Public Document Pack

HILLINGDON
LONDON

A

Cabinet

Date: **THURSDAY, 16 FEBRUARY 2012**

Time: **7.00 PM**

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

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

This agenda and associated reports can be made available in other languages, in braille, large print or on audio tape on request. Please contact us for further information.

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

Councillors in the Cabinet:

Ray Puddifoot (Chairman)
Leader of the Council

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

Jonathan Bianco
Finance, Property & Business Services

Keith Burrows
Planning, Transportation & Recycling

Philip Corthorne
Social Services, Health & Housing

Henry Higgins
Culture, Sport & Leisure

Douglas Mills
Improvement, Partnerships & Community Safety

Scott Seaman-Digby
Co-ordination & Central Services

Published: Wednesday, 8 February 2012

Contact: Mark Braddock

Tel: 01895 250470
Fax: 01895 277373
Email: mbraddock@hillingdon.gov.uk

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW
www.hillingdon.gov.uk

INVESTOR IN PEOPLE

Useful information

Bus routes 427, U1, U3, U4 and U7 all stop at the Civic Centre. Uxbridge underground station, with the Piccadilly and Metropolitan lines, is a short walk away. Limited parking is available at the Civic Centre. For details on availability and how to book a parking space, please contact Democratic Services

Please enter from the Council's main reception where you will be directed to the Committee Room. An Induction Loop System is available for use in the various meeting rooms. Please contact us for further information.

Please switch off any mobile telephones and BlackBerries™ before the meeting. Any recording of the meeting is not allowed, either using electronic, mobile or visual devices.

If there is a FIRE in the building the alarm will sound continuously. If there is a BOMB ALERT the alarm sounds intermittently. Please make your way to the nearest FIRE EXIT.

Agenda

1	Apologies for Absence	
2	Declarations of Interest in matters before this meeting	
3	To approve the minutes of the last Cabinet meeting	1 - 18
4	To confirm that the items of business marked Part 1 will be considered in public and that the items of business marked Part 2 in private	

Cabinet Reports - Part 1 (Public)

5	Month 9 2011/12 Revenue and Capital Monitoring Report (Cllr Bianco)	19 - 44
6	The Council's Budget: General Fund Revenue Budget and Capital Programme 2012/13 (Cllr Bianco)	45 - 218
7	Schools Budget 2012/13 (Cllrs Bianco and Simmonds)	219 - 314
8	Housing Revenue Account & Rent Setting 2012/13 (Cllrs Bianco and Corthorne)	315 - 344
9	Eastcote House Buildings and Gardens: Heritage Lottery Fund Stage 2 Bid (Cllrs Burrows, Bianco and Puddifoot)	345 - 360
10	Acceptance of Department of Health funding and Supported Housing (Cllr Bianco)	361 - 368
11	Gift Funding for Planning Functions: former EMI site, Hayes (Cllr Burrows)	369 - 374

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

12	Highrove Pool Refurbishment: Outcome of the Second Stage Tender Process (Cllrs Bianco and Seaman-Digby)	375 - 400
13	Application to Stop Up Adopted Highways Land at Warley Road, Hayes (Cllr Burrows)	401 - 410
14	Award of Broadband and Internet Service Provision Contract (Cllrs Bianco and Seaman-Digby)	411 - 416
15	National Non-Domestic Rates - Guidelines for Granting Discretionary Rate Relief (Cllr Bianco)	417 - 440

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

16 Any other items the Chairman agrees are relevant or urgent

Minutes

Cabinet
Thursday, 26 January 2012
Meeting held at Committee Room 6 - Civic Centre, High Street, Uxbridge UB8 1UW

Published on: 27 January 2012
Come into effect on: 3 February 2012

Cabinet Members Present:
Ray Puddifoot (Chairman)
David Simmonds (Vice-Chairman)
Jonathan Bianco
Keith Burrows
Philip Corthorne
Henry Higgins
Douglas Mills
Scott Seaman-Digby

Members also Present:
Michael Markham
John Riley
George Cooper
Judith Cooper
Brian Crowe
Paul Harmsworth
Councillor Mo Khursheed
Edward Lavery
Brian Stead

466. APOLOGIES FOR ABSENCE

No apologies were received. All Cabinet Members were present.

467. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

Councillor Corthorne declared a personal interest in Item 16 (minute 481) as a Member of the London Housing Consortium and stayed in the room during the discussion and vote on the item.

Councillor Judith Cooper declared a personal interest in Item 16 (minute 481) as a Member of the London Housing Consortium and stayed in the room during the discussion on the item.

Councillor George Cooper declared a personal interest in Items 16 and 21 (minutes 481 and 487) in relation to the London Housing Consortium and the former Day Centre and stayed in the room during the discussion on the items.

Councillor Crowe declared a personal interest in Items 5 and 7 (minutes 470 and 472) and stayed in the room during discussion on the items.

468. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The decisions and minutes of the last meeting on 15 December 2011 were approved and agreed as a correct record of the meeting.

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

This was confirmed.

470. DISABILITIES COMMISSIONING PLAN 2011-2015

RESOLVED:

That Cabinet:

1. **Note the Report on the Disabilities Commissioning Plan consultation programme;**

2. **Approve the amendments to the Disabilities Commissioning Plan resulting from the consultation process as set out in paragraph 25 of the report**

3. **Authorise officers to implement the amended Disabilities Commissioning Plan and the following specific recommendations:**

    a. **Develop a new resource centre for people with complex needs at the Queens Walk site;**

    b. **Decommission the services for disabled people with complex needs provided currently at the Phoenix Day Centre;**

    c. **Decommission Park View and Woodside Day Centres and use the sites to develop extra care supported housing for people with learning disabilities;**

    d. **Implement the proposed eligibility for transport as set out in the Disabilities Commissioning Plan and as further clarified in paragraph 25 (l);**

    e. **Implement the positive commitment from Cabinet for officers to carefully support service users through the process of change and potential uncertainty as well as work closely with parents and carers to tailor services to the needs of their sons and daughters (including the design and development of the new resource centre at Queens Walk).**

Reasons for decision

Cabinet considered the significant feedback from the robust consultation exercise that had taken place on the proposals contained within the draft Disabilities Commissioning Plan, including the views from a recent Petition Hearing on the proposed closure of the Phoenix Day Centre, which was proposed be replaced with a more modern facility at Queen's Walk in South Ruislip.

Cabinet agreed to move forward with the proposals detailed in the report, mindful of the need to carefully support vulnerable people during the changes that were proposed for disability services.

Cabinet was of the view that the delivery of the Disabilities Commissioning Plan would lead to improved access to information, increased choice and better outcomes, in particular through the already successful use of personal budgets. This, coupled with the Council's commitment to increase the extent and range of supported housing, would ensure a better quality of life and more independence for Hillingdon's most vulnerable residents.

Cabinet welcomed the supportive comments from the Social Services, Health and Housing Policy Overview Committee, in particular about the thoroughness of the consultation and engagement with users that had been undertaken.

Alternative options considered and rejected:

Cabinet could have decided not to approve the Disabilities Commissioning Plan or amend specific proposals contained within the Plan.

Officer to action:

Paul Feven – Social Care, Health and Housing

471. STANDARDS AND QUALITY IN EDUCATION 2011

RESOLVED

That Cabinet notes the report.

Reasons for decision

Cabinet received a report on the standards and quality of education in Hillingdon schools report, including a summary of performance trends and inspection outcomes for the academic year 2010/11. Cabinet welcomed the improvements that both the Council and schools had made raising attainment reflecting the good quality of education provided by Hillingdon schools.

Alternative options considered and rejected

None

Officer to action:

Anna Crispin – Planning, Environment, Education and Community Services

472. TRANSFORMING ADULT SOCIAL CARE: PERSONALISATION AND COMMISSIONING PLAN 2011-2015

RESOLVED:

That the Cabinet:

1. **Note the report on consultation regarding the Adult Social Care Personalisation and Commissioning Plan in Appendix 1;**
2. **Approve the amendments to the Adult Social Care Personalisation and Commissioning Plan resulting from the consultation process as set out in this report and authorise officers to implement the Plan.**

Reasons for decision

Cabinet considered the significant feedback from the consultation exercise that had taken place on the proposals contained within the draft Adult Social Care Personalisation and Commissioning Plan. Cabinet welcomed the proposals to improve access to information, advocacy and advice services, increase the number of people able to use personal budgets to purchase community based services of their choice and increase the choice of services available from the voluntary sector to assist service users and carers. A prime focus of the Plan was to increase the extent and range of supported housing available for people in the Borough people.

Cabinet welcomed the supportive comments from the Social Services, Health and Housing Policy Overview Committee, in particular about the consultation and engagement with users that had been undertaken.

Alternative options considered and rejected:

Cabinet could have decided not to approve the Plan or amend specific proposals contained within the Plan.

Officer to action:

Paul Feven – Social Care, Health and Housing

473. FINANCIAL SUPPORT TO VOLUNTARY ORGANISATIONS - UPDATE

RESOLVED:

That in support of the Council's overall priorities for voluntary sector in Hillingdon the following decisions be made, subject to the approval by Council on 23 February 2012 of the additional £400k priority growth allocation to the voluntary sector, Cabinet agree:

1) The broad principles for the operation of a new small grants programme of £50k for one-off development awards in 2012/13 and to delegate authority to the Cabinet Member for Improvement, Partnerships and Community Safety, in consultation with the Deputy Chief Executive and Corporate Director for Central Services, to oversee and make all necessary decisions on the operation of the programme, including the award of such small grants;

2) To improve services for victims of Domestic Violence in the borough by:

a) Approving the application from Hestia and to develop the refuge based service into a wider community based service for children who are victims of Domestic Violence and;

b) Approving to fund EACH £30k to continue to provide the Pukaar culturally sensitive domestic violence counselling and advocacy service in Hillingdon.

3) The new approach to monitoring and ensuring value for money as set out in the report;

4) To reduce the annual core grant to Hillingdon Association of Voluntary Services by 50%, subject to three months notice, effective from 1st May 2012;

5) To fund Age UK Hillingdon to deliver volunteering services for older people of £21k, a one year pilot "Making the right move" programme of up to £24k and up to £10k towards developing the "Care to work" initiative and;

6) To fund the WRVS scheme to support sufferers of dementia of £50k in 2012/13, with a view to reducing support in subsequent years.

Reasons for decision

Following publication of the proposed corporate grants for 2012/13 in December, Cabinet reaffirmed its long term financial support for the Borough's voluntary sector, in particular by committing additional resources to tackling domestic violence, dementia care and supporting Older People. The overall increase in resources for the voluntary sector was welcomed by the Corporate Services and Partnerships Policy Overview Committee at its meeting on 18th January. Cabinet endorsed the

proposal to reduce the core grant to HAVS and place greater emphasis on funding front-line voluntary sector organisations.

Cabinet placed on record its thanks to the Domestic Violence Forum and the Borough Advocate against Domestic Violence, Cllr Janet Gardner, for their sterling work on this matter.

Alternative options considered and rejected

The Cabinet could have chosen to reject or delay any of the recommendations in the report or to commission further details on alternative options.

Officers to action:

Kevin Byrne, Nigel Cramb, Central Services

474. NEIGHBOURHOOD PLANNING - IMPLICATIONS FOR HILLINGDON

RESOLVED:

That the Cabinet:

1) Notes and endorses the response sent by officers to the Government's recent consultation on Neighbourhood Planning Regulations.

2) Notes the potential implications for Hillingdon of the Government's introduction of a neighbourhood planning system.

3) Instructs officers, after the Neighbourhood Planning Regulations come into force, to facilitate a workshop in each of the four areas referred to in paragraph 24 of this report and to report the outcomes to a future Cabinet meeting in 2012.

Reasons for decision

Cabinet noted that under the Localism Act the Council would have a duty to facilitate the introduction of the neighbourhood planning system. Such a system would allow for greater public involvement in planning decision-making. In considering the legislation, Cabinet indicated its preference to use the well established community engagement mechanisms within the Borough, where possible. Cabinet endorsed the response that had been sent to the Government.

Alternative options considered and rejected

None.

Officer to action:

Jales Tippell –
Planning, Environment, Education & Community Services

475. UPDATE ON THE HILLINGDON KHAT REVIEW

RESOLVED:

That Cabinet welcome the update report from the Residents' and Environmental Services Policy Overview Committee and note the progress made in tackling the problems posed by the use of the legal stimulant khat within the London Borough of Hillingdon and on a national scale.

Reasons for decision

Cabinet received an update following the Resident and Environmental Services Policy Overview Committee review into the problems associated with the legal high Khat. Cabinet was pleased to report that the proposals made by the Committee had been taken forward by the Home Office and Members of Parliament. Cabinet welcomed a possible review of the advice given to the Government on a national scale about Khat from the Advisory Council on the Misuse of Drugs.

Alternative options considered and rejected

None.

Officer to action:

Natasha Dogra – Central Services

476. ANNUAL REPORT OF THE LOCAL SAFEGUARDING CHILDREN BOARD

RESOLVED:

That Cabinet note this report and takes account of its conclusions in future planning for children's services.

Reason for decision

Cabinet noted the Annual Report of the Local Safeguarding Children Board (LSCB) for the year 2010-11 and its assurances around the effectiveness of children's safeguarding in Hillingdon. Cabinet endorsed the priorities for future action and attention.

Alternatives considered and rejected

None.

Officer to action:

Paul Hewitt – Social Care, Health and Housing

477. ANNUAL REPORT OF THE SAFEGUARDING ADULTS PARTNERSHIP BOARD

RESOLVED:

That Cabinet note the work of the Partnership Board and safeguarding activity in LB Hillingdon.

Reason for decision

Cabinet noted the Annual Report of the Safeguarding Adults Partnership Board for the year 2010-11 and its assurances around the effectiveness of adult safeguarding in Hillingdon. Cabinet endorsed the priorities for future action and attention.

Cabinet welcomed the supportive comments from the Social Services, Health and Housing Policy Overview Committee about the report.

Alternatives considered and rejected

None.

Officer to action:

Nick Ellender – Social Care, Health and Housing

478. MONTH 8 2011/12 REVENUE AND CAPITAL MONITORING REPORT

RESOLVED:

That Cabinet:

1. **Note the forecast budget position for revenue and capital as at Month 8;**
2. **Agree that the utilisation of development & risk contingency funding detailed in the Council's Budget and Medium Term Financial Forecast will be approved by the Chief Finance Officer in conjunction with the Leader of the Council and the Cabinet Member for Finance, Property & Business Services;**
3. **Notes the success of the Business Improvement Delivery (BID) programme to-date and reasserts that constitutional responsibility for Business Improvement Delivery across the Council rests with the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services;**
4. **Note the treasury Month 8 update at Appendix B;**
5. **Approve the retaining of agency staff as detailed in Appendix C;**
6. **Agrees to allocate £15k from the strike savings made in 2011 to purchase the Soundbeam system aimed at unlocking the music potential of people with disabilities and special needs.**

Reasons for decision

Cabinet received an update on the Council's strong financial position and made a number of necessary decisions in relation to agency staff, end or year finances and using the savings from the recent strikes to assist young people with learning disabilities. Cabinet also re-affirmed responsibility for the co-ordination of the Council's transformation programme.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Central Services

479. PRIMARY SCHOOL CAPITAL PROGRAMME UPDATE

RESOLVED:

That Cabinet:

1. **Notes the progress made on phases 1a, 1, 2 and 3 of the primary schools capital programme of works.**

2. **Notes that the existing Gymnasium structure on the RAF Uxbridge new primary school site is to be retained and incorporated into the primary schools design.**

2. **Notes that the development of the new primary schools up to the submission of planning on the RAF Uxbridge and Lake Farm Sites is proposed to be retained within the Corporate Property and Construction team to maintain flexibility in design development and obtain best value for the Council.**

3. **Authorise Council Officers to develop the new primary school projects at RAF Uxbridge and Lake Farm to RIBA stage D, submission of planning applications.**

4. **Authorise Officers to progress with the Phase 2 expansion at Ryefield Primary School to Stage D, within the capital release of £2,409k approved at Cabinet on 26 May 2011.**

5. **Authorise the placing of a building contract with Terrapin Ltd for the Hermitage Nursery relocation building for the contract sum set out in the report, subject to providing further financial information, as outlined in this report. If Terrapin Ltd is unable to expeditiously provide the necessary financial information required by Council Officers the building contract is to be placed with the second place contractor for**

the sum set out in the report. Agree the urgency of the matter so the Contract can be placed as soon as possible and therefore request that the call in procedure be waived on this so the decision takes immediate effect.

6. **Authorise that Council Officers commence the statutory consultations with phase 2 schools identified in this report.**

7 **Authorise the programme of priority school condition works identified in the report and delegates authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Director of Planning, Environment, Education and Community Services to take all necessary steps and agree any surveys and reports, consultancy services and construction contracts necessary for delivery of the works.**

8 **Authorises Council Officers to prepare a brief, and delivery programme to carry out conditions surveys on the school estate, where the Council retains a maintenance responsibility.**

9 **Authorises Council Officers to approach the London Diocesan Board regarding the temporary expansion of one of its schools.**

Reasons for decision

Cabinet received an update on the primary school capital programme and made a number of decisions to progress the provision of sufficient school places, including preparatory work, placing the necessary building contracts and commencing statutory consultations.

Alternative options considered and rejected

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

Officers to action:

Boe Williams-Obasi and Norman Benn - Planning, Environment, Education and Community Services

Exempt Information

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

480. SOCIAL CARE (UNQUALIFIED) TEMPORARY WORKERS AGENCY CONTRACT

RESOLVED:

That the Cabinet:

1. **Approve an extension to the current social care (unqualified) temporary workers agency contract with Pulse Staffing Limited until 31st August 2012.**

2. **Approve the award of a two-year contract for Community Outreach Service Provision for Adults & Children with Disabilities to Hayes Staffing Limited (replacing the current 'spot contract' provision with the same supplier).**

Reasons for decision

Cabinet agreed an extension to the current contract for the supply of unqualified social care temporary workers and the award of a two-year contract covering the provision of community outreach care packages to the Council. It was noted that this would make an additional savings.

Alternatives considered and rejected

Cabinet could have decided an alternative procurement process or declined to award the contracts.

Officer to action

Mike Talbot – Central Services

Exempt Information

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

481. LONDON HOUSING CONSORTIUM

RESOLVED:

That Cabinet:

1. Agrees that the London Borough of Hillingdon should continue to be a member of the LHC and approves that the LHC is to be formally established as a Joint Committee, pursuant to the Local Government Act 1972, with the London Borough of Hillingdon being a Member of the Committee jointly with one or more of the other ten participating Local Authorities who also resolve to become Members.

2. Appoints Councillors Corthorne, J.Cooper and Nelson as the London Borough of Hillingdon's representatives to the Joint Committee until the date of the Local Elections in May 2014 when the appointments will be reviewed.

3. Authorises the Chief Executive, in consultation with the Cabinet Member for Social Services, Health and Housing and the Borough Solicitor, to agree a Constitution for the Joint Committee based on the draft Constitution set out at Appendix 1.

4. Agrees that other options for the legal framework and governance structure of the LHC be fully explored and that a further report, detailing the options, be submitted to a future meeting of Cabinet for its consideration.

Reasons for decision

Cabinet agreed to establish a Joint Committee in respect of the London Housing Consortium and that the Council should be a Member of it.

Alternative options considered and rejected

Cabinet could have considered withdrawing from the LHC but it identified tangible benefits for continuing its participation in it.

Officer to action:

Raj Alagh, Borough Solicitor

Exempt Information

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

482. AWARD OF REFURBISHMENT CONTRACT - WINSTON CHURCHILL HALL

RESOLVED:

That Cabinet agrees to:

1. **Award the construction contract for the identified refurbishment works at the Winston Churchill Hall in the sum of £267,309 to Shaylor Group Plc;**

2. **The under spend in budget be allocated to extend the scope of the refurbishment works to include specific areas in the main theatre auditorium and/or the community room**

Reason for recommendation

Following a procurement exercise, Cabinet agreed the appointment of the Council's construction partner to carry out the refurbishment of the front of house and associated areas at the Winston Churchill Hall over a 14 to 16 week period.

Alternative Options considered and rejected

Cabinet could have decided not to progress the refurbishment works or delay them.

Officer to action:

Mohamed Bhimani – Planning, Environment, Education & Community Services

Exempt Information

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

483. AWARD OF REFURBISHMENT CONTRACT - YEADING LIBRARY

This item was withdrawn from the agenda and no decisions were made.

484. AWARD OF CONTRACTS FOR THE HOUSING REPAIRS OPERATION AND UPGRADING OF ELECTRICAL INSTALLATIONS

RECOMMENDATIONS

That Cabinet:

1. Accept the tender from D&G Electrics for support to the housing repairs operation for responsive and void electrical repairs, and award a contract for four years. The total value of the contract is dependent on demand but will not exceed the budget available

2. Accept the tender from RP Bray Electrical Contractors Ltd for the programmed upgrading of electrical installations in dwellings and award a contract for four years. The total value of the contract is dependent on the budget allocated each year for this work.

Reasons for decision

Following a procurement exercise, Cabinet agreed to accept tenders for support to the housing repairs operation for responsive and void electrical repairs, and for the programmed upgrading of electrical installations in dwellings and agreed to award contracts for four years.

Alternative options considered and rejected

Cabinet could have decided to go back out to the market to tender for these services.

Officer to action:

Grant Walker – Social Care, Health and Housing

Exempt Information

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

485. FORMER LIBRARY, GOLDEN CRESCENT, HAYES

RECOMMENDATION

That Cabinet agrees;

1. **To accept the unconditional offer from Bidder A, for the purchase of the former Hayes Library, Golden Crescent subject to formal contract and any further finalisation of negotiations;**

2. **In the event that Bidder A does not wish to proceed or fails to exchange contracts by a date to be decided, officers be authorised to withdraw the offer and invite Bidder B to proceed on a similar basis;**

3. **In the event that Bidder B does not wish to proceed or fails to exchange contracts by a date to be decided, officers be authorised to withdraw the offer and invite Bidder C to proceed on a similar basis;**

4. **Should neither Bidder A, B or C proceed, then this matter is to be reported back to Cabinet Member for Finance, Property and Business Services for the future of the site to be determined.**

Reason for decision

Cabinet noted that there were no service requirements for the former Hayes Library and considered the Cabinet Member decision of 23rd September 2011, where it stated that it would make no sense, financial or otherwise, to retain the building. Cabinet agreed that the best option overall for the local community would be to sell the site to generate a capital receipt as a contribution towards the Council's Capital Programme. Cabinet therefore accepted the highest bidder, as a result of the marketing exercise, to dispose of the site.

Alternative options considered and rejected

Cabinet could have rejected certain bid offers. Cabinet also noted that alternative uses of the site had previously been considered by earlier Cabinet and Cabinet Member decisions.

Officer to action:

Boe Williams-Obasi - Planning, Environment, Education & Community Services

Exempt Information

This report was included in Part II as it contained information that could identify an individual and relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt

information under paragraphs 1,2&3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

486. HONEYCROFT DAY CENTRE, UXBRIDGE

RESOLVED:

That Cabinet agrees;

1. **To accept the unconditional offer from Bidder A for the sale of the former Honeycroft Day Centre site, with planning permission for a residential development.**

2. **In the event that Bidder A does not wish to proceed or fails to exchange contracts by a date to be decided, Officers be authorised to withdraw contracts and invite Bidder B to proceed on a similar basis.**

3. **Should neither Bidder A or B proceed then this matter is to be reported back to Cabinet for the future of the site to be determined.**

Reason for decision

Cabinet agreed that there was no service requirement for the former Honeycroft Day Centre site and that the best option would be to sell the land to generate a capital receipt as a contribution to the Council's Capital Programme. Cabinet therefore accepted the highest bidder following the site being marketed for sale.

Alternative options considered and rejected

Cabinet could have decided to retain the site in Council's ownership, sell the site to a Registered Social Landlord or leave the site vacant and un-used.

Officer to action:

Boe Williams-Obasi - Planning, Environment, Education & Community Services

Exempt Information

This report was included in Part II as it contained information that could identify an individual and relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraphs 1,2&3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

487. 24 EASTBURY ROAD, NORTHWOOD

RESOLVED:

That Cabinet agrees:

a) **To accept the unconditional offer from bidder B, for the purchase of 24 Eastbury Road subject to formal contract and any further finalisation of negotiations;**

b) **That in the event that Bidder B does not wish to proceed or fails to exchange contracts by a date to be decided, Officers be authorised to withdraw the offer and invite Bidder C to proceed on a similar basis; and**

c) **In the event that Bidder C does not wish to proceed or fails to exchange contracts by a date to be decided, Officers be authorised to withdraw the offer and invite Bidder D to proceed on a similar basis.**

d) **Should neither Bidder B, C or D proceed then this matter is to be reported back to Cabinet for the future of the site to be determined.**

Reason for decision

At the 18th November 2010 Cabinet meeting it was decided to close the Eastbury Road building and release it for agreed alternative use or disposal. As there was no service requirement for the site, Cabinet agreed that the best option would be to sell the land to generate a capital receipt as a contribution to the Council's Capital Programme. Cabinet therefore accepted the appropriate bidder following the site being marketed for sale.

Alternative options considered and rejected

Cabinet could have decided to accept alternative bids.

Officer to action:

Boe Williams-Obasi - Planning, Environment, Education & Community Services

Exempt Information

This report was included in Part II as it contained information that could identify an individual and relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraphs 1,2&3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

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

No additional items were considered by the Cabinet.

The meeting closed at 7.50pm

IMPORTANT INFORMATION

DECISION AUTHORITY

Meeting after Cabinet, the Executive Scrutiny fully endorsed all of Cabinet's decisions. In accordance with the Council's Constitution, the Chairman of the Executive Scrutiny Committee agreed to waive the scrutiny call-in on Cabinet's decisions in respect of:

- **Item 14 (minute 479) decision no.6 – Primary School Capital update so that the contract could be placed as soon as possible.**

- **Items 20, 21 and 22 (minutes 485, 486 and 487) to ensure the swift disposal of the sites concerned.**

The remaining decisions now come into effect from 5pm, Friday 3 February 2012.

COUNCIL BUDGET – MONTH 9 2011/12 REVENUE AND CAPITAL MONITORING

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

HEADLINE INFORMATION

Purpose of report	The report sets out the Council's overall 2011/12 revenue & capital position, as forecast at the end of Month 9 (December). The in-year revenue position is forecast as an underspend of £6,031k. Total capital expenditure for 2011-15 is forecast to be £2,508k lower than the revised budget, with a forecast underspend in 2011/12 of £3,236k, consisting of unallocated contingency and further rephasing into 2012/13.
Contribution to our plans and strategies	Achieving value for money is an important element of the Council's medium term financial plan.
Financial Cost	N/A
Relevant Policy Overview Committee	Corporate Services and Partnerships
Ward(s) affected	All

RECOMMENDATIONS

That Cabinet:

1. **Note the forecast budget position for revenue and capital as at Month 9;**
2. **Note the treasury Month 9 update at Appendix B;**
3. **Approve the retaining of agency staff as detailed in Appendix C;**
4. **Approve the use of Schools Urgent Building Condition Works capital budget to fund critical boiler works at Ruislip High School;**
5. **Approve the award of shop front grants from Town Centre Initiatives capital budgets**

INFORMATION

Reasons for Recommendations

1. The reason for the monitoring recommendation is to ensure that the Council achieves its budgetary objectives. The report informs Cabinet of the latest forecast revenue and capital position for the current year 2011/12.

2. Recommendation 4 seeks approval to undertake urgent works at Ruislip High School as reported to Cabinet on 19 January 2012 through the Primary School Capital Programme – Update.

3. Recommendation 5 seeks authority to award grants to shop keepers from the Town Centre Initiatives budget, which requires Cabinet authority. This will enable application of Council Resources and Outer London Fund grant to initiate a shop front grant scheme, contributing towards town centre regeneration as reported to Cabinet in June 2011.

Alternative options considered

4. There are no other options proposed for consideration.

SUMMARY

A) Revenue

5. The in year revenue monitoring position as at Month 9 (December) shows that forecast net expenditure for the year 2011/12 is £6,031k less than the budget, an improvement of £3,987k. There is a £3,431k forecast underspend on directorate budgets comprising an underspend of £744k (£1,963k favourable movement) in SCH&H, a £1,763k underspend (£1,379k favourable movement) in PEECS, a £451k underspend (£146k favourable movement) in Central Services and a £473k underspend (£129k favourable movement) on contingency. There is also a transfer of £350k from the Learning Disabilities Modernisation Fund earmarked balance as this Fund is being mainstreamed within SCH&H budgets. The remaining favourable variance is due to the projected underspend in capital financing costs of £2,250k (no change) due to budgets set aside in advance for schools capital financing and other priority projects, which are not forecast to be needed in this financial year.

6. The balances brought forward at 31st March 2011 were £17,022k. £1,793k of this sum was applied in support of the 2011/12 budget as part of the budget strategy, as agreed at Council Tax setting. The forecast balances as at 31st March 2012 are £21,260k (a favourable movement of £3,987k on Month 8), as a result of the budgeted drawdown from balances (-£1,793k) and the forecast in-year underspend (£6,031k).

7. Monitoring to date has assumed that the £800k HIP contingency, the £1m priority growth and the £1m unallocated contingency will be fully spent by the year end. As at month 9 only £249k has been spent from the HIP contingency and £350k of priority growth. However' if there are no further calls on the HIP or unallocated contingencies or any further spend against priority growth, then projected balances could be as high as £23,461k.

B) Capital

8. General Fund outturn for 2011/12 is forecast at £48,421k from a revised budget of £51,477k, a reduction of £1,798k on the Month 8 position. This is due to reduced forecast pressures on completed leisure centre projects (£618k), a forecast underspend on Road Safety due to works now being funded from TfL grant (£140k) and slippage into 2012/13.

9. The Council Resourced programme for 2011-15, as identified in the February 2011 budget, is currently projected to result in a net pressure of £1,476k (£2,234k at Month 8) with movements arising due to changes in current year outturn detailed above.

10. Forecast General Fund capital receipts for 2011/12 have been increased from £6,547k to £11,308k as a result of higher than anticipated offers on a number of sites and the expectation that disposals authorised by Cabinet and Cabinet Members in the last month will complete by

31 March 2012. Should this improved outturn be achieved, there will be a positive impact on 2012/13 revenue budgets through reduced MRP charges.

11. Latest forecasts on the HRA capital programme indicate a 2011/12 outturn of £10,818k (£10,938k at Month 8) from a revised budget of £13,489k.

A) REVENUE

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

Table 1

2011/12 Original Budget	Budget Changes		2011/12 (As at month 9)		% Var of budget	Variances (+ adv/- fav)		
			Current Budget	Forecast		Variance (As at month 9)	Variance (As at month 8)	Change from month 8
£'000	£'000		£'000	£'000		£'000	£'000	£'000
239,453	-1,808	Directorates Budgets on normal activities	237,645	234,214	-1%	-3,431	+186	-3,617
-42,915	1,808	Corporate Budgets on normal activities	-41,107	-43,357	5%	-2,250	-2,250	0
196,539	**0**	**Sub-total Normal Activities**	**196,538**	**190,857**	**-2%**	**-5,681**	**-2,064**	**-3,617**
		Exceptional items: Transfer from earmarked Balances	0	-350		-350	0	-350
0	**0**	**Sub-Total**	**0**	**-350**		**-350**	**0**	**-350**
196,539	**0**	**Total net expenditure**	**196,538**	**190,507**	**-2%**	**-6,031**	**-2,064**	**-3,967**
-194,746	**0**	**Budget Requirement**	**-194,746**	**-194,746**		**0**	**0**	**0**
1,793	**0**	**Net total**	**1,793**	**-4,239**		**-6,031**	**-2,064**	**-3,967**
-17,022		**Balances b/f 1/4/011**	**-17,022**	**-17,022**		**0**	**0**	**0**
		Transfer from earmarked reserves				**0**	**0**	**0**
-15,229	**0**	**Balances c/f 31/3/12**	**-15,229**	**-21,260**		**-6,031**	**-2,064**	**-3,987**

Directorates' Forecast Expenditure Month 9

13. Table 2 shows further details on the budget, forecast and variance at directorate level. Further detail on each directorate is shown in Appendix A. The group forecasts exclude sums provided for in contingency which are set out in table 3.

Table 2

2011/12 Original Budget	Budget changes	2011/12 Current Budget (as at month 9)	Directorate		2011/12 Forecast (as at month 9)	% Var of budget	Variances (+ adv/- fav)		
							Variance (As at month 9)	Variance (As at month 8)	Change from month 8
£'000	£'000	£'000			£'000		£'000	£'000	£'000
326,915	-10,688	316,226	SCHH	*Exp*	322,197	2%	+5,971	+5,011	+960
-199,190	2,450	-196,741		*Inc*	-202,606	3%	-6,715	-3,792	-2,923
127,724	**-8,239**	**119,486**		**Total**	**119,592**	**0%**	**-744**	**+1,219**	**-1,963**
396,479	-10,716	385,763	PEECS	*Exp*	383,815	-1%	-1,948	-972	-976
-301,269	7,664	-293,605		*Inc*	-293,420	0%	+185	+588	-403
95,210	**-3,052**	**92,158**		**Total**	**90,395**	**-2%**	**-1,763**	**-384**	**-1,379**
9,511	11,488	20,999	CS	*Exp*	20,614	-2%	-385	-275	-110
-6,578	-2,006	-8,584		*Inc*	-8,650	1%	-66	-30	-36
2,933	**9,483**	**12,415**		**Total**	**11,964**	**-4%**	**-451**	**-305**	**-146**
11,786	0	11,786	Contingency		11,313	-4%	-473	-344	-129
1,800	0	1,800	Priority Growth		1,800	0%	0	0	0
239,453	**-1,808**	**237,645**	**Sub-Total Normal Activities**		**234,214**	**-1%**	**-3,431**	**+186**	**-3,617**

14. **Social Care, Health & Housing (SCH&H)** are projecting **an underspend of £744k (£1,963k improvement).** The improvement in the month 9 position in SCH&H is mainly due to the final sign off by DWP of both the 2009/10 and 2010/11 Housing Benefits grant claims with no clawback. This has enabled the release of the provision held on the balance sheet for these 2 claims and improved the overall position by £1,756k. In addition, in Mental Health services, there was an improvement following successful negotiations with CNWL on the determination of financial responsibility for a number of clients, some of whom were CHCs. Other smaller movements of £94k adverse in the Learning Disability service were offset by a similar favourable movement of £93k in older people's services.

15. **Planning, Environment, Education & Community Services (PEECS)** are forecasting a **favourable variance of £1,763k (£1,379k improvement)** as at Month 9. This favourable movement is predominately the result of a £966k improvement in Education and a £370k improvement in waste services. In Education the improvement arises mainly from the work being undertaken to review all education spend and to apply grant funding to base budget expenditure in the first instance, rather than the previous practice of retaining grants for future use. The improvement in waste services arises from a lower than forecast charge for the 3rd quarter of the West Waste levy. The quality of monitoring information being issued by West Waste has been an issue for some time and makes in-year monitoring and MTFF planning challenging. In addition, the shortfall in income from the golf courses may be lower than expected as a result of the services coming back in house, although it is still very early days and so difficult to predict with any certainty.

16. **Central Services (CS)** is forecasting a **£451k favourable variance (£146k improvement)** as at Month 9, largely arising from a staffing underspend as the restructure of services are implemented as part of the BID programme.

Progress on the delivery of 2011/12 Savings

17. Analysis of progress on the implementation of savings proposals included in the 2011/12 budget continues to indicate that the Council is largely on track to deliver the majority of the savings. Although there are £1,533k of original savings proposals that currently have serious delivery problems, this sum has been covered by alternative savings proposals as reflected in the overall underspend position being reported. The following table summarises the status for the MTFF projects.

RAG Status	Central Services	PEECS	SCH&H	Cross Cutting	Total Jan	Total Dec
Blue (banked)	2,613	9,938	10,340	954	23,845	22,982
Green (on-track)	0	610	200	300	1,110	1,930
Amber (some Slippage or risky Project at an Early stage)	26	484	252	0	762	844
Red (serious Delivery problems)	0	933	639	0	1,572	1,533
Redundancy costs		-712	-338		-1,050	-1,050
Total	**2,639**	**11,252**	**11,093**	**1,254**	**26,238**	**26,238**

18. The projected shortfall on those savings classed as red has increased to £1,572k (6% of total savings). A breakdown of the red projects is shown in the following table:

Group	Proposal	£000s
PEECS	Corporate Landlord	98
	Youth & Connexions review	687
	Decommission Extended Services Function	148
SCH&H	Learning Disability Housing & Support	300
	In House Services – Learning Disability	239
	In house Services – Older people's Services	100
Total		**1,572**

19. An additional £863k of savings has now been classified as banked during January, giving a banked total of 91% of the total savings. Within SCH&H there is an increase in banked savings of £597k, in PEECS the increase in banked savings is £196k and in Central Services the increase was £70k.

Development & Risk Contingency: **£473k underspend (£129k improvement)**

20. £11,786k of potential calls on the Development & Risk Contingency was incorporated into the 2011/12 budget. Table 3 shows the amounts that have been allocated or earmarked as at Month 9. The £129k improvement in contingency is mainly as a result of the £150k pressure on recycling being absorbed within the improved Waste monitoring position thus eliminating the potential call on contingency. This is partially offset by a £21k increase in the contingency required for the shortfall in development control income through a reduction in the forecast number of minor applications.

Table 3

Development and Risk Contingency *2011/12 allocations:*	2011/12 Budget £'000	Forecast as needed £'000	Variance (+adv / -fav) £'000	Group
Commitments:				
General Contingency	1,000	1,000	0	All
Golf Courses In-sourcing		50	+50	PEECS
Riots & Traveller Incursions		10	+10	PEECS
Employers' Pension Contributions	850	850	0	All
Pump priming for BID savings	400	400	0	ALL
Uninsured claims	420	420	0	CS
Carbon Reduction Commitment Energy Efficiency Scheme	460	210	-250	PEECS
Development Control Income	350	426	+76	PEECS
Cost Pressures on Recycling Service	150	0	-150	PEECS
Local Development Framework legal & consultancy fees	100	75	-25	PEECS
HS2 Challenge contingency	100	100	0	PEECS
Assisted searches	75	25	-50	PEECS
Potential new responsibilities in relation to Flood defence	50	5	-45	PEECS
Building Control Income	50	0	-50	PEECS
Social Care Pressures (Adults)	4,089	4,089	0	SCHH
Increase in Transitional Children due to Demographic Changes	1,254	1,254	0	SCHH
Asylum Funding Shortfall	880	1,799	+919	SCHH
Social Care Pressures (Children's)	500	500	0	SCHH
Contingency against delivery of grants savings	1,058	0	-1,058	ALL
Fuel	0	100	+100	PEECS
Total net contingency	**11,786**	**11,313**	**-473**	

21. At this stage, a large proportion of the total contingency is expected to be required in full. However, a net underspend on a few items and the assumption that the £1,058k contingency against delivery of grants savings is now not likely to be drawn down, have resulted in an overall underspend of £473k. Details of these variances are discussed below.

22. There has been no movement in the Asylum funding pressure since Month 8. There has been a significant downward movement in the number of UASC for whom LBH can claim funding from UKBA due to an individuals change in status. This relates to children who have Exhausted All Appeals (EAA) or have been Naturalised. Grant funding is no longer claimable for this group but the Authority still has a duty support them.

23. Detailed information has now been received from UKBA regarding both the Q1 and Q2 claim which has been reviewed and as a result the forecast has been significantly increased. These 2 quarters have shown that for EAA clients there is no material difference between 2010/11 and the first 6 months of 2011/12. However for Naturalisation there have been 22 in the first 6 months of 2011/12 with a further 11 pending compared with just 8 in 2010/11.

24. The forecast position for Development Control Income is a pressure of £426k, which is £76k greater than the sum held in contingency, a £21k adverse movement on Month 8. This is as a result of the shortfall in development control income through a reduction in the forecast number of minor applications.

25. The £150k pressure on recycling has now been fully absorbed within the improved Waste budget monitoring position thus eliminating the potential call on contingency.

26. The Flood and Water Management Act has conferred new responsibilities upon local authorities and the funding that the Council has received as part of the grant settlement for 2011/12 is £127k. The Council has completed the Preliminary Flood Risk Appraisal and this has been signed off by the Environment Agency. Recruitment will shortly begin for a flood management officer to fulfil the Council's ongoing responsibilities. However, the recruitment timetable means that the £55k full year cost can be reduced to £5k for the current year.

27. The fuel budget across the group has been increased by £108k for 2011/12 as part of the MTFF process. However, prices have continued to rise in 2011 and current analysis shows that fuel budget is under pressure at the current bulk purchase price of £1.15 per litre. A range of projections have been modelled, the worse case scenario showing a pressure of £176k and best case scenario of £97k over the increased budget. A pressure of £100k is therefore considered to be the most likely pressure at this point.

28. Cabinet on 24 December 2011 approved the draw down of £50k from contingency to support the interim in-house operation of three of the Council's golf courses.

29. Across PEECS, £10k has been spent on actions connected with the threat of riots in August and on preventing traveller incursions.

Priority Growth: Nil variance (no change)

30. £1,000k was included in the 2011/12 budget for priority growth and £800k for HIP Initiatives. Table 4 summarises the position with regards to each element of priority growth.

Table 4

Priority Growth ***2011/12 Unallocated Priority Growth at start of the year***	2011/12 Budget £'000	Agreed draw downs £'000	Commitments £'000	Unallocated £'000
HIP Initiatives New budget:	800			
Agreed:				
Environmental projects		40		
Heritage projects		164		
Customer experience		10		
Website cost		35		
HIP Initiatives unallocated balance	**800**	**249**	**0**	**551**
Unallocated non specific growth	1,000			
Ward budget scheme		330		
Gold bursaries		20		
Balance of unallocated growth	**1,000**	**350**	**0**	**650**
Total	**1,800**	**599**	**0**	**1,201**

31. HIP Steering Group has approved £249k of allocations so far this year leaving £551k as yet unallocated within the HIP initiatives budget. Cabinet have also agreed the recommendation to allocate £330k of priority growth to fund a new Ward budget scheme and £20k of priority growth to fund Gold Bursaries. This leaves £650k of priority growth budget unallocated. However, the Month 9 forecast assumes that the remaining unallocated budgets for both HIP contingency and priority growth will be spent in full, however at this stage in the financial year it is unlikely that full spend will be achieved.

Corporate Budgets' Forecasts: £2,250k underspend (no change)

32. Table 5 shows budget, forecast and variance reported on corporate budgets as at Month 9.

Table 5

2011/12 Original Budget	Budget Changes	2011/12 Current Budget (as at Month 9)	Corporate Budgets	2011/12 Forecast Outturn (as at Month 9)	Variances (+ adv/- fav)		
					Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
£'000	£'000	£'000		£'000	£'000	£'000	£'000
-400	400	0	Unallocated savings	0	0	0	0
10,697	-584	10,113	Financing Costs	7,863	-2,250	-2,250	0
-3,322	0	-3,322	FRS 17 Pension Adjustment	-3,322	0	0	0
-35,169	2,875	-32,294	Asset Management A/c	-32,294	0	0	0
10,836	-384	10,453	Levy's & other corp budgets	10,453	0	0	0
-25,556	-87	-25,643	Corporate Govt Grants	-25,643	0	0	0
-42,915	**2,221**	**-40,693**	**Corporate Budgets**	**-42,943**	**-2,250**	**-2,250**	**0**

33. Financing costs show a forecast underspend of £2,250k at Month 9. This is primarily due to £2,000k being set aside for capital financing for schools or other priority projects which is not likely to be needed in 2011/12. Debt financing costs are forecast to be £250k underspent due to the rephasing of planned capital spend. Investment income remains forecast to be in line with the budget.

B) CAPITAL

General Fund Capital Programme

Programme Monitoring

34. Table 6 sets out the latest forecast outturn on current General Fund capital projects. Forecasts for future years include live capital projects and programmes of works as included in the draft programmes for 2012/13 to 2014/15 reported to Cabinet and Council in February 2011. Financial implications included within this report do not take into account further programme development yet to be approved by members, which is addressed through the Revenue and Capital budget setting report being presented to this Cabinet.

Table 6:

General Fund Capital Programme	2011/12	2012/13	2013/14	2014/15	Total (Month 9)	Total (Month 8)
Original Budget	78,907	34,364	29,420	28,305	170,996	170,996
Revised Budget	51,477	72,696	29,419	24,744	178,336	183,996
Forecast Outturn	48,241	75,181	28,662	23,744	175,828	182,246
Council Resourced Variance – see table 7	(2,760)	1,993	(757)	(1,000)	(2,524)	(1,766)
External Grants Variance	(93)	93	-	-	-	-
Other Resources Variance	(383)	399	-	-	16	16
Programme Variance	(3,236)	2,485	(757)	(1,000)	(2,508)	(1,750)

35. Year to date General Fund Capital Expenditure has reached £24,642k (Month 8 £20,052k), representing 51.1% of forecast outturn. Prior years experience would indicate that the forecast outturn of £48,241k in the current year is substantially achievable; however, there remain a number of areas where reported outturns appear optimistic.

36. Approximately £10,000k of forecast quarter 4 expenditure relates to major construction projects, including the Primary School Capital Programme and works to bring Hayes End and South Ruislip Libraries to completion in quarter 1 of 2012/13.

37. Headline variances within the Council Resourced programme have reduced from £2,234k to £1,476k as detailed in Table 7 below:

Table 7:

Council Resourced Variance	2011/12	2012/13	2013/14	2014/15	Total (Mth 9)	Total (Mth 7)
Pressures:						
Primary School Expansions - Phase 1	-	1,035	243	-	1,278	1,278
Primary School Expansions - Rosedale Temporary	-	7	-	-	7	7
Botwell Green Lesiure Centre	800	-	-	-	800	1,187
Farm Barns	18	-	-	-	18	18
Hayes End Library	-	110	-	-	110	110
Highgrove Pool Phase II	-	500	-	-	500	500
Hillingdon Sports & Leisure Centre	43	-	-	-	43	274
Libraries Refurbishment	48	-	-	-	48	48
South Ruislip Development	-	40	-	-	40	40
Total Council Resourced Pressures:	909	1,692	243	-	2,844	3,462
Underspends:						
Primary School Expansions - Phase 1A Temporary	(273)	-	-	-	(273)	(273)
Primary School Expansions - Phase 2	(300)	-	-	-	(300)	(300)
ICT Single Development Plan	(378)	-	-	-	(378)	(378)
Laurel Lane (Longmead) Primary School Expansion	(247)	-	-	-	(247)	(247)
Manor Farm Stables Development	(30)	-	-	-	(30)	(30)
Road Safety Programme	(140)	-	-	-	(140)	-
Total Council Resourced Underspends:	(1,368)	-	-	-	(1,368)	(1,228)
Projected Rephasing:	(1,301)	1,301	-	-	-	-
Main Programme Variance:	(1,760)	2,993	243	-	1,476	2,234
General Contingency:	(1,000)	(1,000)	(1,000)	(1,000)	(4,000)	(4,000)
Council Resourced Variance:	(2,760)	1,993	(757)	(1,000)	(2,524)	(1,766)

38. The forecast pressure on the completed Botwell Green Leisure Centre has been reduced from £1,187k to £800k reflecting the results of continuing negotiations with the main contractor. Agreement on a final sum is expected to be reached before 31 March 2012 with payments being settled in April 2012.

39. Final outturn on the Hillingdon Sports & Leisure Centre project is now expected to be £32,137k, reducing the previously forecast pressure of £274k to £43k. This revised outturn is based on a Memorandum of Understanding with the contractor and settlement is expected following completion of snagging works on site and includes an additional £20k of related consultancy costs.

40. An underspend of £140k is reported on the 2011/12 Road Safety Programme as a result of re-prioritisation of such works within the TfL funded programme.

41. There remains sufficient uncommitted 2011/12 General Contingency to support in year pressures of £909k reported at month 9. Pressures forecast for 2012/13 and 2013/14 have been factored into the MTFF process and reflected in future programmes presented elsewhere on this Cabinet agenda.

Capital Financing

Table 8:

Capital Receipts	2011/12	2012/13	2013/14	2014/15 – 15/16	Total (Month 9)	Total (Month 8)
Budget approved February 2011	21,319	21,646	10,851	388	54,204	54,204
Revised Budget	10,304	16,931	15,689	5,729	48,653	54,204
Forecast Disposals	11,308	13,519	12,675	6,504	44,006	47,962
Variance	**(1,004)**	**3,412**	**3,014**	**(775)**	**4,647**	**6,242**

42. Forecast capital receipts for 2011/12 have been increased to £11,308k (Month 8 £6,547k) following receipt of offers on a number of sites. The forecast capital receipts have been increased and brought forward to reflect offers received during December and January.

43. This improved position is partially off-set by the assumption that residential units attached to 'self-financing' projects will be sold at a discount, reducing future capital receipts by approximately £1.1m.

44. Overall, there remains a shortfall in forecast capital receipts over this four year period due to sites previously scheduled for disposal being utilised for other purposes, including delivery of supported housing projects.

45. Table 9 summarises forecast prudential borrowing requirement and the future revenue impact of the current General Fund capital and disposals programmes.

Table 9:

Prudential Borrowing Forecast	2011/12	2012/13	2013/14	2014/15	Total (Month 9)	Total (Month 8)
Revised Budget	13,507	20,181	(7,361)	1,484	27,811	30,737
Council Resourced Variance	(2,760)	1,993	(757)	(1,000)	(2,524)	(3,833)
Capital Receipts Variance	(1,004)	3,412	3,014	(775)	4,647	6,242
Forecast Borrowing	9,743	25,586	(5,104)	(291)	29,934	33,146
Variance	**(3,764)**	**5,405**	**2,257**	**(1,775)**	**2,123**	**2,409**
Future Revenue Impact	**(263)**	**378**	**158**	**(124)**	**149**	**169**

Housing Revenue Account Capital Programme

46. Table 10 details the latest forecast outturn for the HRA capital programme, indicating an underspend of £554k (Month 8 £857k underspend), while forecast outturn for 2011/12 is expected to drop from £10,938k to £10,818k.

Table 10:

Housing Revenue Account Capital Programme	2011/12	2012/13	2013/14	2014/15	Total (Month 9)	Total (Month 8)
Original Budget	14,850	2,326	2,150	2,235	21,561	21,561
Revised Budget	13,489	3,733	2,150	2,235	21,607	21,607
Forecast Outturn	10,818	5,952	2,150	2,235	21,155	21,053
HRA Resourced Variance	**(2,451)**	**1,999**	**-**	**-**	**(452)**	**(554)**
External Grants Variance	**(220)**	**220**	**-**	**-**	**-**	**-**
Other Resources Variance	**-**	**-**	**-**	**-**	**-**	**-**
Programme Variance	**(2,671)**	**2,219**	**-**	**-**	**(452)**	**(554)**

47. Expenditure to date at Month 9 was £7,132k or 65.9% of forecast outturn (Month 8 £6,998k). Remaining expenditure relates to Triscott House and the on-going works to stock programme. However it is likely that an element of these works will slip into 2012/13.

48. Table 11 sets out the latest variances reported within the HRA Capital Programme, with information on movements set out below.

Table 11:

HRA Resources	2011/12	2012/13	2013/14	2014/15	Total (Month 9)	Total (Month 8)
Pressures:						
HRA Pipeline Sites Phase 1		100			100	100
Pipeline Sites Phase 2 – Sites in Progress		228			228	228
Total HRA Resourced Pressures:	**-**	**328**	**-**	**-**	**328**	**328**
Underspends:						
Extra Care Sites Phase 1 - Triscott House					-	(102)
Suspended Projects:						
Pipeline Sites Phase 2 - Denbigh Drive	(780)				(780)	(780)
Total HRA Resourced Underspends:	**(882)**	**-**	**-**	**-**	**(882)**	**(882)**
Projected Rephasing:	**(1,569)**	**1,569**	**-**	**-**	**-**	**-**
HRA Programme Variance:	**(2,451)**	**1,897**	**-**	**-**	**(554)**	**(554)**

49. The previously reported underspend on Triscott House has been removed in light of significant variations to the main contract, in particular around increased specification of works. Initial claims from the contractor suggest a potential pressure of £600k. However, this is subject to further review by project officers and is thought to represent the upper limit of any pressure.

CORPORATE CONSULTATIONS CARRIED OUT

Financial Implications

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

CORPORATE IMPLICATIONS

Corporate Finance

7. This is a Corporate Finance report.

Legal

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

BACKGROUND PAPERS

9. Monitoring report submissions from Groups.

APPENDIX A – Detailed Group Forecasts

Social Care, Health and Housing Services

Revenue: £744k underspend (£1,963k favourable)

1. The month 9 revenue monitoring report for 2011/12 has been compiled following analysis of relevant activity trends and implementation of the MTFF £11.4m savings programme. In summary there is a favourable movement of £1,963k from the month 8 position resulting in a forecast of £744k favourable as shown in the table below.

2. The improved position from last month is primarily due to finalisation of the 2009/10 and 2010/11 Housing Benefit claims of £150.6m and £155.4m respectively following completion of the external audits undertaken on behalf of the DWP. This releases the provision from the balance sheet and in addition because the financial accuracy of the claim was assessed by external audit to be in excess of 99½%, LBH is entitled to receive an additional £370k, resulting in a favourable movement of the HB forecast of £1,756k.

Services		2011/12 (As at Month 9)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget	Forecast		Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
		£'000	£'000		£'000	£'000	£'000
Children & Families Services	*Exp*	+31,676	+31,142	-2%	-534	-188	-347
	Inc	-3,709	-3,519	-5%	+190	-140	+330
	Total	**+27,967**	**+27,623**	**-1%**	**-344**	**-328**	**-16**
Asylum Services	*Exp*	+7,774	+7,707	-1%	-66	-4,324	+4,258
	Inc	-6,715	-6,649	-1%	+66	+4,325	-4,258
	Total	**+1,058**	**+1,058**	**0%**	**+0**	**+0**	**-0**
Older Peoples Services	*Exp*	+37,377	+39,766	6%	+2,389	+2,077	+312
	Inc	-8,463	-9,771	15%	-1,308	-903	-405
	Total	**+28,914**	**+29,995**	**4%**	**+1,081**	**+1,174**	**-93**
Physical & Sensory Disability Services	*Exp*	+8,983	+9,116	1%	+133	+90	+43
	Inc	-673	-871	29%	-198	-200	+2
	Total	**+8,311**	**+8,245**	**-1%**	**-65**	**-110**	**+45**
Learning Disability Services	*Exp*	+31,695	+32,168	1%	+473	+460	+14
	Inc	-5,494	-5,590	2%	-96	-177	+80
	Total	**+26,201**	**+26,578**	**1%**	**+377**	**+283**	**+94**
Mental Health Services	*Exp*	+7,362	+7,249	-2%	-113	+60	-173
	Inc	-336	-396	18%	-60	-60	0
	Total	**+7,025**	**+6,852**	**-2%**	**-173**	**+0**	**-173**
Housing Benefits	*Exp*	+161,640	+162,998	1%	+1,358	+4,007	-2,649
	Inc	-158,115	-161,104	1%	-2,989	-3,881	+892
	Total	**+3,525**	**+1,894**	**-36%**	**-1,631**	**+125**	**-1,756**
Housing Needs Services	*Exp*	+12,741	+15,311	20%	+2,570	+2,775	-204
	Inc	-10,021	-12,591	26%	-2,570	-2,775	+205
	Total	**+2,720**	**+2,720**	**0%**	**0**	**0**	**0**
SCH&H Other Services	*Exp*	+16,976	+16,737	-1%	-239	+56	-295
	Inc	+12,016	+12,266	2%	+250	+18	+232
	Total	**+28,992**	**+29,004**	**0%**	**+11**	**+74**	**-63**
Total Expenditure		+316,223	+322,194	2%	+5,971	+5,011	+960
Total Income		-181,509	-188,224	3%	-6,715	-3,792	-2,073
SCH&H Total		**+134,714**	**+134,820**	**0%**	**-744**	**+1,219**	**-1,963**

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

Division of Service	Gross Pressure Month 9	Contingency	Net Pressure
Social Care Pressures (Adults)	+4,089	+4,089	0
Social Care Pressures (Children's)	+500	+500	0
Increase in Transitional Children due to Demographic Changes	+1,254	+1,254	0
Asylum Funding Shortfall	+1,799	+880	+919
SCH&H	**+7,642**	**+6,723**	**+919**

MTFF Savings

4. The group is delivering a savings programme totalling £11.4m and to date has banked £10,340k (91%). At the present time slippage of £252k has been identified in Adult Social Care (excluding Mental Health) and is included in the forecasts set out below. The remainder of the programme is on target to deliver the balance representing major changes in service delivery for the group.

Children Services: £344 favourable (£16k favourable)

5. There have been a number of small movements across this £28m budget since M8 forecast.

Asylum: £919k adverse (no change)

6. There have been no change to this forecast since last month.

Older People Services: £1,081k adverse (£93k favourable)

7. The £93k favourable movement primarily relates to a net decrease in the number of placements being funded for residential/nursing care since M8.

Physical Disabilities: £65k favourable (£45k adverse)

8. There have been a number of small adverse movements across this £9m budget since the M8 forecast.

Learning Disability: £377k adverse (£94k adverse)

9. The £94k adverse movement primarily relates to delays in the opening of Cottesmore House and resolution relating to Court of Protection resulting in savings being achieved later in the year than previously forecast.

Mental Health: £173k favourable (£173k favourable)

10. This favourable movement is as a result of the conclusion of the phase 2 negotiations with CNWL in respect of determining financial responsibility for a number of clients. These confirmed outcomes result in a reduction of £173k in this forecast.

Housing Benefit: £1,631k favourable (£1,756k favourable)

11. This favourable movement is as a direct result of the DWP concluding the HB claims for 2009/10 and 2010/11. The outcome of these claims which total £306m is that the DWP have confirmed that they are satisfied with the claim and will not be initiating any clawback which in a previous year has totalled £1.6m.

12. This excellent outcome was advised to LBH in late December but required detailed analysis before the value of this favourable position could be confirmed. This analysis has now been completed and results in a favourable movement of £1,756k.

Housing Needs: potential pressure

13. There is a potential pressure relating to the economic downturn which has affected the rental market. Private rentals have risen higher as a result of more people renting rather than buying and with 85% of our Temporary Accommodation provision using private sector leased properties (PSL) this is causing a pressure. The pressure results from the Landlords of the majority of those leases that have/are due to expire who will only renew at the higher LHA (local Housing Allowance) levels.

14. This pressure was first identified in the summer and management action was undertaken in the expectation of being able to mitigate the impact. The management action, which has minimised voids, achieved a lower prevention unit cost and with various one-off savings, has achieved £473k to date but it is not certain that the full pressure can be absorbed. Further work is currently being undertaken to assess the likely year end position.

SCH&H Other Services: £63k adverse (£11k adverse)

15. There has been no material movement in the forecast since last month.

Housing HRA

16. The HRA has a gross budget of £59.3m and is forecasting a £2,140k favourable position at month 9, an improvement of £871k from the month 8 position.

Services		2011/12 Budget (as at Month 9) £000	2011/12 Forecast (as at Month 9) £000	% Var of budget	Variance (As at Month 9) £'000	Variance (As at Month 8) £000	Change from Month 8 £000
General and Special Services	Exp	+16,317	+15,886	-3%	-431	-294	-137
Repairs Services	Exp	+22,415	+21,741	-3%	-674	-282	-392
Subsidy Payment to Government	Exp	+15,492	+15,472	0%	-20	-20	0
Capital Funded from Revenue (RCCO)	Exp	+2,384	+2,264	-5%	-120	0	-120
Other Expenditure	Exp	+3,178	+3,203	1%	+25	+25	0
Income	Inc	-57,303	-58,223	2%	-920	-698	-222
In Year (Surplus) / Deficit	**Total**	**+2,483**	**+343**	**-86%**	**-2,140**	**-1,269**	**-871**

17. The reasons for this is favourable variance of £871k relate to the Repairs Service (£392k) due to various small underspends within the context of an overall budget of £22.4m; an improvement in income forecast (£222k) largely due to a detailed review of charges for leaseholders for works to stock; General and Special Services (£137k) is primarily staffing savings; and for Capital Funded from Revenue (£120k) this is due to a favourable variance from slippage within the Capital programme.

Planning Environment Education and Community Services

Revenue: £1,838k underspend (£1,454k improvement)

1. The Group has a projected outturn position of £1,838k underspend, excluding all pressure areas that have identified contingency provisions.

Services		2011/12 (As at Month 9)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget £'000	Forecast £'000		Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Change from Month 8 £'000
Corporate Property & Construction	*Exp*	3,335	3,518	5%	+183	+183	0
	Inc	-3,052	-3,052	0%	0	0	0
	Total	**283**	**466**	**65%**	**+183**	**+183**	**0**
Education	*Exp*	290,316	289,021	0%	-1,295	-590	-705
	Inc	-252,164	-252,956	0%	-792	-531	-261
	Total	**38,151**	**36,064**	**-5%**	**-2,087**	**-1,121**	**-966**
ICT Highways & Business Services	*Exp*	33,202	33,365	0%	+163	+163	0
	Inc	-16,419	-16,046	-2%	+373	+373	0
	Total	**16,783**	**17,319**	**3%**	**+536**	**+536**	**0**
Planning, Consumer Protection, Sport & Green Spaces	*Exp*	10,415	10,239	-2%	-176	-116	-60
	Inc	-4,111	-3,849	-6%	+262	+264	-2
	Total	**6,304**	**6,390**	**1%**	**+86**	**+148**	**-62**
Public Safety & Environment	*Exp*	44,339	43,591	-2%	-748	-512	-236
	Inc	-14,898	-14,556	-2%	+342	+482	-140
	Total	**29,441**	**29,035**	**-2%**	**-406**	**-30**	**-376**
Transportation Planning Policy & Community Engagement	*Exp*	4,156	4,081	-2%	-75	-100	25
	Inc	-2,961	-2,961	0%	0	0	0
	Total	**1,196**	**1,120**	**-8%**	**-75**	**-100**	**25**
Total Expenditure		**385,763**	**383,815**	**-1%**	**-1,948**	**-972**	**-976**
Total Income		**-293,605**	**-293,420**	**0%**	**+185**	**+588**	**-403**
PEECS Total		**92,158**	**90,395**	**-2%**	**-1,763**	**-384**	**-1,379**

Corporate Property & Construction: £183k overspend (no change)

1. Property Disposal and empty buildings are forecasting a pressure of £35k which relates to the cost of maintaining vacant assets within the Estate. In addition, there is a pressure of £50k arising from unbudgeted consultancy costs being incurred to investigate a compensation claim for contaminated land at New Year's Green Lane.

2. There is a £98k pressure which relates to the underachievement on the 2011/12 MTFF savings target relating to the corporate landlord staffing review.

Education: £2,087k underspend (£966k improvement)

Schools: variance not applicable

3. The Schools Budget is ring fenced and funded from the DSG. Schools' expenditure is monitored quarterly with any forecast year-end deficits being the subject of detailed discussions with the schools concerned. Schools forecasting deficits are required to work with

the Schools Finance Team and supply recovery plans identifying how they intend to eliminate their deficit. It should be noted that the DSG budgets are completely separate to the General Fund and no interaction between these two funds is allowable.

4. Any underspend or overspend of the Schools Budget in 2011/12 would be carried forward as the schools own balances into 2012/13 and would have no effect on the General Fund.

5. The retained DSG element follows the similar procedure but is carried forward as a whole for the Schools Forum then to decide how to allocate it in 2012/13.

Youth & Connexions: £210k overspend (no change)

6. The Connexions service has a pressure of £687k against the MTFF savings target. A reduced contract price has been agreed that has produced a saving for the current year, and continues to deliver the Connexions service. The youth service is reporting an underspend of £477k, due to the service having a significant number of staff vacancies, as the service is undergoing a major BID review. These are being held vacant where it does not affect service delivery, and will assist with delivering the 2012/13 full year saving target, as well as providing a one-off in year saving.

Childcare, Early Years and Children's Centres: £1,028k underspend (£815k improvement)

7. Part of this service area was previously funded by the ringfenced Sure Start Grant - these budgets have now been incorporated into the base budget. Children's Centres budgets have been reviewed and a saving of £213k is included in the position and is part of the 2012/13 MTFF savings proposals.

8. Following a further review of the forecast expenditure within this service area, underspends have been identified consisting of £225k in the Children's Centre budget, which was earmarked for the completion of the Phase III Centres, which is no longer required as it can be met from one-off surplus funds that have been recouped; an one-off underspend of £267k in the Phase III Children's Centres that are still not fully operational, but were allocated a full year budget; and underspends of £140k on training providers, £120k on SEN / Inclusion and Disabled Access, and on central administration of £63k. All of these budgets will be subject to a zero based budget review and have targeted reductions included in the 2012/13 MTFF proposals.

9. The other part of this service area continues to be DSG funded and includes Hillingdon's three Early Years Centres and 3 & 4 Year Old Nursery grants. The Hillingdon's Early Years Centres are either confirmed Children's Centres or building up to Children's Centre status.

School Improvement Service: £500k underspend (no change)

10. A review of the service's budget and expenditure including a review of grant income has identified an underspend of £500k, which relates to the application of grant income to eligible expenditure up to August 2011 - this has released base budget to achieve a one-off saving for the current year.

Education Central Budget: £112k underspend (no change)

11. This area consists of the Education Central Support Cost budget, certain centrally managed items and corporate charges such as debt interest which will be charged at the year-end in line with the budget.

12. There is an underspend on the Barnhill PFI project revenue budget - the original General Fund allocation was to cover a range of associated costs amongst which included the FM contract and legal costs. The revised calculation of PFI credits produces a saving of £310k.

13. The remainder of the forecast for these items includes £148k representing the MTFF saving on extended schools support that can not be achieved, plus a £50k shortfall on the MTFF saving for the education business support review that is offset by brought forward savings on the group-wide review of support functions reported within Public Safety and Environment below.

Access & Inclusion: £488k underspend (no change)

14. The service is forecasting an underspend of £488k, comprising of a £308k underpsend in the Educational Psychology service, an underspend of £102k in the Pupil Support Service and an underspend of £78k in the Parent Support Service, where there are a number of vacant posts. The Educational Psychology position reflects the bringing forward of savings targeted for 2012/13 in order to cover the shortfall on Connexions savings identified above.

Organisation & Resources: £169k underspend (£151k improvement)

15. This service is reporting an underspend of £18k on staffing budgets due to the impact of staff on maternity leave. In addition, there is an underspend on ICT support costs of £115k, and a surplus on rental income from Hillingdon Manor independent school of £36k.

ICT Highways & Business Services: £536k overspend (no change)

Imported Food: £50k overspend (no change)

16. This is a service area where significant income targets were set as part of the MTFF savings programme, reflecting the new levies for catch certificates and perishable food certificates and inspections. Although there is limited historic data to base an analysis on, current indications of the projected outturn for these new income streams are that they will exceed their targets by up to £150k, allowing for expected seasonal variations. However, the targets for the existing business of the service continue to be under pressure as a result of the depressed economic conditions, which is estimated to be at least £200k based on current projections.

SEN Transport: £151k pressure (no change)

17. This is an area that has seen significant pressure in the last financial year and as a result growth monies were allocated to support the service for 2011/12. The service is currently reporting a pressure of £151k - there has been an increase of 13 routes compared to 2010/11, with the prospect of further routes being required due to the high level of in-year admissions and placements being made at this time. The service is endeavouring to minimise the cost impact by consolidating routes wherever possible.

Facilities Management: £335k overspend (no change)

18. There is a forecast pressure of £270k across facilities management, maintenance and Borough Wide Maintenance budgets. The larger proportion of this is due to a pressure against the income target to sell services to the schools and other externally funded services, where schools have opted out and have purchased FM services directly. There are also pressures on maintenance budgets for day to day repairs.

19. The Middlesex Suite is forecasting a pressure of £65k. The pressure has been due to a general slow down in demand set against a challenging income target. The marketing of this

service has been reviewed and updated, however the impact of this is yet to be reflected in additional hires.

Planning, Consumer Protection, Sport & Green Spaces: £86k overspend (£62k improvement)

Sport & Green Spaces : £174k overspend (£60k improvement)

20. In December 2011 the Council took over the operation of three golf courses, where these have been re-possessed from the previous golf operator that had incurred significant rent arrears. £50k has been released from contingency to establish effective management of the courses, however there are pressures resulting from rent foregone due to the re-possession, consisting of two quarters rent income (£140k), plus the Council's share of turnover income for 2010/11 that is unlikely to be recovered (£110k). In addition, the turnover income target for 2011/12 of £100k has effectively transferred to the in-house operation. The costs and income from this for the remainder of the year are currently being assessed, however, at this stage after the application of contingency funding it is unlikely that any surplus will be delivered. Hence an indicative estimate of the total current pressure this financial year is £350k.

21. There are compensating savings elsewhere in the division arising from bringing litter collection in parks in-house (£30k), from one-off reduced maintenance commitments this financial year (£120k), and a retrospective business rate refund on Hayes Pool (£26k).

Planning: £88k underspend (£2k improvement)

22. There is an in-year surplus of £130k against the income target for Section 106 administration fees due to the conclusion of two large agreements.

23. Pre-application advice income from developers shows a pressure of £42k, an improvement of £2k compared to Month 8, despite continuing uncertainty in the housing market.

Public Safety & Environment: £456k underspend (£426k improvement)

Waste Services: £575k underspend (£370k improvement)

24. Waste Disposal is forecasting a £380k underspend based on confirmation of the third quarter charges attributable to the variable tonnage element of the levy, an improvement of £230k compared to the previous quarter.

25. Overall the rest of the waste services are reporting a £195k underspend, after pressures in kerbside recycling are assumed to be met from the contingency drawing of £50k. The Trade Waste service has increased its fees and has an associated MTFF savings target. The service has maintained it's customer base and the target will be over-achieved, and this has been reflected in the 2012/13 budget proposals. It is also likely that there will be an underspends on graffiti removal and street cleansing based on current trends in expenditure for these services.

Harlington Road Depot: £163k pressure (no change)

26. The forecast outturn for Harlington Road Depot is a pressure of £163k. The pressure chiefly relates to a reduction in the intensity of usage. This is due to the movement of some Council services to the Civic Centre, together with the loss of Hillingdon Homes contributions for space occupation at the depot and use of the Stores facility.

Parking: £150k overspend (no change)

27. There is a projected shortfall of around £150k on off-street parking, which is attributable to Cedars and Grainges multi-storey car parks in Uxbridge town centre, partly reflecting pressures reported last financial year, and a further reduction in consumer confidence among shoppers in view of the worsening economic outlook.

28. There is also a pressure of £50k for on-street parking income reflecting a similar trend in PCN income to last year. There are compensating savings of £50k on the expenditure side, and as a result it is anticipated that the PRA will break even.

Community Safety: £168k underspend (£56k improvement)

29. There is an underspend of £112k due to a realignment of the funding for police officers from the Housing Revenue Account to reflect activity levels, which has been reflected in the draft budget proposals for 2012/13. In addition, there is an underspend of £56k across the staffing budget for the service, due to staff on maternity leave and other posts being held vacant.

Libraries: £64k overspend (no change)

30. There is an underlying pressure across the income streams, currently forecast at £64k which can not be contained within the overall Library budget. This relates to reduced fine income due to the implementation of on-line renewals, as well as the ongoing trend reduction in demand for audio-visual material.

Consumer Protection: £40k underspend (no change)

31. There is an underspend of £40k on salaries budgets across the service due to posts being held vacant in anticipation of BID savings for 2012/13 onwards.

Directorate Support: £50k underspend (no change)

32. The BID reviews of business support and technical administration have been undertaken on a group-wide basis, and been now been implemented producing an additional saving of £50k this financial year, representing the bringing forward of part of the saving already identified for the 2012/13 financial year.

Transportation Planning Policy and Community Engagement: £100k underspend (no change)

33. The service is reporting a £60k favourable position due to the savings resulting from a restructure in the Road Safety service, which is included in the MTFF savings for 2012/13 reported to December Cabinet. In addition, there is a one-off underspend of £40k as a result of vacant posts across the rest of the service.

Central Services

Revenue: £451k favourable (£146k Improvement)

Services		2011/12 (As at Month 9) Current Budget £'000	Forecast £'000	% Var of budget	Variances (+ adv/- fav) Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Change from Month 8 £'000
Chief Executive/Deputy Chief Executive	*Exp*	646	645	**0%**	-1	-1	0
	Inc	0	0		0	0	0
	Rechgs	-8	-8	**0%**	0	0	0
	Total	**638**	**637**		**-1**	**-1**	**0**
Audit & Enforcement	*Exp*	1,441	1,389	**-4%**	-52	-36	-16
	Inc	0	-9		-9	-4	-5
	Rechgs	-898	-898	**0%**	0	0	0
	Total	**543**	**482**		**-61**	**-40**	**-21**
Corporate Communications	*Exp*	919	817	**-11%**	-102	-102	0
	Inc	-27	-26	**-4%**	1	1	0
	Rechgs	-862	-829	**-4%**	33	33	0
	Total	**30**	**-38**		**-68**	**-68**	**0**
Democratic Services	*Exp*	3,258	3,323	**2%**	65	34	31
	Inc	-453	-489	**8%**	-36	-36	0
	Rechgs	412	412	**0%**	0	0	0
	Total	**3,217**	**3,246**		**29**	**-2**	**31**
Finance & Procurement Services	*Exp*	10,753	10,818	**1%**	65	95	-30
	Inc	-522	-558	**7%**	-36	-6	-30
	Rechgs	-6,107	-6,107	**0%**	0	0	0
	Total	**4,124**	**4,153**		**29**	**89**	**-60**
Human Resources	*Exp*	4,802	4,774	**-1%**	-28	-38	10
	Inc	-1,126	-1,139	**1%**	-13	-13	0
	Rechgs	-3,702	-3,702	**0%**	0	0	0
	Total	**-26**	**-67**		**-51**	**-51**	**10**
Legal Services	*Exp*	1,934	1,968	**2%**	34	31	3
	Inc	-152	-129	**-15%**	23	23	0
	Rechgs	-1,819	-1,819	**0%**	0	0	0
	Total	**-37**	**20**		**57**	**54**	**3**
Policy & Performance	*Exp*	5,193	4,827	**-7%**	-366	-258	-108
	Inc	-533	-562	**5%**	-29	-28	-1
	Rechgs	-734	-734	**0%**	0	0	0
	Total	**3,926**	**3,531**	**0**	**-19**	**-286**	**-109**
Total Expenditure		**28,946**	**28,561**	**1%**	**-385**	-275	-110
Total Income		**-2,813**	**-2,912**	**4%**	**-99**	-63	-36
Total Recharges		**-13,718**	**-13,685**	**0%**	**33**	33	0
CS Total		**12,415**	**11,964**	**-2%**	**-451**	**-305**	**-146**

Audit and Enforcement: £61k favourable (Improvement £21k)

1. This underspend relates primarily to vacant posts within the teams, the recruitment to which is intended for later in the year and will bring the team to full establishment to ensure that

controls are maintained during this period of restructuring. Also, additional income has been received this month for Proceeds of Crime monies.

Finance and Procurement: £29k pressure (Improvement £60k)

2. The pressure in finance relates to one-off redundancy costs arising from the BID restructure of the service. Posts being held vacant and a review of non salaries spend has brought down the expected pressure on the service.

Corporate Communications: £68k favourable (No change)

3. The underspend arise from staff vacancies continuing to be held open following the restructure and a review of the funding strategy of Hillingdon People.

Democratic Services: £29k favourable (Adverse movement £31k)

4. Overspends within salaries due to the inability to achieve the MVF as a result of a full establishment, have been reduced by an increase in the expected over-recovery of income and various non salary underspends. An additional transfer has been made this year to the Elections earmarked reserve in order to ensure that sufficient funding is in place to cover the costs of the next election which has caused an adverse movement this month.

Policy, Performance and Partnerships: £395k favourable (Improvement £109k)

5. The restructure of the Policy and Performance Team is now complete and set to deliver significant savings. There are also substantial staffing savings within the Partnerships team. These savings will be taken as part of the MTFF 2012/13, but provide an in-year underspend in 2011/12, which has increased this month through further implementation of the 12/13 savings proposals. Additionally, work has been undertaken to review all non salaries expenditure within the service has resulted in a significant improvement in the monitoring position.

Human Resources: £41k favourable (Adverse movement £10k)

6. There are some pressures remaining within salaries due to the MVF, which are mitigated wherever possible by holding open vacant posts. The adverse movement this month relates to revising estimates to account for expected redundancy costs in the service.

Legal Services: £57k pressure (Adverse movement £3k)

7. Salary overspends due to MVF and cover required for maternity leave along with a shortfall in the income target for charges to capital schemes make up this overspend which has reduced marginally this month. Reviews of business processes are continuing within Legal, focusing on court cost recovery and business processes within the support team with the aim of delivering savings going forward.

APPENDIX B – Treasury Management Report as at 31 December 2011

Outstanding Deposits - Average Rate of Return on Deposits: 0.90%

	Actual £m	Actual %	Bench-mark %
Up to 1 Month	77.3	64.04	60.00
1-2 Months	26.9	22.29	0.00
2-3 Months	4.0	3.31	40.00
3-6 Months	0.0	0.0	0.00
6-9 Months	2.0	1.66	0.00
Subtotal	**110.2**	**91.30**	**100.00**
Unpaid Maturities	10.5	8.70	0.00
Total	**120.7**	**100.00**	**100.00**

1. As a result of this month's downgrade of Barclays Bank by Fitch from AA- to A, the total deposits which fall below the Council's minimum credit criteria is £28.7m. Of the remainder, £81.5m is held with UK institutions, which hold a minimum A+ (Fitch or equivalent) long-term credit rating. The remaining £10.5m are unpaid Icelandic investments.

2. Current deposits are held with: BlackRock MMF, Deutsche MMF, Fidelity MMF, Goldman Sachs MMF, HSBC MMF, Ignis MMF, PSDF MMF, Barclays Bank, HSBC Bank plc, Lloyds TSB Banking Group, Nationwide BS, Lancashire County Council, Birmingham City Council, Telford & Wrekin Council and the DMADF.

3. During December fixed-term deposits continued to mature in line with cash flow requirements and surplus funds were either placed in instant access accounts or short fixed term deposits of up to two months in order to meet near term cash flow requirements and remain within counterparty limits.

Outstanding Debt - Average Interest Rate on Debt: 3.60%

	Actual £m	Actual %
PWLB	117.96	71.08
Long-Term Market	48.00	28.92
Total	**165.96**	**100.00**

4. The fourth instalment of £750k was repaid on a PWLB Fixed EIP Loan There were no early debt repayments or rescheduling activities during December.

5. **Prudential Indicators -** There were no breaches of the prudential indicators during December.

6. To maintain liquidity for day-to day business operations, short-term balances will be placed in money market funds as these are yielding a higher rate of interest than those offered on fixed term deposits of up to three months. However, if necessary short-term fixed deposits will be placed to ensure counterparty limits are not breached. Due to the stress within financial markets new deposits with HSBC will continue to have maximum maturity period of 3 months.

7. During December outstanding PWLB loans carried premiums and therefore made rescheduling of debit unfeasible. Early redemption opportunities will continue to be monitored; however it is unlikely the market will move to an extent which will make it viable.

APPENDIX C

Retaining of agency staff for Social Care, Health, and Housing Services

The following agency staff are required to be retained within Social Care and Housing to maintain essential services whilst recruitment is in process or to deliver key improvement projects. Posts 1 to 3 have been submitted to Cabinet previously but require further extensions due to recruitment difficulties (post 1), project implementation (post 2), and vacancy held pending restructuring (post 3).

Ref	Post Title	Start Date	Proposed End Date	2010/11 Spend £000	2011/12 Est spend £000	2012/13 Est spend £000	Total Cumulative Spend £000
1	Electrical and Mechanical Electrical Services Officer	04-Oct-10	04-May-12	22	40	10	72
2	TeleCareLine Project Manager	15-Mar-11	01-Jun-12	0	65	27	92
3	Asylum Support Worker	01-Apr-10	23-Jun-12	62	27	12	101
4	Youth Offending Service Operational Manager	14-Nov-11	01-Oct-12	0	29	38	67

Retaining of agency staff for Planning, Environment, Education and Community Services

The Delivery Officer is required to be retained within the Corporate Construction Team to provide co-ordinated project management across the corporate construction programme of works including leading on the supported housing programme. The contract started on the 17 March 2011, and then extended to 4 February 2012. It is now being extended by twelve weeks to 27 April 2012.

The Quantity Surveyor is providing co-ordinated cost management reports across all the projects including Primary Schools Programme. The contract started on 4 April 2011, and then extended to 4 February 2012. It is now being extended by twelve weeks to 27 April 2012.

The first Architect is working solely on the Primary Schools Programme. The assignment commenced at the end of May 2011 and has already been extend for two further 13 week periods. It is now being extended for a further 26 weeks meaning the assignment will continue until at least the middle of August 2012.

The second Architect is assisting the Asset Sales team to ensure sites identified for disposal are brought to the market in a timely manner. The assignment commenced on 15 June 2011 and has already been extended for two further 13 week periods. It is now being extended for a further 26 weeks meaning the assignment will continue until at least the middle of August 2012.

The Development Surveyor is enabling the Asset Sales team to ensure sites identified for disposal are brought to the market in a timely manner. The assignment commenced on 19 July 2011 and has already been extended for a further 13 week period. It is now being extended for a further 26 weeks meaning the assignment will continue until at least the middle of August.

Post Title	Start Date	Proposed end date	2010/11 Spend (£'000)	2011/12 Spend (£'000)	Current Request (£'000)	Total Spend (£'000)	Comment
Delivery Officer	17/03/11	27/04/12	2	62	18	82	Previously costing £74k
Quantity Surveyor	04/04/11	27/04/12	0	45	14	59	Previously costing £45k
Architect	23/05/11	15/08/12	0	36	27	63	
Architect	15/06/11	17/08/12	0	36	30	66	
Development Surveyor	19/07/11	24/08/12	0	29	31	60	

Retaining of agency staff for Central Services

The following Legal agency worker is required to be retained within Central Services. This post is supporting essential property related legal work.

Ref	Post Title	Start Date	Proposed End Date	2010/11 Spend £000	2011/12 Est spend £000	2012/13 Est spend £000	Total Cumulative Spend £000
1	Senior Lawyer HRA	Sept-09	Mar-13	50	47	53	150

THE COUNCIL'S BUDGET: GENERAL FUND REVENUE BUDGET AND CAPITAL PROGRAMME 2012/13

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Officer Contact	Paul Whaymand, Chief Finance Officer, Central Services
Papers with report	Appendices 1 to 12

1. HEADLINE INFORMATION

Summary	The report sets out the Cabinet's proposals for the Council's General Fund revenue budget and capital programme for 2012/13. The revenue budget proposals have been developed to deliver a zero increase in Council Tax for the fourth successive year for all residents and for the sixth year for the over 65's. They also provide for additional priority growth of £2.25m, whilst maintaining balances and reserves at over £12m. Overall there will be a small reduction in the level of Council Tax as the revenue budget proposals result in a freeze on the Hillingdon element at 2011/12 levels and there is a reduction of 1% on the Greater London Authority (GLA) precept. The proposed capital programme includes total investment of £197.4m over the next 3 years with £89.3m in 2012/13, including £1m of new priority capital growth. Cabinet are requested to recommend their budget proposals to full Council on 23 February 2012. This is in order to formally set the General Fund revenue budget, capital programme and Council Tax for the 2012/13 financial year.
Contribution to our plans and strategies	The revenue budget and capital programme together form the financial plan for the Council for the 2012/13 financial year and contain the funding strategy for delivering the Council's objectives. They also provide the funding strategy for the Council's goals for Hillingdon as a whole in the Sustainable Community Strategy.
Financial Cost	Zero increase in the Hillingdon element of Council Tax for the fourth successive year for all residents.
Relevant Policy Overview Committee	Corporate Services and Partnerships Policy Overview Committee Education and Children's Services Policy Overview Committee Residents' and Environment Services Policy Overview Committee Social Services, Health and Housing Policy Overview Committee

Ward(s) affected	All

2. RECOMMENDATIONS

That Cabinet approves for recommendation to Council:

1. **The General Fund revenue budget proposals for 2012/13 summarised at Appendix 1, including the detailed budget changes contained at Appendices 2 to 6;**

2. **The proposed fees and charges included at Appendix 7;**

3. **The capital programme set out at Appendix 8;**

4. **The Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2012/13 to 2013/15 as detailed in Appendix 10;**

5. **The proposed London Borough of Hillingdon Pay Policy Statement for 2012/13 set out at Appendix 11;**

6. **That it resolves that Cabinet may utilise the general reserves or balances during the MTFF financial years 2012/13 to 2014/15 in respect of those functions which have been reserved to the Cabinet in Article 7 of the Constitution (as set out in Schedule G of the Constitution - Budget and Policy Framework Procedure Rules).**

7. **That Cabinet notes the Chief Finance Officer's comments regarding his responsibilities under the Local Government Act 2003.**

SUMMARY

The budget proposals included in this report represent Cabinet's budget strategy for 2012/13 and beyond. The revenue budget proposals have been developed to deliver a zero increase in the Hillingdon element of Council Tax for 2012/13 whilst maintaining balances and reserves at well above £12m over the medium term.

The main challenge in delivering a balanced budget for 2012/13 is the development of significant savings of around £17.7m, on top of the £26.2m being delivered in 2011/12. However, the Council's Business Improvement Delivery Programme is now well established and is driving the delivery of these savings. Excellent progress has been made during 2011/12 and the council is well on track to achieve the £26.2m of savings.

The final funding settlement for 2012/13 was broadly in line with the estimates used to draft the budget. Overall, funding has been cut by £9.2m, partially offset by a further central Government grant of £2.8m enabling a freeze in Council Tax in 2012/13.

Detailed within the budget proposals are savings proposals of £17.7m, £6.2m of corporate increases, £5.8m of contingency provisions and service pressures and an allowance of £3.1m for inflation. In addition provision has been made for £2.25m of priority growth in revenue and £1m priority growth in capital.

- The key increases in corporate items arise from £2m provision for new capital investment including a further £1m for the school building programme and an additional contribution to balances of £2.1m.

- The key service pressure increases, all of which are provided for in contingency, have increased by £5.8m. This includes £2m for Adult Social Care demographic pressures, £1.5m for the costs of Transitional Children, £0.6m for an asylum funding shortfall, £0.6m for an increase in the Waste Disposal Levy, £0.7m for a temporary accommodation pressure, and contingencies against shortfall in income streams - £0.3m against a shortfall in income through schools withdrawing from the Council's payroll and OH services, and £0.5m from leisure contracts. These have been netted down by a reduction of £0.3m in other Children's Service pressures and the removal of a previous contingency item of £1m relating to the potential shortfall on the delivery of savings in services where Government grant funding had previously been reduced.

- An additional £2.25m of new priority growth is included in the budget. Whilst a significant portion remains unallocated, the proposals included in this report include allocations to the voluntary sector, to extend library opening hours, for community safety, for road and pavement maintenance and for increasing children's and families caseload support.

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

Total savings proposals amount to just under £17.7m, with £7.7m in Planning, Environment, Education & Community Services, and £8.3m in Social Care, Health & Housing, and £1.8m in Central Services. Full details of the proposals are contained in Appendix 6.

The report also includes the fees and charges recommendations for 2012/13, detailed in Appendix 7.

The draft capital programme for 2012/13 and indicative allocations for the following two years are presented in this report and in Appendix 8. The General Fund Capital Programme amounts to £197.4m over three years, with £111.2m of that investment focused on meeting demand for Primary School Places across the borough. In addition this programme will enable completion of a number of major projects during 2012/13 including the South Ruislip and Hayes End Library Developments and a new Civic Amenity Site at New Years Green Lane.

The HRA Capital Programme amounts to £38.7m over the period 2012/13 to 2014/15 and includes the delivery of 225 units of supported housing as part of the Council's wider reablement strategy as well as work to existing stock.

The report also includes the Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2012/13, including the Prudential Indicators. Each of these items is recommended by Cabinet for approval by full Council.

The Localism Act 2011 introduces a requirement on Local Authorities to publish an annual Pay Policy Statement which articulates the Council's approach to the pay of its workforce; in particular to the pay of its senior officers (chief officers) and its lowest paid employees. The first statement is to be published by 31 March 2012, and must be approved by full Council. This first

pay policy statement, which is included in this report at Appendix 11, simply summarises the current position with pay in the Council, and indicates areas that will be subject to review in the coming year. The statement fully meets the requirements as set out in the Localism Act, section 38 (1).

Legal Considerations

The Chief Finance Officer 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 Chief Finance Officer has recommended that an appropriate level of unallocated balances for the authority is in the range from £12m to £26.5m. 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 £20m at the year end. They will remain well 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 £16.7m over and above unallocated balances of over £20m.

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 2012/13. This includes the impact on the Council Tax and housing rents, service charges and allowances.

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

The Council has powers only to approve revenue budgets and set Council Tax 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 £2.8m. A change in the budget requirement of £1.1 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 7. 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 2012/13 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 Chief Finance Officer. Whilst further contributions from balances could be made, any reduction in balances to below the lower limit of this range is not recommended.

Policy Overview Committees Comments

Each of the Policy Overview Committees has received reports setting out the draft revenue budget and capital programme proposals relevant to their remit. These were approved by Cabinet on 15 December 2011 for consultation at the January 2012 round of meetings.

Each service Policy Overview Committee referred their comments on to the Corporate Services and Partnerships Policy Overview Committee on 6 February 2012. The Committee's comments to Cabinet are contained in Appendix 12.

3. INFORMATION

Supporting Information

Background to the 2012/13 MTFF Process

1 This is the second report to Cabinet on the budget proposals for 2012/13 and beyond. The previous report presented to Cabinet on 15 December 2011 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 2012/13, with medium term projections for two 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 2012/13 to 2014/15. 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 2012/13, at Appendix 10.

