| Long Room (weekend)       | M | EXP | 0.00 |  | 0.00 |  | 15.60 |  | 17.40 |  |  |
| Oak Room (weekday)        | M | EXP | 0.00 |  | 0.00 |  | 10.90 |  | 12.10 |  |  |
| Oak Room (weekend)        | M | EXP | 0.00 |  | 0.00 |  | 13.30 |  | 14.70 |  |  |
| Bistro Bar                | M | EXP | 0.00 |  | 0.00 |  | 7.60  |  | 8.40  |  |  |
| Studio (weekday)          | M | EXP | 0.00 |  | 0.00 |  | 9.10  |  | 10.00 |  |  |
| Studio (weekend)          | M | EXP | 0.00 |  | 0.00 |  | 14.60 |  | 16.10 |  |  |
| Blue/Green Room (weekday) | M | EXP | 0.00 |  | 0.00 |  | 9.80  |  | 10.90 |  |  |
| Blue/Green Room (weekend) | M | EXP | 0.00 |  | 0.00 |  | 13.10 |  | 14.40 |  |  |

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|---------------------------------------|---|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge                    |   |      |            |   |                          |   |                          |  |                              |  |                              |   |
| <b>Corporate Rates (Daily/Hourly)</b> |   |      |            |   |                          |   |                          |  |                              |  |                              |   |
|                                       |   | M    | EXP        | 0.00  |                          | 0.00  |                          | 72.00  |                              | 92.40  |                              |   |
|                                       | Ceiling Mounted Video/Data Projector                | M    | EXP        | 0.00  |                          | 0.00  |                          | 25.00  |                              | 26.40  |                              |   |
|                                       | Sony NICAM Video Player/Recorder                    | M    | EXP        | 0.00  |                          | 0.00  |                          | 31.40  |                              | 33.00  |                              |   |
|                                       | DVD Player  | M    | EXP        | 0.00  |                          | 0.00  |                          | 75.20  |                              | 79.20  |                              |   |
|                                       | 2 x ROBE 250 Moving Spot Light                      | M    | EXP        | 0.00  |                          | 0.00  |                          | 32.60  |                              | 34.30  |                              |   |
|                                       | 6 x Chroma-Q DMX Colour Scroller                    | M    | EXP        | 0.00  |                          | 0.00  |                          | 5.00   |                              | 5.20   |                              |   |
|                                       | 8 x Par 16 'Birdi' with 12v Transformers            | M    | EXP        | 0.00  |                          | 0.00  |                          | 20.10  |                              | 21.10  |                              |   |
|                                       | Mirror Ball   | M    | EXP        | 0.00  |                          | 0.00  |                          | 25.50  |                              | 26.40  |                              |   |
|                                       | Strobe Light  | M    | EXP        | 0.00  |                          | 0.00  |                          | 12.60  |                              | 13.20  |                              |   |
|                                       | UV Lights   | M    | EXP        | 0.00  |                          | 0.00  |                          | 50.10  |                              | 52.80  |                              |   |
|                                       | Smoke Machine                                       | M    | EXP        | 0.00  |                          | 0.00  |                          | 56.50  |                              | 59.40  |                              |   |
|                                       | Additional Follow Spot INCLUDING Dimmer             | M    | EXP        | 0.00  |                          | 0.00  |                          | 18.80  |                              | 19.80  |                              |   |
|                                       | Shure SM58 Vocal Mics                               | M    | EXP        | 0.00  |                          | 0.00  |                          | 25.00  |                              | 26.40  |                              |   |
|                                       | Upright Piano (EXCLUDING TUNING)                    | M    | EXP        | 0.00  |                          | 0.00  |                          | 5.00   |                              | 5.20   |                              |   |
|                                       | Gobos   | M    | EXP        | 0.00  |                          | 0.00  |                          | 15.10  |                              | 15.80  |                              |   |
|                                       | Pyro Firing Box Controller                          | M    | EXP        | 0.00  |                          | 0.00  |                          | 6.00   |                              | 6.30   |                              |   |
|                                       | Pyro Holders (NOT consumables)                      | M    | EXP        | 0.00  |                          | 0.00  |                          | 75.20  |                              | 79.20  |                              |   |
|                                       | Stage Gauze Cloth                                   | M    | EXP        | 0.00  |                          | 0.00  |                          | 6.30   |                              | 6.60   |                              |   |
|                                       | Single Channel Dimmer when not used with Followspot | M    | EXP        | 0.00  |                          | 0.00  |                          | 6.30   |                              | 6.60   |                              |   |
|                                       | DI Boxes  | M    | EXP        | 0.00  |                          | 0.00  |                          | 49.40  |                              | 52.00  |                              |   |
| <b>Corporate Rates (Hourly)</b>       |   |      |            |   |                          |   |                          |  |                              |  |                              |   |
|                                       | One Offs: Single Performances (weekday)             | M    | EXP        | 0.00  |                          | 0.00  |                          | 57.00  |                              | 60.00  |                              |   |
|                                       | One Offs: Single Performances (weekend)             | M    | EXP        | 0.00  |                          | 0.00  |                          |  |                              |  |                              |   |

Type  
 B = Business  
 R = Residents  
 M = Mixed

Vat Status  
 STD - Standard Rated  
 ZERO - Zero Rated  
 EXP - Exempt  
 NB - Non Business

| All Prices Include VAT |  | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concess Charges from 1st April 2011 (no prev concess charge) £ |
|------------------------|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge     |  |      |            |   |                          |   |                          |  |                              |  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 28.50  |                              | 30.00  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 17.20  |                              | 18.00  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 20.60  |                              | 21.60  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 34.20  |                              | 36.00  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 17.20  |                              | 18.00  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 20.60  |                              | 21.60  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 9.50   |                              | 10.00  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 9.50   |                              | 10.00  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 9.50   |                              | 10.00  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 100.00   |                              | 100.00   |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 20.30  |                              | 21.30  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 23.60  |                              | 24.80  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 16.50  |                              | 17.30  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 20.00  |                              | 21.00  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 11.40  |                              | 12.00  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 13.60  |                              | 14.30  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 21.90  |                              | 23.00  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 14.80  |                              | 15.50  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 19.60  |                              | 20.60  |                              |   |
|                        |  | M    | EXP        | 0.00  |                          | 0.00  |                          | 7.20   |                              | 7.50   |                              |   |

| All Prices Include VAT                              |      | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
|---|------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge                                  | Type |      |            |   |                          |   |                          |  |                              |  |                              |   |
| <b>Corporate Rates (Bulk Discount)</b>              |      |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Ceiling Mounted Video/Data Projector                | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 180.00   |                              | 231.00   |                              |   |
| Sony NICAM Video Player/Recorder                    | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 62.70  |                              | 66.00  |                              |   |
| DVD Player  | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 78.60  |                              | 82.50  |                              |   |
| 2 x ROBE 250 Moving Spot Light                      | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 188.10   |                              | 198.00   |                              |   |
| 6 x Chroma-Q DMX Colour Scroller                    | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 81.60  |                              | 85.80  |                              |   |
| 8 x Par 16 'Birdi' with 12v Transformers            | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 12.60  |                              | 13.20  |                              |   |
| Mirror Ball   | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 50.40  |                              | 52.80  |                              |   |
| Strobe Light  | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 62.70  |                              | 66.00  |                              |   |
| UV Lights   | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 31.50  |                              | 33.00  |                              |   |
| Smoke Machine                                       | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 125.40   |                              | 132.00   |                              |   |
| Additional Follow Spot INCLUDING Dimmer             | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 141.30   |                              | 148.50   |                              |   |
| Shure SM58 Vocal Mics                               | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 47.10  |                              | 49.50  |                              |   |
| Upright Piano (EXCLUDING TUNING)                    | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 62.70  |                              | 66.00  |                              |   |
| Gobos   | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 12.60  |                              | 13.20  |                              |   |
| Pyro Firing Box Controller                          | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 31.50  |                              | 33.00  |                              |   |
| Pyro Holders (NOT consumables)                      | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 12.60  |                              | 13.20  |                              |   |
| Stage Gauze Cloth                                   | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 188.10   |                              | 198.00   |                              |   |
| Single Channel Dimmer when not used with Followspot | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 15.90  |                              | 16.50  |                              |   |
| DI Boxes  | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 15.90  |                              | 16.50  |                              |   |
| Long Room (weekday)                                 | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 101.50   |                              | 106.50   |                              |   |
| Long Room (weekend)                                 | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 118.00   |                              | 124.00   |                              |   |
| Oak Room (weekday)                                  | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 82.50  |                              | 86.50  |                              |   |
| Oak Room (weekend)                                  | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 100.00   |                              | 105.00   |                              |   |
| Bistro Bar  | M    | EXP  | 0.00       | 0.00  | 0.00                     | 0.00  | 0.00                     | 57.00  |                              | 60.00  |                              |   |

Type

B = Business

R = Residents

M = Mixed

Vat Status

STD - Standard Rated

ZERO - Zero Rated

EXP - Exempt

NB - Non Business



| All Prices Include VAT    |      |            |   |                          |   |                          |  |                              |  |                              |   |
|---------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge        | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| Studio (weekday)          | M    | EXP        | 0.00  |                          | 0.00  |                          | 68.00  |                              | 71.50  |                              |   |
| Studio (weekend)          | M    | EXP        | 0.00  |                          | 0.00  |                          | 109.50   |                              | 115.00   |                              |   |
| Blue/Green Room (weekday) | M    | EXP        | 0.00  |                          | 0.00  |                          | 74.00  |                              | 77.50  |                              |   |
| Blue/Green Room (weekend) | M    | EXP        | 0.00  |                          | 0.00  |                          | 98.00  |                              | 103.00   |                              |   |
| Garden                    | M    | EXP        | 0.00  |                          | 0.00  |                          | 36.00  |                              | 37.50  |                              |   |

**Social Rate**

|  |   |     |      |  |      |  |        |  |        |  |  |
|--|---|-----|------|--|------|--|--------|--|--------|--|--|
| One Offs: Single Performances (weekday)  | M | EXP | 0.00 |  | 0.00 |  | 44.70  |  | 47.00  |  |  |
| One Offs: Single Performances (weekend)  | M | EXP | 0.00 |  | 0.00 |  | 52.30  |  | 55.00  |  |  |
| One Offs: Non-Performance Use  | M | EXP | 0.00 |  | 0.00 |  | 38.00  |  | 40.00  |  |  |
| All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)              | M | EXP | 0.00 |  | 0.00 |  | 11.40  |  | 12.00  |  |  |
| All Shows: Weekend/Bank Holiday Technical Support (mandatory for all shows with tech requirements) | M | EXP | 0.00 |  | 0.00 |  | 14.30  |  | 15.00  |  |  |
| All Shows: Ushers  | M | EXP | 0.00 |  | 0.00 |  | 19.00  |  | 20.00  |  |  |
| One-Offs and Matinees: Weekday Duty Manager (mandatory for all performances)                       | M | EXP | 0.00 |  | 0.00 |  | 14.30  |  | 15.00  |  |  |
| One-Offs and Matinees: Weekend/Bank Holiday Duty Manager (mandatory for all performances)          | M | EXP | 0.00 |  | 0.00 |  | 17.10  |  | 18.00  |  |  |
| All Shows: Rehearsal Rooms - Midweek   | M | EXP | 0.00 |  | 0.00 |  | 9.50   |  | 10.00  |  |  |
| All Shows: Rehearsal Rooms - Sat/Sun   | M | EXP | 0.00 |  | 0.00 |  | 9.50   |  | 10.00  |  |  |
| All Shows: Additional Dressing Room  | M | EXP | 0.00 |  | 0.00 |  | 9.50   |  | 10.00  |  |  |
| Excess Hire Charge   | M | EXP | 0.00 |  | 0.00 |  | 100.00 |  | 100.00 |  |  |
| Long Room (weekday)  | M | EXP | 0.00 |  | 0.00 |  | 20.30  |  | 21.30  |  |  |
| Long Room (weekend)  | M | EXP | 0.00 |  | 0.00 |  | 23.60  |  | 24.80  |  |  |

Type

B = Business  
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M = Mixed

Vat Status  
STD - Standard Rated  
ZERO - Zero Rated  
EXP - Exempt  
NB - Non Business

| All Prices Include VAT                  |      |            |   |                          |   |                          |  |                              |  |                              |   |
|---|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge                      | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| Oak Room (weekday)                      | M    | EXP        | 0.00  |                          | 0.00  |                          | 16.50  |                              | 17.30  |                              |   |
| Oak Room (weekend)                      | M    | EXP        | 0.00  |                          | 0.00  |                          | 20.00  |                              | 21.00  |                              |   |
| Bistro Bar                              | M    | EXP        | 0.00  |                          | 0.00  |                          | 11.40  |                              | 12.00  |                              |   |
| Studio (weekday)                        | M    | EXP        | 0.00  |                          | 0.00  |                          | 13.60  |                              | 14.30  |                              |   |
| Studio (weekend)                        | M    | EXP        | 0.00  |                          | 0.00  |                          | 21.90  |                              | 23.00  |                              |   |
| Blue/Green Room (weekday)               | M    | EXP        | 0.00  |                          | 0.00  |                          | 14.80  |                              | 15.50  |                              |   |
| Blue/Green Room (weekend)               | M    | EXP        | 0.00  |                          | 0.00  |                          | 19.60  |                              | 20.60  |                              |   |
| Garden                                  | M    | EXP        | 0.00  |                          | 0.00  |                          | 7.20   |                              | 7.50   |                              |   |
| Children's Birthday Party (minimum 10)  | M    | EXP        | 0.00  |                          | 0.00  |                          | 9.60   |                              | 10.80  |                              |   |
| Children's Birthday Party Entertainer   | M    | EXP        | 0.00  |                          | 0.00  |                          | POA  |                              |  |                              |   |
| <b>Social Rate (bulk)</b>               |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Long Room (weekday)                     | M    | EXP        | 0.00  |                          | 0.00  |                          | 101.50   |                              | 106.50   |                              |   |
| Long Room (weekend)                     | M    | EXP        | 0.00  |                          | 0.00  |                          | 118.00   |                              | 124.00   |                              |   |
| Oak Room (weekday)                      | M    | EXP        | 0.00  |                          | 0.00  |                          | 82.50  |                              | 86.50  |                              |   |
| Oak Room (weekend)                      | M    | EXP        | 0.00  |                          | 0.00  |                          | 100.00   |                              | 105.00   |                              |   |
| Bistro Bar                              | M    | EXP        | 0.00  |                          | 0.00  |                          | 57.00  |                              | 60.00  |                              |   |
| Studio (weekday)                        | M    | EXP        | 0.00  |                          | 0.00  |                          | 68.00  |                              | 71.50  |                              |   |
| Studio (weekend)                        | M    | EXP        | 0.00  |                          | 0.00  |                          | 109.50   |                              | 115.00   |                              |   |
| Blue/Green Room (weekday)               | M    | EXP        | 0.00  |                          | 0.00  |                          | 74.00  |                              | 77.50  |                              |   |
| Blue/Green Room (weekend)               | M    | EXP        | 0.00  |                          | 0.00  |                          | 98.00  |                              | 103.00   |                              |   |
| Garden                                  | M    | EXP        | 0.00  |                          | 0.00  |                          | 36.00  |                              | 37.50  |                              |   |
| <b>Charity Rate</b>                     |      |            |   |                          |   |                          |  |                              |  |                              |   |
| One Offs: Single Performances (weekday) | M    | EXP        | 0.00  |                          | 0.00  |                          | 35.20  |                              | 37.00  |                              |   |
| One Offs: Single Performances (weekend) | M    | EXP        | 0.00  |                          | 0.00  |                          | 42.80  |                              | 45.00  |                              |   |