4 The Chief Finance Officer's duty, under the Local Government Act 2003, to consider the adequacy of the Council's reserves and robustness of the estimates, is exercised within this report.

5 The budget report for Council Tax setting for 2011/12 contained an initial savings requirement of £16.4m for 2012/13. The budget strategy developed in response to the CSR 2010, which was reliant on the HIP Business Improvement Delivery project, contained challenging savings targets totalling in excess of £60m over the subsequent four year period. Having delivered budgeted savings of around £15.6m in 2010/11 (£10.2m original savings target, increased to £15.6m to deal with in-year Government cuts) and being well on track to deliver an additional £26.2m savings in 2011/12, initial plans had been developed to deliver the £16.4m savings required in 2012/13.

6 Work on the development of savings proposals was integrated with service transformation work programmes and managed through the HIP Business Improvement Delivery programme. BID has continued to develop and evolve. The DCE PEECS has full control for the delivery of the total BID programme to ensure there is a standardised approach taken across all departments and services. This refreshed governance framework enabled significant early progress on both the delivery of a balanced 2011/12 budget position and the development of a balanced set of proposals for 2012/13. Alongside this, groups have continued to monitor and model all known and emerging pressures, feeding the output of their work into the 2012/13 budget proposals.

7 The Local Government Finance Settlement at the end of 2010 was for 2 years, so large elements of the funding for 2012/13 were known at the start of the budget cycle. However, there were still a number of areas of uncertainty within the budget and consultations issued during the course of the last year have added further uncertainty going forward.

8 This budget report outlines a strategy and detailed proposals that are capable of delivering a balanced budget with minimal impact on the delivery of front line services and within the following parameters:

- zero increase for Hillingdon's element of the Council Tax (funded by a second year of Central Government grant);
- further priority growth available for new initiatives of £2.25m and a further £1m for capital initiatives;
- increased funding for capital financing related to new capital investment of £2m;
- maintaining balances and reserves well in excess of £12m

GENERAL FUND REVENUE BUDGET

Update on 2011/12 Budget Monitoring

9 To provide some context to the budget setting for 2012/13, it is essential that the latest position with the 2011/12 budget is established as there is a strong link between many of the proposals included in the 2011/12 budget and those in 2012/13.

10 The latest in-year revenue monitoring position (Month 9 December) shows that forecast net expenditure for the year 2011/12 is £6,031k less than the budget. There is a £3,431k forecast underspend on directorate budgets, a projected underspend in capital financing costs of £2,250k largely due to budgets set aside in advance for schools capital financing which are not forecast to be needed in the current financial year and there is also a transfer of £350k from the Learning Disabilities Modernisation Fund as this fund going forward is being mainstreamed within SCH&H budgets. Given the large savings target that

needs to be delivered in 2011/12 resulting from the front loaded CSR central government funding cuts this is an extremely positive position.

11 The balances forecast to be carried into 2012/13 are now £21.3m. However, in addition to this there is still £1m of unallocated contingency, £551k remaining in the HIP contingency and £650k in unspent priority growth. The assumption currently built into monitoring is that these will both be fully spent by the year end. However, if these sums are not called down then balances will be up to £23.5m at the year end.

Changes since Report to Cabinet on 15 December 2011

12 The table below summarises the changes to the recommended budget proposals from the report considered by Cabinet on 15 December 2011. Each of the items is considered in more detail in the following section.

Table 1: Changes to Revenue Proposals since Cabinet on 15 December 2011

	Amount 2012/13 (£000s)
Adjustments to funding and grants:	
- LD & Health Reform grant	(6)
- flood Grant Reduction	1
- Extended Rights to free transport	(78)
- EIG increase	(357)
- Remove provision for academy topslice	(1,810)
- London Boroughs Grants Scheme	(34)
- Remove potential Waste/Recycling Grant	150
Adjustments to pressures and contingency:	
- Create contingency for 2 year old nursery commitment	357
- Increase contingency for shortfall in income from schools from a reduction in buy back of Occupational Health Service	80
- Increase in HS2 contingency	100
- Adult Social Care budget adjustment	(10)
- West Waste levy	(550)
- Increase to the BID pump priming contingency	100
Inflation adjustments:	
- removal of provision for pay inflation	(245)
Adjustments to Priority Growth Allocations:	
- Schools Building Surveyor	60
- New Responsibilities for flood defence moved from service pressure to growth	55
- Additional growth for road and Pavements maintenance	500
- Additional unallocated priority growth	195
Adjustment to savings:	
Additional SCH&H BID major transformation savings Increase	(100)
PEECS prior years savings shortfall	584
Net Change to Balances	***(1,123)***

13 Adjustments to Funding and Grants

The December report was based on an estimate of the local government finance settlement and the actual settlement when announced varied only very slightly from our initial estimate. During 2011/12, following budget setting, there was a new allocation of £62k for extended rights and a general duty to promote sustainable travel. This grant was added to the corporate grants total and included in budget monitoring from the start of the year. In 2012/13 this grant is being increased by £16k, but the full 2012/13 allocation is included above as last year's allocation was not included in the original budget figures. EIG grant has increased by £357k, potentially to fund additional nursery places for 2 year olds. In the December report, a provision was included for a potential further £1.8m topslice of funding to fund a national shortfall in funding for Academies as proposed in a consultation document issued in the summer of 2011. However, the government has now proposed an alternative mechanism for funding Academies going forward so this provision is no longer required. Finally, the December report also included a potential £150k grant for waste and recycling. However, as final details of this grant are not expected to be issued until after Council Tax setting it has been excluded from the budget at this stage. Once details are known it will be reported to Cabinet through the monthly budget monitoring report.

14 Adjustments to Pressures and Contingency

A new contingency has been created for the funding of nursery provision for 2 year olds in line with the increase in EIG. The expectation of government is that free nursery provision should be given to the 900 most deprived children in Hillingdon. Until the take up of the service is known, a contingency provision has been created. This is explained in detail in paragraph 39 below. Over the winter, social care demographics have been totally refreshed and the levels of contingency provision slightly reduced. In addition the related savings proposals have increased in line with the amended demographic projections. However, due to the size and complexity of the overall social care review programme, further explained in paragraph 36 below, an additional contingency to offset any shortfall in these savings has also been included. The net impact of the changes to savings and contingency is a reduction of £10k. Following the finalisation of the London West Waste budget, the overall pressure on the West Waste levy has reduced by £550k in 2012/13. This is 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 from better savings plans. Additional contingencies have also been created to support work on HS2, and to provide for a shortfall in schools income following their withdrawal from the Council's Occupational Health Service.

15 Inflation Adjustments

Further work has been done to refresh the inflation model over the last few weeks, and while there are still a few changes to levy payments awaiting final confirmation, the overall inflation allowance has been reduced by £245k, following the removal of the allowance for pay inflation.

16 Increase in Priority Growth Proposals

Additional growth is proposed for road and pavement maintenance (£500k), to fund a schools building surveyor to support the schools maintenance programme (£60k), to

increase the unallocated priority growth (£195k), and to fund new responsibilities for flood defence (£55k).

17 Savings Adjustment

The December report contained a cross cutting saving of £800k for major transformation projects and targeted reviews. This figure has since been increased by £100k and then allocated out to groups, as explained below in paragraph 54.

18 Overall the net impact of these changes would add an additional £2.1m to balances from that set out in the draft budget in December.

Budget Requirement 2012/13

19 The movement between the current 2011/12 year's budget and the draft budget requirement for 2012/13 is summarised in Table 2 below. Further detail on each of the lines in the table is set out in subsequent sections of the report. A more detailed summary of the MTFF over the full 3 year period is attached in Appendix 1.

Table 2: Budget Requirement 2012/13

	Budget (£000s)
Budget Requirement 2011/12	194,746
Non Formula Grant reductions	-3,676
Inflation	3,070
Corporate Items	6,219
Contingency	5,755
Priority Growth	2,250
Savings	-17,696
Budget Requirement 2012/13	190,668
Funding Sources	
Council Tax Receipts	112,890
Government Formula Grant (estimated)	77,778
Total Resources	190,668

Inflation

20 The core amount of inflationary cost increases in the budget for 2012/13 is £3.1m. This represents a very slight decrease of £0.3m compared to the earlier projections contained in the budget report to Cabinet and Council in February 2011.

21 Table 2 overleaf sets out the general inflation rates applied to specific budget lines.

Table 2: Inflation

Category	Rate (%)	2012/13 (£000s)
Employers' Pension Contribution increase and Added Years Pensions Increase at CPI	0.8%	852
Premises Costs	2.0%	141
Fuel Costs	7.5%	200
Care Placements	1.0%	687
Contracts with unavoidable inflation increases	Contractual	654
Concessionary fares & taxicard scheme	Actual	514
Levies	Actual	22
Total		**3,070**

22 The CSR10 set out a proposed pay freeze for Local Government staff for 2 years in addition to that imposed in 2010/11 and as a result there is no provision within the budget for pay inflation. However, a 1% increase in employer pension contributions (equates to 0.8% of the total non-schools payroll), as agreed as part of the 2010 valuation of the pension fund has been included. In addition, existing added years' pension payments are entitled to an increase in line with the September rate of CPI which was 5.2%.

23 Inflation has not been provided for on most non-salary items unless there is an unavoidable contractual increase. However, given that RPI is now running just under 5% there is considerable pressure from external contractors to increase prices at a time when the Council's funding is reducing considerably. If the market cannot adjust to the new reality in terms of the funding available to councils going forward, then councils may be forced into considering in-sourcing certain services. For those services that remain outsourced then the important of good contract management is heightened, particularly in terms of identifying activities that generate costs for a contractor that are not essential for the Council as the client.

24 With the rising cost of fuel an inflationary provision of 7.5% has been provided for and an increase of 1.0% has been applied for adult's and children's services care placements. The 5.88% inflationary increase in the concessionary fares levy announced by the Mayor of London has also been recognised.

25 The core inflation provision does not include any inflation on income as these are included in the respective Group's savings proposals.

Corporate Items

26 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 £6.3m in 2012/13 is required to cover these items which are shown in summary in the table overleaf and also in Appendix 2.

Table 3: Corporate Items

Corporate Items	Amount 2012/13 (£000s)
Capital programme financing costs	300
Provision for future capital investment	1,000
Additional capital programme financing provision (PSCP)	1,000
Change in budgeted contribution to balances	3,919
Total	**6,219**

27 The budget for 2012/13 includes the provision of a £3m revenue fund for financing future capital investment requirements such as the Primary Schools Capital Programme (PSCP). £2m of this is already in the 2011/12 budget and a further £1m will be added in 2012/13. However, the projected phasing of the borrowing required on this programme suggests that the full £3m will not be required until 2013/14 so this budget should underspend in 2012/13. The budget also incorporates a reduction of £1m in capital financing costs from that forecast in February 2011 as a result of debt refinancing, MRP analysis and capital programme rephasing.

28 A £1.0m provision for future capital investment has also been incorporated into the draft budget. This is the start of a new process of topslicing certain savings to start to build a revenue fund to fund future capital investment. There are no projects identified at this stage that will require funding from this source, so as things stand this budget should not be called upon in 2012/13.

29 The draft budget for 2012/13 includes a payment into balances of £2.13m, a movement of £3.919m on the current year's £1.793m drawdown. The report to Cabinet in February 2011 had previously projected a phased reduction in the draw down of balances over a three year period, reducing the current £1.793m budgeted drawdown to £1.243m in 2012/13, then £693k in 2013/14 and then zero in 2014/15. The current budget not only repays the drawdown but also contributes another £2.1m to provide for uncertainty in government funding from 2013/14 onwards. As at month 9, 2011/12 balances are forecast to be at £21.3m as at 31st March 2012 and this strategy looks to raise balances to in excess of £20m for the next 3 years. This should provide a significant contingency to help absorb any further adverse movement in central Government funding in addition to providing scope for absorbing any potential delays in the delivery of savings.

Development and Risk Contingency

30 The development and risk contingency is used to manage issues that typically arise during the budget process where the likelihood of resources being required is uncertain. Rather than include all of these in the draft budget and therefore overstate the estimated budget requirement, they are collated within the Development and Risk Contingency.

31 Groups have identified and reviewed all service pressures and as noted at the start of the report there are demand led pressures emerging in the current year's budget monitoring for which further new or additional provision has been included in next year's contingency budget. To offset this, some savings are being brought forward from 2013/14 into 2012/13.

32 A net increase in the contingency of £5.8m reflects the latest estimate of potential funding to cover a range of financial risks faced by Council in 2012/13. The increase arises mainly from the significant demographic pressures facing the Council. A detailed breakdown on contingency is shown in Appendix 3.

Table 5: Development and Risk Contingency

Contingency Items	Pressure 2011/12 (£000s)	Pressure 2012/13 (£000s)	Change (£000s)
Total	10,936	16,691	5,755

33 The current contingency provision for Adult's Social Care for demographic pressures is £6.2m, an increase of £2.08m on 2011/12. Latest projections support these figures being retained as noted in month 9 monitoring, however, these will continue to be tracked over the forthcoming months. The actual cost to the Council will be dependent on the success of the Supported Housing programme.

34 In Children's social care the contingency figure has significantly reduced from earlier projections of £0.9m to £0.165m as the original contingency provision was calculated before the impact of the Southwark judgement could be fully evaluated. Further analysis has now established a reduced contingency requirement.

35 The latest projections for transitional children moving through to Adult Services continue to demonstrate an increasing trend on service demand. £2.7m is being provided for within contingency (an increase of £1.4m on the current year) to cover the estimated costs of clients likely to transfer during the next year.

36 Social Care has savings targets from their Reablement and Learning Disability and Physical Disabilities modernisation programmes which are very dependent on a large scale complicated building programme, aiming to make significant reductions in costly residential placements through an increased provision of supported housing. As a result, it is prudent to include a new contingency provision of £500k in 2012/13 to cover potential shortfalls in savings from a delay in the delivery of this building programme.

37 Following the transfer of responsibility for asylum to the SCH&H finance team, the modelling has been totally reviewed and forecasts recalculated. In addition, as reported in budget monitoring, there has been a significant downward movement in the number of UASC for whom LBH can claim funding from UKBA due to an individuals change in status (either naturalised or 'exhausted all appeals'). Whilst the Gateway agreement with UKBA in previous years has enabled LBH to mitigate against this reduction by receiving a fixed £1.9m each year, UKBA have indicated that this grant will be reviewed and potentially reduced by 20% from 2012/13. As a result the contingency for 2012/13 has been adjusted to £1.449m, an increase from the £0.52m estimated back in February.

38 The contingency requirement for the West Waste levy has reduced to £0.6m, £0.6m lower than that estimated for 2012/13 back in February 2011. Lower tonnages than projected have lowered the variable (PAYT) element of the levy and in addition West Waste has applied further balances to mitigate some of the expected increase in the 2012/13 levy. The further application of balances has become possible as a result of a

better than expected outturn for 2010/11 and better than expected projected outturn for 2011/12.

39 An extra £357k has been awarded as Early Intervention Grant, to increase Council funding for 2 year olds nursery provision. This is in addition to £719k already included in the increased 2012/13 EIG allocation in respect of 2 year old funding and already factored into the MTFF. The expectation of the government is that this sum should be used to provide free nursery places to around 900 of the most deprived children in Hillingdon although technically it is unringfenced. At this early stage, as there is uncertainty over the likely take up and the cost of providing this service it is suggested that a contingency be created to fund the service. A further complication is that the DfE have suggested that this funding may at some point be transferred to the DSG, possibly in 2013/14, and that EIG could potentially be topsliced to fund this. There is a risk that even if the Council can run the service for a lower sum than the £1,076k EIG increase suggests will be needed, the whole sum may be topsliced in 2013/14 to fund the increase in DSG if responsibility transfers. This is one of a number of areas in the budget where there is considerable financial uncertainty from 2013/14 onwards.

40 The draft budget includes a sum of £1m in general contingency within the development and Risk contingency. This reflects the large degree of uncertainty that exists over a number of budgets and Central Government funding at this point in time.

41 The 2010/11 outturn for development control showed a gross pressure of £0.5m, the worst performance in the last four years and monitoring in 2011/12 is projecting a £0.4m pressure. In order to provide for a potential worsening in the economic position during 2012/13 the contingency has been increased to £0.5m.

42 The draft 2012/13 budget in February 2011 showed the contingency for the Local Development Framework legal and consultancy fees dropping out in 2012/13. However, three Examination in Public issues have been identified where costs could fall in 2012/13, so a £90k contingency has been included and in 2013/14 an additional £65k contingency has been included for a further issue.

43 The contingency for HS2 Challenge has been increased by an additional £100k for 2012/13 to fund further support to challenge this new railway building programme.

44 An additional new contingency item for the impact of Housing Benefit changes on temporary accommodation has also been included. The supply of private sector properties available to the Council has been squeezed, increasing pressure on bed and breakfast accommodation and alongside this increasing rents are resulting in substantial cost pressures. The contingency requirement in 2012/13 has been assessed at £0.7m. Going forward a proposed levy on empty properties could help to alleviate this pressure, although Central Government has yet to confirm how these proposals will be taken forward.

45 There are potential shortfalls in budgeted income in the Council's various outsourced leisure contracts, necessitating the creation of a contingency item to provide for this shortfall. There are currently a number of issues in relation to the contracts with Fusion and Bromley MyTime. The provision required in 2012/13 has been assessed at £0.5m and then in 2013/14 it also provides for the break clause in the contract with Bromley MyTime being invoked.

46 Early in the year a full review of all SLAs with schools for Council services was undertaken and risks were identified in relation to the potential for schools to withdraw from the Council's payroll and Occupational Health services. Seven schools immediately gave the Council 6 months notice to withdraw from the payroll service and others were expected to follow. As a result, it was decided that it was better from the Council's perspective to put all the schools on notice that the Council would not provide a Payroll Service after this financial year, enabling more certainty in planning for future years. Contingency of £220k for this is provided for 2012/13 and 2013/14 only, as the payroll system contract expires during 2013, which will open up options for fundamentally reviewing how the service is delivered at a lower cost. In relation to Occupational Health, the shortfall in income from the withdrawal of schools creates a budget pressure and this has been provided for in contingency with £80k in 2012/13 and then £50k going forward. Long term alternative methods of service provision for Occupational Health are being considered.

47 The Development and Risk Contingency is set out in Appendix 3. Items with a total potential risk of £19m are included in the contingency for 2012/13. When the probability of occurrence is applied to these amounts, the total for which funding needs to be provided stands at £16.7m, an increase of £5.8m on 2011/12.

Priority Growth

48 Provision has been made in the budget strategy for a further £2.25m of new priority growth in addition to the £1m of uncommitted priority growth already in the base budget. Currently, potential growth bids totalling £1.1m have been included in the draft budget and a further £1.1m remains unallocated, including £0.4m to expand support to the voluntary sector.

Table 6: Priority Growth

Priority growth	**Amount 2012/13 (£000s)**
PEECS bids	996
SCH&H bids	150
Expansion in support to the voluntary sector	400
Unallocated priority growth	704
Total	**2,250**

49 The PEECS growth bids include sports bursaries for talented young local athletes; a bid to continue to fund free swimming for over 65s following the cessation of Government funding; a bid to base fund budget to the youth offending team and community safety team previously funded by the London Communities Safety Fund; a bid for additional library staffing budget to cover the extended opening hours in the newly refurbished libraries; a proposal for road and pavement maintenance; a bid to fund new responsibilities in relation to flood defence; and a bid to fund a schools building surveyor to work on the schools maintenance programme.

50 The SCH&H bid relates to the requirement of 3 additional social workers to support the increasing caseload within the Children's and Families service.

51 As reported to Cabinet in both December and January the budget to support Hillingdon's voluntary sector was set at just over £1.4m. It was proposed that an additional £400k of new priority growth be added to this budget. Officers have recently undertaken a review of support to the voluntary sector with a view to identifying those elements of support that could be increased to reduce the potential pressure on Council services going forward. A report was considered at Cabinet in January which included proposals to allocate £265k of this additional priority growth allocation.

Savings

52 The savings proposed in the draft budget for 2012/13 total £17.7m. These are shown in detail in appendices 5 and 6 and in summary in the table below. The proposals for each Group have been split into 3 categories:

- Full year impact of 2011/12 savings where there have been no changes to the proposals agreed in February 2011 Council Tax setting
- Full year impact of 2011/12 saving where proposals for 2012/13 presented to February 2011 Council Tax setting, have been revised in either amount or content.
- New proposals for 2012/13

Table 7: Savings Proposals

Savings Proposals	**Saving 2012/13 (£000s)**
Central Services	1,781
Planning, Environment, Education & Community Services	7,653
Social Care, Health & Housing	8,262
Total Savings Proposals	**17,696**

53 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 £60m over the four year period 2010-14. Each Group has planned and is delivering a programme of BID projects all subject to central control and review by the DCE PEECS who ensures that there is consistency in approach and application across the Council.

54 The savings proposals total £17.7m for 2012/13, £1.3m higher than that projected to be required in February 2011. The total savings figure for each Group are net of the redundancy costs contained within their package of proposals. A summary of the approach taken in each Group to the development of their savings proposals is given below. Included within each of the group proposals is a specific target for major transformation projects and targeted reviews. This workstream will deliver savings of £1.25m in 2012/13, £1.5m in 2013/14 and £2m in 2014/15.

Central Services

55 Central Services have identified proposals totalling £1.8m for 2012/13. Each service is undergoing a review of their structure through the application of the Council's organisation design principles and operating model. This has resulted in a number of major restructures and changes to the way services are delivered. The 2012/13

savings are largely derived from later phases of this restructuring or the full year effect of restructures that are already being implemented to deliver the 2011/12 savings requirements.

56 There is There is £0.5m of savings proposed in Finance from a rationalised team structure arising from the Council's top tier restructure implemented in 2011/12 and from a review of the Council's insurance arrangements. In HR there are £0.5m of savings proposed including £0.1m in relation to rationalised business support and £0.2m in relation to reduced and more targeted Learning & Development activity. There is a further £0.4m of savings proposed through the restructure of the Performance and Partnership teams. Further details of the proposals developed to date are detailed in appendix 6b.

Planning, Environment, Education and Community Services

57 The approach to the delivery of savings within PEECS is being driven through a programme of transformational reviews of every service. This includes large scale reorganisation, restructuring and removal of duplication, undertaken in the context of a significantly larger service grouping. Within this over-arching work, the opportunity is being taken to question the need for services and examine alternative methods of service delivery, through process efficiency, use of technology or combining previously discrete service areas. Other workstreams include a continuing review of the scale of fees and charges and a phased review of contract-related expenditure, which are supported by a robust process for controlling and challenging expenditure decisions across the Group.

58 This programme is on track to deliver £11.3m of savings in 2011/12 and a further £7.7m savings in 2012/13. The proposals developed for 2012/13 include £0.8m of savings required to deliver the projected shortfall on the 2011/12 savings target. The target has been increased by £0.8m in 2012/13 and £1.6m in 2013/14 to deliver further education savings. Further details of the savings proposals developed to date are included in appendix 6c.

Social Care, Health & Housing

59 In developing savings proposals in 2011/12, SCH&H took the opportunity to develop a new strategic model, which gave specific focus to a 'core offer' of essential services. As part of this process 3 key priorities were identified, allowing development of a thematic approach to savings proposals of Managing Demand, Managing the Support System, and Managing Supply. The savings being developed for 2012/13 are the next phase of this approach. This major change in service provision is dependent on the future use of several major assets, in particular in developing supported housing, and hence links across to the capital programme development. In addition, there will be a structural review of the whole Group and a BID transformation review of every service in the Group. Savings proposals for 2012/13 of £8.3m have been developed and further details are included in appendix 6a.

Fees and Charges

60 The Council is empowered to seek income from fees and charges to service users across a wide range of activities. Some of these fees and charges are set by the Government or other stakeholders, but many others are set at the discretion of the

Council, based on Cabinet's recommendations. The Council, through use of the Resident's Card, has introduced differential charging, and any increase in fees and charges to resident's will be in general limited to no higher than general inflation. Parking charges are going to be frozen again next year, while many other increases have been kept to a minimum. Only those charges where benchmarking has indicated that Hillingdon's charges are substantially lower than other authorities, such as cemeteries, are above inflation increases proposed.

61 The inflation assumption included in the budget does not take account of any increase in income from fees and charges. However, within their detailed savings proposals groups have taken account of any projected increases.

62 Schedules detailing the proposals relating to fees and charges for 2012/13 are attached at Appendix 7.

Central Government Grant

63 The final Local Government Finance Settlement for 2012/13 was largely unaltered from the provisional figures contained within the 2011/12 settlement. This is the second year of the two year settlement announced at the end of 2010. Estimates for future years were prepared on the basis of estimated Government Formula Grant derived from the CSR 2010 and have remain significantly unchanged from February 2011, although a further reduction of £1m has been included following the announcement to cap public sector pay awards at 1%. The future years' position is discussed further in the Medium Tern Impact of the proposals section below.

64 Included within the budget is grant from Central Government to fund a freeze in Council Tax for a further year. This provide a similar sum to that provided in 2011/12 i.e. £2.8m. However, this further funding to fund the 2012/13 Council Tax freeze is for one year only and will therefore add £2.8m to the savings requirement in 2013/14 and beyond.

65 An extra £357k has been awarded as Early Intervention Grant, to increase Council funding for 2 year olds nursery provision. This is in addition to £719k already included in the increased 2012/13 EIG allocation in respect of 2 year old funding and already factored into the MTFF. The expectation of the government is that this sum should be used to provide free nursery places to around 900 of the most deprived children in Hillingdon although technically it is unringfenced. A further complication and future risk is that the DfE have suggested that this funding may at some point be transferred to the DSG, possibly in 2013/14, and that EIG could potentially be topsliced to fund this.

66 On 3 February 2012 CLG announced the process for making bids for funding towards supporting weekly rubbish collections. The scheme is worth £250m over the CSR period with £50m to be allocated in 2012/13. The Weekly Collection Support Scheme is a challenge fund that will be awarded to council's who can demonstrate a need for support for investment in innovation and new technology. Initial bids need to be submitted by the beginning of May 2012 and awards are due to be paid in the autumn of 2012. The scheme is primarily aimed at funding new investment that delivers service enhancement. At this point the MTFF makes no assumptions around either new investment or grant funding in respect of this scheme.

67 There have been a few minor adjustments to some of the other specific grants, arising from late confirmation of the 2011/12 and 2012/13 grant determinations. The most significant change is in relation to the Home Office Grant, which is expected to reduce from £300k to £142k. This grant is in relation to the London Community Safety Fund which is now administered by the GLA who have notified that it is likely to be reduced by a further 40% in 2012/13.

Balances and Reserves

68 The projected unallocated balances and reserves are currently forecast to be £21.3m as at 31 March 2012, well above the minimum target level of balances and over £4m in excess of what they were projected to be at the start of the current financial year. However, this assumes that the £1m of priority growth (£350k committed to date), £1m unallocated contingency (nothing committed to date) and the £800k HIP contingency (£249k committed to date) will all be spent in full by the year end. Balances could therefore be up to £23.5m if these contingencies are not called down over the remainder of the year.

69 The MTFF strategy is to maintain balances long term at a level of no lower than £12m. The budget strategy contained in this report will keep balances well above this level, at around £25m over the next 3 years. There is a planned payment into balances of £2.1m in 2012/13 but then no further payments over the remainder of the 3 years. This should provide some contingency to help absorb any further adverse movement in central Government funding and provide some capacity in case of late delivery of some savings. This proposal keeps balances within the recommended range advised by the Chief Finance Officer.

Medium Term Impact of Proposals

70 Whilst the immediate focus of this report is on the 2012/13 budget, this needs to be balanced with key developments over the medium term.

71 In May 2010 the Council entered into a new four year cycle, taking the opportunity both to set new goals and to adopt new approaches to the Council's ways of working through the HIP BID programme. A savings requirement of £60m was identified for the following 4 year period commencing 2011/12. The refreshed MTFF strategy now indicates that the requirement over this 4 year period will need to be £69.1m. The incremental savings over the next 3 years commencing 2012/13 are assessed at £17.7m, £12.1m and £13.1m respectively. The peak years for savings are therefore likely to be 2011/12 and 2012/13 at £26.2m and £17.7m respectively.

72 However, over the medium term there are significant uncertainties in relation to both the funding of local Government and new burdens which may become the responsibility of local Government which make forecasting beyond 2012/13 more difficult.

73 The most significant issues are in relation to the review of local Government funding. Following several consultations during 2011, the government announced in the Local Government Finance Bill that it will enable councils to retain a portion of the business rates generated locally to replace formula grant and that it would also localise council tax benefits. The aim is to totally reform local government funding to provide an incentive to promote local economic growth and to give more local control on the use of funding and service prioritisation.

74 Retention of business rates would commence from April 2013, to align with the next two year local government finance settlement. Whilst it is too early to calculate the impact of the proposals, as much of the detail of the system has yet to be announced, initial analysis has highlighted a few key issues which could have a significant impact on the council's future funding. The most significant are that there will be no growth in the first 2 years, future growth will only be possible between resets (every 10 years) which will make long term planning difficult and the tariff (and top-up) will be uprated by RPI each year, which could be a disincentive to growth. In overall terms there is concern that a very complex system is being set up that may in practice not allow authorities to generate much in the way of extra income. The potential growth in the NNDR base may be too attractive to the Treasury to take for the 'national good' leaving little for local authorities.

75 Intelligence on potential growth in the NNDR base and the timing of that growth will be crucial to informing the MTFF going forward. The NNDR base has fallen so far during 2011/12 highlighting the fact that it is not always certain to increase. Early indications are that there is the potential that even more specific grants will be tipped into this system at the next Spending Review which makes getting the right scheme at the outset more important. The budget for future years will be updated further as and when further information becomes available and the model basis is clarified.

76 The second major issue relates to the reform of the benefits regime. Whilst Housing Benefit will be absorbed into the new universal benefit, Council Tax Benefit (CTB) will be localised with effect from April 2013 and replaced with a council tax reduction scheme. Each council will have to design, administer and run a local scheme, and do so with an immediate 10 per cent reduction in funding. The scheme will be funded through a specific grant from central government. Certain groups (such as pensioners) will be protected from any reduction in the level of benefits. The initial estimate of the funding shortfall to Hillingdon is £2.21m.

77 At this stage, the intention in designing a scheme is to cap payments from the scheme to the level of grant received. However, the design of the scheme will be critical to minimise the funding risk going forward, to allow for demographic increases. Work on the collation of data to begin scheme design options has commenced, aiming to deliver a report on the potential financial implications during the summer and a scheme ready for consultation during the autumn.

78 There has been strong lobbying of Government by local councils across the country in an attempt to have this proposal dropped and for CTB to be rolled into the Universal Credit proposals or at least to have the implementation date delayed. However, Government has made clear their intention to proceed with this proposal and to implement with effect from 1 April 2013.

79 Aligned to the localisation of Council Tax benefit, are some technical changes to council tax to introduce flexibility for local authorities to help keep overall Council Tax levels down or to be able to increase spend on improving frontline services. The proposals include the flexibility to reduce or remove council tax relief on second homes and empty properties; the power to remove Council Tax discounts on properties that have been vacant for more than 2 years to encourage empty homes to be brought back into use, thereby increasing the Council Tax base; giving residents the right to pay their Council Tax bills in 12 monthly instalments, rather than 10; and permitting electronic billing and

online publication of associated information, such as the Council Tax booklet, normally printed and posted with every Council Tax bill. These proposals will also be effective from April 2013. Within these proposals there is significant potential to relieve both volume and budget pressures on temporary accommodation through bringing empty properties back into use.

80 In addition, on 15 July 2011 the Department of Health confirmed the intention to transfer Public Health services from PCT's to local government with the intention of providing a service which focus on the prevention of illness. A ring fenced grant will be transferred from the NHS in April 2013, with shadow budget allocations due to be published shortly. Currently Hillingdon PCT has around £20m in resources to support public health activity.

81 A public health outcomes framework has been published which sets out the desired outcomes for public health and how these will be measured. Councils will be judged on how well they improve public health and the most successful local authorities will qualify for extra funding. The framework concentrates on two 'high-level outcomes' to be achieved across the public health system:

- Increased healthy life expectancy;
- Reduced differences in life expectancy and healthy life expectancy between communities.

82 A set of more than 60 supporting indicators, grouped into four domains, will help assess progress both locally and nationally on an annual basis:

- Improving the wider determinants of health;
- Health improvement;
- Health protection;
- Healthcare public health and preventing premature mortality.

83 A further burden transferring from central government to local government is the provision of a local financial assistance scheme. As part of the review of the benefits system, the government announced a reform of the Social Fund which will involve the abolition of the current system of discretionary payments. As part of their replacement, there will be a new locally-based provision to replace Community Care Grants and Crisis Loans for general living expenses. There will be no statutory duty on local authorities to deliver the service, but Government will set out their expectations and state that the new burden will be fully funded. Councils are expected to design, set up and deliver a local system for emergency provision for vulnerable groups according to local circumstances, to be effective from April 2013.

84 The result of these various significant changes in local government funding and the transfer of new burdens is that there is currently very little certainty regarding the likely funding or budget requirement beyond 2012/13.

85 Within the draft budget, a potential increase in council tax of 2.5% has been included for the years 2013/14 and 2014/15 however this is purely illustrative at this stage and is not a policy objective.

86 The savings proposals outlined in the report should be capable of delivering a balanced budget in 2012/13. However, there remain unallocated savings for 2013/14 (£2m) and 2014/15 (£9m) which will need to be allocated. Given the uncertainties over the many

changes expected in 2013/14, it is not yet appropriate to allocate this gap out in further savings targets to Groups at this stage.

SCHOOLS BUDGETS

87 The funding that the Council receives for Schools Budgeted expenditure is through the Dedicated Schools Grant (DSG), which is a ring fenced grant. The value of the DSG is determined by multiplying the Guaranteed Unit of Funding (GUF) per pupil by the number of pupils as captured on the January census date (for 2012/13 this was the 19 January 2012). For 2012/13, the Council's DSG will still include funding for those schools that have become academies (including the DSG Local Authority Central Spend Equivalent Grant (LACSEG)), and by implication their budget share will be affected by the Council's school funding formula.

88 The DSG funds both the delegated individual schools budget and items which Schools Forum have agreed can be retained centrally, including Special Educational Needs, Alternative Education provision and Early Years provision. The Council also receives a Pupil Premium Grant based on the number of pupils that are and were eligible for a free school meal (FSM) over the last six years (known as ever 6 FSM). This is passported directly to schools based on the following allocations:-

- The level of the Pupil Premium has been confirmed at £600 per pupil (an increase of £112 on the current rate of £488), however the method of distribution has changed from those currently eligible for Free School Meals to those pupils eligible for Free School Meals at any point over the last six years (Ever 6).
- Children in Care of school age who have been looked after for more than six months (i.e. the pupils counted on the SSDA903 (Under the Children Act 1989, a child is looked after by a local authority if he or she; is provided with accommodation, for a continuous period of more than 24 hours, [Children Act 1989 Section 20 and 21]; or is subject to a care order [Children Act 1989 Part IV]), will be those pupils that have been continuously looked after for over 6 months aged 4 to 15 at 31 August 2011. The count point for 2012 is 31st March) will continue to receive £488.

- An additional amount of £250 per pupil will be included in the Pupil Premium in 2012/13 for the children of members of the UK armed forces, which is an increase from the current £200.

89 No cost falls upon the Council Tax payer unless the Council chooses to supplement the Schools Budget from the General Fund.

90 Throughout this financial year (2011/12) the coalition Government has consulted extensively with councils on a wide range of school funding issues including:

- The Basis for the Decision on the Appropriate Amount of Academies Funding Transfer for 2011-12 and 2012-13
- School Funding Reform: Proposals for a Fairer System
- Implementation of the 2010/11 Review of Education Capital (The James Review)
- The Proposed Decision on the Calculation and Recovery Arrangements on the Academies Funding Transfer for 2011/12 and 2012/13

91 The outcomes of these consultations are still being developed but clarity has been received on the proposed National Funding formula, where it is clearer that the Government will introduce a new funding formula for 2013/14, but will still require Council's, through their own local funding formula, to determine individual school budget shares.

92 It is also clear that no further adjustments will be made to Councils' budgets for the Revenue Support Grant LACSEG top-slice calculations, other than reimbursing those Council's where the top-slice is greater than the actual calculated deduction for 2012/13, by means of a grant.

93 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.

94 The main focus of Schools Forum has been to undertake a fundamental review of the Primary and Secondary schools funding formula, which took place between July 2011 and November 2011. Schools were consulted on the proposed changes informally in December 2011 and more formally in January 2012. The outcomes of which have been considered at the Schools Forum meeting on 24 January 2012.

95 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 2012/13 from the recommendations of this report.

CAPITAL PROGRAMME

Background

96 The development of a medium term capital programme is currently dominated by the requirement to provide sufficient primary school places and this programme is projected to cost a total of £126,845k based on latest pupil number estimates. In addition to this, many of the remaining capital schemes relate to projects that have already commenced or ongoing programmes of works.

97 The driving principles underlying programme development are to minimise the revenue impact in future years arising from interest payments and Minimum Revenue Provision (MRP) or alternatively, to identify future revenue resources to facilitate borrowing for capital purposes in a sustainable and prudent manner. The budget proposed in this report has fulfilled these principles and would create minimal additional revenue liabilities over and above that already earmarked. However, there are risks associated with the realisation of capital receipts and the level of primary school places required, that could adversely impact future revenue financing costs.

98 A summary of the proposed capital programme has been included in Appendix 8 and shows individual schemes alongside the financing source for each scheme.

99 The capital programme continues to contain a number of on-going programmes of works requiring £7,052k of council resources in 2012/13 (table 6), much of which does not satisfy requirements for borrowing under the Prudential Code. Such schemes are therefore reliant on sufficient un-ringfenced capital receipts to sustain delivery.

Changes since report to Cabinet on 15 December 2011

100 Table 1 below sets out amendments to the General Fund capital programme since the report to Cabinet in December.

Table 1

General Fund	Draft Programme 2012/13 (£000s)	Draft Programme 2013/14 (£000s)	Draft Programme 2014/15 (£000s)	Total Draft Programme (£000s)
December Cabinet Report	95,099	70,660	38,219	203,978
Changes to Projects				
Priority Growth	1000	0	0	1000
ICT Single Development Plan	(31)	500	500	969
Libraries Refurbishment	500			500
Primary School Capital Programme	(4,065)	5,360	(1,107)	188
Town Centre Initiatives	185			185
Urgent Building Condition Works	(600)	(600)	(600)	(1,800)
Yiewlsey Pool Self-Financing Scheme	(5,500)	(5,250)		(10,750)
Highways Structural Works	300	0	0	300
Vehicle Replacement	250	0	0	250
Highgrove Pool Phase II	450	0	0	450
Changes to Expenditure Profiles				
Additional rephasing from 2011/12	2,138			2,138
Profiling 2012/13 Projects	(440)	440		0
February Cabinet Report	89,286	71,110	37,012	197,408
Movement	(5,813)	450	(1,207)	(6,570)

101 £1,000k of Priority Growth has been included in 2012/13 budgets to support investment in new capital priorities arising in year. This is in addition to the growth already included within the December report which included provision for the refurbishment of Winston Churchill Hall and the development and resurfacing of West Drayton Cemetery.

102 Council Resourced investment in the ICT Single Development plan has been increased to £1,000k per annum following reallocation of Department of Health Community Capacity funding to the Queenswalk development. This budget will continue to support the Council's wider ICT requirements and transformational BID workstreams.

103 An additional £500k is included to bring the borough-wide Library Refurbishment programme to a close, supporting works at Harlington and Oak Farm Libraries. This would be funded from Council Resources, although there may be scope to utilise Section 106 Contributions for this programme.

104 Forecast total expenditure on the Primary School Capital Programme has decreased to £126,845k (£127,916k at December 2011), primarily due to design changes within

Phase 3 of the programme. Expenditure forecasts on Phase 2 and 3 projects have been refined, accounting for the decreased budget requirement in 2012/13.

105 Investment in Town Centre Initiatives has been increased by £185k following receipt of Outer London Funding during 2011/12. The Council is hopeful of receiving further grant funding for town centre initiatives but this is not confirmed at this stage so is not yet included in the budget.

106 Previous proposals for a self-financing scheme on the former Yiewlsey Pool site have been removed from the programme until a new proposal is developed and costed.

107 Additional growth has been provided to support further investment in Highways infrastructure and fleet replacement.

108 Funding for the Highgrove Pool refurbishment project has been increased by £450k to align the centre with the newly developed Hillingdon and Botwell Green Sports & Leisure Centres. On-going borrowing costs arising from this project will be fully funded from revenue savings within leisure contracts.

109 Following refinement of expenditure profiles, some 2011/12 budgets will be rephased into 2012/13. These include £700k on Highgrove Pool and £950k of DH HIV grant funded GF Supported Housing budget.

110 Table 2 sets out updates to the HRA capital programme since previously reported to Cabinet on 15 December 2011.

Table 2

Housing Revenue Account	Draft Programme 2012/13 (£000s)	Draft Programme 2013/14 (£000s)	Draft Programme 2014/15 (£000s)	Total Draft Programme (£000s)
December Cabinet Report	11,773	11,457	11,542	34,772
Supported Housing Programme	6,150	916	(5,740)	1,326
Works to Stock	0	1,335	1,250	2,585
February Cabinet Report	17,923	13,708	7,052	38,683
Movement	6,150	2,251	(4,490)	3,911

111 Forecast expenditure on Supported Housing over the period 2012/13 to 2014/15 has been revised due to works now being expected to commence in 2012. Total investment in this programme remains at £27,980k.

112 Increased investment in existing housing stock is proposed from 2013/14, to be funded from HRA revenue resources no longer required to support subsidy payments to DCLG. These works are expected to consist of energy efficiency measures aimed to reduce energy costs for tenants and emissions.

Primary School Capital Programme

113 In order to meet the demand for additional school places, this draft budget includes provision for £126,845k of investment over the period 2010/11 to 2014/15 which is

intended deliver an additional 27.5 forms of entry across the borough and meet expected demand from bulge year groups until 2014/15.

114 There remains a significant risk that further fluctuations in projected pupil numbers necessitate additional expansions. Using the average cost of Phase 2 expansions as an indicator, the cost of any additional form of entry is in excess of £5,000k.

115 Table 3 sets out the latest expenditure forecast on the schools programme. This is based on contractual arrangements for Phase 1 and latest feasibility studies for Phases 2 and 3. This programme remains focused on mainstream provision and does not include expansion of the Special School estate.

Table 3

Primary School Capital Programme	2010/11	2011/12	2012/13	2013/14	2014/15	Total	Perm. FE	Temp. Units
	£'000	£'000	£'000	£'000	£'000	£'000		
Minor Works	559	595	0	0	0	1,154		3.0
Phase 1	1,080	8,500	11,498	243	0	21,321	6.0	
Phase 1A (incl. Rosedale)	10	2,430	802	0	0	3,242		7.0
Phase 2	0	2,014	26,832	40,123	8,958	77,928	15.5	-2.0
Phase 2A	0	157	2,443	0	0	2,600		10.0
Phase 3	0	274	626	9,000	8,100	18,000	6.0	
Phase 3A	0	0	0	1,300	1,300	2,600		10.0
Expenditure	**1,649**	**13,970**	**42,201**	**50,666**	**18,358**	**126,845**	**27.5**	**28.0**
DfE Grant*	1,649	11,542	25,231	8,564	8,564	55,550		
Section 106	0	2,428	2,971	5,800	3,870	15,069		
Council Resources	0	0	13,999	36,302	5,924	56,226		
Revenue Impact	**0**	**0**	**944**	**3,392**	**3,792**	**3,792**		

116 Funding for this programme consists of DfE Grants and Section 106 Contributions, with significant support from Council Resources to manage the shortfall in external funding. This shortfall is currently expected to result in on-going revenue financing costs of approximately £3,792k per annum, of which £3,000k has been identified within latest revenue budgets.

117 DfE have announced the initial tranche of 2012/13 funding which brings confirmed DfE support for Hillingdon's expansion programme to £33,369k. Further 2012/13 funding is expected to be confirmed from the additional £600m Basic Needs funding announced in the Chancellor's Autumn Statement, the outcome of which will be reported to Cabinet during 2012/13.

118 Section 106 Contributions included above consist of £2,428k of previously allocated funds, £8,600k of expected contributions relating to the RAF Uxbridge site and a further £4,041k of contributions yet to be allocated. As at 31 December 2011 unallocated Education Section 106 Contributions of £5,367k were held by the Council, from which there may be scope to reduce Council Resources further.

Funding of the General Fund Capital Programme

119 Table 4 overleaf shows the proposed financing for the draft budget included in Appendix 9. This programme of investment continues to be supported from a combination of external grants and third party contributions, capital receipts and Prudential Borrowing.

Table 4

General Fund Financing	2012/13 £'000	2013/14 £'000	2014/15 £'000	Total £'000
GF Prudential Borrowing	36,551	35,753	16,259	88,563
GF Capital Receipts	13,344	12,675	0	26,019
Grants	36,075	16,882	16,883	69,840
Other 3rd Party Contributions	3,316	5,800	3,870	12,986
Total	**89,286**	**71,110**	**37,012**	**197,408**

120 In the absence of increased grant funding, significant use of Prudential Borrowing will be required to finance the proposed 2012/13 capital programme. Of the £36,551k borrowing requirement for 2012/13 specific resources have been identified to support £13,999k investment in school expansions and £13,756k invest-to-save/self-financing projects. The remaining £8,796k of borrowing will require additional on-going revenue support.

121 Forecast 2012/13 capital receipts are sufficient to support continued investment in programmes of works such as Chrysalis, Highways Infrastructure and Disabled Facilities Grants. Whilst sufficient capital receipts are forecast for 2012/13 and 2014/15, a shortfall is projected from 2014/15 as shown in table 5 below.

122 Other contributions included in Table 4 are predominantly Section 106 contributions available to support school expansion projects and includes a proposed new school at RAF Uxbridge.

123 Grant funded expenditure of £36,075k is included in this 2012/13 draft programme, however a number of allocations are yet to be confirmed and such in-year movements will be reported via the monthly monitoring process. Table 5 below sets out grants included in the programme.

Table 5

Capital Grant	Awarding Body	2012/13 £'000	2013/14 £'000	2014/15 £'000	Total £'000
Devolved Formula Capital (DFC)	DfE	739	739	739	2,217
Capital Maintenance	DfE	3,408	3,408	3,408	10,224
Basic Needs (Initial)	DfE	7,556	7,556	7,556	22,668
Basic Needs (Top Up)	DfE	5,053			5,053
Transport for London LIP	TfL	3,297	1,992	1,992	7,281
Disabled Facilities Grant	DH	1,500	1,500	1,500	4,500
Empty Property Grant	HCA	65	65	65	195
LA Contaminated Land Grant	EA		1,622	1,623	3,245
Community Capacity	DH	533			533
2012/13-14/15 Allocations		**22,151**	**16,882**	**16,883**	**55,916**
Rephased DFC	*DfE*	*1,439*			*1,439*
Rephased Capital Maintenance	*DfE*	*350*			*350*
Rephased Basic Needs	*DfE*	*11,614*			*11,614*
Rephased Community Capacity	DH	*521*			*521*
Rephased Grants		**13,924**	**0**	**0**	**13,924**
Total Grant Funding Available		**36,075**	**16,882**	**16,883**	**69,840**

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

124 Grant funded expenditure falls into two distinct categories; £8,225k of investment is directly attributable to grants for which variations in external funding would simply lead to the equivalent variation in expenditure. Such projects are funded from Devolved Formula Capital, TfL LIP and a share of DfE Capital Maintenance grant. The remainder (£27,850k) is demand led and reductions in external funding would necessitate additional use of Council Resources. £21,235k of such funding is either confirmed or carried forward from 2011/12. The remaining £6,618k consists of DH Community Capacity funding, HCA Empty Property Grant, both of which are expected to be confirmed by 31 March 2012, and additional DfE Basic Needs funding to be announced during 2012/13.

Ongoing Programmes of Works

125 The capital programme includes a total of £8,552k of programmes of work. Of this sum only £1,500k of these programmes satisfy the Prudential Code requirements for borrowing (ICT Single Development Plan, £100k of the Property Works Programme and £400k of the Civic Centre Works Programme). The remainder of the programme needs to be funded from capital receipts and these are detailed in Table 6.

Table 6

Application of Capital Receipts	2012/13 (£'000)	2013/14 (£'000)	2014/15 (£'000)	Total (£'000)
Community Initiatives	1,710	1,525	1,525	4,760
Highways Programmes	1,938	1,638	1,638	5,214
Property & Facilities Management	1,954	1,350	500	3,804
Social Care Grants	1,450	1,450	1,450	4,350
Total Expenditure	**7,052**	**5,963**	**5,113**	**18,128**
Capital Receipts available to fund Programmes of Works	**9,795**	**6,150**	**0**	**15,945**
Capital Receipts (Surplus)/Shortfall	**(2,743)**	**(187)**	**5,113**	**2,183**

126 Delivery of the current disposals programme will be sufficient to support 2012/13 programmes of works included in Appendix 9 however, further capital receipts or other funding streams will need to be identified to support the investment in such programmes from 2015/16.

HRA Capital Programme

127 The capital programme within the HRA has been developed against the backdrop of the move to self-financing from April 2012. Final settlement figures have now been released. Hillingdon will be required to acquire £191.6m of national housing debt in return for retaining all rental income, thus saving around £15m per year for 2012/13, rising to £25m in future years. In addition, a borrowing cap has been set that gives the HRA a headroom capacity of £47m for new housing development schemes.

128 Table 7 overleaf sets out funding for this draft HRA capital programme, which includes budgetary provision to complete Pipeline projects and continue capital renewal works to existing stock.

Table 7

HRA Financing	2012/13 £'000	2013/14 £'000	2014/15 £'000	Total £'000
HRA Prudential Borrowing	12,639	8,408	2,727	23,774
HRA Capital Receipts	2,064	0	0	2,064
Grants	820	1,815	840	3,475
Other Contributions	2,400	3,485	3,485	9,370
Total	**17,923**	**13,708**	**7,052**	**38,683**

129 Completion of existing pipeline programmes is expected to require £1,233k HRA Resources and £100k of previously awarded grant funding. HCA grant funding of £3,375k will support this investment in 225 new units of social housing, with the remaining £23,279k funded from HRA Resources. In addition to generating future rental income for the HRA, this programme will contribute towards the delivery of Social Care associated with reablement workstreams.

130 Table 8 below details capital grants included within this HRA programme, in both cases availability of this funding has been confirmed with the awarding body.

Table 8

Capital Grant	Awarding Body	2012/13 £'000	2013/14 £'000	2014/15 £'000	Total £'000
HCA SHP	HCA	720	1,815	840	3,375
HCA Pipeline LD Rephasing	*HCA*	*100*	*0*	*0*	*0*
Total Grant Funding Available		**820**	**1,815**	**840**	**7,163**

131 HRA Resources included within this programme consists primarily of Prudential Borrowing, which is to be supported from future rental income generated on new build sites. In addition £2,064k capital receipts arising from sale of residential units completed under the current Pipeline Phase 2 - Low Cost Home Ownership Programme, will be available to reduce the call on Prudential Borrowing required to deliver this programme. Identification of further surplus HRA sites unsuitable for development of supported housing may provide opportunities to decrease any call on borrowing.

OVERALL BUDGET FOR COUNCIL TAX SETTING 2012/13

Chief Finance Officer's Comments Regarding Responsibilities under the Local Government Act 2003

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

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

133 The Chief Finance Officer 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 £16.7m Development and Risk contingency
- Service managers having made reasonable assumptions about demand pressures and taken a prudent view of volatile areas.
- Risk based financial monitoring being undertaken during the year and reported to Cabinet on a monthly basis. This includes the agreement of recovery plans to ensure that the budget is delivered in overall terms.
- Procedures in place to capture and monitor procurement and other efficiency savings
- Prudent assumptions made about interest rates
- The recommended increases in fees and charges in line with the assumptions in the revenue budget
- The use of the Council's project management approach to monitor delivery of the material savings in the revenue budget.

134 The Chief Finance Officer 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 2011/12, the Chief Finance Officer set a recommended range of balances. This was between £12m and £24m, based on an analysis of the risks facing the Council. The recommended range has been updated following a review of the risks facing the Council. This is set out in the next section.

Statement on Balances and Reserves

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

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

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

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

- The general financial climate to which the Council is subject and its track record in budget and financial management

138 The assessment, although based on the Council's procedures and structures, does have an element of subjectivity and to allow for this the optimum level of reserves incorporates a range. The recommended range for reserves for 2012/13 is £12m to £26.5m. Ideally the Council should avoid having balances below the minimum level of £12m, or above the maximum level of £26.5m. The Council's aim to maintain balances at £12m is therefore within this range. Details of the risk assessment are included in Appendix 9.

139 The range of issues that impact on the need to hold balances and reserves has been reviewed since last year's budget setting process, 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 current funding streams have now been confirmed, there remain significant uncertainties for future years funding. And, whilst the forecast year end balances have increased, the proposed contingency has also increased. Perhaps the most significant contributor to the necessity for reserves arises from the front loading of the budget cuts, resulting in a budget for 2012/13 which contains savings proposals for over £17.7m, and this coming on top of taking savings of over £26m out of the budget in 2011/12.

140 The projected level and recommended range of balances will vary depending on the budget proposals that are put forward by Cabinet.

The Council Tax Requirement for 2012/13

141 The budget proposals included in this report represent Cabinet's budget strategy for 2012/13 and beyond. The revenue budget proposals have been developed to deliver a zero increase in Council Tax for the fourth successive year. The Council Tax level is subject to Members' final choices in the budget setting process.

Council Tax Referendum

142 As part of the provisional local government finance settlement the Government also confirmed the draft council tax referendum threshold for 2012/13. This reflects the new arrangements introduced in the Localism Act 2011 to replace the current system of council tax capping. This requires local authorities to hold referendums to approve their proposed council tax increases where these exceed a threshold set by Parliament.

143 The council tax increase above which local authorities would be required to hold a referendum in 2012/13 on the basis of the Government's provisional proposals is 3.5%. The budget proposals outlined in this report maintain council tax at the same level as in 2011/12 and therefore the referendum threshold will not be triggered for the financial year 2012/13.

Greater London Authority Precept

144 The Mayor of London's draft budget proposals for 2012/13 are scheduled for consideration by the London Assembly on 9 February 2012 and so will not be confirmed until after that date. The draft proposals result in a 1% decrease in the element of

Council Tax that relates to the GLA precept. This is analysed across the relevant functional bodies as follows:

Table 9: Change in Proposed GLA Precept by Functional Body

Functional Body	Band 'D' Council Tax 2011/12 (£)	Band 'D' Council Tax 2012/13 (£)	Percentage Change (%)
Metropolitan Police Authority	226.01	233.46	+3.30
London Fire and Emergency Planning Authority	51.76	40.08	-22.57
Greater London Authority	30.08	31.29	+3.76
Transport for London	1.97	1.89	0
Total	**309.82**	**306.72**	

145 The largest element of the GLA Group's budget relates to the Metropolitan Police Authority and this aligns to the Mayor's primary responsibility in making London safer. The increase in the Metropolitan Police's budget requirement protects operational capacity and the maintenance of officer numbers at existing levels. Minor decreases have been applied to the council tax contribution towards the London Fire and Emergency Planning Authority to reflect their achievement of significant back office efficiencies.

146 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 2012/13, unchanged from 2011/12.

Financial Implications

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

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The budget proposals in this report result in no change in the Council Tax for 2012/13. The budget proposals contain the funding strategy for delivering the Council's objective. The effects are therefore extremely wide ranging. They will be managed through the performance targets and outcomes that will be delivered through the resources approved in the revenue budgets and capital programme.

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

Consultation Carried Out or Required

Each of the Policy Overview Committees has received reports setting out the draft revenue budget and capital programme proposals relevant to their remit. This was approved by Cabinet on 15 December 2011 for consultation at the January 2012 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 8 February 2012 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 and residents in the borough. A budget consultation survey was published on the Council's web site relation to the Cabinet's draft budget proposals after the meeting on 15 December 2011. Additionally the January Policy Overview Committee public meetings have a specific focus on the budget proposals within each of the related service areas. 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. Schools Forum has also been consulted on those budget proposals that have a potential impact on schools budgets.

5. CORPORATE IMPLICATIONS

Corporate Finance

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

Legal

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

In respect of income the Council provides a number of services in respect of which it can impose charges and fees to users. In certain instances those fees or charges may be set by Government. In other cases the Council has 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 Chief Finance Officer's duties under the Local Government Act 2003, insofar as they relate to budget setting are set out in the body of the report. Of importance to members is the duty for him to comment on the robustness of estimates for the forthcoming year. Members will note that earlier in this report, the Chief Finance Officer 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 Chief Finance Officer to comment on the adequacy of the Council's reserves. Members will note that a Statement of Reserves and Balances is contained within paragraphs 135 to 140 of the report which discharges this duty.

As the Council's Section 151 Officer, it is the Chief Finance Officer's professional duty to propose to Members a budget which is soundly based, balanced and adequate to fund the expected level of service provision in the forthcoming financial year. This duty is reinforced in the Council's Constitution. This requires the Chief Finance Officer 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 Chief Finance Officer's professional advice is a relevant consideration for Members to take into account. However, Members are not bound to follow his advice. However, they should have good reasons for departing from it should they choose to do so. Furthermore, Members must at all times have regard to the overriding principle that they should set a legal budget and one which is as prudent as the circumstances permit.

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

For the first time, there is a new recommendation in the report which is asking Cabinet to recommend to full Council a proposed Pay Policy Statement for 2012/13. The Localism Act 2011 introduced a requirement for such a Statement to be agreed by full Council and this part of the Act became law on 15th January 2012. Section 38 of the Act stipulates what the Statement must include and it is to be read together with draft Guidance which has been issued by the Government.

Corporate Property and Construction

Corporate Property and Construction 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 Property and Construction 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 2012/13, 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 Property and Construction 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.

6. BACKGROUND PAPERS

Report to Cabinet 15 December 2011 – Medium Term Financial Forecast 2012/13 – 2014/15

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

Local Government Finance Settlement 2012/13 located at
http://www.local.communities.gov.uk/finance/1213/grant.htm

Revenue Budget - Corporate Summary

Corporate Summary	2011/12 £(000s)	2012/13 £(000s)	2013/14 £(000s)	2014/15 £(000s)
Resources				
Increase in Council Tax Base (Band D properties)	1,166	1,118	750	750
Increase in Council Tax (%)	0.0%	0.0%	2.5%	2.5%
Collection Fund Deficit / (Surplus)	1,438	(1,334)	0	0
Council Tax Base (Band D properties)	99,118	100,236	100,986	101,736
Council Tax Band D (£)	£1,112.93	£1,112.93	£1,140.75	£1,169.27
Council Tax Revenues	***108,870***	***112,890***	***115,200***	***118,957***
Government Formula Grant	85,876	77,778	74,078	70,378
Early Intervention Grant	10,857	11,933	11,174	10,772
Council Tax freeze grant	2,765	5,516	2,758	2,758
Learning Disability and Health Reform Grant	5,781	5,924	5,713	5,507
Preventing homelessness	580	580	560	540
Housing & Council Tax Benefit Subsidy Admin Grant	2,418	2,265	2,185	2,106
NHS S256 Agreement	2,728	2,610	2,519	2,429
Home Office Grant	300	142	137	132
Extended Rights Grant		78	75	72
Lead Local Flood Authority Grant	127	184	179	172
Grant Income	***111,432***	***107,010***	***99,378***	***94,866***
Total Resources	**220,302**	**219,900**	**214,578**	**213,823**
Budget Requirement				
Roll Forward Budget	229,841	220,302	220,302	220,302
Inflation (non-schools)	1,980	3,070	8,068	12,940
Corporate Items	4,548	6,219	4,801	6,001
Contingency	176	5,755	9,150	14,395
Priority Growth Items	1,776	2,250	2,055	3,055
Savings	(26,238)	(17,696)	(29,798)	(42,870)
Total Budget Requirement - all resources	220,302	219,900	214,578	213,823
Less non-formula grant	(25,556)	(29,232)	(25,300)	(24,488)
Budget Requirement	**194,746**	**190,668**	**189,278**	**189,335**
Budget Gap / (Surplus)	0	**0**	**0**	**0**

Corporate Items

Description	Net Variation from 2011/12 Budget		
	2012/13	2013/14	2014/15
	£(000s)	£(000s)	£(000s)
Corporate Items			
Increases			
Capital Programme financing costs	300	800	1,500
Provision for future capital investment	1,000	1,000	1,000
Additional Capital Programme financing provision (PCP)	1,000	1,000	1,000
Contributions (from) / to Balances	3,919	1,793	1,793
Increase in Council Tax Older Persons Discount	0	500	1,000
LAA Reward Grant share to Safer Hillingdon Partnership	0	-292	-292
Sub-total	6,219	4,801	6,001
Decreases			
Sub-total	0	0	0
Net Corporate Items	**6,219**	**4,801**	**6,001**

Development and Risk Contingency

Development & Risk Contingency		Gross Risk 2012/13	Probability	Provision 2012/13	Provision 2013/14	Provision 2014/15
		£(000s)	(%)	£(000s)	£(000s)	£(000s)
Potential Calls						
Social Care Pressures (Adults)	SCHH	6,339	97%	6,171	8,323	10,453
Social Care Pressures (Children's)	SCHH	165	100%	165	240	315
Increase in Transitional Children due to Demographic Changes	SCHH	2,754	100%	2,742	4,274	5,792
Potential shortfall in reablement, LD & PD savings targets	SCHH	500	100%	500	2,000	3,500
Waste Disposal Levy	PEECS	1,200	46%	550	1,000	1,300
Additional costs for 2 year olds	PEECS	357	100%	357	0	0
Asylum Funding Shortfall	SCHH	1,449	100%	1,449	1,240	1,174
General Contingency	All	1,000	100%	1,000	1,000	1,000
Uninsured claims	CS	400	100%	400	400	400
Development Control Income	PEECS	500	100%	500	500	500
Carbon Reduction Commitment Energy Efficiency Scheme	PEECS	460	98%	450	440	430
Local Development Framework legal & consultancy fees	PEECS	90	100%	90	65	0
Pump priming for BID savings	ALL	500	100%	500	0	0
SEN transport	PEECS	150	67%	100	100	100
HS2 Challenge contingency	PEECS	200	100%	200	0	0
Impact of HB changes on Temporary Accommodation	SCHH	737	100%	737	737	737
Schools withdrawal from the HR payroll and OH service	CS	382	79%	300	270	50
Contingency against Leisure outsourced income streams	PEECS	480	100%	480	347	430
Total Potential Calls		19,009		16,691	20,936	26,181
Financing						
Base Budget				10,936	11,786	11,786
Increase / Decrease in Contingency				5,755	9,150	14,395
Total Financing				16,691	20,936	26,181
Managed Risk Gap in Contingency				**0**	**0**	**0**

Contingency

Priority Growth Proposals

Priority Growth Proposals		Group	Net Variation from 2011/12 Budget		
			2012/13	2013/14	2014/15
Ref	**Description**		£(000s)	£(000s)	£(000s)
PEECS G01	Golden Bursaries for Talented Athletes	PEECS	20	20	20
PEECS G02	Free Swimming for 65+	PEECS	15	15	15
PEECS G05	Community Safety, ASB & Investigations	PEECS	142	142	142
PEECS G06	CCTV extended maintance, Housing, Parking, Green	PEECS	25	25	25
PEECS G08	Additional Litter and dog waste bins	PEECS	18	0	0
PEECS G09	Extended Library Opening Hours	PEECS	161	183	183
P18	Children & Family Increased Caseload	SCHH	150	150	150
	Expansion in support to the voluntary sector	CS	400	400	400
	Schools Building Surveyor	PEECS	60	60	60
	New responsibilities in relation to Flood defence	PEECS	55	55	55
	Road & pavement maintenance	PEECS	500	0	0
	Unallocated funding for further priority initiatives		704	1,005	2,005
	Total Priority Growth Proposals		**2,250**	**2,055**	**3,055**

Savings

Description	Group	Net Variation from 2011/12		
		2012/13	2013/14	2014/15
Social Care, Health & Housing	SC,H&H	-8,262	-15,311	-19,871
Central Services	CS	-1,781	-2,367	-2,448
Planning, Environment, Education & Community Services	PEECS	-7,653	-9,878	-11,368
Sub-total		**-17,696**	**-27,556**	**-33,687**
Remaining MTFF Target				
Unallocated Savings	All	0	-2,242	-9,183
Sub-total		**0**	**-2,242**	**-9,183**
Total Savings		**-17,696**	**-29,798**	**-42,870**

SC,HH Ref	Description	2012-13 £000's	2013-14 £000's	2014-15 £000's
(1) FULL YEAR IMPACT OF 2011-12 SAVING (NO CHANGES)				
RE3	Full year impact of 2011-12 Saving - older peoples in-house services, day services & client transport	-9	-129	-189
ES1	Full year impact of 2011-12 - West London Alliance home care framework & high cost packages	-119	-219	-219
1.3	Full year impact of 2011-12 saving - Corporate parenting function admin cost reduction	0	-40	-40
1.5	Full year impact of 2011-12 saving - merger of respite services	-40	-40	-40
2.1	Full year impact of 2011-12 saving - children's services business support review	-255	-255	-255
BI1A	Reduction in currently budgeted ASCH&H redundancy costs	-150	-250	-300
BI1A	Reduction in currently budgeted C&F redundancy costs	-38	-38	-38
(2) FULL-YEAR IMPACT OF 2011-12 SAVING (REVISED)				
1.2	Full year impact of 2011-12 saving - BID review of safeguarding and quality assurance (double count removed for later years)	0	0	0
RE2	Full year impact of 2011-12 Saving - learning disability in-house services, day services & client transport	-318	-631	-721
BI1	Full year impact of 2011-12 saving - application of BID operating model	-855	-875	-875
PR1	Full year impact of 2011-12 saving - improved commissioning and contracting	0	-66	-818
1.4	Full year impact of 2011-12 saving - Looked after children placements review	-1,673	-2,769	-2,769
ES2 B / ES11	Full year impact of 2011-12 saving - HRA review	-500	-500	-750
FC11	**Income inflation**	-200	-200	-200
	The annual increase in welfare benefits is based on the CPI for October and it is expected that this will create headroom between this rate and the LBH assumed income inflation rate. The additional income will be received automatically as it is generated from the annual financial assessment review undertaken for Adult Social Care clients. This saving estimate will be reviewed in late September when the CPI inflation rate estimate will be more reliable.			
RE1	Full year impact of 2011-12 saving - reablement service	-507	-3,319	-5,047
RE1a	Full year impact of 2011-12 saving - reshaping learning disability housing & support	-644	-2,349	-3,550
RE1b	Full year impact of 2011-12 saving - reshaping physical disability housing & support	-277	-697	-787
RE1c	Use of Care Fund Calculator	-240	-240	-240
(3) NEW 2012-13 MEASURES				
PR11	**Residential / Nursing demand and supply management strategy**	-825	-825	-825
	As part of a West London Alliance (WLA) initiative, all residential and nursing care providers have been asked to assume -2% inflation for 11/12. The 2011/12 base budget assumes an inflation pressure of 1.5% for residential and nursing care providers. On the basis that a 1% reduction can be achieved on average, 2.5% of the relevant budget can be given up as a saving. It is estimated that £825k can be saved as a result of these price changes / reduced inflationary pressure on the 2011/12 base budget.			
PR12	**Accreditation, Procurement and Contract Management (APC) Scheme for Residential and Nursing Care Providers**	-325	-325	-325
	As part of the West London Alliance (WLA) a new scheme for accrediting, procuring and contract managing (APC) residential and nursing care providers is being launched in August 11. The maximum potential for this should all suppliers sign up is £1m although this is highly unlikely; to date 1 significant supplier has done so saving £200k/annum for Hillingdon			
RE12	**MH Commissioning**	-500	-794	-883
	It is expected that as a result of the analysis undertaken of the 12 clients CNWL have identified to transfer to LBH the eventual full year bill will be £500k less than originally provided for. To date 8 of the 12 have been formally signed off wiht negotitaions continuing in respect of the remaining 4 clients which will be subject to final agreement with CNWL.			
	2010/11 & 2011/12 savings target net shortfall / (surplus) that needs addressing on a permanent basis	63		
	BID Major transformation projects and targeted reviews	-850	-750	-1,000
Net Savings		**-8,262**	**-15,311**	**-19,871**

Ref	Description of proposal	2012/13 £000's	2013/14 £000's	2014/15 £000's
(1) Full Year Impact of 2011-12 Savings (No Changes)				
LS1	Full year impact of 2011/12 Savings - Review of Legal Services	-23	-23	-23
	Full year impact of 2011/12 saving - Credit Crunch Contingency not required	-75	-75	-75
(2) Full Year Impact of 2011-12 Savings (Revised)				
HRBS1	**Review of Business Support**	-147	-168	-189
	HR related tasks to transfer from BSU teams to HR in line with the Council's operating model. This will reduce the work carried out in the teams and negates the need for a stand alone BSU management team.			
HR L&D1	**L&D Rationalisation of Training**	-203	-228	-228
	To rationalise the delivery of training within the Council. To review and reduce the amount of training currently provided, replacing externally commissioned training where possible with internal delivery, preferrably through bitesize sessions or e-learning if appropriate. In addition to provide an effective and efficient administrative and commissioning process for L&D activites within the Council.			
HR1	**Restructure of HR Service**	0	-59	-59
	A review of the structure of the HR Business Partners will take place in 2013/14, the timing of which is planned to ensure that the BID process is fully supported in 2012/13. It is anticipated that the structure will be reduced by one post.			
HR3	**Occupational Health & Safety**	-53	-53	-53
	This proposal will reduce the number of Health and Safety advisers in the team by 1.5 FTE while still ensuring efficient service provision. A further review of the business processes within the health and safety service will also be carried out.			
DS3	**BID review of Democratic Services**	-12	-32	-32
	In 2010/11 the Electoral and Registration Services were reviewed as a part of the BID process and merged into a single team. In light of the Council's BID process and the need to ensure compliance with the overall operating model, it is now proposed to further review the structure of the team and their working processes, with a view to achieving further efficiencies and savings and potentially generating income.			
PP1	**Review of Policy and Performance Services**	-360	-427	-427
	Following the centralisation of Performance and Intelligence teams, a major review was undertaken to align the business partner model to the needs and demands of the newly formed Council structure, establish resilience in key functions and to focus on performance improvement. The review has resulted in a significant reduction in grades and in overall head count.			
AE2	**BID Review of Audit and Enforcement Service**	-34	-34	-34
	As part of a wider review of resources, efficiencies have been identified in the Visiting officers fraud team through the merging of two teams. There will also be a review of the schools audit function in light of the anticipated conversion of schools to Academy status with a view to reducing the fte of the schools' auditor in line with the reduced number of schools requiring to be audited.			
FS1	**Revenues review - Restructuring of Debtors and Creditors functions**	-60	-60	-60
	Following the successful appointment of both the management and staffing structures in the Debtors and Creditors function, Phase 3 will commence at the end of the year with a view to questioning whether service provision is working efficiently, and to identify further savings which can be made. At this stage two further posts have been identified.			
FS2	**BID Finance Review**	-323	-443	-443
	To review the structure of the Accounting Teams responding to the new Council structure, the implementation of a shared service function and the changes in the support requirements of schools. The £323k saving in 12/13 is in addition to the £184k delivered in 2011/12			

Ref	Description of proposal	2012/13 £000's	2013/14 £000's	2014/15 £000's
FS3	**Review of Insurance Premiums and Provisions**	-110	-160	-160
	To complete a full review of all Insurance budgets in light of the new contract arrangements that started in December 2010, including a review of charges to schools and school academies. Using improved Management information, identify opportunities for investing in preventative work that could reduce the volume of claims in the future			
FS4	**Audit Fees**	0	-50	-50
	The Council currently employs Deloitte's as its External Auditors, within the framework agreed by the Audit Commission, which sets the level of fees that can be charged. The proposed demise of the Audit Commission will change the way in which the market can operate, which will provide the Council with an opportunity to potentially reduce its costs. It was originally thought that this arrangement would come into effect in 2012/13 but this has now been put back a year so indicative savings are now shown from 2013/14 onwards.			
PCM2	**BID Service Review - Following incorporation of I-Proc Team**	-31	-31	-31
	A review of the structure of the iProc team following their integration into the Procurement team and the go-live of the P2P project.			
(3) New 2012-13 Measures				
HR L&D2	**Review of Social Worker Development Programme**	-67	-104	-114
	This proposal will replace the Social Worker degree programme with a Bursary scheme (thus reducing backfill costs).			
HR2	**HR Revenues**	-53	-53	-53
	This saving will come from agreed revisions of the HR service to the HRA and any work will be absorbed by existing staff as required.			
PP3	**Review of Partnership team structure**	-86	-86	-86
	Review will establish a more strategic approach to Economic Development and Regeneration and broader partnerships, bolster and support planning colleagues on town centres, regeneration (Hayes) and economic input to planning (e.g. S106, OLC). It will also ensure strategic approach across groups to engagement and support for voluntary sector. It will achieve this by reducing headcount (9 to 5.5) and make savings of at least £86k and applying the BID operating model, design principles: a flatter structure and review of grading.			
	London Boroughs Grant Scheme further reduction in contributions	-69	-131	-131
	This proposal is for further savings in addition to those made in 2011/12 regarding payments on the London Borough Grant Scheme			
	2010/11 & 2011/12 savings target net shortfall / (surplus) that needs addressing on a permanent basis	5		
	BID Major transformation projects and targeted reviews	-80	-150	-200
Total Central Services		**-1,781**	**-2,367**	**-2,448**

MTFF 2012/13 - 2014/15 **Planning, Environment, Education & Community Services Savings** **Appendix 6c**

Ref	Description of proposal	2012/13 £000's	2013/14 £000's	2014/15 £000's
(1) FULL YEAR IMPACT OF 2011-12 SAVING (NO CHANGES)				
PECS02	Full year impact of 2011-12 saving - Business Support & PA's /Performance & Quality	-28	-28	-28
PECS04	Full year impact of 2011-12 saving - Green Spaces restructure and contract efficiencies	-43	-43	-43
PECS11	Full year impact of 2011-12 saving - BID Compliance review	-115	-228	-228
PECS25	Full year impact of 2011-12 saving - CCTV Reduced Opening Hours	-83	-83	-83
PECS26	Full-year impact of 2011-12 saving - Advertising income	-50	-100	-150
PECS28	Full year impact of 2011-12 saving - Arts & Libraries Management consolidation	-20	-20	-20
ICT4	Full year impact of 2011-12 saving - Impact of Microsoft Migration	0	-30	-30
3.2	Full year impact of 2011-12 saving - Reduce size of Education Welfare Service	-14	-14	-14
4.3	Full year impact of 2011-12 saving - BID Review of the Fiesta programme	0	0	0
5.5	Full year impact of 2011-12 saving - BID Review of Music Service	-126	-126	-126
(2) FULL-YEAR IMPACT OF 2011-12 SAVING (REVISED)				
PECS05	**Corporate Landlord**	-74	-74	-74
	Review of staffing and contracts across new Corporate Landlord function			
PECS13	**BID Localities model**	0	0	0
	Staffing efficiencies through implementation of Standard Operating model to remaining services across the Group.			
PECS14	**Common London Permit Scheme**	-213	-213	-213
	Expected contribution to fixed overheads from implementation of new DfT charging regime for utilities works from Quarter 2 of 2011/12.			
PECS 16	**Parking**	-17	-17	-17
	Review of contractual arrangements and staffing levels			
PECS 17	**Review of Technical Admin**	-323	-323	-323
	Review and consolidation of Technical Administration support across the Directorate			
PECS 23	**New Homes Bonus - Matched funding**	-1,120	-1,870	-2,620
	DCLG Local Growth Initiative to match fund Council Tax on new homes built - 6 year programme.			
ICT1	**BID Review and consequent Restructuring of ICT Service**	-210	-240	-240
	Restructuring and efficiencies in ICT staffing levels			
ICT2	**Potential Opportunities from Re-tendering ICT Contracts**	-50	-100	-350
	Savings and efficiencies from renewed managed and desktop contracts			
ICT5	**Process development within Contact Centre**	-90	-180	-270
	Opportunities through the use of improved technology and investigating different delivery models, including considering the outsourcing of individual services.			
2.1	**Business Support Review**	0	0	0
	Review and consolidation of Technical Administration support across the Directorate - now integrated with PECS17			
4.1	**Youth and Connexions Review (Youth)**	-665	-665	-665
	Comprehensive restructuring of Youth Services			
(3) NEW 2012-13 MEASURES				
PEECS12-01	**Review of Early Years service including Children's Centres.**	-304	-502	-502
	Bid Project for Early Years service incorporating initial review of Children's Centres budgets			

MTFF 2012/13 - 2014/15 **Planning, Environment, Education & Community Services Savings** **Appendix 6c**

Ref	Description of proposal	2012/13 £000's	2013/14 £000's	2014/15 £000's
PEECS12-02	**Review of Education Management Structures**	-268	-268	-268
	Review of senior staffing structures across the Education service			
PEECS12-03	**Green Spaces & Trees Management review**	-33	-33	-33
	2nd phase of Green Spaces review and Trees Management consolidation			
PEECS12-04	**Applications Processing Project**	-182	-182	-182
	Consolidation and re-engineering of the applications process across the Directorate			
PEECS12-05	**Review of Risk Based Assessments**	-234	-234	-234
	The third phase of the Localities workstream within the Directorate that will consolidate all risk based assessment work across the Directorate.			
PEECS12-06	**PEECS Contract Review**	-100	-100	-100
	Examination of all contract related expenditure agreements across the Directorate			
PEECS12-07	**Road Safety Restructuring**	-76	-76	-76
	Review of staffing structures across Road Safety and Safer Routes to Schools Teams.			
PEECS12-08	**Pest Service Review**	-30	-30	-30
	Consolidation of spend and delivery of Pest Control services			
PEECS12-09	**Depot Management review**	-48	-48	-48
	BID review of Fleet and Depot management			
PEECS12-10	**Streetscene (Highways services)**	-100	-100	-100
	Review of vacant posts across Streetscene services			
PEECS12-11	**Carbon reduction Commitment**	-253	-253	-253
	Revised Carbon Reduction Commitment allowance provision			
PEECS12-12	**Barnhill School PFI reprofiling**	-310	-310	-310
	Review of budget for PFI contract			
PEECS12-13	**Hospital Tuition & Behaviour Support**	-133	-133	-133
	Expenditure and funding review			
PEECS12-14	**2010/11 Expenditure review**	-195	-195	-195
	Review of 2010/11 outturn and any remaining discretionary spend budgets			
PEECS12-15	**Invest to Save schemes - Energy Efficiency**	-50	-50	-50
	Reduction in energy consumptions from a range of energy efficiency initiatives			
PEECS12-16	**Income Generation and Fees & Charges review**	-195	-195	-195
	A range of income related initiatives and inflationary uplift from Fees & Charges review			
PEECS12-17	**Planning Enforcement Review**	-48	-48	-48
	Integration of service with Investigations team			
PEECS12-18	**Educational Psychologists Service review**	-192	-192	-192
	Reassessment of staffing levels and service level agreements with Schools			
PEECS12-19	**DSG Base Funding Review**	0	0	0
	Minor revisions to funding assumptions for DSG			
PEECS12-20	**Targeted Mental Health in Schools**	-96	-96	-96
	Review of service spend and activity			
PEECS12-21	**Ongoing review of non-ringfenced grant related spend**	-263	-263	-263
	Further review of non-ringfenced grants in restructured Education service			

MTFF 2012/13 - 2014/15 **Planning, Environment, Education & Community Services Savings** **Appendix 6c**

Ref	Description of proposal	2012/13 £000's	2013/14 £000's	2014/15 £000's
PEECS12-22	**Further review of Children's Centres expenditure**	-205	-205	-205
	Continuing review of budgets			
PEECS12-23	**Introduction of managed vacancy factor for Education budgets**	-116	-116	-116
	Vacancy factor applied to Education budgets in line with other service areas			
PEECS12-24	**Review of HRA Funding of Community Safety Police Officer Team**	-112	-112	-112
	Realignment of team's funding streams to reflect activity			
PEECS12-25	**Community Safety Grant Funding reduction**	-142	-142	-142
	Reduction in expenditure to reflect the decrease in funding available			
PEECS12-26	**Education Funding - Academy transfers**	-800	-1,600	-1,600
	Reduction in expenditure to reflect the reduced level of central government funding due to Academy transfers			
	Reduction in currently budgeted redundancy costs	-462	-562	-712
	2010/11 & 2011/12 savings target net shortfall / (surplus) that needs addressing on a permanent basis	271	537	537
	Delete old ECP/Education non attainable savings targets	584	584	584
	BID Major transformation projects and targeted reviews	-320	-600	-800
Total Savings/ Total		**-7,653**	**-9,878**	**-11,368**

This page is intentionally left blank

Introduction

1. This appendix sets out the current 2011/12 charges and any proposed changes to the fees and charges for 2012/13. This appendix relates to Social Care and Housing (General Fund) services, charges raised by the HRA are included in the HRA budget report elsewhere on this agenda.

2. There are no set charges raised to parents or children in receipt of children's social care services. However a charge is raised to parents if their child is in care; the weekly amount is subject to a financial assessment.

3. The full cost of 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.

Recommendations

4. It is **recommended** that discretionary charges for Social Care and Housing Services are increased by 4.5% (rounded as appropriate) from 1st April 2012 with the exception of:

a) TeleCareLine service, charges to remain unchanged for all service levels
b) Meals service, charges to remain unchanged
c) Adult Social Care Service users, including those assessed to receive personal budgets, who will continue to be financially assessed to determine the maximum charge payable (para 18)

d) DFG agency fee, increase the fee we charge to administer, carry out and monitor the works for major disabled facility adaptations from 15% to 16.5%, the first increase since April 2005 (para 20 refers)

5. It is **recommended** that for Colne Park caravan site the charge for electricity is split between individual consumption and the landlord supply costs of lighting the communal areas. It is recommended that this change is effective from 1st January 2012, (para 24 refers).

6. A number of LBH social care charges are linked to the DWP and DCLG rates 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.

7. 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.

Social Care Services

8. The regulations governing the 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

9. 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. The specific rules are reviewed and published annually by the DH in their Charging for Residential Accommodation Guide (CRAG).

10. 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.

11. 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.

12. 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

13. 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. Councils can justify charging a flat rate for services such as meals which substitute for ordinary living costs.

14. 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

15. It is proposed to increase the currently hourly rate charge for Homecare services from £13.80 to £14.40 (4.3%); nb this has been rounded down to enable ease of calculation.

16. 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.

17. At the present time the number of people in receipt of a personal budget is increasing and by the end of 2012/13 is expected to become the majority of service users. The DH guidance[1] allows authorities to choose the percentage of a person's personal budget that should be subject to a charge and thereby determines the maximum charge according to their individual financial circumstances. A maximum charge of 100% of an individuals personal budget was set when Council approved the 2011/12 budget and there are no proposals to change this for 2012/13. However this will continue to be reviewed annually whilst experience is gained.

18. The transition to personal budgets will be completed during 2012/13 and as a result all service users assessed for a personal budget will be financially assessed under Fairer Charging to determine their maximum contribution towards their care services. Under personal budget arrangements there is no longer a direct relationship between the service purchased by the individual and a unit charge, indeed the council will be unaware of what an individual is purchasing and individuals are unlikely to be utilising traditional services to which a unit charge can be applied as per the current practice.
Whilst this appears to introduce charges for all care (including respite), over 90% of current clients will be unaffected by this change as their maximum assessed charge is already below the cost of care being provided; so they will continue to pay the same as they currently do. For those who are affected the department will review these on a case by case basis. If an individual has savings greater than the CRAG upper limit which is currently £23,250 then they will pay the full cost of the care provided. The personal budget is calculated by the Resource Allocation system (RAS) and represents the amount of money an individual requires to meet their assessed needs.

19. As part of the transition arrangements from traditional based care to self directed support (SDS) and the use of personal budgets, the charging relationship between LBH grant funded voluntary services and residents will be reviewed during 2012/13.

Disabled Facility Grant (DFG)

20. In line with other West London Boroughs, it is proposed to increase the agency fee we charge to administer, carry out and monitor the works for major disabled facility adaptations from 15% to 16.5%, this is the first increase since April 2005. There is no charge should the client choose to project manage the works themselves. The current fee income generates £250,000 to which this increase would add a further £25,000. The fee's generated are then allocated to the staff costs relating to producing those fee's.

Income Management

21. 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.

22. 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 generally reluctant to pursue the matter.

HOUSING (GENERAL FUND) SERVICES

Introduction

23. The paragraphs below give brief details of Housing General Fund fees, along with any proposed changes to the current charges.

Colne Park Caravan Site

24. As regards the main rental charge and following consultation with Hillingdon Housing Service, and in line with HRA dwelling increases, a 6.4% inflationary increase is recommended for all plots at the caravan site. This inflationary rise is set in comparison to the main council dwelling rents.

25. The expected increase in charges from the water supply company is likely to be 4.5% from April 2012. In respect of electricity it is recommended that the charge between individual consumption and the landlord supply costs of lighting the communal areas are separated with effect from 1st January 2012. This will result in a reduced charge per unit used by an individual which when added to a new flat rate contribution per week per plot, will result in a cost neutral position; the flat rate contribution will be collected as part of the site service charge.

ALL CHARGES ARE OUTSIDE THE SCOPE OF VAT

TeleCareLine

26. A new TeleCareLine service was launched in April 2011 with 4 charging bands depending on the level of service, these were set at £1.13, £5.00, £8.50 and £12.00 per week. The service is free of charge for all residents aged 85+; Adult Social Care service users who meet 'substantial and critical' FACS criteria (subject to financial assessment); and the first 6 weeks as part of an Adult Social Care reablement package.

Private Sector Enforcement Notice

27. A charge can be made when a formal enforcement notice is served under the Housing Act 2004. The service has in the past charged the maximum allowed under the statutory order and confirmation of this charge for 2012/13 is awaited from the DCLG.

HMO Licensing

28. 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

29. 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

30.. 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).

31. 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.

32. 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 Government set housing benefit cap levels based on LHA levels at January 2011 for the two years: 2011/12 and 2012/13. Consequently, in line with current practice, there will be no change in weekly PSL rents as shown in the table below.

Weekly Rent Charged	1 Bed	2 bed	3 bed	4 bed	5 bed
2012/13 Rent pw	£195.77	£226.92	£268.47	£310.00	£341.16
2011/12 Rent pw	£195.77	£226.92	£268.47	£310.00	£341.16

b) Bed & Breakfast

33. 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 2012/13.

2012/13 MTFF

34. The planned increases for discretionary charges proposed for 2012/13 are as set out in the recommendations above and are estimated to increase income by £25k. This minimal impact on the departments income base is due to the nature of the financial assessment process and source of income.

ALL CHARGES ARE OUTSIDE THE SCOPE OF VAT

35. The total income base (excluding Housing Benefit and other grants) is approx £20.6m which will increase by approx £200k due to the increase in individual DWP benefits for service users in receipt of long term residential care. This marginal increase in income is because the majority of the department's charges (and therefore income) is effectively set by Government.

HRA Rent

36. The proposed increase in rent from April 2012 is determined by the DCLG guidance. This starts with the September RPI rate (5.6%) to which is added 0.5% for rent restructuring and 0.3% convergence to formula rent; the latter to be applied for the next 4 years. This combination results in a proposed rent increase of 6.4% from April 2012.

[1] Fairer contributions guidance: calculating an individual's contribution to their personal budget

ALL CHARGES ARE OUTSIDE THE SCOPE OF VAT

Type of Fee / Charge (charges are per week unless otherwise stated)	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
Asylum Service (per month)								
Asylum Service Charges for 18+	5.00	5.00	0.00%	5.00	5.00	0.00%	01-Feb-11	01-Apr-12
Asylum rental contribution Charges for 18+	75.00	75.00	0.00%	75.00	75.00	0.00%	01-Feb-11	01-Apr-12
Home care:								
Per hour	Nil	Nil	0.00%	13.80	14.40	4.35%	07-Apr-08	09-Apr-12
Meals on wheels (per meal):								
Daily delivery	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	09-Apr-12
Frozen meals weekly/fortnightly	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	09-Apr-12
Lunch club dining centre meal	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	09-Apr-12
Day centre meal	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	09-Apr-12
Respite (Residential) Care:								
Young Adults (18-25)	Nil	Nil	0.00%	58.94	61.53	4.39%	04-Apr-11	09-Apr-12
Adults (25-60)	Nil	Nil	0.00%	72.87	76.09	4.42%	04-Apr-11	09-Apr-12
Older People (over 60)	Nil	Nil	0.00%	113.05	118.09	4.46%	04-Apr-11	09-Apr-12
Permanent (Residential) Care:								
Young Adults (18-25)	58.94	61.53	4.39%	No Max	No Max	0.00%	04-Apr-11	09-Apr-12
Adults (25-60)	72.87	76.09	4.42%	No Max	No Max	0.00%	04-Apr-11	09-Apr-12
Older People (over 60)	113.05	118.09	4.46%	No Max	No Max	0.00%	04-Apr-11	09-Apr-12
Colham Road:								
under 25	57.19	59.71	4.41%	1,996.30	2,086.21	4.50%	04-Apr-11	09-Apr-12
over 25	71.12	74.27	4.43%	1,996.30	2,086.21	4.50%	04-Apr-11	09-Apr-12
Merrimans House:								
Full board: under 25	57.19	59.71	4.41%	1,561.05	1,631.28	4.50%	04-Apr-11	09-Apr-12
Full board: over 25	71.12	74.27	4.43%	1,561.05	1,631.28	4.50%	04-Apr-11	09-Apr-12
Respite: under 25	Nil	Nil	0.00%	58.94	61.53	4.39%	04-Apr-11	09-Apr-12
Respite: over 25	Nil	Nil	0.00%	73.64	76.93	4.47%	04-Apr-11	09-Apr-12

Type
B = Business
R = Residents
M = Mixed

ALL CHARGES ARE OUTSIDE THE SCOPE OF VAT

Type of Fee / Charge (charges are per week unless otherwise stated)	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
Hatton Grove:								
under 25	57.19	59.71	4.41%	1,524.10	1,592.64	4.50%	04-Apr-11	09-Apr-12
over 25	71.12	74.27	4.43%	1,524.10	1,592.64	4.50%	04-Apr-11	09-Apr-12
Merchiston House:								
under 25	57.19	59.71	4.41%	2,459.27	2,569.91	4.50%	04-Apr-11	09-Apr-12
over 25	71.12	74.27	4.43%	2,459.27	2,569.91	4.50%	04-Apr-11	09-Apr-12
Charles Curran:								
under 25	57.19	59.71	4.41%	1,524.10	1,592.64	4.50%	04-Apr-11	09-Apr-12
over 25	71.12	74.27	4.43%	1,524.10	1,592.64	4.50%	04-Apr-11	09-Apr-12
Chapel Lane:								
Under 25	57.19	59.71	4.41%	1,062.65	1,110.41	4.49%	04-Apr-11	09-Apr-12
over 25	71.12	74.27	4.43%	1,062.65	1,110.41	4.49%	04-Apr-11	09-Apr-12
Fully staffed supported housing unit:								
Goshawk Gardens	Nil	Nil	0.00%	796.04	831.81	4.49%	04-Apr-11	09-Apr-12
236 Swakeleys Road	Nil	Nil	0.00%	796.04	831.81	4.49%	04-Apr-11	09-Apr-12
1 & 3 Standale Grove	Nil	Nil	0.00%	796.04	831.81	4.49%	04-Apr-11	09-Apr-12
Satellite supported housing unit:								
9 Petworth Gardens	Nil	Nil	0.00%	143.08	149.80	4.70%	04-Apr-11	09-Apr-12
71 Marshall Drive	Nil	Nil	0.00%	143.08	149.80	4.70%	04-Apr-11	09-Apr-12
8 Newhaven close	Nil	Nil	0.00%	143.08	149.80	4.70%	04-Apr-11	09-Apr-12
Other Accommodation:								
Supported Accommodation	0.00	0.00	0.00%	No Max	No Max	0.00%	04-Apr-11	09-Apr-12
Adult Care Scheme	0.00	0.00	0.00%	No Max	No Max	0.00%	04-Apr-11	09-Apr-12

Type
B = Business
R = Residents
M = Mixed

ALL CHARGES ARE OUTSIDE THE SCOPE OF VAT

Type of Fee / Charge (charges are per week unless otherwise stated)	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
Learning Disability Day Services (per session):								
Parkview	Nil	Nil	0.00%	79.60	83.00	4.27%	05-Apr-10	09-Apr-12
Phoenix	Nil	Nil	0.00%	79.60	83.00	4.27%	05-Apr-10	09-Apr-12
Challenging Behaviour	Nil	Nil	0.00%	79.60	83.00	4.27%	05-Apr-10	09-Apr-12
Woodside	Nil	Nil	0.00%	43.66	45.55	4.33%	05-Apr-10	09-Apr-12
Rural Activities	Nil	Nil	0.00%	43.66	45.55	4.33%	05-Apr-10	09-Apr-12
Older People (per session):								
Grassy Meadow	Nil	Nil	0.00%	45.82	47.90	4.54%	05-Apr-10	09-Apr-12
Asha	Nil	Nil	0.00%	45.82	47.90	4.54%	05-Apr-10	09-Apr-12
Poplar Farm	Nil	Nil	0.00%	45.82	47.90	4.54%	05-Apr-10	09-Apr-12
Asian Carers Grant Respite (Day Care)	Nil	Nil	0.00%	45.82	47.90	4.54%	05-Apr-10	09-Apr-12
Poplar Farm Saturday Service	Nil	Nil	0.00%	75.14	78.52	4.50%	05-Apr-10	09-Apr-12
Personal Budgets (PB)								
Maximum Financial contribution	Nil	Nil	0.00%	N/A	100% of PB	0.00%	N/A	09-Apr-12
Client Financial Affairs (CFA)								
Management charge (Per Hour)	34.48	36.00	4.41%	34.48	36.00	4.41%	N/A	09-Apr-12
Colne Park Caravan Site:								
Main Rental Charge - Single Plot	0.00	N	0.00%	115.40	122.80	6.41%	01-Apr-11	01-Apr-12
Main Rental Charge - Double Plot	0.00	N	0.00%	201.95	214.90	6.41%	01-Apr-11	01-Apr-12
Water Single Plot	0.00	N	0.00%	4.89	5.11	4.50%	01-Apr-11	01-Apr-12
Water Double Plot	0.00	N	0.00%	8.56	8.94	4.44%	01-Apr-11	01-Apr-12
Personal Use Electricity Charge per kwh	0.00	N	0.00%	0.11	0.09	-18.18%	01-Apr-11	01-Apr-12
Communal Electric charge per week	0.00	N	0.00%	0.00	0.20	0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

ALL CHARGES ARE OUTSIDE THE SCOPE OF VAT

Type of Fee / Charge (charges are per week unless otherwise stated)	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
TeleCareLine (TCL):								
Level 1	0.00	0.00	0.00%	1.13	1.13	0.00%	01-Apr-05	01-Apr-12
Level 2	0.00	0.00	0.00%	5.00	5.00	0.00%	01-Apr-11	01-Apr-12
Level 3	0.00	0.00	0.00%	8.50	8.50	0.00%	01-Apr-11	01-Apr-12
Level 4	0.00	0.00	0.00%	12.00	12.00	0.00%	01-Apr-11	01-Apr-12
Private Sector Housing (Fixed fees):								
Private Sector Enforcement Notice	300.00	300.00	0.00%	300.00	300.00	0.00%	01-Apr-09	01-Apr-12
HMO licensing	311.00	311.00	0.00%	480.00	480.00	0.00%	01-Apr-09	01-Apr-12
Works in default	N/A	N/A	N/A	Full Cost Recovery	Full Cost Recovery	N/A	01-Apr-09	01-Apr-12
Agency Charge for Disabled Facility Grants (percentage is applied to cost of works)	0.00%	15.00%	10.00%	15.00%	16.50%	10.00%	01-Apr-05	01-Apr-12
Homelessness (set to recover costs up to HB threshold levels):								
Temporary Accommodation	150.00	150.00	0.00%	375.00	375.00	0.00%	01-Apr-10	01-Apr-12
Bed & Breakfast	150.00	150.00	0.00%	375.00	375.00	0.00%	01-Apr-10	01-Apr-12
HRA								
HRA Council dwelling rents:								
HRA Council dwelling rents (average)	95.24	101.41	6.48%	95.24	101.41	0.00%	04-Apr-11	02-Apr-12
Flats/Maisonettes 1 bed	77.70	82.61	6.32%	77.70	82.61	0.00%	04-Apr-11	02-Apr-12
Flats/Maisonettes 2 beds	88.29	94.05	6.52%	88.29	94.05	0.00%	04-Apr-11	02-Apr-12
Flats/Maisonettes 3+ beds	102.00	108.55	6.42%	102.00	108.55	0.00%	04-Apr-11	02-Apr-12
Houses/Bungalows 1 bed	87.58	93.23	6.45%	87.58	93.23	0.00%	04-Apr-11	02-Apr-12
Houses/Bungalows 2 beds	101.94	108.51	6.45%	101.94	108.51	0.00%	04-Apr-11	02-Apr-12
Houses/Bungalows 3 beds	115.48	122.91	6.43%	115.48	122.91	0.00%	04-Apr-11	02-Apr-12
Houses/Bungalows 4+ beds	125.37	133.47	6.46%	125.37	133.47	0.00%	04-Apr-11	02-Apr-12

Type
B = Business
R = Residents
M = Mixed

ALL CHARGES ARE OUTSIDE THE SCOPE OF VAT

Type of Fee / Charge (charges are per week unless otherwise stated)	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
HRA Commerical Income:								
Garages	10.30	10.93	6.10%	10.30	10.93	0.00%	04-Apr-11	02-Apr-12
Car Ports	5.89	6.25	6.10%	5.89	6.25	0.00%	04-Apr-11	02-Apr-12
Hard Standings/ Parking Spaces	3.99	4.23	6.10%	3.99	4.23	0.00%	04-Apr-11	02-Apr-12
HRA Ancillary Charges:								
Grounds Maintenance	£1.15 to £3.43	£1.15 to £3.43	6.10%	£1.15 to £3.43	£1.15 to £3.43		04-Apr-11	02-Apr-12
CCTV Maintenance Charge	0.58	0.62	6.10%	0.58	0.62	0.00%	04-Apr-11	02-Apr-12
Door Entry	0.21	0.22	6.10%	0.25	0.21	0.00%	04-Apr-11	02-Apr-12
Window Cleaning	0.25	0.27	6.10%	0.25	0.25	0.00%	04-Apr-11	02-Apr-12
Caretaking Band - A	10.00	10.00	0.00%	10.00	10.00	0.00%	04-Apr-11	04-Apr-11
Caretaking Band - B	6.50	6.50	0.00%	6.50	6.50	0.00%	04-Apr-11	04-Apr-11
Caretaking Band - C	4.50	4.50	0.00%	4.50	4.50	0.00%	04-Apr-11	04-Apr-11
Caretaking Band - D	3.50	3.50	0.00%	3.50	3.50	0.00%	04-Apr-11	04-Apr-11
Caretaking Band - E	2.50	2.50	0.00%	2.50	2.50	0.00%	04-Apr-11	04-Apr-11
Caretaking Band - F	1.50	1.50	0.00%	1.50	1.50	0.00%	04-Apr-11	04-Apr-11
Sheltered Housing	5.00	5.00	0.00%	5.00	5.00	0.00%	04-Apr-11	04-Apr-11
Queens Lodge	6.30	6.30	0.00%	6.30	6.30	0.00%	04-Apr-11	04-Apr-11
Additional Refuse Collection	1.75	1.95	6.10%	1.84	1.75	0.00%	04-Apr-11	02-Apr-12
HRA Energy Charges:								
Communal Electric	1.14	1.14	0.00%	1.14	1.14	0.00%	04-Apr-11	04-Apr-11
Sheltered Heating - Communal Element	£2.39 to £3.20	£2.39 to £3.20	0.00%	£2.39 to £3.20	£2.39 to £3.20	0.00%	04-Apr-11	04-Apr-11
Sheltered Heating - Property Element	£4.12 to £9.10	£4.12 to £9.10	0.00%	£4.12 to £9.10	£4.12 to £9.10	0.00%	04-Apr-11	04-Apr-11
District Heating - Communal Element	£1.09 to £3.42	£1.09 to £3.42	0.00%	£1.09 to £3.42	£1.09 to £3.42	0.00%	04-Apr-11	04-Apr-11
District Heating - Property Element	£4.07 to £11.82	£4.07 to £11.82	0.00%	£4.07 to £11.82	£4.07 to £11.82	0.00%	04-Apr-11	04-Apr-11
Extra Care Housing Accommodation:								
Management Support Charge	0.00	22.77	0.00%	0.00	22.77	0.00%	01-Oct-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

ALL CHARGES ARE OUTSIDE THE SCOPE OF VAT

All prices are VAT inclusive										
Type of Fee/Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Advertising charges in Hillingdon People										
Full page	B	1,680.00	1,680.00	STD	1,680.00	0.00%	1,680.00	0.00%	01-Apr-11	01-Apr-12
Half page	B	960.00	960.00	STD	960.00	0.00%	960.00	0.00%	01-Apr-11	01-Apr-12
Quarter page	B	600.00	600.00	STD	600.00	0.00%	600.00	0.00%	01-Apr-11	01-Apr-12
Eighth page	B	300.00	300.00	STD	300.00	0.00%	300.00	0.00%	01-Apr-11	01-Apr-12
Display box	B	144.00	144.00	STD	144.00	0.00%	144.00	0.00%	01-Apr-11	01-Apr-12
Back page	B	1,920.00	1,920.00	STD	1,920.00	0.00%	1,920.00	0.00%	01-Apr-11	01-Apr-12
Inside front full page	B	1,800.00	1,800.00	STD	1,800.00	0.00%	1,800.00	0.00%	01-Apr-11	01-Apr-12
Inside front half page	B	1,020.00	1,020.00	STD	1,020.00	0.00%	1,020.00	0.00%	01-Apr-11	01-Apr-12
Court Summons										
Council Tax	R	125.00	125.00	NB	125.00	0.00%	125.00	0.00%	01-Apr-11	01-Apr-12
NNDR	R	165.00	165.00	NB	165.00	0.00%	165.00	0.00%	01-Apr-11	01-Apr-12
Registrar										
Certificates purchased from the Registrar										
Birth, Death and Stillbirth - Standard	M	3.50	3.50	NB	3.50	0.00%	3.50	0.00%	01-Apr-11	01-Apr-12
Birth and Stillbirth - Short	M	0.00	0.00	NB	0.00	0.00%	0.00	0.00%	01-Apr-11	01-Apr-12
Birth - Additional Short	M	3.50	3.50	NB	3.50	0.00%	3.50	0.00%	01-Apr-11	01-Apr-12
Marriage	M	3.50	3.50	NB	3.50	0.00%	3.50	0.00%	01-Apr-11	01-Apr-12
Certificates purchased from Registrar after time of initial registration										
All	M	7.00	7.00	NB	7.00	0.00%	7.00	0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices are VAT inclusive Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Certificates purchased from the Supertintendent										
Birth - Short	M	9.00	9.00	NB	9.00	0.00%	9.00	0.00%	01-Apr-11	01-Apr-12
Birth - Standard	M	9.00	9.00	NB	9.00	0.00%	9.00	0.00%	01-Apr-11	01-Apr-12
Death and Marriage	M	9.00	9.00	NB	9.00	0.00%	9.00	0.00%	01-Apr-11	01-Apr-12
Marriages/Civil Partnerships (Statutory fees)										
Entry of each notice	M	33.50	33.50	NB	33.50	0.00%	33.50	0.00%	01-Apr-11	01-Apr-12
Basic ceremony/Schedule in Superintendent's Office	M	40.00	40.00	NB	40.00	0.00%	40.00	0.00%	01-Apr-11	01-Apr-12
Registrar's attendance at Registered Building	M	80.00	80.00	NB	80.00	0.00%	80.00	0.00%	01-Apr-11	01-Apr-12
Marriages/Civil Partnerships (Non - Statutory fees)										
Silver ceremony in four seasons room (Mon-Thurs)	M	97.50	97.50	EXP	97.50	0.00%	97.50	0.00%	01-Apr-11	01-Apr-12
Silver ceremony in four seasons room (Fri-Sat)	M	102.50	102.50	EXP	102.50	0.00%	102.50	0.00%	01-Apr-11	01-Apr-12
Gold ceremony in four seasons room (Mon-Thurs)	M	154.00	154.00	EXP	154.00	0.00%	154.00	0.00%	01-Apr-11	01-Apr-12
Gold tier ceremony in four seasons room (Fri-Sat)	M	169.50	169.50	EXP	169.50	0.00%	169.50	0.00%	01-Apr-11	01-Apr-12
Ceremony at approved Premises (Mon - Thurs)	M	307.50	307.50	EXP	307.50	0.00%	307.50	0.00%	01-Apr-11	01-Apr-12
Ceremony at approved Premises (Fri-Sat)	M	410.00	410.00	EXP	410.00	0.00%	410.00	0.00%	01-Apr-11	01-Apr-12
Ceremony at approved Premises (Sun)	M	457.00	457.00	EXP	457.00	0.00%	457.00	0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices are VAT inclusive Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Citizenship ceremony										
Citizenship ceremony (Home Office set Fee)	M	80.00	80.00	NB	80.00	0.00%	80.00	0.00%	01-Apr-11	01-Apr-12
Nationality Checking Service										
Nationality Checking Service - Adults	M	60.00	60.00	STD	60.00	0.00%	60.00	0.00%	01-Apr-11	01-Apr-12
Nationality Checking Service - Children		30.00	30.00	STD	30.00	0.00%	30.00	0.00%		
Electoral										
Registration confirmation letters	R	15.00	15.00	NB	15.00	0.00%	15.00	0.00%	01-Apr-11	01-Apr-12
Edited registers	B	30.00	30.00	NB	30.00	0.00%	30.00	0.00%	01-Apr-11	01-Apr-12
Credit reference agencies registers	B	500.00	500.00	NB	500.00	0.00%	500.00	0.00%	01-Apr-11	01-Apr-12
Certificate Priority Service										
1 Hour	M	10.00	10.00	STD	10.00	0.00%	10.00	0.00%	01-Apr-11	01-Apr-12
24 Hour	M	5.00	5.00	STD	5.00	0.00%	5.00	0.00%	01-Apr-11	01-Apr-12
Renewal of Marriage Vows										
Four Seasons	M	173.50	173.50	STD	173.50	0.00%	173.50	0.00%	01-Apr-11	01-Apr-12
Approved Premises	M	262.50	262.50	STD	262.50	0.00%	262.50	0.00%	01-Apr-11	01-Apr-12
Baby naming Ceremonies										
Four Seasons	M	173.50	173.50	STD	173.50	0.00%	173.50	0.00%	01-Apr-11	01-Apr-12
Citizenship ceremony										
Individual Citizenship ceremony (cost in addition to statutory charge) - Midweek Charge	M	100.00	100.00	NB	100.00	0.00%	100.00	0.00%	01-Apr-11	01-Apr-12
Individual Citizenship ceremony (cost in addition to statutory charge) - Saturday Charge	M	125.00	125.00	NB	125.00	0.00%	125.00	0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Corporate Landlord Estates & Valuation services										
Licence to assign leases: initial flat rate	M	350.00	350.00	EXP	350.00	0.00%	350.00	0.00%	01-Apr-11	01-Apr-12
Thereafter: fee scale at officer rate: Principal Valuer	M	77.00	77.00	EXP	77.00	0.00%	77.00	0.00%	01-Apr-11	01-Apr-12
Qualified Valuer	M	62.00	62.00	EXP	62.00	0.00%	62.00	0.00%	01-Apr-11	01-Apr-12
Assistant / admin officer	M	47.00	47.00	EXP	47.00	0.00%	47.00	0.00%	01-Apr-11	01-Apr-12
Licence to make alterations to leases fee scale at officer rate:										
Principal Valuer	M	77.00	77.00	EXP	77.00	0.00%	77.00	0.00%	01-Apr-11	01-Apr-12
Qualified Valuer	M	62.00	62.00	EXP	62.00	0.00%	62.00	0.00%	01-Apr-11	01-Apr-12
Assistant Valuer / admin officer	M	47.00	47.00	EXP	47.00	0.00%	47.00	0.00%	01-Apr-11	01-Apr-12
Licence to change or extend leases fee scale at officer rate:										
Principal Valuer	M	77.00	77.00	EXP	77.00	0.00%	77.00	0.00%	01-Apr-11	01-Apr-12
Qualified Valuer	M	62.00	62.00	EXP	62.00	0.00%	62.00	0.00%	01-Apr-11	01-Apr-12
Assistant Valuer / admin officer	M	47.00	47.00	EXP	47.00	0.00%	47.00	0.00%	01-Apr-11	01-Apr-12
Arbitration of disputes regards leases related charges :										
Photocopying Assistant / admin officer	M	47.00	47.00	EXP	47.00	0.00%	47.00	0.00%	01-Apr-11	01-Apr-12
Transport	M	LBH milage rates	LBH milage rates	EXP	LBH milage rates	0.00%	LBH milage rates	0.00%	01-Apr-11	01-Apr-12
Licence to install satellite dishes per licence	M	77.00	77.00	EXP	77.00	0.00%	77.00	0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Building Control										
Building control fees are now set within the context of the 2010 regulations and the prescribed cost recovery model, that relies on the most up to date financial and activity data for review. It is therefore prudent to set fee levels as close as possible to the start of the new financial year. Consequently new fee proposals are not made at this stage, and are targeted to be presented to Cabinet in March 2012.										
Table 1 (Erection of New Housing & Flats) - Building Notice Charge -Plan charge 50% : Inspection charge 50%										
1	R	606.01	606.01	STD	tbc		tbc		01-Apr-11	tbc
2	R	727.20	727.20	STD	tbc		tbc		01-Apr-11	tbc
3	R	848.41	848.41	STD	tbc		tbc		01-Apr-11	tbc
4	R	969.60	969.60	STD	tbc		tbc		01-Apr-11	tbc
5 to 10	R	1,212.00	1,212.00	STD	tbc		tbc		01-Apr-11	tbc
1 to 5 Flats	R	848.41	848.41	STD	tbc		tbc		01-Apr-11	tbc
5 to 10 Flats	R	1,090.81	1,090.81	STD	tbc		tbc		01-Apr-11	tbc
Table 2 (Domestic Extension(s)) - Plan charge 40% : Inspection charge 60%										
Less than 40m2	R	606.01	606.01	STD	tbc		tbc		01-Apr-11	tbc
40m2 to 60m2	R	606.01	606.01	STD	tbc		tbc		01-Apr-11	tbc
60m2 (up to 100m2)	R	727.20	727.20	STD	tbc		tbc		01-Apr-11	tbc
Domestic Extension(s) - with the following other works within the existing house (Installation of new WC, shower, bath or basin within existing room										
Less than 40m2	R	606.01	606.01	STD	tbc		tbc		01-Apr-11	tbc
40m2 to 60m2	R	606.01	606.01	STD	tbc		tbc		01-Apr-11	tbc
60m2 (up to 100m2)	R	727.20	727.20	STD	tbc		tbc		01-Apr-11	tbc
Domestic Loft Conversions										
Less than 40m2	R	606.01	606.01	STD	tbc		tbc		01-Apr-11	tbc
40m2 to 60m2	R	606.01	606.01	STD	tbc		tbc		01-Apr-11	tbc
60m2 (up to 100m2)	R	727.20	727.20	STD	tbc		tbc		01-Apr-11	tbc

Type
B = Business
R = Residents
M = Mixed

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

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

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Underpinning up to 6m	R	484.80	484.80	STD	tbc		tbc		01-Apr-11	tbc
Replacement or installation of 5 or fewer new windows/rooflights)	R	242.40	242.40	STD	tbc		tbc		01-Apr-11	tbc
(at least half of room and up to 50m2)	R	121.21	121.21	STD	tbc		tbc		01-Apr-11	tbc
Electrical wiring (up to 4 bed dwelling - 12 circuits)	R	363.61	363.61	STD	tbc		tbc		01-Apr-11	tbc
Table 2 Conversion work Dwellings Plan charge 50% : Inspection charge 50%										
Attached/detached Garage to habitable use	R	484.80	484.80	STD	tbc		tbc		01-Apr-11	tbc
Conversion to habitable use (e.g. conservatory)	R	484.80	484.80	STD	tbc		tbc		01-Apr-11	tbc
Conversion of existing building into 5 or fewer self contained flats	R	727.20	727.20	STD	tbc		tbc		01-Apr-11	tbc
Conversion of one flat/house into two	R	727.20	727.20	STD	tbc		tbc		01-Apr-11	tbc
Table 3 Commercial Charges - Shops & Offices (Small Extensions) Plan charge 50% : Inspection charge 50%										
Less than 40m2	R	606.01	606.01	STD	tbc		tbc		01-Apr-11	tbc
40m2 to 60m2	R	727.20	727.20	STD	tbc		tbc		01-Apr-11	tbc
60m2 (up to 100m2)	R	969.60	969.60	STD	tbc		tbc		01-Apr-11	tbc
Table 3 Commercial Charges - Detached shed or covered yard Plan charge 50% : Inspection charge 50%										
Less than 40m2	R	484.80	484.80	STD	tbc		tbc		01-Apr-11	tbc
40m2 (up to 100m2)	R	727.20	727.20	STD	tbc		tbc		01-Apr-11	tbc

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Table 3 Commercial Charges - Other Minor works Plan charge 50% : Inspection charge 50%										
New shopfront (up to 10m)	R	242.40	242.40	STD	tbc		tbc		01-Apr-11	tbc
Installation of ATM to existing shopfront	R	121.21	121.21	STD	tbc		tbc		01-Apr-11	tbc
Installation of new rooflight/smoke vents to existing roof (up to 5)	R	242.40	242.40	STD	tbc		tbc		01-Apr-11	tbc
Table 3 Commercial Charges (continued) - Fitting out works (including WC's, staff kitchen etc) Plan charge 50% : Inspection charge 50%										
Up to 500m2	R	363.61	363.61	STD	tbc		tbc		01-Apr-11	tbc
More than 500m2 (up to 1000m2)	R	484.80	484.80	STD	tbc		tbc		01-Apr-11	tbc
Formation of staff kitchen (up to 10m2)	R	242.40	242.40	STD	tbc		tbc		01-Apr-11	tbc
Formation of commercial kitchen	R	363.61	363.61	STD	tbc		tbc		01-Apr-11	tbc
Formation of structural opening (1 opening)	R	242.40	242.40	STD	tbc		tbc		01-Apr-11	tbc
Formation of structural openings (up to 5 openings)	R	363.61	363.61	STD	tbc		tbc		01-Apr-11	tbc
Formation of new WC/shower room/bathroom fit out	R	242.40	242.40	STD	tbc		tbc		01-Apr-11	tbc
Installation of new WC/shower/bath or basin within existing room fit out	R	121.21	121.21	STD	tbc		tbc		01-Apr-11	tbc
New partitions to form office/room(s) in existing building (up to 10m in length)	R	242.40	242.40	STD	tbc		tbc		01-Apr-11	tbc
New air conditioning installation	R	121.21	121.21	STD	tbc		tbc		01-Apr-11	tbc
New emergency lighting/smoke detection (up to 500m2)	R	121.21	121.21	STD	tbc		tbc		01-Apr-11	tbc
New suspended ceiling (up to 500m2)	R	121.21	121.21	STD	tbc		tbc		01-Apr-11	tbc
Replacement fire doors to corridors or stairs (up to 5 doors)	R	121.21	121.21	STD	tbc		tbc		01-Apr-11	tbc

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Table 3 General to all commercial - New mezzanine floor - Plan charge 50% : Inspection charge 50%										
Up to 500m2	R	363.61	363.61	STD	tbc		tbc		01-Apr-11	tbc
More than 500m2 (up to 1000m2)	R	484.80	484.80	STD	tbc		tbc		01-Apr-11	tbc
Replacement roof covering (flat or pitched roof up to 500m2)	R	242.40	242.40	STD	tbc		tbc		01-Apr-11	tbc
Underpinning (up to 10m in length)	R	727.20	727.20	STD	tbc		tbc		01-Apr-11	tbc
New wall/partition (up to 10m in length)	R	242.40	242.40	STD	tbc		tbc		01-Apr-11	tbc
Replacement or installation of 5 or fewer new windows/rooflights	R	242.40	242.40	STD	tbc		tbc		01-Apr-11	tbc
Table 3 Other Commercial - Plan charge 40% : Inspection charge 60%										
Factory (up to 2000m2)	R	2,424.00	2,424.00	STD	tbc		tbc		01-Apr-11	tbc
Warehouses (up to 1000m2)	R	484.80	484.80	STD	tbc		tbc		01-Apr-11	tbc
Schools (up to 2000m2)	R	2,424.00	2,424.00	STD	tbc		tbc		01-Apr-11	tbc
Assembly Buildings (up to 2000m2)	R	2,424.00	2,424.00	STD	tbc		tbc		01-Apr-11	tbc
Commercial Buildings (up to 2000m2)	R	2,424.00	2,424.00	STD	tbc		tbc		01-Apr-11	tbc
Public Houses (up to 2000m2)	R	2,424.00	2,424.00	STD	tbc		tbc		01-Apr-11	tbc
Hotels (up to 2000m2)	R	2,424.00	2,424.00	STD	tbc		tbc		01-Apr-11	tbc
Hospitals (up to 2000m2)	R	2,424.00	2,424.00	STD	tbc		tbc		01-Apr-11	tbc

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable																
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Current Concess Charge Residents £**	**Current Concess Charge Non - Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charge - Residents £**	**% Increase**	**Current Concess Charge Non - Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Leisure Services																
Swimming-Indoor																
Peak - Adult	R	3.40	3.80	1.60	1.80	STD	3.50	2.94%	4.00	5.26%	1.70	6.25%	1.90	5.56%	01-Jan-11	01-Apr-12
Peak - Child	R	1.70	1.70	0.90	1.10	STD	1.80	5.88%	1.80	5.88%	1.00	11.11%	1.20	9.09%	01-Jan-11	01-Apr-12
Off Peak - Adult	R	2.70	3.00	0.80	1.00	STD	2.80	3.70%	3.10	3.33%	0.90	12.50%	1.10	10.00%	01-Jan-11	01-Apr-12
Off Peak - Child	R	1.40	1.40	0.70	1.00	STD	1.50	7.14%	1.50	7.14%	0.80	14.29%	1.10	10.00%	01-Jan-11	01-Apr-12
Family Swim - Peak Ticket (2 adults & 2 children)	R	8.70	9.75	4.80		STD	9.00	3.45%	10.00	2.56%	5.00	4.17%			01-Jan-11	01-Apr-12
Family Swim - Off Peak Ticket (2 adults & 2 children)	R	7.20	8.10	2.80		STD	7.40	2.78%	8.40	3.70%	2.90	3.57%			01-Jan-11	01-Apr-12
Swimming-Outdoor																
Adult	R	5.20	5.70	3.60	4.60	STD	5.40	3.85%	6.00	5.26%	3.70	2.78%	4.70	2.17%	01-Jan-11	01-Apr-12
Child	R	3.10	3.10	2.10	3.10	STD	3.20	3.23%	3.30	6.45%	2.20	4.76%	3.20	3.23%	01-Jan-11	01-Apr-12
Under 5's	R	0.00	0.00	0.00	0.00	STD		0.00	0.00	0.00	0.00	0.00	0.00	0.00	01-Jan-11	01-Apr-12
Family (2 adults & 2 children)	R	13.30	15.40	11.30	13.30	STD	14.00	5.26%	16.50	7.14%	11.50	1.77%	14.00	5.26%	01-Jan-11	01-Apr-12
Early morning (adult)	R	2.60	3.10	2.10		STD	2.70	3.85%	3.20	3.23%	2.20	4.76%			01-Jan-11	01-Apr-12
Evening Swim (adult)	R	3.10	3.60	2.60		STD	3.20	3.23%	3.80	5.56%	2.70	3.85%			01-Jan-11	01-Apr-12
Spectators Adult	R	0.80	0.80	0.40	0.40	STD	0.90	12.50%	1.00	25.00%	0.50	25.00%	0.50	25.00%	01-Jan-11	01-Apr-12
Spectators Children	R	0.50	0.50	0.25	0.25	STD	0.50	0.00%	0.50	0.00%	0.30	20.00%	0.30	20.00%	01-Jan-11	01-Apr-12
Swimming - Other																
Birthday Parties Sports hall and room hire (90 minutes)	R	100.50	112.75			STD	102.00	1.49%	114.00	1.11%					01-Jan-11	01-Apr-12
Birthday Parties Sports hall and room hire (90 minutes) + party host included	R					STD	125.00		140.00							01-Apr-12
Swimming Instruction (per lesson) Adult	R	6.90	7.70	5.00	5.20	STD	7.00	1.45%	7.90	2.60%	5.20	4.00%	5.40	3.85%	01-Jan-11	01-Apr-12
Swimming Instruction (per lesson) Child	R	4.40	4.40	3.30	3.50	STD	5.00	13.64%	5.00	13.64%	3.50	6.06%	3.60	2.86%	01-Jan-11	01-Apr-12
Swimming Instruction (per lesson) Child - Bronze, Silver or Gold	R	4.70	4.70	3.80	4.00	STD	tbc	0.00%	tbc		4.00	5.26%	4.20	5.00%	01-Jan-11	01-Apr-12
Swimming Instruction (per lesson) One to one tuition	R	19.50	21.80	16.40	17.40	STD	20.50	5.13%	22.80	4.59%	17.00	3.66%	18.50	6.32%	01-Jan-11	01-Apr-12
Swimming Instruction (per lesson) One to one tuition (child) (excluding Hillingdon Sports & Leisure Complex)	R	15.45	15.45	10.80	10.80	STD	16.50	6.80%	17.00	10.03%	12.00	11.11%	12.50	15.74%	01-Jan-11	01-Apr-12
Swim Crash Course 1/2 hour per day x 5 day (per half hour)	R	20.50	22.60	15.90	17.45	STD	tbc	0.00%	tbc		16.50	3.77%	18.00	3.15%	01-Jan-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable																
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Current Concess Charge Residents £**	**Current Concess Charge Non - Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charge - Residents £**	**% Increase**	**Current Concess Charge Non - Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Private Hire (Hillingdon Pools from 25 to 33 metres)																
Hourly rate (Other organisations)	R		115.80			STD			116.00	0.17%					01-Jan-11	01-Apr-12
Hourly Rate (Hillingdon Clubs)	R	97.40				STD	98.00	0.62%							01-Jan-11	01-Apr-12
Per lane per hour (Other organisations)	R		23.20			STD			24.00	3.45%					01-Jan-11	01-Apr-12
Per lane per hour (Hillingdon Clubs)	R	19.50				STD	20.00	2.56%							01-Jan-11	01-Apr-12
Private Hire (50m Pool)																
Hourly rate (Other organisations)	R		209.00			STD			225.00	7.66%					01-Jan-11	01-Apr-12
Hourly Rate (Hillingdon Clubs)	R	188.60				STD	190.00	0.74%							01-Jan-11	01-Apr-12
Per lane per hour (Other organisations)	R		26.20			STD			30.00	14.50%					01-Jan-11	01-Apr-12
Per lane per hour (Hillingdon Clubs)	R	23.60				STD	24.00	1.69%							01-Jan-11	01-Apr-12
School Bookings - Up to 30 children	R	34.35	38.50			STD	35.00	1.89%	40.00	3.90%					01-Jan-11	01-Apr-12
School Bookings - Up to 50 children	R	55.35	62.00			STD	57.00	2.98%	65.00	4.84%					01-Jan-11	01-Apr-12
School Bookings - Each Additional child	R	1.05	1.20			STD	1.10	4.76%	1.30	8.33%					01-Jan-11	01-Apr-12
Fun Sessions (Children) - 1 hour	R	2.50	2.50	1.70	1.70	STD	2.60	4.00%	2.60	4.00%	1.80	5.88%	1.80	5.88%	01-Jan-11	01-Apr-12
Young at Heart																
Single session	R	3.70	4.10	2.80	3.00	STD	3.80	2.70%	4.20	2.44%	3.00	7.14%	3.00	0.00%	01-Jan-11	01-Apr-12
Single session (Botwell Green Sports & Leisure Centre)	R	1.00	1.00			STD	1.50	50.00%	1.50	50.00%					01-Jan-11	01-Apr-12
Solarium																
Single session	R	6.70	7.50			STD	6.80	1.49%	7.60	1.33%					01-Jan-11	01-Apr-12
Gym																
Gym Inductions (Casual use) Group	R	16.40	18.50	10.25	10.25	STD	17.00	3.66%	19.00	2.70%	11.00	7.32%	11.00	7.32%	01-Jan-11	01-Apr-12
Gym Inductions (Casual use) Individual 1:2:1	R	26.40	29.20	20.50	20.50	STD	27.00	2.27%	30.00	2.74%	21.00	2.44%	21.00	2.44%	01-Jan-11	01-Apr-12
Replacement Card Charge	R	3.10	3.10	3.10	3.10	STD	3.20	3.23%	3.20	3.23%	3.20	3.23%	3.20	3.23%	01-Jan-11	01-Apr-12
Casual Gym Session Peak	R	6.70	7.20	4.10	4.30	STD	7.00	4.48%	7.60	5.56%	4.30	4.88%	4.50	4.65%	01-Jan-11	01-Apr-12
Casual Gym Session Off-Peak	R	5.20	5.70	2.60	2.80	STD	5.40	3.85%	5.90	3.51%	2.70	3.85%	3.00	7.14%	01-Jan-11	01-Apr-12
Coached Fitness Classes Charges	R	5.80	6.30	4.60	4.80	STD	6.00	3.45%	6.50	3.17%	4.80	4.35%	5.00	4.17%	01-Jan-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable																
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Current Concess Charge Residents £**	**Current Concess Charge Non - Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charge - Residents £**	**% Increase**	**Current Concess Charge Non - Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Health & Fitness Membership																
Site Specific Peak Membership (Hillingdon Sport & Leisure Complex only including Outdoor Pool)	R	50.00	54.00			STD	tbc	0.00%	55.00	1.85%					01-Jan-11	01-Apr-12
Site Specific Peak Membership (Botwell Sport & Leisure Centre, Highgrove Pool, Hillingdon Sport & Leisure Complex excluding the Outdoor Pool)	R	43.25	47.40			STD	45.00	4.05%	50.00	5.49%					01-Jan-11	01-Apr-12
Site Specific Peak Membership (Queensmead Sports Centre only)	R	38.00	42.00			STD	39.15	3.03%	43.20	2.86%					01-Jan-11	01-Apr-12
Off Peak Site Specific Membership	R	33.00	37.00			STD	34.00	3.03%	38.15	3.11%					01-Jan-11	01-Apr-12
LBH Employee Membership (Equal to 'Top Level' Membership)	R	39.00	39.00			STD	39.00	0.00%	39.00	0.00%					01-Jan-11	01-Apr-12
'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	01-Jan-11	01-Apr-12
Health Suite Session	R	4.30	4.80	3.30	3.30	STD	4.50	4.65%	5.00	4.17%	3.40	3.03%	3.40	3.03%	01-Jan-11	01-Apr-12
Main Hall Hire																
Special Events	R	POA	POA			STD		POA		POA					01-Jan-11	01-Apr-12
Hillingdon Sport & Leisure Centre (4 courts)	R	38.95	43.50			STD	40.00	2.70%	45.00	3.45%					01-Jan-11	01-Apr-12
Queensmead Sports Centre (6 courts)	R	56.90	63.95			STD	57.50	1.05%	65.00	1.64%					01-Jan-11	01-Apr-12
Botwell Leisure Centre (4 courts)	R	39.15	43.70			STD	40.00	2.17%	45.00	2.97%					01-Jan-11	01-Apr-12
Dance / Aerobics Studio Hire	R	35.00	39.20			STD	36.00	2.86%	40.00	2.04%					01-Jan-11	01-Apr-12
Gymnastics Hall Hire Fee	R	80.00	90.00			STD	85.00	6.25%	95.00	5.56%					01-Jan-11	01-Apr-12
Gymnastics Hall Hire Fee (Judge Heath)	R	tbc	tbc			STD	85.00	0.00%	95.00						01-Jan-11	01-Apr-12
Badminton																
Peak - Per court (Hillingdon Sport & Leisure Complex & Botwell Sport & Leisure Centre)	R	9.75	10.90			STD	10.00	2.56%	11.25	3.21%					01-Jan-11	01-Apr-12
Peak - Per court (Queensmead Sports Centre)	R	9.50	10.70			STD	9.70	2.11%	10.90	1.87%					01-Jan-11	01-Apr-12
Off Peak - Per court (All Sites)	R	5.75	6.50			STD	6.00	4.35%	6.70	3.08%					01-Jan-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable																
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Current Concess Charge Residents £**	**Current Concess Charge Non - Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charge - Residents £**	**% Increase**	**Current Concess Charge Non - Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Other																
Trampoline / Martial Arts etc.	R	20.00	22.50			STD	21.00	5.00%	23.50	4.44%					01-Jan-11	01-Apr-12
Queensmead SC - Netball / 5-a-side	R	25.65	28.70			STD	26.00	1.36%	29.00	1.05%					01-Jan-11	01-Apr-12
External / Al (including floodlights) (per																
Cricket Lane Charges	R	28.70	32.30			STD	30.00	4.53%	34.00	5.26%					01-Jan-11	01-Apr-12
Table Tennis per table	R	6.05	6.80			STD	6.20	2.48%	7.00	2.94%					01-Jan-11	01-Apr-12
Holiday Activity																
Weekly - Full day	R	73.80	82.00	49.20	49.20	STD	75.00	1.63%	85.00	3.66%	51.00	3.66%	51.00	3.66%	01-Jan-11	01-Apr-12
Weekly - Full day each Additional child from family	R	57.90	64.60	41.00	41.00	STD	60.00	3.63%	66.00	2.17%	42.00	2.44%	42.00	2.44%	01-Jan-11	01-Apr-12
Daily - Full day	R	17.45	19.50	11.00	11.00	STD	18.00	3.15%	20.00	2.56%	11.50	4.55%	11.50	4.55%	01-Jan-11	01-Apr-12
Daily - Full day each Additional child from family	R	13.35	14.90	8.20	8.20	STD	14.00	4.87%	15.50	4.03%	8.50	3.66%	8.50	3.66%	01-Jan-11	01-Apr-12
Athletics																
Adult	R	2.85	3.20	1.60	1.70	STD	3.00	5.26%	3.40	6.25%	1.70	6.25%	1.80	5.88%	01-Jan-11	01-Apr-12
Child	R	1.60	1.60	1.10	1.10	STD	1.70	6.25%	1.70	6.25%	1.20	9.09%	1.20	9.09%	01-Jan-11	01-Apr-12
Spectators	R	0.50	0.50			STD	0.50	0.00%	0.50	0.00%					01-Jan-11	01-Apr-12
Meetings - Hillingdon Clubs / Schools (Monday - Friday)	R	36.90				STD	37.00	0.27%							01-Jan-11	01-Apr-12
Meetings - Hillingdon Clubs / Schools (Weekends)	R	42.25				STD	44.00	4.14%							01-Jan-11	01-Apr-12
Meetings - Other Organisations (Monday - Friday)	R		52.80			STD			54.00	2.27%					01-Jan-11	01-Apr-12
Meetings - Other Organisations (Weekends)	R		58.10			STD			60.00	3.27%					01-Jan-11	01-Apr-12
Meetings - Events - Additional cost per hour	R	51.25	51.25			STD	54.00	5.37%	54.00	5.37%					01-Jan-11	01-Apr-12
Meeting Room Full day (8 hrs max)	R	189.65	210.20			STD	195.00	2.82%	220.00	4.66%					01-Jan-11	01-Apr-12
Meeting Room Evening Rate	R	38.00	42.55			STD	40.00	5.26%	45.00	5.76%					01-Jan-11	01-Apr-12
Meeting Room Part day (rate per hour)	R	30.75	34.50			STD	32.00	4.07%	36.00	4.35%					01-Jan-11	01-Apr-12
Football Pitch																
1 to 2 matches (per match)	R	194.75	215.25			STD	200.00	2.70%	225.00	4.53%					01-Jan-11	01-Apr-12
3 to 5 matches (per match)	R	169.20	189.70			STD	175.00	3.43%	195.00	2.79%					01-Jan-11	01-Apr-12
6 to 9 matches (per match)	R	143.50	161.00			STD	150.00	4.53%	165.00	2.48%					01-Jan-11	01-Apr-12
10 or more matches (per match)	R	128.20	142.50			STD	135.00	5.30%	145.00	1.75%					01-Jan-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable																
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Current Concess Charge Residents £**	**Current Concess Charge Non - Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charge - Residents £**	**% Increase**	**Current Concess Charge Non - Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Astroturf Pitch																
Full pitch	R	102.50	114.80			STD	105.00	2.44%	120.00	4.53%					01-Jan-11	01-Apr-12
1/3 pitch	R	56.40	62.50			STD	57.50	1.95%	65.00	4.00%					01-Jan-11	01-Apr-12
Botwell Green																
Full Pitch (Botwell Green Sport & Leisure Centre)	R	80.00	90.00			STD	81.00	1.25%	92.00	2.22%					01-Jan-11	01-Apr-12
Half Pitch (Botwell Green Sports & Leisure Centre)	R	56.40	62.50			STD	58.00	2.84%	64.00	2.40%					01-Jan-11	01-Apr-12
Petanque																
Casual use	R	1.20	1.40			STD	1.20	0.00%	1.50	7.14%					01-Jan-11	01-Apr-12
Full pitch (six)	R	25.60	28.70			STD	26.00	1.56%	30.00	4.53%					01-Jan-11	01-Apr-12
1/6 pitch	R	5.20	5.70			STD	5.20	0.00%	6.00	5.26%					01-Jan-11	01-Apr-12
Gymnastics & Other Junior Activities																
Gym Tots & Pre School 45 minute lessons	R	4.40	4.40	3.30	3.50	STD	4.65	5.68%	4.65	5.68%	3.50	6.06%	3.70	5.71%	01-Jan-11	01-Apr-12
General Gym 1-5	R	4.70	4.70	3.80	4.00	STD	4.95	5.32%	4.95	5.32%	4.00	5.26%	4.20	5.00%	01-Jan-11	01-Apr-12
Football	R	4.70	4.70	3.80	4.00	STD	4.95	5.32%	4.95	5.32%	4.00	5.26%	4.20	5.00%	01-Jan-11	01-Apr-12
Trampolining (Intermediate)	R	4.70	4.70	3.80	4.00	STD	4.95	5.32%	4.95	5.32%	4.00	5.26%	4.20	5.00%	01-Jan-11	01-Apr-12
Adult Gymnastics	R	8.00	8.80	6.00	7.00	STD	8.20	2.50%	9.00	2.27%	6.20	3.33%	7.20	2.86%	01-Jan-11	01-Apr-12
Development & Floor & Vault Squad 2	R	4.00	4.00	3.00	3.20	STD	4.20	5.00%	4.20	5.00%	3.20	6.67%	3.40	6.25%	01-Jan-11	01-Apr-12
Development & Floor & Vault Squad 1	R	3.50	3.50	2.50	2.70	STD	3.70	5.71%	3.70	5.71%	2.70	8.00%	2.90	7.41%	01-Jan-11	01-Apr-12
Sports Acro Squad	R	2.58	2.58	1.55	1.75	STD	2.70	4.65%	2.70	4.65%	1.70	9.68%	1.90	8.57%	01-Jan-11	01-Apr-12
Additional staff for parties	R	21.50	21.50	21.50	21.75	STD	23.00	6.98%	23.00	6.98%	23.00	6.98%	23.00	5.75%	01-Jan-11	01-Apr-12
Creche off-peak	R	2.05	2.05	1.40	2.60	STD	2.15	4.88%	2.15	4.88%	1.50	7.14%	2.70	3.85%	01-Jan-11	01-Apr-12
Creche peak	R	2.60	2.60	1.90	3.10	STD	2.80	7.69%	2.80	7.69%	2.00	5.26%	3.20	3.23%	01-Jan-11	01-Apr-12
Toddlers World	R	4.00	4.00	3.60	4.10	STD	4.10	2.50%	4.10	2.50%	3.70	2.78%	4.10	0.00%	01-Jan-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable																
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Current Concess Charge Residents £**	**Current Concess Charge Non - Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charge - Residents £**	**% Increase**	**Current Concess Charge Non - Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Ice Rink																
Off Peak Adult	R	5.00				STD	5.00	0.00%							01-Jan-11	01-Apr-12
Peak Adult	R	7.00				STD	7.00	0.00%							01-Jan-11	01-Apr-12
Peak Child	R	5.50	6.00			STD	5.50	0.00%	6.00	0.00%					01-Jan-11	01-Apr-12
Off Peak Child	R	3.50	4.00			STD	3.50	0.00%	4.00	0.00%					01-Jan-11	01-Apr-12
Schools Shared Session	S	110.00				STD	110.00	0.00%							01-Jan-11	01-Apr-12
School sole session	S	230.00				STD	230.00	0.00%							01-Jan-11	01-Apr-12
Peak Family	R	20.00				STD	20.00	0.00%							01-Jan-11	01-Apr-12
Off Peak Family	R	14.00				STD	14.00	0.00%							01-Jan-11	01-Apr-12
Peak Adult Group Discount	R	5.60	6.00			STD	5.60	0.00%	6.00	0.00%					01-Jan-11	01-Apr-12
Off Peak Adult Group Discount	R	4.00	4.00			STD	4.00	0.00%	4.00	0.00%					01-Jan-11	01-Apr-12
Peak Child Group Discount	R	4.40				STD	4.40	0.00%							01-Jan-11	01-Apr-12
Off Peak Child Group Discount	R	2.80				STD	2.80	0.00%							01-Jan-11	01-Apr-12
Sponsorship Income	B	1,200.00				STD	1,200.00	0.00%							01-Jan-11	01-Apr-12
Golf Courses - Season Tickets																
7 day season ticket	R	525.00	650.00			STD	525.00	0.00%	650.00	0.00%					01-Dec-11	01-Apr-12
5 day season ticket	R	399.00	475.00			STD	399.00	0.00%	475.00	0.00%					01-Dec-11	01-Apr-12
Senior on income support	R			250.00	265.00	STD					250.00	0.00%	265.00	0.00%	01-Dec-11	01-Apr-12
Student	R			150.00	175.00	STD					150.00	0.00%	175.00	0.00%	01-Dec-11	01-Apr-12
Junior	R			150.00	175.00	STD					150.00	0.00%	175.00	0.00%	01-Dec-11	01-Apr-12
Golf Courses - Green Fees (Haste Hill / Ruislip)																
Adult 18 holes (Monday to Friday)	R	14.00	17.00			STD	14.00	0.00%	17.00	0.00%					01-Dec-11	01-Apr-12
Adult 18 holes (weekends and bank holidays)	R	20.00	23.00			STD	20.00	0.00%	23.00	0.00%					01-Dec-11	01-Apr-12
Adult dusk (Monday to Friday)	R	10.00	12.50			STD	10.00	0.00%	12.50	0.00%					01-Dec-11	01-Apr-12
Adult 12pm to 2pm (weekends and bank holidays)	R	15.00	17.00			STD	15.00	0.00%	17.00	0.00%					01-Dec-11	01-Apr-12
Adult dusk (weekends and bank holidays)	R	10.00	15.00			STD	10.00	0.00%	15.00	0.00%					01-Dec-11	01-Apr-12
Senior / Junior / Student (Monday to Friday)	R			10.00	11.00	STD					10.00	0.00%	11.00	0.00%	01-Dec-11	01-Apr-12
Junior / Student (weekends and bank holidays)	R			10.00	12.50	STD					10.00	0.00%	12.50	0.00%	01-Dec-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable																
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Current Concess Charge Residents £**	**Current Concess Charge Non - Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charge - Residents £**	**% Increase**	**Current Concess Charge Non - Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Golf Courses - Green Fees (Uxbridge)																
Adult 18 holes (Monday to Friday)	R	10.00	11.00			STD	10.00	0.00%	11.00	0.00%					01-Dec-11	01-Apr-12
Adult 18 holes (weekends and bank holidays)	R	12.00	13.00			STD	12.00	0.00%	13.00	0.00%					01-Dec-11	01-Apr-12
Adult 12 holes (Monday to Friday)	R	7.00	8.00			STD	7.00	0.00%	8.00	0.00%					01-Dec-11	01-Apr-12
Adult dusk (Monday to Friday)	R	6.00	7.00			STD	6.00	0.00%	7.00	0.00%					01-Dec-11	01-Apr-12
Adult dusk (weekends and bank holidays)	R	7.00	9.00			STD	7.00	0.00%	9.00	0.00%					01-Dec-11	01-Apr-12
Senior / Junior / Student (Monday to Friday)	R			7.00	8.00	STD					7.00	0.00%	8.00	0.00%	01-Dec-11	01-Apr-12
Junior / Student (weekends and bank holidays)	R			8.00	9.00	STD					8.00	0.00%	9.00	0.00%	01-Dec-11	01-Apr-12
Golf Courses - Golf Society Prices (Haste Hill / Ruislip only)																
18 holes (Monday to Friday) (Ruislip)	R	12.00	14.00			STD	12.00	0.00%	14.00	0.00%					01-Dec-11	01-Apr-12
18 holes (Monday to Friday) (Haste Hill)	R	12.00	15.00			STD	12.00	0.00%	15.00	0.00%					01-Dec-11	01-Apr-12
18 holes (weekends and bank holidays) (Ruislip)	R	17.00	22.00			STD	17.00	0.00%	22.00	0.00%					01-Dec-11	01-Apr-12
18 holes (weekends and bank holidays) (Haste Hill)	R	17.00	20.00			STD	17.00	0.00%	20.00	0.00%					01-Dec-11	01-Apr-12
27 holes (Monday to Friday)	R	20.00	22.50			STD	20.00	0.00%	22.50	0.00%					01-Dec-11	01-Apr-12
27 holes (weekends and bank holidays)	R	24.00	25.00			STD	24.00	0.00%	25.00	0.00%					01-Dec-11	01-Apr-12
36 holes (Monday to Friday) (Haste Hill only)	R	25.00	27.00			STD	25.00	0.00%	27.00	0.00%					01-Dec-11	01-Apr-12
36 holes (weekends and bank holidays) (Haste Hill only)	R	30.00	35.00			STD	30.00	0.00%	35.00	0.00%					01-Dec-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable																
Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Current Concess Charge Residents £	Current Concess Charge Non - Residents £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Proposed New Concession Charge - Residents £	% Increase	Current Concess Charge Non - Residents £	% Increase	Date of last change to charge	Effective Date
Golf Courses - Bring a Friend Green Fees (Haste Hill / Ruislip) (Season Ticket Holders Only)																
Adult 18 holes (Monday to Friday)	R	12.60	15.30			STD	12.60	0.00%	15.30	0.00%					01-Dec-11	01-Apr-12
Adult 18 holes (weekends and bank holidays)	R	18.00	20.70			STD	18.00	0.00%	20.70	0.00%					01-Dec-11	01-Apr-12
Adult dusk (Monday to Friday)	R	9.00	11.25			STD	9.00	0.00%	11.25	0.00%					01-Dec-11	01-Apr-12
Adult 12pm to 2pm (weekends and bank holidays)	R	13.50	15.30			STD	13.50	0.00%	15.30	0.00%					01-Dec-11	01-Apr-12
Adult dusk (weekends and bank holidays)	R	9.00	13.50			STD	9.00	0.00%	13.50	0.00%					01-Dec-11	01-Apr-12
Senior / Junior / Student (Monday to Friday)	R			9.00	9.90	STD					9.00	0.00%	9.90	0.00%	01-Dec-11	01-Apr-12
Junior / Student (weekends and bank holidays)	R			9.00	11.25	STD					9.00	0.00%	11.25	0.00%	01-Dec-11	01-Apr-12
Golf Courses - Bring a Friend Green Fees (Uxbridge) (Season Ticket Holders Only)																
Adult 18 holes (Monday to Friday)	R	9.00	9.90			STD	9.00	0.00%	9.90	0.00%					01-Dec-11	01-Apr-12
Adult 18 holes (weekends and bank holidays)	R	10.80	11.70			STD	10.80	0.00%	11.70	0.00%					01-Dec-11	01-Apr-12
Adult 12 holes (Monday to Friday)	R	6.30	7.20			STD	6.30	0.00%	7.20	0.00%					01-Dec-11	01-Apr-12
Adult dusk (Monday to Friday)	R	5.40	6.30			STD	5.40	0.00%	6.30	0.00%					01-Dec-11	01-Apr-12
Adult dusk (weekends and bank holidays)	R	6.30	8.10			STD	6.30	0.00%	8.10	0.00%					01-Dec-11	01-Apr-12
Senior / Junior / Student (Monday to Friday)	R			6.30	7.20	STD					6.30	0.00%	7.20	0.00%	01-Dec-11	01-Apr-12
Junior / Student (weekends and bank holidays)	R			7.20	8.10	STD					7.20	0.00%	8.10	0.00%	01-Dec-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Breakspear Crematorium										
Cremation Fees										
Stillborn. inc Organist	R	42.00	42.00	EXP	44.00	4.76%	44.00	4.76%	01-Apr-11	01-Apr-12
Children 6 years and under. inc Organist	R	68.00	68.00	EXP	72.00	5.88%	72.00	5.88%	01-Apr-11	01-Apr-12
Children 7 - 11 years. inc Organist	R	107.00	107.00	EXP	114.00	6.54%	114.00	6.54%	01-Apr-11	01-Apr-12
Children 12 - 17 years. inc Organist	R	205.00	205.00	EXP	218.00	6.34%	218.00	6.34%	01-Apr-11	01-Apr-12
Over 17 years. inc Organist	R	520.00	520.00	EXP	550.00	5.77%	550.00	5.77%	01-Apr-11	01-Apr-12
Cremation of retained organs										
Additional Service Time	R	168.00	168.00	EXP	178.00	5.95%	178.00	5.95%	01-Apr-11	01-Apr-12
Cancellations	R	115.00	115.00	EXP	124.00	7.83%	124.00	7.83%	01-Apr-11	01-Apr-12
Certificates of Cremation - overseas	R	20.00	20.00	EXP	21.00	5.00%	21.00	5.00%	01-Apr-11	01-Apr-12
Scattering of Ashes	R	46.00	46.00	EXP	48.00	4.35%	48.00	4.35%	01-Apr-11	01-Apr-12
Retaining cremated remains(per month)	R	12.00	12.00	EXP	12.00	0.00%	12.00	0.00%	01-Apr-11	01-Apr-12
Postage & Packing in Polytainer UK only	R	55.00	55.00	EXP	58.00	5.45%	58.00	5.45%	01-Apr-11	01-Apr-12
Baby Urn - poly	R	9.60	9.60	STD	10.00	4.17%	10.00	4.17%	01-Apr-11	01-Apr-12
Supply New Garden Seat inc 10 years lease	R	1,471.68	1,471.68	STD	1,544.00	4.91%	1,544.00	4.91%	01-Apr-11	01-Apr-12
Trees & Shrubs - rose bushes inc 5 years lease	R	222.00	222.00	STD	235.00	5.86%	235.00	5.86%	01-Apr-11	01-Apr-12
Trees & Shrubs - rose trees inc 5 years lease	R	276.00	276.00	STD	290.00	5.07%	290.00	5.07%	01-Apr-11	01-Apr-12
Trees & Shrubs - ornamental shrubs inc 5 years lease	R	276.00	276.00	STD	290.00	5.07%	290.00	5.07%	01-Apr-11	01-Apr-12
Trees & Shrubs - ornamental trees (10 years)	R	372.00	372.00	STD	394.00	5.91%	394.00	5.91%	01-Apr-11	01-Apr-12
Plaque for trees, shrubs, roses or seats	R	86.40	86.40	STD	91.00	5.32%	91.00	5.32%	01-Apr-11	01-Apr-12
Book of Remembrance - 2 line entry	R	57.60	57.60	STD	61.00	5.90%	61.00	5.90%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Book of Remembrance - 5 line entry	R	100.80	100.80	STD	106.00	5.16%	106.00	5.16%	01-Apr-11	01-Apr-12
Book of Remembrance - 8 line entry	R	148.80	148.80	STD	158.00	6.18%	158.00	6.18%	01-Apr-11	01-Apr-12
Book of Remembrance - 10 line entry	R	182.40	182.40	STD	193.00	5.81%	193.00	5.81%	01-Apr-11	01-Apr-12
Extra - Floral Emblem	R	75.60	75.60	STD	80.00	5.82%	80.00	5.82%	01-Apr-11	01-Apr-12
Extra - Full Heraldic Device	R	114.00	114.00	STD	120.00	5.26%	120.00	5.26%	01-Apr-11	01-Apr-12
Memorial Cards - 2 line entry	R	38.40	38.40	STD	40.00	4.17%	40.00	4.17%	01-Apr-11	01-Apr-12
Memorial Cards - 5 line entry	R	57.60	57.60	STD	60.00	4.17%	60.00	4.17%	01-Apr-11	01-Apr-12
Memorial Cards - 8 line entry	R	93.60	93.60	STD	98.00	4.70%	98.00	4.70%	01-Apr-11	01-Apr-12
Memorial Cards - 10 line entry	R	120.00	120.00	STD	126.00	5.00%	126.00	5.00%	01-Apr-11	01-Apr-12
Memorial Booklets - 2 line entry	R	57.60	57.60	STD	60.00	4.17%	60.00	4.17%	01-Apr-11	01-Apr-12
Memorial Booklets - 5 line entry	R	78.00	78.00	STD	82.00	5.13%	82.00	5.13%	01-Apr-11	01-Apr-12
Memorial Booklets - 8 line entry	R	120.00	120.00	STD	126.00	5.00%	126.00	5.00%	01-Apr-11	01-Apr-12
Memorial Booklets - 10 line entry	R	150.00	150.00	STD	157.00	4.67%	157.00	4.67%	01-Apr-11	01-Apr-12
Additional lines in Booklets - 2 line entry	R	33.60	33.60	STD	35.00	4.17%	35.00	4.17%	01-Apr-11	01-Apr-12
Additional lines in Booklets - 5 line entry	R	50.40	50.40	STD	53.00	5.16%	53.00	5.16%	01-Apr-11	01-Apr-12
Additional lines in Booklets - 8 line entry	R	86.40	86.40	STD	90.00	4.17%	90.00	4.17%	01-Apr-11	01-Apr-12
Additional lines in Booklets - 10 line entry	R	110.40	110.40	STD	116.00	5.07%	116.00	5.07%	01-Apr-11	01-Apr-12
Garden Niches										
10 years incl Urn & Inspection (new facility)	R	1,596.00	1,596.00	STD	1,675.00	4.95%	1,675.00	4.95%	01-Apr-11	01-Apr-12
Columbarium Niches - single-inc 10 years lease	R	346.00	346.00	EXP	363.00	4.91%	363.00	4.91%	01-Apr-11	01-Apr-12
Columbarium Niches - double-inc 10 years lease	R	578.00	578.00	EXP	606.00	4.84%	606.00	4.84%	01-Apr-11	01-Apr-12
Langley casket up to 50 characters	R	205.00	205.00	EXP	215.00	4.88%	215.00	4.88%	01-Apr-11	01-Apr-12
Metal Urn	R	32.00	32.00	EXP	33.00	3.13%	33.00	3.13%	01-Apr-11	01-Apr-12
Cloister Spaces - single-inc 10 years lease	R	150.00	150.00	EXP	157.00	4.67%	157.00	4.67%	01-Apr-11	01-Apr-12
Inscription	R	82.00	82.00	EXP	86.00	4.88%	86.00	4.88%	01-Apr-11	01-Apr-12
Cloister Spaces - double-inc 10 years lease	R	342.00	342.00	EXP	359.00	4.97%	359.00	4.97%	01-Apr-11	01-Apr-12
Inscription	R	126.00	126.00	EXP	132.00	4.76%	132.00	4.76%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Classic - inc 5 years lease										
Window Spaces	R	242.00	242.00	EXP	254.00	4.96%	254.00	4.96%	01-Apr-11	01-Apr-12
Inscription	R	108.00	108.00	STD	113.00	4.63%	113.00	4.63%	01-Apr-11	01-Apr-12
New Flower Vases	R	434.40	434.40	STD	456.00	4.97%	456.00	4.97%	01-Apr-11	01-Apr-12
Additional letters each	R	6.00	6.00	STD	6.30	5.00%	6.30	5.00%	01-Apr-11	01-Apr-12
Additional Guilded Motif	R	122.40	122.40	STD	128.00	4.58%	128.00	4.58%	01-Apr-11	01-Apr-12
Additional Hand Painted Motif	R	181.20	181.20	STD	190.00	4.86%	190.00	4.86%	01-Apr-11	01-Apr-12
Photoplaque	R	181.20	181.20	STD	190.00	4.86%	190.00	4.86%	01-Apr-11	01-Apr-12
New Windows -- Small -- 10 years -I colour	R	540.00	540.00	STD	567.00	5.00%	567.00	5.00%	01-Apr-11	01-Apr-12

Cemetery Fees

Adult Interments (persons exceeding 16 years of age at death) - In New Private Graves										
Depth for 1 interment	R	450.00	900.00	EXP	540.00	20.00%	1,080.00	20.00%	01-Apr-11	01-Apr-12
Depth for 2 interment	R	494.00	988.00	EXP	590.00	19.43%	1,180.00	19.43%	01-Apr-11	01-Apr-12
Depth for 3 interment	R	660.00	1,320.00	EXP	720.00	9.09%	1,440.00	9.09%	01-Apr-11	01-Apr-12
Depth for 4 interment	R	756.00	1,512.00	EXP	830.00	9.79%	1,660.00	9.79%	01-Apr-11	01-Apr-12
Adult Interments (persons exceeding 16 years of age at death) - In Re-Opened Private Graves										
Depth for 1 interment	R	484.00	968.00	EXP	580.00	19.83%	1,160.00	19.83%	01-Apr-11	01-Apr-12
Depth for 2 interment	R	610.00	1,220.00	EXP	730.00	19.67%	1,460.00	19.67%	01-Apr-11	01-Apr-12
Depth for 3 interment	R	802.00	1,604.00	EXP	875.00	9.10%	1,750.00	9.10%	01-Apr-11	01-Apr-12
Depth for 4 interment	R	997.00	1,994.00	EXP	1,095.00	9.83%	2,190.00	9.83%	01-Apr-11	01-Apr-12
Interment of Infants (a stillborn child or child whose age at death did not exceed 3 years "Infants")										
In Child's grave	R	36.00	72.00	EXP	40.00	11.11%	80.00	11.11%	01-Apr-11	01-Apr-12
In private grave (single depth)	R	84.00	168.00	EXP	90.00	7.14%	180.00	7.14%	01-Apr-11	01-Apr-12
In private grave for the child's interment plus 2 adults	R	166.00	332.00	EXP	180.00	8.43%	360.00	8.43%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
In private grave for the child's interment plus 3 adults	R	208.00	416.00	EXP	225.00	8.17%	450.00	8.17%	01-Apr-11	01-Apr-12
In Child's grave (where applicable)	R	72.00	144.00	EXP	86.00	19.44%	172.00	19.44%	01-Apr-11	01-Apr-12
In private grave (single depth)	R	105.00	210.00	EXP	125.00	19.05%	250.00	19.05%	01-Apr-11	01-Apr-12
In private grave for the child's interment plus 2 adults	R	250.00	500.00	EXP	300.00	20.00%	600.00	20.00%	01-Apr-11	01-Apr-12
In private grave for the child's interment plus 3 adults	R	318.00	636.00	EXP	380.00	19.50%	760.00	19.50%	01-Apr-11	01-Apr-12
Interment of Cremated Remains (within full private graves)										
When the grave is closed to full interments	R	162.00	324.00	EXP	172.00	6.17%	344.00	6.17%	01-Apr-11	01-Apr-12
To a depth to permit 1 further full interment	R	318.00	636.00	EXP	338.00	6.29%	676.00	6.29%	01-Apr-11	01-Apr-12
To a depth to permit 2 further full interment	R	462.00	924.00	EXP	490.00	6.06%	980.00	6.06%	01-Apr-11	01-Apr-12
To a depth to permit 3 further full interment	R	604.00	1,208.00	EXP	640.00	5.96%	1,280.00	5.96%	01-Apr-11	01-Apr-12
To scatter cremated remains (within Cremation Section and Columbaria)	R	72.00	144.00	EXP	76.00	5.56%	152.00	5.56%	01-Apr-11	01-Apr-12
New and re-open cremation graves	R	162.00	324.00	EXP	172.00	6.17%	344.00	6.17%	01-Apr-11	01-Apr-12
Re-opening of Columbaria units	R	124.00	248.00	EXP	132.00	6.45%	264.00	6.45%	01-Apr-11	01-Apr-12
Interments in Heritage Graves										
Adults interment	R	440.00	880.00	EXP	465.00	5.68%	930.00	5.68%	01-Apr-11	01-Apr-12
Childs interment	R	164.00	328.00	EXP	173.00	5.49%	346.00	5.49%	01-Apr-11	01-Apr-12
Infants interment	R	105.00	210.00	EXP	110.00	4.76%	220.00	4.76%	01-Apr-11	01-Apr-12
Grave Digging Surcharges										
For a variation in size within 2"	R	114.00	228.00	EXP	136.00	19.30%	272.00	19.30%	01-Apr-11	01-Apr-12
For a variation in size between 2" and 4"	R	218.00	436.00	EXP	260.00	19.27%	520.00	19.27%	01-Apr-11	01-Apr-12
For a variation in size between 4" and 6"	R	328.00	656.00	EXP	393.00	19.82%	786.00	19.82%	01-Apr-11	01-Apr-12
For a variation in size in excess of 6"	R	432.00	864.00	EXP	518.00	19.91%	1,036.00	19.91%	01-Apr-11	01-Apr-12
Exclusive rights of burial (Conventional Graves)										
Grave space measuring 9 feet by 4 feet	R	1,400.00	2,800.00	EXP	1,680.00	20.00%	3,360.00	20.00%	01-Apr-11	01-Apr-12
Grave space measuring 9 feet by 8 feet	R	2,800.00	5,600.00	EXP	3,360.00	20.00%	6,720.00	20.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Exclusive rights of burial (Lawn Section Graves)										
Grave space measuring 9 feet by 4 feet	R	1,000.00	2,000.00	EXP	1,200.00	20.00%	2,400.00	20.00%	01-Apr-11	01-Apr-12
Grave space measuring 9 feet by 8 feet	R	2,000.00	4,000.00	EXP	2,400.00	20.00%	4,800.00	20.00%	01-Apr-11	01-Apr-12
Exclusive rights of burial (Bricked Grave or Vault)										
Grave space measuring 9 feet by 4 feet	R	POA	POA	EXP	POA		POA		01-Apr-11	01-Apr-12
Grave space measuring 9 feet by 8 feet	R	POA	POA	EXP	POA		POA		01-Apr-11	01-Apr-12
Lined Muslim Graves										
For traditional uncoffined burial	R	1,700.00	3,400.00	EXP	1,800.00	5.88%	3,600.00	5.88%	01-Apr-11	01-Apr-12
Children's Section Graves										
Gravespace measuring 4 feet by 2 feet	R	250.00	500.00	EXP	300.00	20.00%	600.00	20.00%	01-Apr-11	01-Apr-12
Woodland Graves (West Drayton Cemetery) Special Regulations Apply										
Gravespace measuring 9 feet by 4 feet	R	625.00	1,250.00	EXP	750.00	20.00%	1,500.00	20.00%	01-Apr-11	01-Apr-12

* Hillingdon's charges for graves and interments have been historically considerably lower than other boroughs. These increases go someway to bringing these in line with other charges but are still relatively lower.

Imported Food Unit

Products of animal origin										
0 to 100kg per AWB	B	60.00	60.00	NB	60.00	0.00%	60.00	0.00%	01-Apr-11	01-Apr-12
101 to 1,000kg per CVED	B	90.00	90.00	NB	90.00	0.00%	90.00	0.00%	01-Apr-11	01-Apr-12
1,001 to 5,000kg per CVED	B	140.00	140.00	NB	140.00	0.00%	140.00	0.00%	01-Apr-11	01-Apr-12
5001kg to 15,000kg per CVED	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-11	01-Apr-12
Above 15,001Kg to 42,000kg per CVED	B	340.00	340.00	NB	340.00	0.00%	340.00	0.00%	01-Apr-11	01-Apr-12
Above 42,000kg per CVED	B			NB	372.00		372.00			01-Apr-12
Semen / Embryos per CVED	B	50.00	50.00	NB	60.00	20.00%	60.00	20.00%	01-Apr-11	01-Apr-12
From New Zealand	B	26.00	26.00	NB	30.00	15.38%	30.00	15.38%	01-Apr-11	01-Apr-12
Completion of part one of CVED on TRACES per CVED	B	10.00	10.00	NB	10.00	0.00%	10.00	0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Out of hours Additional charges										
Up to midnight (18:00 to 00:00)	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-11	01-Apr-12
After midnight (00:00 to 08:00)	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-11	01-Apr-12
Additional Charge per CVED on Christmas Day and New Years Day	B	20.00	20.00	NB	20.00	0.00%	20.00	0.00%	01-Apr-11	01-Apr-12
Products of animal origin - Catch certificate										
Third Countries	B	45.00	45.00	NB	45.00	0.00%	45.00	0.00%	01-Apr-11	01-Apr-12
Bilateral Countries	B	15.00	15.00	NB	15.00	0.00%	15.00	0.00%	01-Apr-11	01-Apr-12
(for Catch certificate only) Out Hours 18:00 to 00.00	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-11	01-Apr-12
(for Catch certificate only) Out Hours 00:00 to 08.00	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-11	01-Apr-12
Products of Non-Animal Origin - CED										
Documentary Check per CED	B	50.00	50.00	NB	60.00	20.00%	60.00	20.00%	01-Apr-11	01-Apr-12
Full Physical Check per CED (Plus AN/Alytical Fee)	B	160.00	160.00	NB	170.00	6.25%	170.00	6.25%	01-Apr-11	01-Apr-12
Non-Compliant (Surrender for Destruction)	B	165.00	165.00	NB	200.00	21.21%	200.00	21.21%	01-Apr-11	01-Apr-12
Non-Compliant (Onward Transmission)	B	115.00	115.00	NB	200.00	73.91%	200.00	73.91%	01-Apr-11	01-Apr-12
Out Hours 18:00 to 00.00	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-11	01-Apr-12
Out Hours 00:00 to 08.00	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-11	01-Apr-12
Japan Products for Radiation										
Documentary Check 1 to 10 Declarations per AWB	B	100.00	100.00	NB	120.00	20.00%	120.00	20.00%	01-Jan-11	01-Apr-12
Documentary Check 11 to 20 Declarations per AWB	B	200.00	200.00	NB	230.00	15.00%	230.00	15.00%	01-Jan-11	01-Apr-12
Documentary Check 21 to 30 Declarations per AWB	B	300.00	300.00	NB	350.00	16.67%	350.00	16.67%	01-Jan-11	01-Apr-12
Full checks1 to 10 Declarations per AWB includes sampling and courier costs	B	275.00	275.00	NB	300.00	9.09%	300.00	9.09%	01-Jan-11	01-Apr-12
Full checks11 to 20 Declarations per AWB includes sampling and courier costs	B	375.00	375.00	NB	400.00	6.67%	400.00	6.67%	01-Jan-11	01-Apr-12
Full checks 21 to 30 Declarations per AWB includes sampling and courier costs	B	475.00	475.00	NB	500.00	5.26%	500.00	5.26%	01-Jan-11	01-Apr-12
Additional Charge per CED on Christmas Day and New Years Day	B	20.00	20.00	NB	20.00	0.00%	20.00	0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Products of Non-Animal Origin - Organics										
Full Official Checks	B	45.00	45.00	NB	45.00	0.00%	45.00	0.00%	01-Apr-11	01-Apr-12
Out Hours 18:00 to 00.00	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-11	01-Apr-12
Out Hours 00:00 to 08.00	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-11	01-Apr-12
Export Certificates	B	52.00	52.00	NB	130.00	150.00%	130.00	150.00%	01-Apr-11	01-Apr-12
Verification of organic certificates										
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	45.00	45.00	NB	45.00	0.00%	45.00	0.00%	01-Apr-11	01-Apr-12
Food Hygiene Training										
Per Attendee (up to 12 attendees per course)	B	60.00	60.00	NB	100.00	66.67%	100.00	66.67%	01-Apr-11	01-Apr-12
Facilities Management										
Civic Centre Room Hire Rates										
CR2 per hour	M	22.10	22.10	EXP	23.20	4.98%	23.20	4.98%	01-Apr-11	01-Apr-12
CR3 per hour	M	29.30	29.30	EXP	30.80	5.12%	30.80	5.12%	01-Apr-11	01-Apr-12
CR3a per hour	M	26.50	26.50	EXP	27.80	4.91%	27.80	4.91%	01-Apr-11	01-Apr-12
CR3/3a combined per hour	M	44.10	44.10	EXP	46.30	4.99%	46.30	4.99%	01-Apr-11	01-Apr-12
CR4 per hour	M	35.20	35.20	EXP	37.00	5.11%	37.00	5.11%	01-Apr-11	01-Apr-12
CR4a per hour	M	26.50	26.50	EXP	27.80	4.91%	27.80	4.91%	01-Apr-11	01-Apr-12
CR4/4a combined per hour	M	44.20	44.20	EXP	46.40	4.98%	46.40	4.98%	01-Apr-11	01-Apr-12
CR5 per hour	M	44.20	44.20	EXP	46.40	4.98%	46.40	4.98%	01-Apr-11	01-Apr-12
CR6 per hour	M	44.20	44.20	EXP	46.40	4.98%	46.40	4.98%	01-Apr-11	01-Apr-12
CR7 per hour	M	20.70	20.70	EXP	21.70	4.83%	21.70	4.83%	01-Apr-11	01-Apr-12
CR8 per hour - not available for hire	M	22.10	22.10	EXP					01-Apr-11	01-Apr-12
CR9 per hour	M	22.10	22.10	EXP	23.20	4.98%	23.20	4.98%	01-Apr-11	01-Apr-12
Interview rooms per hour	M	13.80	13.80	EXP	14.50	5.07%	14.50	5.07%	01-Apr-11	01-Apr-12
Council Chamber per hour	M	84.90	84.90	EXP	89.10	4.95%	89.10	4.95%	01-Apr-11	01-Apr-12
Middlesex Suite (Day) per hour	M	80.80	80.80	EXP	80.80	0.00%	80.80	0.00%	01-Apr-11	01-Apr-12
Middlesex Suite (Night) per hour	M	113.00	113.00	EXP	113.00	0.00%	113.00	0.00%	01-Apr-11	01-Apr-12
Bar Area per hour	M	44.20	44.20	EXP	44.20	0.00%	44.20	0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Borough Wide Building Services										
Catering Recharge	M	cost + 0%	cost + 0%	STD	cost + 0%	0.00%	cost + 0%	0.00%	01-Apr-11	01-Apr-12
Day To Day Repairs Under £250 Council Premises	M	cost + £35	cost + £35	EXP	cost + £35	0.00%	cost + £35	0.00%	01-Apr-11	01-Apr-12
Day To Day Repairs £250 To £5000 Council Premises	M	cost + 12.5%	cost + 12.5%	EXP	cost + 12.5%	0.00%	cost + 12.5%	0.00%	01-Apr-11	01-Apr-12
Day To Day Repairs Above £5000 Council Premises	M	cost + 10%	cost + 10%	EXP	cost + 10%	0.00%	cost + 10%	0.00%	01-Apr-11	01-Apr-12
Day To Day Repairs Under £250 Non Council Premises	M	cost + £35 + VAT	cost + £35 + VAT	STD	cost + £35 + VAT	0.00%	cost + £35 + VAT	0.00%	01-Apr-11	01-Apr-12
Day To Day Repairs £250 To £5000 Non Council Premises	M	cost + 12.5% + VAT	cost + 12.5% + VAT	STD	cost + 12.5% + VAT	0.00%	cost + 12.5% + VAT	0.00%	01-Apr-11	01-Apr-12
Day To Day Repairs Above £5000 Non Council Premises	M	cost + 10% +VAT	cost + 10% +VAT	STD	cost + 10% +VAT	0.00%	cost + 10% +VAT	0.00%	01-Apr-11	01-Apr-12
Service Contracts Council Premises	M	cost + 10%	cost + 10%	EXP	cost + 10%	0.00%	cost + 10%	0.00%	01-Apr-11	01-Apr-12
Service Contracts Non Council Premises	M	cost + 10% +VAT	cost + 10% +VAT	STD	cost + 10% +VAT	0.00%	cost + 10% +VAT	0.00%	01-Apr-11	01-Apr-12
Queenswalk Room Hire - Standard training room per hour	M	26.00	26.00	EXP					01-Apr-11	
Queenswalk Room Hire - Standard training room 1/2 Day	M	50.00	60.00	EXP					01-Apr-11	Queens walk to
Queenswalk Room Hire - Standard training room full day	M	100.00	120.00	EXP					01-Apr-11	close as approved by
Queenswalk Venue Hire - ICT suite per hour	M	31.00	31.00	EXP					01-Apr-11	September Cabinet
Queenswalk Catering - catering recharge	M	cost + 15%	cost + 15%	STD					01-Apr-11	
Queenswalk Photocopying - per copy	M	0.06	0.06	STD					01-Apr-11	