Type  
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Vat Status  
 STD - Standard Rated  
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 NB - Non Business

| All Prices Include VAT   |      |            |   |                          |   |                          |  |                              |  |                              |   |
|--|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge   | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| One Offs: Non-Performance Use  | M    | EXP        | 0.00  |                          | 0.00  |                          | 19.00  |                              | 20.00  |                              |   |
| All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)              | M    | EXP        | 0.00  |                          | 0.00  |                          | 11.40  |                              | 12.00  |                              |   |
| All Shows: Weekend/Bank Holiday Technical Support (mandatory for all shows with tech requirements) | M    | EXP        | 0.00  |                          | 0.00  |                          | 14.30  |                              | 15.00  |                              |   |
| All Shows: Ushers  | M    | EXP        | 0.00  |                          | 0.00  |                          | 9.50   |                              | 10.00  |                              |   |
| One-Offs and Matinees: Weekday Duty Manager (mandatory for all performances)                       | M    | EXP        | 0.00  |                          | 0.00  |                          | 11.40  |                              | 12.00  |                              |   |
| One-Offs and Matinees: Weekend/Bank Holiday Duty Manager (mandatory for all performances)          | M    | EXP        | 0.00  |                          | 0.00  |                          | 14.30  |                              | 15.00  |                              |   |
| All Shows: Rehearsal Rooms - Midweek   | M    | EXP        | 0.00  |                          | 0.00  |                          | 6.20   |                              | 6.50   |                              |   |
| All Shows: Rehearsal Rooms - Sat/Sun   | M    | EXP        | 0.00  |                          | 0.00  |                          | 6.20   |                              | 6.50   |                              |   |
| All Shows: Additional Dressing Room  | M    | EXP        | 0.00  |                          | 0.00  |                          | 6.20   |                              | 6.50   |                              |   |
| Excess Hire Charge   | M    | EXP        | 0.00  |                          | 0.00  |                          | 100.00   |                              | 100.00   |                              |   |
| Long Room (weekday)  | M    | EXP        | 0.00  |                          | 0.00  |                          | 14.30  |                              | 15.00  |                              |   |
| Long Room (weekend)  | M    | EXP        | 0.00  |                          | 0.00  |                          | 16.60  |                              | 17.40  |                              |   |
| Oak Room (weekday)   | M    | EXP        | 0.00  |                          | 0.00  |                          | 11.50  |                              | 12.10  |                              |   |
| Oak Room (weekend)   | M    | EXP        | 0.00  |                          | 0.00  |                          | 14.00  |                              | 14.70  |                              |   |
| Bistro Bar   | M    | EXP        | 0.00  |                          | 0.00  |                          | 8.00   |                              | 8.40   |                              |   |
| Studio (weekday)   | M    | EXP        | 0.00  |                          | 0.00  |                          | 9.50   |                              | 10.00  |                              |   |
| Studio (weekend)   | M    | EXP        | 0.00  |                          | 0.00  |                          | 15.30  |                              | 16.10  |                              |   |
| Blue/Green Room (weekday)  | M    | EXP        | 0.00  |                          | 0.00  |                          | 10.40  |                              | 10.90  |                              |   |
| Blue/Green Room (weekend)  | M    | EXP        | 0.00  |                          | 0.00  |                          | 13.70  |                              | 14.40  |                              |   |
| Garden   | M    | EXP        | 0.00  |                          | 0.00  |                          | 5.10   |                              | 5.30   |                              |   |

| All Prices Include VAT     |      |            |   |                          |   |                          |  |                              |  |                              |   |
|----------------------------|------|------------|---|--------------------------|---|--------------------------|--|------------------------------|--|------------------------------|---|
| Type of Fee/Charge         | Type | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Charges Non Residents from 1st April 2011 £ | % Increase from 1st Feb 2011 | Proposed New Concessions Charges from 1st April 2011 (no prev concess charge) £ |
| <b>Charity Rate (Bulk)</b> |      |            |   |                          |   |                          |  |                              |  |                              |   |
| Long Room (weekday)        | M    | EXP        | 0.00  |                          | 0.00  |                          | 71.50  |                              | 75.00  |                              |   |
| Long Room (weekend)        | M    | EXP        | 0.00  |                          | 0.00  |                          | 83.00  |                              | 87.00  |                              |   |
| Oak Room (weekday)         | M    | EXP        | 0.00  |                          | 0.00  |                          | 57.50  |                              | 60.50  |                              |   |
| Oak Room (weekend)         | M    | EXP        | 0.00  |                          | 0.00  |                          | 70.00  |                              | 73.50  |                              |   |
| Bistro Bar                 | M    | EXP        | 0.00  |                          | 0.00  |                          | 40.00  |                              | 42.00  |                              |   |
| Studio (weekday)           | M    | EXP        | 0.00  |                          | 0.00  |                          | 47.50  |                              | 50.00  |                              |   |
| Studio (weekend)           | M    | EXP        | 0.00  |                          | 0.00  |                          | 76.50  |                              | 80.50  |                              |   |
| Blue/Green Room (weekday)  | M    | EXP        | 0.00  |                          | 0.00  |                          | 52.00  |                              | 54.50  |                              |   |
| Blue/Green Room (weekend)  | M    | EXP        | 0.00  |                          | 0.00  |                          | 68.50  |                              | 72.00  |                              |   |
| Garden                     | M    | EXP        | 0.00  |                          | 0.00  |                          | 25.50  |                              | 26.50  |                              |   |

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**Box Office Fees**

|                            |   |     |      |  |      |  |       |  |       |  |  |
|----------------------------|---|-----|------|--|------|--|-------|--|-------|--|--|
| Hillingdon Arts Membership | M | EXP | 0.00 |  | 0.00 |  | 15.00 |  | 25.00 |  |  |
| Online Card Booking Fee    | M | EXP | 0.00 |  | 0.00 |  | 1.50  |  |       |  |  |
| Card or Cheque Booking Fee | M | EXP | 0.00 |  | 0.00 |  | 2.00  |  |       |  |  |

**All Groups**

|                       |   |     |           |  |           |  |              |  |             |  |  |
|-----------------------|---|-----|-----------|--|-----------|--|--------------|--|-------------|--|--|
| Box Office Commission | M | STD | 6 percent |  | 6 percent |  | 6.15 percent |  | 9 percent   |  |  |
| Card Handling Fees    | M | STD | 3 percent |  | 3 percent |  | 3.1 percent  |  | 3.1 percent |  |  |

**Adult Education****Tuition Fees**

|  |    |     |       |       |       |       |      |       |      |        |  |
|--|----|-----|-------|-------|-------|-------|------|-------|------|--------|--|
| Tuition Fee per Guided Learning Hour –LSC funded provision | R  | EXP | 2.48  | 0.00% | 2.48  | 0.00% | 2.48 | 0.00% | 4.50 | 81.45% |  |
| Tuition Fee per Guided Learning Hour –LBH funded provision | R  | EXP | 2.48  | 0.00% | 2.48  | 0.00% | 2.48 | 0.00% | 4.50 | 81.45% |  |
| Enrolment charge for non resident for non LSC course       | NR | EXP | 10.00 | 0.00% | 10.00 | 0.00% | 0.00 | 0.00% | 0.00 | 0.00%  |  |

Type

B = Business

R = Residents

M = Mixed

Vat Status

STD - Standard Rated

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EXP - Exempt

NB - Non Business

| All Prices Include VAT |      | April 2010                  |                                 | Vat Status | Effective from 31st January 2011 |                                      |
|------------------------|------|-----------------------------|---------------------------------|------------|----------------------------------|--------------------------------------|
| Type of Fee/Charge     | Type | Current Charges Residents £ | Current Charges Non-Residents £ |            | Proposed New Charges Residents £ | Proposed New Charges Non Residents £ |

### Parking

#### On-Street Parking: (1) Town Centres

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

### Uxbridge

|                           |   |      |      |    |      |      |        |
|---------------------------|---|------|------|----|------|------|--------|
| Per 15 mins up to 2 hours | M | 0.30 | 0.60 | NB | 0.30 | 0.80 | 33.33% |
|---------------------------|---|------|------|----|------|------|--------|

### West Drayton/Viewsley, Hayes (Coldharbour Lane and Station Rd), Northwood/Hills, Eastcote, Ruislip.

These schemes have various maximum stay durations of either 2 hours or 4 hours.:

|                                |   |      |      |    |      |      |        |
|--------------------------------|---|------|------|----|------|------|--------|
| 1st 30 mins free then,         | M | Free | Free | NB | Free | Free | 0.00%  |
| 30 mins up to 2hrs, then       | M | 0.20 | 0.50 | NB | 0.20 | 0.70 | 40.00% |
| per 20 mins up to maximum stay | M | 0.20 | 0.50 | NB | 0.20 | 0.70 | 40.00% |

### 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

These schemes have various maximum stay durations between 2 hrs and 4 hrs

|                                |   |      |      |    |      |      |        |
|--------------------------------|---|------|------|----|------|------|--------|
| 1st 30 mins free then,         | M | Free | Free | NB | Free | Free | 0.00%  |
| per 30 mins up to 2 hrs, then  | M | 0.20 | 0.50 | NB | 0.20 | 0.70 | 40.00% |
| per 20 mins up to maximum stay | M | 0.20 | 0.50 | NB | 0.20 | 0.70 | 40.00% |

### Type

B = Business

R = Residents

M = Mixed

### Vat Status

STD - Standard Rated

ZERO - Zero Rated

EXP - Exempt

NB - Non Business

| All Prices Include VAT |      | April 2010                  |                                 | Effective from 31st January 2011 |                                      |                            |                            |
|------------------------|------|-----------------------------|---------------------------------|----------------------------------|--------------------------------------|----------------------------|----------------------------|
| Type of Fee/Charge     | Type | Current Charges Residents £ | Current Charges Non-Residents £ | Proposed New Charges Residents £ | Proposed New Charges Non Residents £ | % Increase from April 2010 | % Increase from April 2010 |

**On-Street Parking: (2) Local Centres and Parades  
Belmore Parade**

*This scheme has a duration of 10 hrs and 40 mins*

|                                |   |      |      |      |      |       |        |
|--------------------------------|---|------|------|------|------|-------|--------|
| 1st 30 mins free, then         | M | Free | Free | Free | Free | 0.00% | 0.00%  |
| per 30 mins up to 2 hrs, then  | M | 0.20 | 0.50 | 0.20 | 0.70 | 0.00% | 40.00% |
| per 20 mins up to 4 hrs, then  | M | 0.20 | 0.50 | 0.20 | 0.70 | 0.00% | 40.00% |
| per 20 mins up to maximum stay | M | 0.20 | 0.50 | 0.20 | 0.60 | 0.00% | 20.00% |

**Tag 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**

*These schemes have various maximum stay durations between 30 mins and 8 hrs*

**Outside shops:**

|                                |   |      |      |      |      |       |        |
|--------------------------------|---|------|------|------|------|-------|--------|
| 1st 30 mins free, then         | M | Free | Free | Free | Free | 0.00% | 0.00%  |
| per 30 mins up to maximum stay | M | 0.20 | 0.50 | 0.20 | 0.70 | 0.00% | 40.00% |

**Other Places:**

|                                |   |      |      |      |      |       |        |
|--------------------------------|---|------|------|------|------|-------|--------|
| per 20 mins up to maximum stay | M | 0.20 | 0.50 | 0.20 | 0.60 | 0.00% | 20.00% |
|--------------------------------|---|------|------|------|------|-------|--------|

Type  
B = Business  
R = Residents  
M = Mixed

Vat Status  
STD - Standard Rated  
ZERO - Zero Rated  
EXP - Exempt  
NB - Non Business

| All Prices Include VAT |      | April 2010                  |                                 | Effective from 31st January 2011 |                                  |                            |                                      |                            |
|------------------------|------|-----------------------------|---------------------------------|----------------------------------|----------------------------------|----------------------------|--------------------------------------|----------------------------|
| Type of Fee/Charge     | Type | Current Charges Residents £ | Current Charges Non-Residents £ | Vat Status                       | Proposed New Charges Residents £ | % Increase from April 2010 | Proposed New Charges Non Residents £ | % Increase from April 2010 |

**Off Street Parking****Kingsend South and Kingsend North, Ruislip - Limited Stay**

|                                |   |      |      |     |      |       |      |        |
|--------------------------------|---|------|------|-----|------|-------|------|--------|
| up to 1 hour (Kingsend South)  | M | 0.60 | 0.80 | STD | 0.60 | 0.00% | 1.00 | 25.00% |
| up to 2 hours (Kingsend South) | M | 1.00 | 1.30 | STD | 1.00 | 0.00% | 1.50 | 15.38% |
| up to 30 mins                  | M | Free | Free | STD | Free | 0.00% | Free | 0.00%  |
| up to 1 hour                   | M | 0.20 | 0.80 | STD | 0.20 | 0.00% | 1.00 | 25.00% |
| up to 90 mins                  | M | 0.40 | 1.00 | STD | 0.40 | 0.00% | 1.50 | 50.00% |
| up to 2 hours                  | M | 0.60 | 1.30 | STD | 0.60 | 0.00% | 1.70 | 30.77% |

**Oaklands Gate, Northwood and Falling Lane, Yiewsley - Limited Stay**

|               |   |      |      |     |      |       |      |        |
|---------------|---|------|------|-----|------|-------|------|--------|
| Up to 30 mins | M | Free | Free | STD | Free | 0.00% | Free | 0.00%  |
| Up to 1 hour  | M | 0.20 | 0.80 | STD | 0.20 | 0.00% | 1.00 | 25.00% |
| Up to 90 mins | M | 0.40 | 1.00 | STD | 0.40 | 0.00% | 1.30 | 30.00% |
| Up to 2 hours | M | 0.60 | 1.30 | STD | 0.60 | 0.00% | 1.70 | 30.77% |
| Up to 3 hours | M | 1.00 | 2.20 | STD | 1.00 | 0.00% | 2.50 | 13.64% |
| Up to 4 hours | M | 1.80 | 3.80 | STD | 1.80 | 0.00% | 4.40 | 15.79% |

**Rockingham Recreation Ground, Uxbridge - Limited Stay**

*This car park has a maximum stay of 4 hours*

|  |   |      |      |     |      |       |      |        |
|--|---|------|------|-----|------|-------|------|--------|
| 1st 30 minutes free, then per 30 mins up to 2 hours, then per 20 mins up to maximum stay | M | Free | Free | STD | Free | 0.00% | Free | 0.00%  |
|  | M | 0.20 | 0.50 | STD | 0.20 | 0.00% | 0.70 | 40.00% |
|  | M | 0.20 | 0.50 | STD | 0.20 | 0.00% | 0.70 | 40.00% |

Type  
B = Business  
R = Residents  
M = Mixed

Vat Status  
STD - Standard Rated  
ZERO - Zero Rated  
EXP - Exempt  
NB - Non Business

| All Prices Include VAT |      | April 2010                  |                                 | Effective from 31st January 2011 |                                      |                            |                            |
|------------------------|------|-----------------------------|---------------------------------|----------------------------------|--------------------------------------|----------------------------|----------------------------|
| Type of Fee/Charge     | Type | Current Charges Residents £ | Current Charges Non-Residents £ | Proposed New Charges Residents £ | Proposed New Charges Non Residents £ | % Increase from April 2010 | % Increase from April 2010 |

**Sidmouth Drive car park, Ruislip Gardens, Limited Stay**

*This car park has a maximum stay period of 4 hours*

|                                |   |      |      |      |      |       |        |
|--------------------------------|---|------|------|------|------|-------|--------|
| 1st 30 mins, then              | M | Free | Free | Free | Free | 0.00% | 0.00%  |
| per 30 mins up to 2 hrs, then  | M | 0.20 | 0.40 | 0.20 | 0.70 | 0.00% | 75.00% |
| per 20 mins up to maximum stay | M | 0.20 | 0.40 | 0.20 | 0.70 | 0.00% | 75.00% |