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT							
Type of Fee / Charge	**Type**	**Current Charges £**	**Vat Status**	**Proposed New Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Planning & Applications							
Planning Fees - Pre-Application Advice							
Commercial Buildings - Call Out for Listed Building and Design Advice from a Conservation Officer	R	120.00	S	120.00	0.00%	01-Apr-11	01-Apr-12
Pre Application Fees - Category B Development	R	4,200.00	S	4,200.00	0.00%	01-Apr-11	01-Apr-12
Pre Application Fees - Category C Development	R	2,280.00	S	2,280.00	0.00%	01-Apr-11	01-Apr-12
Pre Application Fees - Category D Development	R	1,140.00	S	1,140.00	0.00%	01-Apr-11	01-Apr-12
Follow up Meetings - Category B Development	R	1,080.00	S	1,080.00	0.00%	01-Apr-11	01-Apr-12
Follow up Meetings - Category C Development	R	485.00	S	485.00	0.00%	01-Apr-11	01-Apr-12
Follow up Meetings - Category D Development	R	485.00	S	485.00	0.00%	01-Apr-11	01-Apr-12
Other Developments - All other Development excluding householder development and work to trees	R	270.00	S	n/a		01-Apr-11	n/a
Standard charge for Category E Development (Residential schemes of between 4 and 9 units)	B	n/a	S	600.00		n/a	01-Apr-12
Standard charge for Category F Development (Residential schemes of between 1 and 3 units)	B	n/a	S	270.00		n/a	01-Apr-12
Standard charge for Category G Development (Non residential schemes (change of use or new floor space) of 500sq.m to 999sqm)	B	n/a	S	600.00		n/a	01-Apr-12
Standard charge for Category H Development (Non residential schemes (change of use or new floor space) of up to 500sqm)	B	n/a	S	270.00		n/a	01-Apr-12
Standard charge for Category H Development (Non residential schemes (change of use or new floor space) of up to 500sqm) (The Council wishes to encourage the creation of new B1 and B2 use class small businesses - therefore the creation of new businesses or adaption / expansion of existing Hillingdon based businesses (including re-location within Hillingdon) will be exempt from a fee under category H)	B	n/a	S	nil		n/a	01-Apr-12
Householders - Minor Applications	R	270.00	NB	270.00	0.00%	01-Apr-11	01-Apr-12
Householders - Category A Development	R	6,000.00	S	6,000.00	0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT							
Type of Fee / Charge	**Type**	**Current Charges £**	**Vat Status**	**Proposed New Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Householders - Specialist: Additional flat fee where listed Building or Conservation advice is required	R	120.00	S	120.00	0.00%	01-Apr-11	01-Apr-12
Additional charges for the attendance of senior Managers - All other Development excluding householder development and work to trees	R	240.00	S	240.00	0.00%	01-Apr-11	01-Apr-12
Follow up Meetings - Category A Development	R	1,560.00	S	1,560.00	0.00%	01-Apr-11	01-Apr-12
BAA Fees							
GDPO Applications and other Planning Related Work							
Scoping/screening opinions	B	1,000.00	NB	1,000.00	0.00%	01-Apr-11	01-Apr-12
6 pre-application meetings a year - per meeting	B	750.00	NB	750.00	0.00%	01-Apr-11	01-Apr-12
Considerations	B	85.00	NB	85.00	0.00%	01-Apr-11	01-Apr-12
Application where no extra floorspace is created	B	170.00	NB	170.00	0.00%	01-Apr-11	01-Apr-12
Minor Developments							
Floorspace created no larger than 1000m2 or site no bigger than 1hectares	B	850.00	NB	850.00	0.00%	01-Apr-11	01-Apr-12
Major Developments							
Band A 1,000m2 to 10,000m2 or between 1 and 5 hectares	B	3,400.00	NB	3,400.00	0.00%	01-Apr-11	01-Apr-12
Band B 10,000m2 to 20,000m2 or between 5 and 10 hectares	B	6,800.00	NB	6,800.00	0.00%	01-Apr-11	01-Apr-12
Band C above 20,000m2 or above 10 hectares fee	B	18,000.00	NB	18,000.00	0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Hall Hire Charges										
Meeting Hall Hire - Scale 1 (Haydon Hall)										
Rooms 1, 3 + 5 Mon - Fri	B	38.00	38.00	EXP	38.00	0.00%	39.00	2.63%		01-Apr-12
Whole Hall Sat / Sun & Bank Holidays	B	55.00	55.00	EXP	55.00	0.00%	57.00	3.64%		01-Apr-12
Rooms 2 or 4 or 6 Mon - Fri	B	32.00	32.00	EXP	32.00	0.00%	33.00	3.13%		01-Apr-12
Meeting Hall Hire - Scale 2										
Rooms 1, 3 + 5 Mon - Fri	B	20.00	20.00	EXP	20.00	0.00%	21.00	5.00%		01-Apr-12
Whole Hall Sat / Sun & Bank Holidays	B	29.00	29.00	EXP	29.00	0.00%	30.00	3.45%		01-Apr-12
Rooms 2 or 4 or 6 Mon - Fri	B	16.00	16.00	EXP	16.00	0.00%	16.00	0.00%		01-Apr-12
Cavendish Hall (Leased to Richtone Ltd - prices shown are the maximum that can be charged) - Scale 2										
Ground floor hall Mon - Thurs	B	19.00	19.00	EXP	19.00	0.00%	19.50	2.63%		01-Apr-12
First floor hall Mon - Thurs	B	19.00	19.00	EXP	19.00	0.00%	19.50	2.63%		01-Apr-12
Upstairs small room Mon - Thurs	B	15.00	15.00	EXP	15.00	0.00%	15.50	3.33%		01-Apr-12
Ground floor hall Fri / Sat / Sun	B	27.00	27.00	EXP	27.00	0.00%	28.00	3.70%		01-Apr-12
First floor hall Fri / Sat / Sun	B	27.00	27.00	EXP	27.00	0.00%	28.00	3.70%		01-Apr-12
Upstairs small room Fri / Sat / Sun	B	16.00	16.00	EXP	16.00	0.00%	16.50	3.13%		01-Apr-12
The Grange (Leased to Lido Catering Co Ltd - prices shown are the maximum that can be charged)										
Large Room Mon - Thurs	B	16.00	16.00	EXP	16.00	0.00%	16.50	3.13%		01-Apr-12
Medium room Mon - Thurs	B	16.00	16.00	EXP	16.00	0.00%	16.50	3.13%		01-Apr-12
Small room Mon - Thurs	B	15.00	15.00	EXP	15.00	0.00%	15.50	3.33%		01-Apr-12
Large Room Fri / Sat / Sun	B	20.00	20.00	EXP	20.00	0.00%	20.50	2.50%		01-Apr-12
Medium Room Fri / Sat / Sun	B	20.00	20.00	EXP	20.00	0.00%	20.50	2.50%		01-Apr-12
Small Room Fri / Sat / Sun	B	16.00	16.00	EXP	16.00	0.00%	16.50	3.13%		01-Apr-12
Kings College Pavilion - (Prices shown are the maximum that can be charged)										
Small RoomMon - Thurs inc Friday until 4.40pm	B	11.10	11.40	EXP	11.10	0.00%	11.70	2.63%		01-Apr-12
Medium RoomMon - Thurs inc Friday until 4.40pm	B	11.10	11.40	EXP	11.10	0.00%	11.70	2.63%		01-Apr-12
Large RoomMon - Thurs inc Friday until 4.40pm	B	16.40	17.30	EXP	16.40	0.00%	17.80	2.89%		01-Apr-12
Small RoomFri after 4.30 / Sat / Sun	B	21.50	22.70	EXP	21.50	0.00%	23.40	3.08%		01-Apr-12
Medium Room Fri after 4.30 / Sat / Sun	B	21.50	22.70	EXP	21.50	0.00%	23.40	3.08%		01-Apr-12
Large RoomFri after 4.30 / Sat / Sun	B	31.80	33.50	EXP	31.80	0.00%	34.50	2.99%		01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Commercial Events - These are guide prices and will be negotiated on an indivdual basis.										
Commercial events / Operating Days	B	2,255.00	2,314.00	EXP	2,255.00	0.00%	2,383.00	2.98%		01-Apr-12
Commercial events / set up strip down days	B	375.40	385.00	EXP	375.40	0.00%	397.00	3.12%		01-Apr-12
Fairs & Circuses - Monday to Thursday	B	829.00	829.00	EXP	829.00	0.00%	854.00	3.02%		01-Apr-12
Fairs & Circuses - Friday, Saturday, Sunday & Bank Holidays	B	1,134.00	1,134.00	EXP	1,134.00	0.00%	1,168.00	3.00%		01-Apr-12
Parks & Leisure Facility										
Football, Rugby, Hockey, Lacrosse & Gaelic Football (pro rata per match)										
Junior - Without changing facilities	R	17.50	18.80	EXP	17.50	0.00%	19.40	3.19%		01-Apr-12
Pitch hire	R	23.60	25.50	EXP	23.60	0.00%	26.30	3.14%		01-Apr-12
changing facilities	R	25.70	27.63	EXP	25.70	0.00%	28.50	3.15%		01-Apr-12
Class 1A Modern dressing accommodation with hot & cold showers	R	57.50	61.90	EXP	57.50	0.00%	63.80	3.07%		01-Apr-12
Class 111 Dressing accommodation	R	26.70	28.80	EXP	26.70	0.00%	29.70	3.13%		01-Apr-12
Class 1V Other grounds	R	33.00	34.40	EXP	33.00	0.00%	35.40	2.91%		01-Apr-12
Junior - Without changing facilities	R	18.50	19.90	EXP	18.50	0.00%	20.50	3.02%		01-Apr-12
Bowls (May to September)										
Clubs pay lump sum (mgt fee) to green spaces collect fees and season tickets themselves.										
Green Fees (per hour) Adult	R	5.00	5.00	EXP	5.00	0.00%	5.20	4.00%		01-Apr-12
Green Fees (per hour) Senior Citizens and Children	R	4.00	4.00	EXP	4.00	0.00%	4.10	2.50%		01-Apr-12
Season Tickets Adult	R	112.00	112.00	EXP	112.00	0.00%	116.00	3.57%		01-Apr-12
Season Tickets Senior Citizens and Children	R	57.00	57.00	EXP	57.00	0.00%	58.00	1.75%		01-Apr-12
Cricket (pro-rata per match)										
Class 1A Modern dressing accommodation with hot & cold showers	R	102.57	110.50	EXP	102.57	0.00%	113.80	2.99%		01-Apr-12
Class 111 Dressing accommodation	R	66.67	71.84	EXP	66.67	0.00%	74.00	3.01%		01-Apr-12
Class 1V Other grounds	R	52.30	56.36	EXP	52.30	0.00%	58.10	3.09%		01-Apr-12
Class 1A Modern dressing accommodation with hot & cold showers	R	122.05	131.53	EXP	122.05	0.00%	135.50	3.02%		01-Apr-12
Class 1B Older dressing accommodation with hot & cold showers	R	112.82	121.58	EXP	112.82	0.00%	125.20	2.98%		01-Apr-12
Class 11 Dressing accommodation with washing facilities	R	88.20	95.05	EXP	88.20	0.00%	97.90	3.00%		01-Apr-12
All day match (commencing at 10.30 or 11.00am)	R			EXP						01-Apr-12
Additional charge per match for seasonal or single lettings	R	16.41	17.68	EXP	16.41	0.00%	18.20	2.94%		01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Letting of Open Space										
Fund-raising events	B	0.00	0.00	EXP	0.00		0.00			01-Apr-12
Charity events	B	0.00	0.00	EXP	0.00		0.00			01-Apr-12
Events - profit making or commercial - min. hourly charge	B	100.51	100.51	EXP	100.51	0.00%	103.50	2.97%		01-Apr-12
Events - local community or non-profit making - min. hourly charge	B	16.41		EXP	16.41	0.00%				01-Apr-12
Sports days	B	22.56	23.15	EXP	22.56	0.00%	23.80	2.81%		01-Apr-12
Other events / minimum charge	B	52.30	53.70	EXP	52.30	0.00%	55.30	2.98%		01-Apr-12
Wedding photographs etc	R	53.70	53.70	EXP	53.70	0.00%	55.30	2.98%		01-Apr-12
Use of Camp Site - Mad Bess Wood (Scout Groups etc)										
0-29 persons per night	R	44.10	46.40	EXP	44.10	0.00%	47.80	3.02%		01-Apr-12
Tennis (charges per hour)										
Juniors - Weekdays up to 6pm	R	3.00	3.08	EXP	3.00	0.00%	3.20	4.07%		01-Apr-12
Weekends & Public Holidays	R	6.00	6.15	EXP	6.00	0.00%	6.30	2.44%		01-Apr-12
Adults - Weekdays up to 4pm	R	5.00	5.13	EXP	5.00	0.00%	5.30	3.41%		01-Apr-12
After 4pm, weekends & Public Holidays	R	6.00	6.15	EXP	6.00	0.00%	6.30	2.44%		01-Apr-12
Contact Centre										
Blue Badge										
Disabled Parking Blue Badge	R	2.00	2.00	EXP	2.00	0.00%	2.00	0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT										
Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Street-Scene Enforcement										
Minor Highways Fees										
Scaffold / Hoarding (Additional charge per hour)	B			NB					01-Apr-11	01-Apr-12
Plant & Maintain Licences (Additional cost /hr)	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01-Apr-11	01-Apr-12
Mobile Construction Equipment (e.g. cranes on the highway) Additional cost per hr	B			NB	0.00		0.00		01-Apr-11	01-Apr-12
Scaffold / Hoarding (charge per application)	B		170.00	NB	0.00		180.00	5.88%	01-Apr-11	01-Apr-12
Plant & Maintain Licences (Basic cost charged per application)	M	170.00	170.00	NB	170.00	0.00%	180.00	5.88%	01-Apr-11	01-Apr-12
Mobile Construction Equipment (e.g. cranes on the highway)	B		170.00	NB			180.00	5.88%	01-Apr-11	01-Apr-12
Oversail Licences (e.g. cranes and canopies)	B		170.00	NB			180.00	5.88%	01-Apr-11	01-Apr-12
Entrance to Cellars and Pavement Lights	B	Recharged at costs		NB	Recharged at costs		Recharged at costs		01-Apr-11	01-Apr-12
Cars for Sale on the Highway										
Removals - not a licencable fee and charge hardly ever occurs, we would pass on full cost and storage removed vehicle upon collection by owner.	B	Recharged at costs		NB	Recharged at costs		Recharged at costs		01-Apr-11	01-Apr-12
"A"Board fees & charges - very rarely have to remove these and if we did we would pass removal costs on to relevant party.										
Initial application fee	B	51.50	51.50	NB	51.50	0.00%	51.50	0.00%	01-Apr-11	01-Apr-12
Once approved by Planning a further:	B	96.30	96.30	NB	96.30	0.00%	96.30	0.00%	01-Apr-11	01-Apr-12
Thereafter annual fee	B	147.80	147.80	NB	147.80	0.00%	147.80	0.00%	01-Apr-11	01-Apr-12
Public Rights of Way										
Application to change definitive map & statement	M	140.00	140.00	NB	150.00	7.14%	150.00	7.14%	01-Apr-11	01-Apr-12
Highways Enquires										
For legal purposes requiring a written response	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Streetworks Inspection / Licensing										
Sample Inspection	B		50.00	NB			50.00	0.00%	01-Apr-11	01-Apr-12
Defected Works	B		47.50	NB			47.50	0.00%	01-Apr-11	01-Apr-12
License new plant	B		400.00	NB			450.00	12.50%	01-Apr-11	01-Apr-12
license old plant	B		400.00	NB			450.00	12.50%	01-Apr-11	01-Apr-12
Streetworks Overruns (min/day)	B		100.00	NB			100.00	0.00%	01-Apr-11	01-Apr-12
Streetworks Overruns (max/day)	B		2,500.00	NB			2,500.00	0.00%	01-Apr-11	01-Apr-12
Bar marks in front of vehicle crossings	M	135.00	135.00	NB	135.00	0.00%	135.00	0.00%	01-Apr-11	01-Apr-12
Minor Highways Fees										
Vehicle Crossings (Average crossing)	R	872.00		NB	900.00	3.21%			01-Apr-11	01-Apr-12
Oversail Licences (e.g. cranes and canopies) Additional charges per hr	B		50.00	NB			50.00	0.00%	01-Apr-11	01-Apr-12
All Highways enqueries for legal purposes requiring written response	M	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01-Apr-11	01-Apr-12
Additional Highways Enquiries										
Standard Highways Adoption Question (1 to 3 questions)	B	31.50	31.50	EXP	34.00	7.94%	34.00	7.94%	01-Apr-11	01-Apr-12
Additional Highways Questions (each)	B	10.50	10.50	EXP	12.00	14.29%	12.00	14.29%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT													
Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Concession Charges £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Proposed New Concession Charges £	% Increase	Date of last change to charge	Effective Date
Children's Centres													
Full day care provision													
Nestles Avenue Children's Centre	R	205.00	205.00		EXP	205.00	0.00%	205.00	0.00%			01-Apr-08	01-Apr-12
South Ruislip Early Years Centre	R	205.00	205.00		EXP	205.00	0.00%	205.00	0.00%			01-Apr-08	01-Apr-12
Uxbridge Early Years Centre	R	205.00	205.00		EXP	205.00	0.00%	205.00	0.00%			01-Apr-08	01-Apr-12
Barra Hall Room Hire													
Daytime room hire per hour (9am to 6pm) (concession for voluntary organisations)	M	30.00	30.00	£15 to £20	EXP	30.00	0.00%	30.00	0.00%	£15 to £20		01-Jun-10	01-Apr-12
Daytime room hire per day (9am to 6pm) (concession for voluntary organisations)	M	150.00	150.00	75.00	EXP	150.00	0.00%	150.00	0.00%	75.00	0.00%	01-Jun-10	01-Apr-12
Evening room hire per hour (concession for voluntary organisations)	M	33.00	33.00	£16.50 to £22	EXP	33.00	0.00%	33.00	0.00%	£16.50 to £22		01-Jun-10	01-Apr-12
Weekend room hire per hour (concession for voluntary organisations)	M	37.50	37.50	£18.50 to £25	EXP	37.50	0.00%	37.50	0.00%	£18.50 to £25		01-Jun-10	01-Apr-12
Weekend room hire per day (9am to 6pm) (concession for voluntary organisations)	M	187.50	187.50	93.75	EXP	187.50	0.00%	187.50	0.00%	93.75	0.00%	01-Jun-10	01-Apr-12
Additional tea / coffee (per mug)	M	0.80	0.80	0.80	STD	0.80	0.00%	0.80	0.00%	0.80	0.00%	01-Jun-10	01-Apr-12
Adult Education													
Tuition Fees													
Tuition Fee per Guided Learning Hour –LSC funded provision	R	2.48	4.50	1.74	EXP	2.48	0.00%	4.50	0.00%	1.74	0.00%	01-Sep-11	01-Sep-12
Tuition Fee per Guided Learning Hour –LBH funded provision	R	2.48	4.50	1.74	EXP	2.48	0.00%	4.50	0.00%	1.74	0.00%	01-Sep-11	01-Sep-12
Music Service (Termly charge)													
Group tuition	R	58.50	58.50		EXP	Subject to		Subject to				01-Sep-11	01-Apr-12
Individual tuition	R	110.00	110.00		EXP	Phase 2 of	-100.00%	Phase 2 of	-100.00%			01-Sep-11	01-Apr-12
Saturday Music Centre	R	58.50	58.50		EXP	Member	-100.00%	Member	-100.00%			01-Sep-11	01-Apr-12
Evening Activity or Saturday Choir Only	R	27.75	27.75		EXP	Working Group Review	-100.00%	Working Group Review	-100.00%			01-Sep-10	01-Apr-12
Use of Instrument	R	9.75	9.75		EXP		-100.00%		-100.00%			01-Sep-10	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Music Service (Reduced rate for families in receipt of benefit - termly charge)													
Group tuition	R	12.75	12.75		EXP	Subject to		Subject to				01-Sep-10	01-Apr-12
Individual tuition	R	21.25	21.25		EXP	Phase 2 of	-100.00%	Phase 2 of	-100.00%			01-Sep-10	01-Apr-12
Saturday Music Centre	R	12.75	12.75		EXP	Member	-100.00%	Member	-100.00%			01-Sep-10	01-Apr-12
Evening Activity or Saturday Choir Only	R	9.25	9.25		EXP	Working Group Review	-100.00%	Working Group Review	-100.00%			01-Sep-10	01-Apr-12
Use of Instrument	R	4.10	4.10		EXP		-100.00%		-100.00%			01-Sep-10	01-Apr-12
Music Service (Schools Charges)													
Hourly Charge for School Projects	S		37.00		NB			Subject to Phase 2 of				01-Sep-10	01-Sep-12
Hourly Charge for School Projects (to academies)	S		44.40		STD			Member Working Group Review	-100.00%			01-Sep-10	01-Sep-12
Charville YPC Northwood YPC South Ruislip YPC													
Hourly Charges													
Council directly managed	M	20.00	20.00		EXP	20.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	25.00	25.00		EXP	25.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	30.00	30.00		EXP	30.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	40.00	40.00		EXP	40.00	0.00%		-100.00%			01-Apr-11	01-Apr-12
Daily Charges (Up to 8 Hours)													
Council directly managed	M	120.00	120.00		EXP	120.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	150.00	150.00		EXP	150.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	180.00	180.00		EXP	180.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	241.00	241.00		EXP	241.00	0.00%		-100.00%			01-Apr-11	01-Apr-12
Daily Charges (More than 8 Hours)													
Council directly managed	M	241.00	241.00		EXP	241.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	301.00	301.00		EXP	301.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	361.00	361.00		EXP	361.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	481.00	481.00		EXP	481.00	0.00%		-100.00%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT													
Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Concession Charges £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Proposed New Concession Charges £	% Increase	Date of last change to charge	Effective Date
Individual Rooms													
Hourly													
Charge for 1 room	M	7.00	7.00		EXP	7.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	10.00	10.00		EXP	10.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	15.00	15.00		EXP	15.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Daily (up to 8 hours)													
Charge for 1 room	M	40.00	40.00		EXP	40.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	60.00	60.00		EXP	60.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	90.00	90.00		EXP	90.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Daily (more than 8 hours)													
Charge for 1 room	M	80.00	80.00		EXP	80.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	120.00	120.00		EXP	120.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	180.00	180.00		EXP	180.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
West Drayton YPC													
Hourly charges													
Council directly managed	M	21.00	21.00		EXP	21.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	26.00	26.00		EXP	26.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	31.00	31.00		EXP	31.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	41.00	41.00		EXP	41.00	0.00%		-100.00%			01-Apr-11	01-Apr-12
Daily Charges (UP to 8 HOURS)													
Council directly managed	M	124.00	124.00		EXP	124.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	155.00	155.00		EXP	155.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	186.00	186.00		EXP	186.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	248.00	248.00		EXP	248.00	0.00%		-100.00%			01-Apr-11	01-Apr-12
Daily Charges (More than 8 HOURS)													
Council directly managed	M	248.00	248.00		EXP	248.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	310.00	310.00		EXP	310.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	372.00	372.00		EXP	372.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	496.00	496.00		EXP	496.00	0.00%		-100.00%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Individual Rooms													
Hourly													
Charge for 1 room	M	7.00	7.00		EXP	7.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	10.00	10.00		EXP	10.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	16.00	16.00		EXP	16.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Daily (up to 8 hours)													
Charge for 1 room	M	41.00	41.00		EXP	41.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	62.00	62.00		EXP	62.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	93.00	93.00		EXP	93.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Daily (more than 8 hours)													
Charge for 1 room	M	83.00	83.00		EXP	83.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	124.00	124.00		EXP	124.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	186.00	186.00		EXP	186.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Harlington YPC													
Hourly													
Council directly managed	M	16.00	16.00		EXP	16.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	20.00	20.00		EXP	20.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	24.00	24.00		EXP	24.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	32.00	32.00		EXP	32.00	0.00%		-100.00%			01-Apr-11	01-Apr-12
Daily (up to 8 hours)													
Council directly managed	M	97.00	97.00		EXP	97.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	122.00	122.00		EXP	122.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	146.00	146.00		EXP	146.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	194.00	194.00		EXP	194.00	0.00%		-100.00%			01-Apr-11	01-Apr-12
Daily (more than 8 hours)													
Council directly managed	M	194.00	194.00		EXP	194.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	243.00	243.00		EXP	243.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	292.00	292.00		EXP	292.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	389.00	389.00		EXP	389.00	0.00%		-100.00%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Individual Rooms													
Hourly													
Charge for 1 room	M	5.00	5.00		EXP	5.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	8.00	8.00		EXP	8.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	12.00	12.00		EXP	12.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Daily (up to 8 hours)													
Charge for 1 room	M	32.00	32.00		EXP	32.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	49.00	49.00		EXP	49.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	73.00	73.00		EXP	73.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Daily (more than 8 hours)													
Charge for 1 room	M	65.00	65.00		EXP	65.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	97.00	97.00		EXP	97.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	146.00	146.00		EXP	146.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Ruislip YPC													
Hourly													
Council directly managed	M	16.00	16.00		EXP	16.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	20.00	20.00		EXP	20.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	24.00	24.00		EXP	24.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	32.00	32.00		EXP	32.00	0.00%		-100.00%			01-Apr-11	01-Apr-12
Daily (up to 8 hours)													
Council directly managed	M	95.00	95.00		EXP	95.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	118.00	118.00		EXP	118.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	142.00	142.00		EXP	142.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	189.00	189.00		EXP	189.00	0.00%		-100.00%			01-Apr-11	01-Apr-12
Daily (more than 8 hours)													
Council directly managed	M	189.00	189.00		EXP	189.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	237.00	237.00		EXP	237.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	284.00	284.00		EXP	284.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	379.00	379.00		EXP	379.00	0.00%		-100.00%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Individual Rooms													
Hourly													
Charge for 1 room	M	5.00	5.00		EXP	5.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	8.00	8.00		EXP	8.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	12.00	12.00		EXP	12.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Daily (up to 8 hours)													
Charge for 1 room	M	32.00	32.00		EXP	32.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	47.00	47.00		EXP	47.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	71.00	71.00		EXP	71.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Daily (more than 8 hours)													
Charge for 1 room	M	63.00	63.00		EXP	63.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	95.00	95.00		EXP	95.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	142.00	142.00		EXP	142.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Fountain Mills YPC													
Hourly													
Council directly managed	M	20.00	20.00		EXP	20.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	26.00	26.00		EXP	26.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	31.00	31.00		EXP	31.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	41.00	41.00		EXP	41.00	0.00%		-100.00%			01-Apr-11	01-Apr-12
Daily (up to 8 hours)													
Council directly managed	M	123.00	123.00		EXP	123.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	153.00	153.00		EXP	153.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	184.00	184.00		EXP	184.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	245.00	245.00		EXP	245.00	0.00%		-100.00%			01-Apr-11	01-Apr-12
Daily (more than 8 hours)													
Council directly managed	M	245.00	245.00		EXP	245.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Affiliated Youth Groups	M	306.00	306.00		EXP	306.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Other voluntary group lettings	M	368.00	368.00		EXP	368.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Other lettings	M	490.00	490.00		EXP	490.00	0.00%		-100.00%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT													
Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Concession Charges £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Proposed New Concession Charges £	% Increase	Date of last change to charge	Effective Date
Individual Rooms													
Hourly													
Charge for 1 room	M	7.00	7.00		EXP	7.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	10.00	10.00		EXP	10.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	15.00	15.00		EXP	15.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Daily (up to 8 hours)													
Charge for 1 room	M	41.00	41.00		EXP	41.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	61.00	61.00		EXP	61.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	92.00	92.00		EXP	92.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
Daily (more than 8 hours)													
Charge for 1 room	M	82.00	82.00		EXP	82.00	0.00%	Subject to BID				01-Apr-11	01-Apr-12
Small hall	M	123.00	123.00		EXP	123.00	0.00%	review of	-100.00%			01-Apr-11	01-Apr-12
Large Hall	M	184.00	184.00		EXP	184.00	0.00%	Youth Service	-100.00%			01-Apr-11	01-Apr-12
FIESTA													
FIESTA in the Park - SY 7+	M	0.00	0.00		EXP	0.00	0.00%	0.00	0.00%			01-Apr-11	01-Apr-12
Summer Action - SY 4-	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Summer Action - SY 6-	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Summer Action - SY 8-	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Summer Action - SY 10	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Summer Action Sparks - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Fashion School - SY 8+	M	62.50	62.50		EXP	62.50	0.00%	62.50	0.00%			01-Apr-11	01-Apr-12
Mural Design - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Street Art - SY 8+	M	31.25	31.25		EXP	31.25	0.00%	31.25	0.00%			01-Apr-11	01-Apr-12
Digital Photography - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Film Production - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Radio Broadcasting - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Web Communications and Design - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Drama and Improvisation - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Advanced Drama and Improvisation - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Musical Theatre - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Recording Studio Production - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Rock School - SY 8+	M	62.50	62.50		EXP	62.50	0.00%	62.50	0.00%			01-Apr-11	01-Apr-12
Street Dance - SY 8+	M	20.00	20.00		EXP	20.00	0.00%	20.00	0.00%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All prices including VAT													
Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Concession Charges £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Proposed New Concession Charges £	% Increase	Date of last change to charge	Effective Date
Street Dance (Advanced) - SY 8+	M	20.00	20.00		EXP	20.00	0.00%	20.00	0.00%			01-Apr-11	01-Apr-12
Urban Vocal Performance - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Bollywood Dance - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Make Up and Beauty Techniques - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Advanced Make Up and Beauty Techniques - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Babysitting - SY 11	M	31.25	31.25		EXP	31.25	0.00%	31.25	0.00%			01-Apr-11	01-Apr-12
Careers: What Next? - SY 11	M	0.00	0.00		EXP	0.00	0.00%	0.00	0.00%			01-Apr-11	01-Apr-12
Event Management - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Food Hygiene Certificate - SY 8+	M	6.25	6.25		EXP	6.25	0.00%	6.25	0.00%			01-Apr-11	01-Apr-12
Hairdressing - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Health and Safety Training for the Workplace - SY 11	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Motor Vehicle Maintenance - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Motor Vehicle Maintenance (Advanced) - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Office Skills - SY 11	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
British Sign Language - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Cycling Proficiency - SY 6+	M	0.00	0.00		EXP	0.00	0.00%	0.00	0.00%			01-Apr-11	01-Apr-12
Driving Theory Test (Introduction to) - SY 8+	M	6.25	6.25		EXP	6.25	0.00%	6.25	0.00%			01-Apr-11	01-Apr-12
English as a Second Language (ESOL) - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
First Aid Skills (Introduction to) - SY 8+	M	6.25	6.25		EXP	6.25	0.00%	6.25	0.00%			01-Apr-11	01-Apr-12
First Aid: Appointed Person (Advanced) - SY 11	M	6.25	6.25		EXP	6.25	0.00%	6.25	0.00%			01-Apr-11	01-Apr-12
Hillingdon's Young Master Chef - SY 8+	M	6.25	6.25		EXP	6.25	0.00%	6.25	0.00%			01-Apr-11	01-Apr-12
International Cooking Skills - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Massage and Aromatherapy - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
What Do You Stand for? Politics for Beginners - SY 8+	M	25.00	25.00		EXP	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Current Concess Charge Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**New Concess Charge To Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Library Service													
Charges													
Compact Discs - every 3 weeks	R	1.05	1.50	0.55	NB	1.05	0.00%	1.60	6.67%	0.55	0.00%	01-Apr-11	01-Apr-12
DVDs - per week	R	2.10	3.00	1.05	NB	2.10	0.00%	3.15	5.00%	1.05	0.00%	01-Apr-11	01-Apr-12
Children's DVDs - per week	R	1.05	1.50	0.55	NB	1.05	0.00%	1.60	6.67%	0.55	0.00%	01-Apr-11	01-Apr-12
Videos - per week	R	1.05	1.50	0.55	NB	1.05	0.00%	1.60	6.67%	0.55	0.00%	01-Apr-11	01-Apr-12
Children's videos - per week	R	0.55	0.80	0.30	NB	0.55	0.00%	0.85	6.25%	0.30	0.00%	01-Apr-11	01-Apr-12
Language Courses - every 3 weeks	R	3.05	5.00	1.55	NB	3.05	0.00%	5.25	5.00%	1.55	0.00%	01-Apr-11	01-Apr-12
Video Language Courses - every 3 weeks	R	3.05	5.00	1.55	NB	3.05	0.00%	5.25	5.00%	1.55	0.00%	01-Apr-11	01-Apr-12
CD & Cassettes - every 3 weeks	R	2.05	3.00	1.05	NB	2.05	0.00%	3.15	5.00%	1.05	0.00%	01-Apr-11	01-Apr-12
eAudiobooks (downloadable) - every 3 weeks	R	2.05	3.00	1.05	NB	2.05	0.00%	3.15	5.00%	1.05	0.00%	01-Apr-11	01-Apr-12
Holds (Reservations) - Self Placed	R	0.60	0.80	0.30	NB	0.60	0.00%	0.85	6.25%	0.30	0.00%	01-Apr-11	01-Apr-12
Holds (Reservations) - Staff Placed	R	0.60	0.80	0.30	NB	0.60	0.00%	0.85	6.25%	0.30	0.00%	01-Apr-11	01-Apr-12
Holds (Reservations) - Not in stock	R	3.10	5.00	1.55	NB	3.10	0.00%	5.25	5.00%	1.55	0.00%	01-Apr-11	01-Apr-12
Holds (Reservations) - British Library Items	R	3.10	5.00	1.55	NB	3.10	0.00%	5.25	5.00%	1.55	0.00%	01-Apr-11	01-Apr-12
Holds (Reservations) - Photocopies	R	£2.05 + 21p per A4	£2.10 + 25p per A4 sheet	£2.10 + 25p per A4 sheet	NB	£2.05 + 21p per A4 sheet		£2.20 + 25p per A4 sheet		£2.10 + 25p per A4 sheet	0.00%	01-Apr-11	01-Apr-12
Lost Tickets	R	2.05	2.10	1.05	NB	2.05	0.00%	2.20	4.76%	1.05	0.00%	01-Apr-11	01-Apr-12
Lost Tickets	R	1.05	1.50	1.05	NB	1.05	0.00%	1.60	6.67%	1.05	0.00%	01-Apr-11	01-Apr-12
Overdue Reminders	R	0.85	1.00	0.00	NB	0.85	0.00%	1.05	5.00%	0.00	0.00%	01-Apr-11	01-Apr-12
Fines													
Books	R	0.16	0.20	0.08	NB	0.16	0.00%	0.20	0.00%	0.08	0.00%	01-Apr-11	01-Apr-12
Talking Books	R	0.16	0.20	0.08	NB	0.16	0.00%	0.20	0.00%	0.08	0.00%	01-Apr-11	01-Apr-12
Cassettes	R	0.16	0.20	0.08	NB	0.16	0.00%	0.20	0.00%	0.08	0.00%	01-Apr-11	01-Apr-12
Compact Discs	R	0.16	0.20	0.08	NB	0.16	0.00%	0.20	0.00%	0.08	0.00%	01-Apr-11	01-Apr-12
Language Courses	R	0.16	0.20	0.08	NB	0.16	0.00%	0.20	0.00%	0.08	0.00%	01-Apr-11	01-Apr-12
Videos	R	1.05	1.50	0.55	NB	1.05	0.00%	1.60	6.67%	0.55	0.00%	01-Apr-11	01-Apr-12
DVDs	R	1.05	1.50	0.55	NB	1.05	0.00%	1.60	6.67%	0.55	0.00%	01-Apr-11	01-Apr-12
Junior Videos	R	0.55	0.80	0.30	NB	0.55	0.00%	0.85	6.25%	0.30	0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Current Concess Charge Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**New Concess Charge To Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Fax													
In the UK - 1st Page	R	1.05	1.05		STD	1.05	0.00%	1.10	5.00%		0.00%	01-Apr-11	01-Apr-12
In the UK - Subsequent Page	R	0.55	0.55		STD	0.55	0.00%	0.60	9.09%		0.00%	01-Apr-11	01-Apr-12
Western Europe - 1st Page	R	2.30	2.30		STD	2.30	0.00%	2.40	4.35%		0.00%	01-Apr-11	01-Apr-12
Western Europe - Subsequent Page	R	1.15	1.15		STD	1.15	0.00%	1.20	4.35%		0.00%	01-Apr-11	01-Apr-12
Rest of the World - 1st Page	R	3.65	3.65		STD	3.65	0.00%	3.80	4.11%		0.00%	01-Apr-11	01-Apr-12
Rest of the World - Subsequent Page	R	1.85	1.85		STD	1.85	0.00%	1.95	5.41%		0.00%	01-Apr-11	01-Apr-12
Per Fax (any length)	R	1.05	1.05		STD	1.05	0.00%	1.10	5.00%		0.00%	01-Apr-11	01-Apr-12
Printing & Photocopies													
Black and White PC Prints per A4 sheets	R	0.20	0.20		STD	0.20	0.00%	0.20	0.00%		0.00%	01-Apr-11	01-Apr-12
Colour PC Prints per A4 sheets	R	0.40	0.40		STD	0.40	0.00%	0.40	0.00%		0.00%	01-Apr-11	01-Apr-12
CD-ROM/Microform Prints per sheet	R	0.30	0.30		STD	0.30	0.00%	0.30	0.00%		0.00%	01-Apr-11	01-Apr-12
Black & White A4	R	0.10	0.10		STD	0.10	0.00%	0.10	0.00%		0.00%	01-Apr-11	01-Apr-12
Black & White A3	R	0.20	0.20		STD	0.20	0.00%	0.20	0.00%		0.00%	01-Apr-11	01-Apr-12
Colour A4	R	1.05	1.05		STD	1.05	0.00%	1.05	0.00%		0.00%	01-Apr-11	01-Apr-12
Colour A3	R	1.55	1.55		STD	1.55	0.00%	1.55	0.00%		0.00%	01-Apr-11	01-Apr-12
Black & White (Colour Photocopies) A4	R	0.30	0.30		STD	0.30	0.00%	0.30	0.00%		0.00%	01-Apr-11	01-Apr-12
Black & White (Colour Photocopies) A3	R	0.60	0.60		STD	0.60	0.00%	0.60	0.00%		0.00%	01-Apr-11	01-Apr-12
Hire of Library Premises													
Monday - Thursday per hour	R	8.70	15.00		EXP	8.70	0.00%	16.00	6.67%		0.00%	01-Apr-11	01-Apr-12
Friday - Saturday per hour	R	9.75	15.00		EXP	9.75	0.00%	16.00	6.67%		0.00%	01-Apr-11	01-Apr-12
Commercial Organisations	R	15.50	20.00		EXP	15.50	0.00%	21.00	5.00%		0.00%	01-Apr-11	01-Apr-12
Advertising													
Notice Board Display - Rental Charge	R	36.00	36.00		STD	36.00	0.00%	38.00	5.56%		0.00%	01-Apr-11	01-Apr-12
Bill posting fee - Up to 3 posters	R	189.60	189.60		STD	189.60	0.00%	199.00	4.96%		0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Current Concess Charge Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**New Concess Charge To Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Family History Search Fee													
Family History - Census search - one address - Address & year	R	3.60	5.00		STD	3.60	0.00%	5.25	5.00%		0.00%	01-Apr-11	01-Apr-12
Family History - Census search - one address - same address subsequent year	R	1.80	5.00		STD	1.80	0.00%	5.25	5.00%		0.00%	01-Apr-11	01-Apr-12
Family History - Census search - one address - same address subsequent year to include copies of six entries	R	1.80	5.00		STD	1.80	0.00%	5.25	5.00%		0.00%	01-Apr-11	01-Apr-12
Family History - Local Newspapers Search - Article on one specific event	R	3.60	7.00		STD	3.60	0.00%	7.50	7.14%		0.00%	01-Apr-11	01-Apr-12
Family History - Electoral Register Search - 1890-1914. Name & address. Occupant at one address. (5 year Search)	R	3.60	7.00		STD	3.60	0.00%	7.50	7.14%		0.00%	01-Apr-11	01-Apr-12
Family History - Electoral Register Search- 1920 - onwards. Name & address. Occupant at one address. (5 year Search)	R	3.60	7.00		STD	3.60	0.00%	7.50	7.14%		0.00%	01-Apr-11	01-Apr-12
Family History - Directories Search - Occupant at one address or trade. (5 year Search)	R	3.60	7.00		STD	3.60	0.00%	7.50	7.14%		0.00%	01-Apr-11	01-Apr-12
Family History - Parish Registers Search - Entry of baptism, marriage or burial	R	1.80	3.00		STD	1.80	0.00%	3.15	5.00%		0.00%	01-Apr-11	01-Apr-12
Family History -Rate Books Search - Occupant at one addressl	R	3.60	7.00		STD	3.60	0.00%	7.50	7.14%		0.00%	01-Apr-11	01-Apr-12
Family History -Journals Search - Article on one specific topic	R	3.60	7.00		STD	3.60	0.00%	7.50	7.14%		0.00%	01-Apr-11	01-Apr-12
Family History -Photograps Search - Photos of one specific place or topic	R	3.60	7.00		STD	3.60	0.00%	7.50	7.14%		0.00%	01-Apr-11	01-Apr-12
Family History - Maps - Extract showing 1 area.	R	3.60	7.00		STD	3.60	0.00%	7.50	7.14%		0.00%	01-Apr-11	01-Apr-12
Other Research - per half hour	R	15.50	20.00		STD	15.50	0.00%	21.00	5.00%		0.00%	01-Apr-11	01-Apr-12
Other													
Annual Membership Fees - Non-Residents	R	0.00	5.00		EXP	0.00	0.00%	0.00	-100.00%		0.00%	01-Apr-11	01-Apr-12
Computer Hire Charges - Free to Residents - Non-Residents - First Hour £1.00, .50p per hr. thereafter (charge to be introduced when technology permits)	R	0.00	1.00		EXP	0.00	0.00%	1.00	0.00%		0.00%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Commercial Premises Licence Fees													
Other Licenses													
Sex Establishment - This fee was set in June - no change proposed	B	2,300.00	2,300.00		NB	2,300.00	0.00%	2,300.00				01-Jun-11	01-Apr-12
Sex Establishment Renewal Fee **for sex shops only**	B	n/a	n/a		NB	1,150.00		1,150.00				n/a	01-Apr-12
Hypnotism Consent	B				NB	21.00		21.00				01-Apr-11	01-Apr-12
THE MARRIAGE ACT 1994													
Application for Approval	B	450.00			NB	460.00	2.22%					01-Feb-11	01-Apr-12
Application for Approval or renewal a premises which currently holds a Premises Licence under the Licensing Act 2003	B	225.00			NB	230.00	2.22%					01-Feb-11	01-Apr-12
Application for renewal	B	340.00			NB	350.00	2.94%					01-Feb-11	01-Apr-12
Application for a review	B	340.00			NB	350.00	2.94%					01-Feb-11	01-Apr-12
The Licensing Act 2003													
Application for a new / variation licence BAND A	B	100.00			NB	100.00	0.00%					01-Apr-10	01-Apr-12
Application for a new / variation licence BAND B	B	190.00			NB	190.00	0.00%					01-Apr-10	01-Apr-12
Application for a new / variation licence BAND C	B	315.00			NB	315.00	0.00%					01-Apr-10	01-Apr-12
Application for a new / variation licence BAND D	B	450.00			NB	450.00	0.00%					01-Apr-10	01-Apr-12
Application for a new / variation licence BAND E	B	635.00			NB	635.00	0.00%					01-Apr-10	01-Apr-12
Application for a new / variation licence BAND D Multiplier	B	900.00			NB	900.00	0.00%					01-Apr-10	01-Apr-12
Application for a new / variation licence BAND E Multiplier	B	1,905.00			NB	1,905.00	0.00%					01-Apr-10	01-Apr-12
Annual fee for premises / club licence BAND A	B	70.00			NB	70.00	0.00%					01-Apr-10	01-Apr-12
Annual fee for premises / club licence BAND B	B	180.00			NB	180.00	0.00%					01-Apr-10	01-Apr-12
Annual fee for premises / club licence BAND C	B	295.00			NB	295.00	0.00%					01-Apr-10	01-Apr-12
Annual fee for premises / club licence BAND D	B	320.00			NB	320.00	0.00%					01-Apr-10	01-Apr-12
Annual fee for premises / club licence BAND E	B	350.00			NB	350.00	0.00%					01-Apr-10	01-Apr-12
Annual fee for premises / club licence BAND D Multiplier	B	640.00			NB	640.00	0.00%					01-Apr-10	01-Apr-12
Annual fee for premises / club licence BAND E Multiplier	B	1,050.00			NB	1,050.00	0.00%					01-Apr-10	01-Apr-12
Application for a copy of licence	B	10.50			NB	10.50	0.00%					01-Apr-10	01-Apr-12
Application for a provisional statement	B	315.00			NB	315.00	0.00%					01-Apr-10	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Notification of change of name / address of premises licence holder	B	10.50			NB	10.50	0.00%					01-Apr-10	01-Apr-12
Notification of change of name / address of DPS	B	10.50			NB	10.50	0.00%					01-Apr-10	01-Apr-12
Change of registered address of club	B	10.50			NB	10.50	0.00%					01-Apr-10	01-Apr-12
Change of club rules	B	10.50			NB	10.50	0.00%					01-Apr-10	01-Apr-12
Interim Authority Notice	B	23.00			NB	23.00	0.00%					01-Apr-10	01-Apr-12
Application to transfer premises licence	B	23.00			NB	23.00	0.00%					01-Apr-10	01-Apr-12
Application to vary premises licence to specify DPS	B	23.00			NB	23.00	0.00%					01-Apr-10	01-Apr-12
Declaration of interest	B	21.00			NB	21.00	0.00%					01-Apr-10	01-Apr-12
Minor variation	B	89.00			NB	89.00	0.00%					01-Apr-10	01-Apr-12
Application for a personal licence	B	37.00			NB	37.00	0.00%					01-Apr-10	01-Apr-12
Application to change name / address on personal licence	B	10.50			NB	10.50	0.00%					01-Apr-10	01-Apr-12
Application for a copy of personal licence	B	10.50			NB	10.50	0.00%					01-Apr-10	01-Apr-12
Temporary Event Notice	B	21.00			NB	21.00	0.00%					01-Apr-10	01-Apr-12
The Gambling Act 2005													
Registration of small society lottery	B	40.00			NB	40.00	0.00%					01-Apr-10	01-Apr-12
Renewal of registration of small society lottery	B	20.00			NB	20.00	0.00%					01-Apr-10	01-Apr-12
Application for a premises licence - Bingo	B	3,500.00			NB	3,500.00	0.00%					01-Apr-10	01-Apr-12
Application for a premises licence - Adult Gaming Centre	B	2,000.00			NB	2,000.00	0.00%					01-Apr-10	01-Apr-12
Application for a premises licence - Family Entertainment Centre	B	2,000.00			NB	2,000.00	0.00%					01-Apr-10	01-Apr-12
Application for a premises licence - Betting Premises (Track)	B	2,500.00			NB	2,500.00	0.00%					01-Apr-10	01-Apr-12
Application for a premises licence - betting Premises (Other)	B	3,000.00			NB	3,000.00	0.00%					01-Apr-10	01-Apr-12
Annual fee for a premises licence - Bingo	B	1,000.00			NB	1,000.00	0.00%					01-Apr-10	01-Apr-12
Annual fee for a premises licence - Adult Gaming Centre	B	1,000.00			NB	1,000.00	0.00%					01-Apr-10	01-Apr-12
Annual fee for a premises licence - Family Entertainment Centre	B	750.00			NB	750.00	0.00%					01-Apr-10	01-Apr-12
Annual fee for a premises licence - Betting Premises (Track)	B	1,000.00			NB	1,000.00	0.00%					01-Apr-10	01-Apr-12
Annual fee for a premises licence - betting Premises (Other)	B	600.00			NB	600.00	0.00%					01-Apr-10	01-Apr-12
Application for a variation of premises licence - Bingo	B	1,750.00			NB	1,750.00	0.00%					01-Apr-10	01-Apr-12
Application for a variation of premises licence - Adult Gaming Centre	B	1,000.00			NB	1,000.00	0.00%					01-Apr-10	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Application for a variation of premises licence - Family Entertainment Centre	B	1,000.00			NB	1,000.00	0.00%					01-Apr-10	01-Apr-12
Application for a variation of premises licence - Betting Premises (Track)	B	1,250.00			NB	1,250.00	0.00%					01-Apr-10	01-Apr-12
Application for a variation of premises licence - betting Premises (Other)	B	1,500.00			NB	1,500.00	0.00%					01-Apr-10	01-Apr-12
Application for a transfer of premises licence - Bingo	B	1,200.00			NB	1,200.00	0.00%					01-Apr-10	01-Apr-12
Application for a transfer of premises licence - Adult Gaming Centre	B	1,200.00			NB	1,200.00	0.00%					01-Apr-10	01-Apr-12
Application for a transfer of premises licence - Family Entertainment Centre	B	1,200.00			NB	1,200.00	0.00%					01-Apr-10	01-Apr-12
Application for a transfer of premises licence - Betting Premises (Track)	B	950.00			NB	950.00	0.00%					01-Apr-10	01-Apr-12
Application for a transfer of premises licence - betting Premises (Other)	B	1,200.00			NB	1,200.00	0.00%					01-Apr-10	01-Apr-12
Application for an Unlicensed Family Entertainment Centre Gaming Machine Permit	B	300.00			NB	300.00	0.00%					01-Apr-10	01-Apr-12
Licensed premises gaming machine permit	B	150.00			NB	150.00	0.00%					01-Apr-10	01-Apr-12
Annual fee for licensed premises gaming machine permit	B	50.00			NB	50.00	0.00%					01-Apr-10	01-Apr-12
Application for club gaming / gaming machine permit	B	150.00			NB	150.00	0.00%					01-Apr-10	01-Apr-12
Annual fee for club gaming / gaming machine permit	B	50.00			NB	50.00	0.00%					01-Apr-10	01-Apr-12
Transfer of gaming machine permit	B	25.00			NB	25.00	0.00%					01-Apr-10	01-Apr-12
Notification of 2 x gaming machines	B	50.00			NB	50.00	0.00%					01-Apr-10	01-Apr-12
Trade Refuse													
Normal domestic sized dustbin, plastic sack or agreed equivalent. Approx 90 litres capacity (each)	B	2.80	2.80		NB	2.50	-10.71%	2.50	-10.71%			01-Apr-10	01-Apr-12
960 litre capacity bulk bin. (Hire & empty)	B	14.10	14.10		NB	15.10	7.09%	15.10	7.09%			01-Apr-10	01-Apr-12
1100 litre capacity bulk bin (1-3 bins). Hire & empty	B	16.00	16.00		NB	17.20	7.50%	17.20	7.50%			01-Apr-10	01-Apr-12
1100 litre capacity bulk bin (4 bins and over). Hire & empty	B	12.70	12.70		NB	13.60	7.09%	13.60	7.09%			01-Apr-10	01-Apr-12
1280 litre capacity bulk bin. Hire & empty	B	18.20	18.20		NB	19.30	6.04%	19.30	6.04%			01-Apr-10	01-Apr-12
1100 litre capacity bulk bin for recycling (mixed paper, cards, cans and plastic bottles) hire & empty (fortnightly collection)	B	5.00	5.00		NB	5.00	0.00%	5.00	0.00%			01-Apr-10	01-Apr-12
Container reinstatement fee following removal due to late payment (per site)	B	67.40	67.40		NB	67.40	0.00%	67.40	0.00%			01-Apr-10	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Hire charge for supply of 960 litre bulk bin for domestic / charity collection purposes (per 6 months)	B	42.55	42.55		NB	42.55	0.00%	42.55	0.00%			01-Apr-10	01-Apr-12
Hire charge for supply of 1100 litre bulk bin for domestic / charity collection purposes (per 6 months)	B	49.36	49.36		NB	49.36	0.00%	49.36	0.00%			01-Apr-10	01-Apr-12
Hire charge for supply of 1280 litre bulk bin for domestic / charity collection purposes (per 6 months)	B	57.02	57.02		NB	57.02	0.00%	57.02	0.00%			01-Apr-10	01-Apr-12
Hire charge for supply of 1100 litre recycling bin for domestic / charity collection purposes (per 6 months)	B	23.83	23.83		NB	23.83	0.00%	23.83	0.00%			01-Apr-10	01-Apr-12
Special one-off collections (by arrangement). From	B	46.33	46.33		NB	46.33	0.00%	46.33	0.00%			01-Apr-10	01-Apr-12
Special one-off collections (residents) up to 4 items	R	17.17	17.17		NB	17.17	0.00%	17.17	0.00%			01-Apr-10	01-Apr-12
Special one-off collections (residents) 4 items up to 8 items	R	29.67	29.67		NB	29.67	0.00%	29.67	0.00%			01-Apr-10	01-Apr-12
Special one-off collections (residents) 8 items up to 12 items	R	42.17	42.17		NB	42.17	0.00%	42.17	0.00%			01-Apr-10	01-Apr-12
Entry Charge	B	0.00	10.00		NB	0.00		10.00	0.00%			01-Apr-10	01-Apr-12
Trade waste at CA sites	B	151.67	151.67		NB	162.50	7.14%	162.50	7.14%			01-Apr-10	01-Apr-12
Public Conveniences													
Hatton Cross - Per entry	M	0.10			NB	0.10	0.00%					01-Apr-10	01-Apr-12
Oakland Gate - Per entry	M	0.10			NB	0.10	0.00%					01-Apr-10	01-Apr-12
Park Lane, Harefield - Per entry	M	0.10			NB	0.10	0.00%					01-Apr-10	01-Apr-12
Linden Avenue - Per entry	M	0.20			NB	0.20	0.00%					01-Apr-10	01-Apr-12
Street-Scene Enforcement													
Minor Highways Fees													
Building Materials (charge per application)	B	143.50	143.50		NB	143.50	0.00%	143.50	0.00%			01-Apr-11	01-Apr-12
Application for Banners on Street Furniture	M	147.10			NB	147.10	0.00%					01-Apr-11	01-Apr-12
Application for Festive Lights & Decorations	M	147.10			NB	147.10	0.00%					01-Apr-11	01-Apr-12
Skip Licencing													
(charge per application. (for 1-49)	B	16.80	16.80		NB	17.10	1.79%	17.10	1.79%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Street Trading Licences													
Pitch (Permanent)	B	840.50	840.50		NB	860.00	2.32%	860.00	2.32%			01-Apr-11	01-Apr-12
Pitch (Temporary - 6 months)	B	420.25	420.25		NB	430.00	2.32%	430.00	2.32%			01-Apr-11	01-Apr-12
Shops Front (per metere depth) - 6 months	B	68.15	68.15		NB	70.00	2.71%	70.00	2.71%			01-Apr-11	01-Apr-12
Change of Licenses (including trading area) - 6 months	B	68.15	68.15		NB	70.00	2.71%	70.00	2.71%			01-Apr-11	01-Apr-12
Short term event Temp Street Trading Licence - 1st day	M	26.30	26.30		NB	26.80	1.90%	26.80	1.90%			01-Apr-11	01-Apr-12
Short term event Temp Street Trading Licence - per day thereafter	M	10.50	10.50		NB	10.70	1.90%	10.70	1.90%			01-Apr-11	01-Apr-12
Consent for distribution of free printed matter (per application - covering a period of 8 hours)	B	26.30	26.30		NB	26.80	1.90%	26.80	1.90%			01-Apr-11	01-Apr-12
Highway Event permits	M	n/a	n/a		NB	26.80	n/a	26.80	n/a			01-Apr-11	01-Apr-12
Busking permission	M	26.30	26.30		NB	26.80	1.90%	26.80	1.90%			01-Apr-11	01-Apr-12
Street Trading													
Continental Market (Fee per day per stall) (discontinued)	B	50.00	50.00		NB	n/a		n/a				01-Apr-11	n/a
Uxbridge Town Centre Market - up to 50 stalls per day	B	750.00	750.00		NB	750.00	0.00%	750.00	0.00%			01-Apr-11	01-Apr-12
Uxbridge Town Centre Market - additional 50 stalls per day	B	250.00	250.00		NB	250.00	0.00%	250.00	0.00%			01-Apr-11	01-Apr-12
Other areas Market - up to 50 stalls per day	B	500.00	500.00		NB	500.00	0.00%	500.00	0.00%			01-Apr-11	01-Apr-12
Other areas Market - additional 50 stalls per day	B	250.00	250.00		NB	250.00	0.00%	250.00	0.00%			01-Apr-11	01-Apr-12
Litter Enforcement (Fixed Penalty Notice)	M	80.00	80.00		NB	80.00	0.00%	80.00	0.00%			01-Apr-11	01-Apr-12
Graffiti (Fixed Penalty)	M	80.00	80.00		NB	80.00	0.00%	80.00	0.00%			01-Apr-11	01-Apr-12
Dog Control Orders (Fixed Penalty)	M	80.00	80.00		NB	80.00	0.00%	80.00	0.00%			01-Apr-11	01-Apr-12
Dog Warden Services (Fixed Penalty)	M	25.00	25.00		NB	25.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Dog warden Services (Transportation costs) First offence within 12 Months - excl of fixed penalty	M	45.00	45.00		NB	45.00	0.00%	45.00	0.00%			01-Apr-11	01-Apr-12
Dog warden Services (Transportation costs) Second offence within 12 Months - excl. of fixed penalty	M	70.00	70.00		NB	70.00	0.00%	70.00	0.00%			01-Apr-11	01-Apr-12
Dog warden Services (Transportation costs) Third offence within 12 Months - excl. of fixed penalty	M	90.00	90.00		NB	90.00	0.00%	90.00	0.00%			01-Apr-11	01-Apr-12
Duty of care (Fixed Penalty)	M	90.00	90.00		NB	90.00	0.00%	90.00	0.00%			01-Apr-11	01-Apr-12
Fly Posting (Fixed Penalty)	M	90.00	90.00		NB	90.00	0.00%	90.00	0.00%			01-Apr-11	01-Apr-12
Contravention of conditions - Street trading licence (Fixed Penalty)	M	90.00	90.00		NB	90.00	0.00%	90.00	0.00%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Street naming & Numbering													
To name/Rename - To name or Rename a road	M	250.00			STD	250.00	0.00%					01-Dec-10	01-Apr-12
To name/Rename - To name/Rename of Builidng/Street numbering	M	100.00			STD	100.00	0.00%					01-Dec-10	01-Apr-12
Research Charges - Research charges on possible name/numbering of street/building - Per Hour - Chargeable in 15 minutes units	M	60.00			STD	60.00	0.00%					01-Dec-10	01-Apr-12
Arts													
Stables													
Commercial and Social: Mon-Fri	M	18.00	20.00		EXP	21.00	16.67%	23.00	15.00%			01-Apr-11	01-Apr-12
Commercial and Social: Sat, Sun, Bank Hol	M	22.00	25.00		EXP	25.00	13.64%	29.00	16.00%			01-Apr-11	01-Apr-12
Non profit making Organisations: Mon-Fri	M	8.00	10.00		EXP	9.00	12.50%	12.00	20.00%			01-Apr-11	01-Apr-12
Non profit making Organisations: Sat, Sun, Bank Hol	M	10.00	12.00		EXP	12.00	20.00%	14.00	16.67%			01-Apr-11	01-Apr-12
Charitable Organisations: Mon-Fri	M	7.00	8.00		EXP	8.00	14.29%	9.00	12.50%			01-Apr-11	01-Apr-12
Charitable Organisations: Sat, Sun, Bank Hol	M	8.00	9.00		EXP	9.00	12.50%	10.00	11.11%			01-Apr-11	01-Apr-12
Commercial and Social Organisations: Mon-Fri	M	24.00	27.00		EXP	28.00	16.67%	31.00	14.81%			01-Apr-11	01-Apr-12
Commercial and Social Organisations: Sat, Sun, Bank Hol	M	31.00	35.00		EXP	36.00	16.13%	40.00	14.29%			01-Apr-11	01-Apr-12
Non profit making Organisations: Mon-Fri	M	12.00	14.00		EXP	14.00	16.67%	16.00	14.29%			01-Apr-11	01-Apr-12
Non profit making Organisations: Sat, Sun, Bank Hol	M	17.00	20.00		EXP	20.00	17.65%	23.00	15.00%			01-Apr-11	01-Apr-12
Charitable Organisations: Mon-Fri	M	10.00	12.00		EXP	12.00	20.00%	14.00	16.67%			01-Apr-11	01-Apr-12
Charitable Organisations: Sat, Sun, Bank Hol	M	13.00	15.00		EXP	15.00	15.38%	17.00	13.33%			01-Apr-11	01-Apr-12
Manor Farm Hall													
Commercial and Social: Mon-Fri	M	18.00	20.00		EXP	18.00	0.00%	20.00	0.00%			01-Apr-11	01-Apr-12
Commercial and Social: Sat, Sun, Bank Hol	M	22.00	25.00		EXP	22.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Non profit making Organisations: Mon-Fri	M	8.00	10.00		EXP	8.00	0.00%	10.00	0.00%			01-Apr-11	01-Apr-12
Non profit making Organisations: Sat, Sun, Bank Hol	M	10.00	12.00		EXP	10.00	0.00%	12.00	0.00%			01-Apr-11	01-Apr-12
Charitable Organisations: Mon-Fri	M	7.00	8.00		EXP	7.00	0.00%	8.00	0.00%			01-Apr-11	01-Apr-12
Charitable Organisations: Sat, Sun, Bank Hol	M	8.00	9.00		EXP	8.00	0.00%	9.00	0.00%			01-Apr-11	01-Apr-12
Commercial and Social Organisations: Mon-Fri	M	24.00	27.00		EXP	24.00	0.00%	27.00	0.00%			01-Apr-11	01-Apr-12
Commercial and Social Organisations: Sat, Sun, Bank Hol	M	31.00	35.00		EXP	31.00	0.00%	35.00	0.00%			01-Apr-11	01-Apr-12
Non profit making Organisations: Mon-Fri	M	12.00	14.00		EXP	12.00	0.00%	14.00	0.00%			01-Apr-11	01-Apr-12
Non profit making Organisations: Sat, Sun, Bank Hol	M	17.00	20.00		EXP	17.00	0.00%	20.00	0.00%			01-Apr-11	01-Apr-12
Charitable Organisations: Mon-Fri	M	10.00	12.00		EXP	10.00	0.00%	12.00	0.00%			01-Apr-11	01-Apr-12
Charitable Organisations: Sat, Sun, Bank Hol	M	13.00	15.00		EXP	13.00	0.00%	15.00	0.00%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Concession Charges £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Proposed New Concession Charges £	% Increase	Date of last change to charge	Effective Date
Duty Officer													
Mon to Fri	M	16.00	20.00		EXP	16.00	0.00%	20.00	0.00%			01-Apr-11	01-Apr-12
Weekends	M	16.00	20.00		EXP	16.00	0.00%	20.00	0.00%			01-Apr-11	01-Apr-12
Cow Byre													
Daytime 09:00am to 5:00pm Exhibition	M	50.00	60.00		EXP	51.00	2.00%	61.00	1.67%			01-Apr-11	01-Apr-12
Evening 06:00pm to 11:00pm When used with above	M	55.00	65.00		EXP	56.00	1.82%	66.00	1.54%			01-Apr-11	01-Apr-12
In Borough Commission= 10%. NEW: 20%	M	20.00	20.00		EXP	20.00	0.00%	20.00	0.00%			01-Apr-11	01-Apr-12
Great Barn: Craft Fair and Exhibitions													
Charitable Organisations: Mon to Thurs 09:00 to 15:00	M	260.00	300.00		EXP	270.00	3.85%	310.00	3.33%			01-Apr-11	01-Apr-12
Charitable Organisations: Fri, Sat Sun Bank Hol: 09:00 to 15:00	M	310.00	350.00		EXP	320.00	3.23%	360.00	2.86%			01-Apr-11	01-Apr-12
Commercial Organisations: Mon to Thurs 09:00 to 15:00	M	400.00	450.00		EXP	410.00	2.50%	460.00	2.22%			01-Apr-11	01-Apr-12
Commercial Organisations: Fri, Sat Sun Bank Hol: 09:00 to 15:00	M	500.00	550.00		EXP	510.00	2.00%	560.00	1.82%			01-Apr-11	01-Apr-12
Great Barn: Social / Wedding													
Mon to Thurs: 09:00 to 24:00 Hourly Rate (min 4 hrs)	M	105.00	130.00		EXP	110.00	4.76%	130.00	0.00%			01-Apr-11	01-Apr-12
Fri to Sun: 09:00 to 24:00 Hourly Rate (min 5 hrs)	M	125.00	155.00		EXP	130.00	4.00%	160.00	3.23%			01-Apr-11	01-Apr-12
Mon to Thurs: 09:00 to 24:00	M	1,100.00	1,250.00		EXP	1,120.00	1.82%	1,280.00	2.40%			01-Apr-11	01-Apr-12
Fri to Sun: 09:00 to 24:00	M	1,500.00	1,800.00		EXP	1,530.00	2.00%	1,840.00	2.22%			01-Apr-11	01-Apr-12
Great Barn: Other functions													
Great Barn: Concert/ Production - Mon to Thurs: 16:00 to 23:00	M	400.00	450.00		EXP	410.00	2.50%	460.00	2.22%			01-Apr-11	01-Apr-12
Great Barn: Concert/ Production - Weekends: 16:00 to 23:00	M	450.00	550.00		EXP	460.00	2.22%	560.00	1.82%			01-Apr-11	01-Apr-12
Great Barn: Courtyard - Concert /Production - 09:00 to 17:00	M	250.00	300.00		EXP	260.00	4.00%	310.00	3.33%			01-Apr-11	01-Apr-12
Great Barn: Market in Courtyard - 09:00 to 15:00	M	320.00	400.00		EXP	330.00	3.13%	410.00	2.50%			01-Apr-11	01-Apr-12
Great Barn: Wedding Ceremony / Partnership - 09:00 to 13:00 or 14:00 to 18:00	M	500.00	600.00		EXP	510.00	2.00%	610.00	1.67%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Concession Charges £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Proposed New Concession Charges £	% Increase	Date of last change to charge	Effective Date
Winston Churchill Hall: Social Tarrif													
Lounge only Mon to Fri	M	55.00	60.00		EXP	55.00	0.00%	60.00	0.00%			01-Apr-11	01-Apr-12
Auditorium and Lounge - Mon to fri	M	100.00	110.00		EXP	100.00	0.00%	110.00	0.00%			01-Apr-11	01-Apr-12
Auditorium and Lounge - Sat, Sun, Bank Hol	M	120.00	125.00		EXP	120.00	0.00%	130.00	4.00%			01-Apr-11	01-Apr-12
Winston Churchill Hall: Registered Fund Raising Charities													
Lounge only	M	40.00	45.00		EXP	40.00	0.00%	45.00	0.00%			01-Apr-11	01-Apr-12
Auditorium and Lounge - Mon to fri	M	55.00	60.00		EXP	55.00	0.00%	60.00	0.00%			01-Apr-11	01-Apr-12
Auditorium and Lounge - Sat, Sun, Bank Hol	M	80.00	85.00		EXP	80.00	0.00%	85.00	0.00%			01-Apr-11	01-Apr-12
Winston Churchill Hall: Commercial and Promotional Events													
Lounge only	M	60.00	65.00		EXP	60.00	0.00%	65.00	0.00%			01-Apr-11	01-Apr-12
Auditorium and Lounge - Mon to fri	M	75.00	80.00		EXP	75.00	0.00%	80.00	0.00%			01-Apr-11	01-Apr-12
Auditorium and Lounge - Sat, Sun, Bank Hol	M	110.00	115.00		EXP	110.00	0.00%	120.00	4.35%			01-Apr-11	01-Apr-12
Winston Churchill Hall: Health & Fitness Classes													
Lounge only	M	26.00	29.00		EXP	27.00	3.85%	30.00	3.45%			01-Apr-11	01-Apr-12
Winston Churchill Hall: Additional Charges													
Seats in and out Set up - Day	M	85.00	85.00		EXP	87.00	2.35%	87.00	2.35%			01-Apr-11	01-Apr-12
Radio Mics(1 hand held,2 lapel available) - Day	M	8.90	8.90		EXP	9.10	2.25%	9.10	2.25%			01-Apr-11	01-Apr-12
Radio Mics(1 hand held,2 lapel available) - Week	M	35.60	35.60		EXP	36.30	1.97%	36.30	1.97%			01-Apr-11	01-Apr-12
Vocal Mics(5 available) - Day	M	5.60	5.60		EXP	5.70	1.79%	5.70	1.79%			01-Apr-11	01-Apr-12
Vocal Mics(5 available) - Week	M	11.20	11.20		EXP	11.40	1.79%	11.40	1.79%			01-Apr-11	01-Apr-12
Piano (tuning extra) - Day	M	48.00	48.00		EXP	49.00	2.08%	49.00	2.08%			01-Apr-11	01-Apr-12
Piano (tuning extra) - Week	M	48.00	48.00		EXP	49.00	2.08%	49.00	2.08%			01-Apr-11	01-Apr-12
Winston Churchill Hall: Theatrical, Concert, Show Hire													
09:00 to 15:00 Session Rate - Mon to fri	M	300.00	350.00		EXP	310.00	3.33%	360.00	2.86%			01-Apr-11	01-Apr-12
09:00 to 15:00 Session Rate - Sat, Sun, Bank Hol	M	450.00	500.00		EXP	460.00	2.22%	510.00	2.00%			01-Apr-11	01-Apr-12
15:00 to Midnight Session Rate - Mon to fri	M	300.00	350.00		EXP	310.00	3.33%	360.00	2.86%			01-Apr-11	01-Apr-12
15:00 to Midnight Session Rate - Sat, Sun, Bank Hol	M	450.00	500.00		EXP	460.00	2.22%	510.00	2.00%			01-Apr-11	01-Apr-12
15:00 to Midnight Hourly Rate - Mon to Fri	M	55.00	65.00		EXP	55.00	0.00%	65.00	0.00%			01-Apr-11	01-Apr-12
15:00 to Midnight Hourly Rate - Sat, Sun, Bank Hol	M	100.00	120.00		EXP	100.00	0.00%	120.00	0.00%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Concession Charges £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Proposed New Concession Charges £	% Increase	Date of last change to charge	Effective Date
Winston Churchill Hall: Full Week Booking													
Sunday:10:00 to 23:30, Weekdays 18:00 to 23:00, Saturday 09:00 to Midnight	M	2,000.00	2,150.00		EXP	2,000.00	0.00%	2,200.00	2.33%			01-Apr-11	01-Apr-12
Winston Churchill Hall: Rehearsals - Weekdays only, outside whole week													
Lounge Hourly Rate	M	45.00	50.00		EXP	46.00	2.22%	51.00	2.00%			01-Apr-11	01-Apr-12
Auditorium Hourly Rate	M	50.00	60.00		EXP	51.00	2.00%	61.00	1.67%			01-Apr-11	01-Apr-12
Winston Churchill Hall: Additional Charges													
Radio Mics(1 hand held,2 lapel available) - Day	M	9.00	9.00		EXP	9.00	0.00%	9.00	0.00%			01-Apr-11	01-Apr-12
Radio Mics(1 hand held,2 lapel available) - Week	M	36.00	36.00		EXP	37.00	2.78%	37.00	2.78%			01-Apr-11	01-Apr-12
Vocal Mics(5 available) - Day	M	5.60	5.60		EXP	5.70	1.79%	5.70	1.79%			01-Apr-11	01-Apr-12
Vocal Mics(5 available) - Week	M	12.00	12.00		EXP	12.00	0.00%	12.00	0.00%			01-Apr-11	01-Apr-12
Alcohol License	M	25.00	25.00		EXP	26.00	4.00%	26.00	4.00%			01-Apr-11	01-Apr-12
Use of ovens (not Social Tarriff)	M	100.00	100.00		EXP	100.00	0.00%	100.00	0.00%			01-Apr-11	01-Apr-12
Technician: (p/h)	M	12.00	15.00		EXP	12.00	0.00%	15.00	0.00%			01-Apr-11	01-Apr-12
PRS Fee	M	25.00	25.00		EXP	26.00	4.00%	26.00	4.00%			01-Apr-11	01-Apr-12
Manor Farm House													
Room Rental	M	20.00	25.00		EXP	20.00	0.00%	26.00	4.00%			01-Apr-11	01-Apr-12
Compass Theatre													
Deposits													
Additional Hire Charge Incurred after hire period has elapsed	M	80.00	84.00		EXP	80.00	0.00%	84.00	0.00%			01-Apr-11	01-Apr-12
Entire week	M	POA	POA		EXP	POA		POA				01-Apr-11	01-Apr-12
All other Bookings	M	POA	POA		EXP	POA		POA				01-Apr-11	01-Apr-12
Cleaning Charge	M	100.00	105.00		STD	100.00	0.00%	105.00	0.00%			01-Apr-11	01-Apr-12
Use of Workshop - Per Hour	M	9.60	10.10		EXP	9.80	2.08%	10.30	1.98%			01-Apr-11	01-Apr-12
Workshop Storage - Weekly	M	57.10	60.00		EXP	58.20	1.93%	61.20	2.00%			01-Apr-11	01-Apr-12
Costume Hire – Adult - Week	M	15.00	15.00		EXP	15.00	0.00%	15.00	0.00%			01-Apr-11	01-Apr-12
Costume Hire – Child – Week	M	10.00	10.00		EXP	10.00	0.00%	10.00	0.00%			01-Apr-11	01-Apr-12
Portable Appliance Test	M	14.00	14.70		STD	14.30	2.14%	15.00	2.04%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Additional Stage Equipment - Per Week													
Ceiling Mounted Video / Data Projector	M	84.00	88.20	50.40	STD	86.10	2.50%	90.40	2.49%	51.70	2.58%	01-Apr-11	01-Apr-12
Sony NICAM Video Player / Recorder	M	24.00	25.20	14.40	STD	24.60	2.50%	25.80	2.38%	14.80	2.78%	01-Apr-11	01-Apr-12
DVD Player	M	30.00	31.50	18.00	STD	30.80	2.67%	32.30	2.54%	18.50	2.78%	01-Apr-11	01-Apr-12
2 x ROBE 250 Moving Spot Light	M	72.00	75.60	43.20	STD	73.80	2.50%	77.50	2.51%	44.30	2.55%	01-Apr-11	01-Apr-12
6 x Chroma-Q DMX Colour Scroller	M	31.20	32.70	18.80	STD	32.00	2.56%	33.50	2.45%	19.20	2.13%	01-Apr-11	01-Apr-12
8 x Par 16 'Birdi' with 12v Transformers	M	4.80	5.00	2.90	STD	4.90	2.08%	5.10	2.00%	2.90	0.00%	01-Apr-11	01-Apr-12
Mirror Ball	M	19.20	20.10	11.60	STD	19.70	2.60%	20.60	2.49%	11.90	2.59%	01-Apr-11	01-Apr-12
Strobe Light	M	24.00	25.20	14.40	STD	24.60	2.50%	25.80	2.38%	14.80	2.78%	01-Apr-11	01-Apr-12
UV Lights	M	12.00	12.60	7.20	STD	12.30	2.50%	12.90	2.38%	7.40	2.78%	01-Apr-11	01-Apr-12
DMX Smoke Machine	M	48.00	50.40	28.80	STD	49.20	2.50%	51.70	2.58%	29.50	2.43%	01-Apr-11	01-Apr-12
Additional Follow Spot & Dimmer	M	54.00	56.70	32.40	STD	55.40	2.59%	58.10	2.47%	33.20	2.47%	01-Apr-11	01-Apr-12
4 x Shure SM58 Vocal Mics	M	18.00	18.90	10.80	STD	18.50	2.78%	19.40	2.65%	11.10	2.78%	01-Apr-11	01-Apr-12
Upright Piano	M	24.00	25.20	14.40	STD	24.60	2.50%	25.80	2.38%	14.80	2.78%	01-Apr-11	01-Apr-12
Baby Grand Piano (Property of HMS)	M	POA	POA	POA	STD	POA		POA		POA		01-Apr-11	01-Apr-12
Manhandling on / off stage	M	POA	POA	POA	STD	POA		POA		POA		01-Apr-11	01-Apr-12
Piano Tuning	M	POA	POA	POA	STD	POA		POA		POA		01-Apr-11	01-Apr-12
Custom Gobos	M	POA	POA	POA	STD	POA		POA		POA		01-Apr-11	01-Apr-12
Gobos	M	4.80	5.00	2.90	STD	4.90	2.08%	5.10	2.00%	2.90	0.00%	01-Apr-11	01-Apr-12
Pyro Firing Box with 2 Pods	M	12.00	12.60	7.20	STD	12.30	2.50%	12.90	2.38%	7.40	2.78%	01-Apr-11	01-Apr-12
Additional Pods – upto six	M	4.80	5.00	2.90	STD	4.90	2.08%	5.10	2.00%	2.90	0.00%	01-Apr-11	01-Apr-12
Pyrotechnics	M	POA	POA		STD	POA		POA		POA		01-Apr-11	01-Apr-12
Stage Gauze Cloth	M	72.00	63.00	43.20	STD	73.80	2.50%	64.60	2.54%	44.30	2.55%	01-Apr-11	01-Apr-12
Consumables	M	POA	POA		STD	POA		POA				01-Apr-11	01-Apr-12
Portable TV/DVD Combi	M	34.30	36.10		STD	35.20	2.62%	37.00	2.49%			01-Apr-11	01-Apr-12
Portable TV/Video Combi	M	27.90	29.40		STD	28.60	2.51%	30.10	2.38%			01-Apr-11	01-Apr-12
Portable Video / Data Projector & Screen	M	67.20	70.50		STD	68.90	2.53%	72.30	2.55%			01-Apr-11	01-Apr-12
DVD Player for use with projector	M	20.30	21.30		STD	20.80	2.46%	21.80	2.35%			01-Apr-11	01-Apr-12
OHP - Overhead Projector	M	10.20	10.80		STD	10.50	2.94%	11.10	2.78%			01-Apr-11	01-Apr-12
Flip Chart and one set of Pens	M	10.20	10.80		STD	10.50	2.94%	11.10	2.78%			01-Apr-11	01-Apr-12
Replacement Pens	M	16.50	17.40		STD	16.90	2.42%	17.80	2.30%			01-Apr-11	01-Apr-12
Photocopying - Per A 4 Sheet	M	0.30	0.40		STD	0.30	0.00%	0.40	0.00%			01-Apr-11	01-Apr-12
Single Channel Dimmer when not used with Followspot	M	6.00	6.40	3.60	STD	6.20	3.33%	6.60	3.12%	3.70	2.78%	01-Apr-11	01-Apr-12
DI Boxes	M	6.00	6.40	3.60	STD	6.20	3.33%	6.60	3.12%	3.70	2.78%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Community Groups													
Week Hire: Stage, Auditorium and Dressing Rooms (weekday rehearsal)	M	32.50	34.20	19.50	EXP	32.80	0.92%	34.50	0.88%	19.70	1.03%	01-Apr-11	01-Apr-12
Week Hire: Stage, Auditorium and Dressing Rooms (weekend rehearsal)	M	36.00	37.80	21.60	EXP	37.60	4.44%	39.50	4.50%	22.60	4.63%	01-Apr-11	01-Apr-12
Week Hire: Stage, Auditorium, Dressing Rooms, Bistro Bar (weekend performance, incl. matinees)	M	34.50	36.30	20.70	EXP	34.80	0.87%	36.70	1.10%	20.90	0.97%	01-Apr-11	01-Apr-12
Week Hire: Stage, Auditorium, Dressing Rooms, Bistro Bar (weekend performance, incl. matinees)	M	37.00	38.90	22.20	EXP	37.70	1.89%	39.70	2.06%	22.60	1.80%	01-Apr-11	01-Apr-12
Non-Performance Use	M	24.40	25.80	14.70	EXP	24.90	2.05%	26.30	1.94%	14.90	1.36%	01-Apr-11	01-Apr-12
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	14.40	15.20	8.70	STD	14.70	2.08%	15.50	1.97%	8.80	1.15%	01-Apr-11	01-Apr-12
All Shows: Weekend / Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	18.00	19.00	10.80	STD	18.40	2.22%	19.40	2.11%	11.00	1.85%	01-Apr-11	01-Apr-12
All Shows: Ushers	M	12.00	12.60	7.20	STD	12.20	1.67%	12.90	2.38%	7.30	1.39%	01-Apr-11	01-Apr-12
One-Offs and Matinees: Weekday Duty Manager (mandatory for all performances)	M	14.40	15.20	8.70	STD	14.70	2.08%	15.50	1.97%	8.80	1.15%	01-Apr-11	01-Apr-12
One-Offs and Matinees: Weekend / Bank Holiday Duty Manager (mandatory for all performances)	M	18.00	19.00	10.80	STD	18.40	2.22%	19.40	2.11%	11.00	1.85%	01-Apr-11	01-Apr-12
All Shows: Rehearsal Rooms - Midweek	M	6.40	6.80	3.90	EXP	6.50	1.56%	6.90	1.47%	3.90	0.00%	01-Apr-11	01-Apr-12
All Shows: Rehearsal Rooms - Sat/Sun	M	9.00	9.50	5.40	EXP	9.20	2.22%	9.70	2.11%	5.50	1.85%	01-Apr-11	01-Apr-12
All Shows: Additional Dressing Room	M	5.30	5.60	3.20	EXP	5.40	1.89%	5.70	1.79%	3.20	0.00%	01-Apr-11	01-Apr-12
Excess Hire Charge	M	80.00	84.00	48.00	EXP	82.00	2.50%	85.00	1.19%	49.20	2.50%	01-Apr-11	01-Apr-12
Long Room (weekday)	M	14.20	15.00	8.60	EXP	14.50	2.11%	15.30	2.00%	8.80	2.33%	01-Apr-11	01-Apr-12
Long Room (weekend)	M	16.50	17.40	9.90	EXP	16.80	1.82%	17.70	1.72%	10.10	2.02%	01-Apr-11	01-Apr-12
Oak Room (weekday)	M	11.50	12.10	6.90	EXP	11.70	1.74%	12.30	1.65%	7.00	1.45%	01-Apr-11	01-Apr-12
Oak Room (weekend)	M	14.00	14.70	8.40	EXP	14.30	2.14%	15.00	2.04%	8.60	2.38%	01-Apr-11	01-Apr-12
Cafe Bar (weekday)	M	8.00	8.40	4.80	EXP	8.20	2.50%	8.60	2.38%	4.90	2.08%	01-Apr-11	01-Apr-12
Cafe Bar (weekend)	M				EXP	10.10		10.60		6.10		01-Apr-11	01-Apr-12
Studio (weekday)	M	9.50	10.00	5.70	EXP	9.70	2.11%	10.20	2.00%	5.80	1.75%	01-Apr-11	01-Apr-12
Studio (weekend)	M	15.30	16.10	9.20	EXP	15.60	1.96%	16.40	1.86%	9.40	2.17%	01-Apr-11	01-Apr-12
Blue/Green Room (weekday)	M	10.30	10.90	6.20	EXP	10.50	1.94%	11.10	1.83%	6.30	1.61%	01-Apr-11	01-Apr-12
Blue/Green Room (weekend)	M	13.70	14.40	8.30	EXP	14.00	2.19%	14.70	2.08%	8.40	1.20%	01-Apr-11	01-Apr-12
Garden (weekday)	M	5.00	5.30	3.00	EXP	5.10	2.00%	5.40	1.89%	3.10	3.33%	01-Apr-11	01-Apr-12
Garden (weekend)	M				EXP	6.30		6.60		3.80		01-Apr-11	01-Apr-12
Essential Publicity Package	M	75.00	78.80	45.00	STD	84.00	12.00%	90.00	14.21%	50.40	12.00%	01-Apr-11	01-Apr-12
Ticket print for own sales	M	0.20	0.30		STD	0.20	0.00%	0.30	0.00%			01-Apr-11	01-Apr-12
Solus advertising	M	POA	POA		STD	POA		POA				01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Community Groups (Bulk Discount)													
Long Room (weekday)	M	13.40	15.00		EXP	13.50	0.75%	15.20	1.33%			01-Apr-11	01-Apr-12
Long Room (weekend)	M	15.60	17.40		EXP	15.80	1.28%	17.60	1.15%			01-Apr-11	01-Apr-12
Oak Room (weekday)	M	10.90	12.10		EXP	11.00	0.92%	12.20	0.83%			01-Apr-11	01-Apr-12
Oak Room (weekend)	M	13.30	14.70		EXP	13.40	0.75%	14.80	0.68%			01-Apr-11	01-Apr-12
Cafe Bar (weekday)	M	7.60	8.40		EXP	7.70	1.32%	8.50	1.19%			01-Apr-11	01-Apr-12
Cafe Bar (weekend)	M				EXP	9.50		10.40				01-Apr-11	01-Apr-12
Studio (weekday)	M	9.10	10.00		EXP	9.20	1.10%	10.10	1.00%			01-Apr-11	01-Apr-12
Studio (weekend)	M	14.60	16.10		EXP	14.70	0.68%	16.30	1.24%			01-Apr-11	01-Apr-12
Blue/Green Room (weekday)	M	9.80	10.90		EXP	9.90	1.02%	11.00	0.92%			01-Apr-11	01-Apr-12
Blue/Green Room (weekend)	M	13.10	14.40		EXP	13.20	0.76%	14.50	0.69%			01-Apr-11	01-Apr-12
Corporate Rates (Daily/Hourly)													
Ceiling Mounted Video / Data Projector	M	72.00	92.40		STD	73.40	1.94%	94.20	1.95%			01-Apr-11	01-Apr-12
Sony NICAM Video Player / Recorder	M	25.00	26.40		STD	25.50	2.00%	26.90	1.89%			01-Apr-11	01-Apr-12
DVD Player	M	31.40	33.00		STD	32.00	1.91%	33.70	2.12%			01-Apr-11	01-Apr-12
2 x ROBE 250 Moving Spot Light	M	75.20	79.20		STD	76.70	1.99%	80.80	2.02%			01-Apr-11	01-Apr-12
6 x Chroma-Q DMX Colour Scroller	M	32.60	34.30		STD	33.30	2.15%	35.00	2.04%			01-Apr-11	01-Apr-12
8 x Par 16 'Birdi' with 12v Transformers	M	5.00	5.20		STD	5.10	2.00%	5.30	1.92%			01-Apr-11	01-Apr-12
Mirror Ball	M	20.10	21.10		STD	20.50	1.99%	21.50	1.90%			01-Apr-11	01-Apr-12
Strobe Light	M	25.50	26.40		STD	26.00	1.96%	26.90	1.89%			01-Apr-11	01-Apr-12
UV Lights	M	12.60	13.20		STD	12.90	2.38%	13.50	2.27%			01-Apr-11	01-Apr-12
Smoke Machine	M	50.10	52.80		STD	51.10	2.00%	53.90	2.08%			01-Apr-11	01-Apr-12
Additional Follow Spot INCLUDING Dimmer	M	56.50	59.40		STD	57.60	1.95%	60.60	2.02%			01-Apr-11	01-Apr-12
Shure SM58 Vocal Mics	M	18.80	19.80		STD	19.20	2.13%	20.20	2.02%			01-Apr-11	01-Apr-12
Upright Piano (EXCLUDING TUNING)	M	25.00	26.40		STD	25.50	2.00%	26.90	1.89%			01-Apr-11	01-Apr-12
Gobos	M	5.00	5.20		STD	5.10	2.00%	5.30	1.92%			01-Apr-11	01-Apr-12
Pyro Firing Box Controller	M	15.10	15.80		STD	15.40	1.99%	16.10	1.90%			01-Apr-11	01-Apr-12
Pyro Holders (NOT consumables)	M	6.00	6.30		STD	6.10	1.67%	6.40	1.59%			01-Apr-11	01-Apr-12
Stage Gauze Cloth	M	75.20	79.20		STD	76.70	1.99%	80.80	2.02%			01-Apr-11	01-Apr-12
Single Channel Dimmer when not used with Followspot	M	6.30	6.60		STD	6.40	1.59%	6.70	1.52%			01-Apr-11	01-Apr-12
DI Boxes	M	6.30	6.60		STD	6.40	1.59%	6.70	1.52%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Corporate Rates (Hourly)													
One Offs: Single Performances (weekday)	M	49.40	52.00		EXP	50.40	2.02%	53.00	1.92%			01-Apr-11	01-Apr-12
One Offs: Single Performances (weekend)	M	57.00	60.00		EXP	58.00	1.75%	61.00	1.67%			01-Apr-11	01-Apr-12
One Offs: Non-Performance Use	M	28.50	30.00		EXP	29.10	2.11%	30.60	2.00%			01-Apr-11	01-Apr-12
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	17.20	18.00		STD	17.50	1.74%	18.40	2.22%			01-Apr-11	01-Apr-12
All Shows: Weekend / Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	20.60	21.60		STD	21.00	1.94%	22.00	1.85%			01-Apr-11	01-Apr-12
All Shows: Ushers	M	34.20	36.00		STD	34.90	2.05%	36.70	1.94%			01-Apr-11	01-Apr-12
One-Offs and Matinees: Weekday Duty Manager (mandatory for all performances)	M	17.20	18.00		STD	17.50	1.74%	18.40	2.22%			01-Apr-11	01-Apr-12
One-Offs and Matinees: Weekend / Bank Holiday Duty Manager (mandatory for all performances)	M	20.60	21.60		STD	21.00	1.94%	22.00	1.85%			01-Apr-11	01-Apr-12
All Shows: Rehearsal Rooms - Midweek	M	9.50	10.00		EXP	9.70	2.11%	10.20	2.00%			01-Apr-11	01-Apr-12
All Shows: Rehearsal Rooms - Sat/Sun	M	9.50	10.00		EXP	9.70	2.11%	10.20	2.00%			01-Apr-11	01-Apr-12
All Shows: Additional Dressing Room	M	9.50	10.00		EXP	9.70	2.11%	10.20	2.00%			01-Apr-11	01-Apr-12
Excess Hire Charge	M	100.00	100.00		EXP	100.00	0.00%	100.00	0.00%			01-Apr-11	01-Apr-12
Long Room (weekday)	M	20.30	21.30		EXP	20.70	1.97%	21.70	1.88%			01-Apr-11	01-Apr-12
Long Room (weekend)	M	23.60	24.80		EXP	24.10	2.12%	25.30	2.02%			01-Apr-11	01-Apr-12
Oak Room (weekday)	M	16.50	17.30		EXP	16.80	1.82%	17.60	1.73%			01-Apr-11	01-Apr-12
Oak Room (weekend)	M	20.00	21.00		EXP	20.40	2.00%	21.40	1.90%			01-Apr-11	01-Apr-12
Cafe Bar (weekday)	M	11.40	12.00		EXP	21.00	84.21%	22.00	83.33%			01-Apr-11	01-Apr-12
Cafe Bar (weekend)	M				EXP	26.00		27.20				01-Apr-11	01-Apr-12
Studio (weekday)	M	13.60	14.30		EXP	13.90	2.21%	14.60	2.10%			01-Apr-11	01-Apr-12
Studio (weekend)	M	21.90	23.00		EXP	22.30	1.83%	23.50	2.17%			01-Apr-11	01-Apr-12
Blue/Green Room (weekday)	M	14.80	15.50		EXP	15.10	2.03%	15.80	1.94%			01-Apr-11	01-Apr-12
Blue/Green Room (weekend)	M	19.60	20.60		EXP	20.00	2.04%	21.00	1.94%			01-Apr-11	01-Apr-12
Garden (weekday)	M	7.20	7.50		EXP	7.30	1.39%	7.70	2.67%			01-Apr-11	01-Apr-12
Garden (weekend)	M				EXP	9.00		9.50				01-Apr-11	01-Apr-12

* NB the café bar increase is due to correcting an error from last year

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Corporate Rates (Bulk Discount)													
Ceiling Mounted Video / Data Projector	M	180.00	231.00		STD	184.00	2.22%	236.00	2.16%			01-Apr-11	01-Apr-12
Sony NICAM Video Player / Recorder	M	62.70	66.00		STD	64.00	2.07%	67.30	1.97%			01-Apr-11	01-Apr-12
DVD Player	M	78.60	82.50		STD	80.20	2.04%	84.20	2.06%			01-Apr-11	01-Apr-12
2 x ROBE 250 Moving Spot Light	M	188.10	198.00		STD	191.90	2.02%	202.00	2.02%			01-Apr-11	01-Apr-12
6 x Chroma-Q DMX Colour Scroller	M	81.60	85.80		STD	83.20	1.96%	87.50	1.98%			01-Apr-11	01-Apr-12
8 x Par 16 'Birdi' with 12v Transformers	M	12.60	13.20		STD	12.90	2.38%	13.50	2.27%			01-Apr-11	01-Apr-12
Mirror Ball	M	50.40	52.80		STD	51.40	1.98%	53.90	2.08%			01-Apr-11	01-Apr-12
Strobe Light	M	62.70	66.00		STD	64.00	2.07%	67.30	1.97%			01-Apr-11	01-Apr-12
UV Lights	M	31.50	33.00		STD	32.10	1.90%	33.70	2.12%			01-Apr-11	01-Apr-12
Smoke Machine	M	125.40	132.00		STD	127.90	1.99%	134.60	1.97%			01-Apr-11	01-Apr-12
Additional Follow Spot INCLUDING Dimmer	M	141.30	148.50		STD	144.10	1.98%	151.50	2.02%			01-Apr-11	01-Apr-12
Shure SM58 Vocal Mics	M	47.10	49.50		STD	48.00	1.91%	50.50	2.02%			01-Apr-11	01-Apr-12
Upright Piano (EXCLUDING TUNING)	M	62.70	66.00		STD	64.00	2.07%	67.30	1.97%			01-Apr-11	01-Apr-12
Gobos	M	12.60	13.20		STD	12.90	2.38%	13.50	2.27%			01-Apr-11	01-Apr-12
Pyro Firing Box Controller	M	31.50	33.00		STD	32.10	1.90%	33.70	2.12%			01-Apr-11	01-Apr-12
Pyro Holders (NOT consumables)	M	12.60	13.20		STD	12.90	2.38%	13.50	2.27%			01-Apr-11	01-Apr-12
Stage Gauze Cloth	M	188.10	198.00		STD	191.90	2.02%	202.00	2.02%			01-Apr-11	01-Apr-12
Single Channel Dimmer when not used with Followspot	M	15.90	16.50		STD	16.20	1.89%	16.80	1.82%			01-Apr-11	01-Apr-12
DI Boxes	M	15.90	16.50		STD	16.20	1.89%	16.80	1.82%			01-Apr-11	01-Apr-12
Long Room (weekday)	M	101.50	106.50		EXP	103.50	1.97%	108.50	1.88%			01-Apr-11	01-Apr-12
Long Room (weekend)	M	118.00	124.00		EXP	120.50	2.12%	126.50	2.02%			01-Apr-11	01-Apr-12
Oak Room (weekday)	M	82.50	86.50		EXP	84.00	1.82%	88.00	1.73%			01-Apr-11	01-Apr-12
Oak Room (weekend)	M	100.00	105.00		EXP	102.00	2.00%	107.00	1.90%			01-Apr-11	01-Apr-12
Cafe Bar (weekday)	M	57.00	60.00		EXP	105.00	84.21%	110.00	83.33%			01-Apr-11	01-Apr-12
Cafe Bar (weekend)	M				EXP	128.40		134.50				01-Apr-11	01-Apr-12
Studio (weekday)	M	68.00	71.50		EXP	69.50	2.21%	73.00	2.10%			01-Apr-11	01-Apr-12
Studio (weekend)	M	109.50	115.00		EXP	111.50	1.83%	117.50	2.17%			01-Apr-11	01-Apr-12
Blue/Green Room (weekday)	M	74.00	77.50		EXP	75.50	2.03%	79.00	1.94%			01-Apr-11	01-Apr-12
Blue/Green Room (weekend)	M	98.00	103.00		EXP	100.00	2.04%	105.00	1.94%			01-Apr-11	01-Apr-12
Garden (weekday)	M	36.00	37.50		EXP	36.50	1.39%	38.50	2.67%			01-Apr-11	01-Apr-12
Garden (weekend)	M				EXP	44.70		47.10				01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Social Rate													
One Offs: Single Performances (weekday)	M	44.70	47.00		EXP	45.60	2.01%	47.90	1.91%			01-Apr-11	01-Apr-12
One Offs: Single Performances (weekend)	M	52.30	55.00		EXP	53.30	1.91%	56.10	2.00%			01-Apr-11	01-Apr-12
One Offs: Non-Performance Use	M	38.00	40.00		EXP	39.00	2.63%	41.00	2.50%			01-Apr-11	01-Apr-12
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	11.40	12.00		STD	14.70	28.95%	15.50	29.17%			01-Apr-11	01-Apr-12
All Shows: Weekend / Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	14.30	15.00		STD	18.40	28.67%	19.40	29.33%			01-Apr-11	01-Apr-12
All Shows: Ushers	M	19.00	20.00		STD	19.40	2.11%	20.40	2.00%			01-Apr-11	01-Apr-12
One-Offs and Matinees: Weekday Duty Manager (mandatory for all performances)	M	14.30	15.00		STD	14.70	2.80%	15.50	3.33%			01-Apr-11	01-Apr-12
One-Offs and Matinees: Weekend / Bank Holiday Duty Manager (mandatory for all performances)	M	17.10	18.00		STD	18.40	7.60%	19.40	7.78%			01-Apr-11	01-Apr-12
All Shows: Rehearsal Rooms - Midweek	M	9.50	10.00		EXP	9.70	2.11%	10.20	2.00%			01-Apr-11	01-Apr-12
All Shows: Rehearsal Rooms - Sat/Sun/Bank Holiday	M	9.50	10.00		EXP	9.70	2.11%	10.20	2.00%			01-Apr-11	01-Apr-12
All Shows: Additional Dressing Room	M	9.50	10.00		EXP	9.70	2.11%	10.20	2.00%			01-Apr-11	01-Apr-12
Excess Hire Charge	M	100.00	100.00		EXP	100.00	0.00%	100.00	0.00%			01-Apr-11	01-Apr-12
Long Room (weekday)	M	20.30	21.30		EXP	20.70	1.97%	21.70	1.88%			01-Apr-11	01-Apr-12
Long Room (weekend)	M	23.60	24.80		EXP	24.10	2.12%	25.30	2.02%			01-Apr-11	01-Apr-12
Oak Room (weekday)	M	16.50	17.30		EXP	16.80	1.82%	17.60	1.73%			01-Apr-11	01-Apr-12
Oak Room (weekend)	M	20.00	21.00		EXP	20.00	0.00%	21.00	0.00%			01-Apr-11	01-Apr-12
Cafe Bar (weekday)	M	11.40	12.00		EXP	17.00	49.12%	17.80	48.33%			01-Apr-11	01-Apr-12
Cafe Bar (weekend)	M				EXP	20.80		21.80				01-Apr-11	01-Apr-12
Studio (weekday)	M	13.60	14.30		EXP	13.90	2.21%	14.60	2.10%			01-Apr-11	01-Apr-12
Studio (weekend)	M	21.90	23.00		EXP	22.30	1.83%	23.50	2.17%			01-Apr-11	01-Apr-12
Blue/Green Room (weekday)	M	14.80	15.50		EXP	15.10	2.03%	15.80	1.94%			01-Apr-11	01-Apr-12
Blue/Green Room (weekend)	M	19.60	20.60		EXP	20.00	2.04%	21.00	1.94%			01-Apr-11	01-Apr-12
Garden (weekday)	M	7.20	7.50		EXP	7.30	1.39%	7.70	2.67%			01-Apr-11	01-Apr-12
Garden (weekend)	M				EXP	9.00		9.50				01-Apr-11	01-Apr-12
Children's Birthday Party (minimum 10)	M	9.60	10.80		STD	9.80	2.08%	11.00	1.85%			01-Apr-11	01-Apr-12
Children's Birthday Party Entertainer	M	POA			EXP	POA		POA				01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Social Rate (bulk)													
Long Room (weekday)	M	101.50	106.50		EXP	103.50	1.97%	108.50	1.88%			01-Apr-11	01-Apr-12
Long Room (weekend)	M	118.00	124.00		EXP	120.50	2.12%	126.50	2.02%			01-Apr-11	01-Apr-12
Oak Room (weekday)	M	82.50	86.50		EXP	84.00	1.82%	88.00	1.73%			01-Apr-11	01-Apr-12
Oak Room (weekend)	M	100.00	105.00		EXP	100.00	0.00%	105.00	0.00%			01-Apr-11	01-Apr-12
Cafe Bar (weekday)	M	57.00	60.00		EXP	85.00	49.12%	89.00	48.33%			01-Apr-11	01-Apr-12
Cafe Bar (weekend)	M				EXP	104.00		109.00				01-Apr-11	01-Apr-12
Studio (weekday)	M	68.00	71.50		EXP	69.50	2.21%	73.00	2.10%			01-Apr-11	01-Apr-12
Studio (weekend)	M	109.50	115.00		EXP	111.50	1.83%	117.50	2.17%			01-Apr-11	01-Apr-12
Blue/Green Room (weekday)	M	74.00	77.50		EXP	75.50	2.03%	79.00	1.94%			01-Apr-11	01-Apr-12
Blue/Green Room (weekend)	M	98.00	103.00		EXP	100.00	2.04%	105.00	1.94%			01-Apr-11	01-Apr-12
Garden (weekday)	M	36.00	37.50		EXP	36.50	1.39%	38.50	2.67%			01-Apr-11	01-Apr-12
Garden (weekend)	M				EXP	45.00		47.50				01-Apr-11	01-Apr-12
Charity Rate													
One Offs: Single Performances (weekday)	M	35.20	37.00		EXP	35.90	1.99%	37.70	1.89%			01-Apr-11	01-Apr-12
One Offs: Single Performances (weekend)	M	42.80	45.00		EXP	43.70	2.10%	45.90	2.00%			01-Apr-11	01-Apr-12
One Offs: Non-Performance Use	M	19.00	20.00		EXP	19.00	0.00%	20.00	0.00%			01-Apr-11	01-Apr-12
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	11.40	12.00		STD	14.70	28.95%	15.50	29.17%			01-Apr-11	01-Apr-12
All Shows: Weekend / Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	14.30	15.00		STD	18.40	28.67%	19.40	29.33%			01-Apr-11	01-Apr-12
All Shows: Ushers	M	9.50	10.00		STD	9.70	2.11%	10.20	2.00%			01-Apr-11	01-Apr-12
One-Offs and Matinees: Weekday Duty Manager (mandatory for all performances)	M	11.40	12.00		STD	11.60	1.75%	12.20	1.67%			01-Apr-11	01-Apr-12
One-Offs and Matinees: Weekend / Bank Holiday Duty Manager (mandatory for all performances)	M	14.30	15.00		STD	14.60	2.10%	15.30	2.00%			01-Apr-11	01-Apr-12
All Shows: Rehearsal Rooms - Midweek	M	6.20	6.50		EXP	6.30	1.61%	6.60	1.54%			01-Apr-11	01-Apr-12
All Shows: Rehearsal Rooms - Sat/Sun	M	6.20	6.50		EXP	6.30	1.61%	6.60	1.54%			01-Apr-11	01-Apr-12
All Shows: Additional Dressing Room	M	6.20	6.50		EXP	6.30	1.61%	6.60	1.54%			01-Apr-11	01-Apr-12
Excess Hire Charge	M	100.00	100.00		EXP	100.00	0.00%	100.00	0.00%			01-Apr-11	01-Apr-12
Long Room (weekday)	M	14.30	15.00		EXP	14.60	2.10%	15.30	2.00%			01-Apr-11	01-Apr-12
Long Room (weekend)	M	16.60	17.40		EXP	16.90	1.81%	17.70	1.72%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Oak Room (weekday)	M	11.50	12.10		EXP	11.70	1.74%	12.30	1.65%			01-Apr-11	01-Apr-12
Oak Room (weekend)	M	14.00	14.70		EXP	14.30	2.14%	15.00	2.04%			01-Apr-11	01-Apr-12
Cafe Bar (weekday)	M	8.00	8.40		EXP	15.00	87.50%	15.70	86.90%			01-Apr-11	01-Apr-12
Cafe Bar (weekend)	M				EXP	18.00		18.90				01-Apr-11	01-Apr-12
Studio (weekday)	M	9.50	10.00		EXP	9.70	2.11%	10.20	2.00%			01-Apr-11	01-Apr-12
Studio (weekend)	M	15.30	16.10		EXP	15.60	1.96%	16.40	1.86%			01-Apr-11	01-Apr-12
Blue/Green Room (weekday)	M	10.40	10.90		EXP	10.60	1.92%	11.10	1.83%			01-Apr-11	01-Apr-12
Blue/Green Room (weekend)	M	13.70	14.40		EXP	14.00	2.19%	14.70	2.08%			01-Apr-11	01-Apr-12
Garden (weekday)	M	5.10	5.30		EXP	5.20	1.96%	5.40	1.89%			01-Apr-11	01-Apr-12
Garden (weekend)	M				EXP	6.40		6.60				01-Apr-11	01-Apr-12
Charity Rate (Bulk)													
Long Room (weekday)	M	71.50	75.00		EXP	73.00	2.10%	76.50	2.00%			01-Apr-11	01-Apr-12
Long Room (weekend)	M	83.00	87.00		EXP	84.50	1.81%	88.50	1.72%			01-Apr-11	01-Apr-12
Oak Room (weekday)	M	57.50	60.50		EXP	58.50	1.74%	61.50	1.65%			01-Apr-11	01-Apr-12
Oak Room (weekend)	M	70.00	73.50		EXP	71.50	2.14%	75.00	2.04%			01-Apr-11	01-Apr-12
Cafe Bar (weekday)	M	40.00	42.00		EXP	75.00	87.50%	78.50	86.90%			01-Apr-11	01-Apr-12
Cafe Bar (weekend)	M				EXP	90.00		94.50				01-Apr-11	01-Apr-12
Studio (weekday)	M	47.50	50.00		EXP	48.50	2.11%	51.00	2.00%			01-Apr-11	01-Apr-12
Studio (weekend)	M	76.50	80.50		EXP	78.00	1.96%	82.00	1.86%			01-Apr-11	01-Apr-12
Blue/Green Room (weekday)	M	52.00	54.50		EXP	53.00	1.92%	55.50	1.83%			01-Apr-11	01-Apr-12
Blue/Green Room (weekend)	M	68.50	72.00		EXP	70.00	2.19%	73.50	2.08%			01-Apr-11	01-Apr-12
Garden (weekday)	M	25.50	26.50		EXP	26.00	1.96%	27.00	1.89%			01-Apr-11	01-Apr-12
Garden (weekend)	M				EXP	32.00		33.00				01-Apr-11	01-Apr-12
Box Office Fees													
Hillingdon Arts Membership	M	15.00	25.00		STD	15.00	0.00%	25.00	0.00%			01-Apr-11	01-Apr-12
Online Card Booking Fee	M	1.50			EXP	1.50	0.00%	1.50				01-Apr-11	01-Apr-12
Phone Booking Fee	M	2.00			EXP	2.00	0.00%	2.00				01-Apr-11	01-Apr-12
Sponsor-a-Seat Deal (5 years)	M				STD	120.00		120.00				01-Apr-11	01-Apr-12
All Groups													
Box Office Commission	M	6.15 percent	9 percent		STD	8.7 percent		9.5 percent				01-Apr-11	01-Apr-12
Card Handling Fees	M	3.1 percent	3.1 percent		STD	to be deleted		to be deleted				01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Concession Charges £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Proposed New Concession Charges £	% Increase	Date of last change to charge	Effective Date
Filming													
Filming - interior and/or exterior													
per day - subject to specific requirements													
Council owned principal location for production													
Large production		3,000.00	3,000.00		STD	3,000.00	0.00%	3,000.00	0.00%			01-Apr-11	01-Apr-12
Medium production		2,000.00	2,000.00		STD	2,000.00	0.00%	2,000.00	0.00%			01-Apr-11	01-Apr-12
Small production (up to 3 crew, camera only)		1,000.00	1,000.00		STD	1,000.00	0.00%	1,000.00	0.00%			01-Apr-11	01-Apr-12
Council owned secondary location													
Large production		2,000.00	2,000.00		STD	2,000.00	0.00%	2,000.00	0.00%			01-Apr-11	01-Apr-12
Medium production		1,000.00	1,000.00		STD	1,000.00	0.00%	1,000.00	0.00%			01-Apr-11	01-Apr-12
Small production (up to 3 crew, camera only)		500.00	500.00		STD	500.00	0.00%	500.00	0.00%			01-Apr-11	01-Apr-12
Administration fees (Site visits, drawing up of contracts, Liaising with other Council departments, Supervising street works on the highway, Monitoring location filming													
per hour		100.00	100.00		STD	100.00	0.00%	100.00	0.00%			01-Apr-11	01-Apr-12
Road Closure, Traffic and Highway Management													
Traffic Management													
3 minutes		170.00	170.00		STD	170.00	0.00%	170.00	0.00%			01-Apr-11	01-Apr-12
Complete Road Closure - by notice													
24 hours		200.00	200.00		STD	200.00	0.00%	200.00	0.00%			01-Apr-11	01-Apr-12
Complete Road Closure - by order													
7 days		1,000.00	1,000.00		STD	1,000.00	0.00%	1,000.00	0.00%			01-Apr-11	01-Apr-12
Land Charges													
Search Fees													
Standard commercial search	M	70.00	70.00		NB	70.00	0.00%	70.00	0.00%			01-Apr-11	01-Apr-12
Official certificate of search (Form LLC1) only	M	26.00	26.00		NB	26.00	0.00%	26.00	0.00%			01-Apr-11	01-Apr-12
Standard domestic search	M	60.00	60.00		NB	60.00	0.00%	60.00	0.00%			01-Apr-11	01-Apr-12
Assisted Search LLC Register Only	M	22.00	22.00		NB	22.00	0.00%	22.00	0.00%			01-Apr-11	01-Apr-12
Assisted Search LLC Register Only (Additional parcels of land (each)	M	1.00	1.00		NB	1.00	0.00%	1.00	0.00%			01-Apr-11	01-Apr-12
Assisted Common Land Search	M	15.00	15.00		NB	15.00	0.00%	15.00	0.00%			01-Apr-11	01-Apr-12
Assisted Compiling CON29R	M	32.00	32.00		NB	32.00	0.00%	32.00	0.00%			01-Apr-11	01-Apr-12
Assisted Compiling CON29O	M	18.50	18.50		NB	18.50	0.00%	18.50	0.00%			01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Food Health and Safety Fees													
Disposal of non product of animal origin													
1 to 1,000kg	B	48.00			NB	48.00	0.00%	48.00	0.00%			01-Apr-11	01-Apr-12
1,001 to 2,000kg	B	95.00			NB	95.00	0.00%	95.00	0.00%			01-Apr-11	01-Apr-12
2,001 to 3,000kg	B	140.00			NB	140.00	0.00%	140.00	0.00%			01-Apr-11	01-Apr-12
Animal Boarding Establishments													
No of animals 1 to 9	B				NB	125.00	0.00%					01-Apr-11	01-Apr-12
No of animals 10 to 24	B				NB	177.00	0.00%					01-Apr-11	01-Apr-12
No of animals 25 to 49	B				NB	260.00	0.00%					01-Apr-11	01-Apr-12
No of animals 50 to 75	B				NB	355.00	0.00%					01-Apr-11	01-Apr-12
No of animals 75+ (New category)	B				NB	420.00	0.00%					01-Apr-11	01-Apr-12
Application to renew an animal boarding extablishment - Home boarders (3 dogs or less)	B					81.00	0.00%					01-Apr-11	01-Apr-12
Dangerous Wild Animals													
Including vets fees	B				NB	75 + vet fee	0.00%					01-Apr-11	01-Apr-12
Game dealers licences	B				NB	0.00	0.00%					01-Apr-11	01-Apr-12
Performing Animals													
Registration	B				NB	396.00	0.00%					01-Apr-11	01-Apr-12
Registration - Non Profit	B				NB	52.00	0.00%					01-Apr-11	01-Apr-12
Certificate	B				NB	free						01-Apr-11	01-Apr-12
Pet Shops													
Including vets fees	B				NB	192.00	0.00%					01-Apr-11	01-Apr-12
Riding Establishments													
No of animals 1 to 5	B				NB	75 + vet fee	0.00%					01-Apr-11	01-Apr-12
No of animals 6 to 20	B				NB	75 + vet fee	0.00%					01-Apr-11	01-Apr-12
No of animals 21 to 35 (Category restructured)	B				NB	75 + vet fee	0.00%					01-Apr-11	01-Apr-12
No of animals 36 to 50 (Category restructured)	B				NB	75 + vet fee	0.00%					01-Apr-11	01-Apr-12
No of animals 51+ (New category)	B				NB	75 + vet fee	0.00%					01-Apr-11	01-Apr-12
Zoo Notification & Licence													
Notification to operate a zoo	B				NB	free	0.00%					01-Apr-11	01-Apr-12
Application to renew a zoo licence	B				NB	75 + vet fee	0.00%					01-Apr-11	01-Apr-12
Application for a licence to operate a zoo	B				NB	75 + vet fee	0.00%					01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Concession Charges £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Proposed New Concession Charges £	% Increase	Date of last change to charge	Effective Date
Breeding of Dogs													
Renewal	B				NB	75 + vet fee	0.00%					01-Apr-11	01-Apr-12
Export Licences													
Visit not required	B				NB	83.00	50.91%					01-Apr-11	01-Apr-12
Visit required	B				NB	143.00	50.53%					01-Apr-11	01-Apr-12
Pharmacy and Poisons													
Applications	B				NB	43.00	0.00%					01-Apr-11	01-Apr-12
Change of name	B				NB	24.00	0.00%					01-Apr-11	01-Apr-12
Renewal	B				NB	41.00	0.00%					01-Apr-11	01-Apr-12
Other Licenses													
Special Premises 10/11 New Categories and charges - Laser Renewal - Up to 18 months	B				NB	750.00	0.00%					01-Apr-11	01-Apr-12
Special Premises 10/11 New Categories and charges - 2 - 3 Therapists	B				NB	54.00	0.00%					01-Apr-11	01-Apr-12
Special Premises 10/11 New Categories and charges - 4-6 Therapists	B				NB	80.00	0.00%					01-Apr-11	01-Apr-12
Special Premises 10/11 New Categories and charges - More than 6 Therapists	B				NB	107.00	0.00%					01-Apr-11	01-Apr-12
Refund or change of details - Admin Fee	B				NB	55.00	0.00%					01-Apr-11	01-Apr-12
Unfit food - Examination and Condemnation certificate (1st Hour)	B				NB	134.00	0.00%					01-Apr-11	01-Apr-12
Unfit food - Examination and Condemnation certificate (Subsequent hours or part of)	B				NB	97.00	0.00%					01-Apr-11	01-Apr-12
Swimming Pool Water - Per visit	B				NB	114.00	0.00%					01-Apr-11	01-Apr-12
Legal enquires -	B				NB	68.00	0.00%					01-Apr-11	01-Apr-12
Response to enquiries - Per letter	B				NB	17.00	0.00%					01-Apr-11	01-Apr-12
Micro-pigmentation - New/Renewal	B				NB	315.00	0.00%					01-Apr-11	01-Apr-12
Artificial Nails - New/Renewal	B				NB	84.00	0.00%					01-Apr-11	01-Apr-12
Nose piercing - New/Renewal	B				NB	84.00	0.00%					01-Apr-11	01-Apr-12
Ear cartilage/lobe, - New/Renewal	B				NB	84.00	0.00%					01-Apr-11	01-Apr-12
Electrical treatments - New/Renewal	B				NB	84.00	0.00%					01-Apr-11	01-Apr-12
Non-surgical Lazers, & ILS system licence	B	900.00			NB			n/a				01-Apr-11	01-Apr-12
Manicure / pedicure Ear lobe piercing, Facials (including one or more of the following aspects: steam, massage, electrical stimuli) - New / Renewal	B				NB	53.00	0.00%					01-Apr-11	01-Apr-12
Electrolysis, Sun beds etc	B				Non-	273.00	0.00%					01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Private Water Supplies - new fees prescribed by Private Water Regulations													
Sampling Per visit	B				NB	100.00	0.00%					01-Apr-11	01-Apr-12
Audit Monitoring	B				NB	400.00	-20.00%					01-Apr-11	01-Apr-12
Check Monitoring	B				NB	80.00	-20.00%					01-Apr-11	01-Apr-12
Other Sampling and Risk Assessment Combined	B				NB							01-Apr-11	01-Apr-12
Risk Assessment	B				NB	300.00	-40.00%					01-Apr-11	01-Apr-12
Other investigations	B				NB	£37 + Analyst costs (no more than £100)						01-Apr-11	01-Apr-12
Granting an Authority	B				NB	£37 + Analyst costs (no more than £100)						01-Apr-11	01-Apr-12
Domestic Supplies	B				NB	25.00						01-Apr-11	01-Apr-12
Trading Standards													
Weights and Measures													
Examining, adjusting, certifying, stamping, authorising or reporting of special weighing or measuring equipment per hour	B				NB	68.70	0.00%					01-Apr-11	01-Apr-12
Fees for purpose of S74 Weights & Measures Act 1985	B				NB	68.70	0.00%					01-Apr-11	01-Apr-12
Linear measures not exceeding 3m for each scale	B				NB	10.10	0.00%					01-Apr-11	01-Apr-12
Capacity measures without division not exceeding 1 litre or 1 qt	B				NB	7.90	0.00%					01-Apr-11	01-Apr-12
Cubic ballast measures (other than brim measures)	B				NB	150.00	0.00%					01-Apr-11	01-Apr-12
Liquid capacity measures for making up and checking average quantity purchases	B				NB	23.90	0.00%					01-Apr-11	01-Apr-12
Template per scale - First item	B				NB	41.40	0.00%					01-Apr-11	01-Apr-12
Template per scale - Second item	B				NB	16.50	0.00%					01-Apr-11	01-Apr-12
Weighing Instruments - Exceeding 250kg to 1 tonne	B				NB	54.10	0.00%					01-Apr-11	01-Apr-12
Weighing Instruments - Exceeding 1 tonne to 10 tonnes	B				NB	129.00	0.00%					01-Apr-11	01-Apr-12
Weighing Instruments - Exceeding 10 tonnes to 30 tonnes	B				NB	340.50	0.00%					01-Apr-11	01-Apr-12
Weighing Instruments - Exceeding 10 tonnes to 30 tonnes (weights and labour provided)	B				NB	170.00	0.00%					01-Apr-11	01-Apr-12
Weighing Instruments - Exceeding 30 tonnes to 60 tonnes	B				NB	560.00	0.00%					01-Apr-11	01-Apr-12
Weighing Instruments - Exceeding 30 tonnes to 60 tonnes (weights and labour provided)	B				NB	280.00	0.00%					01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT Type of Fee / Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Concession Charges £	Vat Status	Proposed New Charges Residents £	% Increase	Proposed New Charges Non Residents £	% Increase	Proposed New Concession Charges £	% Increase	Date of last change to charge	Effective Date
Measuring Instruments for Liquid Fuel and Lubricants													
Container Type (un-subdivided)	B				NB	61.90	0.00%					01-Apr-11	01-Apr-12
Single / multi-outlets (nozzles) - Each Additional nozzle tested	B				NB	101.70	0.00%					01-Apr-11	01-Apr-12
Single / multi-outlets (nozzles) - First nozzle tested per site	B				NB	62.40	0.00%					01-Apr-11	01-Apr-12
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	68.70	0.00%					01-Apr-11	01-Apr-12
Road Tanker Liquid Fuel Measuring Equipment (Above 100													
Meter measuring system - Dry hose type with two testing liquids	B				NB	197.00	0.00%					01-Apr-11	01-Apr-12
Meter measuring system - Wet hose type with two testing liquids	B				NB	244.00	0.00%					01-Apr-11	01-Apr-12
Dipstick measuring systems - Up to 7,600 litres (for calibration of each compartment and production of chart)	B				NB	146.50	0.00%					01-Apr-11	01-Apr-12
Dipstick measuring systems - Over 7,600 litres basic fees + costs	B				NB	68.70	0.00%					01-Apr-11	01-Apr-12
Initial dipstick	B				NB	18.00	0.00%					01-Apr-11	01-Apr-12
Spare dipstick	B				NB	18.00	0.00%					01-Apr-11	01-Apr-12
Replacement dipstick (for calibration of each compartment and production of chart)	B				NB	38.10	0.00%					01-Apr-11	01-Apr-12
Explosives													
Registered premises (Statutory Fee) New	B				NB	105.00	0.00%					01-Apr-10	01-Apr-12
Registered premises (Statutory Fee) Renewal	B				NB	52.00	0.00%					01-Apr-10	01-Apr-12
Licensed store (Statutory Fee) New	B				NB	178.00	0.00%					01-Apr-10	01-Apr-12
Licensed store (Statutory Fee) Renewal	B				NB	83.00	0.00%					01-Apr-10	01-Apr-12
Licence to sell all year (statutory Fee)	B				NB	500.00	0.00%					01-Apr-11	01-Apr-12
Sale of goods													
By competitive bidding	B				NB	174.00	0.00%					01-Apr-11	01-Apr-12
Motor Salvage Operations Registration													
New applications and renewals	B				NB	102.50	0.00%					01-Apr-11	01-Apr-12
Access to public register	B				NB	0.00						01-Apr-11	01-Apr-12
Certified copy of single entry (per copy)	B				NB	11.80	0.00%					01-Apr-11	01-Apr-12
Non-certified copy of one or more entries	B				NB	3.70	0.00%					01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT													
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Concession Charges £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Proposed New Concession Charges £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Pest Control													
Occupied Property - 1-3 visits	R		15.00		STD	60.00	0.00%			15.00	0.00%		01 April 2012
Occupied Property - each additional visit	R		15.00		STD	36.00	0.00%			15.00	0.00%		01 April 2012
Rented Property	R				STD	93.60	0.00%						01 April 2012
Emergency Work	R		12.00		STD	48.00	0.00%			12.00	0.00%		01 April 2012
No Access	R				STD	36.00	0.00%						01 April 2012
Consumer Protection													
Contaminated Land													
Residential Enquiries - Per hour (Current Year) Flat Rate (From Jan 2011)	R	60.00			STD	60.00	0.00%	60.00	0.00%				01 April 2012
Commercial Enquiries - Per hour (Current Year) Flat Rate (From Jan 2011)	B	150.00			STD			150.00	0.00%				01 April 2012

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**

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	0.80	NB	0.30	0.00%	0.80	0.00%	31-Jan-11	01-Apr-12

West Drayton / Yiewsley, 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	0.00	0.00	NB	0.00	0.00%	0.00	0.00%	31-Jan-11	01-Apr-12
30 mins up to 2hrs, then	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	01-Apr-12
per 20 mins up to maximum stay	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	01-Apr-12

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	0.00	0.00	NB	0.00	0.00%	0.00	0.00%	31-Jan-11	01-Apr-12
per 30 mins up to 2 hrs, then	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	01-Apr-12
per 20 mins up to maximum stay	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	01-Apr-12

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	0.00	0.00	NB	0.00	0.00%	0.00	0.00%	31-Jan-11	01-Apr-12
per 30 mins up to 2 hrs, then	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	01-Apr-12
per 20 mins up to 4 hrs, then	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	01-Apr-12
per 20 mins up to maximum stay	M	0.20	0.60	NB	0.20	0.00%	0.60	0.00%	31-Jan-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Parking Schemes										
Heathrow; Hayes (Mount Rd and Nield Rd); Longford; Uxbridge South; Hillingdon Hospital; Cowley (Station Rd and Huxley Cl); Uxbridge North (Park Rd); West Drayton										
These schemes have various maximum stay durations between 30 mins and 8 hrs										
Outside shops:										
1st 30 mins free, then	M	0.00	0.00	NB	0.00	0.00%	0.00	0.00%	31-Jan-11	01-Apr-12
per 30 mins up to maximum stay	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	01-Apr-12
Other Places:										
per 20 mins up to maximum stay	M	0.20	0.60	NB	0.20	0.00%	0.60	0.00%	31-Jan-11	01-Apr-12
Off Street Parking										
Kingsend South and Kingsend North, Ruislip - Limited Stay										
up to 1 hour (Kingsend South)	M	0.60	1.00	STD	0.60	0.00%	1.00	0.00%	31-Jan-11	01-Apr-12
up to 2 hours (Kingsend South)	M	1.00	1.50	STD	1.00	0.00%	1.50	0.00%	31-Jan-11	01-Apr-12
up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	01-Apr-12
up to 1 hour	M	0.20	1.00	STD	0.20	0.00%	1.00	0.00%	31-Jan-11	01-Apr-12
up to 90 mins	M	0.40	1.50	STD	0.40	0.00%	1.50	0.00%	31-Jan-11	01-Apr-12
up to 2 hours	M	0.60	1.70	STD	0.60	0.00%	1.70	0.00%	31-Jan-11	01-Apr-12
Oaklands Gate, Northwood and Falling Lane, Yiewsley - Limited Stay										
Up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	01-Apr-12
Up to 1 hour	M	0.20	1.00	STD	0.20	0.00%	1.00	0.00%	31-Jan-11	01-Apr-12
Up to 90 mins	M	0.40	1.30	STD	0.40	0.00%	1.30	0.00%	31-Jan-11	01-Apr-12
Up to 2 hours	M	0.60	1.70	STD	0.60	0.00%	1.70	0.00%	31-Jan-11	01-Apr-12
Up to 3 hours	M	1.00	2.50	STD	1.00	0.00%	2.50	0.00%	31-Jan-11	01-Apr-12
Up to 4 hours	M	1.80	4.40	STD	1.80	0.00%	4.40	0.00%	31-Jan-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Rockingham Recreation Ground, Uxbridge - Limited Stay										
This car park has a maximum stay of 4 hours										
1st 30 minutes free, then	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	01-Apr-12
per 30 mins up to 2 hours, then	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	01-Apr-12
per 20 mins up to maximum stay	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	01-Apr-12
Sidmouth Drive car park, Ruislip Gardens, Limited Stay										
This car park has a maximum stay period of 4 hours										
1st 30 mins, then	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	01-Apr-12
per 30 mins up to 2 hrs, then	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	01-Apr-12
per 20 mins up to maximum stay	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	01-Apr-12
Kingsend South, Ruislip - Long Stay										
Up to 1 hour	M	0.60	1.00	STD	0.60	0.00%	1.00	0.00%	31-Jan-11	01-Apr-12
Up to 2 hours	M	1.00	1.50	STD	1.00	0.00%	1.50	0.00%	31-Jan-11	01-Apr-12
Up to 3 hours	M	1.20	2.90	STD	1.20	0.00%	2.90	0.00%	31-Jan-11	01-Apr-12
Up to 4 hours	M	2.00	4.90	STD	2.00	0.00%	4.90	0.00%	31-Jan-11	01-Apr-12
Over 4 hours	M	2.20	5.50	STD	2.20	0.00%	5.50	0.00%	31-Jan-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Other Borough Car Parks:										
Blyth Road, Hayes; Community Close, Ickenham; Fairfield Rd, Yiewsley; Long Lane; Hillingdon; Civic Hall, Hayes; Linden Avenue, Ruislip Manor; Devon Parade, Eastcote; Devonshire Lodge, Eastcote; Green Lane, Northwood.										
Up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	01-Apr-12
Up to 1 hour	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	01-Apr-12
Up to 90 mins	M	0.40	1.40	STD	0.40	0.00%	1.40	0.00%	31-Jan-11	01-Apr-12
Up to 2 hours	M	0.60	2.10	STD	0.60	0.00%	2.10	0.00%	31-Jan-11	01-Apr-12
Up to 3 hours	M	1.00	3.00	STD	1.00	0.00%	3.00	0.00%	31-Jan-11	01-Apr-12
Up to 4 hours	M	2.00	5.20	STD	2.00	0.00%	5.20	0.00%	31-Jan-11	01-Apr-12
Up to 9 hours (Over 4 hours for Blyth Road)	M	3.70	8.70	STD	3.70	0.00%	8.70	0.00%	31-Jan-11	01-Apr-12
Over 9 hours	M	6.20	12.00	STD	6.20	0.00%	12.00	0.00%	31-Jan-11	01-Apr-12
Long Stay Reduced Charge:										
Long Drive, South Ruislip; Brandville Rd, West Drayton; Pembroke Gardens, Ruislip Manor; Pump Lane, Hayes; North View, Eastcote; St Martins Approach, Ruislip.										
Up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	01-Apr-12
Up to 1 hour	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	01-Apr-12
Up to 90 mins	M	0.40	1.40	STD	0.40	0.00%	1.40	0.00%	31-Jan-11	01-Apr-12
Up to 2 hours	M	0.60	2.10	STD	0.60	0.00%	2.10	0.00%	31-Jan-11	01-Apr-12
Up to 3 hours	M	1.00	3.50	STD	1.00	0.00%	3.50	0.00%	31-Jan-11	01-Apr-12
Up to 4 hours	M	1.80	5.20	STD	1.80	0.00%	5.20	0.00%	31-Jan-11	01-Apr-12
Over 4 hours	M	2.00	5.70	STD	2.00	0.00%	5.70	0.00%	31-Jan-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Leisure Centre Car Parks: (Subject to agreement with the operators where relevant)										
Up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	01-Apr-12
Up to 1 hour	M	0.20	0.50	STD	0.20	0.00%	0.50	0.00%	31-Jan-11	01-Apr-12
Up to 90 mins	M	0.40	1.00	STD	0.40	0.00%	1.00	0.00%	31-Jan-11	01-Apr-12
Up to 2 hours	M	0.60	1.50	STD	0.60	0.00%	1.50	0.00%	31-Jan-11	01-Apr-12
Up to 3 hours	M	1.00	2.30	STD	1.00	0.00%	2.30	0.00%	31-Jan-11	01-Apr-12
Up to 4 hours	M	2.00	4.50	STD	2.00	0.00%	4.50	0.00%	31-Jan-11	01-Apr-12
Up to 6 hours	M	2.60	5.50	STD	2.60	0.00%	5.50	0.00%	31-Jan-11	01-Apr-12
Up to 9 hours	M	3.70	8.00	STD	3.70	0.00%	8.00	0.00%	31-Jan-11	01-Apr-12
Over 9 hours	M	6.20	11.00	STD	6.20	0.00%	11.00	0.00%	31-Jan-11	01-Apr-12
Uxbridge Multi-Storey car parks: Cedars car park, Uxbridge; Grainges car park, Uxbridge										
Up to 2 hours	M	1.00	1.40	STD	1.00	0.00%	1.40	0.00%	31-Jan-11	01-Apr-12
Up to 3 hours	M	2.00	2.40	STD	2.00	0.00%	2.40	0.00%	31-Jan-11	01-Apr-12
Up to 4 hours	M	2.50	3.00	STD	2.50	0.00%	3.00	0.00%	31-Jan-11	01-Apr-12
Up to 5 hours	M	3.20	4.00	STD	3.20	0.00%	4.00	0.00%	31-Jan-11	01-Apr-12
Up to 6 hours	M	4.50	6.80	STD	4.50	0.00%	6.80	0.00%	31-Jan-11	01-Apr-12
Up to 8 hours	M	6.50	11.00	STD	6.50	0.00%	11.00	0.00%	31-Jan-11	01-Apr-12
Over 8 hours	M	8.50	16.00	STD	8.50	0.00%	16.00	0.00%	31-Jan-11	01-Apr-12
Sunday (all day)	M	2.00	2.70	STD	2.00	0.00%	2.70	0.00%	31-Jan-11	01-Apr-12
Civic Centre car park (open on Saturdays only)										
Up to 2 hours	M	0.90	1.40	STD	0.90	0.00%	1.40	0.00%	31-Jan-11	01-Apr-12
Up to 4 hours	M	1.80	3.00	STD	1.80	0.00%	3.00	0.00%	31-Jan-11	01-Apr-12
Over 4 hours	M	3.50	5.50	STD	3.50	0.00%	5.50	0.00%	31-Jan-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices Include VAT										
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Current Charges Non-Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Proposed New Charges Non Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Multi-storey Season Tickets and other pre-paid Parking Permits:										
Cedars and Grainges Car Parks At all times (per quarter)	M	300.00	420.00	STD	300.00	0.00%	425.00	1.19%	31-Jan-11	01-Apr-12
Cedars and Grainges Car Parks At all times (per half-year)	M			STD	600.00		845.00			01-Apr-12
Cedars and Grainges Car Parks At all times (annual)	M	1,200.00	1,680.00	STD	1,200.00	0.00%	1,680.00	0.00%	31-Jan-11	01-Apr-12
Local Car Park Permit (used in Surface car parks) At all times (depending on location)	M	85.00	105.00	STD	85.00	0.00%	105.00	0.00%	31-Jan-11	01-Apr-12
Local Car Park Permit (used in Surface car parks) At all times (depending on location)	M	85.00	105.00	STD	85.00	0.00%	105.00	0.00%	31-Jan-11	01-Apr-12
Business Permit / Trader Permit All times (per annum)	M	480.00	500.00	NB	480.00	0.00%	500.00	0.00%	31-Jan-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable							
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Access & Inclusion							
Service Level Agreement							
Behaviour Support (Primary Maintained - up to 250 pupils)	S	1,000.00	NB	1,000.00	0.00%	01-Apr-11	01-Apr-12
Behaviour Support (Primary Maintained - 251 to 500 pupils)	S	2,000.00	NB	2,000.00	0.00%	01-Apr-11	01-Apr-12
Behaviour Support (Primary Maintained - over 500 pupils)	S	3,000.00	NB	3,000.00	0.00%	01-Apr-11	01-Apr-12
Behaviour Support (Primary Acadmies - up to 250 pupils)	S		STD	1,320.00		01-Apr-11	01-Apr-12
Behaviour Support (Primary Acadmies - 251 to 500 pupils)	S		STD	2,640.00		01-Apr-11	01-Apr-12
Behaviour Support (Primary Acadmies - over 500 pupils)	S		STD	3,960.00		01-Apr-11	01-Apr-12
Behaviour Support (Secondary Maintained - per 3 hour session)	S	210.00	NB	210.00	0.00%	01-Apr-11	01-Apr-12
Behaviour Support (Secondary Academies - per 3 hour session)	S		STD	288.00		01-Apr-11	01-Apr-12
Corporate Landlord							
Hillingdon Learning & Development Centre (Primary Schools)	S	171.00	EXP				Queens walk
Hillingdon Learning & Development Centre (Secondary Schools)	S	368.00	EXP				to close as
Hillingdon Learning & Development Centre (Special Schools)	S	114.00	EXP				approved by
School Improvement Service							
Governor Support Service (small governing body)	S	625.45	NB			01-Apr-11	01-Apr-12
Governor Support Service (medium-sized governing body)	S	971.15	NB			01-Apr-11	01-Apr-12
Governor Support Service (large governing body)	S	1,245.45	NB			01-Apr-11	01-Apr-12
Governor Support Service (Maintained Nursery School)	S		NB	£500 + £2.25 per FTE pupil		01-Apr-11	01-Apr-12
Governor Support Service (Maintained Primary School)	S		NB	£500 + £2.25 per FTE pupil		01-Apr-11	01-Apr-12
Governor Support Service (Maintained Secondary School)	S		NB	£500 + £2 per FTE pupil		01-Apr-11	01-Apr-12
Governor Support Service (Maintained Special School)	S		NB	£500 + £4.50 per FTE pupil		01-Apr-11	01-Apr-12
Attendance at individual Governor Support courses	S	110.00	NB	120.00	9.09%	01-Apr-11	01-Apr-12
Governing body training session	S	395.00	NB	by individual quotation		01-Apr-11	01-Apr-12
Libraries							

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable							
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Schools Library Service - Primary Schools Package (per pupil)	S	8.65	NB	8.65	0.00%	01-Apr-11	01-Apr-12
Schools Library Service - Secondary Schools Package	S	775.00	NB	775.00	0.00%	01-Apr-11	01-Apr-12
Maintained Secondary Library Staff Support & Training (package of 3 meetings)	S	135.00	NB	126.00	-6.67%	01-Apr-11	01-Apr-12
Maintained Secondary Library Staff Support & Training (individual meeting)	S	42.00	NB	42.00	0.00%	01-Apr-11	01-Apr-12
Secondary Academies Library Staff Support & Training (package of 3 meetings)	S		STD	151.20		01-Apr-11	01-Apr-12
Secondary Academies Library Staff Support & Training (individual meeting)	S		STD	50.40		01-Apr-11	01-Apr-12
Secondary Fiction Book Loan (per 100 books)	S	175.00	NB	202.00	15.43%	01-Apr-11	01-Apr-12
Secondary Non-fiction Book Loan Service (per 100 books)	S	270.00	NB	300.00	11.11%	01-Apr-11	01-Apr-12
Secondary Artefact Boxes (per half-term loan)	S	40.00	NB	40.00	0.00%	01-Apr-11	01-Apr-12
Secondary Project Boxes / Loan (10 boxes for one term)	S	435.00	NB	n/a		01-Apr-11	01-Apr-12
Secondary Project Boxes / Loan (additional boxes)	S	55.00	NB	40.00	-27.27%	01-Apr-11	01-Apr-12
Schools Library Service - Special Schools Package	S	902.00	NB	902.00	0.00%	01-Apr-11	01-Apr-12
Human Resources							
Leadership, Management and Succession Development SLA (Primary & Special Maintained Schools)	S	1,300.00	NB	1,200.00	-7.69%	01-Apr-11	01-Apr-12
Leadership, Management and Succession Development SLA (Secondary Maintained Schools)	S	1,600.00	NB	1,400.00	-12.50%	01-Apr-11	01-Apr-12
Leadership, Management and Succession Development SLA (Primary & Special Acadmies)	S		STD	1,440.00		01-Apr-11	01-Apr-12
Leadership, Management and Succession Development SLA (Secondary Academies)	S		STD	1,680.00		01-Apr-11	01-Apr-12
Leadership Team Residential	S	225.00	NB				No demand
Leadership Coaching	S	350.00	NB				for these
New Heads	S	125.00	NB				services in
HLTA Networks	S	100.00	NB				2011/12
CPD Leaders Networks	S	100.00	NB				
Second Life Networks	S	100.00	NB				
General Development Sessions (full day)	S	125.00	NB				
General Development Sessions (half day)	S	95.00	NB				
General Development Sessions (twilight)	S	75.00	NB				

School Improvement Service

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable							
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
NQT induction programme	S	495.00	NB			01-Apr-11	01-Apr-12
NQT induction assessment and verification service	S		NB	275.00		01-Apr-11	01-Apr-12
NQT training and development programme (core)	S		EXP	200.00		01-Apr-11	01-Apr-12
NQT training and development programme (primary)	S		EXP	300.00		01-Apr-11	01-Apr-12
NQT induction programme (Pay as you go - full day)	S	140.00	EXP	150.00	7.14%	01-Apr-11	01-Apr-12
NQT induction programme (Pay as you go - half day)	S	90.00	EXP	65.00	-27.78%	01-Apr-11	01-Apr-12
NQT induction programme (Pay as you go - twilight)	S	55.00	EXP	40.00	-27.27%	01-Apr-11	01-Apr-12
Primary Advisory Service (Maintained Schools)	S	2,500.00	NB	2,500.00	0.00%	01-Apr-11	01-Apr-12
Primary Advisory Service (Academies)	S		STD	3,000.00		01-Apr-11	01-Apr-12
Access & Inclusion							
Education Welfare (Academies) (per 3 hour session)	S	90.00	S			01-Sep-11	01-Apr-12
Education Welfare (Academies) (per hour)	S		S	42.00		01-Apr-11	01-Apr-12
Educational Psychology Gold Package (Maintained Schools) (per day)	S		NB	500.00		01-Apr-11	01-Apr-12
Educational Psychology Silver Package (Maintained Schools) (per day)	S		NB	600.00		01-Apr-11	01-Apr-12
Educational Psychology Bronze (Maintained Schools) (per day)	S		NB	650.00		01-Apr-11	01-Apr-12
Educational Psychology ad hoc (Maintained Schools) (per day)	S		NB	700.00		01-Apr-11	01-Apr-12
Educational Psychology Gold Package (Academies) (per day)	S		STD	600.00		01-Apr-11	01-Apr-12
Educational Psychology Silver Package (Academies) (per day)	S		STD	720.00		01-Apr-11	01-Apr-12
Educational Psychology Bronze (Academies) (per day)	S		STD	780.00		01-Apr-11	01-Apr-12
Educational Psychology ad hoc (Academies) (per day)	S		STD	840.00		01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable							
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
ICT							
Hillingdon Grid for Learning							
Core - Filtered 20Mbps broadband, email and anti-virus - Fixed element (Primary Schools)	S	16,000.00	NB	4,000.00	-75.00%	01-Apr-11	01-Apr-12
Core - Filtered 20Mbps broadband, email and anti-virus - Fixed element (Secondary Schools)	S	17,000.00	NB	4,000.00	-76.47%	01-Apr-11	01-Apr-12
Core - Filtered 20Mbps broadband, email and anti-virus - Fixed element (Academies & Private Schools)	S		STD	17,400.00		01-Apr-11	01-Apr-12
Core - Filtered 20Mbps broadband, email and anti-virus - per pupil element (Primary Schools)	S	5.00	NB	8.00	60.00%	01-Apr-11	01-Apr-12
Core - Filtered 20Mbps broadband, email and anti-virus - per pupil element (Secondary Schools)	S	8.00	NB	8.00	0.00%	01-Apr-11	01-Apr-12
Core - Filtered 20Mbps broadband, email and anti-virus - per pupil element (Academies & Private Schools)	S		STD	7.20		01-Apr-11	01-Apr-12
Remote Access (Primary Schools)	S		NB	3,000.00		01-Apr-11	01-Apr-12
Secure Remote Access from home for school staff (Primary Schools)	S		NB	600.00		01-Apr-11	01-Apr-12
Secure Remote Access from home for school staff (Secondary Schools)	S		NB	900.00		01-Apr-11	01-Apr-12
RBS - Remote Backup Solution (off-site) - Fixed element (Maintained Schools)	S		NB	1,093.75		01-Apr-11	01-Apr-12
RBS - Remote Backup Solution (off-site) - Fixed element (Academies & Private Schools)	S		STD	960.00		01-Apr-11	01-Apr-12
MIS package including SIMS licenses Fixed element [SIMS Licenses, Support & SIMS / FMS Training] (Primary Schools)	S	3,000.00	NB	3,000.00	0.00%	01-Apr-11	01-Apr-12
MIS package including SIMS licenses Fixed element [SIMS Licenses, Support & SIMS / FMS Training] (Secondary Schools)	S	5,000.00	NB	3,000.00	-40.00%	01-Apr-11	01-Apr-12
MIS package including SIMS licenses Per pupil (FTE) cost [SIMS Licenses & Support] (Primary Schools)	S	3.79	NB	3.79	0.00%	01-Apr-11	01-Apr-12
MIS package including SIMS licenses Per pupil (FTE) cost [SIMS Licenses & Support] (Secondary Schools)	S	4.48	NB	4.48	0.00%	01-Apr-11	01-Apr-12
MIS package excluding SIMS licenses Fixed element [Support & SIMS / FMS Training only] (Primary Schools)	S	1,200.00	NB	3,200.00	166.67%	01-Apr-11	01-Apr-12
MIS package excluding SIMS licenses Fixed element [Support & SIMS / FMS Training only] (Secondary Schools)	S	3,400.00	NB	2,200.00	-35.29%	01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable							
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
MIS package excluding SIMS licenses Fixed element [Support & SIMS / FMS Training only] (Academies & Private Schools)	S		STD	2,640.00		01-Apr-11	01-Apr-12
MIS package excluding SIMS licenses Per pupil (FTE) cost [Support only] (Primary Schools)	S	3.79	NB	3.00	-20.84%	01-Apr-11	01-Apr-12
MIS package excluding SIMS licenses Per pupil (FTE) cost [Support only] (Secondary Schools)	S	4.48	NB	1.00	-77.68%	01-Apr-11	01-Apr-12
MIS package excluding SIMS licenses Per pupil (FTE) cost [Support only] (Academies & Private Schools)	S		STD	1.80		01-Apr-11	01-Apr-12
Administration System Technical Support (ADSTS) Fixed element per administation server (Primary Schools)	S		NB	500.00		01-Apr-11	01-Apr-12
Administration System Technical Support (ADSTS) Fixed element per administation server (Secondary Schools)	S		NB	800.00		01-Apr-11	01-Apr-12
Administration System Technical Support (ADSTS) Fixed element per administation workstation (Primary & Secondary Schools)	S		NB	150.00		01-Apr-11	01-Apr-12
Curriculum System Remote Support (CSRS) Fixed element per curriculum server (Primary Schools)	S		NB	500.00		01-Apr-11	01-Apr-12
Curriculum System Remote Support (CSRS) Fixed element per curriculum server (Secondary Schools)	S		NB	800.00		01-Apr-11	01-Apr-12
Curriculum System Remote Support (CSRS) Per pupil (FTE) cost (Primary Schools)	S		NB	2.00		01-Apr-11	01-Apr-12
Curriculum System Remote Support (CSRS) Per pupil (FTE) cost (Secondary Schools)	S		NB	10.00		01-Apr-11	01-Apr-12
Apple Technology Consultancy (ATC) Fixed element	S		NB	175.00		01-Apr-11	01-Apr-12
Apple Technology Consultancy (ATC) Per pupil (FTE) cost	S		NB	0.25		01-Apr-11	01-Apr-12
My Schools IT Team (MyST) - remote based team with on-site escallation Fixed element (Primary Schools only)	S	20,000.00	NB	3,650.40	-81.75%	01-Apr-11	01-Apr-12
My Schools IT Team (MyST) - remote based team with on-site escallation Per pupil (FTE) cost (Primary Schools only)	S	8.00	NB	7.00	-12.50%	01-Apr-11	01-Apr-12
On-site - Traditional on-site support engineer including Remote technical support 1st half day (Maintained Schools)	S	4,867.20	NB	4,867.20	0.00%	01-Apr-11	01-Apr-12
On-site - Traditional on-site support engineer including Remote technical support 1st half day (Academies & Private Schools)	S		STD	5,840.64		01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable							
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
On-site - Traditional on-site support engineer including Remote technical support 2nd half day (Maintained Schools)	S	3,650.40	NB	3,650.40	0.00%	01-Apr-11	01-Apr-12
On-site - Traditional on-site support engineer including Remote technical support 2nd half day (Academies & Private Schools)	S		STD	4,380.48		01-Apr-11	01-Apr-12
Fronter - MIS Integration and Management Support (Maintained Schools)	S		NB	247.00		01-Apr-11	01-Apr-12
Fronter - MIS Integration and Management Support (Academies & Private Schools)	S		STD	296.40		01-Apr-11	01-Apr-12
Sophos Hardware Device encryption - Hardware encryption for all devices within your school (Maintained Schools)	S		NB	175.00		01-Apr-11	01-Apr-12
Sophos Hardware Device encryption - Hardware encryption for all devices within your school (Academies & Private Schools)	S		STD	210.00		01-Apr-11	01-Apr-12
Managed Wireless Per Access Point (Maintained Schools)	S		NB	20.00		01-Apr-11	01-Apr-12
Managed Wireless Per Access Point (Academies & Private Schools)	S		STD	24.00		01-Apr-11	01-Apr-12
IP Telephony support (per handset) (Maintained Schools)	S	32.00	NB	32.00	0.00%	01-Apr-11	01-Apr-12
IP Telephony support (per handset) (Academies & Private Schools	S		STD	38.40		01-Apr-11	01-Apr-12
Voicemail (Maintained Schools)	S	28.00	NB	28.00	0.00%	01-Apr-11	01-Apr-12
Voicemail (Academies & Private Schools)	S		STD	33.60		01-Apr-11	01-Apr-12
IP Telephony Channel (Maintained Schools)	S	290.00	NB	290.00	0.00%	01-Apr-11	01-Apr-12
IP Telephony Channel (Academies & Private Schools)	S		STD	348.00		01-Apr-11	01-Apr-12
HGfL Content Management System based website hosting (Maintained Schools)	S		NB	100.00		01-Apr-11	01-Apr-12
HGfL Content Management System based website hosting (Academies & Private Schools)	S		STD	120.00		01-Apr-11	01-Apr-12
Microsoft Enrollment for Education Solutions (ESS) Microsoft Core CAL Suite per staff (FTE) cost (Maintained Schools)	S		NB	35.00		01-Apr-11	01-Apr-12
Microsoft Enrollment for Education Solutions (ESS) Microsoft Core CAL Suite per staff (FTE) cost (Academies & Private Schools)	S		STD	42.00		01-Apr-11	01-Apr-12
Microsoft Enrollment for Education Solutions (ESS) Microsoft Enterprise CAL Suite per staff (FTE) cost (Maintained Schools)	S		NB	45.00		01-Apr-11	01-Apr-12
Microsoft Enrollment for Education Solutions (ESS) Microsoft Enterprise CAL Suite per staff (FTE) cost (Academies & Private Schools)	S		STD	54.00		01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

All Prices include VAT where applicable							
Type of Fee / Charge	**Type**	**Current Charges Residents £**	**Vat Status**	**Proposed New Charges Residents £**	**% Increase**	**Date of last change to charge**	**Effective Date**
Projects and ad-hoc support - Services provided by Service Engineer / System Engineer / SIMS Support Officer / Consult / PM (per hour) (Maintained Schools)	S	various	NB	45.00		01-Apr-11	01-Apr-12
Projects and ad-hoc support - Services provided by Service Engineer / System Engineer / SIMS Support Officer / Consult / PM (per hour) (Academies & Private	S		STD	54.00		01-Apr-11	01-Apr-12
Projects and ad-hoc support - Services provided by Service Engineer / System Engineer / SIMS Support Officer / Consult / PM (per day) (Maintained Schools)	S	various	NB	270.00		01-Apr-11	01-Apr-12
Projects and ad-hoc support - Services provided by Service Engineer / System Engineer / SIMS Support Officer / Consult / PM (per day) (Academies & Private	S		STD	324.00		01-Apr-11	01-Apr-12
Projects and ad-hoc support - Services provided by HGfL to third party support companies (per hour)	S		STD	180.00		01-Apr-11	01-Apr-12
Projects and ad-hoc support - Services provided by HGfL to third party support companies (per day)	S		STD	1,080.00		01-Apr-11	01-Apr-12

Type
B = Business
R = Residents
M = Mixed

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

This page is intentionally left blank

Forecast Outturn Project (£000s)	Revised Budget 2011/12 (£000s)	Forecast Outturn 2011/12 (£000s)	Project	Group	Draft Programme 2012/13 (£000s)	Financed by: Borrowing / Receipts 2012/13 (£000s)	External Grants 2012/13 (£000s)	Other Sources 2012/13 (£000s)	Draft Programme 2013/14 (£000s)	Draft Programme 2014/15 (£000s)	Financed by: Borrowing / Receipts 2013/15 (£000s)	External Grants 2013/15 (£000s)	Other Sources 2013/15 (£000s)
			Programmes of Works										
	200	200	Leader's Initiative	CS	200	200	0	0	200	200	400	0	0
	1,000	1,000	Chrysalis Programme	PEECS	1,000	1,000	0	0	1,000	1,000	2,000	0	0
	1,200	1,200	Civic Centre Works Programme	PEECS	1,854	1,854	0	0	850	0	850	0	0
	2,595	2,665	Formula Capital Devolved to Schools	PEECS	2,178	0	2,178	0	739	739	0	1,478	0
	258	258	Highways Localities Programme	PEECS	258	258	0	0	258	258	516	0	0
	1,025	1,025	Highways Structural Works	PEECS	1,250	1,250	0	0	950	950	1,900	0	0
	1,000	622	ICT Single Development Plan	PEECS	1,000	1,000	0	0	1,000	1,000	2,000	0	0
	600	600	Property Works Programme	PEECS	600	600	0	0	600	600	1,200	0	0
	250	110	Road Safety	PEECS	250	250	0	0	250	250	500	0	0
	180	180	Street Lighting	PEECS	180	180	0	0	180	180	360	0	0
	325	325	Town Centre Initiatives	PEECS	510	510	0	0	325	325	650	0	0
	5,072	5,072	Transport for London	PEECS	3,297	0	3,297	0	1,992	1,992	0	3,984	0
	1,036	766	Urgent Building Condition Works	PEECS	2,750	0	2,750	0	2,400	2,400	0	4,800	0
	2,632	2,632	Disabled Facilities Grant (DFG)	SCHH	2,500	1,000	1,500	0	2,500	2,500	2,000	3,000	0
	450	450	Private Sector Renewal Grant (PSRG)	SCHH	515	450	65	0	515	515	900	130	0
	815	416	Section 106 Projects	PEECS	75	0	0	75	0	0	0	0	0
	672	672	Other Programmes of Works		0	0	0	0	0	0	0	0	0
	19,310	**18,193**	**Total Programmes of Works**		**18,417**	**8,552**	**9,790**	**75**	**13,759**	**12,909**	**13,276**	**13,392**	**0**
			Major Projects										
180	50	0	CCTV Programme	PEECS	180	180	0	0	0	0	0	0	0
1,621	0	0	Civic Centre CHP & Energy Savings Projects	PEECS	1,621	1,621	0	0	0	0	0	0	0
2,322	582	322	Environmental Assets	PEECS	2,000	2,000	0	0	0	0	0	0	0
2,810	1,500	1,500	Hayes End Library Development	PEECS	1,193	1,193	0	0	0	0	0	0	0
5,050	500	500	Highgrove Pool Phase II	PEECS	4,271	4,271	0	0	230	0	230	0	0
4,413	802	850	Libraries Refurbishment	PEECS	1,188	1,188	0	0	0	0	0	0	0
2,850	350	200	Libraries Refurbishment - Central Library	PEECS	2,500	2,500	0	0	150	0	150	0	0
2,942	1,200	1,200	New Years Green Lane Civic Amenity Site - Phase 1-3	PEECS	1,399	1,399	0	0	0	0	0	0	0
758	0	0	New Years Green Lane Civic Amenity Site - Phase 4	PEECS	758	758	0	0	0	0	0	0	0
6,490	0	0	New Years Green Lane EA Works	PEECS	0	0	0	0	3,245	3,245	3,245	3,245	0
126,845	14,543	13,970	Primary School Expansions	PEECS	42,201	13,999	25,231	2,971	50,666	18,358	42,226	17,128	9,670
5,671	1,121	1,121	Purchase of Vehicles	PEECS	2,050	2,050	0	0	1,500	1,000	2,500	0	0
1,200	0	0	Queenswalk Redevelopment	SCHH	1,140	86	1,054	0	60	0	60	0	0
7,601	3,252	2,521	South Ruislip Development	PEECS	4,715	4,715	0	0	0	0	0	0	0
670	200	200	Sport & Cultural Projects	PEECS	470	200	0	270	0	0	0	0	0
950	0	0	GF Supported Housing Programme	SCHH	950	950	0	0	0	0	0	0	0
175	0	0	West Drayton Cemetery & Resurfacing	PEECS	175	175	0	0	0	0	0	0	0
510	200	200	Winston Churchill Hall Refurbishment	PEECS	308	308	0	0	0	0	0	0	0
	6,867	7,529	Other Major Projects		0	0	0	0	0	0	0	0	0
173,058	**31,167**	**30,113**	**Total Major Projects**		**67,119**	**37,593**	**26,285**	**3,241**	**55,851**	**22,603**	**48,411**	**20,373**	**9,670**
	0	0	Priority Growth		1,000	1,000	0	0	0	0	0	0	0
	0	0	Project Contingency		1,000	1,000	0	0	500	500	1,000	0	0
	1,000	0	General Contingency		1,750	1,750	0	0	1,000	1,000	2,000	0	0
173,058	**51,477**	**48,306**			**89,286**	**49,895**	**36,075**	**3,316**	**71,110**	**37,012**	**64,687**	**33,765**	**9,670**

Forecast Outturn Project (£000s)	Revised Budget 2011/12 (£000s)	Forecast Outturn 2011/12 (£000s)	Project	Group	Draft Programme 2012/13 (£000s)	Financed by: Borrowing / Receipts 2012/13 (£000s)	External Grants 2012/13 (£000s)	Other Sources 2012/13 (£000s)	Draft Programme 2013/14 (£000s)	Draft Programme 2014/15 (£000s)	Financed by: Borrowing / Receipts 2013/16 (£000s)	External Grants 2013/16 (£000s)	Other Sources 2013/16 (£000s)
	2,814	2,814	Works to Stock	SCHH	2,400	0	0	2,400	3,485	3,485	0	0	6,970
7,276	4,842	4,842	HRA - New Build - Extra Care Sites Phase 1	SCHH	300	300	0	0	0	0	0	0	0
7,284	1,830	1,905	HRA - New Build - HRA Pipeline Sites Phase 1	SCHH	95	95	0	0	0	0	0	0	0
2,027	3,722	1,096	HRA - New Build - HRA Pipeline Sites Phase 2	SCHH	931	831	100	0	0	0	0	0	0
288	281	281	HRA - New Build - Learning Disability Sites Phase 1	SCHH	7	7	0	0	0	0	0	0	0
27,980	0	0	HRA - New Build - Supported Housing Programme	SCHH	14,190	13,470	720	0	10,223	3,567	11,135	2,655	0
44,855	**13,489**	**10,938**	**Total HRA Capital Programme**		**17,923**	**14,703**	**820**	**2,400**	**13,708**	**7,052**	**11,135**	**2,655**	**6,970**

This page is intentionally left blank

Assessment of Unallocated General Fund Reserves **Appendix 9**

Assessment of Unallocated General Fund Reserves	Minimum Level 2012/13 (£ million)	Maximum Level 2012/13 (£ million)	Minimum Level 2011/12 (£ million)	Maximum Level 2011/12 (£ million)	Principal Reasons for Changes
The general financial climate to which the Council is subject	1.5	4.0	2.0	4.0	Funding for 2012/13 fairly certain but there remain uncertainties about the transfer of burdens between local and central government
The overall financial standing of the authority	1.5	4.0	1.5	4.0	Slightly higher forecast balances, but higher contingency in 2012/13
The treatment of planned efficiency savings / productivity gains	2.5	5.0	2.5	5.0	Over £18m of cuts required in 2012/13 in addition to the £26m delivered in 2011/12
The treatment of inflation and interest rates	1.0	2.0	1.0	2.0	Decreasing inflation risk, but some risk in contracts and fuel remain
The financial risk inherent in major outsourcing arrangements	1.0	3.0	1.0	2.0	Risk of companies failing through current uncertainty of economic climate
The treatment of demand led pressures	1.0	3.0	1.0	2.0	Degree of uncertainty on demographic pressures
The financial risks inherent in any major capital developments	1.0	1.5	1.0	1.0	Potential for slippage in capital programme to impact on associated revenue savings
Estimates of the level and timing of capital receipts	1.0	1.0	1.0	1.0	Impact on MRP through lower receipts
The availability of reserves and other funds to deal with major contingencies	0.5	1.0	0.0	1.0	
The Council's capacity to manage in year budget pressures	1.0	2.0	1.0	2.0	Potential impact of uncertain economic climate
Total	**12.0**	**26.5**	**12.0**	**24.0**	

This page is intentionally left blank

APPENDIX 10

Treasury Management Strategy Statement and Investment Strategy 2012/13 to 2014/15

Contents

Summary

1. **Background**
2. **Balance Sheet and Treasury Position**
3. **Borrowing and Rescheduling Strategy**
4. **Investment Policy and Strategy**
5. **Outlook for Interest Rates**
6. **Balanced Budget Requirement**
7. **2012/13 MRP Statement**
8. **Reporting**
9. **Revised Treasury Management Code of Practice and Guidance Notes**
10. **Other Items**

Appendices

A. Current and Projected Portfolio Position

B. Interest Rate Outlook

C. Specified Investments for use by the Council

D. Non- Specified Investments for use by the Council

E. Treasury Management Policy Statement

SUMMARY

This report explains the context within which the Council's treasury management activity operates and sets out a proposed 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 March 2012 the Council's loan portfolio is expected to be £165.2m (excluding Housing Revenue Account reform financing) and the total value of investments forecast at £38.4m. The Balance Sheet position as at 31 March 2011 showed the value of debt as £161.6m and the value of investments as £42.9m.

The Council's Capital Financing (CFR) requirement, which measures the Council's underlying need to borrow for capital purposes and represents the cumulative capital expenditure that has not yet been financed, is a key driver of borrowing strategy. Reform of the housing subsidy system has had major impact on the Housing Revenue Account (HRA) element of the CFR and will require the Council to take on additional debt of £191.6m to fund a one off settlement to central government in return for abolishing the annual subsidy payment. The projected CFR for 31 March 2012 is £429.7m, of which £161.7m is attributed to the General Fund (GF) with the remaining £268.0.m within the HRA.

The Council's current strategy is to minimise borrowing to below the level of its net borrowing requirement. This is lower than the CFR, the difference representing balances, reserves, provisions and working capital. This approach lowers interest costs and reduces 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 2012/13 the proposed Authorised Limit is £499m and proposed Operational Boundary is £466m.

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 the strategy a change to the minimum investment counterparty long term credit rating from A+ to A- (or equivalent) is recommended. This is in response to downgrades in the credit ratings below A+ of many institutions considered to be systemically important to the financial system. In addition several amendments to the investment options have been suggested. These include: the addition of Corporate Bonds, the addition of a new counterparty; Bank Nederlandese Gemeenten, a reduction in Money Market Fund limits (from £10m/15% to £7.5m/10%) and the removal of Clydesdale Bank from the counterparty list.

As a result of continued pressure and uncertainty within the financial markets, the security of any investment is the primary 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.

In November 2011 CIPFA revised its Treasury Management Code of Practice and these amendments have been incorporated within the Strategy and additionally a revised Treasury Management Policy Statement issued for approval.

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. Treasury Management is about the management of risk. The Authority is responsible for its treasury decisions and activity. No treasury management activity is without risk.

1.3. The purpose of this TMSS is to allow Council to approve:

- Treasury Management Strategy for 2012/13
- Annual Investment Strategy 2012/13
- Prudential Indicators for 2012/13, 2013/14 and 2014/15
- MRP Statement
- Adoption of the revised Treasury Management Code of Practice & Guidance notes and subsequent amendments

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 CIPFA Treasury Management Code was revised in November 2011 and as per requirements of the Prudential Code, Council are asked to approve the adoption of the revised code.

1.6. 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 is measured by the Capital Financing Requirement (CFR), which 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:

	2011/12 Estimate £m	**2012/13 Estimate £m**	**2013/14 Estimate £m**	**2014/15 Estimate £m**
General Fund CFR	161.7	191.2	221.1	229.2
HRA CFR	268.0	268.0	268.0	268.0
Total CFR	429.7	459.2	489.1	497.2
Less: Existing Profile of Borrowing and Other Long Term Liabilities *	168.1	160.9	153.9	147.9
Cumulative Maximum External Borrowing Requirement	**261.6**	**298.3**	**335.2**	**349.3**
Balances & Reserves**	29.8	26.5	23.9	24.1
Cumulative Net Borrowing Requirement/(Investments)	**231.8**	**271.8**	**311.3**	**325.2**

* The existing profile of borrowing and other long term liabilities does not include potential LOBO loan maturities which may or may not occur. Over the next three years, loans totalling £8m, £10m and £11m respectively will be in their call state.
**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 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. For the purposes of Treasury management the estimates for capital expenditure shown in the next table vary from the draft budget. Figures presented here are an estimate of likely capital cash outflows whereas the capital budget is set on an accruals basis.

Capital Expenditure	**2011/12 Approved £m**	**2011/12 Revised £m**	**2012/13 Estimate £m**	**2013/14 Estimate £m**	**2014/15 Estimate £m**
General Fund	61.8	51.4	87.3	71.1	37.0
HRA	11.9	13.4	17.9	13.7	7.0
Total	**73.7**	**64.8**	**105.2**	**84.8**	**44.0**

2.5. Capital expenditure is expected to be financed as follows:

Capital Financing	**2011/12 Approved £m**	**2011/12 Revised £m**	**2012/13 Estimate £m**	**2013/14 Estimate £m**	**2014/15 Estimate £m**
Capital Receipts	20.9	15.0	15.5	12.7	0
Government Grants	24.7	25.8	36.8	18.7	17.7
Revenue Contributions	1.9	2.1	2.4	3.5	3.5
Other External Funding	3.0	5.3	3.3	5.8	3.9
Unsupported Borrowing	23.2	16.6	47.2	44.1	18.9
Total	**73.7**	**64.8**	**105.2**	**84.8**	**44.0**

Incremental Impact of Capital Investment Decisions:

2.6. As an indicator of affordability the table below shows the notional impact of capital investment decisions on Council Tax and housing rent levels and represent the impact on these if the financing of the capital programme were to be funded from taxes and rents. However, in reality much of the capital programme is funded from the sale of released or newly created assets, revenue savings for invest to save schemes and additional rental income for HRA developments.

Incremental Impact of Capital Investment Decisions	**2012/13 Estimate**	**2013/14 Estimate**	**2014/15 Estimate**
Increase in Band D Council Tax	£21.96	£22.05	£15.78
Increase in Average Weekly Housing Rents	£5.02	£(0.01)	£0.22

Reform to the Council Housing Subsidy System

2.7. The Council housing self-financing reforms involve the removal of the housing subsidy system by transferring a one-off allocation of national housing debt in return for the retention of all rental income that is currently pooled under the subsidy regime. Settlement date is 28th March 2012 and will result in the Council more than doubling it's debt to fund the settlement figure of £191.6m in return for an annual subsidy payment to central government that currently amounts to £15m per annum.

2.8. New Borrowing from 1st April 2012 will be allocated to the relevant GF and HRA debt pools. Pre-settlement loans will be frozen at 31st March 2012 and will be allocated to the two pools to align historic debt to GF and HRA respectively.

2.9. The Council has the option of borrowing externally 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 the Council will adopt a two pool approach in relation to the allocation of debt between the GF and the HRA.

2.10. A two pool approach involves splitting existing loans between the GF and HRA and then allocating new loans to each pool as required. This has been adopted for clarity and transparency. Treasury management decisions on the structure, timing of borrowing and debt management will be made independently for the GF and HRA. Interest on loans will be calculated in accordance with proper accounting practices. Interest expenditure on external borrowing will be attributed to GF and HRA accordingly.

2.11. The policy for apportioning existing loans is based on matching actual HRA capital expenditure with actual borrowing.

2.12. If the GF and HRA wish to swap loans as a result of strategic decisions this will be undertaken at no internal premium or discount.

2.13. Where the GF or HRA has surplus cash balances which allow either account to have external borrowing below its level of CFR, the rate charged on this internal borrowing will be based on the average rate of interest earned on cash balances for the financial year.

2.14. **HRA Indebtedness:** As a requirement of the Prudential Code a limit of £303.3m has been set for HRA indebtedness for 2012/13 and the following two years.

2.15. 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.

Ratio of Financing Costs to Net Revenue Stream	2011/12 Approved %	2011/12 Revised %	2012/13 Estimate %	2013/14 Estimate %	2014/15 Estimate %
General Fund	4.25	2.92	4.00	5.08	5.85
HRA	31.17	30.80	28.11	27.24	26.61
Weighted Average	**9.99**	**8.64**	**9.07**	**9.88**	**10.46**

3. Borrowing and Rescheduling Strategy

3.1. The Council's balance of estimated external debt at 31 March 2012 (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).

Authorised Limit for External Debt	2011/12 Approved £m	2011/12 Revised £m	2012/13 Estimate £m	2013/14 Estimate £m	2014/15 Estimate £m
Borrowing	489	489	496	527	535
Other Long term Liabilities	3	3	3	2	2
Authorised Limit	**492**	**492**	**499**	**529**	**537**

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.

Operational Boundary for External Debt	2011/12 Approved £m	2011/12 Revised £m	2012/13 Estimate £m	2013/14 Estimate £m	2014/15 Estimate £m
Borrowing	459	459	466	497	505
Other Long term Liabilities	3	3	3	2	2
Operational Boundary	**462**	**462**	**469**	**499**	**507**

3.4. The Chief Finance Officer 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. **Gross and Net Debt:** - a new indicator will be included once final guidance is clarified.

3.6. 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 Institutions
- Borrowing from the Money Markets
- Capital Markets (stock issues, commercial paper and bills)
- Local authority bills
- Structured finance
- Leasing

3.7. 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 2012/13. 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 2012/13, be the most cost effective means of financing capital expenditure.

3.8. 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.

3.9. 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.

3.10. HRA Reform Financing – On the 20 September 2011, HM Treasury announced the PWLB rates offered to local authorities would be temporarily reduced to allow councils to borrow at lower levels for their one-off HRA reform settlement payment. This will enable the Council to borrow at around 0.13% above the

equivalent gilt yield (current borrowing rates are 1% above the gilt yield) to fund the HRA transaction. These lower rates will be available on 26th March 2012 only. Although various sources of borrowing will be considered, it is likely that due to the temporary reduction, all HRA reform financing will be sourced from the PWLB utilising a mix of variable and fixed rate loans with varying maturities.

3.11. The Council has £48m loans, which are LOBO loans (Lender's Options Borrower's Option) of which £8m of loans will be in their call period in 2012/13. 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.

3.12. 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.

3.13. 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.

3.14. Borrowing and rescheduling activity will be reported monthly to Cabinet.

3.15. Where temporary borrowing is required this will be attributed directly to either the GF or HRA as needed. Interest costs will be allocated accordingly.

3.16. 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.

Upper Limits for Interest Rate Exposure	Estimated Level (or benchmark level at 31/03/12 %	2011/12 Revised %	2012/13 Estimate %	2013/14 Estimate %	2014/15 Estimate %
Upper Limit for Fixed Interest Rate Exposure on Debt	85	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
Upper Limit for Variable Interest Rate Exposure on Investments	(100)	(100)	(100)	(100)	(100)

For the purposes of the above indicator investments over one year in duration are classified as fixed.

3.17. 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. The first scheduled LOBO call option has been included as the maturity date within this indicator.

Maturity structure of fixed rate borrowing	PWLB Estimated level (Benchmark level) at 31/03/12 %	Market LOBO 1st call option at 31/03/12 %	Lower Limit for 2012/13 %	Upper Limit for 2012/13 %
under 12 months	3.44	5.22	0	25
12 months and within 24 months	3.44	6.53	0	25
24 months and within 5 years	7.54	10.44	0	50
5 years and within 10 years	32.31	9.14	0	100
10 years and within 20 years	3.26	0	0	100
20 years and within 30 years	0.00	0	0	100
30 years and within 40 years	0.00	0	0	100
40 years and within 50 years	18.68	0	0	100
50 years and above	0	0	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 Chief Finance Officer, 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. Credit markets remain in a state of distress as a result of the excessive and poor performing debt within the financial markets. In some instances, Greece and Italy being the most notable examples, the extent and implications of the debt it has built up have lead to a sovereign debt crisis and a banking crisis with the outcome still largely unknown. It is against this backdrop of uncertainty that the Council's investment strategy is framed.

4.5. Changes implemented to the investment strategy for 2012/13 include:

- The addition of corporate bonds which the CLG have indicated will become eligible as non-capital investments from 01/04/12
- The addition of Bank Nederlandese Gemeenten (Long term rating AAA/AAA/Aaa)
- Reduction of MMF limits from 15%/£10m to 10%/£7.5m
- Removal of Clydesdale Bank from the Counterparty list

4.6. The Council's estimated level of investments at 31 March 2012 is presented at Appendix A.

4.7. The Council's in-house investments are made with reference to the outlook for the UK Bank Rate and money market rates.

4.8. In any period of significant stress in the markets, the default position is for investments to be made with the Debt Management Office (DMO) or UK Treasury Bills. (The rates of interest from the DMO are below equivalent money market rates, but the returns are an acceptable trade-off for the guarantee that the Council's capital is secure)

4.9. Investment returns attributable to the HRA will be based on the Item 8 determination

4.10. **Credit Risk**: The Council considers security, liquidity and yield, in that order when making investment decisions. Credit ratings remain an important element of assessing credit risk but they are not the sole feature in the Council's assessment of counterparty credit risk. The Council also considers alternative assessments of credit strength and information on corporate developments of, and market sentiment towards counterparties. The following key tools are used to assess credit risk.

- Credit Ratings - minimum long term A- or equivalent for counterparties; AA+ for non-UK sovereigns. (The counterparty limit is lower than the A+ minimum adopted in 2011/12 and is in response to downgrades in the credit ratings below A+ of many institutions considered to be systemically important to the financial system)
- Credit Default Swaps (where quoted)
- Economic fundamentals such as GDP; Net Debt as a Percentage of GDP
- Sovereign support mechanisms/potential support from a well-resourced parent institution
- Share Prices (where quoted)
- Macro-economic indicators
- Corporate developments, news articles and market sentiment.
- Subjective overlay

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

4.11. The UK Bank Rate has been maintained at 0.5% since March 2009, and is anticipated to remain at low levels throughout 2012/13. 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.

4.12. With short term interest rates low for even longer, an investment strategy will typically result in a lengthening of investment periods, where cash flow and credit conditions permit, in order to lock in higher rates of acceptable risk adjusted returns.

4.13. In order to spread an investment portfolio largely invested in cash, investments will be placed with a range of approved investment counterparties in order to achieve a diversified portfolio of prudent counterparties, investment periods and rates of return. Maximum investment levels with each counterparty will be set to ensure prudent diversification is achieved.

4.14. Money market funds (MMFs) will be utilised, but good treasury management practice prevails and whilst MMFs provide good diversification the Council will also seek to diversify any exposure by utilising more than one MMF. The Council will also restrict its exposure to MMFs with lower levels of funds under management and will not exceed 0.5% of the net asset value of the MMF. Where MMF's participate, the Council utilises the facilities of a MMF portal to make subscriptions and redemptions. The portal procedure involves the use a clearing agent however the Council's funds are ring fenced throughout the process.

4.15. 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 funds will be regularly monitored for both performance and to ensure their continued suitability in meeting the Council's investment objectives.

4.16. 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 Minimum Revenue Provision (MRP) Guidance, MRP should be applied over a 20 year period. The Council has determined that it is not currently prudent to make investments which constitute capital expenditure. These would presently need to be sourced from revenue and therefore the requirement for MRP would make the investment not viable.

4.17. The use of financial instruments for the management of risks: Currently, Local Authorities' legal power to use derivative instruments remains unclear. The General Power of Competence enshrined in the Localism Bill is not sufficiently explicit. Consequently, the Council does not intend to use derivatives. Should this position change, the Council may seek to develop a detailed and robust risk management framework governing the use of derivatives, but this change in strategy will require full Council approval.

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

4.19. 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.

Upper Limit for total principal sums invested over 364 days	2011/12 Approved £m	2011/12 Revised £m	2012/13 Estimate £m	2013/14 Estimate £m	2014/15 Estimate £m
	17	17	80	53	26

4.20. 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. 2012/13 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 four MRP options available are:

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

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

7.3. MRP in 2012/13: Option 1 and 2 will be used for the majority of GF historic debt particularly that deemed to be supported through the Revenue Support Grant. For major projects where capital expenditure is funded from prudential borrowing Option 3 will be used to provide MRP over the life of the asset to which the borrowing was applied.

7.4. Following the HRA self-financing settlement, HRA debt will increase from £65m to £256.6m with a borrowing cap of £303.3m. It is proposed that the HRA will make a form of MRP to pay down this debt over the 30 year business cycle on which the settlement is based.

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 including Prudential Indicators are provided to Cabinet as part of the budget monitoring process. Additionally a six month strategy outturn report is taken to Cabinet.

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

TMSS which are required during the year will be submitted to Cabinet for approval. In addition, Audit Committee is responsible for the yearly scrutiny of treasury management practices.

9. Revision to the CIPFA Treasury Management Code of Practice and Guidance Notes

CIPFA revised the Treasury Management Code of Practice (TM Code) and associated Guidance Notes in November 2011. This revision is an update to the TM Code and Guidance Notes last published in November 2009 and approved by Council in February 2010. The TM Code has been reviewed and updated following recent developments and anticipated regulatory changes relating to the Localism Bill 2011, including housing finance reform and the introduction of the General Power of Competence. Council is required to adopt the revised Code and approve the associated Treasury Management Policy Statement.

Below are the principle changes to the code:

- The Council must explicitly state in their TMSS whether they plan to use derivative instruments to manage risks, and ensure they have the legal power to do so.

- The Council will need to make reference to their high level approach to borrowing and investment in their Treasury Management Policy Statement. (See appendix E for the revised Treasury Management Policy Statement)

- Less focus has been placed on the 'minimum credit limits' for investment counterparties, with more focus on the 'minimum acceptable credit quality.

- New treasury indicator: Upper limits on the proportion of net debt to gross debt; to highlight where an authority may be borrowing in advance of its cash requirement.

- The Council may wish to create a new treasury indicator which considers credit risk.

- Expansion of the risk management chapter.

- New Section in the TM Code Guidance Notes on the 'Treasury Management Implications of the Housing Self-Financing Reform. (Debt and interest allocations)

10. 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 Ltd to provide a treasury advisory service, which details the agreed schedule of services. Performance is measured against the schedule of services to ensure the services being provided are in line with the agreement.

APPENDIX A

EXISTING PORTFOLIO PROJECTED FORWARD

	31 Mar 12 Estimate £m	31 Mar 13 Estimate £m	31 Mar 14 Estimate £m	31 Mar 15 Estimate £m
External Borrowing:				
Fixed Rate – PWLB	105.2	99.9	94.7	90.4
Fixed Rate – Market	40.0	38.0	37.0	33.0
Variable Rate – PWLB	12.0	10.5	9.0	7.5
Variable Rate – Market	8.0	10.0	11.0	15.0
Current Borrowing	**165.2**	**158.4**	**151.7**	**145.9**
New Borrowing	-	271.8	311.3	325.2
Total Borrowing	**165.2**	**430.2**	**463.0**	**471.1**
Existing long term liabilities	2.9	2.5	2.2	2.0
Total Gross External Debt	**168.1**	**432.7**	**465.2**	**473.1**
Total Investments	38.4	39.5	36.7	34.9
Net Borrowing Position	**129.7**	**393.2**	**428.5**	**438.2**

APPENDIX B

Arlingclose's Economic and Interest Rate Forecast

	Mar-12	Jun-12	Sep-12	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15
Official Bank Rate													
Upside risk					0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk													
1-yr LIBID													
Upside risk	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	1.75	1.75	1.75	1.75	1.80	1.85	1.95	2.00	2.10	2.20	2.30	2.40	2.40
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
5-yr gilt													
Upside risk	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	1.30	1.35	1.40	1.50	1.60	1.70	1.80	2.00	2.10	2.30	2.40	2.50	2.50
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
10-yr gilt													
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	2.30	2.40	2.45	2.50	2.55	2.60	2.70	2.75	2.80	2.85	2.90	3.00	3.00
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
20-yr gilt													
Upside risk	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	3.05	3.05	3.10	3.20	3.25	3.30	3.35	3.40	3.45	3.50	3.60	3.75	3.75
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
50-yr gilt													
Upside risk	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	3.40	3.50	3.60	3.70	3.80	3.90	4.00	4.00	4.00	4.10	4.20	4.25	4.25
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

- Conventional monetary policy has become largely redundant; the Bank of England and the US Federal Reserve have signalled their respective official interest rates will be on hold through to the end of 2012. We think that it could be 2016 before official UK interest rates rise.
- The UK's safe haven status, the direct effect of QE and minimal prospect of an increase in policy rates are expected to keep gilt yields at their lows in the near term.
- A disorderly outcome to the Eurozone sovereign crisis remains a key economic, credit and political risk.

Underlying Assumptions:

- Financial market stress is expected to remain a feature of 2012. Rates within Interbank markets (where banks fund the majority of their day to day operations) have continued to climb. This dynamic was a characteristic of the 2008 banking crisis and whilst the authorities have flooded the markets with liquidity, it is still a strong indicator of market risk.

- Inflation has moderated back to 4.8% in November. CPI is expected to drop gradually back towards the 2% target as the January 2011 VAT increase, the surge in oil prices and the large energy price hikes fall out of the twelve month comparison.
- Recent data and surveys suggest that since the summer the UK economy has lost the admittedly fragile momentum. Business and consumer surveys point to continued weakness in coming months. Public spending cuts, austerity measures, credit constraints, low business and consumer confidence could result in the economy stalling (Q3 excepted, when the 2012 Olympics will provide a temporary boost) and most likely pressure the Bank of England to provide further QE.
- Faltering global growth will not be helped by the considerable uncertainty and expansion of risks presented by the crisis in the Eurozone and gridlock in the US going into an election year. The knock-on effects could in turn weigh on growth in China and emerging market countries.
- Gilt supply is expected to be higher in 2012-13 than earlier forecast by the Treasury. However, over the short-term, gilts will retain their safe-haven status as euro area contagion risks grow.
- Sizeable European bond redemptions and refinancing (Italy in particular) in the first half of 2012 remain significant challenges. Headwinds to fiscal convergence and treaty changes could intensify downgrade pressures on the AAA core nations as well as peripheral countries. The effectiveness of the European Financial Stability Fund (EFSF) may prove limited, increasing the possibility of a sovereign failure or the break-up of the euro area.

APPENDIX C

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
- Corporate Bonds
- Commercial Paper
- AAA-rated Money Market Funds with a Constant Net Asset Value (CNAV)
- *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.

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

For credit rated counterparties, the minimum criteria will be the lowest equivalent long term ratings assigned by Fitch, Moody's and Standard & Poor's (where assigned).

Long term minimum: A-(Fitch); A3 (Moody's;) A- (S&P)

New specified investments will be made within the following limits:

Instrument	**Country/ Domicile**	**Counterparty**	**Maximum Counterparty Limits %/£m**
Term Deposits	UK	DMADF, DMO	No limit
Term Deposits/Call Accounts	UK	Other UK Local Authorities	£35m per Local Authority / No total limit
Term Deposits/Call Accounts/CD's	UK	Counterparties rated at least A- Long Term (or equivalent)	15% / £20m
Term Deposits/Call Accounts/CD's	Non-UK	Counterparties rated at least A- (or equivalent) in select countries with a Sovereign Rating of at least AA+	15% / £15m
Gilts	UK	DMO	No limit
Treasury Bills	UK	DMO	No limit
Local Authority Bills	UK	Other UK Local Authorities	No limit
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/ Luxembourg domiciled	CNAV MMFs VNAV MMFs (where there is greater than 12 month history of a consistent £1 Net Asset Value)	10% / £7.5m per fund. Maximum MMF exposure 75%
Other Money Market Funds and Collective Investment Schemes	UK/Ireland/ Luxembourg domiciled	Pooled funds which meet the definition of a Collective Investment Scheme (CIS) per SI 2004 No 534 and subsequent amendments	10% / £7.5m per fund. Maximum MMF exposure 75%
Commercial Paper	UK	Counterparties rated at least A- Long Term (or equivalent	15% / £20m
Corporate Bonds	UK	Counterparties rated at least A- Long Term (or equivalent	15% / £20m

Instrument	Country/ Domicile	Counterparty	Maximum Counterparty / Group Limit £m	Maximum Counterparty / Group Limit %
Term Deposits	UK	DMADF, DMO	No limit	No Limit
Term Deposits	UK	Other UK Local Authorities	£35m per Local Authority	No Limit
Term Deposits /Call Accounts	UK	Lloyds Banking Group (Including Bank of Scotland)	20	15
Term Deposits /Call Accounts	UK	Barclays Bank Plc	20	15
Term Deposits /Call Accounts	UK	HSBC Bank Plc	20	15
Term Deposits /Call Accounts	UK	Nationwide Building Society	20	15
Term Deposits /Call Accounts	UK	RBS Group (Royal Bank of Scotland and Nat West)	20	15
Term Deposits /Call Accounts	UK	Standard Chartered Bank	20	15
Term Deposits /Call Accounts	Australia	Australia and NZ Banking Group	15	15
Term Deposits /Call Accounts	Australia	Commonwealth Bank of Australia	15	15
Term Deposits /Call Accounts	Australia	National Australia Bank Ltd (National Australia Bank Group)	15	15
Term Deposits /Call Accounts	Australia	Westpac Banking Corp	15	15
Term Deposits /Call Accounts	Canada	Bank of Montreal	15	15
Term Deposits /Call Accounts	Canada	Bank of Nova Scotia	15	15
Term Deposits /Call Accounts	Canada	Canadian Imperial Bank of Commerce	15	15
Term Deposits /Call Accounts	Canada	Royal Bank of Canada	15	15
Term Deposits /Call Accounts	Canada	Toronto-Dominion Bank	15	15
Term Deposits /Call Accounts	Finland	Nordea Bank Finland	15	15
Term Deposits /Call Accounts	France	BNP Paribas	15	15

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

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.

APPENDIX D

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:

	In-house use	**Maximum maturity**	**Max % of portfolio**	**Capital expenditure?**
▪ Deposits with banks and building societies ▪ CDs with banks and building societies	✓ ✓	5 Years	40 In Aggregate	No
▪Gilts ▪Bonds issued by multilateral development banks ▪Bonds issued by UK financial institutions ▪Sterling denominated bonds by non-UK sovereign governments ▪Corporate Bonds	✓ (on advice from treasury advisor)	6 Years	40 In Aggregate	No
Money Market Funds and Collective Investment Schemes, which are not credit rated	✓ (on advice from treasury advisor)	5 Years	15 In Aggregate	No

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

APPENDIX E

TREASURY MANAGEMENT POLICY STATEMENT

INTRODUCTION AND BACKGROUND

The Council adopts the key recommendations of CIPFA's Treasury Management in the Public Services: Code of Practice (the Code), as described in Section 5 of the Code.

Accordingly, the Council will create and maintain, as the cornerstones for effective treasury management:-

- A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities

- Suitable treasury management practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The Council (i.e. full Council) will receive reports on its treasury management policies, practices and activities including, as a minimum, an annual strategy and plan in advance of the year. Cabinet will receive a mid-year review and an annual report after its close.

The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to Cabinet and Audit Committee and for the execution and administration of treasury management decisions to Chief Finance Officer, who will act in accordance with the organisation's policy statement and TMPs and CIPFA's Standard of Professional Practice on Treasury Management.

The Council nominates Cabinet and Audit Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

POLICIES AND OBJECTIVES OF TREASURY MANAGEMENT ACTIVITIES

The Council defines its treasury management activities as:

"The management of the Council'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."

This Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.

The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management."

The Council's borrowing will be affordable, sustainable and prudent and consideration will be given to the management of interest rate risk and refinancing risk. The source from which the borrowing is taken and the type of borrowing should allow the Council transparency and control over its debt.

The Council's primary objective in relation to investments remains the security of capital. The liquidity or accessibility of the Authority's investments followed by the yield earned on investments remain important but are secondary considerations.

HILLINGDON
LONDON

PAY POLICY STATEMENT 2012-13

1. Purpose

1.1. The Localism Act 2011 requires relevant authorities (including London Boroughs) to prepare and publish an annual pay policy statement.

1.2. This pay policy statement responds to the recommendations of the Hutton Review of Fair Pay in the Public Sector (March 2011) by ensuring transparency of pay policies within the Council to residents.

2. Approval

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

3. Communication

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

4. Publication & Access to Data

4.1. Details of all Chief Officer remuneration will be published on the Council's website and updated annually. This information will also be included in the Council's annual statement of accounts which will also be published on the Council's website.

4.2. This information will be provided in an open 'machine-readable' format such as MS Excel, allowing for open re-use, including commercial and research activities, in order to maximise value to the public.

5. Definitions

Chief Officers

5.1. The definition of Chief Officers, as set out in section 43(2) of the Localism Act (2011) includes the Council's Chief Executive Officer and Corporate Directors, as well as all those directly reporting to these officers, including Deputy Directors and Heads of Service.

Lowest Paid Employees

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

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

Remuneration

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

Pay Multiples

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

6. Job Evaluation

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

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

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

7. Appointments to Chief Officer posts and remuneration levels

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

7.2. Remuneration levels are set within the relevant pay scale as follows:

Internal Appointments

i) Chief Officers promoted to a new role at a higher grade will be appointed at the lowest point of the new salary band that demonstrates a substantive increase on

their current salary reflecting the new and additional responsibilities (to a maximum of two increments).

ii) Chief Officers moving laterally to a new role at a similar grade level will be appointed on the same salary as their current role.

iii) Chief Officers moving to a new role evaluated at a minimum of one grade lower than their current grade will be appointed on a salary at the maximum of the new, lower salary band.

External Appointments

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

8. Salary Benchmarking

8.1. The Council completes an annual benchmarking review of Chief Officer pay using available information across all London Boroughs and national pay rates across all sectors. This exercise is used to ensure that the Council's approach to reward of Chief Officers fairly reflects the conditions within the local recruitment market.

8.2. The Council objective is to position its remuneration of Chief Officers to ensure that the Council can remain competitive within the local recruitment market whilst ensuring that high calibre leaders can be recruited and retained.

9. Remuneration Levels

9.1. This pay policy statement sets out the Council's current approach to Chief Officer Pay, and any in year changes to the policy will require full Council approval.

9.2. Through approval of this pay policy statement full Council approves new appointments to existing Senior Chief Officers to posts which attract salary packages (including salary, any bonuses, fees, allowances or benefits in kind routinely payable to the appointee) of over £100,000.