**Kingsend South, Ruislip - Long Stay**

|               |   |      |      |      |      |       |        |
|---------------|---|------|------|------|------|-------|--------|
| Up to 1 hour  | M | 0.60 | 0.80 | 0.60 | 1.00 | 0.00% | 25.00% |
| Up to 2 hours | M | 1.00 | 1.30 | 1.00 | 1.50 | 0.00% | 15.38% |
| Up to 3 hours | M | 1.20 | 2.60 | 1.20 | 2.90 | 0.00% | 11.54% |
| Up to 4 hours | M | 2.00 | 4.50 | 2.00 | 4.90 | 0.00% | 8.89%  |
| Over 4 hours  | M | 2.20 | 5.00 | 2.20 | 5.50 | 0.00% | 10.00% |

Type  
 B = Business  
 R = Residents  
 M = Mixed

Vat Status  
 STD - Standard Rated  
 ZERO - Zero Rated  
 EXP - Exempt  
 NB - Non Business



| All Prices Include VAT |      | April 2010                  |                                 | Effective from 31st January 2011 |                            |                                      |                            |
|------------------------|------|-----------------------------|---------------------------------|----------------------------------|----------------------------|--------------------------------------|----------------------------|
| Type of Fee/Charge     | Type | Current Charges Residents £ | Current Charges Non-Residents £ | Proposed New Charges Residents £ | % Increase from April 2010 | Proposed New Charges Non Residents £ | % Increase from April 2010 |

**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 | Free | Free  | Free | 0.00% | Free  | 0.00%  |
| Up to 1 hour                                | M | 0.20 | 0.50  | 0.20 | 0.00% | 0.70  | 40.00% |
| Up to 90 mins                               | M | 0.40 | 1.00  | 0.40 | 0.00% | 1.40  | 40.00% |
| Up to 2 hours                               | M | 0.60 | 1.50  | 0.60 | 0.00% | 2.10  | 40.00% |
| Up to 3 hours                               | M | 1.00 | 2.30  | 1.00 | 0.00% | 3.00  | 30.43% |
| Up to 4 hours                               | M | 2.00 | 4.50  | 2.00 | 0.00% | 5.20  | 15.56% |
| Up to 9 hours (Over 4 hours for Blyth Road) | M | 3.70 | 8.00  | 3.70 | 0.00% | 8.70  | 8.75%  |
| Over 9 hours                                | M | 6.20 | 11.00 | 6.20 | 0.00% | 12.00 | 9.09%  |

**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 | Free | Free | Free | 0.00% | Free | 0.00%  |
| Up to 1 hour  | M | 0.20 | 0.50 | 0.20 | 0.00% | 0.70 | 40.00% |
| Up to 90 mins | M | 0.40 | 1.00 | 0.40 | 0.00% | 1.40 | 40.00% |
| Up to 2 hours | M | 0.60 | 1.50 | 0.60 | 0.00% | 2.10 | 40.00% |
| Up to 3 hours | M | 1.00 | 2.30 | 1.00 | 0.00% | 3.50 | 52.17% |
| Up to 4 hours | M | 1.80 | 4.00 | 1.80 | 0.00% | 5.20 | 30.00% |

Type

B = Business

R = Residents

M = Mixed

Vat Status

STD - Standard Rated

ZERO - Zero Rated

EXP - Exempt

NB - Non Business

| All Prices Include VAT |                             | April 2010                      |                                  | Vat Status | Effective from 31st January 2011 |                                      |                            |        |
|------------------------|-----------------------------|---------------------------------|----------------------------------|------------|----------------------------------|--------------------------------------|----------------------------|--------|
| Type                   | Current Charges Residents £ | Current Charges Non-Residents £ | Proposed New Charges Residents £ |            | % Increase from April 2010       | Proposed New Charges Non Residents £ | % Increase from April 2010 |        |
| Over 4 hours           | M                           | 2.00                            | 4.50                             | STD        | 2.00                             | 0.00%                                | 5.70                       | 26.67% |

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 M = Mixed

Vat Status  
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 ZERO - Zero Rated  
 EXP - Exempt  
 NB - Non Business

| All Prices Include VAT |      | April 2010                  |                                 | Effective from 31st January 2011 |                            |                                      |                            |
|------------------------|------|-----------------------------|---------------------------------|----------------------------------|----------------------------|--------------------------------------|----------------------------|
| Type of Fee/Charge     | Type | Current Charges Residents £ | Current Charges Non-Residents £ | Proposed New Charges Residents £ | % Increase from April 2010 | Proposed New Charges Non Residents £ | % Increase from April 2010 |

**Leisure Centre Car Parks: (Subject to agreement with the operators where relevant)**

|               |   |      |       |      |       |       |       |
|---------------|---|------|-------|------|-------|-------|-------|
| Up to 30 mins | M | Free | Free  | Free | 0.00% | Free  | 0.00% |
| Up to 1 hour  | M | 0.20 | 0.50  | 0.20 | 0.00% | 0.50  | 0.00% |
| Up to 90 mins | M | 0.40 | 1.00  | 0.40 | 0.00% | 1.00  | 0.00% |
| Up to 2 hours | M | 0.60 | 1.50  | 0.60 | 0.00% | 1.50  | 0.00% |
| Up to 3 hours | M | 1.00 | 2.30  | 1.00 | 0.00% | 2.30  | 0.00% |
| Up to 4 hours | M | 2.00 | 4.50  | 2.00 | 0.00% | 4.50  | 0.00% |
| Up to 6 hours | M | 2.60 | 5.50  | 2.60 | 0.00% | 5.50  | 0.00% |
| Up to 9 hours | M | 3.70 | 8.00  | 3.70 | 0.00% | 8.00  | 0.00% |
| Over 9 hours  | M | 6.20 | 11.00 | 6.20 | 0.00% | 11.00 | 0.00% |

**Uxbridge Multi-Storey car parks: Cedars car park, Uxbridge; Grainges car park, Uxbridge**

|                  |   |      |       |      |       |       |        |
|------------------|---|------|-------|------|-------|-------|--------|
| Up to 2 hours    | M | 1.00 | 1.20  | 1.00 | 0.00% | 1.40  | 16.67% |
| Up to 3 hours    | M | 2.00 | 2.20  | 2.00 | 0.00% | 2.40  | 9.09%  |
| Up to 4 hours    | M | 2.50 | 2.80  | 2.50 | 0.00% | 3.00  | 7.14%  |
| Up to 5 hours    | M | 3.20 | 3.80  | 3.20 | 0.00% | 4.00  | 5.26%  |
| Up to 6 hours    | M | 4.50 | 6.50  | 4.50 | 0.00% | 6.80  | 4.62%  |
| Up to 8 hours    | M | 6.50 | 10.50 | 6.50 | 0.00% | 11.00 | 4.76%  |
| Over 8 hours     | M | 8.50 | 15.00 | 8.50 | 0.00% | 16.00 | 6.67%  |
| Sunday (all day) | M | 2.00 | 2.50  | 2.00 | 0.00% | 2.70  | 8.00%  |

Type  
 B = Business  
 R = Residents  
 M = Mixed

Vat Status  
 STD - Standard Rated  
 ZERO - Zero Rated  
 EXP - Exempt  
 NB - Non Business

| All Prices Include VAT   |      | April 2010                  |                                 | Effective from 31st January 2011 |                                  |                            |                                      |                            |  |
|--|------|-----------------------------|---------------------------------|----------------------------------|----------------------------------|----------------------------|--------------------------------------|----------------------------|--|
| Type of Fee/Charge   | Type | Current Charges Residents £ | Current Charges Non-Residents £ | Vat Status                       | Proposed New Charges Residents £ | % Increase from April 2010 | Proposed New Charges Non Residents £ | % Increase from April 2010 |  |
| <b>Civic Centre car park (open on Saturdays only)</b>                                  |      |                             |                                 |                                  |                                  |                            |                                      |                            |  |
| Up to 2 hours  | M    | 0.90                        | 1.20                            | STD                              | 0.90                             | 0.00%                      | 1.40                                 | 16.67%                     |  |
| Up to 4 hours  | M    | 1.80                        | 2.80                            | STD                              | 1.80                             | 0.00%                      | 3.00                                 | 7.14%                      |  |
| Over 4 hours   | M    | 3.50                        | 5.00                            | STD                              | 3.50                             | 0.00%                      | 5.50                                 | 10.00%                     |  |
| <b>Multi-storey Season Tickets and other pre-paid Parking Permits:</b>                 |      |                             |                                 |                                  |                                  |                            |                                      |                            |  |
| Cedars and Grainges Car Parks At all times (per quarter)                               | M    | 300.00                      | 400.00                          | STD                              | 300.00                           | 0.00%                      | 420.00                               | 5.00%                      |  |
| Local Car Park Permit (used in Surface car parks) At all times (depending on location) | M    | 85.00                       | 85.00                           | STD                              | 85.00                            | 0.00%                      | 105.00                               | 23.53%                     |  |
| Local Car Park Permit (used in Surface car parks) At all times (depending on location) | M    | 95.00                       | 95.00                           | STD                              | 85.00                            | -10.53%                    | 105.00                               | 10.53%                     |  |
| Business Permit/Trader Permit All times (per annum)                                    | M    | 480.00                      | 480.00                          | NB                               | 480.00                           | 0.00%                      | 500.00                               | 4.17%                      |  |

| All Prices Include VAT |            |   |                          |   |                          |  |                          |  |                          |  |                          |   |                          |
|------------------------|------------|---|--------------------------|---|--------------------------|--|--------------------------|--|--------------------------|--|--------------------------|---|--------------------------|
| Type                   | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Concess Charge Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents effective from 1st Apr 2011 £ | % Increase from Feb 2011 | Proposed New Charges Non Residents effective from 1st Apr 2011 £ | % Increase from Feb 2011 | New Concess Charge To Residents from 1st Apr 2011 £ | % Increase from Feb 2011 |
| <b>Library Service</b> |            |   |                          |   |                          |  |                          |  |                          |  |                          |   |                          |
| <b>Charges</b>         |            |   |                          |   |                          |  |                          |  |                          |  |                          |   |                          |
| R                      | NB         | 1.50  | 0.00%                    | 1.50  | 0.00%                    | 0.75   | 0.00%                    | 1.05   | -30.00%                  | 1.50   | 0.00%                    | 0.55  | 0.00%                    |
|                        |            |   |                          |   |                          |  |                          |  |                          |  |                          |   |                          |
| R                      | NB         | 3.00  | 0.00%                    | 3.00  | 0.00%                    | 1.50   | 0.00%                    | 2.10   | -30.00%                  | 3.00   | 0.00%                    | 1.05  | 0.00%                    |
| R                      | NB         | 1.50  | 0.00%                    | 1.50  | 0.00%                    | 0.75   | 0.00%                    | 1.05   | -30.00%                  | 1.50   | 0.00%                    | 0.55  | 0.00%                    |
| R                      | NB         | 1.00  | 0.00%                    | 1.00  | 0.00%                    | 0.50   | 0.00%                    | 1.05   | 5.00%                    | 1.50   | 50.00%                   | 0.55  | 10.00%                   |
| R                      | NB         | 0.50  | 0.00%                    | 0.50  | 0.00%                    | 0.25   | 0.00%                    | 0.55   | 10.00%                   | 0.80   | 60.00%                   | 0.30  | 20.00%                   |
| R                      | NB         | 3.00  | 0.00%                    | 3.00  | 0.00%                    | 1.50   | 0.00%                    | 3.05   | 1.67%                    | 5.00   | 66.67%                   | 1.55  | 3.33%                    |
| R                      | NB         | 3.00  | 0.00%                    | 3.00  | 0.00%                    | 1.50   | 0.00%                    | 3.05   | 1.67%                    | 5.00   | 66.67%                   | 1.55  | 3.33%                    |
| R                      | NB         | 2.00  | 0.00%                    | 2.00  | 0.00%                    | 1.00   | 0.00%                    | 2.05   | 2.50%                    | 3.00   | 50.00%                   | 1.05  | 5.00%                    |
| R                      | NB         | 2.00  | 0.00%                    | 2.00  | 0.00%                    | 1.00   | 0.00%                    | 2.05   | 2.50%                    | 3.00   | 50.00%                   | 1.05  | 5.00%                    |
| R                      | NB         | 0.50  | 0.00%                    | 0.50  | 0.00%                    | 0.50   | 0.00%                    | 0.60   | 20.00%                   | 0.80   | 60.00%                   | 0.30  | -40.00%                  |
| R                      | NB         | 1.00  | 0.00%                    | 1.00  | 0.00%                    | 0.50   | 0.00%                    | 0.60   | -40.00%                  | 0.80   | -20.00%                  | 0.30  | -40.00%                  |
| R                      | NB         | 2.00  | 0.00%                    | 2.00  | 0.00%                    | 2.00   | 0.00%                    | 3.10   | 55.00%                   | 5.00   | 150.00%                  | 1.55  | -22.50%                  |
| R                      | NB         | 3.00  | 0.00%                    | 3.00  | 0.00%                    | 2.00   | 0.00%                    | 3.10   | 3.33%                    | 5.00   | 66.67%                   | 1.55  | 0.00%                    |
|                        |            | £2.00 + 20p per A4 sheet                                |                          | £2.00 + 20p per A4 sheet                          |                          |  |                          | £2.05 + 21p per A4 sheet                                     |                          | £2.10 + 25p per A4 sheet   |                          | £2.10 + 25p per A4 sheet                            |                          |
| R                      | NB         | 2.00  | 0.00%                    | 2.00  | 0.00%                    | 1.00   | 0.00%                    | 2.05   | 2.50%                    | 2.10   | 5.00%                    | 1.05  | 5.00%                    |
| R                      | NB         | 2.00  | 0.00%                    | 2.00  | 0.00%                    | 1.00   | 0.00%                    | 1.05   | -47.50%                  | 1.50   | -25.00%                  | 1.05  | 5.00%                    |
| R                      | NB         | 0.80  | 0.00%                    | 0.80  | 0.00%                    | 0.00   | 0.00%                    | 0.85   | 6.25%                    | 1.00   | 25.00%                   | 0.00  | 0.00%                    |
| <b>Fines</b>           |            |   |                          |   |                          |  |                          |  |                          |  |                          |   |                          |
| R                      | NB         | 0.15  | 0.00%                    | 0.15  | 0.00%                    | 0.05   | 0.00%                    | 0.16   | 6.67%                    | 0.20   | 33.33%                   | 0.08  | 60.00%                   |
| R                      | NB         | 0.15  | 0.00%                    | 0.15  | 0.00%                    | 0.05   | 0.00%                    | 0.16   | 6.67%                    | 0.20   | 33.33%                   | 0.08  | 60.00%                   |
| R                      | NB         | 0.15  | 0.00%                    | 0.15  | 0.00%                    | 0.05   | 0.00%                    | 0.16   | 6.67%                    | 0.20   | 33.33%                   | 0.08  | 60.00%                   |
| R                      | NB         | 0.15  | 0.00%                    | 0.15  | 0.00%                    | 0.05   | 0.00%                    | 0.16   | 6.67%                    | 0.20   | 33.33%                   | 0.08  | 60.00%                   |
| R                      | NB         | 0.15  | 0.00%                    | 0.15  | 0.00%                    | 0.05   | 0.00%                    | 0.16   | 6.67%                    | 0.20   | 33.33%                   | 0.08  | 60.00%                   |
| R                      | NB         | 1.00  | 0.00%                    | 1.00  | 0.00%                    | 1.00   | 0.00%                    | 1.05   | 5.00%                    | 1.50   | 50.00%                   | 0.55  | 0.00%                    |
| R                      | NB         | 1.00  | 0.00%                    | 1.00  | 0.00%                    | 1.00   | 0.00%                    | 1.05   | 5.00%                    | 1.50   | 50.00%                   | 0.55  | 0.00%                    |
| R                      | NB         | 0.50  | 0.00%                    | 0.50  | 0.00%                    | 0.50   | 0.00%                    | 0.55   | 10.00%                   | 0.80   | 60.00%                   | 0.30  | 0.00%                    |