9.3. Senior Chief Officer posts paid at the following salary scales will be listed within the annual pay policy statement for full Council approval. Currently the following posts fall within these salary ranges:

i. Salary Scale (£92,337 – £125,457)

- Deputy Director – Finance
- Deputy Director – Children & Families Social Care
- Deputy Director – Social Care, Health & Housing
- Deputy Director - Education
- Deputy Director – Public Safety
- Deputy Director – ICT, Business Services & Highways

ii. Salary Scale (£111,879 - £149,811)

- Corporate Director - Social Care, Health & Housing

iii. Salary Scale (£128,661 - £172,284)

- Deputy Chief Executive / Corporate Director - Central Services
- Deputy Chief Executive / Corporate Director - Planning, Environment, Education and Community Services

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

10. Additional Payments

Recruitment & Retention premia

10.1. The Council's nationally agreed pay structures normally allow for the competitive recruitment and retention of high calibre Chief Officers.

10.2. Exceptionally the Council may need to respond to external market conditions when recruiting or retaining employees with specific skills, knowledge or capabilities. In order to respond to short to mid term shortages within the employment market the Council can apply a recruitment and retention premia payment to Chief Officer roles through the application of the Council's Market Factor Supplements policy.

10.3. All such premia payments must be supported by benchmarking data to determine genuine scarcity within the market and to determine the level of any agreed additional payments. The Chief Executive Officer must approve all recruitment and retention premia. These payments should be reviewed at least an annual basis to ensure the prevalent market conditions that form the basis of payment remain in force.

10.4. Any such payments to Chief Officers will be published annually on the Council's website together with the annual pay policy statement.

Additional Responsibility payments

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

Car Allowances

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

Expenses incurred

10.7. The Council provides all staff required to travel with access to Oyster Cards and Payment Cards to ensure expenses claims are only made in exceptional

circumstances. Any claims for expenses and mileage are receipted and limited to the levels set out in the NJC for Local Government Services agreement.

11. Salary Progression & Performance Related Pay

11.1. Chief Officer salary progression is subject to performance and is assessed annually as part of the Council's performance appraisal process. There is no pay progression for Chief Officers who do not demonstrate the required standards within their role.

11.2. Chief Officers who fully meet the expected performance standards of their role can progress one increment point along their pay scale annually.

11.3. Chief Officers who demonstrate exceptional performance which exceeds the standards required, progress by an additional increment point.

11.4. Once a Chief Officer is at the top of their pay scale then they become eligible to a one-off non-consolidated performance related payment equivalent to one increment point for those who fully meet the expected performance standards, and two increment points for those demonstrating exceptional performance.

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

12. Payments for local election duties

12.1. Council staff can be employed on election duties of varying types. The fees paid to Council employees for undertaking these election duties vary according to the type of election they participate in, and the nature of the duties they undertake.

12.2. Returning Officer duties (and those of the Deputy Returning Officer) are contractual requirements, and fees paid to them for national elections/referendums are paid in accordance with the appropriate Statutory Fees and Charges Order and are paid by the body responsible for the conduct of the election.

13. Bonus Payments

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

14. Redundancy and Severance Payments

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

14.2. In instances where a candidate for a vacant position within the Council has received a severance payment from the London Borough of Hillingdon (including any redundancy payment) within the last year, the Chief Executive Officer must approve any proposed appointment.

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

15. Chief Officer Pay Multiples

.

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

15.2. The current pay multiple between the salary of the lowest paid employees and the Chief Executive officer is 12.5.

15.3. The current pay multiple between the Council's median salary and that of the Chief Executive officer salary is 7.35.

16. Remuneration decisions

16.1. The Council does not have a separate remuneration committee but in 2012-13 consideration will be given to expanding the terms of reference of the current appointments panel to include the remit of a remuneration panel.

17. Pensions

17.1. The Council's policy covering re-employment to a position with eligibility to join the Local Government Pension Scheme (LGPS), states that the total of the pension and salary from the re-employment, should not exceed the index linked value of the salary on leaving employment. Should earnings exceed this level, then the pension will be subject to a temporary reduction of the excess, for the duration of re-employment.

17.2. Further information regarding the impact on previous employees with a LGPS pension and re-employment is available on the Council's website at the following web address - http://www.hillingdon.gov.uk/index.jsp?articleid=6487

18. Management of Workforce Costs

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

Appendix 12

COMMENTS FROM THE POLICY OVERVIEW COMMITTEES ON THE CABINET'S BUDGET PROPOSALS

A meeting of the Corporate Services and Partnerships Policy Overview Committee on 6th February 2012 considered the comments made by all the Policy Overview Committees on the budget and agreed to submit them to Cabinet for consideration:

Residents' & Environmental Services POC – 17 January 2012

In noting the 2012/13 budget proposals for Planning, Environment and Community related services, Members of the Committee congratulated the Directorate for achieving the £4.3m budget savings that had been seen without adverse effects to Hillingdon residents. It noted in particular, that so many fees and charges had been held at constant prices and most prices preserved were below inflation, and that the Capital Programme had remained constant.

The Committee noted the budget projections contained in the report, and on the combined budget proposals put forward by the Directorate, within the context of the corporate budgetary position.

There were no specific comments.

Corporate Services & Partnerships POC – 18 January 2012

Members praised officers for the work which had been carried out in the preparation of the budget and the work which had been carried out in relation to efficiency savings, which had had a minimal impact on front line services.

The budget projections and the combined budget proposals put forward by the Central Services Directorate were noted and officers were congratulated for the work they had carried out in preparation of the budget.

There were no specific comments.

Education & Children's Services POC –19 January 2012

The Committee welcomed the budget proposals and noted with pleasure the overall stability of available expenditure. In challenging economic times it was noteworthy that the Education and Children's Services related budgets were clearly healthy and well managed – and budgets that the Committee would continue to monitor.

There were no specific comments.

Social Services, Health & Housing POC – 25 January 2012

In noting the proposals, Members of the Committee thanked officers for the comprehensive report setting out the budget proposals for Adult Social Care, Health and Housing related services within the context of the corporate budgetary position. The Committee noted the ongoing challenge for Adult Social Care and Housing in managing budgets in the current economic climate.

The Committee endorsed the key priorities as set out in the report but expressed concern about pressures created by:

- The increasing number of dementia cases
- The increase in transitional children due to demographic changes
- The significant implications of an ageing population
- Changes to Housing benefits

SCHOOLS BUDGET 2012/13

Cabinet Member	Councillor Jonathan Bianco Councillor David Simmonds
Cabinet Portfolio	Finance, Property and Business Services Education and Children's Services
Officer Contact	Peter Malewicz – Planning, Environment, Education and Community Services
Papers with report	Consultation Document – Schools, Early Years and 14-16 Funding Arrangements 2012/13 Report to Schools Forum – Consideration of School Consultation Responses Draft Minutes of Schools Forum – 24 January 2012

HEADLINE INFORMATION

Summary	The purpose of this report is to seek Cabinet's approval for the size and distribution of the schools budget for 2012/13, following consultation with school Headteachers and Governors and Private, Voluntary and Independent nursery providers and having regard to the advice of the Schools Forum
Contribution to our plans and strategies	Schools are a key frontline service in the borough, and are the largest service providing investment in residents' children's and young people's future life chances, and delivering on Our People theme in the Council's Vision, and the improving Aspiration Through Education and Learning priority in the Sustainable Community Strategy. The distribution of funding to schools supports these strategic aims.
Financial Cost	Funding for schools and school related expenditure is provided through the Dedicated Schools Grant (DSG) and the Pupil Premium and as such has no impact on the Council's budget requirement.
Relevant Policy Overview Committee	Education and Children's Services Policy Overview Committee
Ward(s) affected	All

RECOMMENDATIONS:

That Cabinet:

1) **Agrees that the total Schools Budget for 2012/13 will be equal to the total of the Dedicated Schools Grant (as set out in paragraph 28) and Pupil Premium Grant (where the rate is set out in paragraph 26, but the final total figure is still to be released) provided to the Council.**
2) **Approve the proposed changes to the Primary and Secondary schools funding formula as agreed by schools and the Schools Forum, as set out in paragraphs 11 to 24.**
3) **Approves the proposal to introduce a Transitional Funding Arrangement of +/- 1.5% over a period of two years, where the full implications will be realised in the third year.**

Reasons for recommendation

Cabinet is the decision making body for school funding issues and decisions are required on the arrangements to allow for final funding allocations to be provided to schools by no later than 31 March 2012.

The School Finance (England) Regulations 2011 requires the Council to consult the Schools Forum on a range of financial matters prior to making decisions on them. Each year the Council consults with schools on the following years funding and school funding formulas, for 2012/13 budgets, this consultation ended on 17 January 2012 and has been considered at the Schools Forum meeting on 24 January 2012, the results of which are reflected in the recommendations of this report.

Alternative options considered / risk management

A range of funding models were considered as part of the review of the Primary and Secondary schools funding formula. Schools were informally consulted on the new proposal in December 2011, which resulted in a number of changes being made to the funding model that was formally consulted on in January 2012.

Cabinet could decide to recommend that Schools Forum reconsider the proposed Primary and Secondary schools funding formula, including the inclusion of a transitional arrangement over a period of 2 years. However, such decisions are not recommended as the proposals contained in this report are the result of a significant consultation process with Schools Forum, schools and other stakeholders.

The recommended Schools Budget 2012/13 contains a number of contingencies to provide for the growth in nursery and reception age children, where it is uncertain at this point in time, where the required additional classes need to be provided for. It also includes an increased contingency for the placement of children with Special Educational Needs and an increase in the resources required to deliver effective Alternative Education provision.

INFORMATION

Comments of Policy Overview Committee(s)

The Education and Children's Services Policy Overview Committee considered the schools' budget as part of the Budget Proposals report that was held on 19 January 2012. No comments were received with regards to the schools' budget.

Supporting Information

1. Throughout 2011/12 there has been a significant change in the landscape and funding arrangements of schools, including the Academies Act 2010, significant consultation on school funding arrangements and through the Schools Forum, a fundamental review of the Primary and Secondary School Funding Formula.

Academies Act 2010

2. The introduction of the Academies Act 2010, and its subsequent amendments, has resulted in 10 Secondary and 1 Special schools becoming academies in 2011/12, with a further 3 Secondary and 2 Special schools expected to convert before the 31 March 2012.

3. Currently, the funding for Academies is received by the local authority within the Dedicated Schools Grant. The Young People's Learning Agency (YPLA), now the Education Funding Agency (EFA), recoups the relevant Academy school budget through deductions from the Individual Schools Budget (DSG funded) and the retained DSG, known as the DSG Local Authority Central Spend Equivalent Grant (LACSEG).

Consultations

4. The coalition Government released a significant number of consultations with local authorities throughout the year, some of which potentially will have a significant impact on the future funding arrangement for schools. These include the following:

   <u>The Basis for the Decision on the Appropriate Amount of Academies Funding Transfer for 2011-12 and 2012-13</u>

5. Consultation was issued in July 2011, with a response required within a 4 week timeframe. The implications of this suggested that all Local Authority budgets would be subject to a further top-slice, both in 2011/12 and 2012/13. It was decided that the budget savings requirement would be increased by £1.8 million to reflect this potential reduction in the budget for 2012/13.

   <u>A consultation on school funding reform: Proposals for a fairer system</u>

6. This consultation was released in July 2011, with a response required by the middle of October 2011. In summary this represented a significant change from the previously trailed intention to create a new national funding formula, as stated in the Education White Paper in November 2010, in terms of both timetable and content. The key points are:
   - The current funding system will continue unreformed until at least 2013/14
   - Schools will continue to be funded primarily from the ringfenced Dedicated Schools Grant (DSG) and the Pupil Premium
   - The Minimum Funding Guarantee (MFG) will continue under the current and proposed reformed systems
   - The reformed system will either create notional allocations for each school aggregated to the local authority level and then distributed via a local formula, or a revised distribution of funding at local authority level – in each case funding for

individual maintained schools and Academies will be determined by a local funding formula (as present)

- The DSG will be calculated from the aggregations of four funding blocks covering schools, early years, high cost pupils (i.e. special needs and alternative provision), and centrally retained functions
- These funding blocks will not be ringfenced but limits will be placed on movement between them through the MFG and a mechanism similar to the current Central Expenditure Limit (CEL)
- The role of Schools Forums to challenge local authority proposals for school funding will be enhanced
- The definition of the respective responsibilities of schools, centrally retained functions, and Council education functions, and how these should be funded will be reviewed and clarified
- Options presented for the future construction of funding for Academies Local Authority Central Spend Equivalent Grant (LACSEG) from 2013/14 onwards, including mandatory delegation of funding currently in the scope of DSG LACSEG recoupment
- Proposals for significant reforms of special educational needs (SEN) funding are included, with the intention that all providers of SEN places receive a minimum funding allocation of £10,000 per place, with additional costs funded on a top-up basis by the local authority commissioning the provision
- The Pupil Premium will be expanded to include a wider definition of pupils previously eligible for free school meals, with a proposed move to an Ever 6 Free School Meals (FSM) method, which will pick up any pupil eligible for FSM at any point over the last six years

Implementation of the 2010-11 Review of Education Capital (The James Review)

7. This consultation was released in July 2011, with a response required by the middle of October 2011. The James Review identified that capital resources were not being used effectively across the country and that each authority spent funds on designing individual new schools within their area. The main proposal was to consider the DfE managing this centrally and set up a central procurement contract for the construction of new schools.

8. Additionally the government announced a new Priority Schools Building Programme (a new Public Finance Initiative), which authorities could submit bids to. Hillingdon submitted three bids (2 based on the condition of the buildings, which includes Abbotsfield and Northwood Secondary schools and 1 based on severe basic need shortages, which relates to the Lake Farm Primary school proposal). The Partnership for Schools planned to publicise the results of this in December 2011, but as of today, no decisions have been made.

Consultation on the Proposed Decision on the Calculation and Recovery Arrangements for the Academies Funding Transfer for 2011/12 and 2012/13

9. This consultation was released in December 2011, with a response required by the middle of January 2012. This consultation was in response to the feedback that the Government received on their previous consultation on the Basis for the Decision on the Appropriate Amount of Academies Funding Transfer for 2011-12 and 2012-13. This provides much more clarity in the way in which the Revenue Support Grant related Local Authority Central Spend Equivalent Grant (LACSEG) is calculated and arrived at. It also states that Local Authority budgets would not be further top-sliced in both 2011/12 and 2012/13. Furthermore, where it is determined that the top-slice is greater than what should have been deducted, the relevant local authority will be reimbursed, by means of a grant, for the difference in funding.

10. For Hillingdon, it has been assessed that the implications of this consultation will no longer require the additional £1.8 million that was built into the savings target for 2012/13, as the amount determined using the proposed calculation is equivalent to the amount that has already been top-sliced (£1.4 million).

Primary and Secondary Funding Formula Review

11. The framework for funding schools for 2012/13 has undergone a major review, which was undertaken by the Resources Strategic Advisory Group on behalf of the Schools Forum. At its' meeting on 7 December 2011, Schools Forum agreed to the changes that were being proposed for the Primary and Secondary schools funding formula. Additionally, three meetings were held for all Headteachers and Governors, to run through the proposed changes and allow schools the opportunity to influence the changes. Together this has resulted in a significant number of changes to the Primary and Secondary schools funding formula that were consulted on in January 2012.

12. Consultation with schools took place between 6 January 2012 and 17 January 2012. Schools were given an opportunity to attend any one of three meetings that were set up to explain the changes in more detail. The responses to this consultation were discussed at Schools Forum on 24 January 2012, and form the proposals which are being recommended in this report.

13. Schools Forum agreed a set of principles and objectives for the school funding formula review including the following:
    - To ensure that there is no movement in funds between the Primary and Secondary sectors
    - To retain the current percentage differentials between AWPU levels
    - To limit the impact and turbulence on pupils of the review on budgets to a movement of +/- 1.5% for a period of 2 years.
    - To simplify the model, generate a fairer funding model and deliver a model that is more transparent
    - To reduce the per pupil funding range in both the Primary and Secondary sector
    - To reduce the value of the Minimum Funding Guarantee (MFG)
    - To provide Schools with predictability of funding where individual circumstances change
    - To ensure that the formula would be intuitive, understandable and accessible
    - To have regard to the DfE Consultation on School Funding Reform: Proposals for a Fairer System

14. Councils are required to fund their schools using a single count date of the January before the start of each financial year. However, the introduction of the Early Years Single Funding Formula (EYSFF) in April 2011, means the single January count will only determine the funding for Reception through to Year 6 in the case of Primary schools. Nursery class funding will be through the EYSFF and will be based on an estimate of take-up across each term in the financial year. Schools will thus know their **final** school budgets (Reception – Year 6 only for Primary schools) immediately before the start of the financial year (these budgets **will not be** subject to re-determination in-year). Further, Primary schools will also receive an **indicative** EYSFF budget for their nursery classes (if applicable), which **will be** subject to adjustments in-year to reflect the difference between estimated and actual take-up of the free entitlement.

15. The following changes to the Primary and Secondary schools funding formula are being proposed for 2012/13:

- Set the MFG at the minimum level prescribed by the Government, which is -1.5% for 2012/13.
- Seek approval from the Secretary of State to exclude factors from the MFG calculator including Air Conditioning, Split Site Factor, Fixed Factor, Expanding Schools Factor and Small Schools Factor.
- Create one funding formula for both sectors
- Delete all of the Standards Fund Formula Allocations
- Delete the Teachers Pay Grant Formula Allocation
- Set the Fixed Factor at £100,000 for all Primary and Secondary schools
- Have two separate funds available for Deprivation Funding, one for Primary schools and one for Secondary schools
- Have three factors for allocating Deprivation funding including Free School Meals (FSM), Pupil Mobility/In Year Admissions and Looked After Children (LAC).
- Set the percentage value of Deprivation funding to be apportioned using FSM at 2% for Primary schools and 2.3% for Secondary schools based on the total available budget
- Set the percentage value of Deprivation funding to be apportioned using In Year Admissions at 1% for both Primary and Secondary schools based on the total available budget
- Set the value of funding at £3,146 for each LAC
- Have two separate funds available for Achievement Funding, one for Primary schools and one for Secondary schools
- Use KS1 assessment results for Primary schools applying an Average Point Score (applying 1 point for a score of Level 1 and 2 points for a score below Level 1) for all children achieving Level 1 and below across any of the Reading, Writing and Maths assessments
- Use KS2 results for Secondary schools applying an Average Point Score for all children achieving Level 3 and below across English and Maths assessments
- Set the percentage value of Achievement funding at 1% for both Primary and Secondary schools based on the total available budget
- Introduce a Transitional Arrangement over a period of two years to dampen the impact of the proposed formula changes to +/- 1.5%.

The Minimum Funding Guarantee

16. In the school funding settlement released on 12 December 2011, the Government set the national level of the MFG at negative 1.5% per pupil for 2012/13. It is being proposed that this is the value that is applied within the funding formula for 2012/13.

17. Additionally as part of the review of the school funding formula, it is being proposed that the following factors are excluded from the MFG calculator, as these factors have a significant distorting affect on the per pupil funding protection that schools receive and they are not linked to the number of pupils in any given school:
    - Air Conditioning
    - Split Site Factor
    - Fixed Factor
    - Small School Factor
    - Expanding Schools Factor

Funding Formula

18. The review of the schools funding formula identified that in order to assist with moving towards a simpler funding model and to aid with decision making, one model needed to be

developed across both the Primary and Secondary sector, which would then allow for the same apportionment methods to be used when determining the distribution of resources.

Standards Fund Allocations

19. Standards Funds were incorporated within the school budget share in 2011/12 based on the actual distribution of these funds in 2010/11. The opinion of Schools Forum, is that this has distorted the funding received by schools, and over time, if retained, would provide schools with protected funding based on historical allocations. Schools Forum agreed that these factors would be deleted and apportioned through a number of more appropriate factors including AWPU, Deprivation and Achievement to ensure that funding was targeted more in line with need.

Teachers Pay Grant

20. The Teachers Pay Grant is an historical factor within the model that no longer exists and is apportioned based on pupil numbers. Schools Forum agreed that this factor should be deleted to meet one of its principles of reducing the number of factors within the overall funding formula

Fixed Factor

21. The current funding model has two different levels of fixed factor, where Primary Schools receive £124,383 and Secondary schools receive £143,176. Working on the principle of having one funding formula and having regard to the Government School Funding Reform consultation, Schools Forum agreed to reduce this factor to £100,000 for all Primary and Secondary schools. The release of these funds then enables and facilitates the desired changes being proposed as part of the funding formula review.

Deprivation Funding

22. The current funding model has a range of apportionment methods for the distribution of Deprivation funding, some of which are based on historical data that has been rolled over year on year, and some of which are different between the Primary and Secondary schools. Applying the principle of one model for the Primary and Secondary schools, did not work effectively for the distribution of these funds, as the distribution was skewed based on the pupil population, which basically resulted in funds being moved from the Secondary schools into the Primary schools. Schools Forum agreed that for this factor, the same models would be used, but would be applied to two separate funds, the value of which would be no more or less than the current level in 2011/12. However, Schools Forum agreed that the level of funds applicable in each area would be based on a percentage of the total schools budget for the Primary and Secondary Schools. Schools Forum also agreed that there should be three factors including Free School Meals (which would be set at 2% of the total Primary and Secondary schools budget for the Primary schools and 2.3% for Secondary schools and allocated based on a linear distribution), Pupil Mobility/In Year Admissions (which would be set at 1% of the total Primary and Secondary schools budget for both Primary and Secondary schools and allocated based on a linear distribution) and Looked After Children (the value of which would be set at £3,146 per each Looked After Child).

Achievement Funding

23. The current funding model has a range of apportionment methods for the distribution of Non-statemented SEN funding, some of which are based on historical data that has been rolled over year on year, and some of which are different between the Primary and Secondary schools. Schools Forum agreed to rename this factor to Achievement. Applying the principle of one model for the Primary and Secondary schools, did not work effectively for the distribution of these funds, as the distribution was skewed based on the pupil population, which basically resulted in funds being moved from the Secondary schools into the Primary schools. Schools Forum agreed that for this factor, the same models would be used, but would be applied to two separate funds, the value of which would be no more or less than the current level in 2011/12. However, Schools Forum agreed that the level of funds applicable in each area would be based on 1% of the total schools budget for the Primary and Secondary Schools. For Primary schools, this would be allocated using KS1 results for Primary schools applying an Average Point Score (applying 1 point for a score of Level 1 and 2 points for a score below Level 1) for all children achieving Level 1 and below across any of the Reading, Writing and Maths assessments (this factor changed slightly following the meetings with Headteachers and Governors in December 2011, where it was felt that the original proposal needed to be fine tuned), and for Secondary schools would be allocated using KS2 assessment results for Secondary schools applying an Average Point Score for all children achieving Level 3 and below across English and Maths.

Transitional Arrangements

24. Having applied all of the changes discussed, the impact on school budgets was reviewed. This indicated that there was a wide range of schools that gained and lost funding. Schools Forum agreed to introduce a damping factor (the transitional arrangement) to reduce the impact on school budgets in the first two years of the proposed changes, so that in the third year, schools would be on their true level of funding. It was agreed that this level is set so that no school could move up or down by +/- 1.5% in the first two years. This would then allow schools to plan for any reduction in budgets over a more manageable time frame. Once determined, the value of cash reduction or increase will be the same for the first two years. An example of how this will work is set out in the following table, these examples assume no changes in pupil numbers or other factors over 3 Years:

How transitional protection is calculated and effect on 3 years of Budgets

	Base Year	Base Year			Year 1	Year 1	Year 2	Year 2	Year 3	Year 3
	2011-12	2012-13			2012-13		2013-14		2014-15	
	Budget Old Formula	Budget New Formula	Change	Max change under Transitional Protection	Budget New Formula with Transitional protection (A + D)	change from previous year	Budget New Formula with Transitional protection (E + D)	change from previous year	Budget New Formula with Transitional protection (A + C)	change from previous year
	A	B	C	D	E	F	G	H	I	J
				1.5%						
School A	£5,000	£4,800	-£200	-£75	£4,925	-£75	£4,850	-£75	£4,800	-£50
Transitional protection					£125		£50		£0	
School B	£3,000	£2,800	-£200	-£45	£2,955	-£45	£2,910	-£45	£2,800	-£110
Transitional protection					£155		£110		£0	
School C	£3,000	£3,200	£200	£45	£3,045	£45	£3,090	£45	£3,200	£110
Transitional protection					-£155		-£110		£0	

How transitional protection will appear in the funding formulas.

			School A	School B	School C
Base Year	2011-12	Budget New Formula	£4,800	£2,800	£3,200
Year 1	2012-13	All other Factors	£4,800	£2,800	£3,200
Year 1	2012-13	Transitional Protection	£125	£155	-£155
Year 1	2012-13	Total Budget	£4,925	£2,955	£3,045
Year 2	2013-14	All other Factors	£4,800	£2,800	£3,200
Year 2	2013-14	Transitional Protection	£50	£110	-£110
Year 2	2013-14	Total Budget	£4,850	£2,910	£3,090
Year 3	2015-16	All other Factors	£4,800	£2,800	£3,200
Year 3	2015-16	Transitional Protection	£0	£0	£0
Year 3	2015-16	Total Budget	£4,800	£2,800	£3,200

Revenue Funding

25. The schools funding settlement for 2012/13 was announced by the Secretary of State for Education on 12 December 2011. Funding levels have been confirmed for 2012/13 only including the pupil premium for disadvantaged pupils.

26. The main headlines in relation to revenue funding are:
    - The per pupil unit of funding (the Guaranteed Unit of Funding (GUF)) in the Dedicated Schools Grant (DSG) has been set at £5,419.62 for 2012/13, no change from the 2011/12 position.
    - The Minimum Funding Guarantee has been set at -1.5% for 2012/13.
    - The level of the Pupil Premium has been confirmed at £600 per pupil (an increase of £112 on the current rate of £488), however the method of distribution has changed from those currently eligible for Free School Meals to those pupils eligible for Free School Meals at any point over the last six years (Ever 6).
    - Children in Care of school age who have been looked after for more than six months (i.e. the pupils counted on the SSDA903 (Under the Children Act 1989, a child is looked after by a local authority if he or she; is provided with accommodation, for a continuous period of more than 24 hours, [Children Act 1989 Section 20 and 21]; or is subject to a care order [Children Act 1989 Part IV]), will be those pupils that have been continuously looked after for over 6 months aged 4 to 15 at 31 August 2011. The count point for 2012 is 31st March) will continue to receive £488.
    - An additional amount of £250 per pupil will be included in the Pupil Premium in 2012/13 for the children of members of the UK armed forces, which is an increase from the current £200.

Overall Indicative DSG Funding

27. The current method of funding local authority level DSG allocations remains unchanged. All local authorities will continue to be funded at their guaranteed unit of funding multiplied by the number of DSG pupils on roll in the January count. Dual-registration funding ceased in 2011/12, therefore, a pupil attending both a school and a Pupil Referral Unit, will only be recorded once. DSG pupils will be those recorded on the following:

    - Annual Schools Census
    - SLASC
    - Form 8B / Alternative Provision

- Early Years Census

28. The guaranteed units of funding announced for Hillingdon in 2012/13, together with the Council's estimate of Hillingdon pupils and indicative total DSG allocations is shown below in the following Table. It should be noted that from 2011/12 onwards the DSG includes the mainstreaming of the Standards Fund Grants.

Hillingdon - Guaranteed unit of funding / Pupil number estimate / Revised Total Indicative DSG 2008-13

Financial Year	*Guaranteed per Pupil Unit of Funding (£)*	*Council Estimate of Pupil Numbers*	*Indicative Total DSG (£ million)*
2008/09	**4,361.40**	**37,907**	**165.3**
2009/10	**4,519.38**	**38,372**	**173.4**
2010/11	**4,708.57**	**38,414**	**180.9**
2011/12	**5,419.62**	**39,768**	**215.5**
2012/13	**5,419.62**	**40,557**	**219.8**

29. The overall DSG is guaranteed in terms of an amount per pupil. If the January 2012 pupil numbers are higher or lower than the assumptions made, the total DSG at local authority level will go up or down.

30. The tasks in managing the school funding settlement for 2012/13 are:
    - Assess and monitor the overall pupil numbers estimated over the coming months leading up to the January census, **including Academy school pupil numbers**;
    - Assess how much funding should be allocated to each sector;
    - Assess the impact of the Minimum Funding Guarantee, natural inflation on retained items, changes in commitments resulting from new business case developments and the expected headroom for each year;
    - Assess the impact arising from the Early Years Single Funding Formula (EYSFF)
    - Distribute school funding to individual schools and PVI nurseries.

Finalising the DSG Allocation

31. The 2012/13 indicative DSG allocation shown in the Table above has been calculated on an estimated pupil projection of 40,557. The final cash allocation of DSG funding will be based on actual pupil numbers from the January 2012 count.

32. The current forecast of pupil numbers would suggest Hillingdon's indicative DSG allocation will be in the region of **£219.8 million** for 2012/13.

Estimated DSG Budget for 2012/13

33. The following Table summarises what the Council believes to be the expected income from, and commitments on, the DSG and Young People's Learning Agency (YPLA) post-16 funding for 2012/13. This uses the Department for Education's (DfE's) standard Section 251 Budget Statement, which is available to access via the DfE's website.

Consideration of DSG Budget 2012/13

S251 Row No and Description	2011-12	2012-13	Diff	%	Note
Pupil Nos	39,849	40,557	708		1
GUF	£5,419.62	£5,419.62	£0.00		
Total DSG	£215,966	£219,803	£3,837	1.78%	
INCOME					
0.0 INC DSG	-£215,966	-£219,803	-£3,837		1
0.0 INC PP	-£3,093	-£3,093	0		
0.0 INC YPLA Schs	-£17,597	-£17,597	0		
0.0 INC YPLA SEN	-£1,663	-£1,663	0		
0.0 INC YPLA TBG	-£279	-£279	0		
TOTAL INCOME	-£238,598	£-242,435	-£3,837	1.61%	
DEVOLVED TO SCHOOLS					
1.0.1 Individual Schools Budget	£222,036	£225,583	£3,547		
TOTAL DEVOLVED TO SCHOOLS	£222,036	£225,583	£3,547	1.60%	
RETAINED BUDGET					
1.0.2 Threshold and Performance Pay (Devolved)	£0	0	0		
1.0.3 Central expenditure on education of children under 5	£1,503	£1,519	16		
1.1.1 Support for schools in financial difficulty	£0	0	0		
1.1.2 Contingencies	£1,563	£1,050	-£513		2
1.2.1 Provision for pupils with SEN (including assigned resources)	£772	£772	0		
1.2.2 SEN support services	£881	881	0		
1.2.3 Support for inclusion	£254	£254	0		
1.2.4 Fees for pupils with SEN at independent special schools & abroad	£6,617	£7,210	£593		3
1.2.5 SEN transport	£0	0	0		
1.2.6 Fees to independent schools for pupils without SEN	£375	£375	0		
1.2.7 Inter-authority recoupment	£710	£710	0		
1.2.8 Contribution to combined budgets	£182	£182	0		
1.3.1 Pupil Referral Units	£1,295	£1,309	£14		
1.3.2 Behaviour Support Services	£613	£613	0		
1.3.3 Education out of school	£446	£596	£150		4
1.3.4 14-16 More practical learning options	£444	£444	0		
1.4.1 Support to underperforming ethnic minority groups and bilingual learners	£0	0	0		
1.5.1 School meals/ milk - nursery, primary and special schools	£0	0	0		
1.5.2 Free school meals eligibility	£0	£50	£50		5
1.5.3 School kitchens - repair and maintenance	£0	0	0		
1.6.1 Insurance	£0	0	0		
1.6.2 Museum and Library Services	£184	£184	0		
1.6.3 School admissions	£163	£163	0		

S251 Row No and Description	2011-12	2012-13	Diff	%	Note
1.6.4 Licences/subscriptions	£0	0	0		
1.6.5 Miscellaneous (not more than 0.1% total of net SB)	£203	£203	0		
1.6.6 Servicing of schools forums	£5	£5	0		
1.6.7 Staff costs supply cover (including long term sickness)	£103	83	-£20		6
1.6.8 Termination of employment costs	£0	0	0		
1.6.9 Purchase of carbon reduction commitment allowances	£250	£250	0		
TOTAL RETAINED BUDGET	£16,562	£16,853	£ 290	1.75%	
BALANCE	£0	-0	-0		

Notes

34. Where significant changes are being made and a note reference has been added the following paragraphs provide more information on each change.

Note 1, S251 row: Income:

Sector	Pupil Nos Jan 2012	Pupil Nos Jan 11	Diff
Primary	23,308	22,609	699
Secondary	13,621	13,612	9
Special	451	451	0
EYSFF	2,936	2,936	0
Alternative	241	241	0
Total Pupils	**40,557**	**39,849**	**708**

35. Based on the provisional January 2012 pupil numbers, there is an increase of 708 pupils on the January 2011 pupil numbers. Therefore, 708 extra pupils at the Guaranteed Unit of Funding of £5,419.62 gives an increase in funding of £3,837k.

Note 2, S251 row: 1.1.2 Contingencies

	2011-12	2012-13	Explanation
EYSFF	£516	£600	The £515k (11-12) was calculated at 4% of the overall EYSFF pot. £600k (12-13) represents contingency for 240 extra places at £2.5k per place.
Secondary HPSS Standard Fund distributed in year.	£335	£0	This has been added to the total pot for Primary and Secondary schools.
Primary AST Standard Fund distributed in year.	£223	£0	This has been added to the total pot for Primary and Secondary schools.
Primary Expansion in September	£273	£450	The 2012-13 amount represents a contingency for 9 extra forms at £50k each.
Shortfall in DSG pupil Nos	£216	£0	We do not consider a contingency is required this year
Total	**£1,563**	**£1,050**	

Note 3, S251 row: 1.2.4 Fees for pupils with SEN at independent special schools & abroad.

36. This has been increased in line with the evidence for increased pupil numbers and increased pupil numbers with SEN, which equates to 20 extra children at approx £30k per child.

Note 4, S251 row: 1.3.3 Education out of school

37. It is estimated that an extra 30 pupils at Key Stage 4 will be placed on courses that will be run through a local College, at an average cost of £5k per pupil.

Note 5, S251 row: 1.5.2 Free school meals eligibility

38. It is estimated that £50k will be required to cover the total cost of running and supporting the software that will allow schools and parents to register pupils eligible for Free School Meals online without the need to schools to check paper records.

Note 6, S251 row: 1.6.7 Staff costs supply cover (including long term sickness)

39. The reduction of £20k represents the sum of money that was retained to pay for NQT recruitment costs, where it is being proposed that for 2012/13 this is delegated. This has then been added to the total pot for Primary and Secondary schools.

Central Expenditure Limit

40. The 'Schools Budget' is defined in the Schools Finance (England) Regulations 2011. The regulations state that the centrally retained funding cannot increase by more than the same percentage as the Schools Budget as a whole.

41. The Council is required to seek approval from Schools Forum where it believes it cannot comply with the limit and therefore agree the delegated Individual Schools Budgets (ISB) total should increase by a lower percentage than the Schools Budget as a whole.

42. The Regulations still permit the Council to ask the Secretary of State for a decision where the Schools Forum does not agree with the Council's proposition for a lower increase.

Impact on the Central Expenditure Limit (CEL)

43. An indicative calculation of the CEL, (based on 40,557 pupils) is provided in the following Table.

Estimated central expenditure limit calculation

Indicative Central Expenditure Limit 2012/13	(£million)
Current 2011/12 DSG	£215,966
Estimated 2012/13 DSG	£219,803
Predicted % Growth in DSG	1.78%
Central Expenditure 2011/12	£16,562
Allowable % Growth in Central Expenditure 2012/13	1.78%
Allowable £ Growth in Central Expenditure 2012/13	£0.295
Allowable Central Expenditure 2012/13 (a)	£16,857
Total Requested Central Expenditure 2012/13 (including new items) (b)	£16,853
Requested breach of central expenditure limit 2012/13 (a)-(b)	**Zero**

44. Based on the current available data, there is no proposed breach of the CEL in 2012/13.

45. In the event where the authority is below its CEL limit, the LA may choose to retain the maximum permitted level of CEL without seeking agreement from Schools Forum. This course of action has not been taken.

46. In the event that actual January 2012 pupil numbers fall substantially below 40,557 pupils, there is a risk the Council will trigger a breach of the CEL. Should this occur the Council will need to seek permission from the Schools Forum to breach the CEL.

47. The consideration of issues concerning the CEL detailed in this section will help shape the apportionment of DSG funding between:
    - Individual Schools Budgets (ISB) and
    - Central Expenditure

Financial Implications

This is a financial report dealing with funding issues affecting schools. The financial impact is explained throughout the report. The proposals contained within this report do not affect the General Fund proposals that are considered elsewhere on this agenda, as the School Budget is fully funded from the ring-fenced Dedicated Schools Grant and Pupil Premium.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The approval of the recommendations as set out in this report will enable the distribution and confirmation of the funding arrangements for schools for 2012/13, including the final individual school budget shares, which have to be distributed to schools on or before 31 March 2012.

Consultation Carried Out or Required

The Council is required to consult with the Schools Forum annually on a set of matters prescribed in the Schools Forums (England) Regulations 2010, which are covered in this consultation paper. These are:

- arrangements for the education of pupils with special educational needs
- arrangements for the use of pupil referral units and the education of children otherwise than at school
- arrangements for early years provision
- arrangements for insurance
- administrative arrangements for the allocation of central government grants paid to schools via the authority
- arrangements for free school meals

Schools Forum has a limited range of decision making powers with regards to school funding. In most aspects Schools Forum role is to advise the Council on decisions that rest with Cabinet, such as the school budget. The main role of Schools Forum is to consult with schools on proposed changes to funding arrangements, including any changes to the school funding formula.

For 2012/13, the majority of the consultation with schools revolved around the fundamental changes that are being proposed to the Primary and Secondary schools funding formula. An informal consultation with schools took place in December 2011, which resulted in a number of minor changes to the proposed funding formula. The formal consulation was released on 6 January 2012, where three consultation information sessions were held on 12 January 2012 (morning and evening session) and 13 January 2012.

CORPORATE IMPLICATIONS

Corporate Finance

The Schools Budget proposals are provided through the ring-fenced Dedicated Schools Grant (DSG) and the Pupil Premium Grant, both from the Department for Education (DfE) and so have no impact on the Council's General Fund budget. The Council may add to the amount of the Schools Budget from resources funded by general Government grant or Council Tax from the General Fund, but may not set the Schools Budget below the level of the DSG.

Proposals for change to the funding regime, as detailed within this report, will not be implemented during 2012/13 and so will not impact the General Fund. However, as explained in the report, there could be changes implemented in future years, particularly in relation to Academy Funding which will require careful analysis by Officers to asses the future impact on the General Fund.

The funding proposals for the Schools Budget 2012/13 set out in this report are fully consistent with the report on the General Fund revenue budget and capital programme for 2012/13 contained elsewhere on this Cabinet agenda.

Legal

The funding system for schools maintained by local authorities is based on the legislative provisions contained in sections 45–53 of the School Standards and Framework Act 1988 (as amended) and regulations made in exercise of powers conferred by those sections. A maintained school is defined as (a) a community, foundation or voluntary school, (b) a community or foundation special school, or (c) a maintained nursery school.

By section 45, every maintained school shall have, for each funding period, a budget share which is allocated to it by the local authority which maintains it.

The local authority must consult its Schools Forum annually in respect of its functions relating to the schools budget covering the following matters:

(a) arrangements for the education of pupils with special educational needs;
(b) arrangements for the use of pupil referral units and the education of children otherwise than at school;
(c) arrangements for early years provision;
(d) arrangements for insurance;
(e) administrative arrangements for the allocation of central government grants paid to schools via the authority;
(f) arrangements for free school meals;
(g) such other matters concerning the funding of schools as it sees fit.

School Forums were set up by section 47A of the 1988 Act. Their purpose is to advise the local authority in relation to the matters immediately specified above. They must inform the governing bodies of maintained schools of any consultation carried out by the local authority.

Under the Council's Constitution the Cabinet has the appropriate powers to agree the recommendations proposed at the outset of the report. Subject to the Cabinet being satisfied that the required consultation has taken place, there are no other significant legal implications arising out of this report to bring to Cabinet's attention.

Relevant Service Groups
No other consultation required.

HILLINGDON
LONDON

Education & Children's Services

Consultation Paper – January 2012

Schools, Early Years & 14-16 Funding Arrangements 2012/13

Target audience:	Headteachers	Governing Bodies
	Senior Managers	Finance Officers
	Teachers Professional Associations	Early years providers
	14-19 Representatives	Schools Forum
Deadlines for responses:	17 January 2012	

Queries on this consultation paper should be directed to:

Peter Malewicz Group Finance Manager – Education and Schools Tel: 01895 250325 E-mail: pmalewicz@hillingdon.gov.uk	**Donald Freeman** Principal Accountant (Schools) Tel: 01895 250037 E-mail: dfreeman@hillingdon.gov.uk
Anna Crispin Chief Education Officer Tel: 01895 277970 E-mail: acrispin@hillingdon.gov.uk	

Formal responses on the attached feedback form should be sent to:

Peter Malewicz
PEECS Finance Team
London Borough of Hillingdon
3S/06 Civic Centre, Uxbridge, UB8 1UW
E-mail: pmalewicz@hillingdon.gov.uk
By: midnight on 17 January 2012

INVESTOR IN PEOPLE

Contents

Section	Description	Page
1	Introduction and Background	2
2	Executive Summary (Summary of Consultation Issues)	4
3	Overall Financial Position	6
4	The Funding Framework	15
5	Formula Factors	16
6	The Arrangements for Special Educational Needs	21
7	The Arrangements for Early Years	22
8	The Arrangements for Pupils Out of School	26
9	The arrangements for 14-19 education	27
10	The arrangements for School Meals	28
11	The arrangements for Insurance	29
12	The arrangements for Capital	30
13	Specific Grants	32
14	Scheme for Financing Schools	33
15	Service Level Agreement (SLA) Consultation	40
16	Timetable	41
Appendix 1	Minimum Insurance Requirements	42

Introduction and Background

1.1 This consultation paper sets out the proposed changes to Hillingdon's schools, early years and 14-16 funding arrangements for 2012/13, where applicable. It also provides some further updates and information relating to changes that were made in 2011/12, which all stakeholders need to be aware of. For 2012/13 the major proposed changes are to the Primary and Secondary schools funding formula

1.2 This consultation paper provides an update on the following, and in some instances is consulting on changes that are being proposed:

- The new calculation of the Dedicated Schools Grant for 2012/13;
- The level of the Minimum Funding Guarantee for 2012/13;
- The outcomes of the review of the Schools Funding Formula for Primary and Secondary schools to be effective for 2012/13.

1.3 The Council is required to consult with the Schools Forum annually on a set of matters prescribed in the Schools Forums (England) Regulations 2010, which are covered in this consultation paper. These are:

- arrangements for the education of pupils with special educational needs
- arrangements for the use of pupil referral units and the education of children otherwise than at school
- arrangements for early years provision
- arrangements for insurance
- administrative arrangements for the allocation of central government grants paid to schools via the authority
- arrangements for free school meals

1.4 This paper is being circulated widely to encourage engagement with schools in order to assist Schools Forum in how it advises the Council on the shape of future funding and the direction of travel. Final decisions about school budgets are made by the Council's Cabinet, but Government regulations give the Schools Forum powers to agree or not some specific proposals from the Council.

1.5 The aims of the paper are to set out the main proposals for distributing and administering the available resources in the schools budget, to provide an overall perspective of Hillingdon's financial position, and to provide initial indicative budgets for all schools for 2012/13.

1.6 The overall level of funding will be dependent upon the results of the January census. The January census will determine the overall Dedicated Schools Grant (DSG) funding received by the Council. At school level, the majority of funding will be determined by census data, with nursery funding being determined by participation (actual hours taken up on the free entitlement).

1.7 This paper is predominantly concerned with the resources affecting schools, early years, 14-16 and 16-19 funding, but also recognises the Council's wider responsibilities encompassing education and children's services.

1.8 It also sets out the distributional approach and will guide the funding principles to be adopted. School level allocations will not be finalised until late March 2012, and should be viewed as a consequence of the proposals agreed in this consultation.

1.9 2012/13 is a one-year funding period only, before the likely introduction of a new funding system from 2013/14, which the Government has consulted on over the Summer 2011 break in their consultation paper – School Funding Reform: Proposals for a Fairer System. There is an indication that the Government will consult further on a number of items, which will be shared with the Schools Forum. Therefore, any decisions made around the 2012/13 settlement must be appropriately considered and balanced against issues of affordability and sustainability in the medium to longer term.

1.10 Stakeholders are welcome to comment on any aspect of the proposals, or may wish to contribute to a sector specific response co-ordinated by Primary Forum, Hillingdon Association of Secondary Heads and the Special Headteachers group or other representation group.

1.11 The release of this paper in early January 2012, unfortunately only allows a short period of time for consultation with stakeholders as the Schools Forum meeting that will review the responses is on the 24 January 2012. This means that responses will be required to be returned by midnight on 17 January 2012.

1.12 Three consultation information sessions have been arranged for all stakeholders to attend, which are scheduled for:

- **12 January 2012**, 10am – 12noon (All schools)
  (arrival from 9:45am) Council Chamber, Civic Centre, Uxbridge,
  UB8 1UW

- **12 January 2012**, 6.30pm – 8.30pm (All schools)
  (arrival from 6:00pm) Committee Room 5, Civic Centre, Uxbridge,
  UB8 1UW

- **13 January 2012**, 10am – 12noon (All schools)
  (arrival from 9:45am) Council Chamber, Civic Centre, Uxbridge,
  UB8 1UW

1.13 To book onto any one of these sessions, please contact Ruth Munro on 01895 250593.

1.14 The timetable in **Section 16** sets out how the schools budget process will be managed.

1. Executive Summary (Summary of Consultation Issues)

2.1 The Council is consulting Schools Forum and individual schools on a set of prescribed matters relating to schools, early years and 14-16 funding arrangements for 2012/13.

2.2 To facilitate the delivery of key objectives, the Council is required to consult on proposals for distributing and administering the available resources, much of which will come from the Dedicated Schools Grant (DSG).

2.3 The decisions taken will shape the allocation of funding for schools and the Council's centrally retained expenditure for 2012/13.

Summary of Consultation Proposals

Primary and Secondary Schools Funding

2.4 The Council is proposing to make a number of changes to its schools funding formula following a major review that took place over the period between September 2011 and November 2011 by the School Forum Resources Strategic Advisory Group (SAG). These are set out in more detail in Section 5.

2.5 The Council continues to see a significant increase in the number of primary school age children requiring a school place. It is therefore proposing to continue to hold a contingent sum of money to support expanding schools where it has no concrete proposals in place. It is anticipated that a further 9 new forms of entry will be required in primary schools from September 2012. Based on an average budget requirement of £50k per form of entry a contingency of £450k will be held centrally until planning and consultation with the named schools have been finalised.

The arrangements for Special Educational Needs

2.6 There are no proposed changes for this in 2012/13, and therefore there is not a need to consult on this area. **(section 6)**

The arrangements for Early Years

2.7 There are no proposed changes for this in 2012/13, and therefore there is not a need to consult on this area. **(section 7)**

The arrangements for Pupils out of School

2.8 A few minor changes have been approved by Schools Forum at its meeting on 5 October 2011 to provide places for pupils in Key Stage 4 at a local College. There are no other proposed operational changes for this in 2012/13, and therefore there is not a need to consult on this area. **(section 8)**

The arrangement for 14-19 education

2.9 There are no proposed changes for this in 2012/13, and therefore there is not a need to consult on this area. **(section 9)**

The arrangements for School Meals

2.10 The funding for school meals was 100% funded from the Standards Fund and was fully delegated to all schools and incorporated within the mainstreaming of all Standards Fund grants in 2011/12. There are no proposed changes for this in 2012/13, and therefore there is not a need to consult on this area. **(section 10)**

The arrangements for Insurance

2.11 There are no proposed changes for this in 2012/13, and therefore there is not a need to consult on this area. This does not affect Academy schools. **(section 11)**

The arrangements for Capital

2.12 This provides Stakeholders with an update on the recent Government announcement on the key issues relating to the capital programme. There is not a need to consult on this area. **(section 12)**

Specific Grants

2.13 The Standards Funds programme has ceased and has been rolled into the DSG from 2011/12. The Government have released the funding rate for the Pupil Premium and the basis of allocation, including funding for Looked After Children and Service Children, which are set out in detail in Section 13. There is not a need to consult on this area. **(Section 13)**

Changes to the Scheme for Financing Schools

2.14 There are a number of changes being proposed to the Scheme for Financing Schools, which will provide more clarity for schools. These are set out in more detail in Section 14, where each change will be consulted on separately. This does not affect Academy schools. **(section 14)**

Consultation Questions

1. **Stakeholders are asked to give views on the proposed changes to the school funding formula as set out in Section 5, which need to be considered as a package.**

2. **Stakeholders are asked to give views on whether the rate of the transitional factor should be set at +/- 1.5% over a period of two years, using a linear reduction over the same period.**

3. **Stakeholders are asked to give views on the proposed changes to the Scheme for Financing Schools as set out in Section 14, where a response is being requested for each proposed change.**

3. Overall Financial Position

Overview

3.1 The schools funding settlement for 2012/13 was announced by the Secretary of State for Education on 12 December 2011. Funding levels have been confirmed for 2012/13 only including the pupil premium for disadvantaged pupils.

Revenue Funding

3.2 The main headlines in relation to revenue funding are:

- The per pupil unit of funding (the Guaranteed Unit of Funding (GUF)) in the Dedicated Schools Grant (DSG) has been set at £5,419.62 for 2012/13, no change from the 2011/12 position.
- The Minimum Funding Guarantee has been set at -1.5% for 2012/13.
- The level of the Pupil Premium has been confirmed at £600 per pupil (an increase of £112 on the current rate of £488), however the method of distribution has changed from those currently eligible for Free School Meals to those pupils eligible for Free School Meals at any point over the last six years (Ever 6).
- Children in Care of school age who have been looked after for more than six months (i.e. the pupils counted on the SSDA903 (Under the Children Act 1989, a child is looked after by a local authority if he or she; is provided with accommodation, for a continuous period of more than 24 hours, [Children Act 1989 Section 20 and 21]; or is subject to a care order [Children Act 1989 Part IV]), will be those pupils that have been continuously looked after for over 6 months aged 4 to 15 at 31 August 2011. The count point for 2012 is 31st March) will continue to receive £488.
- An additional amount of £250 per pupil will be included in the Pupil Premium in 2012/13 for the children of members of the UK armed forces, which is an increase from the current £200.

Overall Indicative DSG Funding

3.3 The current method of funding local authority level DSG allocations remains unchanged. All local authorities will continue to be funded at their guaranteed unit of funding multiplied by the number of DSG pupils on roll in the January count. It should be noted that dual-registration funding ceased in 2011/12. Therefore, where a pupil attends both a school and a Pupil Referral Unit, the pupil will only be recorded on the Annual Schools Census once. DSG pupils will be those recorded on the following:

- Annual Schools Census
- SLASC
- Form 8B / Alternative Provision
- Early Years Census

3.4 The guaranteed units of funding announced for Hillingdon in 2012/13, together with the Council's estimate of Hillingdon pupils and indicative total DSG allocations is shown below in Table 1. It should be noted that from 2011/12 onwards the DSG includes the mainstreaming of the Standards Fund Grants.

Table 1: Hillingdon - Guaranteed unit of funding / Pupil number estimate / Revised Total Indicative DSG 2008-13

Financial Year	*Guaranteed per Pupil Unit of Funding (£)*	*Council Estimate of Pupil Numbers*	*Indicative Total DSG (£ million)*
2008/09	**4,361.40**	**37,907**	**165.3**
2009/10	**4,519.38**	**38,372**	**173.4**
2010/11	**4,708.57**	**38,414**	**180.9**
2011/12	**5,419.62**	**39,768**	**215.5**
2012/13	**5,419.62**	**40,269**	**218.2**

3.5 The overall DSG is guaranteed in terms of an amount per pupil. If the January 2012 pupil numbers are higher or lower than the assumptions made, the total DSG at local authority level will go up or down.

3.6 The tasks in managing the school funding settlement for 2012/13 are:

- Assess and monitor the overall pupil numbers estimated over the coming months leading up to the January census, **including Academy school pupil numbers (Academy schools are being asked to either provide a copy of their data directly to the Local Authority or send an e-mail to dsd.helpdesk@education.gsi.gov.uk asking them to allow the Local Authority to view your January School Census 2012 data after you have authorised it on COLLECT. The DfE will make your data available to us either via COLLECT or they will upload the file(s) to the s2s site for us to download)**;
- Assess how much funding should be allocated to each sector;
- Assess the impact of the Minimum Funding Guarantee, natural inflation on retained items, changes in commitments resulting from new business case developments and the expected headroom for each year;
- Assess the impact arising from the Early Years Single Funding Formula (EYSFF)
- Distribute school funding to individual schools and PVI nurseries.

Finalising the DSG Allocation

3.7 The 2012/13 indicative DSG allocation shown in Table 1 above has been calculated on an estimated pupil projection of 40,269. The final cash allocation of DSG funding will be based on actual pupil numbers from the January 2012 count.

3.8 Several assumptions have been made in estimating this total. These include:

- Primary Key Stage 1 and Key Stage 2 pupil numbers from the September 2011 count will remain the same in January 2012;
- Reception class figures remain static as a result of the move to a single intake;

- Secondary Key Stage 3 and Key Stage 4 pupil numbers from the September 2011 count will remain the same in January 2012;
- Pupil participation from the Early Years Census (EYC) to remain broadly similar to the January 2011 count. The level of participation should remain fairly static from year to year if there are no new providers coming in or existing ones dropping out;
- Pupils out of schools are likely to increase in 2012/13, although this has not been factored into the pupil numbers.

3.9 The current forecast of pupil numbers would suggest Hillingdon's indicative DSG allocation will be in the region of **£218.2 million** for 2012/13.

Estimated DSG Budget for 2012/13

3.10 Table 2 summarises what the Council believes to be the expected income from, and commitments on, the DSG and Young People's Learning Agency (YPLA) post-16 funding for 2012/13. This uses the DfE's standard Section 251 Budget Statement, which is available to access via the DfE's website.

Table 2: Consideration of DSG Budget 2012/13

S251 Row No and Description	2011-12	2012-13	Diff	%	Note
Pupil Nos	39,849	40,269	420		1
GUF	£5,419.63	£5,419.63	£0.00		
Total DSG	£215,966	£218,242	£2,276	1.05%	
INCOME					
0.0 INC DSG	-£215,966	-£218,242	-£2,276		1
0.0 INC PP	-£3,093	-£3,093	0		
0.0 INC YPLA Schs	-£17,597	-£17,597	0		
0.0 INC YPLA SEN	-£1,663	-£1,663	0		
0.0 INC YPLA TBG	-£279	-£279	0		
TOTAL INCOME	-£238,598	£-240,874	-£2,276	0.95%	
DEVOLVED TO SCHOOLS					
1.0.1 Individual Schools Budget	£222,036	£224,166	£2,130		
TOTAL DEVOLVED TO SCHOOLS	£222,036	£224,166	£2,130	0.96%	
RETAINED BUDGET					
1.0.2 Threshold and Performance Pay (Devolved)	£0	0	0		
1.0.3 Central expenditure on education of children under 5	£1,503	£1,519	16		
1.1.1 Support for schools in financial difficulty	£0	0	0		
1.1.2 Contingencies	£1,563	£1,050	-£513		2
1.2.1 Provision for pupils with SEN (including assigned resources)	£772	£772	0		

S251 Row No and Description	2011-12	2012-13	Diff	%	Note
1.2.2 SEN support services	£881	881	0		
1.2.3 Support for inclusion	£254	£254	0		
1.2.4 Fees for pupils with SEN at independent special schools & abroad	£6,617	£7,067	£450		3
1.2.5 SEN transport	£0	0	0		
1.2.6 Fees to independent schools for pupils without SEN	£375	£375	0		
1.2.7 Inter-authority recoupment	£710	£710	0		
1.2.8 Contribution to combined budgets	£182	£182	0		
1.3.1 Pupil Referral Units	£1,295	£1,309	£14		
1.3.2 Behaviour Support Services	£613	£613	0		
1.3.3 Education out of school	£446	£596	£150		4
1.3.4 14-16 More practical learning options	£444	£444	0		
1.4.1 Support to underperforming ethnic minority groups and bilingual learners	£0	0	0		
1.5.1 School meals/ milk - nursery, primary and special schools	£0	0	0		
1.5.2 Free school meals eligibility	£0	£50	£50		5
1.5.3 School kitchens - repair and maintenance	£0	0	0		
1.6.1 Insurance	£0	0	0		
1.6.2 Museum and Library Services	£184	£184	0		
1.6.3 School admissions	£163	£163	0		
1.6.4 Licences/subscriptions	£0	0	0		
1.6.5 Miscellaneous (not more than 0.1% total of net SB)	£203	£203	0		
1.6.6 Servicing of schools forums	£5	£5	0		
1.6.7 Staff costs supply cover (including long term sickness)	£103	83	-£20		6
1.6.8 Termination of employment costs	£0	0	0		
1.6.9 Purchase of carbon reduction commitment allowances	£250	£250	0		
TOTAL RETAINED BUDGET	£16,562	£16,710	£ 147	0.88%	
BALANCE	£0	-0	-0		

Notes

3.11 Where significant changes are being made and a note reference has been added the following paragraphs provide more information on each change.

Note 1, S251 row: Income:

Sector	Pupil Nos Oct 2011	Pupil Nos Jan 11	Diff
Primary	23,127	22,609	518
Secondary	13,520	13,612	-92
Special	445	451	-6
EYSFF	2,936	2,936	0
Alternative	241	241	0
Total Pupils	**40,269**	**39,849**	**420**

3.12 Based on the October 2011 pupil numbers, there is an increase of 420 pupils on the January 2011 pupil numbers. Therefore, 420 extra pupils at the Guaranteed Unit of Funding of £5,419.63 gives an increase in funding of £2,276k.

Note 2, S251 row: 1.1.2 Contingencies

	2011-12	2012-13	Explanation
EYSFF	£516	£600	The £515k (11-12) was calculated at 4% of the overall EYSFF pot. £600k (12-13) represents contingency for 240 extra places at £2.5k per place.
Secondary HPSS Standard Fund distributed in year.	£335	£0	This has been added to the total pot for Primary and Secondary schools.
Primary AST Standard Fund distributed in year.	£223	£0	This has been added to the total pot for Primary and Secondary schools.
Primary Expansion in September	£273	£450	The 2012-13 amount represents a contingency for 9 extra forms at £50k each.
Shortfall in DSG pupil Nos	£216	£0	We do not consider a contingency is required this year
Total	**£1,563**	**£1,050**	

Note 3, S251 row: 1.2.4 Fees for pupils with SEN at independent special schools & abroad.

3.13 This has been increased in line with the evidence for increased pupil numbers and increased pupil numbers with SEN, which equates to 15 extra children at £30k per child.

Note 4, S251 row: 1.3.3 Education out of school

3.14 It is estimated that an extra 30 pupils at Key Stage 4 will be placed on courses that will be run through a local College, at an average cost of £5k per pupil.

Note 5, S251 row: 1.5.2 Free school meals eligibility

3.15 It is estimated that £50k will be required to cover the total cost of running and supporting the software that will allow schools and parents to register pupils eligible for Free School Meals online without the need to schools to check paper records.

Note 6, S251 row: 1.6.7 Staff costs supply cover (including long term sickness)

3.16 The reduction of £20k represents the sum of money that was retained to pay for NQT recruitment costs, where it is being proposed that for 2012/13 this is delegated. This has then been added to the total pot for Primary and Secondary schools.

Central Expenditure Limit

3.17 The 'Schools Budget' is defined in the Schools Finance (England) Regulations 2012. The regulations state that the centrally retained funding cannot increase by more than the same percentage as the Schools Budget as a whole.

3.18 The Council is required to seek approval from Schools Forum where it believes it cannot comply with the limit and therefore agree the delegated Individual Schools Budgets (ISB) total should increase by a lower percentage than the Schools Budget as a whole.

3.19 The Regulations still permit the Council to ask the Secretary of State for a decision where the Schools Forum does not agree with the Council's proposition for a lower increase.

Impact on the Central Expenditure Limit (CEL)

3.20 In the absence of accurate pupil forecasts for January 2012, it is not possible to estimate at present the precise level of the CEL.

3.21 An indicative calculation of the CEL, (based on 40,269 pupils) is provided in Table 3.

Table 3: Estimated central expenditure limit calculation

Indicative Central Expenditure Limit 2012/13	**(£million)**
Current 2011/12 DSG	£215,966
Estimated 2012/13 DSG	£218.242
Predicted % Growth in DSG	1.05%
Central Expenditure 2011/12	£16.562
Allowable % Growth in Central Expenditure 2012/13	1.05%
Allowable £ Growth in Central Expenditure 2012/13	£0.175
Allowable Central Expenditure 2012/13 (a)	£16.736
Total Requested Central Expenditure 2012/13 (including new items) (b)	£16.710
Requested breach of central expenditure limit 2012/13 (a)-(b)	**Zero**

3.22 Based on the current available data, there is no proposed breach of the CEL in 2012/13.

3.23 In the event where the authority is below its CEL limit, the LA may choose to retain the maximum permitted level of CEL without seeking agreement from Schools Forum.

3.24 In the event that actual January 2012 pupil numbers fall substantially below 40,269 pupils, there is a risk the Council will trigger a breach of the CEL. Should this occur the Council will need to seek permission from the Schools Forum to breach the CEL.

3.25 The consideration of issues concerning the CEL detailed in this section will help shape the apportionment of DSG funding between:

- Individual Schools Budgets (ISB) and
- Central Expenditure

3.26 The next sections will explore the subsequent stages of funding issues to be considered. Section 4 will focus on the allocation of budgets for each sector – Primary (excluding Nursery), Secondary, Special and Early Years Funding (EYSFF). Section 5 will examine the local funding formulae and further considers the issues around the distribution methodology of funding within each sector.

Consultation paper – School Funding Reform: Proposals for a Fairer System

3.27 The Department for Education (DfE) launched a consultation on school funding reform on 19 July 2011. This was the second stage of the consultation on reforming the school funding system, building on the principles of funding reform consulted upon in April and May 2011. The consultation now proposed, sets the timetable for significant reform to begin from the 2013/14 financial year. The deadline for consultation responses ended on 11 October 2011. The outcome of this consultation has not yet been fully released.

3.28 This consultation represents a significant change from the previously trailed intention to create a new national funding formula, as stated in the Education White Paper in November 2010, in terms of both timetable and content. The key points are:

- The current funding system will continue unreformed until at least 2013/14
- Schools will continue to be funded primarily from the ringfenced Dedicated Schools Grant (DSG) and the Pupil Premium
- The Young People's Learning Agency (YPLA) will be abolished and replaced by a new Education Funding Agency (EFA) from April 2012
- The Minimum Funding Guarantee (MFG) will continue under the current and proposed reformed systems
- The reformed system will either create notional allocations for each school aggregated to the local authority level and then distributed via a local formula, or a revised distribution of funding at local authority level – in each case funding for individual maintained schools and Academies will be determined by a local funding formula (as present)
- The DSG will be calculated from the aggregations of four funding blocks covering schools, early years, high cost pupils (i.e. special needs and alternative provision), and centrally retained functions
- These funding blocks will not be ringfenced but limits will be placed on movement between them through the MFG and a mechanism similar to the current Central Expenditure Limit (CEL)
- The role of Schools Forums to challenge local authority proposals for school funding will be enhanced
- The definition of the respective responsibilities of schools, centrally retained functions, and Council education functions, and how these should be funded will be reviewed and clarified
- Options presented for the future construction of funding for Academies Local Authority Central Spend Equivalent Grant (LACSEG) from 2013/14 onwards, including mandatory delegation of funding currently in the scope of DSG LACSEG recoupment
- Proposals for significant reforms of special educational needs (SEN) funding are included, with the intention that all providers of SEN places receive a minimum funding allocation of £10,000 per place, with additional costs funded on a top-up basis by the local authority commissioning the provision
- The Pupil Premium will be expanded to include a wider definition of pupils previously eligible for free school meals, with a proposed move to an Ever 6 Free School Meals (FSM) method, which will pick up any pupil eligible for FSM at any point over the last six years

Determining the amount of funding available for devolved school budgets

3.29 The same method of allocating funding to each sector will remain for 2012-13.

3.30 Broadly, in the first instance, the method is aligned to the DfE's mechanism for distributing DSG, but to then guarantee each sector a budget level that recognises that sector's minimum commitments where the pure DfE's methodology was not workable.

3.31 Proposals for growth in funding within any particular sector will then be considered in turn.

4. The Funding Framework

Overview

4.1 The framework for funding schools for 2012/13 has undergone a major review, which was undertaken by the Resources Strategic Advisory Group on behalf of the Schools Forum. At its' meeting on 7 December 2011, Schools Forum agreed to the changes that are being proposed for the Primary and Secondary schools funding formula. Additionally three meetings were held for all Headteachers and Governors, to run through the proposed changes and allow schools the opportunity to influence the changes. Together this has resulted in a significant number of changes to the Primary and Secondary schools funding formula that need to be consulted on.

4.2 Schools Forum agreed a set of principles and objectives for the school funding formula review including the following:

- To ensure that there is no movement in funds between the Primary and Secondary sectors
- To retain the current percentage differentials between AWPU levels
- To limit the impact and turbulence on pupils of the review on budgets to a movement of +/- 1.5% for a period of 2 years.
- To simplify the model
- To generate a fairer funding model
- To deliver a model that is more transparent
- To reduce the per pupil funding range in both the Primary and Secondary sector
- To reduce the value of MFG
- To provide Schools with predictability of funding where individual circumstances change
- To ensure that the formula would be intuitive, understandable and accessible
- To have regard to the DfE Consultation on School Funding Reform: Proposals for a Fairer System

4.3 Councils are required to fund their schools using a single count date of the January before the start of each financial year. However, the introduction of the EYSFF in April 2011 means the single January count will only determine the funding for Reception through to Year 6 in the case of Primary schools. Nursery class funding will be through the EYSFF and will be based on an estimate of take-up across each term in the financial year. Schools will thus know their **final** school budgets (Reception – Year 6 only for Primary schools) immediately before the start of the financial year (these budgets **will not be** subject to re-determination in-year). Further, Primary schools will also receive an **indicative** EYSFF budget for their nursery classes (if applicable), which **will be** subject to adjustments in-year to reflect the difference between estimated and actual take-up of the free entitlement.

Changes to the Local Funding Formula Factors

4.4 There are a number of proposed changes to the Primary and Secondary Schools Formula Factors for 2012/13, which have been agreed by the Schools Forum. On the 7 December 2011. These are set out in more detail in section 5. No changes are being made to the Special Schools Funding Formula.

5. Formula Factors

Overview

5.1 The following changes to the Primary and Secondary schools funding formula are being proposed for 2012/13. **These need to be considered as a package of changes, as any movement in any one of the proposals would have a significant impact on all of the other factors.** These changes have been consulted on and agreed with the Schools Forum on 7 December 2011 and subsequently explained to all schools in December 2011 to allow for a more informed decision making process. The only exception is the Transitional Arrangement, which is being consulted on separately:

- Set the MFG at the minimum level prescribed by the Government, which is -1.5% for 2012/13.
- Seek approval from the Secretary of State to exclude factors from the MFG calculator including Air Conditioning, Split Site, Fixed Factor, Expanding Schools Factor and Small Schools Factor.
- Create one funding formula for both sectors
- Delete all of the Standards Fund Formula Allocations
- Delete the Teachers Pay Grant Formula Allocation
- Set the Fixed Factor at £100,000 for all Primary and Secondary schools
- Have two separate funds available for Deprivation Funding, one for Primary schools and one for Secondary schools
- Have three factors for allocating Deprivation funding including Free School Meals (FSM), Pupil Mobility/In Year Admissions and Looked After Children (LAC).
- Set the percentage value of Deprivation funding to be apportioned using FSM at 2% for Primary schools and 2.3% for Secondary schools based on the total available budget
- Set the percentage value of Deprivation funding to be apportioned using In Year Admissions at 1% for both Primary and Secondary schools based on the total available budget
- Set the value of funding at £3,146 for each LAC
- Have two separate funds available for Achievement Funding, one for Primary schools and one for Secondary schools
- Use KS1 assessment results for Primary schools applying an Average Point Score (applying 1 point for a score of Level 1 and 2 points for a score below Level 1) for all children achieving Level 1 and below across any of the Reading, Writing and Maths assessments
- Use KS2 results for Secondary schools applying an Average Point Score for all children achieving Level 3 and below across English and Maths assessments
- Set the percentage value of Achievement funding at 1% for both Primary and Secondary schools based on the total available budget
- Introduce a Transitional Arrangement over a period of two years to dampen the impact of the proposed formula changes to +/- 1.5%.

The Minimum Funding Guarantee

5.2 In the school funding settlement released on 12 December 2011, the Government set the national level of the MFG at negative 1.5% per pupil for 2012/13. It is being proposed that this is the value that is applied within the funding formula for 2012/13.

5.3 Additionally as part of the review of the school funding formula, it is being proposed that the following factors are excluded from the MFG calculator, as these factors have a significant distorting affect on the per pupil funding protection that schools receive and they are not linked to the number of pupils in any given school:

- Air Conditioning
- Split Site Factor
- Fixed Factor
- Small School Factor
- Expanding Schools Factor

Funding Formula

5.4 The review of the schools funding formula identified that in order to assist with moving towards a simpler funding model and to aid with decision making, one model needed to be developed across both the Primary and Secondary sector, which would then allow for the same apportionment methods to be used when determining the distribution of resources.

Standards Fund Allocations

5.5 Standards Funds were incorporated within the school budget share in 2011/12 based on the actual distribution of these funds in 2010/11. The opinion of Schools Forum, is that this has distorted the funding received by schools, and over time, if retained, would provide schools with protected funding based on historical allocations. Schools Forum agreed that these factors would be deleted and apportioned through a number of more appropriate factors including AWPU, Deprivation and Achievement to ensure that funding was targeted more in line with need.

Teachers Pay Grant

5.6 The Teachers Pay Grant is an historical factor within the model that no longer exists and is apportioned based on pupil numbers. Schools Forum agreed that this factor should be deleted to meet one of its principles in reducing the number of factors within the overall funding formula.

Fixed Factor

5.7 The current funding model has two different levels of fixed factor, where Primary Schools receive £124,383 and Secondary schools receive £143,176. Working on the principle of having one funding formula and having regard to the Government School Funding Reform consultation, Schools Forum agreed to reduce this factor to £100,000 for all Primary and Secondary schools. The release of these funds then enables and facilitates the desired changes being proposed as part of the funding formula review.

Deprivation Funding

5.8 The current funding model has a range of apportionment methods for the distribution of Deprivation funding, some of which are based on historical data that has been rolled over year on year, and some of which are different between the Primary and Secondary schools. Applying the principle of one model for the Primary and Secondary schools, did not work effectively for the distribution of these funds, as the distribution was skewed based on the pupil population, which basically resulted in funds being moved from the Secondary schools into the Primary schools. Schools Forum agreed that for this factor, the same models would be used, but would be applied to two separate funds, the value of which would be no more or less than the current level in 2011/12. However, Schools Forum agreed that the level of funds applicable in each area would be based on a percentage of the total schools budget for the Primary and Secondary Schools. Schools Forum also agreed that there should be three factors including Free School Meals (which would be set at 2% of the total Primary and Secondary schools budget for the Primary schools and 2.3% for Secondary schools and allocated based on a linear distribution), Pupil Mobility/In Year Admissions (which would be set at 1% of the total Primary and Secondary schools budget for both Primary and Secondary schools and allocated based on a linear distribution) and Looked After Children (the value of which would be set at £3,146 per each Looked After Child).

Achievement Funding

5.20 The current funding model has a range of apportionment methods for the distribution of Non-statemented SEN funding, some of which are based on historical data that has been rolled over year on year, and some of which are different between the Primary and Secondary schools. Schools Forum agreed to rename this factor to Achievement. Applying the principle of one model for the Primary and Secondary schools, did not work effectively for the distribution of these funds, as the distribution was skewed based on the pupil population, which basically resulted in funds being moved from the Secondary schools into the Primary schools. Schools Forum agreed that for this factor, the same models would be used, but would be applied to two separate funds, the value of which would be no more or less than the current level in 2011/12. However, Schools Forum agreed that the level of funds applicable in each area would be based on 1% of the total schools budget for the Primary and Secondary Schools. For Primary schools, this would be allocated using KS1 results for Primary schools applying an Average Point Score (applying 1 point for a score of Level 1 and 2 points for a score below Level 1) for all children achieving Level 1 and below across any of the Reading, Writing and Maths assessments (this factor changed slightly following the meetings with Headteachers and Governors in December 2011, where it was felt that the original proposal needed to be fine tuned), and for Secondary schools would be allocated using KS2 assessment results for Secondary schools applying an Average Point Score for all children achieving Level 3 and below across English and Maths.

5.21 **Stakeholders are asked to give views on the proposed changes to the school funding formula set out above, which need to be considered as a package.**

Transitional Arrangements

5.22 Having applied all of the changes discussed, the impact on school budgets was reviewed. This indicated that there was a wide range of schools that gained and lost funding. Schools Forum agreed to introduce a damping factor (the transitional arrangement) to reduce the impact on school budgets in the first two years of the proposed changes, so that in the third year, schools would be on their true level of funding. It was agreed that this level is set so that no school could move up or down by +/- 1.5% in the first two years. This would then allow schools to plan for any reduction in budgets over a more manageable time frame. Once determined, the value of cash reduction or increase will be the same for the first two years. An example of how this will work is set out in the following table, these examples assume no changes in pupil numbers or other factors over 3 Years:

How transitional protection is calculated and effect on 3 years of Budgets

	Base Year	Base Year			Year 1	Year 1	Year 2	Year 2	Year 3	Year 3
	2011-12	2012-13			2012-13		2013-14		2014-15	
	Budget Old Formula	Budget New Formula	Change	Max change under Transitional Protection	Budget New Formula with Transitional protection (A + D)	change from previous year	Budget New Formula with Transitional protection (E + D)	change from previous year	Budget New Formula with Transitional protection (A + C)	change from previous year
	A	B	C	D	E	F	G	H	I	J
				1.5%						
School A	£5,000	£4,800	-£200	-£75	£4,925	-£75	£4,850	-£75	£4,800	-£50
Transitional protection					£125		£50		£0	
School B	£3,000	£2,800	-£200	-£45	£2,955	-£45	£2,910	-£45	£2,800	-£110
Transitional protection					£155		£110		£0	
School C	£3,000	£3,200	£200	£45	£3,045	£45	£3,090	£45	£3,200	£110
Transitional protection					-£155		-£110		£0	

How transitional protection will appear in the funding formulas.

			School A	School B	School C
Base Year	2011-12	Budget New Formula	£4,800	£2,800	£3,200
Year 1	2012-13	All other Factors	£4,800	£2,800	£3,200
Year 1	2012-13	Transitional Protection	£125	£155	-£155
Year 1	2012-13	Total Budget	£4,925	£2,955	£3,045
Year 2	2013-14	All other Factors	£4,800	£2,800	£3,200
Year 2	2013-14	Transitional Protection	£50	£110	-£110
Year 2	2013-14	Total Budget	£4,850	£2,910	£3,090
Year 3	2015-16	All other Factors	£4,800	£2,800	£3,200
Year 3	2015-16	Transitional Protection	£0	£0	£0
Year 3	2015-16	Total Budget	£4,800	£2,800	£3,200

5.23 **Stakeholders are asked to give views on whether the rate of the transitional factor should be set at +/- 1.5% over a period of two years, using a linear reduction over the same period.**

6. The Arrangements for Special Educational Needs

6.1 There are no proposed operational changes to central SEN in 2012/13.

7. The Arrangements for Early Years

7.1 There are no proposed operational changes to the Early years Single Funding formula. However, the EYSFF is described in more detail in the following paragraphs to remind all related stakeholders of the workings of the EYSFF including in year adjustments and the second year impact of the transitional arrangement.

Regulatory background to the introduction of the Early Years Single Funding Formula (EYSFF)

7.2 The Council was required to develop and implement an Early Years Single Funding Formula (EYSFF) as part of the wider reforms to early years. This was introduced in 2011/12

7.3 The aim of the EYSFF was to amalgamate the different funding systems that were being used to distribute funding to maintained and PVI nursery providers, in order to create a level playing field. Funding for the EYSFF is from the Dedicated Schools Grant (DSG).

7.4 The Childcare Act 2006, places a duty on the Council to secure prescribed provision free of charge and to improve outcomes for all young children and narrow the achievement gap. The Act sets out a range of duties on the Council in relation to childcare and early years provision, including:

- The Council has a duty to provide sufficient places for all 3 and 4 year old children whose parents require one and to secure that provision free of charge;
- The Council has a duty to reduce inequalities and improve outcomes of all the young children in their area and to identify and encourage hard to reach parents to take advantage of early childhood services;
- The Council has a duty to assess childcare provision in their area and to facilitate the market to secure sufficient childcare to enable parents to work or make the transition to work.

7.5 The basic structure of the formula is governed by Government Regulations and must comprise a base rate to fund participation led funding and a supplement to recognise the additional costs associated with deprivation.

7.6 The base rate will fund the actual participation of each 3 and 4 year old child in nursery provision who is eligible and accessing the free entitlement. Funding through the base rate is also referred to as 'participation-led' funding. This type of funding will deliver the bulk of a nursery's funding allocation.

7.7 The EYSFF will be the main funding mechanism for distributing funding to nursery age pupils in the borough. The purpose of it is to introduce transparency, consistency and equality in funding across the early years sector and to increase choice for parents across a diverse market of provision. The EYSFF aims to create a level playing field for all providers, create sustainability in the market, leading to a higher quality of provision in the long run and promote a greater degree of flexibility in provision.

7.8 Under the EYSFF, the funding to be paid to all providers (maintained nurseries and PVI settings), will be calculated using the same formula. The funding that providers receive for each child will depend upon their eligibility for the additional factors that are available in addition to the basic rate.

7.9 The formula will not necessarily mean that providers will all be funded at the same level but that the same factors will be taken into account when deciding on the level of funding.

7.10 The distribution of funding for the early years free entitlement must be based on children's participation other than in exceptional circumstances.

Description of the Proposed Formula

7.11 The current local EYSFF includes the following factors:

- A single **Base Rate** to fund hourly participation
- A **lump sum** for Maintained Nursery Schools to reflect higher and unavoidable fixed costs
- Two **Deprivation Supplements**:
  - i) Deprivation supplement applying to the addresses of children accessing the free entitlement at a setting measured by Income Deprivation Affecting Children Index (IDACI)
  - ii) Deprivation supplement applying to the address of a setting measured by the Index of Multiple Deprivation (IMD)
- A **Quality supplement** recognising part of the additional cost of employing graduate level staff e.g. Early Years Professional status childcare practitioners and teachers. It is not intended that this supplement covers full staffing costs but more that it acts as a mechanism to incentivise quality and in recognition of the higher costs of such staff across the PVI and maintained sectors.
- A **Transitional Protection** Mechanism spanning up to 3 years
- A **Contingency budget** to facilitate pupil counting adjustments in-year

7.12 The original criteria for the EYSFF are set out in the following table:

EYSFF Formula Elements

Formula Element	Percentage Share (%)	Basis
Base Rate	82	Forecast hours of provision
Maintained Nursery School lump sum	2	Lump sum
Deprivation	8	Split between IDACI score of pupils attending setting (75%), and IMD score of setting location (25%)
Quality	4	Contribution to costs of employing graduate level staff
Contingency for in-year increases in demand	4	Not distributed
Total	**100**	

7.13 The EYSFF is participation-led in that nursery providers will be funded on the number of hours that a child participates in. The broad structure of the formula has been built around an hourly base rate of funding with additional supplements to top-up funding. Participation-led funding will make up the bulk of funding that providers will receive through the formula and constitutes 82% of the funding in the local EYSFF. This equates to a guaranteed level of funding of £4.02 per pupil per hour.

7.14 The proposed formula includes a lump sum of £230,750 for the maintained nursery school to reflect higher and unavoidable fixed costs that are not applicable to other settings within the EYSFF. This was determined by reference to cost analysis work reviewed by the Free Entitlement Reform Group during the development of the EYSFF.

7.15 The EYSFF has to include a factor that recognises deprivation and the additional costs necessary to help more disadvantaged children to achieve. For Hillingdon the EYSFF includes two factors IDACI and IMD as the local indicators of deprivation. Together these two factors will provide 8% of the funding allocated through the formula.

7.16 The formula also includes additional supplements to recognise and incentivise quality and staffing requirements. This factor represents 4% of the overall funding allocated.

7.17 As the growth in the population is still increasing the remaining available resources will be held as a contingency for changes in participation in-year.

Counting and Adjusting Arrangements

7.18 Primary schools with maintained nursery classes will receive two budgets prior to the start of the financial year. A final budget will be calculated and issued in respect of all non-nursery related pupils (where applicable). In addition, an indicative EYSFF budget will be calculated and issued in respect to nursery related pupils.

7.19 The indicative EYSFF budgets are based on an estimate of take-up over the course of the financial year. During the course of the financial year, termly counts will be conducted to measure actual participation. The indicative EYSFF budgets will then be adjusted (both up and down) to reflect the difference between the estimated and actual take up of free entitlement.

7.20 Cash advance payments to schools will be adjusted accordingly to reflect actual take-up. By the end of the financial year, all nursery providers should receive funding that reconciles to actual participation in that year.

7.21 The Council will be required to carry out an additional pupil count and adjust funding allocations to all settings as a result. The requirement to have a termly count means that the Council will need to withhold some funding in order to adjust payments to settings in the light of any increases or decreases in numbers. Currently this has been assessed that £600k of the overall budget needs to be held in reserve for this purpose.

Transitional Arrangements

7.22 With the introduction of the EYSFF in 2011/12 a transitional arrangement factor was agreed for a period of 3 years to dampen the impact of funding changes on establishments. 2012/13 will be the second year of the transitional arrangement. This will be contained within the EYSFF.

7.23 A two stage process for the damping arrangements in the EYSFF was developed which is as follows:

i) Firstly, a minimum or 'floor' level of funding is set for all providers. This is funded by 'scaling back' the extent to which other providers are funded above the floor level, by a fixed rate calculated to match the level of funding added to bring providers to the floor level of funding. This excludes the lump sum funding for the maintained nursery school from the calculation of the extent of scaling back required.
ii) Secondly, the resulting change in distribution compared to the current year is proposed to be damped by 70% in year 1, by 40% in year 2, and by zero in year 3, whilst ensuring that no provider falls below the floor hourly rate set in stage 1 of the damping process.

7.24 The percentage rate at which damping is applied can be adjusted to reflect different circumstances and local pressures during the transition period.

7.25 These damping arrangements have the effect of ensuring that no provider is funded below a minimum hourly rate. They also provide transitional protection to those settings that are likely to experience the most significant cash losses year-on-year under the EYSFF. These settings are likely to be those maintained nursery classes that have relied most for their funding on the nursery lump sum funding in the existing primary funding formula.

8. The Arrangements for Pupils Out of School

8.1 Over the last term (September 2011 to December 2011), Hillingdon has experienced a significant increase in the number of Key Stage 4 pupils transferring into the Borough, for which there is no suitable provision available within schools, or for where a place cannot be found within schools.

8.2 The Council has been looking at options for ensuring that these pupils receive an education, and have considered a number of models that other authorities have in place to provide this support, which is in line with the requirements of Section 19 of the Education Act 1996.

8.3 Having considered these, the Council has entered into an agreement with Uxbridge College to provide an Alternative Education provision geared up to support KS4 pupils. The cost of this will be dependent on the needs of individual pupils, but primarily will be equivalent to the KS4 Age Weighted Pupil Unit (AWPU) value multiplied by the number of pupils attending the college.

9. The arrangements for 14-19 education

9.1 There are no proposed operational changes to central 14-19 education in 2012/13.

10. The Arrangements for School Meals

10.1 There are no proposed operational changes to school meals in 2012/13.

11. The Arrangements for Insurance (excluding Academies)

11.1 The Council delegates all of the funding for insurance premiums to schools.

11.2 The Council offers a comprehensive service structured to meet the school's insurance requirements including claims handling and advice. The basic insurance package covers property, liability, motor and personal accident risks. Supplementary insurances are available which provide additional cover for buildings and contents and motor insurance. Details of cover are available in the document Insurance Handbook for Schools which is available from the Insurance Team.

11.3 As the Council retains an interest in each maintained school it is a requirement that if schools obtain insurance externally they provide confirmation of cover from their chosen insurer detailing the cover and limits of indemnity purchased. Confirmation should be sent to the Insurance Section, 4N/06, at the Civic Centre.

11.4 Detailed below are factors that each school will need to consider if seeking insurance externally:

- Schools must ensure that insurance cover is in place for the 'compulsory' risks and that the insurance arranged provides cover to at least the limits set out in **Appendix 1**.

- Schools must ensure that the interest of the London Borough of Hillingdon is noted on the policies (this applies equally to Voluntary Aided and Foundation schools).

12. The Arrangements for Capital

12.1 The purpose of this section is to update schools on key issues relating to the capital programme for 2012/13.

12.2 As part of the Education Finance Settlement for 2012/13, the Government made a number of announcements on capital funding.

DfE Capital Funding

12.3 Allocations for basic need, maintenance and devolved formula capital have been announced for 2012/13 only, which is a further one-year allocation, as the DfE want to assess the best approach to adopt when considering future year allocations. These will take into account, the changing situation in local areas on both demographic growth and numbers of schools converting to Academy status.

12.4 London boroughs will receive 8% more capital funding in 2012/13 than in 2011/12. These figures include both allocations for local authority and voluntary-aided schools.

12.5 Basic need funding has been set at £800 million nationally, the same as it was for 2011/12. £1.2 billion has been announced for maintenance and £200 million for devolved formula capital.

12.6 The methodology used for allocating basic need funding has been changed to take account of the capacity of schools. Both numbers on roll and capacity data have been used in a combined methodology that allocates 50% of funding between the two factors. A protection has been put in place to ensure that no local authority will receive in 2012/13, less than 80% of the funding they would have received had the same approach been taken as used in 2011/12.

12.7 This allocation is separate to the recent £600 million announced as part of the Autumn Statement. The allocation methodology for this is under consideration and will include the DfE looking at how the collection of local data on pupil numbers and available school places can be improved so that allocations are better targeted towards needs for the remainder of the spending review period.

12.8 The £1.2 billion announced for maintenance includes £276 million retained centrally for the needs of Academies. Local Authority maintenance totals £687 million nationally and includes £2 million for Sure Start Centres maintenance.

Capital Funding for 16-19 provision

12.9 Over £107 million will be available in 2012/13 to meet maintenance and building needs of sixth form colleges and demographic pressures for new 16-19 places in schools, Academies and sixth form colleges.

12.10 To address priority building condition needs within the sixth form college sector, £59 million will be allocated to the sixth form college Building Condition Improvement Fund in 2012/13. All sixth form colleges remain eligible for Devolved Formula Capital and it will remain at the same rate as 2011/12.

12.11 A further £44 million has been made available in the coming financial year for basic need funding for additional places for 16-19 year old students in these areas.

Other capital policy updates

12.12 The Government intends to publish a final response in January 2012 to the recommendations of the consultation on the capital review that ended in October 2011.

12.13 The Partnership for Schools is currently reviewing applications to the Priority School Building Programme (a new Public Finance Initiative (PFI)) and the Government expects to be able to make a further announcement on this in the New Year.

13. Specific Grants

Pupil Premium

13.1 The coalition Government has confirmed the level of the Pupil Premium for 2012/13 which will be £600 per pupil (an increase of £112 on last years rate of £488). The method used for distribution will change from those children eligible for a Free School Meal (FSM) to those children who have been eligible for Free School Meals at any point in the last six years (known as Ever 6 FSM).

13.2 The rate for Looked After Children has been fixed at last years rate of £488.

13.3 There is also an additional amount of £250 per pupil of Pupil Premium for the children of members of the armed forces, which is an increase on last years £200.

13.4 The Pupil Premium grant to each school will be calculated based on the number of qualifying pupils counted in the School Census, multiplied by the funding rate described above. This data is currently not held by the Local Authority.

13.5 All schools are encouraged to accurately determine and record all of the pupils eligible for Free School Meals as this will maximise the level of Pupil Premium funding received by schools in Hillingdon.

13.6 The Pupil Premium grant will not be ringfenced at school level. The coalition Government has stated that it is for headteachers and governing bodies to determine the most appropriate strategy for raising attainment and reducing the attainment gap within each school.

14. Changes to the Scheme for Financing Schools

14.1 The local Scheme for Financing Schools is reviewed on an annual basis. The main proposed changes to the Scheme for Financing schools are aimed to strengthen the scheme and pick up on some fundamental changes that have taken place during 2011/12 that need to be covered. These are as follows:

i) To provide more clarity relating to the accounting treatment of Children Centres attached to schools.
ii) To allow schools to make NQT Loans to staff
iii) To cross reference to the School Financial Value Standard
iv) To change the Interest rate on supplementary cash loans to match the Council's rate of borrowing.
v) To change the repayment of supplementary cash loans to ensure that these are repaid within the financial year.
vi) To change the requirement for any school deficit to be licensed.
vii) To provide more clarity on the accounting treatment and responsibilities for school Payroll Services. (Expect accounting treatment to be the same except for timing of payment of NI and Pensions, Removal of GTC from 1st April 2012 section 6.3)
viii) To provide schools with clarity on the Redundancy processes and procedures.
ix) To provide schools with clarity on the application of Devolved Formula Capital for revenue expenditure.

Children Centres (Section 2, 2.12 Central Funds and Earmarking applies)

14.2 The funding of Children Centres changed in 2011/12. Previously, Children Centres were funded from the Sure Start grant, however, as part of the financial settlement for 2011/12, the Government abolished this grant along with many others and combined them into the Early Intervention Grant. Effectively this has resulted in the funding being built into the Council's base budget for 2011/12. The Scheme for Financing Schools needs to be strengthened to make reference to this change.

NQT Loans to Staff (Section 2, 2.13 Spending for the Purposes of the School applies)

14.3 The cessation of the Council Payroll service for schools requires an amendment to the Scheme to be made where the Council's HR Policy allows for the granting of a loan to NQT's. Currently, there is no specific reference to allow schools to make these loan payments, as these are in the main made by the Council and recouped through the Council's Payroll service. As this service will no longer exist in 2012/13, the Scheme needs to be revised.

Schools Financial Value Standard (Section 2, 2.15 applies)

14.4 The Government have abolished the FMSiS for 2011/12 and replaced it with the School Financial Value Standard (SFVS). The Scheme is being revised to cross reference to this new standard. This will include a reference to the requirement for a 3 year budget and reporting of balances above threshold amounts.

Supplementary Cash Loans (Sections 3 and 4, 3.3 Interest Clawback and Section 4.10 Loan Scheme apply)

14.5 The Scheme currently charges schools interest on supplementary cash loans based on the London Inter Bank Bid Rate and is not specific with regards to the repayment terms. This has led to a number of schools having loans for more than one year. Having reviewed this, officers are of the opinion that schools should be charged interest at the average rate that the Council borrows at and that the period of the loan needs to be more specific and tightened up so that they are repaid within the financial year in which they are made except where deficits exist for more than one year and repayment cannot be made without affecting the schools cash flow. The Scheme will also include a penalty clause for the non payment of a loan within the specified loan period.

Licensed Deficits (Section 4, 4.9 Licensed Deficits applies)

14.6 The Scheme currently allows schools to have an unlicensed deficit where it is less than 2% of the school's budget share. In order to report more accurately to Schools Forum on schools that have deficits, officers are of the opinion that any deficit which is likely to exist for more than one year should be licensed.

Payroll (Section 8, 8.4 Teachers' Pension applies)

14.7 The cessation of the Council Payroll service for schools requires an amendment to the Scheme to be made so that clarity is provided on the information requirements and timelines that exist where the authority still retains the statutory duty to report on payroll data.

Redundancy Procedures and Processes (Section 11, 11.14 applies)

14.8 Officers have reviewed the current scheme for approving school redundancy payments and will put in place a more robust process that schools will need to follow to release these funds.

Repairs and Maintenance (Section 12 applies)

14.9 The Scheme needs to be revised to allow schools to effectively utilise their Devolved Formula Capital for Repairs and Maintenance, following a significant reduction in the funds now available from the Government.

Proposed Changes to the Scheme for Financing Schools – to be effective from 1st April 2012

The Local Authority proposes the following changes to the Scheme for Financing Schools to ensure that all of the structure changes that have taken place over the last year are reflected within the scheme. There are also a number of fundamental changes that have been identified, which need to be addressed within the Scheme for 2012/13.

There are 14 amendments in total which are being consulted upon, these are listed below and refer to sections as numbered in the existing Scheme for Financing Schools document dated October 2011. A copy of the schools financing scheme should be available at school which can also be downloaded from the Hillingdon Council webpage : http://www.hillingdon.gov.uk/index.jsp?articleid=23526

1. **Section 2.12 – Central Funds and Earmarking. To be revised to account for the changes in the funding of Children's Centres**

2.12 To add :
Schools with on-site Children's Centres will be required to code expenditure relating to the Children's Centre to a separate fund with the required subjective analysis, within their financial management system. This will be reflected in the expenditure return submitted to the local authority. In the event of the school spending less than the budget, the unspent balance will be lost to the school at the end of the year during which schools are allowed to use the funding. In the event of the school spending more than the budget, the excess expenditure will be treated as the first call on the following year's budget.

2. **Section 2.13 – Spending for the purposes of the school revised to make provision for loans to Newly Qualified Teachers.**

2.13 To add :
Schools can provide interest free loans up to the value of £1,500 to newly qualified teachers (NQT) upon initial recruitment only and not as a loan facility after the first year of employment. Loans must be recovered in full within one financial year by salary deductions on a monthly basis. An agreement must be signed between the school and the newly qualified teacher before a loan can be offered, it is the responsibility of the school to ensure a full reimbursement by the employee and to inform its payroll providers of loan amount and monthly deductions. Conditions of the loan must include full repayment if the employee ceases to be employed by the school. ***Appendix 5*** (attached) contains a model agreement for schools to use. Schools are not allowed to provide loans to any other persons or for any other purpose.

3. **Section 2.15 Schools Financial Value Standard (SFVS) – mandatory requirement for all schools to complete the Schools Financial Value Standard (SFVS) each financial year.**

2.15 ***To add:***

Schools Financial Value Standard (SFVS)

The Schools Financial Value Standard requires completion by 31st March 2013 and each year after that. Submission of statements must be made to the LA Schools Finance Team . Local Authorities are required to use schools' SFVS returns to inform their programme of financial assessment and audit which may necessitate submission of further evidence to demonstrate compliance of the standard. Local authorities can issue a notice of concern or withdraw delegation where a school fails to complete and submit the SFVS as required.

4. **Section 2.3.1 - Submissions of budget plans - In accordance with the School Financial Value Standard Schools will be required to submit a three year budget plan even where a financial forecast for a multi-year period is not provided.**

2.3.1 Submission of Financial Forecasts
The LA may require schools to submit a financial forecast covering each year of a multi-year period for which schools have been notified of budget shares beyond the current year.

Change to:

2.3.1. The LA requires schools to submit a financial forecast for at least three years in line with the requirements of the Schools Financial Value standard. The Financial Planning Software (available from the Schools Finance Team) enables compilation of a three to five year budget with in built assumptions for future years.

5. **Section 3.3 - Interest clawback – change of rate at which interest is charged on loans taken out by schools from LIBID to LIBOR effective for the term of the loan prevailing at the date the loan is taken out. This brings it in line with the rates paid by the LA to access the funds from banks for loans to schools.**

3.3 Interest clawback
Where schools require additional cash a formal application for a supplementary cash loan will be required. Any loan will accrue interest on a daily basis at the prevailing one-month ***London Inter Bank Bid Rate (LIBID)*** on the day the loan was taken out until the amount is repaid.

Change to:
Where schools require additional cash a formal application for a supplementary cash loan will be required. The rate of interest applicable is dependant on the nature of the cash loan where it can be either short term (less than one year) or long term (greater than one year). For Short Term loans interest will accrue at the prevailing ***London Inter Bank Offered Rate (LIBOR)*** effective for the term of the loan i.e. one month, three months, six months or twelve months prevailing on the day the loan is taken out until the amount is repaid. Interest on longer term loans will be charged at the prevailing Public Works Loan Board (PWLB) rate at the time the loan is taken and reviewed annually at the start of each financial year.

6. **Section 3.3.1 - Interest on Late Budget Share Payments – change of interest paid to schools for late payments from LIBOR to LIBID in line with the inter bank lending rate.**

3.3.1 Interest on Late Budget Share Payments
In circumstances where the LA fails to provide the monthly cash advance on the predetermined date, and this was due to LA error, schools will be entitled to interest at the prevailing **London Inter Bank Offer Rate (LIBOR)**

Change rate of interest payable from **LIBOR to LIBID**:

7. **Section 3.5 – Bank and Building Societies – to enable the LA access to schools bank accounts in cases where the delegated budget is suspended by the authority and when a maintained school ceases to exist.**

3.5.1 Bank and building societies
All maintained schools may operate a bank account separate to the Council's own bank account. Any interest generated from bank account balances may be retained by the school, credited to the school's budget share (never the private school fund). Schools having bank accounts with other banks prior to 1 April 2001 are allowed to retain those accounts.

Change to:
All maintained schools may operate a bank account separate to the Council's own bank account. ***The account mandate should provide that the LA is the owner of the funds in the account, it is entitled to receive statements, and that it can take control of the account if the school's right to a delegated budget is suspended by the authority.*** Any interest generated from bank account balances may be retained by the school, credited to the school's budget share (never the private school fund).

8. **Section 4.2 - Reporting on the intended use of surplus balances, where balances are above the thresholds for Primary and Secondary schools, the Governing Body is required to report to the LA on the use of surplus funds, as set out in the Schools Financial Value Standard.**

Add to existing :

4.2 Reporting on the intended use of surplus balances
Where a school's surplus balance represents more than 8% for Nurseries, Specials and Primaries and 5% for Secondaries, of the school's budget share for that financial year, the Governing Body is required to report to the LA on the use to which the school intends to put the surplus balance, ***this to be submitted with the budget plan by 31st May.***

9. Section 4.5 - Planning for deficit balances – add a requirement for schools to formally apply for a licence from the LA to operate in deficit.

4.5 Planning for deficit balances
Governing bodies may not plan for a deficit. If, during the year, expenditure patterns suggest that a deficit is likely, governing bodies are under an obligation to take all appropriate measures to avoid a deficit occurring. If, in spite of all efforts a deficit is not avoidable, the local authority may, in exceptional circumstances, licence a deficit where the governors have provided a satisfactory business plan for putting the school's financial position bank into balance.

To add to the above paragraph:
An application for a deficit licence must be made to the LA stating the recovery strategies and when the school is to return to a balanced position.

10. Section 4.9 Licensed Deficits – change requirement for all deficits to be licensed instead of just those above 2% of the school's budget share.

4.9 Licensed deficits
Paragraph 4 change first sentence from:
Deficits of less than 2% of the school's budget share do not need to be licensed by the local authority, but this does not affect the governing body's obligation not to plan for a deficit and to take all measures necessary to avoid a deficit

Change to:
All deficits of the school's budget share must be licensed by the local authority and the Governing Body is required to take all measures necessary to avoid a deficit.

11. Section 4.10 – Loan Schemes – to discourage schools from holding on to loans beyond the required period.

4.10 Loan Schemes
Add to existing paragraph:
Loans received for short term cash flow management must be repaid as soon as the situation improves and within the same financial year the loan has been given to the school. If the loan is still required at the beginning of the next financial year then a written request for the continued use of the loan should be made in that financial year. Any loans that are not repaid by the end of the financial year can be recovered from the school's budget share via a reduction in the cash advance payments. Schools converting to Academy status must repay their loans before conversion, otherwise the LA will reduce their cash advance payments to claim the loan, notification will be sent to the school prior to the reduction of any monthly cash advances to the school's bank account.

12. Section 6.2 – Circumstances in which charges can be made – to add item 6.2.22 to allow recovery of monies owing to the LA when it converts to become an Academy.

6.2.22 Circumstances in which charges may be made

To add an additional point 6.2.22

6.2.22 Recovery of monies from maintained school when it converts to Academy for any outstanding amounts the maintained school owes the LA, if necessary by reducing any future funding to the Academy from the LA.

13. Section 12 – Responsibility for repairs and maintenance – To allow schools to spend their Devolved Capital Funding which is in many cases lower than £10,000 the deminimus for capital expenditure.

Section 12: Responsibility for Repairs and Maintenance

To add to existing:

In cases where the value of enhancement is below £10,000 expenditure would normally be revenue in nature, unless it can be demonstrated that items will be in use for one financial year and represents a significant proportion of available capital funding.

14. Removal of section 6.3 due to the abolishment of the General Teaching Council from 1st April 2012 and therefore no deductions need to be made for teacher salaries.

15. Service Level Agreement (SLA) Consultation

15.1 Each year the Council consults on proposed Service Level Agreements (SLAs) affecting schools ahead of the next financial year. This exercise has already been undertaken as a separate exercise during November 2011, outside the scope of this consultation document, where 'expressions of interest' from schools were requested and have been received.

17. Timetable

17.1 The Table below sets out the key milestones in the timetable for the schools budget from the date of release of this consultation document.

Schools Budget Timetable 2012/13

Milestone	Date
Schools Forum meeting agrees scope of consultation issues	4 January 2012
Schools Budget Consultation document released	5 January 2012
Schools Budget Consultation information sessions for schools	12 and 13 January 2012
Schools Budget Consultation closes	17 January 2012
School Census 2011	19 January 2012
Schools Forum considers Schools Budget Consultation	24 January 2012
Indicative funding allocations provided to schools	Week ending 10 February 2012
Schools Budget Decisions Approved by Cabinet	23 February 2012
Final funding allocations provided to schools	Week ending 30 March 2012

Appendix 1

Minimum Insurance Requirements

Property Insurance
Buildings and Contents Reinstatement insurance for the value of the school and contents for the perils of: Fire, Lightning, Explosion, Storm or Tempest, Flood, Bursting or overflowing of water tanks / pipes, Impact, Aircraft, Riot and Civil Commotion and Earthquake. Business Interruption (for a minimum period of 36 months) Works in Progress: Contractors All Risks and cover for existing structures Terrorism (incorporating Business Interruption) N.B. Where building work for new builds are being considered it is advisable that the contract should provide for the contractor to insure the works. **Engineering (Plant & Machinery)** – statutory inspection and insurance of items such as pressure vessels, boilers, lifts etc. Limit of Indemnity £100k any one occurrence.

Liability Insurance
Public Liability – minimum limit of indemnity £30 million per incident **Employers Liability** – minimum limit of indemnity £30 million per incident **Officials Indemnity** – minimum limit of indemnity £2 million per period of insurance **Libel & Slander** – minimum limit of indemnity £1 million per period of insurance **Third Party Hirers Liability** - minimum limit of indemnity £1 million

Miscellaneous
Fidelity Guarantee – minimum limit of indemnity £2 million **Money** – cover for money on school premises in the custody or supervision of an employee, in transit in the custody of an employee, or by registered post or in a bank night safe, plus in the private residence of an employee. In a locked safe / strong room up to an agreed limit. **Personal Accident Assault (Employees)** - minimum limit of indemnity 5 times annual earnings (subject to a minimum benefit of £25k) Temporary total disablement – a weekly benefit of 50% of weekly earnings **Personal Accident (Governors)** – Minimum Capital Benefit of £50k Weekly benefit of £100 is payable if prevented from continuing in their duties owing to permanent disablement and £50 for lesser injuries.

Personal Accident (Pupils on Work Experience) – minimum Capital Benefit of £10k

Personal Accident (Volunteers) – minimum Capital Benefit of £10k

Personal Accident (Teachers Extra Curricular Activities) – minimum Capital Benefit of £10k

Personal Accident - Insurance for Educational Visits –
Cancellation £10k per person
Medical Expenses £10 million per person (outside UK)
Personal Accident Capital Benefit £20k (death restricted to £7,500 if under 18 years of age)
Personal Property £5k per person
Money £3k per person
Legal Liability £2 million one event
N.B. Insurance arrangements must be sufficient to cover all planned activities.

Motor Insurance

Motor Vehicles
Where the school is responsible for a motor vehicle it must meet the legal requirement to hold a minimum of Third Party insurance. Lease agreements may require the school to obtain fully comprehensive cover.
Recommended level of cover is fully comprehensive.

CONSIDERATION OF SCHOOL CONSULTATION RESPONSES

1. Introduction

This report provides the School Forum with an analysis of all of the responses received as part of the consultation on Schools, Early Years & 14-16 Funding Arrangements 2012/13, that took place between 6 January 2012 and 17 January 2012.

In all, stakeholders were asked 17 questions, two of which related to the fundamental review of the Primary and Secondary Schools funding formula, with the remaining 15 relating to changes that are being proposed to the Scheme for Financing Schools.

Schools Forum is being asked to consider these responses as part of its overall responsibility to propose a school funding formula for 2012/13 that needs to be presented to the Council.

This will then form the basis of the proposal that needs to be recommended to Cabinet on 16 February 2012 relating to the Dedicated Schools Grant and School Budget shares as part of the budget setting process for 2012/13.

2. Summary

The responses received relating to the proposed changes to the Primary and Secondary school funding formula, significantly support them (70% of respondents are in favour, and if you exclude those that provided no comment this increases to 84%). Schools also support the proposed implementation of a transitional arrangement based on +/- 1.5% to dampen the impact of the changes, although the outcome is much closer, with 50% of all respondents in favour, but with 23.3% not in favour, although of these the responses agree with a transitional arrangement but want to decrease or increase the duration).

The responses received relating to the proposed changes to the Scheme for Financing Schools, are significantly in favour of nearly all of them, with 2 notable exceptions Q9 (access by the Local Authority to school bank accounts) and Q10 (Reporting on the intended use of surplus balances), which will need to be investigated further.

3. Recommendation

It is recommended that Schools Forum recommend to Cabinet the following:

i) To accept the proposed changes to the Primary and Secondary Schools funding formula.
ii) To accept the implementation of the +/- 1.5% transitional arrangement over a period of 2 years.
iii) To accept changes to the Scheme for Financing Schools in all cases except for Question 9 and Question 10.

It is further recommended that Schools Forum asks officers to:

i) Review and revise the proposed changes to Question 9 and report back to the February 2012 Schools Forum
ii) Review and revise the proposed changes to Question 10 and report back to the February 2012 Schools Forum

4. Information

The Consultation paper on the Schools, Early Years & 14-16 Funding Arrangements 2012/13 was sent out to all stakeholders on 6 January 2012, with a closing date of midnight on 17 January 2012. Additionally two meetings were held on 12 and 13 January 2012, to explain in more detail the changes that are being proposed.

The consultation paper included 17 questions, two of which were on the Primary and Secondary Schools funding formula, with the remaining 15 relating to proposed changes to the Scheme for Financing Schools. The responses to each question are summarised below between Agreed, Disagreed, Do Not Know and No Response. A full analysis is included in Appendix A (an analysis of responses to the Formula Review, including any narrative in full where respondents have provided them) and Appendix B (a summary analysis of responses to the Scheme for Financing Schools, which does not include any narrative)

Overall, the Council received 30 written responses to the consultation paper (including 15 primary schools, 8 secondary schools, 3 special schools, 2 Private, Voluntary and Independent (PVI) Nursery and Local Authority Nursery providers and 1 each from the Primary Forum and Hillingdon Association of Secondary Headteachers).

Questions - Primary and Secondary Schools Formula Review

Question 1: Stakeholders are asked to give views on the proposed changes to the school funding formula as set out in Section 5, which need to be considered as a package.

The following table summarises the responses received:

	Count	%
Agree	21	70.0
Disagree	3	10.0
Do not Know	1	3.3
No Comment	5	16.7
Total	**30**	**100.0**

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes. Those providing no comment are the 3 special schools, one PVI and one Secondary school.

Question 2: Stakeholders are asked to give views on whether the rate of the transitional factor should be set at +/- 1.5% over a period of two years, using a linear reduction over the same period.

The following table summarises the responses received:

	Count	%
Agree	15	50.0
Disagree	7	23.3
Do not Know	3	10.0
No Comment	5	16.7
Total	**30**	**100.0**

It can be concluded that there are a greater number of respondents that are in agreement with the proposed changes, but a significant minority are against the proposals. This primarily relates to a mixed sense that some schools want a slower transition, whilst others want a quicker transition. Those providing no comment are the 3 special schools, one PVI and one Primary school.

Questions - Scheme for Financing Schools

Question 3: Section 2.12 – Central Funds and Earmarking. To be revised to account for the changes in the funding of Children's Centres

The following table summarises the responses received:

	Count	%
Agree	14	46.7
Disagree	1	3.3
Do not Know	4	13.3
No Comment	11	36.7
Total	**30**	**100.0**

It can be concluded that a majority of the number of respondents are in agreement with the proposed changes, if you ignore those that have made no comment.

Question 4: Section 2.13 – Spending for the purposes of the school revised to make provision for loans to Newly Qualified Teachers.

The following table summarises the responses received:

	Count	%
Agree	22	73.3
Disagree	0	0.0
Do not Know	0	0.0
No Comment	8	26.7
Total	**30**	**100.0**

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes.

Question 5: Section 2.15 Schools Financial Value Standard (SFVS) – mandatory requirement for all schools to complete the Schools Financial Value Standard (SFVS) each financial year.

The following table summarises the responses received:

	Count	%
Agree	22	73.3
Disagree	0	0.0
Do not Know	0	0.0
No Comment	8	26.7
Total	**30**	**100.0**

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes.

Question 6: Section 2.3.1 - Submissions of budget plans - In accordance with the

School Financial Value Standard Schools will be required to submit a three year budget plan even where a financial forecast for a multi-year period is not provided.

The following table summarises the responses received:

	Count	%
Agree	21	70.0
Disagree	1	3.3
Do not Know	0	0.0
No Comment	8	26.7
Total	**30**	**100.0**

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes.

Question 7: Section 3.3 - Interest clawback – change of rate at which interest is charged on loans taken out by schools from LIBID to LIBOR effective for the term of the loan prevailing at the date the loan is taken out. This brings it in line with the rates paid by the LA to access the funds from banks for loans to schools.

The following table summarises the responses received:

	Count	%
Agree	11	36.7
Disagree	1	3.3
Do not Know	3	10.0
No Comment	15	50.0
Total	**30**	**100.0**

It can be concluded that a majority of the number of respondents are in agreement with the proposed changes, if you ignore those that have made no comment.

Question 8: Section 3.3.1 - Interest on Late Budget Share Payments – change of interest paid to schools for late payments from LIBOR to LIBID in line with the inter bank lending rate.

The following table summarises the responses received:

	Count	%
Agree	21	70.0
Disagree	0	0.0
Do not Know	0	0.0
No Comment	9	30.0
Total	**30**	**100.0**

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes.

Question 9: Section 3.5 – Bank and Building Societies – to enable the LA access to schools bank accounts in cases where the delegated budget is suspended by the authority and when a maintained school ceases to exist.

The following table summarises the responses received:

	Count	%
Agree	8	26.7
Disagree	11	36.7
Do not Know	3	10.0
No Comment	8	26.7
Total	**30**	**100.0**

It can be concluded that more schools are not in favour of this proposal when compared to those that are. Further work is required to address the points that have been made which will necessitate a change in the wording being proposed. This will be explored with all schools in February 2012.

Question 10: Section 4.2 - Reporting on the intended use of surplus balances, where balances are above the thresholds for Primary and Secondary schools, the Governing Body is required to report to the LA on the use of surplus funds, as set out in the Schools Financial Value Standard.

The following table summarises the responses received:

	Count	%
Agree	10	33.3
Disagree	6	20.0
Do not Know	1	3.3
No Comment	13	43.3
Total	**30**	**100.0**

More schools are in favour of this proposed change but no significant enough to agree to the amended suggested. Further work is required to address the points that have been made which will necessitate a change in the wording being proposed. This will be explored with all schools in February 2012.

Question 11: Section 4.5 - Planning for deficit balances – add a requirement for schools to formally apply for a licence from the LA to operate in deficit.

The following table summarises the responses received:

	Count	%
Agree	22	73.3
Disagree	0	0.0
Do not Know	0	0.0
No Comment	8	26.7
Total	**30**	**100.0**

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes.

Question 12: Section 4.9 Licensed Deficits – change requirement for all deficits to be licensed instead of just those above 2% of the school's budget share.

The following table summarises the responses received:

	Count	%
Agree	20	66.7
Disagree	2	6.7
Do not Know	0	0.0
No Comment	8	26.7
Total	**30**	**100.0**

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes.

Question 13: Section 4.10 – Loan Schemes – to discourage schools from holding on to loans beyond the required period.

The following table summarises the responses received:

	Count	%
Agree	21	70.0
Disagree	0	0.0
Do not Know	1	3.3
No Comment	8	26.7
Total	**30**	**100.0**

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes.

Question 14: Section 6.2 – Circumstances in which charges can be made – to add item 6.2.22 to allow recovery of monies owing to the LA when it converts to become an Academy.

The following table summarises the responses received:

	Count	%
Agree	20	66.7
Disagree	0	0.0
Do not Know	2	6.7
No Comment	8	26.7
Total	**30**	**100.0**

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes.

Question 15: Section 12 – Responsibility for repairs and maintenance – To allow schools to spend their Devolved Capital Funding which is in many cases lower than £10,000 the deminimus for capital expenditure.

The following table summarises the responses received:

	Count	%
Agree	20	66.7
Disagree	0	0.0
Do not Know	0	0.0
No Comment	10	33.3
Total	**30**	**100.0**

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes.

Question 16: Removal of section 6.3 due to the abolishment of the General Teaching Council from 1st April 2012 and therefore no deductions need to be made for teacher salaries.

The following table summarises the responses received:

	Count	%
Agree	22	73.3
Disagree	0	0.0
Do not Know	0	0.0
No Comment	8	26.7
Total	**30**	**100.0**

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes.

Question 17: Section 11.14 Revision of Appendix 4 of the Procedures and Processes for School Redundancy Reimbursement (copy attached).

The following table summarises the responses received:

	Count	%
Agree	19	63.3
Disagree	1	3.3
Do not Know	2	6.7
No Comment	8	26.7
Total	**30**	**100.0**

It can be concluded that there are a significant number of respondents that are in agreement with the proposed changes.

SCHOOL CONSULTATION RESPONSES SUMMARY ANALYSIS - FORMULA REVIEW

	Respondent	Q1 A/D/K	Q1 Comments	Q2 A/D/K	Q1 Comments	Other Comments
1	Bishop Ramsey	A	The Governors of Bishop Ramsey School accept the genuine effort in the consultation document to achieve a fairer and more transparent funding formula. We have two concerns: Firstly the range between the funding allocated to the best and worst funded schools in the secondary sector is too great, with the best funded receiving 45% more than the worst funded even before the additional effect of the pupil premium is taken into account. We therefore feel that the formula should be re-examined for 2013-14 (assuming that a national formula has not by then been established) with the explicit aim of narrowing the gap between the best and worst funded schools. There will clearly need to be consultation on what constitutes a fair differential. Secondly, the damping mechanism is insufficient to properly shield schools which lose from very harsh budget cuts, which will inevitably require redundancies.	D	For the reasons outlined above we prefer a slower transition taking place over 3 years	
2	Oak Farm Junior	A		K		
3	Laurel Lane Primary	D	The Governors at Laurel Lane Primary School in West Drayton consider that the new funding formula does not adequately recognise the resource needed to support and educate children who, through no fault of their own, do not enter school at the same level as some of their peers in other parts of the borough. Although the grants are out of date they were originally there to support them and there has been no consideration that they are still needed for these vulnerable and deprived children. This is even more detrimental in the light of the new OfSTED regime which is insisting that all children reach a similar level and the Pupil Premium in no way makes up for the shortfall			

SCHOOL CONSULTATION RESPONSES SUMMARY ANALYSIS - FORMULA REVIEW

	Respondent	Q1 A/D/K	Q1 Comments	Q2 A/D/K	Q1 Comments	Other Comments
4	Hillingdon Primary	A	The Governing Body at Hillingdon Primary School is grateful for the work the local authority has done to draft a revised funding formula and for the extent to which this has addressed concerns expressed by the Governing body of Hillingdon Primary School (HPS) specifically with regard to fairness and transparency. We believe the proposed alterations to the formula have adopted the right approach and the move towards a simpler, more understandable method of delegating funds is to be welcomed. While we agree to the adoption of the proposals for 2012-13 we have a number issues which we believe the Local Authority needs to consider: 1. The proposed formula changes are untried even to the extent that the formula amounts for 2012 13 are not modelled within the budget consultation. We are assuming that they will reflect those presented as part of the consultation process (based on 2011-12 data). We would be very concerned if the use of the 2012 data and the 2012-13 devolved funding level caused individual budgets or the overall profile to differ markedly from those presented in this consultation. It is likely however that the damping mechanism will prevent this. 2. While we have agreed to the 'package', understanding that any change in one part of the formula may significantly skew funding over all and potentially to the detriment of some or many schools, we have concerns about the basis for Achievement funding, particularly at the use of KS 1 data for KS1 and the influence of one-off highs or lows in performance data. We would urge the Local Authority to revisit this aspect of the formula with a view to considering a) the suitability of other data that is nationally applied and externally monitored (such as the early years profile); and consider the use of a four year average of the most recent data collected at each key stage. 3. The Governing body at HPS is also concerned that the achievement criteria is targeted too greatly on underperforming pupils. We feel that schools and pupils that are performing well should be recognised and financially supported. To this end we suggest that the Achievement funding (at present £3.7 Million) should be split into three categories to support all levels of learning. Those targeted for "Improvement" should be independently recognised; those who have reached national averages should be recognised as "Achieving" and those performing significantly above national averages should be recognised as "Achieved". Funding formulae should be devised to allocate funds to these areas. This will spread funding across all targeted teaching initiatives which is surely a fairer distribution. The funding allocation could be based upon schools' agreed targets and adjusted for any shortfall against targets the following year to avoid target inflation. This would deliver funding for initiatives in the year in which they are delivered rather than retrospectively. 4. The Governing Body at HPS also feels that the ratio of AWPU should be reviewed in following years once the consequences of these changes have been absorbed. The current weighting which suggests that KS3 & 4 pupils require greater funding levels runs contrary to the recognised wisdom that "Early years" plays a key role in starting a pupil's lifelong learning journey.	A	We agree that a transition is needed but that it should not be over too long a period: this only delays the need for schools to make appropriate adjustments. We believe this two-year period is appropriate but are conscious that some schools will have significant losses and that this may have implications for staffing levels and the potential for redundancies. The Governing Body at HPS recognises the implications of these significant changes on some schools and has no desire to see any pupils disadvantaged by the process of making funding distribution fairer and more transparent. The Governing Body at HPS believes that any decisions taken to mitigate significant losses must also take into account each school's carry forward funding level. Remedial action must not be taken for any school which would still be in possession of carry forward funds. Only those schools which would otherwise run an absolute deficit	

SCHOOL CONSULTATION RESPONSES SUMMARY ANALYSIS - FORMULA REVIEW

	Respondent	Q1 A/D/K	Q1 Comments	Q2 A/D/K	Q1 Comments	Other Comments
5	Breakspear Federation	A	We are in agreement with the objectives of the funding formula review and believe that the proposed model is both simpler and fairer than the current formula. Given that the 12/13 Guaranteed per pupil Unit of Funding is the same as that for 11/12, we assume that, except where pupil rolls change, the final 12/13 figures will be of the same order of magnitude as those shown in the spreadsheet provided. If this is not the case, we would certainly need sight of indicative 12/13 figures before final endorsement, or otherwise, of the proposals. Our only concern is that the reduction in the per pupil funding range in the primary sector is relatively small. Whilst we appreciate that some schools, particularly those with the most disadvantaged intakes, have a greater need for funding, the gap between best and worst funded is still £1,777 per pupil, which, for a full 3-form entry primary school, equates to £1.1 million. These figures are before the addition of the Pupil Premium, specifically designed to meet deprivation related issues. Finally, we would like to thank you for the very thorough and genuine consultation process to date (with a particular mention of the opportunities for governor involvement)	A	We think the transitional arrangements are appropriate, given the need to balance the advantages of the proposed changes with the difficulties which will probably be caused for schools with significant potential losses. Given our comment above about the relatively modest reduction in the per pupil funding range, we would certainly not want to see a slower transition or a lower dampening percentage factor used	
6	Harefield Infant	D	Under the current proposals funding for KS1 is determined from KS1 results rather than Foundation Stage data. Retrospective funding of KS1 will disadvantage challenging cohorts particularly where these follow a more gifted cohort. Foundation Stage data for children transferring into KS1 is available and its usage would enable Achievement Funding to be more pertinent to that group	K	Accepting that a transitional factor is needed, the level needs to ensure that schools can take action towards achieving a different level of funding that is consistent with pupil needs and prevailing legislation (particularly relating to employment). For our schools, the current transitional factor amounts to half a teacher or a learning support worker. Bearing in mind phasing between academic and fiscal years this presents us with a significant but realistic challenge year on year. However, the transitional factor was originally conceived to temper the impact of funding changes brought about by changes in schools circumstances and not to address the outcome of a fundamental review of the underlying funding formula. So, whilst the continuity afforded by the transition factor remains appropriate the question arises as to whether this should be applied to the current exercise or whether some other mechanism is needed for this particular transition.	

SCHOOL CONSULTATION RESPONSES SUMMARY ANALYSIS - FORMULA REVIEW

	Respondent	Q1 A/D/K	Q1 Comments	Q2 A/D/K	Q1 Comments	Other Comments
7	Ruislip High	D	Whilst we agree in principle with the need to reduce the disparity in funding across the schools, we cannot at this stage support the proposed changes. This is because we are still an expanding school and will be until 2017; we therefore do not have a stable enough budget to allow us to appreciate fully the long term impact of the proposed reduction. For example, we would be loathe to make redundancies, and then need to reappoint staff into similar roles once we reach a better position to forecast on a long term basis. Secondly, whilst these changes are in relation to our KS 2 to 4 funding, we are currently relying on this budget to support our Sixth Form where we are receiving money for fewer students than our roll count and our funding formula is the same as that used in the FE sector. This formula will eventually be in place for all school Sixth Forms but transition relief has been created to ease this painful process for all other schools, we are in the unique position of running a school Sixth Form at this reduced funding level. There is no start up funding for new Sixth Forms at all and in addition, the YPLA is using national statistics in terms of all the other factors which are part of the formula and therefore we have very little internal control on this budget	D	If the finding change is agreed, we would suggest that the transitional linear reduction is over a four year period. This would be most beneficial considering the situation the school is in as outlined in the commentary to question 1	
8	St Bernadette Catholic Primary	A	However we do think that the LA should revisit the formula arrangements for basis of achievement funding and consider a) using Early Years Foundation profile and b) using a 4 year average of most recent end of KS data	A		
9	Unknown	A		A		
10	Rainbow Pre School					I would like to bring to your attention the areas where pre-schools are losing out on funding to school nurseries. Where the school nurseries stagger their in-take sometimes until up to half-term pre-schools do not receive funding as the nurseries have already taken it for that term and the parents do not receive their free entitlement for that half-term. We are therefore faced with a dilemma of asking the parents to pay for what should be a free place or cancelling their child's place with us which is not good for our reputation. Also I have been asked by parents who would like to choose to share their five sessions between both pre-school and nursery how this affects funding. I would be obliged if you could explain how the funding will be allocated in such instances
11	Whiteheath Infant and Nursery	A	However we need to look at changing this for the next financial year. SEN should be based on EYFSP results and not end of KS1 which is retrospective . Otherwise we are being punished for improving children's attainment! I am pleased the fixed factor has been retained	A	However I would prefer a 1 year only transition period	

SCHOOL CONSULTATION RESPONSES SUMMARY ANALYSIS - FORMULA REVIEW

	Respondent	Q1 A/D/K	Q1 Comments	Q2 A/D/K	Q1 Comments	Other Comments
12	Sacred Heart Catholic Primary	A	We appreciate the work that was done by the Schools Forum and LA Officers in the Autumn Term 2011. We agree that over time the formula had become complicated and perhaps unfair to certain schools. We would hope that the formula could be carefully monitored in its first year to ensure that actual figures received by schools for 2012/13 reflect the models shown in the consultation	A	It seems sensible to apply a damper of +/- 1.5% each year as a transition factor	
13	Hewens College			D	Hewens College is experiencing a falling roll and will continue to experience a falling roll for the next three years. With this in mind I would like consideration given to moving the transitional protection from 1.5% (Year 1) and 1.5% (Year 2) to 2% (Year 1) and 2% (Year 2). A transitional protection of 1.5% is not enough to sustain the falling roll at Hewens College and would seriously put the college at risk in terms viability. As a college we have spent the last year not only improving results but also a significant amount of time recruiting Year 6's and believe in Year 3 the roll at Hewens College would increase when the proposed transitional protection of 2% would run out. Whilst I am aware there will be a national review on the formula I would welcome some consideration given to my proposal	
14	Rosedale College	K	I agree with the principal of the proposed changes to the school funding formulae, particularly regarding payments made for a on off circumstance should sit outside of the Minimum Funding Guarantee. I believe that the reduction of the fixed payment from £143,000 to £100,000 for Secondary Schools and from £124,383 to £100,000 for primary schools is too big. I appreciate the desire to bring the fixed cost to the same value for Secondary and Primary Schools but this could be achieved by reducing the Secondary fixed costs to the same as Primary i.e. £124,383	D	It would seem to make better sense to protect the schools that are losing money for a longer period of time as those schools who are set to gain are already managing to operate at current funding levels. Those schools set to lose funding will probably need to restructure which could lead to redundancies. If schools restructure their staffing structure in light of potential funding reductions it would seem reasonable to expect the transition period to be over three years to coincide with possible safeguarding of salaries. I would strongly object to the transitional factor being any larger than +/- 1.5%	
15	Highfield Primary	A	We would like it revisited and refined next year as there are still items to address. We appreciate the work of the borough finance team and members of Resources SAG in preparing this (more transparent) budget formula	A	There needs to be an awareness of support for schools who need to make significant adjustments to their ongoing budgets. What about expanding schools?	
16	Harefield Junior	A		A		No Papers, just an email of agreement
17	McMillan Nursery	A		A	I agree to the suggested transition which seems fair and appropriate for the schools concerned	

SCHOOL CONSULTATION RESPONSES SUMMARY ANALYSIS - FORMULA REVIEW

	Respondent	Q1 A/D/K	Q1 Comments	Q2 A/D/K	Q1 Comments	Other Comments
18	Warrenden Primary	A		A		No Papers, just an email of agreement with the Primary Forum response
19	Grangewood					
20	Moorcroft					
21	Primary Forum	A	This response is the outcome of a meeting of a representative group of approximately a quarter of primary headteachers (17) and of the resulting draft response being circulated with an opportunity for all Primary Heads to comment, add or amend. We believe, therefore that it represents our collective views on the local authority's proposals. We wish to convey our sincere appreciation for the way that the local authority Schools Finance Team has engaged with the Resources Strategic Advisory Group, together with representatives from Schools Forum, over the past six moths. The level of discussion, listening and remodelling has been high, with both the needs of schools and of the local authority being respected. We hope that this is an indicator of the way that the partnership between schools and the authority will continue to develop, since essentially it is in the medium and long term interests of the future citizens of the Borough that we all ensure monies are targeted fairly and effectively. We are grateful for the work the local authority has done to draft a revised funding formula and to the extent to which it has engaged and responded to the discussions with the Resource Strategic Advisory Group. It was for exactly this type of activity the group was established and it is good to see it again used for a creative dialogue with the Local Authority. We believe the proposed alterations to the formula have adopted the right approach and the move towards a simpler, more understandable method of delegating funds is to be welcomed. While we have collectively agreed to the adoption of the proposals for 2012-13 we have a number issues which we believe the Local Authority needs to consider: 1. The proposed formula changes are untried even to the extent that the formula amounts for 2012-13 are not modelled within the budget consultation. We are assuming that they will reflect those presented as part of the consultation process (based on 2011-12 data). We would be very concerned if the use of the 2012 data and the 2012-13 devolved funding level caused individual budgets or the overall profile to differ markedly from those presented in this consultation. 2. We are similarly concerned at the long term, year on year effects, which are again untested. 3. While we have agreed to the 'package', understanding that any change in one part of the formula may significantly skew funding over all and potentially to the detriment of some or many schools, we have concerns about the basis for Achievement funding, particularly at the use of KS 1 data for KS1 and the influence of one-off highs or lows in performance data. We would urge the Local Authority to revisit this aspect of the formula with a view to considering a) the suitability of other data that is nationally applied and externally monitored (such as the early years profile); and consider the use of a four year average of the most recent data collected at each key stage.	A	We agree that a transition is needed but that it should not be over too long a period: this only delays the need for schools to make appropriate adjustments. We believe this two-year period is appropriate but are conscious that some schools will have significant losses and that this may have implications for staffing levels and the potential for redundancies	

SCHOOL CONSULTATION RESPONSES SUMMARY ANALYSIS - FORMULA REVIEW

	Respondent	Q1 A/D/K	Q1 Comments	Q2 A/D/K	Q1 Comments	Other Comments
21	Primary Forum (Continued)	A	4. We believe that having established an active role for the Resource SAG, this valuable resource which can examine issues in detail in a way that the Schools Forum cannot, this should be retained. In particular we would urge the Local Authority to use it to continue monitoring and refining the operation of the formula, possibly from early in the autumn term so appropriate changes can be identified in time for the 2013-14 consultation 5. With regard to the funding level to be delegated to schools for NQT recruitment, we note this appears to have been reduced from the historic funding of around £28k (to £20k) and have some concern that this cut in funding may have an adverse effect on the Authority's ability to recruit high quality NQTs in future years , and therefore the overall quality of education in Hillingdon schools	A		
22	Meadow High					The response received relates very specifically to Special School funding and does not comment on the changes being proposed in the Primary and Secondary Funding Formula
23	St Swithun Wells Catholic Primary	A	The principles being adopted are ones with which I agree – HOWEVER I am of the view that the process is being rushed, the claimed consultation is more an affirmation of decisions already taken. There has been precious little engagement with Governors – whose opinions were not sought until very late in the process. Further, what is being proposed is untried and there is little evidence to suggest that the outcomes will be as envisaged. This, in my view is a result of the speed with which this is being launched	A	The issue seems to me to be one of the degree to which the impact of the changes on individual school budgets has been tested / thought through. Once more I would suggest that the cause of this is the indecent haste with which this is being "consulted" and introduced. How much different might things have been if a real policy / process development over six to eight months engaging in detail with all schools might have been with the changes being brought in at the start of the 2013/13 year?	

SCHOOL CONSULTATION RESPONSES SUMMARY ANALYSIS - FORMULA REVIEW

	Respondent	Q1 A/D/K	Q1 Comments	Q2 A/D/K	Q1 Comments	Other Comments
24	Harlington Community	A	1) This new formula is welcomed in broad terms, as it goes some way to addressing historical anomalies that have disadvantaged our school. 2) Achievement (formerly SEN) funding: How is funding going to be allocated for students that do not have prior data e.g. in - year admissions who join from abroad? Since many of these students require similar levels of support for students who make less than expected levels of progress in primary school, it would be helpful if students with no KS2 data gain the same Achievement Funding points as those who do not make expected levels of progress in the previous Key Stage. 3) Ideally the former EMAG grant needs to be devolved on a needs basis. 4) Schools that have high mobility such as ours are disadvantaged financially if they take in large numbers of students after the January PLASC, particularly if additional classes have to be created for the following September due to the increase in numbers. Is there any mechanism for a possible funding allocation if mid year admissions increase in this way?	D	Although we recognise that schools who are likely to lose funding under the new agreement need to be able to plan effectively, in effect the damping mechanism disadvantages our students for a further two years. In real terms this is more than £270,000 not allocated in the first year based on the model given .This is on top of the relative lack of funding we have had due to the anomalies in the previous funding formula. The use of a 2 year transition damping arrangement against a 1 year funding agreement – we don't know how the new National Funding Formula will affect future funding arrangements, so there is no guarantee that this funding will be secure in the future. The damping mechanism has an extremely negative affect on our personal funding – we lose approximately 75% of the proposed funding as a result. There is a great variation of the effect of the damping mechanism between schools in order to ensure a +/- 1.5% . Ideally we would prefer a one year damping mechanism	
25	Cherry Lane Primary	A	Agreed on the assumption that the review by Resources SAG is an ongoing process, and will continue in 2012-13. Would like to see some consideration for success and possibly include a Value Added Factor	A	How will this work if the Funding Formula continues to be reviewed? Needs further discussion at School's Forum	
26	Swakeleys	A		A		
27	Field End Junior	A	We appreciate the work by both the Resources SAG and London Borough of Hillingdon on the schools revised funding formula. The revised formula certainly appears simpler to work with and more transparent. We would hope that when the live 2012/3 figures are worked under this new model; the effects on our school are not too dramatic. As the review has been tested on last years figures it would be comforting to know that the new model will continue to be developed for 2013/14 should any concerns come to light in its first year	A	With the budget for schools decreasing this year we feel that the proposed 2 year transition being set at +/- 1.5% will enable us to plan for the coming years is a managed way	

SCHOOL CONSULTATION RESPONSES SUMMARY ANALYSIS - FORMULA REVIEW

	Respondent	Q1 A/D/K	Q1 Comments	Q2 A/D/K	Q1 Comments	Other Comments
28	The Douay Martyrs	A	The Governing Body are pleased to note that the formula for funding schools has been reviewed and out dated calculations and data which created significant discrepancies in funding are now being replaced. The governors would wish to ensure that funding follows the students so would want funding allocated by AWPU's .As requested last year a further review should be carried out of the split site factor which governors argue each year is not sufficient to cover the duplication of services required and should not be limited by a campus distance factor but should take account of the health and safety issues of the number of pupils having to cross a main highway	D	The Governing Body note that there will be some major funding shifts in income allocation based on the revision of the formula however whilst there has been a recognition within the transition arrangements for those schools who will be losing funding there has been no consideration for those schools who have been significantly underfunded on the old formula and have already had to make significant budgetary changes in order to balance their books. It is unfair that the students in these schools will have to wait two years to receive the funding the updated formula has calculated especially when a number of these schools are still not reaching the 'Hillingdon' average funding per student	
29	Barnhill Community High	A	Barnhill supports the changes to the formula as a package. Our view is that it is an appropriate development and a significant improvement on the previous situation	D	Barnhill believes that the rate is correct but that it should be instituted over a shorter period. Therefore, we would want a +/- 1.5% transitional factor, but only over a one year period	
30	HASH	A	HASH supports the changes to the formula as a package. It sees it as an important step in the right direction, and appreciates the work that has been put into developing the new formula. HASH would like clarification of how mid-year admissions are counted in the deprivation and achievement factors, should they be relevant? For example, will a school receive additional funding for a mid-year admission who arrives with English and Maths below Level 3	K	There was no consensus from HASH on this question	

Key		Count		Count		
A	Agree	21		15		
D	Disagree	3		7		
K	Do not Know	1		3		
Blank	No comment	5		5		
Total		30		30		
		%		%		
A	Agree	70.0		50.0		
D	Disagree	10.0		23.3		
K	Do not Know	3.3		10.0		
Blank	No comment	16.7		16.7		
Total		100.0		100.0		

SCHOOL CONSULTATION RESPONSES SUMMARY ANALYSIS - SCHEME FOR FINANCING SCHOOLS

	Respondent	Q3 A/D/K	Q4 A/D/K	Q5 A/D/K	Q6 A/D/K	Q7 A/D/K	Q8 A/D/K	Q9 A/D/K	Q10 A/D/K	Q11 A/D/K	Q12 A/D/K	Q13 A/D/K	Q14 A/D/K	Q15 A/D/K	Q16 A/D/K	Q17 A/D/K	Comments
1	Bishop Ramsey																No comments made as this does not apply to this school as it is an Academy
2	Oak Farm Junior		A	A	A	A	A	A	D	A	A	A	K	A	A	A	
3	Laurel Lane Primary																
4	Hillingdon Primary	A	A	A	A		A	D		A	A	A	A	A	A	A	
5	Breakspear Federation	A	A	A	D	A	A	D	D	A	A	A	A	A	A	D	
6	Harefield Infant	A	A	A	A	A	A	K	A	A	A	A	A	A	A	K	
7	Ruislip High	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
8	St Bernadette Catholic Primary	A	A	A	A		A	D		A	A	A	A	A	A	A	
9	Unknown	A	A	A	A	A	A	A	A	A	D	A	A	A	A	A	
10	Rainbow Pre School																No comments made as this does not apply to PVI settings
11	Whiteheath Infant and Nursery	A	A	A	A	K	A	K	A	A	A	A	A	A	A	A	
12	Sacred Heart Catholic Primary	A	A	A	A	A	A	D	K	A	A	A	A	A	A	A	
13	Hewens College																No comments made as this does not apply to this school as it is an Academy
14	Rosedale College																No comments made as this does not apply to this school as it is an Academy
15	Highfield Primary	K	A	A	A	K	A	K	A	A	A	A	A	A	A	A	
16	Harefield Junior	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	No Papers, just an email of agreement
17	McMillan Nursery	D	A	A	A		A	D		A	A	A	A	A	A	A	
18	Warrenden Primary	A	A	A	A		A	D		A	A	A	A	A	A	A	No Papers, just an email of agreement
19	Grangewood		A	A	A	A	A	A	A	A	A	A	A	A	A	A	
20	Moorcroft		A	A	A	A	A	A	A	A	A	A	A	A	A	A	
21	Primary Forum	A	A	A	A		A	D		A	A	A	A	A	A	A	
22	Meadow High																The response received relates very specifically to Special School funding and does not comment on the changes being proposed in the Primary and Secondary Funding Formula
23	St Swithun Wells Catholic Primary	K	A	A	A	D	A	D	D	A	A	A	A	A	A	A	
24	Harlington Community	K	A	A	A			D	D	A	D	K	K		A	K	
25	Cherry Lane Primary	A	A	A	A	A	A	D	D	A	A	A	A	A	A	A	
26	Swakeleys	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
27	Field End Junior	A	A	A	A	K	A	D	D	A	A	A	A	A	A	A	
28	The Douay Martyrs	K	A	A	A		A	A	A	A	A	A	A		A	A	
29	Barnhill Community High																No comments made as this will not apply to this school when it becomes an Academy
30	HASH																

SCHOOL CONSULTATION RESPONSES SUMMARY ANALYSIS - SCHEME FOR FINANCING SCHOOLS

	Respondent	Q3 A/D/K	Q4 A/D/K	Q5 A/D/K	Q6 A/D/K	Q7 A/D/K	Q8 A/D/K	Q9 A/D/K	Q10 A/D/K	Q11 A/D/K	Q12 A/D/K	Q13 A/D/K	Q14 A/D/K	Q15 A/D/K	Q16 A/D/K	Q17 A/D/K	Comments
Key		**Count**	**Count**	**Count**	**Count**	**Count**	**Count**	**Count**	**Count**	**Count**	**Count**	**Count**	**Count**	**Count**	**Count**	**Count**	
A	Agree	14	22	22	21	11	21	8	10	22	20	21	20	20	22	19	
D	Disagree	1	0	0	1	1	0	11	6	0	2	0	0	0	0	1	
K	Do not Know	4	0	0	0	3	0	3	1	0	0	1	2	0	0	2	
Blank	No comment	11	8	8	8	15	9	8	13	8	8	8	8	10	8	8	
Total		**30**	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**30**	
		%	**%**	**%**	**%**	**%**	**%**	**%**	**%**	**%**	**%**	**%**	**%**	**%**	**%**	**%**	
A	Agree	46.7	73.3	73.3	70.0	36.7	70.0	26.7	33.3	73.3	66.7	70.0	66.7	66.7	73.3	63.3	
D	Disagree	3.3	0.0	0.0	3.3	3.3	0.0	36.7	20.0	0.0	6.7	0.0	0.0	0.0	0.0	3.3	
K	Do not Know	13.3	0.0	0.0	0.0	10.0	0.0	10.0	3.3	0.0	0.0	3.3	6.7	0.0	0.0	6.7	
Blank	No comment	36.7	26.7	26.7	26.7	50.0	30.0	26.7	43.3	26.7	26.7	26.7	26.7	33.3	26.7	26.7	
Total		**100.0**	**100.0**	**100.0**	**100.0**	**100.0**	**100.0**	**100.0**	**100.0**	**100.0**	**100.0**	**100.0**	**100.0**	**100.0**	**100.0**	**100.0**	

This page is intentionally left blank

Minutes of the Meeting held on Tuesday 24 January 2012
Commencing at 17.00
Civic Centre, Committee Room 6

Present:

Headteacher Members	Mr. Andrew Wilcock (AW) **Chair**	Bishop Ramsey School
	Dr. Philip Rutter (PR)	Breakspear Junior School
	Mrs. Ann Bowen- Breslin (ABB)	Hillingdon Primary School
	Ms. Ludmila Morris (LM)	McMillan Early Childhood Centre
	Mr. Robert Lobatto (RL)	Barnhill School
	Miss Vicki Williams (VW)	Harefield Junior School (& HIP)
	Mrs. Sue Pryor (SP)	Swakeleys School
	Ms. Joy Nuthall (JN)	Moorcroft School
Governor Members	Mr. Phil Haigh (PH)	Cherry Lane Primary School, Moorcroft, and Grangewood Special School
	Mrs. Barbara Glen (BG)	Breakspear Federation
	Mr. Jim Edgecombe (JE)	Rosedale College and Hewen's College, Abbotsfield School, Chantry Special School and Willows Special School
	Ms. Jo Palmer (JP) **Vice-Chair**	Newnham Infant School and Hillside Infant School
	Ms. Leonora Smith (LS)	Barnhill Community High School (arrived during item 2.2)
	Mr. Peter Ryerson (PRy)	Guru Nanak Sikh Academy
	Mr. Mark Lemon (ML)	Grangewood School
	Mr. Tony Eginton (TE)	Minet Nursery & Infant School and Hillisde Junior School
Also Present	Mr. Peter Malewicz (PM)	Group Finance Manager - Education and Schools LA
	Mr. Don Freeman(DF)	Schools Funding Accountant London Borough of Hillingdon
	Ms Pauline Nixon (PN)	Head of Access & Inclusion London Borough of Hillingdon
Apologies:	Ms. Anna Crispin (AC)	Chief Education Officer London Borough of Hillingdon

DRAFT

Did not attend:	Mr. Peter Sale (PS)	14-19 Strategic Group

The meeting was quorate

Item 1 **Welcome & Apologies**

17.00 AW welcomed members to the meeting especially Mark Lemon who joins as a new Governor Member.

Apologies were received from AC and PS did not attend; Pauline Nixon (PN) attended in place of Anna Crispin.

Item2 **Minutes of the previous meeting held on 4 January 2012 – Appendix 1**

2.1 Accuracy

Amendments were made as follows:

p1 Apologies	Apologies were received from TE and JN
p4 item 3 Free School Meals (L96)	Should read: Members noted that the consultation document recommends no change but they would like to receive some further clarification on the current School Meals grant status.

Item 3 Matters Arising which are not covered by the agenda:

p2 Item 2.2(1) Previous Clerk	AW asked if the flowers had been sent to Pat Campbell, previous clerk. In the absence of AC – PN agreed to do this.	PN
p2 Item 2.2(2) Exceptional Circumstances	Queensmead school are chasing a response to their letter on this matter. PM informed members that they are still waiting for a response from legal and will report back to Forum as soon as they can. Forum asked PM to send Queensmead a copy of previous minutes relating to this matter.	PM PM
p2 Item 2.2(3) July meeting	PM will confirm the venue once booked.	
p3 Item 2.2(4) SEN provision	AW asked if Moorcroft has been re-assessed yet. PH confirmed that it had but the findings had yet to be discussed by the school's Governing Body. PH will keep Forum informed. PN informed members that the Cabinet Leader	PN

	has asked for more evidence about the current, and future, SEN need in considering the need for any additional provision. Members asked for a response to their resolution which was passed at the previous meeting (L 61-66) PN agreed to supply this. PN also agreed to prepare a report for the next meeting of Forum to provide details of the provision in similar schools in other authorities and the different costs of the various types of provision, both within and outside of the borough including the private sector.	PN
P3 Item 3 14-19 Provision	PM informed members that funding for the 14-19 officer comes from the LA budget and not from DSG	LBH
p4 Item 3 Retained Budget & School Expansion (from L103)	PRy reminded members that they have previously asked the LA to provide figures about the actual number of children entering the borough during the year. The figures previously provided included children who moved school within the borough. Members would also like to better understand where the pressures are. LBH were asked to provide this information, as a matter of priority, for the next meeting.	
p4 Item 3 Factors excluded from MFG	DF reported back that the DfE had approved three factors: • Air Conditioning; • Split Site factor; and • Expanding School factor. They would not approve the removal of the fixed factor and have requested more information on the Small School factor. DF has amended the formula accordingly.	LBH

** AW thanked the finance team for their diligence and thorough work with the Schools Forum, however, members expressed their extreme disappointment that the current Directors, especially the Director, with responsibility for Education, have not attended any of the Schools Forum meetings. The previous Director of Education attended regularly to answer questions raised by the Forum and this was, members stressed, really helpful; it was expected that the current Director would continue this practice. ***Members unanimously approved a request, proposed by the chair of the Schools' Forum and seconded by the vice-chair, that the Director with responsibility for Education attends these meetings.***

Item 4 Issues arising from January 2012 Consultation Meetings (Appendix 2)

17.20 PM spoke to this item and explained to members that they had had to cancel the evening meeting because only 3 people wanted to attend at that time. The finance team liaised with these three people directly. PM went through the matters raised during these meetings which the Schools Forum should consider (Appendix 2):

1.	**Achievement Funding**	Members discussed how support for pupils with no historical KS1 or KS2 data would be recognised. Members discussed this at some length but agreed that this matter needed even more thought and discussion, so it will be added to the Work Programme for Schools Forum/Resources SAG (see item 7). For this year students where no Key Stage data is available, will not be included for this factor. During the discussion it was also noted that the secondary funding should be based on students achieving Level 3 or below.	**Work Programme**
2.	**Special Resource Provision**	Consideration was given to increasing the rate of funding because it is not keeping pace with the actual cost of delivery. Members discussed various options; for example, changing the rate annually in line with changes in the GUF or rises in salaries. PH asked if funding is based on pupils or places – it is funded on places. It was finally agreed that, there will be no increase this year and once again, this matter will be discussed in more detail, and will be added to the Work Programme.	**Work Programme**
3	**Per pupil funding differential**	Some schools have questioned the range and whether Schools Forum should be trying to reduce this. PM explained that there will always be some differences but changes can be made to reduce the range. AW suggested that this be moved to the Work Programme for further debate.	
4	**Special Schools &**	PM informed members that Meadow High School had responded to the	

	Special Needs funding	consultation and said that they were disappointed that there had been no review of the Special Schools funding formula and that they strongly disagreed with the change to the banding last year. The school has also raised these matters by way of a member's enquiry. PM thought that these matters should be addressed by Resources SAG. AW asked for a copy of the letter. It was agreed that the distribution of Special Schools' funding should be considered as part of the forthcoming work programme	PM 125 **Work Programme** 130 135
5	**Impact**	PM explained that all schools expressed their concern about the true impact of the changes. PM explained that his department hopes to have indicative budgets available for schools by 10th February 2012. The January census data should be available for the finance department by 1st or 2nd February and once this has been received DF can produce the indicative budgets and circulate them to Schools Forum that week. An ***additional meeting of Schools Forum*** was pencilled in for ***Monday 6th February 2012 from 14.30*** to discuss any areas of major impact arising from the calculations.	DF

Item 5 Consideration of school consultation responses (Appendices 3) 140

16.10 PM introduced this item and went through each question in turn. Questions 1 and 2 relate to the Funding Formula package and its transitional arrangements. The remaining questions relate to proposed changes to the existing Scheme for Financing Schools

Q1	**Funding Formula package**	A significant number of schools, 84% of those who commented on this question, agreed with the proposal and only 10% disagreed. Members unanimously approved the recommendation that ***the revised funding factor should be put to Cabinet***, proposed by PH and seconded by PRy.	To Cabinet
Q2	**Rate of the transitional factor**	PM explained that whilst half of the responses received were in favour of the proposal, some schools wanted the time increased and others shortened. On balance members unanimously approved the recommendation that it should be ***put to Cabinet that the rate of the transitional factor should be set at +/- 1.5% over 2 years, using a linear reduction over the same period;*** proposed by JE and seconded by PRy.	To Cabinet
Q3	**Central Funds and Earmarking**	Members noted that this question did not apply to academies. And the majority of respondents agreed with the proposal that ***Central Funds and Earmarking – to be revised to account for the changes in the funding of Children's Centres.*** Members unanimously approved this recommendation which was proposed by PRy and seconded by TE.	
Q4	**Newly Qualified Teachers**	The majority of respondents agreed with the proposal that ***provision should be made for loans to Newly Qualified Teachers.*** Members unanimously approved this recommendation which was proposed by PRy and seconded by TE.	
Q5	**Schools Financial Value Standard (SFVS)**	The majority of respondents agreed with the proposal that ***the Schools Financial Value Standard (SFVS) should be a mandatory requirement for all schools to complete each financial year.*** Members unanimously approved this recommendation which was proposed by PRy and seconded by TE.	

document dated October 2011.

Q6	**Budget Plans**	The majority of respondents agreed with the proposal that ***in accordance with the SFVS Schools will be required to submit a three year budget plan even where a financial forecast for a multi-year period is not provided.*** Members unanimously approved this recommendation which was proposed by PRy and seconded by TE.	
Q7	**Budget Plans**	The majority of respondents agreed with the proposal that ***in accordance with the SFVS Schools will be required to submit a three year budget plan even where a financial forecast for a multi-year period is not provided.*** Members unanimously approved this recommendation which was proposed by PRy and seconded by TE.	
Q8	**Interest clawback**	The majority of respondents who commented agreed with the proposal that ***there should be a change of rate at which interest is charged on loans taken out by schools from LIBID to LIBOR effective for the term of the loan prevailing at the date the loan is taken out. This brings it in line with the rates paid by the LA to access the funds from banks for loans to schools.*** Members unanimously approved this recommendation which was proposed by PRy and seconded by TE.	
Q9	**Bank & Building Societies**	It had been proposed that LA should have access to schools bank accounts in cases where the delegated budget is suspended by the authority and when a maintained school ceases to exist. Most schools did not agree with this recommendation and the proposal, as it stands, and it was agreed that ***the LA should be asked to re-word the proposal and circulate it to schools for further consultation.*** This was proposed by JP and seconded by PR.	PM
Q1	**Reporting on**	It had been proposed that the Governing	

0	**surplus balances**	Body of schools should report to the LA on the intended use of surplus balances, where balances are above the thresholds for Primary and Secondary schools, as set out in the Schools Financial Value Standard. There was no significant majority response for this question and PM clarified that it was not intended that schools should provide detailed information. Members agreed that schools forum should know why any significant under spend of budget is to be carried forward.

		Members agreed ***that the LA should be asked to re-word the proposal and circulate it to schools for further consultation.*** This was proposed by JE and seconded by PR; 15 members were in favour and there was one abstention.	PM
Q11	**Planning for deficit balances**	The majority of respondents agreed with the proposal to ***add a requirement for schools to formally apply for a licence from the LA to operate in deficit.*** Members unanimously approved this recommendation which was proposed by PRy and seconded by TE.	
Q12	**Licensed Deficits**	The majority of respondents agreed with the proposal to ***change requirement for all deficits to be licensed instead of just those above 2% of the school's budget share.*** It was noted that some members wondered if this figure was too low. However, members unanimously approved this recommendation which was proposed by PRy and seconded by TE	
Q13	**Loan Schemes**	The majority of respondents agreed with the proposal ***to discourage schools from holding on to loans beyond the required period.*** Members unanimously approved this recommendation which was proposed by PRy and seconded by TE.	
Q14	**Recovery of monies owing to the LA when a school converts to become an Academy**	The majority of respondents agreed with the proposal that ***the circumstances in which charges can be made to allow recovery of monies owing to the LA when it converts to become an Academy should include item 6.2.22 of the document.*** Members unanimously approved this recommendation which was proposed by PRy and seconded by TE.	
Q15	**Responsibility for repairs and maintenance**	The majority of respondents agreed with the proposal ***to allow schools to spend their Devolved Capital Funding, which is in many cases lower than £10,000 the deminimus for capital expenditure.*** Members unanimously approved this recommendation which was proposed by PRy and seconded by TE.	
Q16	**Removal of section 6.3**	The majority of respondents agreed with the proposal to ***remove section 6.3 due to the abolishment of the General***	

Item 6 **DSG Budget Monitoring (Appendices 4)**

18.30 PM referred members to the Month 9 Monitoring Report (Appendix 4a). PM highlighted:

- a more favourable DSG position with the projected final outturn position on the retained DSG of £317k;
- at 31st March 2011, only one school carried forward a deficit balance and this is a licensed deficit;
- £747k reserves were brought forward and School Specific Contingencies show an overspend of £302k;
- SEN shows increased pressures and indicate that the DSG budget for SEN, next year, will need to be increased;
- The DSG balance will be known by the end of May 2012.

RL asked about possible cuts in behaviour support spending. LBH was asked to clarify the position and include in the report what is happening, why the situation has changed and why this support is under budget when the need is still there for the service. LBH to report back to the School Forum meeting on 29th February 2012. PM

It was further agreed that the Education provision for children who are out of School; Pupil Referral Unit (PRU) and Behaviour Support should be looked at as a group of related matters and proposals discussed as part of the Work Programme.

Schools Forum noted the month 9 monitoring position.

PM also circulated an updated report on the Abbotsfield deficit which members read and then discussed. JE, as Chair of the Shadow Governing Body at Abbotsfield highlighted that the school is in a good financial position to pay back some of the deficit ahead of schedule, however, this might not be as much as hoped for because there is some unexpected urgent repair work needed to the roof. The school are also looking into the possibility of selling the former caretaker house provided the money raised can be used against the deficit. AW thanked PM & JE for their reports.

Item 7 **Draft Work Programme 2012/2013 (Appendix 5)**

18.50 The schedule was discussed and will include:

1. To review the impact of the new Primary and Secondary Schools funding formula and identify any areas requiring further work
2. To review Special Needs Funding to clarify and assess the fairness of Special Needs funding inc a review of funding for children with SEN but with no statement
3. To determine if Special Schools Funding needs to be reviewed in order to establish clarity and fairness

4. To review the differentials in AWPU especially the range
5. To consider the minimum baseline of funding that a school cannot go below
6. To review the Key Stage 1 Class Size Factor
7. To review SRP (Special Resource Provision) funding
8. To review the achievement funding for children with no Key Stage data
9. To review the Education provision for children who are out of School; Pupil Referral Unit (PRU) and Behaviour Support
10. To look at the funding differential both in terms of benchmarking and review (This will form a substantive agenda item on the February 29th agenda)

Item 8 Future Meetings

10.1 Items for future Agendas:

- Funding Formula Impact – 6 February 2012
- New in year admissions - 29 February 2012
- Funding differential – 29 February 2012
- DSG Central Reserve Decision – 18 July 2012
- Review of the Class Size Factor in the Funding Formula

Dates for Future Meetings:

10.2

Monday 6 February 2012 at 14.30 (if required)	venue TBC
Wednesday 29 February 2012 at 16.15	Committee Room 6
Tuesday 22nd May at 19.15	venue TBC
Wednesday 18 July 2012 at 17.00	Committee Room 6

The meeting closed at 19.15

Signed: ..... **Date:** .....

If you have any issues to refer to the Schools Forum you should contact one of the representatives. You may contact the Chair and Vice-Chair as follows:

Chair : Andrew Wilcock
Headteacher
Committee
Bishop Ramsey C of E School
Hume Way
Ruislip
Middlesex HA4 8EE
Telephone : 01895 470884

Vice-Chair : Jo Palmer
Hillingdon Governors Executive

Telephone : 01895 639227
E-mail: awilcock@hillingdongrid.org

E-mail : joannapalmer44@hotmail.com or
jpalmer@hillingdongrid.org

This page is intentionally left blank

HOUSING REVENUE ACCOUNT (HRA) RENT SETTING 2012-2013

Cabinet Member	Councillor Jonathan Bianco Councillor Philip Corthorne
Cabinet Portfolio	Social Services, Health and Housing Finance, Property and Business Services
Officer Contact	Neil Stubbings / Maqsood Sheikh – Social Care, Health and Housing
Papers with report	Appendices 1, 2, 3 & 4

HEADLINE INFORMATION

Purpose of report	This report largely centres on recommended HRA rents and charges as well as the HRA budget for 2012/13.
Contribution to our 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 and proposals for the capital development of supported housing.
Relevant Policy Overview Committee	Social Services, Health and Housing
Ward(s) affected	All

RECOMMENDATIONS

That Cabinet approve for recommendation to Council:

1. **To note this report as an update on the Self-financing implementation for the HRA in line with the requirements of the 2011 Localism Act;**
2. **To use formula rents under the DCLG rent restructure policy to calculate HRA dwelling rents for 2012/2013**;
3. **To agree the average HRA rents, charges and allowances for 2012/13 as set out in Tables A to D of this report;**
4. **To agree the HRA Budget for 2012/13 as set out in Appendix 1 of this report;**
5. **To instruct officers to bring forward a long term strategy and 30 year business plan for the HRA.**

Further recommendation overleaf….

That Cabinet approves:

6. **The proposed programme for works to the existing stock in 2012/13 - plus any additional budget from self financing be approved – as set out in Appendix 4 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 2012/2013. 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. Cabinet 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. The proposed charges are listed in Tables C and D.

3. If the Council chose to set rents higher or lower than those proposed in line with the Government rents restructuring policy there would, in both cases, be a detrimental effect to the HRA. Setting rents higher would result in a disproportionate increase in income generated. This in part means we are charging higher rents to pass on to the Government through housing benefit penalties. Setting rents lower would result in less income with the same amount of interest and principal payable on loans taken out as part of the HRA self financing process. Neither option can be recommended.

Comments of Policy Overview Committee

4. None at this stage.

Supporting Information

Summary

5. This is the final year of HRA Subsidy Determinations. The system of Self Financing is now in place and the Council was issued with an indicative self-financing settlement amount in March 2011 projecting that £172m would have to be paid to the DCLG as a one off settlement to end the subsidy system. A draft self-financing Determination was then issued on the 21st November 2011 indicating that LBH would have to pay £192m to buy itself out of the subsidy system. The final Self-financing Determination was issued on 1st February 2012. This reduced the self-financing debt by just over £1m and this has had the effect of reducing debt payments by an average of £65k.The main change from the indicative figures published in March 2011 is due to the fact that the RPI increased sharply to a rate of 5.6% in September 2011; this is the relevant date for valuing the rent income for the next year and the next 30 years. This created extra income of £20m, justifying the difference between £172m and £192m.

6. The rent restructuring formula remains under self-financing and whilst the final determination is still awaited, it is expected that increases will be based on the current formula rent. This will result in the average rent for 2012/13 increasing by £6.12 per week or 6.42% resulting in an average rent for the next financial year of £101.41. This is expected to yield an additional £3.5 million per annum.

7. The one off payment to the Treasury is the key figure on which the 30 year business plan is based. This plan must support the payment of settlement debt within the 30 year life time of the plan; therefore an allowance must be made for principal and interest payments.

8. The current year's projection is showing a surplus variance and as a consequence, balances (net of earmarked reserves) are expected to decrease marginally to £12.64m from the 2010/11 outturn of £12.98m.

Background

9. As part of the Council's annual budget setting process, this report presents the proposals for the HRA 2012/13 and beyond. The aims of the report are to:

   (i) update Cabinet on the self-financing regime, which comes into force from 1st April 2012, as confirmed by parliamentary approval of the 2011 Localism Act;
   (ii) provide Cabinet with proposals for HRA rents, fees and charges for 2012/13;
   (iii) update Cabinet with the latest HRA income and expenditure projections for the current financial year 2011/12; and
   (iv) provide Cabinet with the proposed HRA budget for 2012/13 for approval within the context of the budget setting process for 2012/13.

10. The financing of the HRA is changing significantly from 1st April 2012. Under the current subsidy based regime a subsidy figure is calculated by the use of a complex formula which is used to represent various elements of an authority's spend within the HRA. The individual income and expenditure elements used to derive each authority's subsidy are based on a formula that is meant to reflect need. However, despite numerous attempts to develop an acceptable formula that was demonstrably fair, the subsidy system remained controversial. The change to a new system follows the Government HRA review which was prompted by increasing dissatisfaction with the subsidy system.

11. In anticipation of the new regime, the November Cabinet report proposed a broad strategy for a long term business plan for the HRA to respond to and take advantage of the self-financing regime that will be implemented from 1st April 2012. The core elements of the strategy centre on the maintenance of existing dwellings to an acceptable standard expected from a responsible landlord and the development of supported housing units to improve the lives of people who would otherwise have to be placed in more costly residential care accommodation.

12. Under self-financing most of the regulations governing the HRA remain. This includes requirements for local housing authorities to carry out a periodic review of rents for dwellings and charges for services and facilities provided to council tenants. There is a general expectation that theses charges are reviewed annually.This report consequently sets out recommended rent increase, proposals for increases of other HRA charges and the setting of budgets for 2012/13. It also provides further details of proposals for the 2012/13 HRA Capital Programme.

13. 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 determinations. The DCLG issued the HRA draft Self-financing Determination on the 21 November 2011. The final Self-financing Determination was issued on 1st February 2012. This reduced the self-financing debt by £1m compared with the November 2012 Draft Determination figure of £193m and this has had the effect of reducing debt payments by an average of £65k. The main change from the indicative figures published in March 2011 is due to

the fact that the RPI increased sharply to a rate of 5.6% in September 2011; this is the relevant date for valuing the rent income for the next year and the next 30 years. This created extra income of £20m, justifying the difference between £172m and £192m.

14. 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 in February 2012. Notices will be issued in February 2012. This will ensure that tenants have four weeks notice of rent increases to come into force on Monday 2nd April 2012, which is the first complete rent week in the new financial year.

The Self-financing Regime

15. Parliamentary approval of the Localism Act in November 2011 confirmed the implementation of the new self-financing regime. The new regime provides opportunities but also has risks attached which need to be taken into account. Hillingdon will be required to take on £192m of debt in return for the retention of an annual £15.6m (and rising) negative subsidy payments that we have been making to central Government.

16. The final HRA self-financing settlement figures were released on 1st February 2012 and officers have analysed the accompanying financial models and implications for the 30 year business plan. Indicative figures published in March showed that Hillingdon would be allocated £172m of new debt. The final settlement figure shows a debt allocation of £192m. The principle reason for this difference is that the final determination takes into account September RPI figure of 5.6% for dwelling rent increases. However, this also has the corresponding effect of increasing actual income by an additional £1.2m per annum to finance the additional borrowing. There were no fundamental methodological alterations in the self-financing model that was used for the original indicative settlement figures.

17. The high RPI rate in September leads to a significant rent increase of 6.4% in 2012/13. This consists of 5.6% RPI + 0.5% rent restructuring + 0.3% convergence to formula rent (4 years left). The valuation is based on these assumptions for rent income, leaving councils in a very difficult position if they choose to impose lower increases, particularly in year one as the compounding effect of this would result in the loss of many millions over the business plan cycle.

18. On implementation, all HRA debt including existing loans incurred for the Decent Homes programme will be separated from General Fund funds into a single pot. The current methodology for distributing finance charges between the General Fund and HRA will be simplified and will lead to savings within the General Fund which, at present, subsidises HRA interest costs due to the statutory use of the Item 8 determination that uses a very low LIBID rate on all internal borrowing.

19. Whilst encouraging Local Authorities to invest in housing projects, the Government's stated priority is to reduce the national deficit. Local Authority borrowing for housing purposes is included as part of the Public Sector Debt Requirement and must be affordable nationally as well as locally. The prudential code, whilst addressing affordability at the local level, does not do this nationally and hence a limit on borrowing will be imposed for council housing in each Authority.

20. For Hillingdon, a self financing valuation of £303m has been announced as part of the overall self-financing final Determination. This valuation also sets the limit of borrowing the council can undertake. Taking the existing HRA debt of £66m plus the £192m settlement debt leaves borrowing headroom of a further £45m; £25m of this will be used towards the Affordable Housing programme reported to Cabinet in July 2011.

Treasury Management Strategy

21. Given that the actual HRA debt will substantially increase, the need for the management of debt will clearly be a significant factor and, consequently, a separate Treasury Strategy establishing an independent HRA pool has been recommended to Cabinet for approval. Further information is reported within the Treasury Management Strategy within the main Council budget report to February 2012 Cabinet. The main principles for the underlying Strategy include the following.

    - Existing loans up to the value of current HRA debt will be identified and separated from General Fund debt.
    - The HRA will repay the principal part of debt for both existing and new debt over the 30-year business plan period.
    - For the early years, surpluses against the HRA debt financing budget will be earmarked for either principal repayment or further re-financing to allow future housing developments to proceed or to facilitate further borrowing opportunities at a later date.

22. On 4 September it was announced by the Treasury that for the purposes of HRA settlement only, Public Works Loan Board (PWLB) rates would be lowered by around 0.9% from usual rates of approximately 1% above gilts. Hence, the settlement debt of £192m will be financed from this source as other forms of commercial borrowing or the issuance of bonds would not compete with such rates

23. However these preferential rates are available for one day only (26 March) for settlement purposes. As a result, authorities will not be able to borrow in advance and thus dissipate any risks associated with a sudden rise in gilts on the appointed day. If rates remain unchanged from 1 February the settlement debt will be financed at an average rate below 2.5%.

Changes in Right to Buy Homes

24. A significant development that may have an impact on the HRA Business Plan involves changes in the right to buy (RTB) scheme. The changes, which were announced in the Chancellor's Autumn Statement, increase the RTB discounts available to council tenants to buy their own homes to a maximum of £50,000. The maximum discount currently ranges from £16,000 in London to £38,000 in the south east. The plans that are subject to consultation would result in a London tenant with five years qualifying tenancy receiving a discount of £50,000; more than three times the previous cap of £16,000. A full response to the consultation has been provided to Government.

25. Local authorities would then be allowed a prescribed fixed amount towards the selling costs of the property. This amount is based on local authorities costs equating to the 40th percentile point of sales in the last few years. The first call on the net proceeds would then be for compensating both the treasury and the local authority for funding that has previously been assumed within the self-financing settlement. Councils can then take up the residual receipts to replace the sold properties by a new build property that would be rented out at the higher affordable rent level. The rental stream would fund the additional borrowing that would be required and the overall viability of replacements of units is likely to be depend on local authorities also contributing land.

Impact of the 2011/2012 HRA Self Financing Determination on Hillingdon

26. As indicated above, the final HRA self-financing settlement figures were released on the 1st February 2012, The headline figures within the settlement are as follows:-

    - Self–financing settlement resulting in £192m as new debt
    - Assumes rent increase of 6.4% for 2012/13

- Income increase by average of £1.2m per year

27. The most significant element is the additional debt that will need to be taken on by the HRA. The additional £192m when added to the current HRA debt of £68m represents nearly a four fold increase. However, the debt repayments for the additional payments are below negative subsidy levels Hillingdon would have paid and as a consequence the HRA position is favourable as shown in Appendices 1 and 3.
28. As a consequence the self-financing regime offers opportunities from increased resources which include future capital development such as the supported housing programme. However, the Government has also implemented regulations to cap each authority's debt in order to control the national public sector debt. Hillingdon's debt cap, which is also included in the self-financing determination, has been set at £303m. Although this represents a constraint, there is a level of headroom that can be used for future development.
29. DCLG advice for Councils is to ensure that the HRA finances allow stability in the first few years and then to develop a longer term strategy. As the self-financing settlement has been published and confirms a favourable financial outlook, a longer tem strategy needs to be developed in the future. This will need to consider all options for the HRA including possible collaborations with other authorities.
30. The HRA strategy needs to take into account the tenancy strategy that is presently being developed. The Right to Buy proposals from Government could have a significant impact on this as there are proposals that Councils replace every sold property with an affordable rent property.
31. As an authority with a fair level of headroom, Hillingdon has no real imperative to broker agreement to alleviate pressing issues relating directly to dwellings. The head room we have also allows us to pursue strategies such as development of supported housing as noted above.
32. A further report in the future will be presented to Cabinet to consider the various options and include proposals for a future strategy as well as a framework for future updates.

Rents and Charges

HRA Rent Setting Framework

33. 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. Once convergence is achieved in 2015/16 the rent restructuring regime is expected to continue to set limit rents which for housing benefit purposes within the council housing area.

37. The Hillingdon dwelling rents proposal recommends an average increase of 6.42%. This average is based on property specific calculations using the rent restructuring formula provided by DCLG. The maximum increase for any property in Hillingdon will be 6.6%.

38. The 2012/13 HRA Self-financing Determination assumes an increase of this magnitude. Consequently, in order to minimise lose to the HRA, it is recommended that rents be increased by an average of 6.42%. Table A below provides the estimated average rents for HRA dwellings.

Table A: HRA Dwelling Rents

TABLE A: HRA DWELLING RENTS		PREVIOUS YEAR	PREVIOUS YEAR	CURRENT YEAR	NEXT YEAR PROPOSED:- WITH NEW BUILD - FULL YEAR EFFECT	
		2009/10 RENT	2010/11 RENT	2011/12 RENT	2012/13 RENT	2012/13 RENT
		ACTUAL RENT pw	ACTUAL RENT pw	ACTUAL RENT pw	RENT RESTRUCTURE pw	% Increase
	HRA COUNCIL DWELLING RENTS (AVERAGE)	£88.70	£89.98	£95.29	£101.41	6.42%
a.	Flats/Maisonettes 1 bed	£72.69	£77.63	£77.82	£82.61	6.42%
b.	Flats/Maisonettes 2 beds	£82.05	£88.38	£88.37	£94.05	6.42%
c.	Flats/Maisonettes 3+ beds	£95.43	£102.00	£102.00	£108.55	6.42%
d.	Houses/Bungalows 1 bed	£81.96	£87.61	£87.58	£93.23	6.42%
e.	Houses/Bungalows 2 beds	£95.15	£101.96	£101.95	£108.51	6.42%
f.	Houses/Bungalows 3 beds	£108.02	£115.49	£115.49	£122.91	6.42%
g.	Houses/Bungalows 4+ beds	£115.65	£125.41	£125.38	£133.47	6.42%

39. Included in the rent restructuring calculation for rents set out in the table is an inflation factor prescribed by the DCLG. The increase to rents includes an element of the rent restructuring formula that allows for convergence of social housing rents towards a formula rent. This will result in an average increase of 6.42% for HRA tenants within the Borough. Without these increases balances would fall by around £3.5m and lead to significant ongoing pressures for the remaining 30 year business cycle due to compounding.

Non Dwelling Rents

40. 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 function.

41. 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 2012/2013, officers are recommending an inflationary increase of 5.6% 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	2011/12 AVERAGE WEEKLY CHARGES	2012/13 AVERAGE WEEKLY CHARGES	% INCREASE
a.	Garages	£9.80	£10.51	£11.10	5.6%
b.	Car Ports	£6.79	£7.04	£7.43	5.6%
c.	Hard Standings/Parking Spaces	£3.80	£4.04	£4.27	5.6%

Service Charges and Allowances

42. Within the HRA self financing regime, the assumed expenditure allows a limited category of costs to cover general management and maintenance. This allowance does 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.

43. 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 2012/13. The base inflation rate used in calculating HRA rent increase for 2012/13 is 5.6%. We are recommending that service charges go up by this rate, where appropriate; 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.

44. The weekly charge for using the Telecare service system for private tenants is included within the Hillingdon General Fund Budget setting process.

45. Additional management support is being provided at the newly built Extra Care Housing accommodation, Triscott House site. These new residents receive support services from two dedicated staff that will, for example, help manage security of the site, liaise with individual care workers coming on the site and provide support for residents if need arises. This charge is related to, but independent of the tenancy

46. This charge would apply to extra care housing where additional support is being provided. Currently, this would apply to the new build site at Triscott House and potentially to future sites of a similar nature.

47. There is relief for this support charge from housing support funding. The local authority's housing support commissioner has indicated that all housing support costs – including 70% of the scheme manager's costs, 100% of the support worker's costs and 4% for void loss - can be recovered from housing support grant subsidy if the individual is eligible for this. If the individual is not eligible, or does not wish to apply for subsidy, they must personally pay the charge.

Table C (i): Ancillary charges

		CURRENT YR			ESTIMATE
	ANCILLARY CHARGES	2011/12 CHARGES & ALLOWANCE	Proposed Change		2012/13 CHARGES & ALLOWANCE
			%	£	£
a.	**Careline Council Tenants**	**£4.91 monthly** (1.13 pw)	**0%**	**£0.00**	**£4.91 monthly** (1.13 pw)
b.	**Grounds Maintenance** Cost of cutting grass, weeding and general open space management within the HRA.	**£1.00 - £3.26**	**5.60%**	**£0.06 - £0.18**	**£1.06 - £3.44**
c.	**CCTV** Cost of maintaining CCTV cameras on HRA estates	**£0.58 wk**	**5.10%**	**£0.03**	**£0.61 wk**
d.	**Door Entry** Cost of managing and maintaining door entry systems on HRA estates	**£0.22 wk**	**5.10%**	**£0.01**	**£0.23 wk**
e.	**Window Cleaning** Window cleaning for shelter schemes	**£0.25 wk**	**5.10%**	**£0.01**	**£0.26 wk**
f.	**Management Support Charge** Management support for additional Extra Care in HRA Accommodation	**£22.77 wk**	**0.00%**	**£0.00**	**£22.77 wk**

48. As stated above the policy for service charges, such as energy related charges are to recover costs. HRA energy contracts are managed within the LBH LASER energy procurement contract, procured by Kent County Council and this contract is allowing the procurement of energy at much cheaper rates than normal domestic market prices. Taking this into account, the cost of energy for the HRA has gone up by between 15% electricity and 20% gas in 2011/12; this is below the average national increase in energy prices. 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

	2011/12	2011/12		2012/13
Energy Charges	**Current Weekly Charge**	**Increase / (reduction) %**	**Increase / (reduction) £**	**Estimated Charge**
Communal Electric (Cost of providing communal and street lighting on estates)	£1.14	15%	£0.17	£1.31
Sheltered Heating - Communal Element (supply to communal arrears)	£2.63	7.5%	£0.20	£2.83
Sheltered Heating - Property Element (supply to dwellings)	£4.12 to £7.11	7.5%	£0.31 to £0.53	£4.43 to £7.64
District Heating	£4.07 to £11.82	15%	£0.59 to £0.96	£4.88 to £11.82

49. 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	**2011/12 CHARGES & ALLOWANCE**	**Proposed Change**	**2012/13 CHARGES & ALLOWANCE**
1	REDECORATION ALLOWANCES		%	
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	OTHER ALLOWANCES			
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

50. Table D below is the list of caretaking charges. Caretaking costs have been reviewed and as a result of efficiencies and cost reduction activities it is possible to maintain costs at the current level. Increase are not being proposed for the majority of the charges with the exception of double bin collections, where costs are increasing and an inflationary increase of 5.6% is recommended.

Table D: Caretaking Charges

	PREVIOUS YEAR	PREVIOUS YEAR	CURRENT YEAR	NEXT YEAR PROPOSED		
				Increase/ (Decrease)		
	2009/10 CHARGES & ALLOWANCE wk	2010/011 CHARGES & ALLOWANCE wk	2011/12 CHARGES & ALLOWANCE wk			2012/13 CHARGES & ALLOWANCE wk
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	£1.84	5.60%	£0.10	£1.94

Other Charges

Sheltered Charges

51. It is proposed that there is no change to the housing related support charge to sheltered housing; this will stay at £16.94.

Leaseholder Improvement Charges

52. Charges for granting consent to leaseholders for improvements to their flats have been reviewed. It is proposed to reduce the current charge of £184.50 for minor works permissions and to split this into two categories - for simple works (such as giving consent to rewire the property) a charge of £50, and for works that require plans or a specification to be checked and approved (eg windows, kitchens, heating and the like), a charge of £130. For major works and more complex cases (eg an extension or loft conversion), it is proposed to change this fee from £92.24 to £100 and to continue to charge an additional sum based on the hourly rate of the technical officer involved in dealing with the works. In addition to the above charges, any legal costs that the Council may incur will be payable by the leaseholder. Lastly it is proposed that officers have the discretion not to make a charge in cases such as the leaseholder installing say loft insulation, or other such minimal and beneficial works.

Charges for optional services to tenants

53. Where the Council, due to various circumstances, carries out repairs that are the residents' responsibility, the Council maintains the right to charge these works back at cost, or if done under the handyperson at a reduced charge subsidised from the HRA repairs account. The Council introduced a scheme for vulnerable tenants as part of the local offer to help them maintain their gardens in an acceptable condition. This is also subsidised - from the garden maintenance budget in the HRA – and tenants using the service pay a weekly sum which will vary depending on the level of service they chose.

Table E Optional services

Service	Description	2012/13 charge
Rechargeable repairs	On request or on leaving a property	At cost
Handyperson scheme	Qualifying repairs	Voluntary £10 contribution plus the cost of any materials used
	Replacing lamps in light fitting (for tenants over 60 or with a disability that prevents them doing this)	The cost of the lamp
Gardening service	Hedge cutting (standard frequency)	£ 39.50 annually or £0.76 per week
	Lawn mowing (standard frequency)	£197.51 annually or £3.80 per week
	Bed maintenance (standard frequency)	£ 26.33 annually or £0.51 per week
	Hedge cutting (increased frequency)	£ 65.83 annually or £1.26 per week
	Lawn mowing (increased frequency)	£296.26 annually or £5.70 per week
	Bed maintenance (increased frequency)	£ 59.25 annually or £1.14 per week

Discretionary Repairs to dwellings

54. Where the Council exercises its discretion to carry out works that are the residents responsibility, but due to various circumstances the Council carries out these works, the Council maintains the right to recharge costs for these works to the relevant residents.

Latest Projected Expenditure and Income For 2011/2012 and 2012/2013

55. An update on the projected expenditure for 2011/2012 and the proposed Original Budget for 2012/2013 is provided in Appendix 1.

56. The HRA is also projected to be in a strong position in the medium term with accounts as set out in Appendix 3 showing uncommitted balances averaging around £13.6m between 2012/13 and 2015/16. This favourable position is expected to be maintained and improved over the longer term.

2011/2012 Latest Projections

57. In summary, for the current financial year 2011/12, the HRA net balances are projected to be £12.64m (£12.89m less earmarked reserves of £0.25m). This overall balance level includes a £2.14m favourable variance against the revised budget for the year. The key variances for 2011/12 are projected to include the following:

    - £294k favourable variances within the General and Special Services budgets - due to underspends in staffing areas arising from posts being left vacant pending a BID review.
    - £282k favourable variances within the Repairs budgets – resulting from electrical testing work being carried out in-house rather than sub-contracting.
    - £698k favourable variances within the income budgets – half of this is due to increased income from works carried out for leaseholders; the remainder includes increased income from shops and improved level of dwelling income from a smaller than expected void rate.

2012/2013 Original Budget

58. The major factors in the preparation of the draft budget for 2012/13 are the rent increase proposals and the change to financial arrangements (self financing) position as discussed in Sections D and E above. The proposed budget for 2012/13 set out in appendix 1 shows an increased level of closing balances of £14.6m. Appendix 3 shows a 10 year projection for the HRA. This shows balances remaining at just under £13m for the two years: 2013/14 and 2014/15. From 2015/16 onwards balances are expected to increase significantly. However, this projection is based on the current HRA loan repayment strategy and this will be reviewed after the Council has entered into loan agreements to pay off the debt in the next 30 years.