Type  
 B = Business  
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Vat Status  
 STD - Standard Rated  
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| All Prices Include VAT                  |            |   |                          |   |                          |  |                          |  |                          |  |                          |   |                          |
|---|------------|---|--------------------------|---|--------------------------|--|--------------------------|--|--------------------------|--|--------------------------|---|--------------------------|
| Type                                    | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Concess Charge Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents effective from 1st Apr 2011 £ | % Increase from Feb 2011 | Proposed New Charges Non Residents effective from 1st Apr 2011 £ | % Increase from Feb 2011 | New Concess Charge To Residents from 1st Apr 2011 £ | % Increase from Feb 2011 |
| <b>Fax</b>                              |            |   |                          |   |                          |  |                          |  |                          |  |                          |   |                          |
|   | R          | 1.02  | 2.13%                    | 1.02  | 2.13%                    |  | 2.13%                    | 1.05   | 2.81%                    | 1.05   | 2.81%                    |   | 0.00%                    |
| In the UK - 1st Page                    | R          | 0.51  | 2.13%                    | 0.51  | 2.13%                    |  | 2.13%                    | 0.55   | 7.71%                    | 0.55   | 7.71%                    |   | 0.00%                    |
| In the UK - Subsequent Page             | R          | 2.25  | 2.13%                    | 2.25  | 2.13%                    |  | 2.13%                    | 2.30   | 2.37%                    | 2.30   | 2.37%                    |   | 0.00%                    |
| Western Europe - 1st Page               | R          | 1.12  | 2.13%                    | 1.12  | 2.13%                    |  | 2.13%                    | 1.15   | 2.37%                    | 1.15   | 2.37%                    |   | 0.00%                    |
| Western Europe - Subsequent Page        | R          | 3.57  | 2.13%                    | 3.57  | 2.13%                    |  | 2.13%                    | 3.65   | 2.11%                    | 3.65   | 2.11%                    |   | 0.00%                    |
| Rest of the World - 1st Page            | R          | 1.79  | 2.13%                    | 1.79  | 2.13%                    |  | 2.13%                    | 1.85   | 3.51%                    | 1.85   | 3.51%                    |   | 0.00%                    |
| Rest of the World - Subsequent Page     | R          | 1.02  | 2.13%                    | 1.02  | 2.13%                    |  | 2.13%                    | 1.05   | 2.81%                    | 1.05   | 2.81%                    |   | 0.00%                    |
| Per Fax (any length)                    |            |   |                          |   |                          |  |                          |  |                          |  |                          |   |                          |
| <b>Printing &amp; Photocopies</b>       |            |   |                          |   |                          |  |                          |  |                          |  |                          |   |                          |
| Black and White PC Prints per A4 sheets | R          | 0.20  | 2.13%                    | 0.20  | 2.13%                    |  | 2.13%                    | 0.20   | -2.08%                   | 0.20   | -2.08%                   |   | 0.00%                    |
| Colour PC Prints per A4 sheets          | R          | 0.41  | 2.13%                    | 0.41  | 2.13%                    |  | 2.13%                    | 0.40   | -2.08%                   | 0.40   | -2.08%                   |   | 0.00%                    |
| CD-ROM/Microform Prints per sheet       | R          | 0.31  | 2.13%                    | 0.31  | 2.13%                    |  | 2.13%                    | 0.30   | -2.08%                   | 0.30   | -2.08%                   |   | 0.00%                    |
| Black & White A4                        | R          | 0.10  | 2.13%                    | 0.10  | 2.13%                    |  | 2.13%                    | 0.10   | -2.08%                   | 0.10   | -2.08%                   |   | 0.00%                    |
| Black & White A3                        | R          | 0.20  | 2.13%                    | 0.20  | 2.13%                    |  | 2.13%                    | 0.20   | -2.08%                   | 0.20   | -2.08%                   |   | 0.00%                    |
| Colour A4                               | R          | 1.02  | 2.13%                    | 1.02  | 2.13%                    |  | 2.13%                    | 1.05   | 2.81%                    | 1.05   | 2.81%                    |   | 0.00%                    |
| Colour A3                               | R          | 1.53  | 2.13%                    | 1.53  | 2.13%                    |  | 2.13%                    | 1.55   | 1.18%                    | 1.55   | 1.18%                    |   | 0.00%                    |
| Black & White (Colour Photocopies) A4   | R          | 0.31  | 2.13%                    | 0.31  | 2.13%                    |  | 2.13%                    | 0.30   | -2.08%                   | 0.30   | -2.08%                   |   | 0.00%                    |
| Black & White (Colour Photocopies) A3   | R          | 0.61  | 2.13%                    | 0.61  | 2.13%                    |  | 2.13%                    | 0.60   | -2.08%                   | 0.60   | -2.08%                   |   | 0.00%                    |
| <b>Hire of Library Premises</b>         |            |   |                          |   |                          |  |                          |  |                          |  |                          |   |                          |
| Monday - Thursday per hour              | R          | 8.50  | 0.00%                    | 8.50  | 0.00%                    |  | 0.00%                    | 8.70   | 2.35%                    | 15.00  | 76.47%                   |   | 0.00%                    |
| Friday - Saturday per hour              | R          | 9.50  | 0.00%                    | 9.50  | 0.00%                    |  | 0.00%                    | 9.75   | 2.63%                    | 15.00  | 57.89%                   |   | 0.00%                    |
| Commercial Organisations                | R          | 15.00   | 0.00%                    | 15.00   | 0.00%                    |  | 0.00%                    | 15.50  | 3.33%                    | 20.00  | 33.33%                   |   | 0.00%                    |
| <b>Advertising</b>                      |            |   |                          |   |                          |  |                          |  |                          |  |                          |   |                          |
| Notice Board Display - Rental Charge    | R          | 30.00   | 2.11%                    | 30.00   | 2.11%                    |  | 2.11%                    | 36.00  | 20.00%                   | 36.00  | 20.00%                   |   | 0.00%                    |
| Bill posting fee - Up to 3 posters      | R          | 189.60  | 2.13%                    | 189.60  | 2.13%                    |  | 2.13%                    | 189.60   | 0.00%                    | 189.60   | 0.00%                    |   | 0.00%                    |

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| All Prices Include VAT |            |   |                          |   |                          |  |                          |  |                          |  |                          |   |                          |
|------------------------|------------|---|--------------------------|---|--------------------------|--|--------------------------|--|--------------------------|--|--------------------------|---|--------------------------|
| Type                   | Vat Status | Current Charges Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Charges Non-Residents from 1st Feb 2011 £ | % Increase from Apr 2010 | Current Concess Charge Residents effective from 1st Feb 2011 £ | % Increase from Apr 2010 | Proposed New Charges Residents effective from 1st Apr 2011 £ | % Increase from Feb 2011 | Proposed New Charges Non Residents effective from 1st Apr 2011 £ | % Increase from Feb 2011 | New Concess Charge To Residents from 1st Apr 2011 £ | % Increase from Feb 2011 |

**Family History Search Fee**

|   |     |       |       |       |       |       |       |       |       |       |         |  |       |
|---|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------|--|-------|
| R | STD | 3.50  | 0.00% | 3.50  | 0.00% | 3.60  | 0.00% | 3.60  | 2.86% | 5.00  | 42.86%  |  | 0.00% |
| R | STD | 1.75  | 0.00% | 1.75  | 0.00% | 1.80  | 0.00% | 1.80  | 2.86% | 5.00  | 185.71% |  | 0.00% |
| R | STD | 1.75  | 0.00% | 1.75  | 0.00% | 1.80  | 0.00% | 1.80  | 2.86% | 5.00  | 185.71% |  | 0.00% |
| R | STD | 3.50  | 0.00% | 3.50  | 0.00% | 3.60  | 0.00% | 3.60  | 2.86% | 7.00  | 100.00% |  | 0.00% |
| R | STD | 3.50  | 0.00% | 3.50  | 0.00% | 3.60  | 0.00% | 3.60  | 2.86% | 7.00  | 100.00% |  | 0.00% |
| R | STD | 3.50  | 0.00% | 3.50  | 0.00% | 3.60  | 0.00% | 3.60  | 2.86% | 7.00  | 100.00% |  | 0.00% |
| R | STD | 3.50  | 0.00% | 3.50  | 0.00% | 3.60  | 0.00% | 3.60  | 2.86% | 7.00  | 100.00% |  | 0.00% |
| R | STD | 1.75  | 0.00% | 1.75  | 0.00% | 1.80  | 0.00% | 1.80  | 2.86% | 3.00  | 71.43%  |  | 0.00% |
| R | STD | 3.50  | 0.00% | 3.50  | 0.00% | 3.60  | 0.00% | 3.60  | 2.86% | 7.00  | 100.00% |  | 0.00% |
| R | STD | 3.50  | 0.00% | 3.50  | 0.00% | 3.60  | 0.00% | 3.60  | 2.86% | 7.00  | 100.00% |  | 0.00% |
| R | STD | 3.50  | 0.00% | 3.50  | 0.00% | 3.60  | 0.00% | 3.60  | 2.86% | 7.00  | 100.00% |  | 0.00% |
| R | STD | 15.00 | 0.00% | 15.00 | 0.00% | 15.50 | 0.00% | 15.50 | 3.33% | 20.00 | 33.33%  |  | 0.00% |

**Other**

|   |     |      |       |      |       |      |       |      |       |      |         |  |       |
|---|-----|------|-------|------|-------|------|-------|------|-------|------|---------|--|-------|
| R | EXP | 0.00 | 0.00% | 0.00 | 0.00% | 0.00 | 0.00% | 0.00 | 0.00% | 5.00 | 100.00% |  | 0.00% |
| R | EXP | 0.00 | 0.00% | 0.00 | 0.00% | 0.00 | 0.00% | 0.00 | 0.00% | 1.00 | 100.00% |  | 0.00% |

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Vat Status  
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Capital Programme

| Project   | Group | Financed by:                    |                                       |                                 | Financed by:                  |  |                                 | Draft Programme 2014/15 (£000s) | Draft Programme 2013/14 (£000s) | Draft Programme 2012/13 (£000s) | Draft Programme 2013/14 (£000s) | Draft Programme 2012/13 (£000s) | Borrowing / Receipts 2012/15 (£000s) | External Grants 2012/15 (£000s) | Other Sources 2012/15 (£000s) |
|---|-------|---------------------------------|---------------------------------------|---------------------------------|-------------------------------|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|--------------------------------------|---------------------------------|-------------------------------|
|   |       | Draft Programme 2011/12 (£000s) | Council/HRA Resources 2011/12 (£000s) | External Grants 2011/12 (£000s) | Other Sources 2011/12 (£000s) | Financed by: Council/HRA Resources 2011/12 (£000s) | External Grants 2011/12 (£000s) |                                 |                                 |                                 |                                 |                                 |                                      |                                 |                               |
| <b>Programmes of Works</b>                          |       |                                 |                                       |                                 |                               |  |                                 |                                 |                                 |                                 |                                 |                                 |                                      |                                 |                               |
| Chrysalis Programme                                 | PE&CS | 1,000                           | 1,000                                 | 0                               | 0                             | 1,000  | 1,000                           | 1,000                           | 1,000                           | 0                               | 3,000                           | 0                               | 0                                    | 0                               | 0                             |
| Civic Centre Works Programme                        | PE&CS | 1,200                           | 1,200                                 | 0                               | 0                             | 1,185  | 1,115                           | 1,115                           | 1,115                           | 0                               | 2,300                           | 0                               | 0                                    | 0                               | 0                             |
| Disabled Facilities Grant (DFG)                     | ASCHH | 2,500                           | 1,000                                 | 1,500                           | 0                             | 2,500  | 2,500                           | 2,500                           | 2,500                           | 0                               | 3,000                           | 4,500                           | 0                                    | 0                               | 0                             |
| Environmental Assets                                | PE&CS | 2,000                           | 2,000                                 | 0                               | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| Highways Localities Programme                       | PE&CS | 258                             | 258                                   | 0                               | 0                             | 258  | 258                             | 258                             | 258                             | 0                               | 774                             | 0                               | 0                                    | 0                               | 0                             |
| Highways Structural Works                           | PE&CS | 950                             | 950                                   | 0                               | 0                             | 950  | 950                             | 950                             | 950                             | 0                               | 2,850                           | 0                               | 0                                    | 0                               | 0                             |
| ICT Single Development Plan                         | F&BS  | 1,000                           | 1,000                                 | 0                               | 0                             | 1,000  | 1,000                           | 1,000                           | 1,000                           | 0                               | 3,000                           | 0                               | 0                                    | 0                               | 0                             |
| Leader's Initiative                                 | DCE   | 200                             | 200                                   | 0                               | 0                             | 200  | 200                             | 200                             | 200                             | 0                               | 600                             | 0                               | 0                                    | 0                               | 0                             |
| Private Sector Renewal Grant (PSRG)                 | ASCHH | 450                             | 450                                   | 0                               | 0                             | 450  | 450                             | 450                             | 450                             | 0                               | 1,350                           | 0                               | 0                                    | 0                               | 0                             |
| Property Works Programme                            | PE&CS | 600                             | 600                                   | 0                               | 0                             | 600  | 600                             | 600                             | 600                             | 0                               | 1,800                           | 0                               | 0                                    | 0                               | 0                             |
| Purchase of Vehicles                                | PE&CS | 1,000                           | 1,000                                 | 0                               | 0                             | 1,000  | 0                               | 0                               | 0                               | 0                               | 1,000                           | 0                               | 0                                    | 0                               | 0                             |
| Road Safety   | PE&CS | 250                             | 250                                   | 0                               | 0                             | 250  | 250                             | 250                             | 250                             | 0                               | 750                             | 0                               | 0                                    | 0                               | 0                             |
| Street Lighting                                     | PE&CS | 180                             | 180                                   | 0                               | 0                             | 180  | 180                             | 180                             | 180                             | 0                               | 540                             | 0                               | 0                                    | 0                               | 0                             |
| Town Centre Initiatives                             | PE&CS | 325                             | 325                                   | 0                               | 0                             | 325  | 325                             | 325                             | 325                             | 0                               | 975                             | 0                               | 0                                    | 0                               | 0                             |
| Transport for London                                | PE&CS | 3,417                           | 0                                     | 3,417                           | 0                             | 3,297  | 1,992                           | 1,992                           | 1,992                           | 0                               | 7,281                           | 0                               | 0                                    | 0                               | 0                             |
|   |       | 15,330                          | 10,413                                | 4,917                           | 0                             | 13,195   | 10,820                          | 9,705                           | 9,705                           | 0                               | 21,939                          | 11,781                          | 0                                    | 0                               | 0                             |
| <b>Schools Capital Projects</b>                     |       |                                 |                                       |                                 |                               |  |                                 |                                 |                                 |                                 |                                 |                                 |                                      |                                 |                               |
| Formula Capital Devolved to Schools                 | PE&CS | 2,837                           | 0                                     | 2,837                           | 0                             | 739  | 739                             | 739                             | 739                             | 0                               | 0                               | 2,217                           | 0                                    | 0                               | 0                             |
| Primary School Expansions                           | PE&CS | 25,414                          | 10,552                                | 12,724                          | 2,138                         | 12,861   | 12,861                          | 12,861                          | 12,861                          | 0                               | 0                               | 34,683                          | 0                                    | 3,900                           | 0                             |
| Ruislip High School - Expansion                     | PE&CS | 1,350                           | 800                                   | 0                               | 550                           | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| Urgent Building Condition Projects                  | PE&CS | 6,833                           | 0                                     | 6,833                           | 0                             | 4,000  | 4,000                           | 4,000                           | 4,000                           | 0                               | 12,000                          | 0                               | 0                                    | 0                               | 0                             |
|   |       | 36,434                          | 11,352                                | 22,394                          | 2,688                         | 17,600   | 17,600                          | 17,600                          | 17,600                          | 0                               | 48,900                          | 3,900                           | 0                                    | 0                               | 0                             |
| <b>Self-financing Projects</b>                      |       |                                 |                                       |                                 |                               |  |                                 |                                 |                                 |                                 |                                 |                                 |                                      |                                 |                               |
| Hayes End Library Development                       | PE&CS | 2,100                           | 2,100                                 | 0                               | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| South Ruislip Development                           | PE&CS | 6,634                           | 6,634                                 | 0                               | 0                             | 258  | 0                               | 0                               | 258                             | 0                               | 258                             | 0                               | 0                                    | 0                               | 0                             |
| South Ruislip Development                           | PE&CS | 6,304                           | 6,304                                 | 0                               | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| South Ruislip Development                           | PE&CS | 15,038                          | 15,038                                | 0                               | 0                             | 258  | 0                               | 0                               | 258                             | 0                               | 258                             | 0                               | 0                                    | 0                               | 0                             |
| <b>Other General Fund Projects</b>                  |       |                                 |                                       |                                 |                               |  |                                 |                                 |                                 |                                 |                                 |                                 |                                      |                                 |                               |
| Arundel Road Development HIP                        | PE&CS | 2,000                           | 2,000                                 | 0                               | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| CCTV Programme                                      | PE&CS | 230                             | 230                                   | 0                               | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| Farm Barns  | PE&CS | 155                             | 155                                   | 0                               | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| Highgrove Pool Phase II                             | PE&CS | 3,800                           | 3,536                                 | 0                               | 264                           | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| HIP Projects  | PE&CS | 300                             | 300                                   | 0                               | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| HIV Capital Grant                                   | ASCHH | 925                             | 0                                     | 925                             | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| Libraries Refurbishment                             | PE&CS | 622                             | 622                                   | 0                               | 0                             | 311  | 0                               | 0                               | 311                             | 0                               | 311                             | 0                               | 0                                    | 0                               | 0                             |
| Libraries Refurbishment - Central Library           | PE&CS | 1,000                           | 1,000                                 | 0                               | 0                             | 2,000  | 0                               | 0                               | 2,000                           | 0                               | 2,000                           | 0                               | 0                                    | 0                               | 0                             |
| New Years Green Lane                                | PE&CS | 1,573                           | 1,573                                 | 0                               | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| Sport & Cultural Projects                           | PE&CS | 200                             | 200                                   | 0                               | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| Willow Tree Centre                                  | PE&CS | 300                             | 300                                   | 0                               | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
|   |       | 11,105                          | 9,916                                 | 925                             | 264                           | 2,311  | 0                               | 0                               | 2,311                           | 0                               | 2,311                           | 0                               | 0                                    | 0                               | 0                             |
| <b>Contingency</b>                                  |       |                                 |                                       |                                 |                               |  |                                 |                                 |                                 |                                 |                                 |                                 |                                      |                                 |                               |
| General Contingency                                 |       | 1,000                           | 1,000                                 | 0                               | 0                             | 1,000  | 1,000                           | 1,000                           | 1,000                           | 0                               | 3,000                           | 0                               | 0                                    | 0                               | 0                             |
|   |       | 78,907                          | 47,719                                | 28,236                          | 2,952                         | 34,364   | 29,420                          | 28,305                          | 28,305                          | 0                               | 27,508                          | 60,681                          | 3,900                                | 0                               | 0                             |
| <b>Total General Fund Programme</b>                 |       |                                 |                                       |                                 |                               |  |                                 |                                 |                                 |                                 |                                 |                                 |                                      |                                 |                               |
| <b>Housing Revenue Account</b>                      |       |                                 |                                       |                                 |                               |  |                                 |                                 |                                 |                                 |                                 |                                 |                                      |                                 |                               |
| Estates Improvement                                 | HRA   | 500                             | 0                                     | 500                             | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| HRA - New Build - Extra Care Sites Phase 1          | HRA   | 5,000                           | 2,915                                 | 2,085                           | 0                             | 176  | 0                               | 0                               | 176                             | 0                               | 176                             | 0                               | 0                                    | 0                               | 0                             |
| HRA - New Build - Learning Disability Sites Phase 1 | HRA   | 188                             | 97                                    | 91                              | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| HRA - New Build - HRA Pipeline Sites Phase 1        | HRA   | 2,109                           | 2,109                                 | 0                               | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| HRA - New Build - HRA Pipeline Sites Phase 2        | HRA   | 4,688                           | 3,963                                 | 725                             | 0                             | 0  | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                                    | 0                               | 0                             |
| HRA - Works to Stock                                | HRA   | 2,365                           | 0                                     | 0                               | 2,365                         | 2,150  | 2,150                           | 2,150                           | 2,150                           | 0                               | 2,150                           | 0                               | 0                                    | 0                               | 6,535                         |
|   |       | 14,850                          | 9,084                                 | 3,401                           | 2,365                         | 2,326  | 2,150                           | 2,235                           | 2,235                           | 0                               | 176                             | 0                               | 0                                    | 0                               | 6,535                         |
| <b>Programme Total</b>                              |       | <b>93,757</b>                   | <b>56,803</b>                         | <b>31,637</b>                   | <b>5,317</b>                  | <b>36,690</b>                                      | <b>31,570</b>                   | <b>30,540</b>                   | <b>30,540</b>                   | <b>0</b>                        | <b>27,684</b>                   | <b>60,681</b>                   | <b>10,435</b>                        | <b>0</b>                        | <b>10,435</b>                 |



| Assessment of Unallocated General Fund Reserves                               | Minimum Level 2011/12 (£ million) | Maximum Level 2011/12 (£ million) | Minimum Level 2010/11 (£ million) | Maximum Level 2010/11 (£ million) | Change in Minimum Level (£ million) | Principal Reasons for Changes  |
|---|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|--|
| The general financial climate to which the Council is subject                 | 2                                 | 4                                 | 3                                 | 6                                 | -1                                  | Most funding streams now fairly certain but some issues on capitalisation                          |
| The overall financial standing of the authority                               | 1.5                               | 4                                 | 1.5                               | 4                                 | 0                                   | Slightly higher forecast balances, but higher contingency in 2011/12                               |
| The treatment of planned efficiency savings / productivity gains              | 2.5                               | 5                                 | 1.5                               | 3                                 | 1                                   | Front loading of CSR cuts requires £25m of savings in 2011/12, significantly higher than last year |
| The treatment of inflation and interest rates                                 | 1                                 | 2                                 | 1                                 | 2                                 | 0                                   | Inflation remains a risk   |
| The financial risk inherent in major outsourcing arrangements                 | 1                                 | 2                                 | 1                                 | 2                                 | 0                                   | -  |
| The treatment of demand led pressures   | 1                                 | 2                                 | 1                                 | 2                                 | 0                                   | Degree of uncertainty on demographic pressures   |
| The financial risks inherent in any major capital developments                | 1                                 | 1                                 | 1                                 | 1                                 | 0                                   | Potential for capital programme of works to transfer to revenue funded                             |
| Estimates of the level and timing of capital receipts                         | 1                                 | 1                                 | 1                                 | 1                                 | 0                                   | Impact on MRP reduce through lower receipts  |
| The availability of reserves and other funds to deal with major contingencies | 0                                 | 1                                 | 0.5                               | 1                                 | -0.5                                | £4.8m of unallocated contingency built into the 2011/12 budget                                     |
| The Council's capacity to manage in year budget pressures                     | 1                                 | 2                                 | 0.5                               | 1                                 | 0.5                                 | Potential impact of uncertain economic climate   |
| <b>Total</b>  | <b>12</b>                         | <b>24</b>                         | <b>12</b>                         | <b>23</b>                         |                                     |  |

**Treasury Management Strategy Statement  
and Investment Strategy 2011/12 to 2013/14**

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## SUMMARY

This report explains the context within which the council's treasury management activity operates and sets out the strategy for the coming year in relation to the Council's cash flow, investment and borrowing, and the strategy for managing the numerous risks related to this activity.

With an overall annual expenditure in excess of £700m and an extensive capital programme, the council is required to actively manage its cash-flows on a daily basis. The requirement to invest or to borrow monies to finance capital programmes, and to cover daily operational needs, is an integral part of daily cash and investment portfolio management. As at 31 January 2011 the council's loan portfolio was valued at £163.2m and the total value of investments was £67.7m. The Balance Sheet position as at 31 March 2010 showed the value of debt as £163.1m and the value of investments as £74.8m. Interest received during the year to 31 March 2010 was £1.1m, compared to £5.9m in the year to 31 March 2009.

The Council's Capital Financing (CFR) requirement, which measures the Council's underlying need to borrow for capital purposes and representing the cumulative capital expenditure that has not yet been financed, is a key driver of borrowing strategy. The projected CFR for 31 March 2011 is £224.8m of which £160.8m is attributed to the General Fund with the remaining £64m within the Housing Revenue Account.

In the current economic climate the Council's strategy is to minimise borrowing to below the level of its net borrowing requirement. This is considerably lower than the CFR with the difference representing balances, reserves, provisions and working capital. This approach not only lowers interest costs but reduces also credit risk and relieves pressure on the Council's counterparty list. Borrowing is restricted to a few highly secure sources. These include: the Public Works Loan Board (PWLB), commercial banks, European Investment Bank, structured finance, and products associated with other local authorities. Additionally, borrowing is restricted by two limits: the Authorised Limit, a statutory limit that sets the maximum level of external borrowing on a gross basis, and the Operational Boundary, which is determined by both the estimated CFR and day to day cash flow movements. For 2011/12 the proposed Authorised Limit is £292m and proposed Operational Boundary is £262m.

Throughout the year, capital expenditure levels, market conditions and interest rate levels are monitored to minimise borrowing costs over the medium to longer term and maintain stability. The differential between debt costs and investment earnings continues to be acute, resulting in the use of internal resources in lieu of borrowing often being the most cost effective means of financing capital expenditure. An additional strand of the strategy is to actively monitor opportunities arising for debt rescheduling in order to deliver savings in interest costs but with minimal risk, and to balance the ratio of fixed rate to variable rate debt within the portfolio.

In order to service the Council's day to day cash needs, the Council maintains a portfolio of short term investments. The council's investment priorities are: the security of invested capital; the liquidity of invested capital, and the optimum yield that is commensurate with security and liquidity, in that order. The report details the Council's investment strategy, explains the institutions (counterparties) with whom the Council is permitted to invest, the limits related to the size of individual investments and overall holding with institutions.

In the annual review of this strategy several amendments to the counterparty list have been suggested. These include: the addition of AAA-rated Variable Net Asset Value Money Market Funds (VNAV); Pooled Funds; Treasury Bills; Local Authority Bills and the addition of term deposits in Sweden; increasing the maximum duration for new deposits to 2 years; and increasing Money Market Fund limits (from £5m/7.5% to £10m/15% and the total aggregate limit from 37.5% to 75%).

As a result of the recent turmoil in the banking industry, the security of any investment is the key consideration in decision making and a cautious approach will always be adopted. Whilst this report identifies all permitted options in investment decision making, tighter controls govern daily activity limiting the number of counterparties with whom investments will be placed and the value of the total holding with any single institution. Regular monitoring of all institutions on the counterparty list is part of daily treasury management. In any period of significant stress in the markets, the default position will be to invest with the governments Debt Management Office (DMO).

The impact of interest rates is crucial to all treasury management activity and forecasts of interest rate movements are taken into account in developing treasury management strategy. Consequently this strategy is kept under review and, taking market information into account, will be realigned, if required, with evolving market conditions and expectations for future interest rates.

## **1. Background**

- 1.1. The Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public Services (the "CIPFA TM Code") and the Prudential Code require local authorities to determine a Treasury Management Strategy Statement (TMSS) and Prudential Indicators on an annual basis. The TMSS also incorporates the Annual Investment Strategy as required under the CLG's Investment Guidance.
- 1.2. CIPFA has defined Treasury Management as: "the management of the organisation's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."
- 1.3. The Council is responsible for its treasury decisions and activity. No treasury management activity is without risk. The successful identification, monitoring and control of risk are integral elements to treasury management activities and include:
  - Credit and Counterparty Risk (Security of investments)
  - Liquidity Risk (Inadequate cash resources)
  - Market or Interest Rate Risk (Fluctuations in interest rate levels)
  - Inflation Risk (Exposure to inflation)
  - Refinancing Risk (Impact of debt maturing in future years)
  - Legal & Regulatory Risk
  - Fraud & Corruption

- 1.4. The strategy takes into account the impact of the Council's Revenue Budget and Capital Programme on the Balance Sheet position, the Prudential Indicators and the current and projected Treasury position (Appendix A). The outlook for interest rates (Appendix B) has been taken into account in developing this strategy.
- 1.5. The purpose of this TMSS is to allow Council to approve:
- Treasury Management Strategy for 2011-12 (Borrowing and Debt Rescheduling - Section 3, Investments - Section 4)
  - Prudential Indicators – (NB: the Authorised Limit is a statutory limit)
  - MRP Statement – Section 7
  - Use of Specified and Non-Specified Investments – Appendices C & D
- 1.6. As per requirements of the Prudential Code, the Council approved the adoption of the CIPFA Treasury Management Code in February 2010. The Council has incorporated the changes from the revised CIPFA Code of Practice into its treasury policies, procedures and practices.
- 1.7. All treasury activity will continue to comply with relevant statute, guidance and accounting standards.

## **2. Balance Sheet and Treasury Position**

- 2.1. The underlying need to borrow for capital purposes, as measured by the Capital Financing Requirement (CFR), together with Balances and Reserves, are the core drivers of treasury management activity. The estimates of the CFR, based on the current Revenue Budget and Capital Programmes, are:

|   | <b>2010/11<br/>Estimate<br/>£m</b> | <b>2011/12<br/>Estimate<br/>£m</b> | <b>2012/13<br/>Estimate<br/>£m</b> | <b>2013/14<br/>Estimate<br/>£m</b> |
|---|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| General Fund CFR  | 168.2                              | 183.4                              | 181.5                              | 182.9                              |
| HRA CFR   | 64.1                               | 67.5                               | 68.6                               | 68.6                               |
| <b>Total CFR</b>  | <b>232.3</b>                       | <b>250.9</b>                       | <b>250.1</b>                       | <b>251.5</b>                       |
| <b>Less:</b><br>Existing Profile of Borrowing<br>and Other Long Term<br>Liabilities | 161.6                              | 158.6                              | 152.6                              | 146.6                              |
| <b>Cumulative Maximum<br/>External Borrowing<br/>Requirement</b>                    | <b>70.7</b>                        | <b>92.3</b>                        | <b>97.5</b>                        | <b>104.9</b>                       |
| Balances & Reserves*  | 16.5                               | 15.4                               | 13.4                               | 11.4                               |
| <b>Cumulative Net Borrowing<br/>Requirement/(Investments)</b>                       | <b>54.2</b>                        | <b>76.9</b>                        | <b>84.1</b>                        | <b>93.5</b>                        |

\*In order to demonstrate a prudent net borrowing position the Balances and Reserves figures quoted above relate to core General Fund balances only and do not include those balances (circa £23m) over which the Council has no direct control.

2.2. The Council's level of physical debt and investments are linked to these components of the Balance Sheet. The current portfolio position is set out at Appendix A. Market conditions, interest rate expectations and credit risk considerations will influence the Council's strategy in determining the borrowing and investment activity against the underlying Balance Sheet position. The Council will ensure that net physical external borrowing (i.e. net of investments) will not exceed the CFR other than for short term cash flow requirements.

**Estimates of Capital Expenditure:**

2.3. 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.

2.4. The estimates for capital expenditure shown in the next table vary from the draft budget presented in Appendix 9 for the purposes of Treasury Management. Figures presented here are an estimate of likely capital cash outflows whereas the capital budget is set on an accruals basis.

| <b>Capital Expenditure</b> | <b>2010/11 Approved £m</b> | <b>2010/11 Revised £m</b> | <b>2011/12 Estimate £m</b> | <b>2012/13 Estimate £m</b> | <b>2013/14 Estimate £m</b> |
|----------------------------|----------------------------|---------------------------|----------------------------|----------------------------|----------------------------|
| General Fund               | 77.1                       | 56.5                      | 61.8                       | 59.8                       | 39.3                       |
| HRA                        | 22.6                       | 17.6                      | 11.9                       | 5.4                        | 2.2                        |
| <b>Total</b>               | <b>99.7</b>                | <b>74.1</b>               | <b>73.7</b>                | <b>65.2</b>                | <b>41.5</b>                |

2.5. Capital expenditure is expected to be financed as follows:

| <b>Capital Financing</b> | <b>2010/11 Approved £m</b> | <b>2010/11 Revised £m</b> | <b>2011/12 Estimate £m</b> | <b>2012/13 Estimate £m</b> | <b>2013/14 Estimate £m</b> |
|--------------------------|----------------------------|---------------------------|----------------------------|----------------------------|----------------------------|
| Capital Receipts         | 9.0                        | 3.1                       | 20.9                       | 27.1                       | 10.9                       |
| Government Grants        | 34.8                       | 35.3                      | 24.7                       | 28.2                       | 19.7                       |
| Major Repairs Allowance  | 8.2                        | 8.2                       | -                          | -                          | -                          |
| Revenue Contributions    | 2.1                        | 0.8                       | 1.9                        | 2.6                        | 2.2                        |
| Other External Funding   | 12.0                       | 3.3                       | 3.0                        | 1.3                        | 1.3                        |
| Supported Borrowing      | 2.1                        | 2.9                       | -                          | -                          | -                          |
| Unsupported Borrowing    | 31.5                       | 20.5                      | 23.2                       | 6.0                        | 7.4                        |
| <b>Total</b>             | <b>99.7</b>                | <b>74.1</b>               | <b>73.7</b>                | <b>65.2</b>                | <b>41.5</b>                |

### **Incremental Impact of Capital Investment Decisions:**

2.6. As an indicator of affordability the table below shows the impact of capital investment decisions on Council Tax and Housing Rent levels. The incremental impact is calculated by comparing the total revenue budget requirement of the current approved capital programme with an equivalent calculation of the revenue budget requirement arising from the proposed capital programme.

| <b>Incremental Impact of Capital Investment Decisions</b> | <b>2010/11 Approved £</b> | <b>2011/12 Estimate £</b> | <b>2012/13 Estimate £</b> | <b>2013/14 Estimate £</b> |
|---|---------------------------|---------------------------|---------------------------|---------------------------|
| Increase in Band D Council Tax                            | 9.71                      | 10.62                     | 18.73                     | 25.15                     |
| Increase in Average Weekly Housing Rents                  | 0.21                      | (0.17)                    | 0.63                      | 1.94                      |

2.7. While the impact of capital investment on Band D Council Tax is as shown above, savings and efficiencies across the Council have offset these increases in financing costs to enable for Council Tax to remain unchanged for 2010/11 and 2011/12.

### **Reform to the Council Housing Subsidy System**

2.8. CLG consulted on proposals to reform the council housing subsidy system in July 2010 and have now published 'Implementing self-financing for council housing' giving further details of draft settlement amounts and the transitional processes in moving from the subsidy system to a self-financing one. This will see the removal of the subsidy system whereby rents are effectively pooled centrally and then redistributed, by offering a one-off reallocation of debt in return for Authorities retaining all rental income. Legislation enacting these reforms will be introduced in the Localism Bill to enable the new system to commence in April 2012. Initial settlements figures indicate that the Council will undertake £172m of Housing debt in return for an annual subsidy payment to central government that currently amounts to £15m per annum and will finance this through internal resources and/or external borrowing. The Council has the option of borrowing from the PWLB or the market and will, in conjunction with treasury advisors, seek a mix of financial instruments that spreads Treasury risks. In a departure from current Treasury practice this portfolio will be entirely ring-fenced to the HRA and hence eliminate any potential liability on the GF through complex statutory recharging methodologies. It is possible approval may be issued to source this funding during 2011/12 and to accommodate this, a contingency amount of £200m, has been included within the Authorised Limit and Operational Boundary below.

2.9. The estimate for interest payments in 2011/12 is £6.7m and for interest receipts is £0.3m. 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 the revenue budget required to meet borrowing costs. The ratio is based on costs net of investment income.

| <b>Ratio of Financing Costs to Net Revenue Stream</b> | <b>2010/11 Approved %</b> | <b>2010/11 Revised %</b> | <b>2011/12 Estimate %</b> | <b>2012/13 Estimate %</b> | <b>2013/14 Estimate %</b> |
|---|---------------------------|--------------------------|---------------------------|---------------------------|---------------------------|
| General Fund  | 5.11                      | 3.53                     | 4.25                      | 5.25                      | 6.43                      |
| HRA   | 4.40                      | 3.78                     | 3.51                      | 3.92                      | 5.36                      |
| <b>Weighted Average</b>                               | <b>4.95</b>               | <b>3.58</b>              | <b>4.07</b>               | <b>4.92</b>               | <b>6.16</b>               |

### 3. Borrowing and Rescheduling Strategy

- 3.1. The Council's balance of actual external debt at 31 January 2011 (gross borrowing plus other long term liabilities) is shown in Appendix A. This Prudential Indicator is comparable with the Operational Boundary and Authorised Limit.
- 3.2. The **Authorised Limit** sets the maximum level of external borrowing on a gross basis (i.e. not net of investments) and is the statutory limit for borrowing determined under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit).

| <b>Authorised Limit for External Debt</b>                        | <b>2010/11 Approved £m</b> | <b>2010/11 Revised £m</b> | <b>2011/12 Estimate £m</b> | <b>2012/13 Estimate £m</b> | <b>2013/14 Estimate £m</b> |
|--|----------------------------|---------------------------|----------------------------|----------------------------|----------------------------|
| Borrowing  | 299                        | 299                       | 289                        | 300                        | 309                        |
| Other Long term Liabilities                                      | 3                          | 3                         | 3                          | 2                          | 2                          |
| <b>Authorised Limit</b>  | <b>302</b>                 | <b>302</b>                | <b>292</b>                 | <b>302</b>                 | <b>311</b>                 |
| <b>Authorised Limit including Housing Subsidy Reform Funding</b> | <b>372</b>                 | <b>372</b>                | <b>492</b>                 | <b>502</b>                 | <b>511</b>                 |

- 3.3. 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 but not worst case scenario but without the additional headroom included within the Authorised Limit.



| <b>Operational Boundary for External Debt</b>                        | <b>2010/11 Approved £m</b> | <b>2010/11 Revised £m</b> | <b>2011/12 Estimate £m</b> | <b>2012/13 Estimate £m</b> | <b>2013/14 Estimate £m</b> |
|--|----------------------------|---------------------------|----------------------------|----------------------------|----------------------------|
| Borrowing  | 269                        | 269                       | 259                        | 270                        | 279                        |
| Other Long term Liabilities  | 3                          | 3                         | 3                          | 2                          | 2                          |
| <b>Operational Boundary</b>  | <b>272</b>                 | <b>272</b>                | <b>262</b>                 | <b>272</b>                 | <b>281</b>                 |
| <b>Operational Boundary including Housing Subsidy Reform Funding</b> | <b>342</b>                 | <b>342</b>                | <b>462</b>                 | <b>472</b>                 | <b>481</b>                 |

- 3.4. The Director of Finance & Business Services has delegated authority, within the above limits for any individual year, to effect movement between the separately agreed limits for borrowing and other long term liabilities. Decisions will be based on the outcome of financial option appraisals and best value considerations. Council will be notified of any use of this delegated authority.
- 3.5. In conjunction with advice from its treasury advisor, Arlingclose, the Council will keep under review the following borrowing options:
- Public Works Loan Board (PWLB) loans
  - Borrowing from other local authorities
  - Borrowing from institutions such as the European Investment Bank and directly from Commercial Banks
  - Borrowing from the Money Markets
  - Local authority stock issues
  - Local authority bills
  - Structured finance
- 3.6. Notwithstanding the issuance of Circular 147 on 20 October 2010, following the CSR announcement which increases the cost of new local authority loans from the PWLB to 1% above the cost of the Government gilts, PWLB still remains an attractive source of borrowing, given the transparency and control its facilities continue to provide. The types of PWLB borrowing that are considered appropriate for a low interest rate environment are:
- Variable rate borrowing
  - Medium-term Equal Instalments of Principal (EIP) or Annuity Loans
  - Long term Maturity loans, where affordable

Capital expenditure levels, market conditions and interest rate levels will be monitored during the year in order to minimise borrowing costs over the medium to longer term and maintain stability. The differential between debt costs and investment earnings, despite long term borrowing rates being at low levels, remains acute and this is expected to remain a feature during 2011/12. The “cost of carry” associated with medium and long term borrowing compared to temporary investment returns means that new fixed rate borrowing could entail additional

short term costs. The use of internal resources in lieu of borrowing may again, in 2011/12, be the most cost effective means of financing capital expenditure.

- 3.7. PWLB variable rates are expected to remain low as the Bank Rate is maintained at historically low levels for an extended period. Exposure to variable interest rates will be kept under regular review. Each time the spread between long term rates and variable rates narrows by 0.50%, Arlingclose will trigger a formal review point with the Council and options will be considered and decisions taken on whether to retain the same exposure or change from variable to fixed rate debt.
- 3.8. The Council's existing PWLB variable rate loan borrowed prior to 20 October 2010 will be maintained on its initial terms and is not subject to the additional increased margin for new variable rate loans.
- 3.9. The Council has £48m loans, which are LOBO loans (Lender's Options Borrower's Option) of which £9m of loans will be in their call period in 2011/12. In the event that the lender exercises the option to change the rate or terms of the loan, the Council will consider the terms being provided and also repayment of the loan without penalty. The Council may utilise cash resources for repayment or may consider replacing the loan(s) by borrowing from the PWLB. The default response will however be early repayment without penalty.
- 3.10. There is a significant difference between the gross external borrowing requirement and the net external borrowing requirement represented by the Council's level of balances, reserves, provisions and working capital. The Council's current strategy is only to borrow to the level of its net borrowing requirement. The reasons for this are to reduce credit risk, take pressure off the Council's lending list and also to avoid the cost of carry existing in the current interest rate environment.
- 3.11. The rationale for rescheduling would be one or more of the following:
  - Savings in interest costs with minimal risk
  - Balancing the volatility profile (i.e. the ratio of fixed to variable rate debt) of the debt portfolio
  - Amending the profile of maturing debt to reduce any inherent refinancing risks.

Rates and markets are monitored daily by officers to identify opportunities for rescheduling.

- 3.12. Borrowing and rescheduling activity will be reported monthly to Cabinet.
- 3.13. The following Prudential Indicators allow the Council to manage the extent to which it is exposed to changes in interest rates. The upper limit for variable rate exposure has been set to ensure that the Council is not exposed to interest rate rises, which could adversely impact on the revenue budget. The limit allows for the use of variable rate debt to offset exposure to changes in short term rates on investments. On a net basis, the Council's upper limit for fixed interest rate exposure for 2011/12 is 25% (100% for debt less 75% for investments). The Council's net upper limit for variable interest rate exposure for 2011/12 is minus 50% (50% for debt less 100% for investments). These Prudential Indicators have

been calculated in accordance with CIPFA guidance. The Council's existing level of fixed interest rate exposure for debt is 91% and investments 0%. Variable rate exposure for debt is 9% and investments 100% (Investments excluding Icelandic deposits).

For the purposes of this indicator investments over one year in duration are classified as fixed. For 2011/12 separate debt and investment limits have been included to demonstrate individual exposure to each element.

| <b>Upper Limits for Interest Rate Exposure</b>                 | <b>Estimated Level (or benchmark level at 31/03/10 %)</b> | <b>2010/11 Approved Net Exposure %</b> | <b>2010/11 Revised %</b> | <b>2011/12 Estimate %</b> | <b>2012/13 Estimate %</b> | <b>2013/14 Estimate %</b> |
|--|---|--|--------------------------|---------------------------|---------------------------|---------------------------|
| Upper Limit for Fixed Interest Rate Exposure on Debt           | 85  | 100                                    | 100                      | 100                       | 100                       | 100                       |
| Upper Limit for Fixed Interest Rate Exposure on Investments    | 0   |  | (75)                     | (75)                      | (75)                      | (75)                      |
| Upper Limit for Variable Interest Rate Exposure on Debt        | 15  | 50                                     | 50                       | 50                        | 50                        | 50                        |
| Upper Limit for Variable Interest Rate Exposure on Investments | (100)   |  | (100)                    | (100)                     | (100)                     | (100)                     |

3.14. The Council will also limit and monitor large concentrations of fixed rate debt needing to be replaced. Limits in the following table are intended to control excessive exposures to volatility in interest rates when refinancing maturing debt.

| <b>Maturity structure of fixed rate borrowing</b> | <b>Existing level (or Benchmark level) at 31/03/11 %</b> | <b>Lower Limit for 2011/12 %</b> | <b>Upper Limit for 2011/12 %</b> |
|---|--|----------------------------------|----------------------------------|
| under 12 months                                   | 1.0  | 0                                | 25                               |
| 12 months and within 24 months                    | 3.0  | 0                                | 25                               |
| 24 months and within 5 years                      | 5.4  | 0                                | 50                               |
| 5 years and within 10 years                       | 28.7   | 0                                | 75                               |
| 10 years and within 20 years                      | 10.1   | 0                                | 100                              |
| 20 years and within 30 years                      | 0.0  | 0                                | 100                              |
| 30 years and within 40 years                      | 0.0  | 0                                | 100                              |
| 40 years and within 50 years                      | 19.3   | 0                                | 100                              |
| 50 years and above                                | 32.5   | 0                                | 100                              |

#### **4. Investment Policy and Strategy**

- 4.1. Guidance from CLG on Local Government Investments in England requires that an Annual Investment Strategy (AIS) be set.
- 4.2. The Council's investment priorities are:
  - security of the invested capital;
  - liquidity of the invested capital;
  - an optimum yield which is commensurate with security and liquidity.
- 4.3. Investments are categorised as 'Specified' or 'Non Specified' investments based on the criteria in the CLG Guidance. Potential instruments for the Council's use within its investment strategy are contained in Appendices C and D. The Director of Finance & Business Services, under delegated powers, will undertake the most appropriate form of investments in keeping with the investment objectives, income and risk management requirements and Prudential Indicators. Decisions taken on the core investment portfolio will be reported monthly to Cabinet.
- 4.4. Amendments to the investment strategy for 2011/12 include:
  - Addition of AAA-rated Variable Net Asset Value (VNAV) Money Market Funds
  - Addition of Collective Investment Schemes (Pooled Funds)
  - Addition of Treasury Bills
  - Addition of Local Authority Bills
  - Addition of term deposits in Sweden - Counterparty - Svenska Handelsbanken
  - Addition of National Westminster Bank and Standard Chartered Bank
  - Increase the maximum duration for new deposits to 2 years
  - Increase in Money Market Fund limits (From £5m/7.5% to £10m/15% and the total aggregate limit from 37.5% to 75%)
  - Removal of Santander UK, Banco Santander and BBVA

These amendments have been proposed following a review to the strategy, taking guidance from the Council's treasury advisors Arlingclose into account. The rationale for these changes is explained in detail below.

The generally improving financial environment has led to a greater degree of confidence in a number of additional investment vehicles including VNAV Money Market Funds and Collective Investment Schemes. In addition, the changes under Basel III could mean that all Money Market Funds become VNAV Funds in the future. The addition of VNAV Funds allows flexibility within the strategy and incorporates the potential for the reclassification of the existing Constant Net Asset Value Funds already included within the strategy. Investments will only be placed on advice from Arlingclose and once they have satisfied their qualifying criteria.

Treasury Bills (T Bills) are included as approved investment instruments. T Bills are short dated, high quality notes issued by HM Treasury. They are issued by the Debt Management Office and are an eligible sovereign instrument meaning that they have an AAA-rating. They provide a direct route for investment with the

UK government, with enhanced liquidity and yields over DMADF term deposits. With regard to Local Authority Bills (LA Bills), the Council are not aware of any Local Authorities currently issuing short-term debt securities. However, it is possible that with changes to the PWLB lending policy, Local Authorities may choose to issue short-term bills. These bills would offer a more liquid alternative to term deposits with Local Authorities.

Sweden and Svenska Handelsbanken have been monitored throughout 2009/10 and they now feel comfortable with the country and the bank. The credit default swaps, share price and credit ratings of the bank have held up throughout the credit crunch. Sweden is AA-rated and Svenska is AA-/Aa2/AA-. The GDP and net debt to GDP ratios for Sweden are also in line with the other countries in the current list.

With regard to term deposits with UK counterparties, the Council has included NatWest and Standard Chartered Bank as approved counterparties for 2011/12. Standard Chartered Bank was one of the eight UK institutions given automatic access to the UK Government's Credit Guarantee Scheme in October 2008 and is therefore deemed to be systemically important to the UK Banking System. The Bank also meets Hillingdon's minimum long-term and short term credit ratings. The Council has also included NatWest Bank to its list of approved counterparties. The Bank has maintained its credit ratings over the past twelve months, and remains integral to the RBS Group.

Due to improving credit conditions there has been an increase in the deposit duration limit from 1 year to 2 years. The Council wishes to have the opportunity to lock into higher returns, with strong institutions. It will also assist in protecting against a lower for longer interest rate environment.

The nature of money market funds allows investors to participate in a more diverse and high quality portfolio than they would be able to access individually. The increase in money market fund limits follows the Arlingclose recommendation that a 15% limit should be applied to individual funds. The aggregate limit has been increased in line with the individual limit.

The continued economic issues and deteriorating asset quality within Spain have resulted in the notification of a possible sovereign credit downgrade. This in turn has led to additional notifications of possible downgrades to thirty Spanish banks including Banco Santander and BBVA. These concerns have resulted in both banks being removed from the Council's counterparty list. Santander UK is a bank incorporated in the UK. It is however a wholly owned subsidiary of Banco Santander. Due to concerns over the parent the Council has felt it prudent to also to remove the subsidiary.

- 4.5. The Council's current level of investments is presented at Appendix A.
- 4.6. The Council's in-house investments are made with reference to the outlook for the UK Bank Rate and money market rates.
- 4.7. In any period of significant stress in the markets, the default position is for investments to be made with the Debt Management Office or UK Treasury Bills.

(The rates of interest from the DMADF are below equivalent money market rates, but the returns are an acceptable trade-off for the guarantee that the Council's capital is secure.

- 4.8. The Council selects countries and the institutions within them for the counterparty list after analysis and careful monitoring of:
- Credit Ratings (minimum long term A+ for counterparties; AA+ for countries)
  - Credit Default Swaps (where quoted)
  - GDP; Net Debt as a Percentage of GDP
  - Sovereign support mechanisms/potential support from a well-resourced parent institution
  - Share Prices (where quoted)
  - Macro-economic indicators
  - Corporate developments, news articles and market sentiment.
- These are listed in Appendix C.
- 4.9. The Council will continue to analyse and monitor these indicators and credit developments on a regular basis and respond as necessary to ensure security of the capital sums invested.
- 4.10. The UK Bank Rate has been maintained at 0.5% since March 2009, and is anticipated to remain at low levels throughout 2011/12. Short term money market rates are likely to remain at very low levels for an extended period, which will have a significant impact on investment income.
- 4.11. To protect against a lower for longer prolonged period of low interest rates and to provide certainty of income, 2 year deposits and longer term secure investments will be considered within the limits the Council has set for Non-Specified Investments (see Appendix D). The longer term investments will be likely to include:
- Term Deposits with counterparties rated at least A+ (or equivalent)
  - Supranational Bonds (bonds issued by multilateral development banks): Even at the lower yields likely to be in force, the return on these bonds will provide certainty of income against an outlook of low official interest rates.
- 4.12. 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.

| <b>Upper Limit for total principal sums invested over 364 days</b> | <b>2010/11 Approved £m</b> | <b>2010/11 Revised £m</b> | <b>2011/12 Estimate £m</b> | <b>2012/13 Estimate £m</b> | <b>2013/14 Estimate £m</b> |
|--|----------------------------|---------------------------|----------------------------|----------------------------|----------------------------|
|  | 47                         | 47                        | 17                         | 28                         | 35                         |

- 4.13. Collective Investment Schemes (Pooled Funds): The Council has evaluated the use of Pooled Funds and determined the appropriateness of their use within the investment portfolio. Pooled funds enable the Council to diversify the assets and

the underlying risk in the investment portfolio and provide the potential for enhanced returns. Any investment in pooled will be regularly monitored for both performance and to ensure their continued suitability in meeting the Council's investment objectives.

4.14. Investments which constitute capital expenditure:

Investments meeting the definition of capital expenditure can be financed from capital or revenue resources. They are also subject to the CLG's Guidance on "non-specified investments". Placing of such investments has accounting, financing and budgetary implications. Whilst it is permissible to fund capital investments by increasing the underlying need to borrow, it should be noted that under the CLG's MRP Guidance, MRP should be applied over a 20 year period. The Council has determined that it is not currently prudent to make investments which constitute capital expenditure. These would presently need to be sourced from revenue and therefore the requirement for MRP would make the investment not viable.

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

## **5. Outlook for Interest Rates**

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

## **6. Balanced Budget Requirement**

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

## **7. 2011/12 MRP Statement**

7.1. The Local Authorities (Capital Finance and Accounting)(England)(Amendment) Regulations 2008 (SI 2008/414) place a duty on local authorities to make a prudent provision for debt redemption. Guidance on Minimum Revenue Provision (MRP) has been issued by the Secretary of State. Local authorities are required to "have regard" to such Guidance under section 21(1A) of the Local Government Act 2003.

7.2. The major proportion of the MRP for several years from 2011/12 onwards will relate to the more historic debt liability. It will continue to be charged at the rate of 4%, using the CFR as the basis of calculation. Certain expenditure reflected within the debt liability at 31<sup>st</sup> March 2011 will, under delegated powers, be subject to MRP under option 3. It thus will be charged over a period, which is reasonably commensurate with the estimated useful life applicable to the nature of expenditure, using a straight line method. For example, capital expenditure on a

new building, or on the refurbishment or enhancement of a building, will be related to the estimated life of that building.

- 7.3. Estimated life periods will be determined under delegated powers. Where expenditure is not on the creation of an asset, and is of a type subject to estimated life periods, to which guidance refers, these periods will generally be adopted by the Council. However, the Council reserves the right to determine useful life periods and prudent MRP in exceptional circumstances. This would be where the recommendations of the guidance would not be appropriate.
- 7.4. Some types of capital expenditure incurred by the Council are not capable of being related to an individual asset. In these cases asset lives will be assessed on a basis, which most reasonably reflects the anticipated period of benefit from the expenditure. Also, whatever type of expenditure is involved, it will be grouped together in a manner, which reflects the nature of the main component of expenditure. It will only be divided up in cases where there are two or more major components with substantially different useful economic lives.
- 7.5. What is a Minimum Revenue Provision?  
Capital expenditure is generally expenditure on assets which have a life expectancy of more than one year e.g. buildings, vehicles, machinery etc. It would be impractical to charge the entirety of such expenditure to revenue in the year in which it was incurred. Therefore such expenditure is spread over several years so as to try to match the years over which such assets benefit the local community through their useful life. The manner of spreading these costs is through an annual Minimum Revenue Provision. This was previously determined under Regulation, and will in future be determined under Guidance.
- 7.6. Statutory duty  
Statutory Instrument 2008 no. 414 s4 lays down that:
- A local authority shall determine for the current financial year an amount of minimum revenue provision that it considers to be prudent.
  - The above is a substitution for the previous requirement to comply with regulation 28 in S.I. 2003 no. 3146, (as amended)
  - The share of Housing Revenue Account CFR is not subject to a MRP charge
- 7.7. Government Guidance  
Along with the above duty, the Government issued guidance in February 2008. This requires that a Statement on the Council's policy for its annual MRP should be submitted to the full Council for approval. This should be before the start of the financial year to which the provision will relate.

The Council is legally obliged to "have regard" to the guidance. This is intended to enable a more flexible approach to assessing the amount of annual provision than was required under the previous statutory requirements. The guidance offers four main options under which MRP could be made. There is an overriding recommendation that the Council should make prudent provision to redeem its debt liability over a period. This period should be reasonably commensurate with that over which the capital expenditure is estimated to provide benefits. The requirement to 'have regard' to the guidance therefore means that: -



- Although four main options are recommended in the guidance, there is no intention to be prescriptive by making these the only methods of charge under which a local authority may consider its MRP to be prudent.
- It is the responsibility of each authority to decide upon the most appropriate method of making a prudent provision, after having had regard to the guidance.

#### 7.8. Option 1: Regulatory Method

Under the previous MRP regulations, MRP was set at a uniform rate of 4% of the adjusted CFR on a reducing balance method (which in effect meant that MRP charges would stretch into infinity). This historic approach must continue for all capital expenditure incurred in years before the start of this new approach. It may also be used for new capital expenditure up to the amount, which is deemed to be supported through the SCE(R) annual allocation.

#### Option 2: Capital Financing Requirement Method

This is a variation on option 1 which is based upon a charge of 4% of the aggregate CFR without any adjustment for Adjustment A, or certain other factors which were brought into account under the previous statutory MRP calculation. The CFR is the measure of an authority's outstanding debt liability as depicted by their balance sheet.

#### Option 3: Asset Life Method.

This method may be applied to most new capital expenditure, including where desired that which may alternatively continue to be treated under options 1 or 2. Instead of a default position of 25 years, can change to match amortisation over life of asset (i.e. 40 years for a leisure facility)

Under this option, it is intended that MRP should be spread over the estimated useful life of either an asset created, or other purpose of the expenditure. There are two useful advantages of this option: -

- Longer life assets e.g. freehold land can be charged over a longer period than would arise under options 1 and 2.
- No MRP charges need to be made until the financial year after that in which an item of capital expenditure is fully incurred and, in the case of a new asset, comes into service use (this is often referred to as being an 'MRP holiday'). This is not available under options 1 and 2.

There are two methods of calculating charges under option 3:

- equal instalment method – equal annual instalments
- annuity method – annual payments gradually increase during the life of the asset

#### Option 4: Depreciation Method

Under this option, MRP charges are to be linked to the useful life of each type of asset using the standard accounting rules for depreciation (but with some exceptions) i.e. this is a more complex approach than option 3. The same conditions apply regarding the date of completion of the new expenditure as apply under option 3.

## **8. Monitoring and Reporting on the Treasury Outturn and Prudential Indicators**

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

The Treasury Prudential Indicators are monitored throughout the year and reported monthly to Senior Management. Compliance with limits is reported monthly to Cabinet.

Cabinet are provided with monthly reports on treasury management activity and performance, and also a strategy report every six months.

Audit Committee are responsible for the yearly scrutiny of treasury management practices.

The Treasury Management Strategy Statement (including Prudential Indicators and Annual Investment Strategy) for the forthcoming financial year is submitted to Cabinet prior to agreement at full Council before the start of the financial year. An early draft was also provided to Audit Committee in December.

## **9. Other Items**

### **Training**

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

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

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

### **Investment Consultants**

The CLG's Guidance on local government investments recommend that the Investment Strategy should state:

- Whether and, if so, how the authority uses external contractors offering information, advice or assistance relating to investment and
- How the quality of any such service is controlled.

The Council has a contract in place with Arlingclose to provide a treasury advisory service. A schedule of services has been agreed between both parties. This clearly set out the duties to be carried out as part of the contract. Performance is

measured against the schedule of services to ensure the services being provided are in line with the agreement.

## APPENDIX A

## EXISTING PORTFOLIO PROJECTED FORWARD

|                                  | 31 Jan 11<br>Current<br>Portfolio<br>£m | 31 Mar 11<br>Estimate<br>£m | 31 Mar 12<br>Estimate<br>£m | 31 Mar 13<br>Estimate<br>£m | 31 Mar 14<br>Estimate<br>£m |
|----------------------------------|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>External Borrowing:</b>       |   |                             |                             |                             |                             |
| Fixed Rate – PWLB                | 100.9                                   | 100.1                       | 98.6                        | 94.1                        | 89.6                        |
| Fixed Rate – Market              | 48.0                                    | 38.0                        | 39.0                        | 48.0                        | 43.0                        |
| Variable Rate – PWLB             | 14.3                                    | 13.5                        | 12.0                        | 10.5                        | 9.0                         |
| Variable Rate – Market           | 0.0                                     | 10.0                        | 9.0                         | 0.00                        | 5.0                         |
| <b>Current Borrowing</b>         | <b>163.2</b>                            | <b>161.6</b>                | <b>158.6</b>                | <b>152.6</b>                | <b>146.6</b>                |
| New Borrowing                    | -                                       | -                           | 76.9                        | 84.1                        | 93.5                        |
| <b>Total Borrowing</b>           | <b>163.2</b>                            | <b>161.6</b>                | <b>235.5</b>                | <b>236.7</b>                | <b>240.1</b>                |
| Existing long term liabilities   | 3.3                                     | 3.3                         | 2.8                         | 2.4                         | 2.2                         |
| <b>Total Gross External Debt</b> | <b>166.5</b>                            | <b>164.9</b>                | <b>238.3</b>                | <b>239.1</b>                | <b>242.3</b>                |
| Total Investments                | 67.7                                    | 24.3                        | 45.2                        | 37.3                        | 37.8                        |
| <b>Net Borrowing Position</b>    | <b>98.8</b>                             | <b>140.6</b>                | <b>193.1</b>                | <b>201.8</b>                | <b>204.5</b>                |

### Arlingclose's Economic and Interest Rate Forecast

|                           | Mar-11      | Jun-11      | Sep-11      | Dec-11      | Mar-12      | Jun-12      | Sep-12      | Dec-12      | Mar-13      | Jun-13      | Sep-13      | Dec-13      | Mar-14      |
|---------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>Official Bank Rate</b> |             |             |             |             |             |             |             |             |             |             |             |             |             |
| Upside risk               | 0.25        | 0.25        | 0.25        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        |
| Central case              | <b>0.50</b> | <b>0.50</b> | <b>0.75</b> | <b>1.00</b> | <b>1.25</b> | <b>1.50</b> | <b>2.00</b> | <b>2.50</b> | <b>2.75</b> | <b>2.75</b> | <b>3.00</b> | <b>3.00</b> | <b>3.00</b> |
| Downside risk             | -           | -           | - 0.25      | - 0.50      | - 0.50      | - 0.50      | - 0.50      | - 0.50      | - 0.50      | - 0.50      | - 0.50      | - 0.50      | - 0.50      |
| <b>1-yr LIBID</b>         |             |             |             |             |             |             |             |             |             |             |             |             |             |
| Upside risk               | 0.25        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        |
| Central case              | <b>1.65</b> | <b>1.90</b> | <b>2.15</b> | <b>2.40</b> | <b>2.50</b> | <b>2.50</b> | <b>2.75</b> | <b>3.00</b> | <b>3.25</b> | <b>3.50</b> | <b>3.50</b> | <b>3.50</b> | <b>3.50</b> |
| Downside risk             | - 0.25      | - 0.25      | - 0.25      | - 0.50      | - 0.50      | - 0.50      | - 0.50      | - 0.50      | - 0.50      | - 0.50      | - 0.50      | - 0.50      | - 0.50      |
| <b>5-yr gilt</b>          |             |             |             |             |             |             |             |             |             |             |             |             |             |
| Upside risk               | 0.25        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        |
| Central case              | <b>2.75</b> | <b>3.00</b> | <b>3.25</b> | <b>3.50</b> | <b>3.75</b> | <b>4.00</b> | <b>4.00</b> | <b>4.00</b> | <b>4.00</b> | <b>4.00</b> | <b>4.25</b> | <b>4.25</b> | <b>4.00</b> |
| Downside risk             | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      |
| <b>10-yr gilt</b>         |             |             |             |             |             |             |             |             |             |             |             |             |             |
| Upside risk               | 0.25        | 0.25        | 0.25        | 0.25        | 0.25        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        |
| Central case              | <b>3.90</b> | <b>4.00</b> | <b>4.10</b> | <b>4.25</b> | <b>4.50</b> | <b>4.75</b> | <b>4.75</b> | <b>4.75</b> | <b>4.75</b> | <b>4.75</b> | <b>5.00</b> | <b>5.00</b> | <b>4.75</b> |
| Downside risk             | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      |
| <b>20-yr gilt</b>         |             |             |             |             |             |             |             |             |             |             |             |             |             |
| Upside risk               | 0.25        | 0.25        | 0.25        | 0.25        | 0.25        | 0.25        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        |
| Central case              | <b>4.50</b> | <b>4.75</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.25</b> | <b>5.25</b> | <b>5.00</b> |
| Downside risk             | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      |
| <b>50-yr gilt</b>         |             |             |             |             |             |             |             |             |             |             |             |             |             |
| Upside risk               | 0.25        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        |
| Central case              | <b>4.25</b> | <b>4.50</b> | <b>4.75</b> | <b>4.75</b> | <b>4.75</b> | <b>4.75</b> | <b>4.50</b> | <b>4.50</b> | <b>4.50</b> | <b>4.50</b> | <b>4.75</b> | <b>4.75</b> | <b>4.50</b> |
| Downside risk             | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      | - 0.25      |

- The recovery in growth is likely to be slow and uneven.
- The initial reaction to the CSR is positive, but implementation risks remain.
- The path of base rates reflects the fragility of the recovery and the significantly greater fiscal tightening of the emergency budget. With growth and underlying inflation likely to remain subdued, the Bank will stick to its lower for longer stance on policy rates.
- Uncertainty surrounding Eurozone sovereign debt and the risk of contagion will remain a driver of global credit market sentiment.

#### Underlying assumptions:

- The framework and targets announced in the Comprehensive Spending Review (CSR) to reduce the budget deficit and government debt will be put to the test; meeting the 2010 borrowing target of £149bn will be crucial to the gilt market's confidence in the credibility of the deficit reduction plans.
- Despite Money Supply being weak and growth prospects remaining subdued, the MPC has gravitated towards increasing rates in the new year as global inflation continues to rise along with household inflation.
- Consumer Price Inflation is stubbornly above 3% and is likely to spike above 4% in the first quarter of 2011 as a result of VAT, utilities and rail fares.
- Unemployment remains near a 16 year high, at just over 2.5 Million, and is set to increase as the Public Sector shrinks. Meanwhile employment is growing but this is mainly due to part time work, leaving many with reduced income.

- Recently announced Basel III capital/liquidity rules and extended timescales are positive for banks. Restructuring of UK banks' balance sheets is ongoing and expected to take a long time to complete. This will be a pre-condition for normalisation of credit conditions and bank lending.
- Mortgage repayment, a reduction in net consumer credit and weak consumer confidence are consistent with lower consumption and therefore the outlook for growth.
- The US Federal Reserve downgraded its outlook for US growth; the Fed is concerned enough to signal further QE through asset purchases. Industrial production and growth in the Chinese economy are showing signs of slowing. Both have implications for the global economy.

While this forecast is produced by Arlingclose, Officers monitor other sources of market information which corroborate the outlook and assumptions detailed above.

### Specified and Non Specified Investments

#### **Specified Investments identified for use by the Council**

Specified Investments will be those that meet the criteria in the CLG Guidance, i.e. the investment

- is sterling denominated
- has a maximum maturity of 1 year
- meets the “high credit quality” as determined by the Council or is made with the UK government or is made with a local authority in England, Wales, Scotland or Northern Ireland or a parish or community council.
- the making of which is not defined as capital expenditure under section 25(1)(d) in SI 2003 No 3146 (i.e. the investment is not loan capital or share capital in a body corporate).

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

- Deposits in the DMO’s Debt Management Account Deposit Facility
- Deposits with UK local authorities
- Deposits with banks and building societies
- \*Certificates of deposit with banks and building societies
- \*Gilts: (bonds issued by the UK government)
- \*Bonds issued by multilateral development banks
- Treasury-Bills (T-Bills)
- Local Authority Bills
- AAA-rated Money Market Funds with a Constant Net Asset Value (CNAV)
- \*AAA-rated Money Market Funds with a Variable Net Asset Value (VNAV)
- \*Other Money Market Funds and Collective Investment Schemes– i.e. credit rated funds which meet the definition of a collective investment scheme as defined in SI 2004 No 534 and SI 2007 No 573.

\* Investments in these instruments will be on advice from the Council’s treasury advisor.

For credit rated counterparties, the minimum criteria will be the lowest equivalent short term and long term ratings assigned by Fitch, Moody’s and Standard & Poor’s (where assigned).

Long term minimum: A+(Fitch); A1 (Moody’s); A+ (S&P)

Short term minimum: F1 (Fitch); P-1 (Moody’s); A-1 (S&P)

The Council will also take into account information on corporate developments of and market sentiment towards investment counterparties.

New specified investments will be made within the following limits:

| <b>Instrument</b>  | <b>Country/<br/>Domicile</b>        | <b>Counterparty</b>  | <b>Maximum<br/>Counterparty<br/>Limits %/£m</b>  |
|--|-------------------------------------|--|--|
| Term Deposits  | UK                                  | DMADF, DMO   | No limit   |
| Term Deposits/Call Accounts                                | UK                                  | Other UK Local Authorities   | £35m per Local Authority / No total limit        |
| Term Deposits/Call Accounts                                | UK                                  | Counterparties rated at least A+ Long Term and F1 Short Term (or equivalent)   | 15% / £20m                                       |
| Term Deposits/Call Accounts                                | Non-UK                              | Counterparties rated at least A+ Long Term and F1 Short Term (or equivalent) in select countries with a Sovereign Rating of at least AA+ | 15% / £15m                                       |
| Gilts  | UK                                  | DMO  | No limit   |
| Treasury Bills   | UK                                  | DMO  | No limit   |
| Local Authority Bills                                      | UK                                  | Other UK Local Authorities   | No limit   |
| Bonds issued by multilateral development banks             |                                     | (For example, European Investment Bank/Council of Europe, Inter American Development Bank)   | 40% / £50m                                       |
| AAA-rated Money Market Funds                               | UK/Ireland/<br>Luxembourg domiciled | CNAV MMFs<br>VNAV MMFs (where there is greater than 12 month history of a consistent £1 Net Asset Value)                                 | 15% / £10m per fund.<br>Maximum MMF exposure 75% |
| Other Money Market Funds and Collective Investment Schemes | UK/Ireland/<br>Luxembourg domiciled | Pooled funds which meet the definition of a Collective Investment Scheme (CIS) per SI 2004 No 534 and subsequent amendments              | 15% / £10m per fund.<br>Maximum MMF exposure 75% |



| <b>Instrument</b>               | <b>Country/<br/>Domicile</b> | <b>Counterparty</b>   | <b>Maximum<br/>Counterparty /<br/>Group Limit<br/>£m</b> | <b>Maximum<br/>Counterparty /<br/>Group Limit<br/>%</b> |
|---------------------------------|------------------------------|---|--|---|
| Term Deposits                   | UK                           | DMADF, DMO  | No limit   | No Limit  |
| Term Deposits                   | UK                           | Other UK Local<br>Authorities                                     | £35m per<br>Local Authority                              | No Limit  |
| Term Deposits<br>/Call Accounts | UK                           | Lloyds Banking Group  | 20   | 15  |
| Term Deposits<br>/Call Accounts | UK                           | Barclays Bank Plc   | 20   | 15  |
| Term Deposits<br>/Call Accounts | UK                           | Clydesdale Bank<br>(National Australia Bank<br>Group)             | 20   | 15  |
| Term Deposits<br>/Call Accounts | UK                           | HSBC Bank Plc   | 20   | 15  |
| Term Deposits<br>/Call Accounts | UK                           | Nationwide Building<br>Society                                    | 20   | 15  |
| Term Deposits<br>/Call Accounts | UK                           | RBS Group (Royal Bank<br>of Scotland and Nat<br>West)             | 20   | 15  |
| Term Deposits<br>/Call Accounts | UK                           | Standard Chartered Bank   | 20   | 15  |
| Term Deposits<br>/Call Accounts | Australia                    | Australia and NZ Banking<br>Group                                 | 15   | 15  |
| Term Deposits<br>/Call Accounts | Australia                    | Commonwealth Bank of<br>Australia                                 | 15   | 15  |
| Term Deposits<br>/Call Accounts | Australia                    | National Australia Bank<br>Ltd (National Australia<br>Bank Group) | 15   | 15  |
| Term Deposits<br>/Call Accounts | Australia                    | Westpac Banking Corp  | 15   | 15  |
| Term Deposits<br>/Call Accounts | Canada                       | Bank of Montreal  | 15   | 15  |
| Term Deposits<br>/Call Accounts | Canada                       | Bank of Nova Scotia   | 15   | 15  |
| Term Deposits<br>/Call Accounts | Canada                       | Canadian Imperial Bank<br>of Commerce                             | 15   | 15  |
| Term Deposits<br>/Call Accounts | Canada                       | Royal Bank of Canada  | 15   | 15  |
| Term Deposits<br>/Call Accounts | Canada                       | Toronto-Dominion Bank   | 15   | 15  |

|                              |             |   |    |    |
|------------------------------|-------------|---|----|----|
| Term Deposits /Call Accounts | Finland     | Nordea Bank Finland                         | 15 | 15 |
| Term Deposits /Call Accounts | France      | BNP Paribas                                 | 15 | 15 |
| Term Deposits /Call Accounts | France      | Credit Agricole CIB (Credit Agricole Group) | 15 | 15 |
| Term Deposits /Call Accounts | France      | Credit Agricole SA (Credit Agricole Group)  | 15 | 15 |
| Term Deposits /Call Accounts | France      | Société Générale                            | 15 | 15 |
| Term Deposits /Call Accounts | Germany     | Deutsche Bank AG                            | 15 | 15 |
| Term Deposits /Call Accounts | Netherlands | ING Bank NV                                 | 15 | 15 |
| Term Deposits /Call Accounts | Netherlands | Rabobank                                    | 15 | 15 |
| Term Deposits /Call Accounts | Sweden      | Svenska Handelsbanken                       | 15 | 15 |
| Term Deposits /Call Accounts | Switzerland | Credit Suisse                               | 15 | 15 |
| Term Deposits /Call Accounts | US          | JP Morgan                                   | 15 | 15 |

Please note this list could change if, for example, a counterparty/country is upgraded, and meets our other creditworthiness tools. Alternatively if a counterparty is downgraded, this list may be shortened.

The above percentage limits are based on a 30 day rolling average investment balance.

Non UK Banks are restricted to a maximum exposure of 25% per country and a total overseas aggregate exposure (excluding MMFs) of 40%.

Maturity periods may be amended to less than one year to address any emerging risk concerns.

**Non-Specified Investments determined for use by the Council**

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

|   | <b>In-house use</b>                 | <b>Maximum maturity</b> | <b>Max % of portfolio</b> | <b>Capital expenditure?</b> |
|---|-------------------------------------|-------------------------|---------------------------|-----------------------------|
| <ul style="list-style-type: none"> <li>▪ Deposits with banks and building societies</li> <li>▪ CDs with banks and building societies</li> </ul>   | ✓                                   | 5 Years                 | 40<br>In<br>Aggregate     | No                          |
| <ul style="list-style-type: none"> <li>▪ Gilts</li> <li>▪ Bonds issued by multilateral development banks</li> <li>▪ Bonds issued by financial institutions guaranteed by the UK government</li> <li>▪ Sterling denominated bonds by non-UK sovereign governments</li> </ul> | ✓ (on advice from treasury advisor) | 6 Years                 | 40<br>In<br>Aggregate     | No                          |
| Money Market Funds and Collective Investment Schemes, which are not credit rated  | ✓ (on advice from treasury advisor) | 5 Years                 | 15<br>In<br>Aggregate     | No                          |

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

## **COMMENTS OF THE POLICY OVERVIEW COMMITTEES ON THE CABINET'S BUDGET PROPOSALS**

A meeting of the Corporate Services and Partnerships Policy Overview Committee on 9<sup>th</sup> February 2011 noted the comments made all the Policy Overview Committees on the budget and agreed to submit them to Cabinet for consideration:

### **Residents' & Environmental Services POC – 18 January 2011 (Planning, Environment and Community Services Group)**

The Committee noted the budget projections and combined budget proposals put forward by the Planning, Environment & Community Services Group, within the context of the corporate budgetary position. There were no specific comments.

### **Corporate Services & Partnerships POC – 19 January 2011 (Finance & Business Services and Deputy Chief Executive's Office Groups)**

The Committee noted the budget projections put forward by Central Services. There were no specific comments.

### **Education & Children's Services POC –26 January 2011 (Education & Children's Services Group)**

The Committee made the following comments on the Education and Children's Services budget for consideration:-

1. That the wording 'core offer' and 'additional offer' (see below) be clarified to provide a better understanding of what was being provided as part of these services.

*"The Education & Children's Services Group has taken the opportunity to completely rethink how it delivers its overall service to Hillingdon's children and young people. It has applied a phased approach to developing a 'core offer' for services deemed essential, backed by an 'additional offer' of services which support the core services, as many of the core services do not, on their own, ensure child safety. Savings proposals have been developed on a service basis."*

2. The Committee highlighted the importance of partnership working if the proposals contained within the budget were to work.
3. The Committee requested that it should be made clear in the report that this was the last stage of a long process to develop the budget proposals being put forward to Cabinet.

4. The Committee asked that the “End of Student Award Function” saving proposal be re-worded for clarity (saving no. 2.3)
5. The Committee requested that relation to the Music Service saving proposal that it contains a description advising that the savings figure referred to does not just come from charging for services (saving no. 5.5)
6. Fees & Charges – the Committee asked that consideration be given to different charges being made for services to residents and non residents as is the case in other departments.
7. The Committee recognised that Hillingdon was one of the few councils increasing funding for its capital projects. The Committee requested that officers seek to ensure that this approach continued given the likely pressures faced in primary schools and in due course in secondary schools.
8. Finally, the Committee recognised the considerable difficulty faced by officers in meeting the current financial situation, which has been forced upon them. The Committee agreed with the approach taken in streamlining administration to improve ways of working and avoiding duplication with schools.

**Social Services, Health & Housing POC – 27 January 2011 (Adult Social Care, Health & Housing Group)**

The Committee noted the budget projections put forward by Adult Social Care Health and Housing and made the following comments for Cabinet to note:

- In relation to Carers, the Committee highlighted (The Authority) should be careful not to inadvertently create other budget pressures by decisions taken (in this area).
- With regards to Personalised Budgets, the Committee noted that ICT (Liquid Logic) teething problems were delaying the Department’s progress to role out personal budgets.
- With one of the Committee’s major review topics focusing on Assistive Technology, the Committee welcomed the speed at which their work on Assistive Technology was being progressed further by the Leader.
- On the benefits of Partnership working with the PCT, the Committee welcomed the expectation of the PCT working closely with the Council on new budget streams but expressed concern about the respite care one and asked Officers to seek to ensure that this is used by the PCT to enhance support for carers within the Borough.
- When the Committee examined Day Services Provision, it expressed concern that changes to community education could bring an influx of these clients, and this had not been taken account of in the budget figures.

- In relation to Day Centre provision, the Committee noted that some carers had expressed concern about the potential variation in Day Centre numbers especially given the numerous benefits which they brought such as social interaction for service users and respite for carers.
- With regards to Residential respite care provision, the Committee endorsed the officer's recommendation for option A (*continue with 28 nights free residential based respite in any financial year and a flat charge thereafter*) as an interim measure.