HRA Capital Programme 2012/2013

59. Table E below provides a summary of the proposed capital programme for 2012/13.

Table E: Capital Programme

Capital Programme 2008/09 - 2015/16 Projects	Outturn 2008/09 (£000s)	Outturn 2009/10 (£000s)	Outturn 2010/11 (£000s)	Current Programme 2011/12 (£000s)	Draft Programme 2012/13 (£000s)	Draft Programme 2013/14 (£000s)	Draft Programme 2014/15 (£000s)
Capital Expenditure							
Works to Existing Stocks	11,285	10,254	8,839	2,306	2,400	3,485	3,485
Estates Improvements		273	1,010	508			
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			5,285	1,830	95		
HRA New Build - Pipeline Sites Phase 2				3,722	931		
HRA New Build - Extra Care Site			2,134	4,842	300		
HRA New Build - Learning Disability Sites				281	7		
HRA New Build - Supported Housing Programme					14,190	10,223	3,567
Program Total	**11,938**	**11,468**	**17,268**	**13,489**	**17,923**	**13,708**	**7,052**
Capital Financing : Sources							
Capital Grants - MRA	7,624	7,986	8,224				
Capital Grants - SHG Pipeline Phase 1			3,656				
Capital Grants - SHG Pipeline Phase 2				590	100		
Capital Grants - SHG Extra Care Site			2,085	2,085			
Capital Grants - SHG Learning Disability				91			
Capital Grants - SHG Supported Housing					720	1,815	840
Capital Grants - Estates Improvements		273	1,010	492			
Capital Grants - Works To Stock		164	120	180			
Capital Grants - Townfield Community Centre		634					
Capital Receipts - Long Lane Mental Health Units	306	28					
Prudential Borrowing/ Capital receipts - Pipeline Phase 1			1,629	1,830	95		
Prudential Borrowing/ Capital receipts - Pipeline Phase 2				3,132	831		
Prudential Borrowing/ Capital receipts - Extra Care Site			49	2,757	300		
Prudential Borrowing/ Capital receipts -Learning Disability				190	7		
Prudential Borrowing/ Capital receipts - Supported Housing Programme					13,470	8,408	2,727
Revenue Contribution to Capital - Works to Stock	3,126	1,916	423	2,142	2,400	3,485	3,485
Revenue Contribution to Capital - Pipeline Phase 2	347	467					
Other External Funding	535		72				
Programme Total	**11,938**	**11,468**	**17,268**	**13,489**	**17,923**	**13,708**	**7,052**

60. A total budget of £17.923m is proposed for the HRA capital programme for 2012/2013. The major elements of this programme are Works to Existing Stock of £2.4m, and New Build projects of £15.523m. These New Build projects include the development of £14.19m for new Supported Housing Program to construct 225 new properties for supported housing from 2012 to 2015.

61. The capital program of £17.923m is financed by (1) £2.4m of revenue contribution to capital for works to stock project; (2) £0.82m for specific capital grants from the Homes and Communities Agency (HCA) and (3) £14.703m of borrowing/HRA capital receipts for the New Build projects. The borrowing involved is prudential borrowing. These borrowing costs will be met by rental streams from the individual dwellings that are being developed.

Work to Existing Stock

62. The approach to investment in the existing stock is to provide a reasonable balance between investment in the decent homes standard, 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 programme.
- *Other maintenance and improvements* – necessary works on estates
- *Adaptations* – to provide greater opportunities for independent living to people with disabilities
- *Security, health and safety* – programmes 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.

63. Table E above shows capital growth of £1.085m per annum from 2013/14 in the future years on the Works to Existing Stocks program. This expenditure is expected to be financed by revenue contributions to capital that arise from the HRA surplus revenue resources as a result of HRA self financing. The capital growth is subject to the approval of the HRA self financing settlement, it has been applied mainly to supporting improvements in existing dwelling stocks to make them more energy efficient. This will help provide affordable warmth and reduce carbon emissions within our existing housing stock. The capital growth is additionally being applied to help achieve a decent home in a decent place by improving the environment for the wellbeing of the residents and the community in the housing estates that are managed by the Council. The detail of this expenditure for 2012/13 is provided in paragraphs 66 to 121 below and in Appendix 4.

New Build Affordable Programme

64. Table F below provides an analysis of the New Build projects 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. Pipeline Phase 1 new build project has produced 47 general needs properties that came into HRA management in stock in August 2011. A further 20 Low Cost Home Ownership properties are expected to be completed in 2012/13 as part of Pipeline Phase 2 sites. Extra Care Site, Triscott House has delivered 47 new flats in 2011/12 for tenants with extra care requirements. The new build Learning Disability site is expected to be completed by the end of 2011/12 delivering 3 new flats and 1 converted shop for residents with learning disabilities. The total asset expenditure on these New Build projects is £26.502m.

65. Table F also shows the growth in the new build projects for the New Build Supported Housing program of £27.98m. This project is expected to deliver 225 new properties being built across a number of sites in the borough over the next three years to 2014/15. These properties are a result of the successful council bid for HCA funding to

build supported housing. The delivery of these units will help promote the independence living options for those tenants with learning disabilities, mental health issues, needs of older residents, help reduce the dependence on residential care and will help to contribute wider medium term financial forecast savings. This program is under review and options to start it earlier are being explored as there are financial incentives to do so. The numbers represented in Table F for the supported housing program are subject to capital release of the program. In totality the total outlay on New Build Affordable Housing programme is £54.482m

Table F: HRA Affordable Programme

HRA Affordable Housing Programme	2005/06 to 2009/10		2010/2011		2011/2012*		2012/2013*		2013/2014*		2014/2015*		Total
	Units	(£000s)	Units	(£000s)	Units	(£000s)	Units	(£000s)	Units	(£000s)	Units	(£000s)	(£000s)
HRA -New Build - 5 Sites :St Martins Close; Hayman Crescent; Queens Road, The Oaks Hayes. (Includes other HRA disposal works)	*15*	**2,326**											**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*	**4,049**											**4049**
Long Lane (Hamlet Lodge) - Mental Health Units	*9*	**334**											**334**
HRA New Build - Pipeline Sites Phase 1				**5,285**	*47*	**1,830**		**95**					**7,210**
HRA New Build - Pipeline Sites Phase 2					*5*	**3,722**	*15*	**931**					**4,653**
HRA New Build - Extra Care Site				**2,134**	*47*	**4,842**		**300**					**7,276**
HRA New Build - Learning Disability Sites					*4*	**281**		**7**					**288**
HRA New Build - Supported Housing Programme							*48*	**14,190**	*121*	**10,223**	*56*	**3,567**	**27,980**
Totals	**60**	**7,075**	**0**	**7,419**	**103**	**10,675**	**63**	**15,523**	**121**	**10,223**	**56**	**3,567**	**54,482**

* Denotes Estimate

Major Repairs and Work to existing stock programme 2012/13

66. The proposed budget for major repairs and works to stock programme is set out in the following table:

Major Repairs and Works to Stock	**£m**
Capital - Major Works	2.40
Revenue	8.45
Ongoing Budget	10.85
Capital C/Fwd (Glebe Estate)	0.25
Total	**11.10**
Proposed Growth	1.97
Overall Total	**13.07**

67. This shows an ongoing budget of £10.85m and a further £0.25m brought forward from 2011/12 for the Glebe Estate works which has been re-phased into 2012/13. In addition, the November Cabinet also agreed in principle to further sums being added to the budget as a result of increased resources arising from the self-financing settlement. This proposed growth for 2012/13 will add £1.97m bringing the total overall resources to £13.07m**.** In future years the increased resources from the self-financing settlement will increase the budget by £7m in year 2, reducing annually in the following years as set out in the HRA self financing report that was considered by Cabinet in November 2011.

68. A detailed breakdown for the 2012/13 programme is provided in Appendix 4. The Programme has been developed by taking account of a number of key principles.

69. There are a number of drivers for the shape of the proposed programme.

70. *The HRA asset management strategy* – this provides a framework to manage the stock proactively and to ensure that resources for maintenance and reinvestment are concentrated on meeting needs. Under the self financing regime the council takes on additional debt. Servicing this debt is a key priority of the HRA business plan, and this means ensuring that income is maximised in order to do this. As the majority of HRA income is from rents, it is critical that properties remain lettable and this means investing in the long term maintenance of homes to achieve this. In the November report to cabinet introducing the self financing proposals, five key asset management challenges were identified for the stock to be addressed as part of the 30 year business plan, and indicative amounts for each of the key challenges were set out. Proposals for expenditure are included in this report - see Appendix 4. The five key challenges are:
1. Ensuring property compliance and meeting all applicable statutory requirements that provide for the health and safety of the occupants in their homes
2. Maintaining the decent homes standard
3. Making the best use of the existing stock to facilitate the care and support model that the department has adopted
4. Improving the energy efficiency of the housing stock to reduce energy use and reduce carbon dioxide emissions as well as providing affordable warmth for tenants, especially those in fuel poverty
5. Tackling the issues facing many of the estates to make the environment a more pleasant place to live

71. Tenant Services Authority (TSA) – The "Home Standard" required outcomes include that registered providers shall
    - ensure that tenants' homes meet the standard set out in section 5 of the Government's Decent Homes Guidance by 31 December 2010 and continue to maintain their homes to at least this standard after this date.
    - provide a cost-effective repairs and maintenance service to homes and communal areas that responds to the needs of, and offers choices to, tenants, and has the objective of completing repairs and improvements right first time.
    - meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.

72. Hillingdon's *Housing Strategy 'A decent home for all'* – This includes a number of priorities which the works to stock programme helps deliver. It is well recognised that good quality homes are important for the health and well-being of those living in them. By improving housing conditions and keeping homes decent, related benefits can be realised that impact on the health, well being, and independence of tenants. In addition
    - Improvements to kitchen layouts will reduce the potential for falls, slips, scolds and burns with hospital / A&E admissions reduced and savings to the NHS. Upgrading of electrical installations and work to improve the fire safety of homes will also reduce the risk of accidents and of fires.
    - Security related projects will reduce the opportunity for crime and ASB and the call on council and police resources. The fear of crime should also reduce
    - Measure to improve the energy efficiency of dwellings such as more efficient boilers, the provision of double glazing and increased levels of insulation, will not only impact positively on the cost of running the homes, especially for those tenants that are in full poverty, but a similar improvement should result on the health of the elderly and children. Raising energy efficiency reduces heart disease and excess

winter deaths. Reduced levels of condensation, damp and mould will also reduce the likelihood of respiratory disease.

- New windows and doors will improve security, reduce crime, promote feelings of safety and have an impact on wellbeing.
- Adapting homes to allow tenants to remain independent in their own home for longer will delay the need for expensive residential care and the associated pressures on council and health service budgets. These improvements will also reduce the potential for accidents in the home.
- Improvement the neighbourhood environment has a positive impact on the quality of life for residents and their well being.
- The provision of extensions to relieve overcrowding can help the health of both children and adults.

Proposed Programme

73. The budget for the proposed programme and projects as set out in Appendix 4 is indicative and figures will be firmed up as survey and design work is undertaken. The proposed works for 2012/13 are based on the projects that are considered to be either a priority or to meet a commitment to continue or complete earlier programmes.

Works of maintenance and improvement

74. These are divided into sub-programmes, as follows:
    - Energy efficiency
    - Fitting property to people
    - Health and safety
    - Environmental improvements
    - Element renewal – engineering services
    - Security
    - Element renewal - Surveying
    - Miscellaneous

Energy efficiency

75. This sub-programme includes all projects that aim to improve the efficiency of the properties and reduce the cost to tenants of heating them.

76. The replacement of obsolete central heating boilers is essential to maintain energy efficiency as well as addressing the issue of fuel poverty. From the total of 9,050 boilers 3,099 are over fifteen years old (34.24%). These ageing boilers become either irreparable due to unavailability of parts or uneconomic to repair as the labour and parts are close to the cost of replacement. A budget of £1.3m is proposed to replace boilers at the point of failure thus extending their lives to the maximum. An additional £400k is proposed for a planned programme to replace other boilers that are old and inefficient. The total budget of £1.7m will provide installation of approximately 730 new heating boilers and upgraded systems. *The proposals put forward under self financing be approved, an increase in funding of £580K to £2.28m will provide for the installation of an additional **250** new heating boilers and upgraded systems. This improvement in the energy efficiency of the stock reduces the incidence of fuel poverty for tenants.*

77. A number of communal boilers in the stock, predominately in sheltered housing schemes are reaching the end of their useful and economic life and need to be

replaced. One sheltered unit, James Court and two tower blocks Fairlie House and The Gouldings, will also have their boiler systems replaced and the boiler houses overhauled. The budget allocated for these projects is £600k**.**

78. A budget of **£50K** has been allocated to continue the **insulation programme** within properties; this upgrades loft insulation to properties which do not conform to current standards. It is matched by funding from other sources, typically from the energy suppliers. Approximately **150** properties will benefit from this. A number of lofts without any insulation will be insulated but the majority of this budget will be used to "top-up" existing 50mm and 100mm roof insulation to the current standard of 270mm.

79. A budget of **£50K** has also been identified to complete the **new technology** project of installing photo voltaic panels at Hamilton Court.

Fitting property to people

80. This sub-programme includes all projects that aim to improve the suitability of properties to meet residents' needs.

81. **£800K** has been put aside for work to **adapt properties** to suit individual needs for the disabled, vulnerable and elderly, £50k of which is for minor adaptations. This budget will allow **108** properties to receive an "average-cost" adaptation, and therefore improving the property to the benefit of the tenant, which enables them to remain longer in their own home, and which in turn reduces expenditure on health and social care. Examples of the most common adaptations are low or level access showers, stair lifts, and access solutions such as ramps etc*. Should the proposals put forward under self financing be approved, there will be an increase in funding of **£750K** to **£1.550M** which will allow approximately an additional 108 properties to receive an "average-cost adaptation". This increase in spend will help more tenants to become or remain independent and help manage the pressures on the social care budgets.* This service will be delivered by the Private Sector Housing Team from 1 April 2012.

82. In line with our policy of converting vacant Scheme Manager's accommodation into lettable properties, the house at **Sibley Court** will be converted into two sheltered flats during 2012/13 - a budget of **£100K** has been put aside to fund this project.

83. A budget of **£150K** has been put aside to match fund and complete the **extensions** that were started late in 2011/12. These were funded last year by a grant of £180K from the West London Extensions programme. This funding is specifically targeted at reducing overcrowding and increasing properties to four and five bedroom configuration. There is evidence of a relationship between overcrowding and aspects of the health of both children and adults.

84. **£30K** has been put aside for a conversion of an existing underutilised space to provide a parking and charging area for **mobility scooters**. Ensuring that these mobility scooters are not parked in the common parts of blocks removes obstructions to means of escape and reduces the potential fire load. This financial year's budget will provide this facility at **Michael Shersby House**.

85. A total budget of **£150K** is allocated to the **Better Neighbourhood Teams**, which gives Tenant and Resident Associations the opportunity to put forward projects that meet the individual demands and requirements of their local community. The aim of the Better Neighbourhood Team fund is to generate environmental and community safety

improvements on housing land or buildings, to improve neighbourhoods to be places where people want to respect, settle and stay. Bids for funding will be submitted under the following headings:

- Community safety
- Environment
- Community cohesion

86. A budget of **£50K** has been specifically allocated to ensure that the communal areas of the sheltered schemes meet the accessibility requirements of the Equality Act 2010.

Health and safety

87. This sub-programme includes all works where hazards have been identified that could present a risk to safety or health of residents, members of the public or staff. By tackling these areas, the potential for accidents and resulting hospital and A&E admissions is reduced.

88. A budget of £**150K** has been allocated to fund the continuing programme of planned removal from properties of **asbestos containing materials**. This will allow removal in approximately **125** properties.

89. **Fire safety** - A budget of **£900K** has been allocated to renew fire doors to flat blocks with enclosed stairwells / communal areas and to sheltered housing dwellings, bringing them up to the standard of current fire regulations. The increase of £850K in budget is the direct result of the programme of fire risk assessments completed in 2009 and this increased budget will be in place for a further two years to complete the works. This budget will allow for approximately **950** properties to have doors replaced and, therefore, prevent the risk of fire spread to communal areas. As well as the obvious benefits to life safety from these works, the risk to property is also reduce by containing any fire within the flat of origin.

90. Should the proposals put forward under self financing be approved, there will be an additional budget of **£206K** for **Property Compliance** – to undertake multiple small projects including):

- Replace all the old style immersion heaters with modern compliant ones.
- Independent audit of electrical work.
- Fit all sliding gates with measures to prevent entrapment.
- Provide additional purpose built storage for mobility scooters.
- Upgrading or first time installation of automatic fire detection and alarm systems in the flat conversions
- Fit larger hoppers to refuse chutes at The Glebe estate, now part of Decent Estates Initiative rollout
- Provide remote monitoring of lift faults

Environmental improvements

91. This sub-programme seeks to maintain and improve the communal facilities on the estates.

92. **Hayden Drive refuse facilities** – The current provision of small bin areas is to be replaced with purpose built areas to store bulk bins both for refuse and separately recycling. This will eradicate the proliferation of refuse sacks and recycling bags that

are attacked by cats, foxes and vermin and consequently spread the refuse far and wide. A budget of **£50K** has been allocated to this project. This will have an immediate effect of allowing children to play in grassed areas without risk of unhygienic items lying around.

93. **Estate roads, parking areas and pathways** which are on housing land have been noted as needing repair and resurfacing, therefore a new budget of **£50K** has been assigned. This spend reduces the risk of trips and falls and potential claims against the council. This will be allocated to the resurfacing of the pathways and the service roads adjacent to **St Catherine's Farm Court, Ruislip**.

94. **Decent estates** initiative - A budget of **£600K** has been allocated to continue the major project on **The Glebe estate.** The objectives for this project are to:
    - Improve the environment, health, and quality of life for residents, and reduce anti social behaviour and crime, on the Glebe estate by improving the security, and accessibility, to all blocks. Providing and upgrading of play areas, landscaped areas and parking within the existing garage compounds, including demolition of most garages.
    - Increase the amount of recycling, and reduce the cost of refuse disposal by the introduction of recycling facilities for every block and the extension of bin stores in order to reduce refuse collection from twice weekly to once, and
    - Save energy and reduce carbon emissions by giving advice to residents on improving energy efficiency and reducing their energy bills.
95. The improvements range from the installation of new door entry systems to comprehensive fencing installations plus other minor projects to improve the estate environment. This comprises of £350K from this year's budget, plus a re-phasing of the 2011/12 budget of £250K.

96. A similar budget to last year of £50K has been put aside to repair or replace existing **boundary fencing.** These sites are located across the borough.

97. A large number of **garage sites** are in need of repair. Many of these are on the estates that are part of the Decent Estates Initiative. This budget of **£50K** is specifically aimed at the rationalisation and refurbishment of garages that are on these estates. This will ensure that these garages maintain or increase their lettability. These garage sites are chosen by two primary means:
    - Nominated by Housing Repairs Service when in particular need of repair.
    - In conjunction with the decorations contract to ensure that complete blocks or estates are externally refurbished simultaneously.

98. **Play areas** – with over 30 play areas across the Borough, many of which are in need of refurbishment, housing officers have been asked to nominate the most urgent replacement, but to also ensure, by consultation, that a playground is still required by the neighbouring community. This budget is set at **£50K** and the nominated location for 2012/13 is the play area at **Lundy Drive, Cranford**

Element renewal – engineering services

99. This sub-programme includes all projects that aim to replace old or failing mechanical or electrical services in the properties.

100. A budget of **£30K** has been allocated for the upgrade or replacement of **communal area lighting** systems**.** It has been recognised that many of these are reaching the end of their useful lives and will need replacing with brighter and more energy efficient

lighting. This year this budget is being spent on The Glebe estate in conjunction with the LDA funded works.

101. There may be a small number of properties left to upgrade the communal TV aerial systems so that they can receive digital television broadcasts. A budget of **£50K** is therefore still required to pick up any outstanding installations across the stock. Provision of digital TV will also allow tenants and leaseholders to access community language channels.

102. A budget has been maintained at **£400K** to continue the ongoing programme of upgrading the **electrical** installations in properties and communal areas. This recognises our long term need to upgrade more properties each year. This budget would ensure that about **250** properties were upgraded and improved to the latest electrical safety and standards.

103. **Lifts** - a programme of lift replacement has been put in place over a seven year period. This will be the third year and we have allocated a budget of **£950K** this year. This will enable us to complete the lift modernisation programme in the three tower blocks in Avondale Drive, Hayes and start the programme at Melbourne House. These lifts will also be upgraded as part of the works to ensure that they are accessible under the Equality Act 2010.

104. A budget of **£40K** has been put aside for a programme of plumbing renewal which includes upgrading **cold-water tanks and pipe work.** This amount of money should benefit up to **80** properties, depending on what work is required.

Security

105. This sub-programme includes all projects that aim to maintain or increase the security to the properties managed by the Council.

106. A budget of **£50K** has been allocated to the replacement of **obsolete door entry** systems.

107. This budget of **£30K** moves its focus to a programme of installation of **CCTV** schemes in sheltered units. During this financial year, systems will be installed at **St Catherine's Farm Court** and **Roberts Close.**

108. A site specific budget has been put aside for the installation of **comprehensive security measures** at Dickens **House, Harlington.** The budget for this has been set at **£100K.** This is a continuation of rolling out access security across two adjoining estates where high levels of ASB have been identified. Further local flatted blocks will be undertaken in subsequent years.

109. On occasions the Crime Prevention Officer will make specific recommendations to **improve security** to individual blocks or properties - the budget of **£20K** will fund the proposals received this year.

Element renewal – surveying

110. This sub-programme includes all projects that aim to replace old or failing elements of the properties.

111. A budget for **substantive repairs** that are discovered whilst either the responsive repairs team or the decorations contractor are on site. For example, if the decoration team is on site painting the outside of a property and they discover that the roof needs repair, then it is more cost effective to undertake those works immediately rather than delaying and incurring the cost of re-erecting scaffolding. This budget is set at **£300K.**

112. **£1.300M** has been allocated for **kitchen** replacements, where individual rooms may be in need of refurbishment but did not meet the government's strict non-decent criteria. This budget also ensures that properties that have a change of tenancy that were omitted during the Decent Homes programme, due to tenant refusal, can be made decent. This project budget ensures that **195** tenants will benefit from new kitchens during 2012/13

113. In conjunction with the above kitchen programme, a number of bathrooms will be included. *(Increase* planned *under self financing to **Bathroom Replacement** – A budget of **£89K.** This project budget ensures that **25** tenants will benefit from new bathrooms during 2012/13).*

114. A budget of **£500K** has been put aside specifically for the repair / replacement of **roofs** to the small blocks in **Milne Way, Harefield, Hamilton Court, Hayes** and **Newdigate Green, Harefield.**

115. *Should the proposals put forward under self financing be approved a budget of **£90K.** will be provided for **door replacement** –this project budget ensures that **100** properties will benefit from new external doors 2012/13.*

116. **Structural** – a number of structural repairs will be completed during 2012/13 - these are required as many properties in the north of the Borough suffer from subsidence. Originally a total budget of **£290K** has been put aside to fund these projects. However, as we get a clearer projection of the requirement of these works it has become apparent that we need a larger budget for a few years to clear the backlog. *(Should the proposals put forward under self financing be approved, an increase of **£250K** for **structural** will bring the total budget to **£540K**. This comprises of **£50k** for structural investigations, **£240K** original base budget for site specific structural works plus the additional **£250K).***

117. A review of our **window replacement programme** has been undertaken that has led to a new prioritisation of properties, based on need and cost effectiveness. We have allocated an overall budget of **£1M** to this programme. It is estimated that we will replace all single glazed windows in the Borough within seven years with this level of funding. The 2012/13 window programme will allow for the installation of improved windows to about **226** properties. Primarily we are replacing only single glazed aluminium framed windows. Within this priority we are focussing on further criteria.

    - Properties have to have single glazed windows. We prioritised in order of timber frames and steel (Crittall) windows first - we have now replaced the bulk of these. Unfortunately single glazed aluminium windows were not included in the Decent Homes programme.
    - We then prioritised "aged persons dwellings", therefore those most at risk of cold. These are now complete.

- Our third priority focussed on the construction and we targeted properties with solid walls as these gain the most efficiency in percentage terms and therefore benefit the residents proportionately. The majority of these are complete.
- We are now replacing the windows in properties that have single glazing and cavity walls. To these properties we apply the average SAP (Standard Assessment Procedure which is the Government's official procedure for the Energy Rating of Dwellings). We use this data to select the properties that we should do first, eg those with the lowest SAP rating.
- This programme is the most popular with tenants and we are in the process of re-profiling our proposed expenditure in future financial years to shorten the programme and bring the benefits of new windows to tenants earlier.

Miscellaneous

118. This sub-programme includes all projects that do not fit neatly into the other sub-programme definitions. These are the "carry forward" (see Paragraph 16 - **£160K**) and fees for procurement. A budget of **£300K** is required to cover the fees for CYNTRA. This is our contribution to use of the frameworks plus assistance in open book auditing and benchmarking.

Over programming

119. Management of the planned maintenance programme is not a static exercise and projects come in and out during the year as new priorities are identified, projects slip or costs change. This has been recognised in the past by planning and monitoring of the programme through over programming, the inclusion of additional projects, and then flexibility in its management in order to achieve the approved expenditure.

120. The proposed programme matches the budget exactly with no over programming at this planning stage. However, it may be necessary to allow a small degree of over programming to develop as the carry forward from 2011/12 increases as projects are committed, but unable to be completed within that financial year.

121. **Reserve projects** – to ensure that there is no risk of under spend, we are preparing a number of projects to wait in reserve, to be brought forward as and when necessary to absorb any potential under spend. The work and effort on these projects will not be wasted as they are schemes that we would intend to include in following years, when finance is available. Examples of these are future window programmes, where we have a clear future plan and individual projects, such as future access security in **Yeading Green** and refuse areas in **Southcote Rise, Ruislip.**

Financial Implications

122. 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?

123. The effect of the recommendation will result in an average increase in rent for those residents who are council tenants by £6.12 with an average rent for 2011/12 of £101.42

per week. There will be no direct impact for the majority of tenants as 67% are in receipt of housing benefit.

Consultation Carried Out or Required

124. The Council consulted with tenants and tenant representatives through the Senate on 19th January 2012. 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 6.4% were explained.
125. A resident group has been set up to look at the programme of works to the housing stock, both in terms of monitoring the existing programme and agreeing the make up of future years' programmes. The Capital Programme Steering Group (CPSG) has met throughout 2011 and discussed, developed and approved this draft programme. The original programme was constructed with the involvement and approval of the CPSG approved unanimously the final draft at a meeting on the 24 November 2011.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has liaised closely with Housing officers in the financial planning to facilitate a successful transition to self-financing from the subsidy regime and hence concurs with the financial models and implications that arise from this change described in this report.. Furthermore, the HRA have adopted a prudent policy of ensuring that the 30 year business plan makes provision for repayment of interest and principal costs in the form of annualised MRP. Such a policy has enabled a treasury strategy to be developed that, at current rates, will provide the finance required to 'buy out' of the subsidy regime at an historic low average rate of interest. It will also provide additional headroom below the cap on borrowing to facilitate further development proposals in future years.

Although the proposed rent increases are regrettably sizable, Corporate Finance concurs with the necessity of implementing these. The Council had no discretion over the methodology or inputs used to determine an average increase of 6.42% and it is these assumptions that the DCLG have used in determining the settlement debt and the future income generated to support such debt. If an individual council set a rate in year 1 below the assumed amount, the financial costs of so doing over the remaining years would become hugely significant due to the compounding effect of annualised increases to Affordable rents.

The proposed capital programme is discussed in section H alongside the financing strategy that includes undertaking prudential borrowing. Whilst all borrowing is fundamentally borrowing of the Council as a whole, the self-financing regime does facilitate the creation of a 'two pools' model to treasury management thus separating GF and HRA loans. Hillingdon intends to apply this to both new borrowing under the settlement and for the proposed capital programme to develop 225 units along with historic debt, nearly all of which is attributable to the Decent Homes programme.

Until settlement is concluded and the new regime is embedded, there will still be a certain amount of uncertainty around future levels of HRA balances, however the increase in these over the last two years places the HRA in a strong position to mitigate potential risks associated with future income and expenditure that will no longer be 'adjusted' by central government.

Legal

Part VI of the Local Government and Housing Finance Act 1989 places an obligation on the Council to keep and maintain a Housing Revenue Account ["HRA"]. This legislation sets out what may be legitimately charged and debited to the HRA. For example, income from Council tenants and leaseholders in the form of rents and service charges must be separately shown in the HRA.

The Council is required to review rent and other charges which it levies in relation to its housing stock on an annual basis, and just before the close of its existing financial year, in order to ensure that the HRA does not fall into deficit in the next financial year.

The purpose of this report is to seek Cabinet approval for the proposed HRA rents, service charges and allowances in respect of the 2012/13 financial year. All the necessary processes have been followed by officers before submitting this report to Cabinet.

A number of references are made in the report to the self-financing regime which will be introduced in April 2012 by the Localism Act 2011. Cabinet will recall that it received a report at its November 2011 meeting which proposed a broad strategy for a long term business plan for the HRA which would allow it to respond to and take advantage of the self-financing regime.

The changes introduced by the Localism Act 2011 do not affect the proposals in this report and in fact, most of the regulations governing the HRA will remain in place. For example, the requirement imposed on the Council to review rent and other charges in relation to its housing stock will still exist.

Corporate Property and Construction
Corporate Property and Construction does not have any management responsibility in the setting and collection of HRA rents on residential dwellings and so has no specific comments other than to confirm its support for the recommendations included in this report.

Background/Briefing Papers

NIL

Appendix 1

DRAFT BUDGET FOR 2012-13	REVISED BUDGET (£000) JAN'12	P08 YE OUTTURN (£000) JAN'12	VARIANCE (£000) JAN'12	BASE BUDGET	Inflation	Fees & Charges	Technical Adjustment	Savings for Zero based budgets	Growth	Savings	LATEST PRJCTN (£000) Yr 0
GENERAL SERVICES	10,405	10,164	(241)	11,555	76		24	(133)	22	(229)	11,315
SPECIAL SERVICES	5,912	5,722	(190)	5,582	238		(20)	(44)		0	5,756
REPAIRS SERVICES - Day to Day & Planned	11,900	11,351	(549)	11,723	301			(388)		0	11,636
REPAIRS SERVICES - Major	9,865	9,740	(125)	9,365			(615)	(300)	1,965	0	10,415
NEW BUILD	650	650	0							0	0
HRA OPERATIONS	38,732	37,627	(1,105)	38,225	615		(611)	(865)	1,987	(229)	39,122
RENTS PAID	60	60	0	60							60
SUBSIDY PAYMENT TO GOVERNMENT	15,492	15,472	(20)	15,492			(15,492)				0
CHARGES FOR CAPITAL	2,538	2,563	25	2,538			(2,538)				0
INTEREST							9,895				9,895
PRINCIPAL PAYMENT							4,977				4,977
MANAGEMENT EXPENSES							263				263
CAPITAL FUNDED FROM REVENUE (RCCO)	2,384	2,264	(120)	2,150			250				2,400
INCREASE PROVISION FOR BAD DEBTS	300	300		300					543		843
CONTINGENCY	280	280		280					200		480
TOTAL EXPENDITURE	59,786	58,566	(1,220)	59,045	615	0	(3,256)	(865)	2,730	(229)	58,040
INCOME											
DWELLINGS	(50,850)	(51,032)	(182)	(50,850)		(3,462)					(54,312)
NON-DWELLINGS	(1,752)	(1,831)	(79)	(1,752)							(1,752)
WATER COMMISSION	(370)	(371)	(1)	(370)							
INTEREST - ON MORTGAGES	(6)	(6)	0	(6)							(6)
INTEREST - ON BALANCES	(39)	(100)	(61)	(39)							(39)
OTHER - SUPPORTING PEOPLE CASH PAYMENTS	(86)	(89)	(3)	(86)							(86)
HEATING CHARGES	(244)	(285)	(41)	(244)							(244)
LEASEHOLDER'S CHARGES	(926)	(923)	3	(926)							(926)
OTHER SERVICE CHARGES	(1,959)	(1,992)	(33)	(1,959)							(1,959)
WORKS OVER PRECISED LIMIT RECEIPTS	(250)	(750)	(500)	(250)							(250)
REPAIRS CONTRIBUTION	(177)	(200)	(23)	(177)							(177)
SUPPORTING PEOPLE CONTRIBUTION	(644)	(644)	0	(644)							(644)
VOID CONTRIBUTION									538		538
											0
TOTAL INCOME	(57,303)	(58,223)	(920)	(57,303)	0	(3,462)			538	0	(59,857)
BALANCES											
BROUGHT FORWARD RESERVES LBH	(10,554)	(12,984)	(2,430)	(12,641)							(12,641)
IN YEAR (SURPLUS) /DEFICIT	2,483	343	(2,140)	1,742	615	(3,462)	(3,256)	(865)	3,268	(229)	(1,817)
EAR MARKED RESERVES TRANSFER				(250)							
CARRIED FORWARD RESERVES	(8,071)	(12,641)	(4,570)	(11,149)							(14,458)

Appendix 2

LBH Savings, Unavoidable Growth/Reduction

Savings

1) Application of Bid common operating module in HHA		(229)

Growth:

1) Movement of one post from housing to central payments		22
2) Property Compliance, Gas, Electrical and Fire Safety work		206
3) Maintaining Decent Homes		1,009
4) Existing Supported Housing Maintenance ie adaptations and other		750
		1,965
5) Increased provision for Bad Debt		543
6) Contingency		200
7) Void risk contingecy		538
	Total	3,268

Savings for Zero based budget

1) General Services		(133)
2) Special Services		(44)
3) Repairs services day to day and planned		(388)
4) Repairs services Major		(300)
	Total	(865)

Technical Adjustments:

1) New Build staffing costs and aborted project costs 12/13		(300)
2) Hillingdom Homes closure savings		300
3) Recharge for staff movement to central payments		24
		24
4) Reversing one off allowance for careline extra lines to schemes		(20)
5) Major Works Slippage		-380
6) Movement of item 2, from Repairs to General Services		-300
		-680
7) End of the subsidy system, no need to make negative subsidy payment		(15,492)
8) Charges to capital changes re self financing		(2,538)
9) Interest on amounts outstanding owed by the HRA re self financing		14,124
10) Principal payment towards payment of HRA self financing		3,546
11) Debt management charges relating to debts for self financing		263
12) Slippage from 2011/12 capital programme		250
	Total	(523)

Fees and Charges:

1) Effect of 6.42% average increase in Dwelling rent as indicated in Table A		(3,462)

Inflation:

1) General services, inflation 12/13		76
2) Special services, inflation 12/13		238
3) Repairs services, inflation 12/13		301
		615

Draft HRA 10 Year Projection

HOUSING REVENUE ACCOUNT : 10 YEAR PROJECTION

Current year		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
20011/12		2012/13	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
LATEST PRJCTN		LATEST PRJCTN	LATEST PRJCTN	LATEST PRJCTN	LATEST PRJCTN	LATEST PRJCTN	LATEST PRJCTN	LATEST PRJCTN	LATEST PRJCTN	LATEST PRJCTN	LATEST PRJCTN
10,164	General Services	11,315	11,500	11,845	12,200	12,566	12,943	13,332	13,732	14,143	14,568
5,722	Special Services	5,756	5,929	6,107	6,290	6,478	6,673	6,873	7,079	7,292	7,510
11,351	Repairs Services - Responsive	11,636	11,048	11,379	11,721	12,072	12,435	12,808	13,192	13,588	13,995
650	Repairs Services - New Build	0									
9,740	Repairs Service Major	10,415	14,353	13,179	12,594	11,949	10,859	12,907	11,644	11,644	11,644
37,627	**HRA OPERATIONS**	**39,122**	**42,830**	**42,510**	**42,805**	**43,066**	**42,910**	**45,919**	**45,647**	**46,667**	**47,717**
60	Rents paid ie council tax on voids	60	60	60	60	60	60	60	60	60	60
15,472	Subsidy Payment to Government	0	0	0	0	0	0	0	0	0	0
2,563	Charges for capital	0	0	0	0	0	0	0	0	0	0
0	Interest and principal	15,135	15,536	16,057	16,058	16,059	16,060	16,061	16,064	16,066	16,068
2,264	Capital Funded From Revenue (RCCO)	2,400	3,485	3,485	3,485	3,485	3,485	3,465	2,050	2,050	2,050
300	Increased provision for bad debt	843	877	899	921	921	921	921	921	921	921
280	Contingency	480	500	500	500	500	500	500	500	500	500
58,566	**TOTAL EXPENDITURE**	**58,040**	**63,288**	**63,511**	**63,829**	**64,091**	**63,936**	**66,926**	**65,242**	**66,264**	**67,316**
(51,032)	Dwelling Income	(54,312)	(55,941)	(57,620)	(59,348)	(61,129)	(62,962)	(64,851)	(66,797)	(68,801)	(70,865)
(7,191)	Other Income	(6,083)	(6,266)	(6,454)	(6,647)	(6,847)	(7,052)	(7,264)	(7,481)	(7,706)	(7,937)
0	Void Risk Contingency	538	572	593	615	615	615	615	615	615	615
(58,223)	**TOTAL INCOME**	**(59,857)**	**(61,635)**	**(63,480)**	**(65,380)**	**(67,360)**	**(69,399)**	**(71,500)**	**(73,663)**	**(75,892)**	**(78,187)**
343	**In-Year (Surplus) / Deficit**	**(1,817)**	**1,653**	**31**	**(1,551)**	**(3,269)**	**(5,464)**	**(4,574)**	**(8,422)**	**(9,628)**	**(10,871)**
(250)	Earmarked Reserves	250									
(12,984)	Balance Brought Forward	(12,891)	(14,458)	(12,805)	(12,775)	(14,326)	(17,595)	(23,059)	(27,633)	(36,054)	(45,682)
(12,891)	**Balance Carried Forward**	**(14,458)**	**(12,805)**	**(12,775)**	**(14,326)**	**(17,595)**	**(23,059)**	**(27,633)**	**(36,054)**	**(45,682)**	**(56,553)**

Appendix 4

2012/13 Works to Stock programme

Funding	Programme	Work stream	Base Budget (£) 2012/13	Additions / Adjustments under self financing (£)	Potential (£) 2012/13
Capital	Energy Efficiency	New Technology	£50,000	£0	£50,000
	Fitting property to people	Conversions	£100,000	£0	£100,000
		Extensions	£150,000	£0	£150,000
	Environmental improvements	Estates - Environmental & Security	£600,000	£0	£600,000
	Element renewal	Roofing Replacement	£500,000	£0	£500,000
		Double Glazing Installation	£1,000,000	£0	£1,000,000
		Capital Total	**£2,400,000**	**£0**	**£2,400,000**
Revenue	Energy Efficiency	Heating - Communal Boilers	£600,000	£0	£600,000
		Heating - Individual Properties	£1,700,000	£580,000	£2,280,000
		Insulation	£50,000	£0	£50,000
	Fitting property to people	Adaptations	£800,000	£750,000	£1,550,000
		BNT	£150,000	£0	£150,000
		Sheltered housing - DDA	£50,000	£0	£50,000
		Sheltered Housing - Provision of Scooter Stores	£30,000	£0	£30,000
	Health and safety	Property Compliance	£0	£206,000	£206,000
		Asbestos	£150,000	£0	£150,000
		Fire Safety - Tower Blocks & Sheltered	£900,000	£0	£900,000
	Environmental improvements	Refuse Disposal / Caretaking	£50,000	£0	£50,000
		Estate Roads/Parking/Pathways	£50,000	£0	£50,000
		Fencing	£50,000	£0	£50,000
		Garages	£50,000	£0	£50,000
		Play Areas	£50,000	£0	£50,000
	Element renewal - Engineering Services	Communal Lighting	£30,000	£0	£30,000
		Digital TV	£50,000	£0	£50,000
		Electrics - upgrade	£400,000	£0	£400,000
		Lifts	£950,000	£0	£950,000
		Plumbing Upgrade	£40,000	£0	£40,000
	Security	Access Control	£50,000	£0	£50,000
		CCTV & Sheltered Schemes Security	£30,000	£0	£30,000
		Site Specific Projects	£100,000	£0	£100,000
		Target Hardening	£20,000	£0	£20,000
	Element renewal - Surveying	Capitalised repairs	£300,000	£0	£300,000
		Kitchen Replacement	£1,300,000	£0	£1,300,000
		Bathroom Replacement	£0	£89,000	£89,000
		Door Replacement	£0	£90,000	£90,000
		Structural Site Specific Projects	£240,000	£250,000	£490,000
		Structural Repairs & Investigations	£50,000	£0	£50,000
	Miscellaneous	Carry Forward	£160,000	£0	£160,000
		Miscellaneous (CYNTRA)	£300,000	£0	£300,000
		Revenue Total	**£8,700,000**	**£1,965,000**	**£10,665,000**
		Grand Total	**£11,100,000**	**£1,965,000**	**£13,065,000**

This page is intentionally left blank

EASTCOTE HOUSE BUILDINGS AND GARDENS HERITAGE LOTTERY FUND STAGE 2 BID

Cabinet Member(s)	Councillor Keith Burrows Councillor Jonathan Bianco Councillor Ray Puddifoot
Cabinet Portfolio(s)	Planning, Transportation and Recycling Finance, Property and Business Services Leader of the Council (Heritage brief)
Officer Contact(s)	Charmian Baker – Planning, Environment, Education and Community Services
Papers with report	Appendix 1 - Map showing Eastcote House Gardens, with Proposals superimposed Appendix 2 - Heritage Lottery Fund Award Offer, with Terms and conditions

1. HEADLINE INFORMATION

Summary	The Heritage Lottery Fund have accepted the Council's Stage 1 bid for the project at Eastcote House Gardens, and awarded it a grant to progress the scheme to the second stage. Authorisation is sought to develop the project in detail for submission at Stage 2 and to go out to tender for the necessary consultants.
Contribution to our plans and strategies	*Contributes to the Sustainable Communities Strategy and Corporate objectives including:* Maintain local heritage; Ensure heritage and natural environment are protected and enhanced Expand cultural and sports activities Extend opportunities for older people to participate in leisure, recreational and cultural activities Work in partnership to maximise the effective use of resources Reduce anti-social behaviour.
Financial Cost	£15,000 for preliminary investigations, urgent works and monitoring of the listed buildings (money already earmarked under the HIP programme). £1,200 for postage, publicity and expenses in connection with the public consultation in summer 2012 (from existing Group budget). A £74,000 grant has been awarded by the Heritage Lottery Fund, while the Friends of Eastcote House Gardens have committed 40 volunteer days to helping with this stage of the project
Relevant Policy Overview Committee	Residents and Environment Policy Overview Committee

Ward(s) affected	Eastcote and East Ruislip

2. RECOMMENDATION

That the Cabinet:

1). **Authorises a Part 2 Application to the Heritage Lottery Fund (HLF) for the refurbishment, conversion and extension of the listed buildings, and the upgrading and interpreting of the park at Eastcote House Gardens, for community and educational use and;**

2). **Delegates authority to the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services to proceed with and accept tenders for the necessary consultants, and commissioning a Construction Design and Management (CDM) co-ordinator to advise on site safety, as set out in the Stage 1 Bid.**

Reasons for recommendation

The Council has been successful in being awarded a First Round pass by the Heritage Lottery Fund (HLF) to proceed to the next stage. Owing to the grant from the HLF, and the input from the Friends Group, new costs to the Council for the development phase would be low. If successful at the second round, the Council would receive an HLF grant of around a £1 million which, together with the volunteer work of the Friends Group, and a reasonable contribution from the Council, would enable the buildings and gardens to be turned into a very valuable community and educational resource. The Consultants required are described and costed in the Stage 1 Bid, which formed the basis of the First Round pass.

Alternative options considered / risk management

Not to proceed with the project. In this scenario, the Eastcote Billiards Club might remain in The Stables, the Dovecote would continue to be used for the storage of gardening equipment and the walled garden would remain as it is, until such time as these buildings and structures fell into such disrepair that they were unusable and presented a health and safety risk to the public. Such a situation would leave the park even more insecure.

The lack of any toilet, shelter or refreshment facilities in the park would continue to constrain the work of the Friends Group, particularly their hosting of educational visits. The Green Flag status, awarded this year on the understanding that an HLF Bid would be submitted to repair the buildings and bring them back into community use and provide visitor facilities, would be difficult to achieve again.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Background

1. Eastcote House Gardens, once the grounds of Eastcote House (demolished in the 1960's), comprises the timber-framed 16th century Stables, the 18th century Dovecote, the 18th/19th century Walled Garden and an area of public parkland. The three buildings and structures are all listed Grade II, whilst the park is included on the draft Parks and Gardens Local List. Within Hillingdon's adopted Unitary Development Plan, the whole site falls within an Archaeological Priority Area, is designated as Metropolitan Open Land and has been included within the Eastcote Village Conservation Area.

2. The site has been in the Council's ownership for over seventy years. Significant repairs, the complete modernisation of services and a viable future are now urgently needed for the buildings, which have been included on the Heritage at Risk Register, published by English Heritage. Moreover, the Friends of Eastcote House Gardens, established in 2008, have been very successful in replanting and maintaining the gardens, holding community events and encouraging educational trips from local schools and uniformed groups, despite there being no shelter, toilets, refreshment facilities or a secure store for tools and equipment on the site, the only facility being one garden tap. It was concluded that the only way to render the buildings fully usable and fulfil the enormous potential of the gardens, was to apply to the Heritage Lottery Fund.

3. In September 2009, Cabinet authorised officers to proceed with the drawing up of a Conservation Management Plan, which was the necessary precursor to an application for Heritage Lottery Funding. This Plan was undertaken by architectural consultants, funded jointly by English Heritage and the Council. Their work was guided by a Steering Group made up of the Ward Councillors, residents holding key positions in local organisations, Council officers and an officer from English Heritage.

4. Central to the Conservation Management Plan was a comprehensive public consultation to determine what residents in Eastcote would like to see in the park. This comprised questionnaires and interviews with sixty stakeholders, an exhibition at three locations in Eastcote, and a public drop-in session in the Stables itself, over the weekend of 20th/21st March 2010. The results are well documented in the Plan. In all, 15 local groups and 201 individuals submitted written suggestions. These showed considerable support for the community use of the buildings with occasional functions, good visitor facilities, and the interpretation of the history of the site, including the Dovecote. A pre-application Bid, submitted to the Heritage Lottery Fund in 2010, received a positive and encouraging response from their officers, particularly for the proposed community excavation on the site of Eastcote House. It was recommended that a Bid be submitted under the Parks for People category, which is part funded by the Big Lottery.

5. In September 2010, Cabinet welcomed the Plan and authorised officers to proceed with a) the submission of a Stage 1 Bid to the Heritage Lottery Fund, b) an investigation into the relocation of the Eastcote Billiards Club and c) work to ensure Urgent Works were carried out meanwhile.

6. In the months that followed, officers in Corporate Property and Construction continued to search for a solution to the relocation of the Eastcote Billiards Club, identifying a building for potential alteration and conversion in January 2011. At about the same time, the Heritage

Lottery Fund changed its funding thresholds to make the process more attractive to Local Authorities facing challenging spending cuts.

7. Officers submitted the First Round bid to meet the August 31st 2011 deadline after a period of planning, when the Steering Group worked together to draw up plans for the buildings and gardens, pull together details, discuss preferred options, measure out buildings on the ground, conduct a visitor survey, meet with an archaeological trust and start fund raising.

8. A schematic plan of the project is shown in Appendix 1. The proposals include :

- The repair, extension, installation of new services and conversion of the Stables building to form a community space, with kitchenette, storage, meeting room, Park Manager's Office and landscaping

- The extension of the Stables by means of a covered courtyard linked to a new, low-rise building, to accommodate a tea room with sale of garden produce, toilet facilities and storage.

- The relocation of the car park to the treed area close to Eastcote High Road, for health and safety reasons and to enable the landscaping of the Stables' frontage.

- A community archaeological excavation on the site of the old House, to take place over four seasons, to inform the full interpretation of the site, with lectures and oral history project.

- The repair and improvement of the dovecote, with re-instatement of the dormer window and working 'potence', re-opening of nesting boxes and installation of exhibition boards.

- Improvements to planting on the banks of the River Pinn, in line with Environment Agency recommendations.

- Installation of logs for an outdoor classroom on the opposite bank of the river, with ecology walk, natural playground, board walk and pond dipping facility in a historic water feature (to be re-opened).

- Landscaping to include the extension of the orchard. (Planted by volunteers, and paid for by sponsorship, late 2011)

- Improvements to paths and seating, and creation of raised beds with sensory garden, to allow wheelchair users and vision impaired visitors the fullest access possible to the site, to help them enjoy the feel and smell of plants and to encourage their participation in suitable gardening projects.

- Construction of a new gardeners' facility to include tools storage, secure potting area and rest/area/training venue for volunteers. (Included in the Bid as partnership funding)

- Increased security to include lighting, CCTV, alarms and improved fencing

- A part-time Parks Manager (salary included in the costings for first five years)

- Management and maintenance of buildings and gardens (figures included for first five years)

- Activity plan to include volunteer training, guided walks, production of leaflets, educational visits, talks, events and apple festival.

9. There are three phases to the project:

- The development stage, in which the site investigations are carried out; the plans are drawn up in detail; public consultation takes place before finalisation of the plans; the necessary permissions are obtained; and the activity plans are produced to include such areas as business, marketing, audience development and management and maintenance plans). Work to be carried out by Consultants, with the appointment of a separate Archaeological consultant, under the supervision of, and with input from, the Steering Group. All of these elements will comprise the Second Round Bid, to be submitted to the Heritage Lottery Fund at the end of February 2013.

- The delivery stage, subject to the results of the Second Round bid in June 2013. If successful, the Council will let the contract for the work on site, under the supervision of a Project Manager. The work on site is expected to take about 6 months.

- The project stage, in which a Parks Manager is recruited to liaise with the volunteers; take responsibility for organising school visits; take bookings for the Stables building; organise educational events such as lectures, guided walks, and exhibitions; and act as caretaker for the buildings, organising repairs and maintenance, cleaning and providing a presence on the site for enhanced security. There will also be a duty to bring in visitors from less advantaged parts of the Borough, increase the number and diversity of the volunteer groups, and ensure their training,

10. On 13th December, the Heritage Lottery Fund and the Big Lottery awarded a first round pass to the project, with a development grant of £74,000, representing 78% of the total eligible development work cost of £95,200. This is to be spent on the appointment of consultants to develop the project, in liaison with Council Officers and the Friends Group, to the second stage, as defined in the First Round Bid. The consultancy fees were calculated as a percentage of the delivery stage, with the fees for the archaeology consultant based on a quotation from an Archaeological Trust, who were invited in to scope the work. It is important to emphasise that staff costs of officers employed by the Council cannot be included in the calculations.

11. A Monitoring Officer has been appointed by the Heritage Lottery Fund to act as Project Mentor, authorise minor re-arrangements of costings, receive reports on progress, measured against the Standard Second Round Checklist, and ensure that the particular requirement laid upon this project, to explore ways of diversifying the park's audience and working with under-represented groups, is addressed. A formal review of progress will take place at the outline proposals stage, when outline costs have been developed through the receipt of quotes or tenders. The review is to ensure that neither the proposals, nor the overall costs have changed significantly since the original Bid.

12. Legal Terms and Conditions, have been appended to the offer, and they are set out in Appendix 2 to this report. They include the following warnings: if less is spent on the development work than approved in the budget, the final HLF grant will be reduced pro rata; a start should not be made before the Permission to Start forms have been signed off; the

development work must be started within 12 months, and finished within 24; and the grant will be withdrawn if the project does not pass the review. They also emphasise that the Council must keep exclusive control of the property; use it only for the approved purposes; insure and secure it appropriately and apply annually for a Green Flag Award.

13. The offer of an award for the development stage of the project is considered to be a great achievement in this very competitive national arena, and a great opportunity, indeed the only realistic opportunity, to solve the intractable problems which have been associated with this site over the years. However, the project will go much further than achieving the full repair of the listed buildings and giving them a sustainable future: it will help the site reach the tremendous potential it is deemed to have. The project has the capability to provide a really valuable community and educational resource, for residents living locally as well as those living in other parts of the Borough, and will be of particular benefit to schools, and as an attractive venue for community and family events.

Financial Implications

The Heritage Lottery Fund award of £74,000 will cover the cost of the consultants necessary to progress the project through the development stage to the second round.

The estimated 40 volunteer days will be used for assistance with interviewing consultants, attendance at the meetings to steer the details of the proposed development, manning and helping to facilitate the public consultation and putting together the Activity Plan.

The chief implication for the Council at this stage is £15,000 for preliminary investigations and urgent works to the listed buildings, which is to be funded as part of the planned Urgent Repairs, identified through the HIP budget, £150,000 having already been drawn down for this purpose. Secondly, as it was deemed important for the public consultation to be handled by the Council, rather than external consultants, a sum of £1,200 has been identified for the publicity and postage necessary in connection with leafleting residents and putting on a manned exhibition for a weekend.

Success at the Second Round is dependent on the strength of the Bid in meeting the HLF criteria, at a similar cost to that estimated at Stage 1. As this should be achievable, the implications for the Council of the delivery stage can be broadly considered.

The delivery stage, which includes both the physical works on site, and the first five years that the site is operational, is currently estimated to cost around £1.4 million, of which the Heritage Lottery Fund would be expected to fund £1.05 million. The difference between the two would be met partly by costed volunteer time and volunteer fund raising, to be provided by the Friends Group, and partly by the Council from capital and revenue streams. A proportion of this would be offset by fees and rental income, the remainder coming from other sources such as S. 106 money identified for community facilities.

After the first five years, not only would the maintenance costs identified above, be ongoing, but the Parks Manager post, would be expected to be funded from Council resources and would be subject to inclusion in a future MTFF as a growth bid.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

If the application to the HLF were successful at the second stage, the future of the buildings at Eastcote House Gardens would be secured in perpetuity, whilst their repair and conversion to educational /community use, and the enhanced proposals for the grounds, would provide an attractive facility for residents, community groups, schools, uniformed groups and visitors of all ages, background and disabilities, particularly those from other parts of the Borough. It would provide a very attractive location for events, and a training ground for volunteers in horticulture, archaeology and other disciplines. It is very unusual to be able to provide an opportunity for residents to take part in archaeological excavations, and it is anticipated that this will be very popular indeed.

The interiors of the Stables and Dovecote are particularly fine but not generally open to the public at the present time. This project would enable them to be enjoyed and understood by visitors to the park, through enhanced interpretation and guided walks, leaflets and lectures.

The repair and re-use of the buildings, the community involvement in the Activity Plan and the security measures to be taken, would also deter the vandalism and address the safety issues which have beleaguered the site in recent years.

Such a project could significantly enhance the site, providing, through external funding partners, significant value for money for the Council.

Consultation Carried Out or Required

The Steering Group of Eastcote House Buildings and Gardens, comprising the Ward Councillors, the Chairmen of Eastcote Residents Association and the Eastcote Conservation Panel, the Secretary of the Northwood, Eastcote and Ruislip Local History Society, officers from English Heritage and members of the Friends of Eastcote House Gardens, has been a part of this project since January 2010, and are fully supportive of officers taking the Bid to the next round. Much local interested was generated through the previous public consultation in March 2010, and this was used as a sounding board for ideas for possible community uses.

The development stage of the HLF bid, makes provision for a very thorough public consultation, with exhibition and drop in, once the plans are developed in more detail. This is programmed to take place at the end of the summer, 2012.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications included above. There is sufficient capacity within existing revenue budgets to support expenditure arising from the recommendations in this report.

As this bid progresses, potential impacts on future revenue budgets and capital programme will be managed through the MTFF process and further reports to Cabinet.

Legal

As the buildings within Eastcote House Gardens have been identified as listed structures, the Council has a legal duty to protect and preserve these buildings. The proposed works would not only preserve and restore Eastcote House Gardens but also ensure that those parts which are currently derelict and dangerous would be made safe and brought into proper use, subject to a successful Part 2 application to the Heritage Lottery Fund.

The National Heritage Memorial Fund (NHMF) was established in 1980, with a substantial endowment. It receives annual grant-in-aid from DCMS for the Heritage Memorial Fund (HMF). In 1994, the NHMF also took on responsibility for managing grant-giving of money raised through the National Lottery for heritage projects. This is what is known as the Heritage Lottery Fund (HLF). HLF is funded by the proceeds of the National Lottery.

In the event of a successful bid to the HLF, the Council will have to enter into an Agreement with the HLF, which would set out specific conditions and monitoring milestones for the Council. The legal department will be consulted on the suitability of these obligations.

This report also seeks authority to go out to tender for a Lead Consultant and an Archaeological Consultant in order to progress Part II of this project. The Council's Procurement & Contract Standing Orders- Schedule H details the duties and processes to be adopted by Officers when placing contracts.

In particular, Standard Order 4 specifies the number of quotations or tenders that should be sought for a particular contract value and also recommends that, before embarking on a tendering process, Officers should consult the Procurement Standard Operating Procedures, to confirm and determine how the goods, works or services should be tendered. In addition to this, appropriate guidance should also be sought from the Procurement Team and Legal Services.

Corporate Property and Construction

Corporate Property and Construction have been working closely with the Planning Specialists and Green Spaces Teams to advance the Heritage Lottery Fund project and are fully in support of the proposal to take the Bid to the Second Stage.

These listed buildings have been a Council liability for many years. It is considered that the proposals would enable them to be put into a good state repair, with future uses which would benefit the whole community and enable them to enjoy these historic structures. The proposals would make the best use of Council assets, add to their value and, in the short term, reduce future spend on maintenance.

Relevant Service Groups

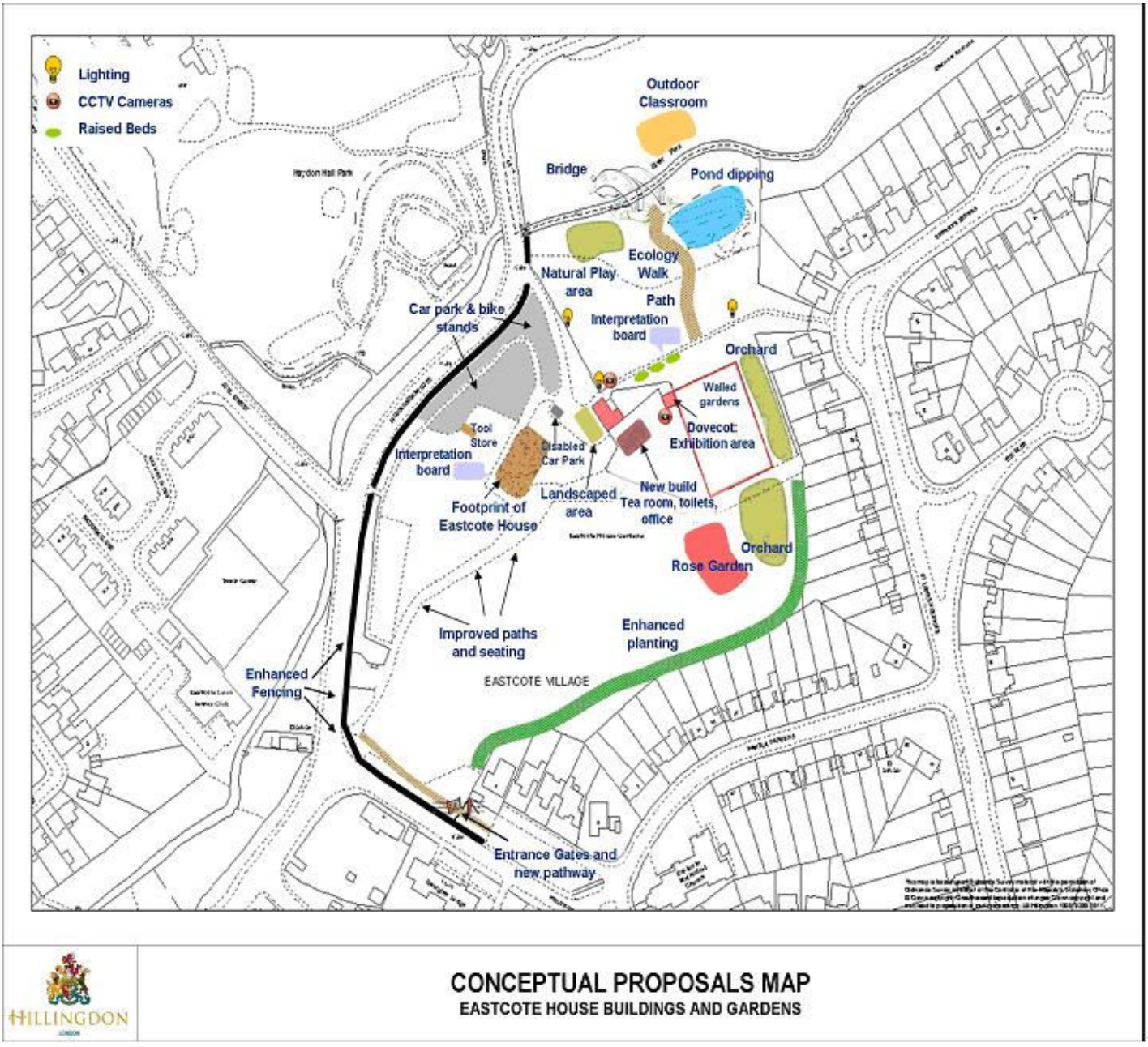
Green Spaces fully support the recommendations made in this report.

6. BACKGROUND PAPERS

The Heritage Lottery Fund Stage 1 Bid, as submitted by the Council in August 2011, with amendments made subsequently through agreement with the HLF Case Officer.

Appendix 1

Map of Eastcote House Gardens, with Proposals Superimposed



This page is intentionally left blank

Appendix 2 Terms and Conditions of Heritage Lottery Fund Stage 1 Award

1 You must use the Grant only for the Approved Purposes, unless you get our approval beforehand.

2 You must achieve the Approved Purposes by the Grant Expiry Date.

3 You must use the Property, or allow it to be used, only for the Approved Usage.

4 As well as these terms of grant, you must follow the conditions (if any) set out in the Grant Notification Letter and meet the conditions and requirements set out in 'Managing your grant'.

5 You must carry out the Approved Purposes in line with current best practice and to a standard that is appropriate to a project of importance to the national heritage.

6 You must not start work to achieve the Approved Purposes without our approval beforehand.

7 You must send us, in line with our instructions, the information we ask for in 'Managing your grant'.

8 You must give us any financial or other information and records we may need from time to time on the Grant, the Property, the Approved Purposes (and achieving them) and the Approved Usage.

9 You must allow us (or anyone we authorise) to have any access we may need to:

a inspect the Property and any work to it;

b monitor the conduct and progress of the Approved Purposes; and

c monitor the Approved Usage.

10 If we (or anyone we authorise) make any recommendations on the matters set out in paragraph 9, you must take those recommendations into account when meeting your obligations to us.

11 You must take appropriate steps to monitor your own success in achieving the Approved Purposes and in using the Property for the Approved Usage.

12 Before you start any phase of the work needed to achieve the Approved Purposes, you must put in place all necessary contracts with contractors and professional advisers to allow you to finish that phase of the work. Each contract must be on terms that an employer with appropriate experience would enter into with contractors and professional advisers to provide similar work or services for projects of the same size, value, complexity and importance as the Approved Purposes. Building contracts must contain a clause which allows you to withhold part of the contractors' fees on practical completion of the works. If you want any contracts to be on different terms, you must get our approval beforehand.

13 If the Approved Purposes involve buying goods or services or getting work done, you must carry out a tendering exercise in line with the requirements set out in 'Managing your grant'.

14 You must continue to own the Property and keep exclusive control over what happens to it. You must not sell, let or otherwise part with it or any interest in it, or give any rights over it to anyone else (or take any steps to do so) without our

22 You give us the right to use the photographs, transparencies or digital images you send us. You must get any permission you need for you and us to use the photographs, transparencies or digital images before you send them to us or before you use them.

23 We may make the purpose and amount of the Grant public in whatever way we think fit.

24 We will, up to the Grant Expiry Date, pay you the Grant or any instalment of it in line with these terms of grant and the procedures and terms set out in 'Managing your grant' as long as:

a the National Lottery continues to operate under the National Lottery etc. Act 1993 (as amended from time to time), and enough funds are made available to us under the Act; and

b we are satisfied that you are achieving (and will continue to achieve) or have achieved the Approved Purposes in line with these terms of grant and that you are spending the Grant in proportion to any other funds you receive from other sources for the Approved Purposes.

25 You acknowledge that the Grant is the total amount of funds we will provide and will not be increased as the result of you overspending or for any other reason.

26 You must repay to us immediately any Grant that we have paid you (and we will stop any future instalments of the Grant) if:

a you no longer operate, or you are declared bankrupt or placed into receivership or liquidation;

b you have, in our opinion, given us fraudulent, incorrect or misleading information;

c you have acted negligently in any significant matter or fraudulently in connection with the Approved Purposes or the Approved Usage;

d any competent authority directs the repayment of the Grant;

e there is a significant change in your status;

f you knowingly withhold information that is relevant to the content of your Application; or

g You fail to keep to any of these terms of grant.

27 We may decide not to ask you to repay the Grant (or any part of it as we think fit) for the reasons set out in 'Managing your grant' but it is for us to decide whether one of those reasons applies, or not.

28 If you achieve the Approved Purposes without spending the full amount of the Grant, you must pay back the part of the Grant you have not spent. We will treat you as spending the Grant in proportion to other funds you were due to receive from other sources for the Approved Purposes.

29 **[This paragraph is only applicable if you are a local authority]**

a Within 28 days of the date of the Grant Notification Letter, you must send us a certified copy (signed to confirm it is a true copy) of the document recording your decision (or the decision of the relevant properly constituted committee, executive or authorised officer) authorising you to accept these terms of grant, together with a statement containing the information set out in paragraph b below.

b The statement must include the following information.

- The power (statutory or otherwise) you have and which you have used to accept these terms of grant.
- An extract of that part of your policy framework under which you have accepted these terms of grant
- The executive arrangements under which your decision to accept these terms of grant was made.
- The considerations that you took into account in using the powers and the procedure under which any consultation took place and the decision was made.
- The authority under which the Declaration forming part of the Application has been signed on your behalf.

c Without affecting paragraph 32 you must (if we think it is necessary) confirm your decision in whatever way we direct. Within seven days of confirming, you must send us evidence of this.

d We may withdraw the Grant (after considering the matters referred to in paragraphs 29a and 29b) if we are not satisfied that these terms of grant are valid and binding on you.

e Within 21 days of sending us the document and information needed under paragraph 29a (or evidence of the confirmation of the decision in line with paragraph 29c), we may ask that you get the written opinion of a barrister, in a form satisfactory to us, asking for his or her opinion on whether:

- the powers you are relying on in accepting these terms of grant do allow you to enter into these arrangements
- you have followed correctly all procedural requirements in using those powers and have acted in a reasonable and proper way; and
- you have taken account of only, and all, relevant considerations in using those powers.

You must send us the barrister's opinion and make sure that it is addressed to us as well as to you. You must also make sure that the barrister confirms we may rely on his or her opinion for our own purposes.

f You acknowledge that neither any documents or information that you send us, nor the fact that we may then have paid you part of the Grant, will affect our right to rely on the promise in paragraph g below.

g You promise that:

- you have the authority to accept these terms of grant;
- in using that authority you have acted in good faith, in a reasonable and proper way, for a proper purpose, without breaking any procedural requirement and in considering only (and all) relevant considerations; and
- your decision to accept these terms of grant is one that any reasonable local authority (applying the laws that are relevant to it) could have reached.

30 If you sell or otherwise part with all or part of the Property without our permission under paragraph 14, or you receive money in some other way as a result of you not following these terms of grant, you may have to pay us immediately a share of the net proceeds (we will work out the share in line with the guidelines in 'Managing your grant') if that share is more than the amount we would otherwise be entitled to under paragraph 26 .

31 You may not, and must not claim to, transfer the Grant or any rights under these terms of grant.

32 You must take all steps and sign and date any documents as may be necessary to carry out your obligations under these terms of grant and to give us the rights granted to us under them.

33 If there is more than one of you, any liability under these terms of grant will apply to you all together and separately.

34 We may rely on any of our rights under these terms of grant at any time, even if we do not always choose to do so immediately. If we decide not to rely on one right, we may still rely on any of our other rights under these terms of grant.

35 If you need our approval for anything, you must write to us to ask for it. You may only rely on any approval needed under these terms of grant if we (or anyone we authorise) give it to you in writing.

36 Any notice, request or other document we or you send to each other under these terms of grant must be delivered or sent by post to the addresses in the Grant Notification Letter, or to any other addresses we may specify.

37 Any documents you need to send us under these terms of grant are for our own purposes only. If we approve or accept any documents, this does not mean that we have approved or accepted them for any other purpose.

38 These terms of grant will last for the period set out in the Grant Notification Letter.

39 These terms of grant cannot be enforced by anybody other than you or us.

40 The First-Round Pass Letter might offer to provide you with funding for Development Work. If it does this, then the numbered terms of grant set out above will also apply to that funding but with the following changes:

a. When they refer to "Approved Purposes" this means your Development Work.

b. When they refer to "Approved Usage" this means you using the product of the Development work to further the Project.

c. When they refer to a "Grant Expiry Date" this is the date set out in the First-Round Pass Letter by which you must complete the Development Work.

d. When they refer to "Grant" this means the amount of funding for the Development Work set out in the First-Round Pass Letter.

e. When paragraphs 4, 37and 39 refer to the "Grant Notification Letter" this means the First-Round Pass Letter.

f. Paragraphs 9a, 9c, 15, 16,17, and 29 will not apply.

This page is intentionally left blank

ACCEPTANCE OF DEPARTMENT OF HEALTH FUNDING AND AUTHORITY TO USE THE GRANT FOR SUPPORTED HOUSING

Cabinet Member(s)	Councillor Jonathan Bianco
Cabinet Portfolio(s)	Finance, Property and Business Services
Officer Contact(s)	Julie Markwell – Planning, Environment, Education and Community Services
Papers with report	Appendix A – Grant Award letter

1. HEADLINE INFORMATION

Summary	The purpose of this report is to obtain Cabinet approval to accept grant funding from the Department for Health (DoH) and authority to use the funding to enable future Housing schemes.
Contribution to our plans and strategies	• Maximising opportunities to help people live in settled and affordable homes. • Achieving £3.4m of MTFF savings on the cost of providing supported housing by moving people out of expensive residential care. • Helping to meet housing targets within the Local Development Framework (LDF) It will also contribute to the Social Care Health & Housing strategy to provide older people and people with physical learning disabilities or mental health with a range of housing options and alternatives to institutional forms of living.
Financial Cost	The Council is not required to match fund or contribute to the DoH grant. There is a requirement to provide 5 homes for households with symptomatic HIV but these can be provided by nominating the prioritised households to Local Authority stock or Housing Association stock that we have nomination rights to. This in itself will not have a financial implication if the households are already priority applicants on the Housing Register.
Relevant Policy Overview Committee	• Social Services Health & Housing Policy Overview Committee • External Services Scrutiny Committee
Ward(s) affected	All Wards

2. RECOMMENDATION

That the Cabinet:

1) **Agrees to accept the grant from the Department of Health.**
2) **Agrees that 5 units of local authority or Housing Association stock will be offered to households with symptomatic HIV.**
3) **Agrees that £210,000 of the grant be used to enable the sale of Tasman House to provide 14 units of supported housing for adults with mental illness.**
4) **Agrees that the grant is used for affordable housing.**
5) **Delegates authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services, to agree how the remainder of the grant can be used to enable affordable housing on a site by site basis.**

Reasons for recommendation

To allow Officers to use the grant awarded to provide affordable housing for vulnerable adults.

Alternative options considered / risk management

- To refuse the grant.
- To use the grant as previously specified.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Supporting Information

In 2010-2011 The Department of Health (DoH) made funding available for Local Authorities to help people with symptomatic HIV.

The Council was awarded £950,000 of funding in November 2010. The original strategy was to work in partnership with a Housing Association. However, this strategy was revised so that the funding could be used for the Councils affordable housing programme. The grant was not conditional except for the requirement that 5 units are provided for people with symptomatic HIV. These will be provided either from the Council's own stock or from Housing Association stock that the Council has nomination rights to.

The Council is building 225 units of supported housing on its own land, and seeking another 219 units from Housing Associations. This grant could be used to subsidise the in-house building programme.

Some of the grant could also be used to improve the viability of Housing Association supported housing schemes as an enabling grant. Supported Housing units are less viable for Housing

associations because the schemes have a high proportion of communal space and a generally higher requirements specification.

It is proposed that some of the grant is used to enable supported housing on the Tasman House site. Tasman House is a Council owned property that has already been declared surplus and authorised for sale. Thames Valley Housing Association has offered to give the Council funding for the site and develop 14 units of supported housing, plus 9 units of general needs housing. On completion of the supported housing units the Council would give Thames Valley £210k from the grant, a rate of £15k per unit. No grant would be given for the 9 general needs units.

Financial Implications

Overall the supported housing programme aims to achieve £3.4m of MTFF savings by moving people out of expensive residential care. 225 units are programmed as council self build units but the programme also requires 219 units from Housing Association partners. Using the grant in this way will bring forward schemes.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?
Currently Hillingdon has a large number of vulnerable adults housed outside the borough which is both expensive and less supportive. This will allow more people to be housed locally. All local residents will benefit indirectly from any savings made.

Consultation Carried Out or Required

No formal consultation has been carried out at this stage.

5. CORPORATE IMPLICATIONS

Corporate Finance Comments

Corporate Finance confirms that this grant has been allocated for the Supported Housing programme within the MTFF and has conditions attached as described above. The proposed use of this grant will contribute to the delivery of units required to enable £3.4m of savings to be made within the reablement programme. Furthermore the units that this helps to deliver will be outside the scope of Right To Buy and hence guarantees an income stream to support borrowing that will be required to supplement this and HCA grants.

Legal Comments

Cabinet has before it the following recommendations seeking authority to:

1) Agree to accept the DoH grant.

Under Article 7.08(d)(6) of the Council's Constitution there is a general Cabinet Member delegation to recommend to Cabinet the submission of bids from their portfolio area for additional resources from Government and other agencies.

Under Article 7.08(c)(18) of the Council's Constitution Cabinet approval is required to apply for funding from any external body, which if successful would require Council matched funding either revenue or capital, and final agreement to the scheme.

The Recommendation therefore falls within Cabinet delegations.

2) Agrees that 5 units of local authority or Housing Association stock will be offered to households with symptomatic HIV.

Under Article 7.08(e)(1) of the Council's Constitution there is an individual Cabinet Member delegation whereby (based on portfolios approved by the Leader of the Cabinet) the Cabinet Member for Social Services Health and Housing can oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of the management of housing stock and HIV/Aids services.

The Recommendation therefore falls within individual Cabinet's delegations.

3) Agree that £210,000 of the grant be used to enable the sale of Tasman House to provide 14 units of supported housing for adults with mental illness.

Article 7.08(e)(12) of the Council's Constitution provides that the Leader of the Council can jointly with the Cabinet Member for Finance, Property and Business Services make decisions on the release of monies for all capital projects and refer such decisions to Cabinet.

Article 7.08(e)(1) of the Council's Constitution provides that the Cabinet Member for Social Services Health and Housing can oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of housing need in the Borough and the Council's housing development programme.

The Recommendation therefore falls within individual Cabinet's delegations.

4) Agrees that the grant is used for affordable housing.

This recommendation also falls within article 7.08(e)(12) of the Council's Constitution and provides that the Leader of the Council jointly with the Cabinet Member for Finance, Property and Business Services can make decisions on the release of monies for all capital projects.

Again, article 7.08(e)(1) of the Council's Constitution provides that the Cabinet Member for Social Services Health and Housing can oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of housing need in the Borough and the Council's housing development programme.

The Recommendation therefore falls within Cabinet's delegations.

5) Delegates authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director for Planning, Environment, Education and Community Services, to agree how the remainder of the grant can be used to enable affordable housing on a site by site basis.

Section 101(1) Local Government Act 1972 permits the Council to discharge any of its functions by delegation to a committee, sub-committee or officer.

Under the Council's Constitution the Executive Procedure Rules – Schedule C paragraphs 1(1.1)(iii), (iv) and (vi) state that the Leader of the Council may provide for Cabinet functions to be discharged by an individual Member of the Cabinet, an officer or by joint arrangements.

In addition, the Executive Procedure Rules – Schedule C paragraph 1(1.2) permits the Cabinet, unless the Council directs otherwise, to delegate to a committee of the Cabinet or an individual Cabinet Member.

The Recommendation therefore falls within Cabinet's delegations.

In discharging any functions that have been delegated, the Cabinet Member must act lawfully. That is, the Cabinet Member must act within the scope of the authority that is delegated to him or her in accordance with any limits within the delegation, the Council's Constitution, Council policies, procedure rules and the Members Code of Conduct.

Under the provisions of Sections 1 and 2 of the Local Government Act 2000 the Council has the power to do anything which they consider is likely to achieve any one or more of the following objects; (a) the promotion or improvement of the economic well-being of their area; (b) the promotion or improvement of the social well-being of their area, and (c) the promotion or improvement of the environmental well-being of their area. This power may be exercised in relation to or for the benefit of; (a) the whole or any part of a local authority's area, or (b) all or any persons resident or present in a local authority's area.

Article 13 of the Council Constitution requires that all key decisions taken by Cabinet Members follow the seven principles set out therein, which if followed should minimise the risk of judicial review of any decision made.

Article 14 of the Council's Constitution requires that every contract made by the Council must comply with the Contracts Standing Orders and associated Code of Practice on Procurement set out in parts 4 and 5 of the Council's Constitution.

If not already completed legal relationships will be created as soon as any grant agreement is entered into and the Council will be bound by the conditions contained within it. Further legal input from Legal Services should be requested in this regard.

Please note that depending on the disposal value separate Cabinet/Cabinet Member approval will be required for the actual sale of Tasman House.

Corporate Property and Construction

Corporate Property and Construction has authored this report.

Relevant Service Groups

Adult Social Care Health & Housing

This reflects the strategy agreed with SCH&H to deliver the supported housing programme.

6. BACKGROUND PAPERS

NIL.

Department of Health

Ms Julie Markwell
Development Officer
London Borough of Hillingdon
Housing Supply Unit
2E.031 Civic Centre
Uxbridge UB8 1UW

Department of Health
Wellington House
Room 621
133 - 155 Waterloo Road
London SE1 8UG

Tel: 020 7972 4105
Fax: 020 7972 1380

26 November 2010

Dear Julie

HIV Capital Grant Allocations – 2010/11

In response to your application for funding, I am pleased to inform you that London Borough of Hillingdon has been awarded £950,000 HIV Capital Grant (HCG) in 2010/11. The allocation is to support the provision of a mix of 1, 2 and 3 bedroom properties in LB of Hillingdon for people living with symptomatic HIV. We note from your application that LB Hillingdon will work in partnership with the Harrow Churches Housing Association (HCHA) to provide this accommodation in 2010/11 and that HCHA will purchase, renovate, and adapt existing street properties to meet Decent Homes standards.

In line with the provisions of the HCG scheme, local authority expenditure of this grant award is allowed for the lifetime of the project, and not limited to the financial year in which it was issued. With the lifting of the ring fence for specific revenue and capital grant allocation in 2010/11 there will no formal monitoring requirements for this particular capital award, or restrictions on its expenditure. However, in terms of good practice, in demonstrating the ongoing effectiveness and viability of a HIV capital investment stream, it would be extremely useful for us to receive regular updates on the progress of the project until completion.

The HCG allocation will be paid to your authority over the next few weeks. If you have any queries over the award, please don't hesitate to contact me. Can I take this opportunity to wish you success with your initiative.

Yours sincerely

MATT O'DWYER

Deputy HIV Policy Manager - Sexual Health Team

This page is intentionally left blank

GIFT FUNDING FOR PLANNING FUNCTIONS (EMI SITE)

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation and Recycling
Officer Contact	James Rodger
Papers with report	None

HEADLINE INFORMATION

Purpose of report	This report considers the offer of a gift from 'Purplexed' in accordance with the provisions of Section 93 of the Local Government Act 2003 and Section 139 of the Local Government Act 1972. The gift is required to assist in meeting the Council's reasonable and justifiable costs associated with the discharge of its planning function, in providing a high quality planning application service with respect to pre-application advice on a masterplan and assessing a subsequent outline planning application. The proposals relate to a regeneration scheme that intends to deliver a mixed use development on the former EMI site, which if successful offers the opportunity for large scale job creation in Hayes. The gift funding will ensure additional resources are dedicated consistent with the importance of this project to the local community and the wider area. It is recommended that the gift be accepted.
Contribution to our plans and strategies	The recommendations will assist the planning process to realise the objectives of the Sustainable Community Strategy.
Financial Cost	The offer of up to £40,000 funding from Purplexed will cover the costs of pre-application master planning (which requires highly specialised skills as outlined in the report) and determining an outline planning application. This will provide additional resources to the Council to enable it to carry out its statutory planning functions, in particular with respect to the master planning aspects of the proposals.
Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	Botwell and the surrounding wards.

RECOMMENDATION

That Cabinet accepts the offer of a gift from Purplexed in accordance with the provisions of Section 93 of the Local Government Act 2003.

INFORMATION

Reasons for recommendation

The former EMI site in Hayes has a one floor of an office building occupied by SITA and a record company (Portal records) in an old warehouse building, in total these cover less than 5% of the existing potential employment floorspace on the site, this is even with substantive areas of the site covered in vast areas of surface parking. The EMI factory was originally built for the manufacture of cabinet gramophones, the factory went on to build radios and telephones and the radar system used during the Battle of Britain. In the sites heyday in the 1960's the factories on site employed over 4,000 people; the pressed records at this time included those by the Beatles, Elvis Presley and the Rolling Stones. The site is now largely vacant and many of the buildings are in need of repair/substantial investment to bring them back into use.

The site is a Conservation Area and some of the buildings are locally listed. The sheer size of the site and need to bring new employment to the site whilst protecting the sites heritage mean that a complex masterplan will be required. There is the need to dedicate significant resources to the masterplanning to make sure that a viable masterplan is produced which will maximise the legacy the site can offer and the employment benefits of the site, whilst also delivering a project that can then obtain outline planning permission. The scale of the development means that consultation will be important with both the local community and the Mayor of London. Taking all the above factors into account it is considered essential to have a dedicated officer for the project, and additional resources are needed to support that function. It is therefore considered appropriate that the Council should accept an offer of a gift to contribute towards the reasonable and justifiable costs of carrying out these planning functions.

Alternative options considered / risk management

I. Refuse the gift from Purplexed. This would not be in the best interests of the local communities or the council.

II. Request changes to the proposed gift from Purplexed. Purplexed are unlikely to increase their offer which has been extensively discussed with Council officers.

Comments of Policy Overview Committee(s)

None at this stage.

Supporting Information

The EMI Site and the master planning function

1. The former EMI site is a large site of approximately 6 hectares in area, there are existing buildings on site with over 50,000sq.m of floorspace. A 0.7 hectare area is the subject of a current planning application, it is the remaining 5.3 hectares approx of land that is the subject of a proposed masterplan which would then form an outline planning application.

2. The former EMI site in Hayes has a one floor of an office building occupied by SITA and a record company (Portal records) in an old warehouse building, in total these cover less than 10% of the existing potential employment floorspace on the site, this is even with substantive areas of the site covered in vast areas of surface parking. The EMI factory was originally built for the manufacture of cabinet gramophones, the factory went on to build radios and telephones and the radar system used during the Battle of Britain. In the

sites heyday in the 1960's the factories on site employed over 4,000 people, the pressed records at this time included those by the Beatles, Elvis Presley and the Rolling Stones. The site is now largely vacant and many of the buildings are in need of repair/substantial investment to bring them back into use.

3. The applicant has requested that the Council enter into a Planning Delivery Agreement for the master planning process and outline planning application determination. Gift funding to cover costs associated with this work is offered by the developer of £40,000. It is envisaged that this would meet the costs of a project officer for up to 9 months.

4. In order to meet the reasonable and justifiable costs to Council, and to ensure that dedicated resources are provided to ensure the best outcomes for the project, it is considered appropriate that the Council should accept an offer of a gift in the order of £40,000 from Purplexed. The gift funding that is received would be strictly ring-fenced to ensure that it is spent in accordance with the terms of the gift, and the planning functions associated with the former EMI site.

5. Masterplanning requires experience in urban design and an understanding of how to develop spaces so that the bigger picture is considered. In essence, to ensure sites are developed to achieve strategic objectives and meet a clear vision. It is more complex than determining a single development proposal. There are many different definitions of master planning, one definition is *….a masterplan is generally employed where there is a greater degree of certainty regarding the development of a specific site, and is linked to social and economic analysis and a delivery strategy. Although a masterplan may specify more detailed governing principles such as building heights, spaces, movement, landscape type and predominant uses, it does not necessarily preclude a degree of flexibility in designs within the plan…*
   In the context of the EMI site it is known that a mixture of uses will be proposed (including large scale employment, leisure uses and housing). The location of the uses, how they relate to public and private spaces, the scale of the uses, siting of new buildings or extensions to existing buildings, whether the proposals meet strategic objectives to generate employment and whether the proposals enhance the public realm/heritage values of the site will be particularly important. Quite clearly the success of master planning on this site will partly depend on the right expertise being devoted by the Council to such a project. In this regard the gift funding offer is considered very appropriate in assisting the Council fulfil its planning function.

6. Whilst the acceptance of a gift cannot in any way influence the outcome of the outline planning process, it can provide an adequate staffing resource to enable the development proposals to be afforded a higher level of priority than may otherwise be possible, particularly given the complexity and importance of this project. In this regard, a temporary dedicated project officer (with master planning experience) would enable the resolution of issues and help realise the expectations of the Council through the planning process, to inform any application at the earliest possible stage, and also to provide a central contact for the community and key stakeholders.

7. Members will be aware that the Council has recently accepted gift funding in relation to various planning delivery agreements, and planning initiatives, including the reserved matters and discharge of conditions for a number of major sites in the Borough.

8. The alternative, to refuse the gift funding, would involve meeting the costs of the assessment through the existing planning budget, which is not likely to achieve the same

objectives, given the current constraints on that budget and the competing priorities of other workstreams.

9. The acceptance of the gift would facilitate the dedication of additional resources to provide planning assessment and to offer an important customer service to the community, as the dedicated officer would take a proactive approach to engaging with the community and various key stakeholders, ensuring the best possible planning outcomes through the pre-application and outline planning process.

10. The Cabinet is recommended to accept the gift funding of up to £40,000. If funding is not provided externally by Purplexed then these on-going costs will need to be met from existing Council resources.

Financial Implications

The offer of £40,000 gift funding from Purplexed will cover the costs of costs of pre-application master planning and determining an outline planning application. This will provide additional resources to the Council to enable it to carry out its statutory planning functions. Given that the majority of the expenditure arising from the masterplanning process will fall in the 2012/13 financial year, it is suggested that any unspent funds from the gift as at 31 March 2012 be carried forward to 2012/13 as an earmarked reserve.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

In terms of service user outputs the gift offers the opportunity to provide a higher standard of service than may otherwise be possible. A dedicated project officer would be proactive in engaging with various stakeholders, a central point of contact for enquiries and add value to the overall process. The project officer would facilitate the sharing of information, coordinating responses from Council to Weston Homes and other stakeholders and ensure a consistent approach to deliver the best outcomes for redevelopment of the site. Such an approach is consistent with the latest guidance from government, and is in the best interests of achieving Councils objectives, as set out in the Sustainable Community Strategy.

Consultation Carried Out or Required

None.

CORPORATE IMPLICATIONS

Corporate Finance

The offer of £40,000 gift funding from Purplexed will provide additional resources to the Council to enable it to carry out its statutory planning functions. Any unspent gift funds as at 31 March 2012 to be carried forward to 2012/13 as an earmark reserve, would be subject to the approval process under Financial Regulations.

Legal

Section 139 of the Local Government Act 1972 empowers the Council to accept gifts for the purpose of discharging any of their functions. This would include accepting a gift to enable the Council to discharge its planning functions. However, the nature of the transaction in this case is

more akin to a payment for the provision of services and therefore Section 139 of the 1972 Act should not be relied upon.

The Council also has powers under Section 93 of the Local Government Act 2003 to charge a person for providing a service provided that the Council is not obliged to provide that service in any event. This report indicates that the service to be provided to Purplexed would be to expedite the planning application: that goes over and above what the Council would be statutorily required to provide in handling planning applications and giving application advice. The amount charged should not exceed the cost of providing the service. Officers have indicated in this report that the entirety of the monies from Purplexed will be used to engage additional resources to expedite and assist with progressing the pre-application discussions and the forthcoming outline planning permission.

The Council's Constitution states that Cabinet shall be responsible for fixing of fees and charges for Council services which would include the one-off bespoke services that are described in this report.

Corporate Property and Construction

Corporate Property and Construction supports this recommendation.

Relevant Service Groups

No other service groups are directly impacted by the recommendation.

BACKGROUND PAPERS

Planning Policy Statement 1 – Delivery Sustainable Development

Department of Communities and Local Government Guidance Circular 03/09 – Costs awards in Appeals and other Planning Procedures.

Department of Communities and Local Government Guidance - *Constructive talk - Investing in pre-application discussions.*

Department of Communities and Local Government - Guidance Note on Implementing Planning Performance Agreements 2007.

Department of Communities and Local Government "Member Involvement in Planning Decisions", published in January 2007.

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank