

Central Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ



please ask for Paula Everitt
direct line 0300 300 4196
date 16 January 2014

NOTICE OF MEETING

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Tuesday, 28 January 2014 10.00 a.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the CORPORATE RESOURCES OVERVIEW &
SCRUTINY COMMITTEE:

Cllrs P A Duckett (Chairman), Miss A Sparrow (Vice-Chairman), Mrs A Barker, L Birt,
Mrs C F Chapman MBE, Dr R Egan, J Murray, B Saunders and T Woodward

[Named Substitutes:

Mrs R J Drinkwater, C C Gomm, R W Johnstone, Mrs M Mustoe and
I Shingler]

All other Members of the Council - on request

***MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS
MEETING***

AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members

2. **Minutes**

To approve as a correct record the Minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 17 December 2014 and to note actions taken since that meeting.

3. **Members' Interests**

To receive from Members any declarations of interest and of any political whip in relation to any agenda item.

4. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of part A4 of the Constitution.

7. **Call-In**

To consider any decision of the Executive referred to this Committee for review in accordance with Procedure Rule 10.10 of Part D2.

8. **Requested Items**

To consider any items referred to the Committee at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

Reports

Item	Subject	Page Nos.
9	Executive Member Update To receive a brief verbal update from the Deputy Leader and Executive Member for Corporate Resources.	*
10	Draft Treasury Management Strategy Statement 2014-2018 To consider the 2014-2018 draft Treasury Management Strategy Statement and Investment Strategy 2014-2018.	* 11 - 40
11	Draft Budget 2014/15, Medium Term Financial Plan 2014 - 2018 and Capital Programme 2014/15 to 2017/18 To consider the Council's draft Budget, Medium Term Financial Plan and Capital Programme 2014/15 to 2017/18. Papers relating to these items were circulated to Members in the Executive agenda for 14 January 2014 (Items 08 and 09 refer). In addition to the covering report included in this agenda Members are requested to bring their copies of the Executive report with them to the meeting. The report is available to view and print at the following website:- http://www.centralbedfordshire.gov.uk/modgov/ieListDocuments.aspx?CId=577&MId=4397&Ver=4	*
12	Fees and Charges 2014/15 The report proposed the revised fees and charges rates to be effective from 1 April 2014 and identifies those charges significantly different from the 2% advisory increase as per the Budget Strategy.	* 41 - 78
13	Draft Budget for the Housing Revenue Account (Housing Service) Business Plan The report sets out the financial position of the Housing Revenue Account (HRA). There are proposals concerning the debt strategy, investment potential and increase to rents. Members are requested to bring their 14 January 2014 Executive papers (Item 10) to this Committee meeting. The report is available to view and print at the following website:- http://www.centralbedfordshire.gov.uk/modgov/ieListDocuments.aspx?CId=577&MId=4397&Ver=4	* 79 - 80

14 **Your Space 2 Project Update**

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To receive an update on the Your Space 2 project as requested by Members of the Committee at their meeting on 17 December 2013.

15 **Work Programme 2013 - 2014 & Executive Forward Plan**

* 81 - 84

The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE** held in Room 14, Priory House, Monks Walk, Shefford on Tuesday, 17 December 2013.

PRESENT

Cllr P A Duckett (Chairman)
Cllr Miss A Sparrow (Vice-Chairman)

Cllrs Mrs A Barker
L Birt
Dr R Egan

Cllrs J Murray
B Saunders
T Woodward

Apologies for Absence: Cllrs Mrs C F Chapman MBE

Substitutes: Cllrs C C Gomm (In place of Mrs C F Chapman MBE)

Members in Attendance:	Cllrs D Bowater	Vice-Chairman of the Council
	D J Hopkin	Deputy Executive Member for Corporate Resources
	M A G Versallion	Executive Member for Children's Services

Officers in Attendance:	Ms D Clarke	– Director of Improvement and Corporate Services
	Mrs P Everitt	– Scrutiny Policy Adviser
	Mr G Muskett	– Head of Revenues & Benefits
	Mr C Warboys	– Chief Finance Officer

Others in Attendance

CR/13/73 **Minutes**

RESOLVED

That the Minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 22 October 2013 be confirmed and signed by the Chairman as a correct record.

CR/13/74 **Members' Interests**

There were no declarations of interest or policitial whip in relation to any agenda items.

CR/13/75 Chairman's Announcements and Communications

The Chairman had no announcements to make on this occasion.

CR/13/76 Petitions

No petitions were received.

CR/13/77 Questions, Statements or Deputations

No questions, statements or deputations were received.

CR/13/78 Call-In

The Panel was advised that no decisions of the Executive had been referred to the Panel under the Call-in Procedures set out in Appendix "A" to Rule No. S18 of the Overview and Scrutiny Procedure Rules.

CR/13/79 Requested Items

No items were referred to the Committee for consideration at the request of a members.

CR/13/80 Executive Member Update

The Deputy Leader and Executive Member for Corporate Resources provided the Committee with an update regarding the following:-

- That approval from the Cabinet Office to join the Public Service Network had been confirmed allowing officers to access Department of Work and Pension records.
- Central Bedfordshire Council had been entered on the LGC shortlist for the Efficiency Award.
- Tax base information requested by Town and Parish councils had been sent out.
- Approval from General Purposes Committee to change email system protocol that would see OWA access removed as it is not secure.

Members of the Committee raised a number of issues on the update, which were addressed by the Executive Member and officers present as follows:-

- Not all ward members had received tax base information for their wards sent out in November 2013 and emails would be resent in those instances.
- Concerns relating to the Your Space 2 project and the low morale of staff working in much closer proximity to one another. The Director explained that all staff would be out of Technology House by March 2014 and there would be an element of tidying up at the end of this process and feed back from staff would be gathered. The responsible officer would be invited to attend the next meeting of the Committee.

CR/13/81 Council Tax Support Strategy

The Deputy Leader and Executive Member for Corporate Resources introduced the report and explained the Council was required to approve a Council Tax Support Scheme by January 2014 and failure to do so would see the Government impose a scheme. The Strategy kept the essential elements of the scheme agreed in January 2013, as a full cycle of data would not be available until next year to inform the scheme. It was reported there had been a reduction in Council Tax collection rates locally and nationally following the introduction of localised schemes.

Members of the Committee raised a number of queries regarding the report, which were addressed by the Deputy Leader and officers in attendance:-

- The level of uncollected Council Tax. The Chief Finance Officer advised this figure was around 25% for those paying council tax for the first time, however, collection remedies were in place and there was an increase of 22% in the number of summons issued.
- The uptake of crisis loans had not been as high as expected, however, the winter period may see demand increase.
- There had been an increase in discretionary housing payments and a Member asked if the Council's website directed claimants who wished to apply for a payment. The Chief Financial Officer agreed to see check this information were available.
- The Head of Revenues and Benefits confirmed the number of people taken to court for none payment was c.6,000. Any resident unable to pay their Council Tax should contact the Revenues and Benefits team as a support plan was available to help people. The Council has a statutory duty to collect Council Tax and would chase those who refused to pay.
- Officer would continue to liaise with other Councils to collect monies owed by residents who moved around to avoid payment.

RECOMMENDATION:

That the Committee endorses the Council Tax Support Scheme for approval and adoption by full Council.

CR/13/82

Q2 Capital Report 2013/14

The Chief Finance Officer provided a presentation that highlighted the key points in relation to the forecast capital expenditure and external funding for 2013/14 for the Council. The capital budget for 2013/14 excluding HRA is £94.6m and the attention of the Committee was drawn to a forecast variance of £0.8mk underspend and slippage of £19.2m and that capital receipts to date are £0.96m compared to a forecast of £3.98m.

In response to a query as to how realistic the budget for Children's Services was, the Portfolio Holder for Children's Services explained the service was making estimates on the demographic growth to cater for the service. All local authorities had seen an increased in looked after children. The Deputy Leader and Executive Member for Corporate Resources shared his concerns on the

pressures being put on this service and assured the Committee he would address the matter in the forthcoming budget planning proposals.

NOTED the report

CR/13/83 Q2 Revenue Report 2013/14

The Chief Finance Officer provided a presentation that highlighted the key points in relation to the forecast revenue outturn for 2013/14 for the Council. The attention of the Committee was drawn to a forecast variance of £1.8m overspend. The main pressures impacting the forecast outturn were in Children's Services (£2.7m over) and related to Children in Care, Fostering and Adoption, Transport and the loss of Dedicated Schools Grant contributions to central overheads. The overspend in Children's Services is after the use of £3.7m of earmarked reserves brought forward from 2012/13.

NOTED the report

CR/13/84 Q2 Housing Revenue Account 2013/14

The Chief Finance Officer provided a presentation that highlighted the key points in relation to the HRA Revenue and Capital position which continues to perform well with a forecast outturn surplus of £7.131m.

In response to a query the Executive Member explained under the Right to Buy scheme, the Council retained 30% of the value and the remainder goes to the Government.

It was also confirmed that a pilot scheme on the buying of bonds was in progress with many authorities interested in the outcome of this.

NOTED the report

CR/13/85 Q2 Capital Report 2013/14 Corporate Resources

The Senior Finance Manager provided a presentation that highlighted the key points in relation to the forecast capital expenditure and external funding for 2013/14 for Community Services. The attention of the Committee was drawn to a forecast variance of £5,114k underspend.

NOTED the report

CR/13/86 Q2 Revenue Report 2013/14 - Corporate Resources

The Senior Finance Manager provided a presentation that highlighted the key points in relation to the forecast revenue outturn for 2013/14 for Community Services. The attention of the Committee was drawn to a forecast variance of £153k underspend.

NOTED the report

CR/13/87 Work Programme 2013 - 2014 & Executive Forward Plan

The Committee considered its current work programme and the latest Executive Forward Plan and were informed that the Your Space 2 programme and Customer First programme updates would be included in the Work Programme for the January and March meeting respectively. With regards to the Procurement of Insurance Arrangements 2014/15, this item would no longer be considered by the Executive in March.

NOTED the Corporate Resources Work Programme.

(Note: The meeting commenced at 10.00 a.m. and concluded at 11.35 a.m.)

Chairman.....

Date.....

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Meeting: Corporate Resources Overview & Scrutiny Committee
Date: 28th January 2014
Subject: Treasury Management Strategy And Treasury Policy
Report of: Cllr Maurice Jones , Executive Member for Corporate Resources
Summary: This report outlines the Draft Treasury Policy and Treasury Management Strategy for 2014-15

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Ralph Gould, Head of Financial Control
Public/Exempt: Public
Wards Affected: All
Function of: Executive

CORPORATE IMPLICATIONS

Council Priorities:

- | |
|---|
| <ol style="list-style-type: none"> 1. Effective management of the Council's financial resources and the associated risks is a cornerstone to the delivery of the Council's priorities. |
|---|

Financial:

- | |
|---|
| <ol style="list-style-type: none"> 2. The Council's Treasury Management Strategy and prudential indicators are derived from the Medium Term Financial Plan (MTFP). Treasury Strategy and prudential indicators are explained within the body of this report. 3. Treasury management is defined by the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice for Treasury Management in the Public Services as: "The management of the local authority'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." |
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Legal:

4. The Council's treasury management activities are regulated by statute, professional codes and official guidance. The Local Government Act 2003 (the Act) provides the powers to borrow and invest as well as providing controls and limits. Under the Act, Communities and Local Government has issued Guidance on Local Government Investments (revised March 2010) to structure and regulate the Council's investment activities. The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 – Statutory Instrument (SI) 3146 (plus subsequent amendments), develops the controls and powers within the Act. The SI requires the Council to undertake any borrowing activity with regard to the CIPFA Prudential Code for Capital Finance in Local Authorities. The SI also requires the Council to operate the overall treasury function with regard to the CIPFA Code of Practice for Treasury Management in the Public Services (the Code of Practice).

CIPFA revised the Code of Practice in November 2011 to reflect developments in financial markets and the introduction of the Localism Act for English local authorities

Risk Management:

5. The approved strategy aims to manage the risks to the Council's finances from instability in financial markets.

Staffing (including Trades Unions):

6. Not Applicable.

Equalities/Human Rights:

7. Not Applicable.

Public Health

8. Not Applicable.

Community Safety:

9. Not Applicable.

Sustainability:

10. Not Applicable.

Procurement:

11. Not applicable.

RECOMMENDATION(S):

The Committee is asked to consider the report and submit comments to the Executive.

Background

12. The Council's Treasury Management Strategy has been underpinned by the adoption of the CIPFA Code of Practice on Treasury Management 2011, which includes the requirement for determining a treasury strategy covering the likely financing and investment activity for the forthcoming financial year.
13. The Treasury Management Policy is attached at Appendix A; this was revised February 2012 and is subject to review every three years. A revised Treasury Management Strategy is attached at Appendix B with prudential indicators at Appendix C.
14. The Code requires the Treasury Strategy for the year to be approved by Full Council, proposed to be submitted for approval on 20th February 2014. Local arrangements require the Overview and Scrutiny Committee to scrutinise the proposed revised strategy on an annual basis. Both the Policy and the Strategy documents are proposed to be presented to the Executive on 4th February 2014.
15. This report summarises the changes to the Treasury Management Strategy as a result of continuous review with our external advisers, Arlingclose Ltd.

Treasury Management Policy

16. No changes are proposed for the Treasury Management Policy (Appendix A) adopted by the Council in February 2012.
17. The Treasury Management Policy sets out the objectives and the regulatory requirements of the authority's Treasury Management Function.
18. The principal objectives of this Treasury Management Policy Statement are to provide a framework within which:
 - i) Risks which might affect the Council's ability to fulfil its responsibilities or which might jeopardise its financial security, can be identified
 - ii) Borrowing costs can be minimised whilst ensuring the long term security and stability of the Council's financial position;
 - iii) Investment returns can be safely maximised and capital values maintained;
 - iv) The use of assets as loan security is minimised.

Treasury Management Strategy Statement

19. 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 the Treasury Management Strategy Statement (TMSS) on an annual basis.
20. The TMSS is included at Appendix B, and is made up of three main components:

- i) Economic Forecast drafted by the Council's external treasury advisors, Arlingclose Ltd. This is important as the rate at which the Council can borrow and the return it will obtain on cash balances are linked to the performance of the wider UK economy.
 - ii) Borrowing Strategy should any borrowing be required, including the approved sources of long term and short term borrowing.
 - iii) Investment Strategy, including the type of institutions the Council is able to place its cash with and the limits with each type of institution.
21. The TMSS also includes other items that the Council is required by CIPFA or CLG to include as part of its strategy, including the Council's policy on the use of financial derivatives, charges between the HRA and the General Fund and borrowing in advance of need.

Prudential Indicators

22. The CIPFA Prudential Code for Capital Finance in Local Authorities requires performance against specified key indicators to be measured and reported. The purpose of these indicators is to demonstrate prudence, affordability and sustainability.
23. Explanation of prudential indicators is included in Appendix C. Key objectives of the indicators are to:
- Ensure borrowing is less than the capital financing requirement, demonstrating that all long term borrowing has been undertaken for capital purposes in line with the Prudential Code
 - Set the Council's authorised and operational borrowing limits
 - Demonstrate the percentage of the revenue budget required to be spent on financing borrowing.
 - Demonstrate the incremental impact expenditure from the Council's capital programme would have if it was all to be funded by Council Tax, based on the charge for a Band D property.
24. Prudential indicators are monitored throughout the year and reported to Members at Full Council mid-year and at the end of the financial year, in line with best practice requirements within the CIPFA Code for Treasury Management.
25. Appendix C also includes a statement of the Council's Minimum Revenue Provision (MRP) policy, used to calculate the amount the Council is annually required to set aside towards repaying its capital financing requirement.

Background Papers:

None

Appendices:

Appendix A – Treasury Management Policy

Appendix B – Treasury Management Strategy Statement (TMSS)

Appendix C – Prudential Indicators

Appendix A

TREASURY MANAGEMENT POLICY STATEMENT FOR JANUARY 2012 – MARCH 2015

1. INTRODUCTION

In accordance with the Chartered Institute of Public Finance & Accountancy (CIPFA) Code of Practice on Treasury Management (Revised 2011), this Council defines the policies and objectives of its treasury management activities as follows:

- 1.1 This Council defines its treasury management activities as:
“The management of the authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
- 1.2 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 include their risk implications for the Council, and any financial instruments entered into to manage these risks.
- 1.3 This Council acknowledges that effective treasury management will provide support towards the achievement of its Medium Term Financial Strategy. It is therefore committed to the principles of achieving best value in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.
- 1.4 The Chief Finance Officer will produce for adoption by Full Council prior to the commencement of each financial year an annual Treasury Management Strategy Statement which will set out the borrowing and investment strategy to be adopted for the year ahead along with the associated Prudential Indicators, in compliance with the CIPFA Prudential Code for Capital Finance in Local Authorities.
- 1.5 The Chief Finance Officer will maintain suitable Treasury Management Practices (TMPs) which will set out the manner in which this Council will seek to achieve its treasury management policies and objectives and how it will manage and control those activities.
- 1.6 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.

- 1.7 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.

2. Objectives

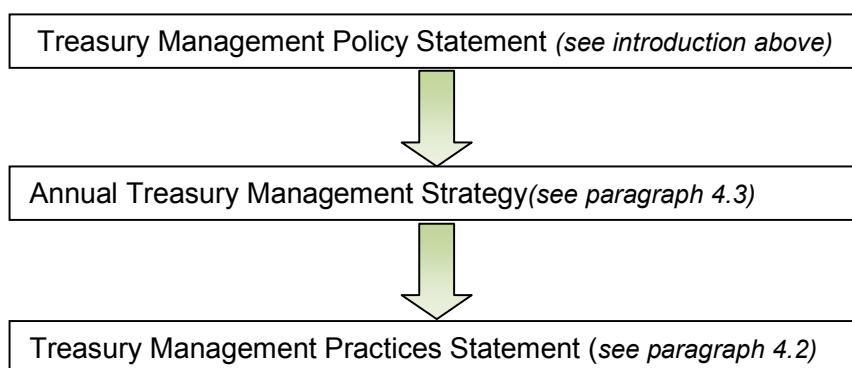
- 2.1 The principal objectives of this Treasury Management Policy Statement are to provide a framework within which: -
- i) Risks which might affect the Council's ability to fulfill its responsibilities or which might jeopardise its financial security can be identified and managed;
 - ii) Borrowing costs can be minimised whilst ensuring the long term security and stability of the Council's financial position;
 - iii) Investment returns can be safely maximised and capital values maintained;
 - iv) The use of assets as loan security is minimised.

3. Review Period

It is the Council's responsibility to approve a Treasury Management Policy Statement on a periodic basis. This policy will be reviewed every three years or whenever legislative, regulatory or best practice changes materially affect the effectiveness of the current policy. In the absence of changes, the next scheduled date for review is therefore January 2015.

4. Documentation

This document forms part of a suite of Treasury documents intended to govern and regulate treasury management activity. The hierarchy of documents is set out below and the role of each is explained



4.2 The Treasury Management Practices Statement sets out the detailed procedures behind the policy and sets out the manner in which the organisation will seek to achieve the policy objectives, describing how it will manage and control the activities listed below:

- Treasury Risk Management
- Best value and performance measurement
- Decision making and analysis
- Approved instruments, methods and techniques
- Organisation, clarity and segregation of responsibilities; dealing arrangements
- Reporting requirements, Management information arrangements
- Budgeting, Accounting and Audit Arrangements
- Cash and Cash Flow Management
- Money Laundering
- Staff training and qualifications
- Use of external service providers
- Corporate governance

4.3 The Annual Treasury Management Strategy integrates with the Prudential Indicators being set and will include the following:

- Links to Capital Financing and Treasury Management Prudential Indicators for the current and ensuing year
- Strategy for financing new borrowing requirements (if any) and refinancing maturing borrowing (if any) over the next year and for restructuring of debt
- the extent to which surplus funds are earmarked for short term requirements
- the investment strategy for the forthcoming year (*see below*)
- the minimum to be held in short term/specified investment during the coming year

- the interest rate outlook against which the treasury activities are likely to be undertaken.

4.4 Based on the CLG Guidance on Investments, the Council will produce as part of the Annual Treasury Management Strategy, an investment strategy that sets out

- § the objectives, policies and strategy for managing its investments;
- § the determination of which Specified and Non Specified Investments the Council will utilise during the forthcoming financial year(s) based on the Council's economic and investment outlook and the expected level of investment balances;
- § the limits for the use of Non-Specified Investments.

5. Basis of Policy

5.1 The Council will adhere to the regulatory framework set out in the following documents: -

- a) CIPFA Code of Practice on Treasury Management (Revised 2011);
- b) The 2011 Prudential Code for Capital Finance (the 2003 document having first introduced requirements for the manner in which capital spending plans are to be considered and approved) and in conjunction with this, the development of an integrated Treasury Management Strategy;
- c) The Council's Constitution, Code of Financial Governance and the scheme of Officer Delegations.

5.2 Copies of the documents listed above are available from the Chief Finance Officer, if required. The Council will be bound by the requirements of any successor documents to those listed above unless a subsequent review of this policy deems them no longer to be appropriate.

5.3 In arriving at treasury management decisions, due cognisance will be taken of written and verbal advice provided by Treasury Advisors but neither the Council nor its officers will be bound by such advice.

5.4 The Chief Finance Officer will only transact with brokers, funders and counterparties who have accepted the principles set out in the current Bank of England's "Non Investment Products Code (NIPS Code) (<http://www.bankofengland.co.uk/markets/forex/fxjsc/nipscode.pdf>).

Appendix B - Treasury Management Strategy Statement (TMSS) 2014/15

Introduction

In a Council meeting on the 29th November 2012 the Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2011 Edition* (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year.

In addition, the Department for Communities and Local Government (CLG) issued revised *Guidance on Local Authority Investments* in March 2010 that requires the Council to approve an investment strategy before the start of each financial year.

This report fulfils the Council's legal obligation under the *Local Government Act 2003* to have regard to both the CIPFA Code and the CLG Guidance.

The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Council's treasury management strategy.

External Context

Economic background: The Bank of England's Monetary Policy Committee (MPC) through its recent forward guidance is committed to keeping policy rates low for an extended period using the Labour Force Survey unemployment rate of 7% as a threshold for when it would consider whether or not to raise interest rates, subject to certain knock-outs. Unemployment was 7.7% in August 2013, but is not forecast to fall below the threshold until 2016, due to the UK's flexible workforce.

The flow of credit to households and businesses is slowly improving but is still below pre-crisis levels. The fall in consumer price inflation from the high of 5.2% in September 2011 to 2.7% in September 2013 will allow real wage increases (i.e. after inflation) to slowly turn positive and aid consumer spending.

Stronger growth data in 2013 (0.4% in Q1, 0.7% in Q2 and 0.8% in Q3) alongside a pick-up in property prices mainly stoked by Government initiatives to boost mortgage lending have led markets to price in an earlier rise in rates than warranted under Forward Guidance and the broader economic backdrop. However, with jobs growth picking up slowly, many employees working shorter hours than they would like and benefit cuts set to gather pace, growth is likely to only be gradual. Arlingclose forecasts the MPC will maintain its resolve to keep interest rates low until the recovery is convincing and sustainable.

In the US expectations for the slowing in the pace of asset purchases ('tapering') by the Federal Reserve (Fed) and the end of further asset purchases will remain

predominant drivers of the financial markets. The Fed did not taper in September and has talked down potential tapering in the near term. It now looks more likely to occur in early 2014 which will be supportive of bond and equity markets in the interim.

Credit outlook: The credit risk of banking failures has diminished, but not dissipated altogether. Regulatory changes are afoot in the UK, US and Europe to move away from the bank bail-outs of previous years to bank resolution regimes in which shareholders, bond holders and unsecured creditors are 'bailed in' to participate in any recovery process. This is already manifest in relation to holders of subordinated debt issued by the Co-op which will suffer a haircut on its conversion bail-in to alternative securities and/or equity. There are also proposals for EU regulatory reforms to Money Market Funds which will, in all probability, result in these funds moving to a VNAV (variable net asset value) basis and losing their 'triple-A' credit rating wrapper. Diversification of investments between creditworthy counterparties to mitigate bail-in risk will become even more important in the light of these developments.

Interest rate forecast: Arlingclose's forecast is for the Bank Rate to remain flat until late 2016, the risk to the upside (i.e. rates being higher) are weighted more heavily towards the end of the forecast horizon.. Gilt yields are expected to rise over the forecast period with medium- and long-dated gilts expected to rise by between 0.7% and 1.1%.

A more detailed economic and interest rate forecast provided by the Council's treasury management advisor is attached at Schedule 1.

Local Context

The Council currently has £311.1m of borrowing and £54.4m of investments. This is set out in further detail at *Schedule 2*. Forecast changes in these sums are shown in the balance sheet analysis in table 1 below.

Table 1: Balance Sheet Summary and Forecast

	31.3.13 Actual £m	31.3.14 Estimate £m	31.3.15 Estimate £m	31.3.16 Estimate £m	31.3.17 Estimate £m
General Fund CFR	235.6	269.5	308.1	341.4	359.7
HRA CFR	163.9	163.9	165.0	165.0	165.0
Total CFR	399.4	433.4	473.1	506.4	524.7
Less: Other long-term liabilities *	(17.4)	(16.8)	(16.3)	(15.7)	(15.3)
Borrowing CFR	382.1	416.6	456.8	490.7	509.4
Less: External borrowing **	315.5	308.0	291.6	282.2	275.6
Internal (over) borrowing	66.6	108.6	165.2	208.5	233.8
Less: Usable reserves	66.1	70.8	67.1	69.5	72.5
Less: Working capital	44.9	45.8	46.7	47.6	48.6
Investments (or New borrowing)	44.4	(6.4)***	(51.4)	(91.4)	(112.7)

* finance leases and PFI liabilities that form part of the Council's debt

** shows only loans to which the Council is committed and excludes optional refinancing

*** Forecasted borrowing is based on the full capital programme being achieved. The capital budget however assumed that 20% of the capital programme will be deferred to the next financial year and thus borrowing would not be required in practice till the 2014/15 financial year.

The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. However, usable reserves include schools balances, those specific to the Housing Revenue Account (HRA) and other earmarked reserves. The usable General Fund reserves balance as at 31 March 2013 was £14.2m.

The Council has an increasing CFR due to the capital programme and investments are expected to fall to minimal levels. The balance sheet forecast in table 1 shows that the Council cannot fund future capital borrowing requirements by internally borrowing from its own cash balances going forward and will have to externally borrow in the next financial year.

CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that the Council's total debt should be lower than its highest forecast CFR over the next three years. Table 1 shows that the Council expects to comply with this recommendation during 2014/15.

Borrowing Strategy

The Council's current debt portfolio stands at £311.1m, which will fall to £308m by the end of the 2013/14 financial year; this reduction has resulted from repaying and not replacing naturally maturing debt.

Previously the Council's borrowing strategy has been to fund its capital programme by internal borrowing and where possible this will continue. It is expected that the Council will need to borrow externally during 2014/15, the timing of this will be dependent the timing of the receipt of grants and other contributions.. It is anticipated that any significant borrowing can be delayed until the second half of the 2014/15 financial year by utilising internal resources..

The primary objective when borrowing money is to strike an appropriate balance between securing low interest costs and achieving cost certainty over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.

Given the significant cuts to public expenditure and in particular to local government funding, the borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term loans instead.

By doing so, the Council is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. Whilst such a strategy is most likely to be beneficial over the next 2-3 years as official interest rates remain low, it is unlikely to be sustained in the medium-term. The benefits of internal borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise. Arlingclose will assist with this 'cost of carry' and breakeven analysis. Its output may determine whether the Council considers borrowing additional sums at long-term fixed rates in 2014/15 with a view to keeping future interest costs low, even if this incurs some short-term additional cost..

In addition, the Council may borrow short-term loans (normally for up to one month) to cover cash flow shortages.

The approved sources of long-term and short-term borrowing are:

- Public Works Loan Board
- UK local authorities
- any institution approved for investments (see below)
- any other bank or building society authorised by the Prudential Regulation Authority to operate in the UK
- UK public and private sector pension funds

- capital market bond investors
- Special purpose companies created to enable joint local authority bond issues.

The Council and its predecessors raised the majority of the long-term borrowing from the Public Works Loan Board, but it continues to investigate other sources of finance, such as local authority loans and bank loans, that may be available at more favourable rates.

The Council holds £13.5m of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate as set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. All of these LOBOS have options during 2014/15, and although the Council understands that lenders are unlikely to exercise their options in the current low interest rate environment, there remains an element of refinancing risk. The Council will take the option to repay LOBO loans at no cost if it has the opportunity to do so.

Short-term and variable rate loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the limit on the net exposure to variable interest rates in the treasury management indicators below.

Debt Rescheduling: The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Some bank lenders may also be prepared to negotiate premature redemption terms. The Council may take advantage of this and replace some loans with new loans, where this is expected to lead to an overall saving or reduction in risk.

Investment Strategy

The Council currently holds £49.7m of invested funds, (excluding externally invested funds) representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Council's investment balance has ranged between £36m and £90m.

Both the CIPFA Code and the CLG Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

The Council may invest its surplus funds with any of the counterparties in table 2 below:

Table 2: Approved Investment Counterparties

Counterparty	
Banks and other organisations and securities whose lowest published long-term credit rating from Fitch, Moody's and Standard & Poor's is:	AAA
	AA+
	AA
	AA-
	A+
	A
	A-
UK Central Government (irrespective of credit rating)	
UK Local Authorities (irrespective of credit rating)	
UK Registered Providers of Social Housing whose lowest published long-term credit rating is A- or higher	
UK Registered Providers of Social Housing whose lowest published long-term credit rating is BBB- or higher and those without credit ratings	
UK Building Societies without credit ratings	
Money market funds and other pooled funds	
Any other organisation, subject to an external credit assessment and specific advice from the treasury management adviser	

There is no intention to restrict investments to bank deposits, and investments may be made with any public or private sector organisations that meet the above credit rating criteria. This reflects a lower likelihood that the UK and other governments will support failing banks as the bail-in provisions in the *Banking Reform Act 2014* and the EU *Bank Recovery and Resolution Directive* are implemented.

In addition, the Council may invest with organisations and pooled funds without credit ratings, following an external credit assessment and advice from the treasury management adviser.

Current Account Bank: The Council's current accounts are held with Natwest which is currently rated at the minimum A- rating in table 2. Should the credit ratings fall below A-, the Council may continue to deposit surplus cash with Natwest providing that any investments can be withdrawn on the next working day, and that the bank maintains a credit rating no lower than BBB- (the lowest investment grade rating).

Registered Providers: Formerly known as Housing Associations, Registered Providers of Social Housing are tightly regulated by the Homes and Communities Agency and retain a high likelihood of receiving government support if needed. The Council will consider investing with unrated Registered Providers with adequate credit safeguards, subject to receiving independent advice.

Building Societies: The Council takes additional comfort from the building societies' regulatory framework and insolvency regime where, in the unlikely event of a building society liquidation, the Council's deposits would be paid out in preference to retail depositors. The Council will therefore consider investing with unrated building societies where independent credit analysis shows them to be suitably creditworthy. The Government has announced plans to amend the building society insolvency regime alongside its plans for wide ranging banking reform, and any investments in lower rated and unrated building societies will therefore be kept under continuous review.

Money Market Funds: These funds are pooled investment vehicles consisting of money market deposits and similar instruments. They have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager. Fees of between 0.10% and 0.20% per annum are deducted from the interest paid to the Council. Funds that offer same-day liquidity and aim for a constant net asset value will be used as an alternative to instant access bank accounts, while funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.

Other Pooled Funds: These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. They offer enhanced returns over the longer term, but are potentially more volatile in the shorter term, and are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council investment objectives need be monitored regularly. The Council has one pooled fund, inherited from one of the legacy councils (The Lime Fund). This continues to be a sound investment and is monitored regularly with our treasury management adviser. There are no plans currently to invest further in pooled funds.

Other Organisations: The Council may also invest cash with other organisations, for example by making loans to small businesses. Because of the higher perceived risk of unrated businesses, such investments may provide considerably higher rates of return. They will however only be made following a favourable external credit assessment and on the specific advice of the Council treasury management adviser.

Externally Managed Funds: these are managed on a discretionary basis by fund manager. The manager has scope to add value through the use of the investments listed in table 2 and must operate within the same limits. Performance is monitored and measured against the benchmark set for the fund, prevailing economic conditions and investment opportunities.

Risk Assessment and Credit Ratings: The Council uses long-term credit ratings from the three main rating agencies Fitch Ratings, Moody's Investors Service and Standard & Poor's Financial Services to assess the risk of investment default. The lowest available counterparty credit rating will be used to determine credit quality,

unless an investment-specific rating is available. Credit ratings are obtained and monitored by the treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a A- rating is on review for possible downgrade (also known as “rating watch negative” or “credit watch negative”) so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Other Information on the Security of Investments: The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council’s cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.

Specified Investments: The CLG Guidance defines specified investments as those:

- denominated in pound sterling,
- due to be repaid within 12 months of arrangement,
- not defined as capital expenditure by legislation, and
- invested with one of:

- the UK Government,
- a UK local authority, parish council or community council, or
- a body or investment scheme of “high credit quality”.

Non-specified Investments: Any investment not meeting the definition of a specified investment is classed as non-specified. The Council defines “high credit quality” organisations as those having a credit rating of A- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher. The Council does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality. Limits on non-specified investments are shown in table 3 below.

Table 3: Non-Specified Investment Limits

	Cash limit
Total long-term investments	£20m
Total investments without credit ratings or rated below A-	£15m
Total investments in foreign countries rated below AA+ by individual country	£10m

Investment Limits: The Council’s general revenue reserves available to cover investment losses are forecast to be £14.2 million on 31st March 2014.

Table 4: Investment Limits

	Cash limit
Any single organisation, except the UK Central Government	£15m each
UK Central Government	unlimited
Any group of organisations under the same ownership	£15m per group
Any group of pooled funds under the same management	£10m per manger
Negotiable instruments held in a broker’s nominee account	£10m per broker
Foreign countries	£10m per country
Registered Providers	£10m in total
Building Societies	£10m in total
Loans to small businesses	£10m in total
Money Market Funds	70% in total

Approved Instruments: The Council may lend or invest money using any of the following instruments:

- interest-bearing bank accounts,
- fixed term deposits and loans,
- callable deposits and loans where the Council may demand repayment at any time (with or without notice),
- callable deposits and loans where the borrower may repay before maturity,
- certificates of deposit,
- bonds, notes, bills, commercial paper and other marketable instruments, and
- shares in money market funds and other pooled funds.

Investments may be made at either a fixed rate of interest, or at a variable rate linked to a market interest rate, such as LIBOR, subject to the limits on interest rate exposures below.

Liquidity management: Cash flow forecasting is used to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a pessimistic basis, with receipts under-estimated and payments over-estimated to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Council's medium term financial plan and cash flow forecast.

Maturity Structure of Borrowing: This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing will be:

	Upper	Lower
Under 12 months	20%	0%
12 months and within 24 months	20%	0%
24 months and within 5 years	60%	0%
5 years and within 10 years	100%	0%
10 years and above	100%	0%

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment. The maturity of the council's fixed rated borrowing will be profiled in order that no more than 20% of the fixed rated debt matures in any one financial year.

Principal Sums Invested for Periods Longer than 364 days: The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the total principal sum invested to final maturities beyond the period end will be:

	2014/15	2015/16	2016/17
Limit on principal invested beyond year end	£20m	£20m	£20m

Other Items

There are a number of additional items that the Council is obliged by CIPFA or CLG to include in its Treasury Management Strategy.

Policy on Use of Financial Derivatives: Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

Standalone financial derivatives (such as swaps, forwards, futures and options) will only be used where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

Policy on Apportioning Interest to the HRA: The Council has adopted a two pooled approach and all the costs/income arising from long-term loans (e.g. premiums and discounts on early redemption) will be charged/ credited to the respective revenue account. Differences between the value of the HRA loans pool and the HRA's underlying need to borrow (adjusted for HRA balance sheet resources available for investment) will result in a notional cash balance which may be positive or negative. This balance will be measured and interest transferred between the General Fund and HRA at the Council's average interest rate on investments, adjusted for credit risk.

Investment Training: The needs of the Council's treasury management staff for training in investment management are assessed regularly as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change.

Staffs regularly attend training courses, seminars and conferences provided by Arlingclose Ltd and CIPFA.

Investment Advisers: Arlingclose Limited are the appointed treasury management advisers providing specific advice on investment, debt and capital finance issues.

Investment of Money Borrowed in Advance of Need: The Council may, from time to time, borrow in advance of need, where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Council is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. These risks will be managed as part of the Council's overall management of its treasury risks.

The total amount borrowed will not exceed the authorised borrowing limit of £516.2 million. The maximum period between borrowing and expenditure is expected to be two years, although the Council is not required to link particular loans with particular items of expenditure.

Other Options Considered

The CLG Guidance and the CIPFA Code do not prescribe any particular treasury management strategy for local authorities to adopt. The Chief Financial Officer believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

Alternative	Impact on income and expenditure	Impact on risk management
Invest in a narrower range of counterparties and/or for shorter times	Interest income will be lower	Reduced risk of losses from credit related defaults
Invest in a wider range of counterparties and/or for longer times	Interest income will be higher	Increased risk of losses from credit related defaults
Borrow additional sums at long-term fixed interest rates	Debt interest costs will rise; this is unlikely to be offset by higher investment income	Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs will be more certain
Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long term costs will be less certain
Reduce level of borrowing	Saving on debt interest is likely to exceed lost investment income	Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs will be less certain

Schedule 1 – Arlingclose Economic & Interest Rate Forecast

(drafted by Arlingclose Ltd, December 2013)

Underlying assumptions:

- Growth continues to strengthen with the second estimate for Q3 growth coming in at an unrevised 0.8%. The service sector remains the main driver of growth, boosted by a contribution from construction.
- The unemployment rate has fallen to 7.6%. The pace of decline in this measure will be dependent on a slower expansion of the workforce than the acceleration in the economy, alongside the extent of productivity.
- The CPI for November has fallen to 2.1%, a much more comfortable position for the MPC. Utility price increases are expected to keep CPI above the 2% target in 2014, before falling back again.
- The principal measure in the MPC's Forward Guidance on interest rates is the Labour Force Survey (LFS) unemployment rate. The MPC intends not to raise the Bank Rate from its current level of 0.5% at least until this rate has fallen to a threshold of 7%.
- The reduction in uncertainty and easing of credit conditions have begun to unlock demand, much of which has fed through to the housing market. In response to concerns over a house price bubble, the Bank of England announced a curtailment of the Funding for Lending Scheme, which will henceforth concentrate on business lending only.
- The MPC will not hesitate to use macro prudential and regulatory tools to deal with emerging risks (such as curtailing the FLS). Absent risks to either price stability or financial stability, the MPC will only tighten policy when it is convinced about the sustained durability of economic growth.
- Federal Reserve monetary policy expectations - the slowing in the pace of asset purchases ('tapering') and the end of further asset purchases - will remain predominant drivers of the financial markets. Tapering of asset purchases will begin in Q1 2014. The US political deadlock over the debt ceiling will need resolving in Q1 2014.
- The European backstop mechanisms have lowered the risks of catastrophic meltdown. The slightly more stable economic environment at the aggregate Eurozone level could be undone by political risks and uncertainty in Italy, Spain and Portugal (doubts over longevity of their coalitions). The ECB has discussed a third LTRO, as credit conditions remain challenging for European banks.
- China data has seen an improvement, easing markets fears. Chinese leaders have signalled possible monetary policy tightening.

- On-going regulatory reform and a focus on bail-in debt restructuring of is likely to prolong banking sector deleveraging and maintain the corporate credit bottleneck.

Forecast:

- Our projected path for short term interest rates remains flat. Markets are still pricing in an earlier rise in rates than warranted under Forward Guidance and the broader economic backdrop. The MPC will not raise rates until there is a sustained period of strong growth. However, upside risks weight more heavily at the end of our forecast horizon.
- We continue to project gilt yields on an upward path through the medium term. The recent climb in yields was overdone given the soft fundamental global outlook and risks surrounding the Eurozone, China and US.

	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16
Official Bank Rate													
Upside risk		0.25	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.75	0.75	0.75	1.00
Arlingclose Central Case	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk				-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
3-month LIBID rate													
Upside risk	0.20	0.25	0.30	0.35	0.40	0.50	0.55	0.60	0.65	0.70	0.75	0.80	0.80
Arlingclose Central Case	0.45	0.45	0.50	0.55	0.55	0.55	0.55	0.60	0.65	0.70	0.80	0.80	0.80
Downside risk	-0.25	-0.25	-0.25	-0.30	-0.30	-0.30	-0.35	-0.40	-0.45	-0.50	-0.55	-0.55	-0.55
1-yr LIBID rate													
Upside risk	0.35	0.30	0.35	0.40	0.45	0.50	0.60	0.70	0.75	0.75	0.75	0.80	0.80
Arlingclose Central Case	0.90	0.95	0.95	0.95	1.00	1.05	1.10	1.15	1.20	1.25	1.30	1.40	1.40
Downside risk	-0.25	-0.25	-0.25	-0.30	-0.35	-0.40	-0.45	-0.50	-0.50	-0.50	-0.50	-0.50	-0.50
5-yr gilt yield													
Upside risk	0.50	0.75	0.75	0.75	0.85	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Arlingclose Central Case	1.45	1.50	1.55	1.60	1.65	1.70	1.75	1.85	1.95	2.10	2.30	2.50	2.50
Downside risk	-0.50	-0.50	-0.50	-0.50	-0.55	-0.60	-0.60	-0.60	-0.65	-0.75	-0.80	-0.80	-0.80
10-yr gilt yield													
Upside risk	0.50	0.50	0.50	0.65	0.75	0.85	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Arlingclose Central Case	2.55	2.60	2.65	2.70	2.75	2.80	2.85	2.90	3.00	3.10	3.30	3.50	3.50
Downside risk	-0.50	-0.50	-0.50	-0.50	-0.55	-0.60	-0.60	-0.60	-0.65	-0.75	-0.80	-0.80	-0.80
20-yr gilt yield													
Upside risk	0.50	0.75	0.75	0.75	0.85	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Arlingclose Central Case	3.25	3.30	3.35	3.40	3.45	3.50	3.55	3.65	3.75	3.85	4.05	4.15	4.15
Downside risk	-0.50	-0.50	-0.50	-0.50	-0.55	-0.60	-0.60	-0.60	-0.65	-0.70	-0.75	-0.80	-0.80
50-yr gilt yield													
Upside risk	0.50	0.75	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Arlingclose Central Case	3.45	3.50	3.55	3.60	3.65	3.70	3.75	3.80	3.85	3.95	4.05	4.15	4.15
Downside risk	-0.50	-0.50	-0.50	-0.50	-0.55	-0.60	-0.60	-0.60	-0.65	-0.70	-0.75	-0.80	-0.80

Schedule 2 – Existing Investment & Debt Portfolio Position

	30/11/13 Actual Portfolio £m
External Borrowing:	
PWLB – Fixed Rate	217.0
PWLB – Variable Rate	80.6
Local Authorities	0.0
LOBO Loans	13.5
Total External Borrowing	311.1
Other Long Term Liabilities:	
PFI	17.4
Finance Leases	
Total Gross External Debt	328.5
Investments:	
<i>Managed in-house</i>	
Short-term investments	46.0
Long-term investments	0.0
Pooled Funds (<i>please list</i>)	4.8
Total Investments	50.8
Net Debt	277.7

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Appendix C – Prudential Indicators 2014/15

The Local Government Act 2003 requires the Council to have regard to the Chartered Institute of Public Finance and Accountancy's *Prudential Code for Capital Finance in Local Authorities* (the Prudential Code) when determining how much money it can afford to borrow. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that the Council has fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.

Estimates of Capital Expenditure: The Council's planned capital expenditure and financing can be summarised as follows.

Capital Expenditure and Financing	2013/14 Revised £m	2014/15 Estimate £m	2015/16 Estimate £m	2016/17 Estimate £m
General Fund	94.6	89.6	112.0	73.0
HRA	8.6	17.2	12.1	12.2
Total Expenditure	103.2	106.8	124.1	85.2
Capital Receipts	4.2	8.2	11.9	9.5
Government Grants	49.5	35.7	59.5	37.5
Revenue	8.4	16.5	11.4	11.5
Borrowing	41.1	46.5	41.4	26.6
Total Financing	103.2	106.8	124.1	85.2

Estimates of Capital Financing Requirement: The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose.

Capital Financing Requirement	31.03.14 Revised £m	31.03.15 Estimate £m	31.03.16 Estimate £m	31.03.17 Estimate £m
General Fund	269.5	308.1	341.4	359.7
HRA	163.9	165.0	165.0	165.0
Total CFR	433.4	474.1	506.4	524.7

The CFR is forecast to rise by £91.3m over the next three years as capital expenditure financed by debt outweighs resources put aside for debt repayment.

Gross Debt and the Capital Financing Requirement: In order to ensure that over the medium term debt will only be for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years. This is a key indicator of prudence.

Debt	31.03.14 Revised £m	31.03.15 Estimate £m	31.03.16 Estimate £m	31.03.17 Estimate £m
Borrowing	308.0	338.1	370.0	390.0
PFI liabilities	16.8	16.3	15.7	15.3
Total Debt	324.8	354.4	385.7	405.3

Total debt is expected to remain below the CFR during the forecast period.

Operational Boundary for External Debt: The operational boundary is based on the Council's estimate of most likely, i.e. prudent, but not worst case scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring. Other long-term liabilities comprise finance lease, Private Finance Initiative and other liabilities that are not borrowing but form part of the Council's debt.

Operational Boundary	2013/14 Revised £m	2014/15 Estimate £m	2015/16 Estimate £m	2016/17 Estimate £m
Borrowing	442.4	483.3	510.2	529.3
Other long-term liabilities	19.8	19.3	18.8	18.3
Total Debt	462.2	502.6	528.9	547.6

Authorised Limit for External Debt: The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Council can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

Authorised Limit	2013/14 Revised £m	2014/15 Estimate £m	2015/16 Estimate £m	2016/17 Estimate £m
Borrowing	452.4	493.3	520.2	539.3
Other long-term liabilities	22.3	21.78	21.3	20.8
Total Debt	474.7	515.1	541.4	560.1

Ratio of Financing Costs to Net Revenue Stream: This 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 financing costs, net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2013/14 Revised %	2014/15 Estimate %	2015/16 Estimate %	2016/17 Estimate %
General Fund	6.6	7.2	8.2	9.2
HRA	13.9	13.9	13.6	13.3

Incremental Impact of Capital Investment Decisions: This is an indicator of affordability that shows the impact of capital investment decisions on Council Tax and housing rent levels. The incremental impact is the difference between the total revenue budget requirement of the current approved capital programme and the revenue budget requirement arising from the capital programme proposed.

Incremental Impact of Capital Investment Decisions	2014/15 Estimate £	2015/16 Estimate £	2016/17 Estimate £
General Fund - increase in annual band D Council Tax	39.3	41.7	34.6
HRA - increase in average weekly rents	0.3	0.3	0.3

Adoption of the CIPFA Treasury Management Code: The Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2011 Edition* in November 2012.

Housing Revenue Account (HRA) Debt - The purpose of this limit is to report the level of debt imposed on the Council at the time of the implementation of self-financing by the department for communities and Local Government.

	2013/14 Estimate £M's	2014/15 Estimate £M's	2015/16 Estimate £M's	2016/17 Estimate £M's
HRA	165	165	165	165

Annual Minimum Revenue Provision Statement 2014/15

Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Council to have regard to the Department for Communities and Local Government's *Guidance on Minimum Revenue Provision* (the CLG Guidance) most recently issued in 2012.

The broad aim of the CLG Guidance is to ensure that debt is repaid over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

The CLG Guidance requires the Council to approve an Annual MRP Statement each year, and recommends four options for calculating a prudent amount of MRP. In summary these are:

Option 1 - For capital expenditure incurred before 1st April 2008, MRP will be determined in accordance with the former regulations that applied on 31st March 2008, incorporating an "Adjustment A" as defined in the former regulations.

Option 2 - For capital expenditure incurred before 1st April 2008 MRP will be determined as 4% of the Capital Financing Requirement in respect of that expenditure.

Option 3 - For capital expenditure incurred after 31st March 2008, MRP will be determined by charging the expenditure over the expected useful life of the relevant, on an equal sum or annuity basis, starting in the year after the asset becomes operational.

Option 4 - For capital expenditure incurred after 31st March 2008, MRP will be determined as being equal to the accounting charge for depreciation.

The Council utilises a combination of options 1 and 3 from the guidance, which involves the use of 4% for certain assets and spreading the provision across the useful economic life of others. The calculation is reviewed annually by the Council's external auditors as part of the audit of the Statement of Accounts.

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Meeting: Corporate Resources Overview and Scrutiny Committee
Date: 28 January 2014
Subject: Fees and Charges 2014/15
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Services.
Summary: The report proposes the revised fees and charges rates to be effective from 1 April 2014 and identifies those charges where increases are significantly different from the 2% advisory increase as per the 2014/15 Budget Strategy.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Denis Galvin, Head of Financial Performance
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

- | |
|--|
| <p>1. The annual review and setting of the Council's Fees and Charges are integral to the Council's Budget Strategy and the legal requirement to deliver a balanced budget. The review ensures a rigorous, responsible and realistic approach is taken to determine the appropriateness and relevance of the Council's schedule of fees and charges. Setting a balanced budget ensures the Council allocates its resources to deliver the priorities. These are:</p> <p><u>Enhancing Central Bedfordshire</u> – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.</p> <p><u>Improved educational attainment</u></p> <p><u>Promoting health and wellbeing, and protecting the vulnerable</u></p> <p><u>Better infrastructure</u> – improved roads, broadband reach and transport.</p> <p><u>Great universal services</u> – bins, leisure and libraries.</p> <p><u>Value for money</u> – freezing council tax.</p> |
|--|

Financial:

2. The financial implications are set out in the report.

Legal:

3. The Council has various powers to charge for aspects of the services it provides. The general rule is that when it is carrying out a statutory duty the Council can only make a charge where there is specific power to do so.

Section 93 of the Local government Act 2003 provides that when the Council is providing a discretionary service, it may charge for the service, provided the person receiving the service has agreed to its provision. Overall the income from such charges must not exceed the cost of the provision.

Risk Management:

4. Risks relating to service take-up and organisational reputation can be associated with increases to fees and charges that are perceived to be 'comparatively' high. The key risks are:

Subject to the level of increase (and in view of the current financial climate), services might become unaffordable to some members of the community, which may impact take-up and therefore overall income levels. This may also impact on the Council's reputation.

Those paying fees and charges may perceive that a higher than expected increase on any given area will be used to cross-subsidise increased costs of other service areas and not to cover the direct cost of the service they receive. This again may present a reputational risk.

Services subject to significant increases in fees might attract unfavourable media attention, which again could result in reputational damage to the Council.

Staffing (including Trades Unions):

5. Not applicable.

Equalities/Human Rights:

6. Where appropriate, Equalities Impact Assessments will be carried out for proposals.

Community Safety:

7. Not applicable.

Sustainability:

8. Not applicable.

Procurement:

9. Not applicable.

RECOMMENDATION(S):

The Committee is asked to:-

1. **Consider the report and associated appendices and comment as necessary to the Executive**

Background

10. The Council's Charging Policy states that *'All fees and charges will be reviewed annually and adjusted as necessary in line with the Council's charging policy. The Chief Finance Officer will provide services with guidance each year as to the maximum inflation rate that may be applied.'*
11. It also states that *'All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it will be necessary to examine all the factors set out below in accordance with good practice guidance i.e. the CIPFA Practical Guide for Local Authorities on Income Generation (Fully revised 2008).'* This was undertaken in 2010/11 with the Revenue Income Optimisation Project where successful business cases were integrated into the fees and charges as agreed by Council in February 2011 and published thereafter. The next review is scheduled for autumn 2014.
12. In accordance with the policy, the Chief Finance Officer has advised that the minimum inflation rate to be applied in line with the Corporate Budget Strategy is 2% which is below the latest reported Retail Price Index. Where there have been significant variations from this advisory level these have been identified at Appendix B.

General 2% increase

13. For the majority of services there will be a 2% increase for 2014/15. There are instances where this is not practically possible and these are highlighted in the following paragraphs. The detail of the changes is set out in Appendix A.

Appendices:

Appendix A – Fees and Charges Schedule
Appendix B – Non 2% Charges

Background papers and their location: (open to public inspection)

None

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Appendix A – Fees & Charges Schedule 2014/15

Note: yellow highlighting indicates national set charges or statutory charges.

Directorate: Social Care Health and Housing	2013/14 Rate	2014/15 Rate
	£	£
Housing		
Service Charges (VAT n/a) - per week (48 week basis)		
Door Entry Systems	0.20	0.20
District Heating	3.80 - 19.60	3.90 - 37.00
Communal Heating	0.10 - 4.20	0.10 - 5.70
Communal Cleaning	0.40 - 6.00	0.60 - 14.30
Communal Electric	0.10 - 6.90	0.10 - 9.90
Window Cleaning	0.30	0.30 - 0.50
General Management for sheltered and mini schemes	0.10 - 3.00	0.10 - 3.00
Staircase Lighting - General Dwellings	0.10 - 1.50	0.10 - 6.80
Supporting People Charges (VAT n/a) - per week (48 week basis)		
Red House Court	19.50	19.50
Other sheltered accommodation	19.40	19.40
Designated elderly person dwellings	6.90	6.90
Community Alarm System		
persons in council sheltered accommodation or disabled	3.80	3.80
not in council sheltered accommodation (includes VAT)	4.50	4.50
Guest Rooms		
Per night		
Single	9.50	10.00
Double	14.80	15.00
Laundry - per wash	2.00	2.00
Laundry - per dry	1.50	1.50
Garages VAT n/a)		
Per week exclusive of rates (48 week basis)		
Council Tenant	9.75	9.75
Not Council Tenant (includes VAT)	11.70	11.70

Directorate: Social Care Health and Housing	2013/14 Rate	2014/15 Rate
	£	£
Emergency Accommodation Management Fee (VAT n/a)		
Self contained accommodation	3.50	3.50
Shared accommodation single person	3.50	3.50
Shared accommodation family of 2	4.00	4.00
Shared accommodation family of 3+	4.50	4.50
Short Term Leased Properties (VAT n/a) - per week (52 weeks)	149.30	149.30
Homeless Hostels (VAT n/a) - per week (52 weeks)		
Scheme Manager	37.20	37.20
Communal Heating	1.50	1.50
Communal Electric	3.10	3.10
Heating & Domestic Hot Water	3.90 - 5.80	3.90 - 5.80
TV	0.30	0.30
Communal Cleaning	2.30	2.30
Window Cleaning	0.30	0.30
Communal Television (VAT n/a) - per week (48 week basis)	0.30	0.30
Lifeline Emergency Response (VAT n/a) - per week (48 week basis) - existing customers as at 31.03.2014	2.80	2.80
Lifeline Emergency Response (VAT n/a) - per week (48 week basis) - new customers from 01.04.2014		
Weekly rental		3.50
Installation Cost		25.00
Supply of additional pendant		50.00
No fault call out fee		25.00
Supply and fit key safe		80.00
Lifeline One Call set up cost		30.00
Annual subscription		14.40

	2013/14 Rate	2014/15 Rate
Directorate: Social Care Health and Housing	£	£
Outreach Service (VAT n/a)		
Lifeline + 1 visit from Sheltered Housing Officer per week	4.50	6.00
Lifeline + 2 visits from Sheltered Housing Officer per week	6.00	8.00
Lifeline + 3 visits from Sheltered Housing Officer per week	8.00	10.00
Charges for reference to banks & building societies (VAT n/a)	28.50	28.50
Consent for Cable Installations (VAT n/a)	123.70	123.70
Housing Act 2004 and Park Homes Enforcement (VAT n/a)		
Recipient of Housing Act or Park Homes Enforcement Notice (per person)	208.10	208.10
Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice	20% of cost	20% of cost
Houses of Multiple Occupation		
Licensing Scheme (per property) - license granted for 5 years	397.50	397.50
Traveller site pitch fees (VAT n/a) - per week (52 weeks)		
Single pitch	97.10	97.10
Double pitch	105.90	105.90
Service charges	9.60	9.60
Park Homes Charges (per pitch unless otherwise stated)		
Initial Licence Fee		53.32 (TBC)
Amendment or transfer fee (per site/application)		249.88 (TBC)
Site expansion amendment fee		27.68 (TBC)
Annual fee		12.38 (TBC)
Fit and Proper Persons Register Application (per application)		105.75 (TBC)
Fee for Depositing Site Rules (per Deposit)		30.91 (TBC)

	2013/14 Rate	2014/15 Rate
Directorate: Social Care Health and Housing	£	£
Private Sector Housing		
Fee for technical assistance with a Disabled Facilities Grant - % of cost (for grants not exceeding £27,000)		12%
Fee for technical assistance with a Renewals Grant - % of cost		10%
Fee chargeable in relation to Empty Homes cases - % of cost		10%
 Solicitor "Fast Track" enquiries		40.00
Immigration survey request - per survey		200.00
Sheltered Housing		
Sheltered Communal Lounge hire (per hour)	13.20	13.20
Lifeline Response Charge (VAT n/a - per response)	20.80	20.80

Directorate: Social Care Health and Housing	2013/14 Rate	2014/15 Rate
	£	£
Charges to Customers and Individuals		
Maximum Applicable charge following Financial Assessment		
Residential Care (VAT n/a)		
Linsell House (Home for Adults with Multiple Disabilities) (per week)	1,900.50	1,950.00
Day Opportunities and Day Care (VAT n/a)		
Day Centres for Adults with Learning Disabilities (per day)	52.50	54.00
Day and Social Centres for Older People (per day)	29.50	30.00
Travel to Day Centre (per journey)	1.50	1.55
Domiciliary Care		
Home Care (per hour) (VAT n/a)	18.20	17.00
Care provided in Supported Living units (per hour) (VAT n/a)	18.20	17.00
Care provided in Extra Care Sheltered Housing (per hour) (VAT n/a)	18.20	17.00
Telecare Services		
Telecare Service provided to meet eligible social care needs per week (VAT n/a)	4.10	4.20
Flat rate charge		
Meals: (VAT n/a)		
Frozen meal (per meal)	3.30	n/a
Hot meal (per meal)*	3.70	3.80
Meals at day centres (per meal)*	3.70	3.80
Telecare Monitoring Service		
Telecare Service provided outside social care eligibility criteria where customer has VAT exemption (VAT n/a)	4.10	4.20
Telecare Service provided outside social care eligibility criteria	4.90	5.00
Fee for Issue of a Blue Badge (statutory maximum charge)	10.00	10.00

Directorate: Social Care Health and Housing	2013/14 Rate	2014/15 Rate
	£	£
Charges to Organisations and Other Local Authorities		
Social Care Services		
Linsell House (Home for Adults with Multiple Disabilities) (per week)	1,900.50	2,100.00
Day Centres for Adults with Learning Disabilities incl. transport (per day) (VAT n/a)	64.50	66.00
Day Centres for Adults with Learning Disabilities excl. transport (per day) (VAT n/a)	52.50	54.00
Day Centres for Older People - per day incl. transport (per day) (VAT n/a)	43.80	45.00
Day Centres for Older People excl. Transport (per day) (VAT n/a)	29.50	30.00
Lettings: (VAT n/a)		
Side Room / Small Room up to 4 hours	29.40	30.00
additional hour	5.30	5.40
Main Hall up to 4 hours	42.00	43.00
additional hour	10.70	11.00
Kitchen up to 4 hours	14.10	14.50
Cost per Social Work hour	35.00	35.50
Best Interest Assessments / DoLs (based on ADASS regulations)	600.00	600.00

Directorate: Children's Services	2013/14 Rate	2014/15 Rate
	£	£
Music Service VAT (n/a)		
Lesson Setting (Per Term)	Direct Debit	Direct Debit
Lower Schools		
Group	86.90	88.60
Individual	130.50	133.00
Middle, Upper and Community		
Group	86.90	88.60
Individual 20 mins	130.50	133.00
Middle and Upper		
Individual 30 mins	195.60	199.50
Individual 40 mins	260.80	266.00
Out of County and non-LEA schools		
Group	92.50 - 90.70 by DD	93.35 - 92.50 by DD
Individual 20 mins	144.20 - 141.40 by DD	147.00 - 144.30 by DD
Individual 30 mins	216.30 - 212.10 by DD	220.60 - 216.30 by DD
School Transport		
Concessions & Post 16 bus pass		
per term	149.80	149.80
half term	74.75	74.75
year	406.80	406.80
Replacement Bus Pass	tour operators charge plus a handling fee of £10	tour operators charge plus a handling fee of £10

	2013/14 Rate	2014/15 Rate
Directorate: Improvement & Corporate Services	£	£
	rounded to nearest 0.10p where applicable	rounded to nearest 0.10p (£5.00 for Registration) where applicable
Freedom of Information		
Requests that require 18 hours or less to compile	No charge	No charge
Requests that require 18 hours to compile	450.00	450.00
Additional cost per hour	25.00	25.00
Disbursement Costs		
Postage under £20	No charge	No charge
Postage £20 or over	Actual cost	Actual cost
E-mail Transmission	No charge	No charge
CD / DVD per disk	5.50	5.50
Registration (Fees jointly agreed with Beds Borough under a Service Level Agreement)		
Marriages - Approved Premises		
Local Authority Venue Monday - Thursday	115.00	
Local Authority Venue Friday	120.00	
Local Authority Venue Saturday	170.00	
Outside Venue Monday - Friday	400.00	415.00
Outside Venue Saturday	475.00	490.00
Outside Venue Sunday	530.00	550.00
Marriages and Civil Partnerships - Approved Premises (Local Authority Venue)		
Ceremony Rooms with maximum capacity of 70-100: Monday -Thursday		135.00
Ceremony Rooms with maximum capacity of 70-100: Friday		150.00
Ceremony Rooms with maximum capacity of 70-100: Saturday		200.00
Ceremony Rooms with maximum capacity of 40-69: Monday -Thursday		125.00
Ceremony Rooms with maximum capacity of 40-69: Friday		140.00
Ceremony Rooms with maximum capacity of 40-69: Saturday		175.00
Ceremony Rooms with maximum capacity of 7-39: Monday -Thursday		120.00
Ceremony Rooms with maximum capacity of 7-39: Friday		120.00

	2013/14 Rate	2014/15 Rate
Directorate: Improvement & Corporate Services	£	£
Fees set by General Register Office (per item)		
Notice of Marriage	35.00	35.00
Notice of Civil Partnership	35.00	35.00
Register Office Marriage	45.00	45.00
Register Office Civil Partnership Registration	45.00	45.00
Standard certificate of birth, death or marriage - form closed register	10.00	10.00
Short birth cert from closed register	10.00	10.00
Short birth cert issued at time of registration	Free	Free
Any other short birth cert issued at time of registration	4.00	4.00
Any other short birth cert issued after the time of registration	7.00	7.00
Standard certificate of birth, death or marriage - at the time of registration	4.00	4.00
Standard certificate of birth, death or marriage - after the time of registration	7.00	7.00
Civil Partnerships - certified copy or extract issued at the time of registration	4.00	4.00
Civil Partnerships - certified copy or extract issued after the time of registration	10.00	10.00
Attendance to take a notice - housebound or detained (e.g. prison)	46.00	46.00
Attendance to take a notice - detained (e.g. prison)	67.00	67.00
Attendance of SR to conduct marriage or CP - housebound or detained	82.00	82.00
Attendance of SR to conduct marriage or CP - detained	93.00	93.00
Register marriage at Church, housebound or detained - Registrar's fee	84.00	84.00
Register marriage at Church, housebound - Registrar's fee	79.00	79.00
Register marriage at Church, detained eg prison - Registrar's fee	86.00	86.00
Certificate of worship (to licence a building for worship)	28.00	28.00
Licence a religious building for marriage	120.00	120.00
General Search of the Indexes	18.00	18.00
Coroners		
Supply of transcript of inquest on CD	33.00	5.00
Additional copies of CD	11.02	5.00
Charge for paper copies per document of 10 pages or less	1.10	5.00
Charge for paper copies for each additional page		0.50
Fee for transcription of an inquest hearing of 360 words or less		6.20
Fee for transcription of an inquest hearing of between 361 and up to and including 1439 words		13.10
Fee for transcription of an inquest hearing of 1440 words or more, for the first 1440 words		13.10
Fee for transcription of an inquest hearing of 1440 words or more, after the first 1440 words, per each additional 72 words or part thereof		0.70

	2013/14 Rate	2014/15 Rate
Directorate: Improvement & Corporate Services	£	£
Elections		
For each register per 1000 names or part thereof - data format	£20.00 plus £1.50 per 1,000 (or part thereof)	£20.00 plus £1.50 per 1,000 (or part thereof)
For each register per 1000 names or part thereof - printed format	£10.00 plus £5.00 per 1,000 (or part thereof)	£10.00 plus £5.00 per 1,000 (or part thereof)
Local Land Charges		
Full Residential Search (LLC1 and Con29)	133.00	133.00
Full Commercial Search (LLC1 and Con29)	201.00	201.00
LLC1 Certificate of Search	20.00	20.00
Con 29 Local Enquiries (Residential)	113.00	113.00
Con 29 Local Enquiries (Commercial)	181.00	181.00
Part II optional	15.00	15.00
Solicitors own question	25.00	25.00
Additional parcel of land	13.50	13.50
Personal Search	Free	Free
Copy documents	2.24	2.24
Human Resources		
Disclosure and Barring Service (DBS) Checks		
Cost Per DBS check		
Standard	26.00	26.00
Enhanced	44.00	44.00
Administrative Charge	20.40	21.00

	2013/14 Rate	2014/15 Rate
Directorate: Improvement & Corporate Services	£	£
Local Taxation		
Cost of Collection		
Administration charge on Court Costs		
Council Tax	83.00	83.00
NNDR	83.00	83.00
Communications		
Advertising in News Central		
Full page	1,600.00	News Central advertising is now provided on behalf of the council by Immediate Solutions. To find out about advertising rates and availability call 01422 354300
Half page	950.00	
Quarter page	550.00	
Eighth of page	280.00	
Legal Services		
S38	£133.00 per hour, minimum charge	£140.00 per hour, minimum charge
S278	£1100.00	£1155.00
Planning Agreements	173.00	182.00
	173.00	182.00
	Minimum charge	Minimum charge
Unilateral Undertaking (VAT n/a)	£500	£600
Notice of Registration (VAT n/a)	90.00	95.00
Consent to Postpone (VAT n/a)	90.00	95.00
Deed of Covenant (VAT n/a)	90.00	95.00
Consent to Sub-let (VAT n/a)	90.00	95.00
Deferred Payment Charge	225.00	236.00
ANO Paying	£133.00 per hour	£140.00 per hour
Leashold enquiries	£133.00 per hour	£140.00 per hour
	25p per sheet plus	25p per sheet plus
	£5 admin	£5 admin
Photocopying (external solicitors and other parties)		

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Public Protection		
Licences - Animals		
Riding Establishments		
Full Licence		
1-5 Horses	120.00	123.00
6-12 Horses	180.00	184.00
13+ Horses	250.00	255.00
Provisional Licence	25% of relevant full fee	25% of relevant full fee
Dangerous Wild Animals	190.00	194.00
Renewal of Dangerous Wild Animals	80.00	82.00
Pet Shops	190.00	195.00
Animal Breeders	175.00	180.00
Animal Boarding Establishments	120.00	123.00
Animal Home Boarding	175.00	180.00
Animal Boarding and Breeding	225.00	230.00
Zoos	50.00 Plus costs calculated on basis of officer	50.00 Plus costs calculated on basis of officer
Grant / New	hourly rate for each hour spent	hourly rate for each hour spent
Renewal	Hourly rate = 45.00	hourly rate for each hour spent
Performing Animals (per licence)	33.00	34.00
Hackney Cabs and Private Hire Vehicles		
Licence Fee (12 months or less)		
Private Hire - New	240.00	250.00
Private Hire - Renew	162.00	170.00
Hackney Carriage - New	290.00	300.00
Hackney Carriage - Renew	220.00	230.00
Replacement Plate	25.00	26.00
Temporary Replacement Vehicle (3 Month Licence)	90.00	95.00
Variation / withdrawal / application administration fee	25.00	26.00
Private Hire Vehicle and Hackney Cab Driver Licence		
New or renewal combined 3 year driver's licence	150.00	155.00
New or renewal combined 1 year driver's licence	90.00	95.00
Driver Knowledge Test	25.00	26.00
Replacement badge	20.00	21.00
DBS enhanced check		44.00
Disclosure and Barring Scheme		15.00 admin fee
DVLA enquiry fee		7.00
Variation / withdrawal / application administration fee	25.00	26.00
Private Hire Operators Licence		
New Private Hire Operators Licence	195.00	200.00
Renewal Private Hire Operators Licence	72.00	75.00
Hackney cab and private hire vehicle licence - pre- application advice		
Per hour	25.00	26.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Transfer of Ownership of Vehicles		
Where the ownership of a vehicle already licensed by Central Bedfordshire Council is transferred to another person the following fees will be due by the new owner upon receipt of a successful application	110.00	115.00
Where the vehicle licence is transferred and is to remain in force until its expiry date	110.00	115.00
Petroleum Licence Fees		
Up to 2,499 litres		
1 year	42.00	42.00
3 years	126.00	126.00
2,500 up to 50,000 litres		
1 year	58.00	58.00
2 years		
3 years	174.00	174.00
Over 50,000 litres		
1 year	120.00	120.00
2 years		
3 years	360.00	360.00
Transfer of Petroleum Licence	8.00	8.00
Other Licensing		
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing		
One-off registration fees:		
Premises	151.90	155.00
Person	142.80	146.00
Person(if member of accredited body)	45.00	46.00
Lottery Cert		
Grant (statutory fee / charge)	40.00	40.00
Renewal (statutory fee / charge)	20.00	20.00
Gambling Act 2005 Premises Licence Fees:		
New Premises Licence	600.30	615.00
Vary a Premises Licence	600.30	615.00
Transfer a Premises Licence	154.00	158.00
Re-instatement of a Premises Licence	273.70	280.00
Provisional Statement	600.30	615.00
Premises Licence with a Provisional Statement	107.20	110.00
Copy of Licence	20.00	21.00
Notification of Change of Address	33.30	34.00
Annual Premises Licence Fee	273.70	280.00
Sex Shop/Cinema		
Grant	593.00	610.00
Renewal	416.20	425.00
Transfer or Variation	416.20	425.00
Sexual Entertainment Venues		
Grant	1,394.10	1,430.00
Renewal	998.80	1,025.00
Transfer or Variation	998.80	1,025.00
Poisons Act 1972:		
New entry or change of name on list	34.00	35.00
Subsequent renewal of name on list	18.00	19.00
Alteration to premises (where listed person is entitled to sell)	9.20	10.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Explosives Manufacture and Storage of Explosives Regulations 2005		
Storage:		
New - one year licence	178.00	178.00
New - two year licence	234.00	234.00
Renew - one year licence	83.00	83.00
Renew - two year licence	141.00	141.00
Registration:		
New - one year licence	105.00	105.00
New - two year licence	136.00	136.00
Renew - one year licence	52.00	52.00
Renew - two year licence	83.00	83.00
Variations/Replacements/Transfers	35.00	35.00
Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)	500.00	500.00
Contaminated Land		
Contaminated Land Enquiries		
To provide additional information to solicitors, developers etc.	90.50	93.00
Food		
Food Export Certificate	53.00	55.00
Food Hygiene Course Lecturing	65.60	67.00
Food Premises Register		
Full	1,009.20	1,030.00
Single Entry	19.80	20.00
Primary Authority status		
Other - Public Protection		
Water Sampling	Cost Recovery	Cost Recovery
Voluntary Surrender Certificate	105.10	108.00
Preparation of report for accident investigation	69.70	72.00
Street Trading - annual	390.20	400.00
Street Trading - One off event	87.40	90.00
Trading Standards		
Annual Membership Fee	189.30	189.30
Renewal Fee for Existing Member	142.50	142.50
United Kingdom Trade Confederation Membership Fee	159.20	159.20
United Kingdom Trade Confederation Renewal Fee	159.20	159.20
Trading Standards Approved Stickers		
per 100	13.60	13.90
per 500	18.80	19.00
per 1000	25.00	25.50
Consumer Guide Leaflet		
per 100	30.20	30.50
per 500	76.00	77.50
per 1000	155.00	158.50
Trading Standards Approved Plaque	38.50	39.50
Replacement/Additional Membership Certificate	13.60	13.90

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Licensing Act 2003		
Temporary Event Notices - new application		21.00
Premises Licences/club certificates - new application/variation fee:		
Rateable value band A - new application/variation fee		100.00
Rateable value band A - renewal fee		70.00
Rateable value band B - new application/variation fee		190.00
Rateable value band B - renewal fee		180.00
Rateable value band C - new application/variation fee		315.00
Rateable value Band C - renewal fee		295.00
Rateable value Band D - new application/variation fee		450.00
Rateable value Band D - renewal fee		320.00
Rateable value Band E - new application/variation fee		635.00
Rateable value Band E - renewal fee		350.00
In addition, a multiplier will be applied to town and city centre pubs (those in bands D and E) where they are exclusively or primarily in the business of selling alcohol:		
Rateable value Band D (x2) - town centre pub application fee		900.00
Rateable value Band D (x2) - town centre pub annual charge		640.00
Rateable value Band E (x3) - town centre pub application fee		1,905.00
Rateable value Band E (x3) - town centre pub annual charge		1,050.00
Minor Variation to Premises Licence		89.00
Transfer responsibility from DPS to management committee (where the premises already has a DPS)		23.00
Transfer of DPS on new applications or variations to add alcohol sales		Full/new variation fee
Personal Licence New/Renewal		37.00
Personal Licence Change Name/address		10.50
New from October 2013		
Scrap Metal Dealers Licence		
Collectors Licence (3 years)		455.00
Site Licence (3 years)		530.00
Community Safety		
Community Safety - Fixed Penalty Notices - charging the maximum allowed by law	Maximum / Discounted	Maximum / Discounted
Nuisance parking - cars for sale and repair	100 / 60	100 / 60
Abandoning a vehicle	200 / 140	200 / 140
Litter	80 / 50	80 / 50
Street litter control notices and litter clearing notices	100 / 60	100 / 60
Unauthorised distribution of free literature	80 / 50	80 / 50
Graffiti and fly posting	80 / 50	80 / 50
Failure to produce authority (Waste Transfer Notes)	300 / 200	300 / 200
Failure to possess a Waste Carriers Licence	300 / 200	300 / 200
Offence in relation to waste receptacles	100 / 60	100 / 60
Offences under Dog Control Orders	80 / 50	80 / 50
Failure to nominate key holder and inform Local Authority	80 / 50	80 / 50
Noise from licensed premises under Noise Act 1996	Not adopted	Not adopted
Allowing a dog to foul under Dog Fouling of Land Act 1979/Environmental Protection Act 1990	50.00 / no discount	50.00 / no discount

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Pest Control		
VAT included at current standard rate		
Rats (First infestation treated in a twelve month period)	0.00	see below
Rats (Subsequent infestation treated in a twelve month period)	57.20	
Rats (charge for each infestation treated in a twelve month period)		60.00
Rats Concession	28.60	30.00
Mice (First infestation treated in a twelve month period)	0.00	see below
Mice (Subsequent infestation treated in a twelve month period)	57.20	
Mice (charge for each infestation treated in a twelve month period)		60.00
Mice Concession	28.60	30.00
Bedbugs (First infestation treated in a twelve month period)	0.00	see below
Bed Bugs (Subsequent infestation treated in a twelve month period)	57.20	
Bed Bugs (charge for each infestation treated in a twelve month period)		60.00
Bedbugs Concession	28.60	30.00
Cockroach (First infestation treated in a twelve month period)	0.00	see below
Cockroaches (Subsequent infestation treated in a twelve month period)	57.20	
Cockroaches (charge for each infestation treated in a twelve month period)		60.00
Cockroach Concession	28.60	30.00
Wasps (First nest)	62.40	see below
Wasps		68.00
Wasps (Concession)	31.20	34.00
Ants	67.60	68.00
Ant (Concession)	33.80	34.00
Fleas	67.60	68.00
Flea (Concession)	33.80	34.00
Dog Control		
Veterinary fee	Cost Recovery	Cost Recovery
Direct return to owner where dogs are chipped / tagged	27.50	28.00
Owner collects from kennels	54.70	56.00
Kennelling (per night)	10.90	11.00
Warden collects dog from kennels and returns to owner	109.20	112.00
Kennelling (per night)	10.90	11.00
Waste - other charges		
VAT included at current standard rate		
Bulky Waste		
To collect bulky waste from domestic premises (per load or part thereof)	50.00	50.00
Concession	25.00	25.00
Fridges & Freezers		
To collect fridges and freezers from domestic premises	39.10	40.00
Concession	19.55	20.00
Cement Bound Asbestos		
To collect cement-bound asbestos from domestic premises:	Assessed on individual case basis contact the Service	Assessed on individual case basis - contact the Service
Persons in receipt of means tested benefit	Assessed on individual case basis contact the Service	Assessed on individual case basis - contact the Service

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Abandoned / End-of-life Vehicles		
To collect and dispose of end-of-life vehicles from domestic premises	Free (except caravans - contact the service)	see below
To collect and dispose of end-of-life vehicle or abandoned vehicles from non-domestic premises	28.10	
To collect and dispose of end-of-life vehicles		Free
To collect and dispose of end-of-life caravans		170.00
Highways and Transportation		
Temporary Traffic Regulation Orders (including where orders extended by applicant)		
Orders from companies	1,250.00	1,280.00
Orders from individuals	750.00	770.00
Temporary Traffic Regulation Orders for special events	1,250.00	1,280.00
Special Events Orders for charities and local authorities		
	155.00	160.00
Emergency Traffic Regulation Orders either through Highways or Countyside Access Teams		
Orders from companies	625.00	645.00
Orders from individuals	375.00	380.00
Scaffold Licences, excavation of carriageway and hoarding	105.00	108.00
Streetworks Licences		
	260.00	267.00
Road Opening Permit Fee (non refundable)	95.00	97.00
Road Opening Permits (Refundable Bond) - less £100 inspection fee	450.00	461.00
Additional charge for above, over 5m2 (Refundable Bond)	90.00 per m2	92.00 per m2
Additional charge for excavations of footway or verge (Refundable Bond)	30.00 per m2	31.00 per m2
Developer Directional Signage - per application (non refundable)	140.00	145.00
Developer Directional Signage (per sign) refundable deposit	60.00	or cost if higher 62.00
Off Street Car Parking Charges		
VAT applicable included at current standard rate		
Dunstable		
West Street (2hr time limit)	Free	Free
Westfield Road (3 hr time limit)	Free	Free
Houghton Regis		
Bedford Square (3 hr time limit)	Free	Free
Tithe Farm Road (3 hr time limit)	Free	Free
Leighton Buzzard		
Baker Street (2 hr time limit)	Free	Free
Linslade		
New Road (2 hr time limit)	Free	Free
Off Street Car Parking Charges Aston Square, St Mary's Gate, Eleanor's Cross		
2 Hour	0.50	0.50
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Off Street Parking Charges - Flitwick		
Monday to Friday		5.00
Saturday and Sunday		1.00
Off Street Parking Charges - all other		
1 Hour	0.50	0.50
2 Hour	1.00	1.00
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00
Other parking charges		
Excess Overnight Charge for parking in multi storey car park		12.00
Overnight parking (before 6.00am and after 8.00pm) - off street	Free	Free
Sunday parking	Free	Free
Lost car park token		6.00
Penalty Charge Notices		
Charges set by government as national standard and cannot be changed without the direction of the government (VAT N/A)		
Standard Rate	70.00 (high level) 50.00 (low level)	70.00 (high level) 50.00 (low level)
Discounted Rate- if paid within 14 days	35.00 (high level) 25.00 (low level)	35.00 (high level) 25.00 (low level)
Charge Certificate stage	105.00 (high level) 75.00 (low level)	105.00 (high level) 75.00 (low level)
Court and Bailiff Stage	110.00 (high level) plus costs 80.00 (low level) plus costs	110.00 (high level) plus costs 80.00 (low level) plus costs
Permits		
Resident Permit per annum	10.00	10.00
Resident Permit: Incremental increased fee - 2nd vehicle	70.00	70.00
Resident Permit: Incremental increased fee -3rd and subsequent vehicle	90.00	90.00
Commercial Permit (for town centre businesses) (for use in CBC car parks)		
12 months	386.00	386.00
Employee (for town centre workers) (for use in CBC car parks)		
12 months	386.00	386.00
3 months	129.00	129.00
1 month	52.00	52.00
Market Trader Allocated Parking Bay - per pitch per market day		
12 months	64.00	64.00
1 day	3.50	3.50
General Public Permit (for use in CBC car parks) - 1 week	12.80	12.80
Dispensation - per day	5.00	5.00
Dispensation: per week	20.00	20.00
Visiting Carers Permit		Free
Book 25 visitor's day tickets	30.00	30.00
Disabled badge holders	Free in designated bays only	Free in designated bays only

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Highway Licences		
Deposit for scaffolding on or over highway	No charge	No charge
Deposit for hoarding/fences on highway	No charge	No charge
Consent to deposit materials on the highway	35.00	36.00
Oversailing of crane over the highway	105.00	108.00
Permission to place skip on highway	35.00	36.00
Provision of estimate for construction of crossover	105.00	110.00 (+ 10% admin fee)
Construction of crossover	At cost	At cost
Mobile Food Trading		
First application inspection fee		
	51.00	52.50
Annual fee	510.00	525.00
Provision of H bar road markings	Cost	Cost
Charges for damaged highway assets	Cost	Cost
Concessionary Fares		
Replacement concessionary travel permits	10.00	10.50
Travel Aid Scheme	5.00	5.00
Room Hire Charges - hourly rate		
NB Requests for use of space (other than meeting rooms) will be negotiated by the library service on an individual basis		
Library Meeting Rooms:		
Flitwick Meeting Room:		
Within opening hours		
Commercial	19.80	21.50
Community	9.90	10.50
Outside opening hours		
Commercial	33.30	36.50
Community	23.50	25.50
Flitwick Small Meeting Room:		
Within opening hours:		
Commercial	13.60	14.00
Community	6.70	7.00
Outside opening hours:		
Commercial	26.00	29.00
Community	19.80	22.00
Biggleswade Ivel Room:		
Within opening hours:		
Commercial	13.60	14.00
Community	6.70	7.00
Outside opening hours:		
Commercial	26.00	29.00
Community	19.80	22.00
Leighton Buzzard Learning Room 1 (first floor):		
Within opening hours:		
Commercial	n/a	14.00
Community	n/a	7.00
Outside opening hours:		
Commercial	n/a	29.00
Community	n/a	22.00
Leighton Buzzard Learning Room 2 (first floor):		
Within opening hours:		
Commercial	n/a	20.00
Community	n/a	10.00
Outside opening hours:		
Commercial	n/a	35.00
Community	n/a	25.00
Leighton Buzzard Activities Room:		
Within opening hours:		
Commercial	n/a	10.00
Community	n/a	5.00
Outside opening hours:		
Commercial	n/a	25.00
Community	n/a	20.00
Sandy Library Meeting Room (within opening hours):		
Commercial	13.60	14.00
Community	6.70	7.00
Houghton Regis Library Meeting Room (within opening hours):		
Commercial	13.60	14.00
Community	6.70	7.00
Dunstable Library Meeting Room (within opening hours):		
Commercial	13.60	14.00
Community	6.70	7.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Leighton Buzzard Theatre - Meeting Rooms (hourly charge):		
Leighton Buzzard Theatre Lounge Area:		
Within opening hours:		
Commercial	26.00	27.00
Community	18.40	19.00
Outside opening hours:		
Commercial	n/a	42.00
Community	n/a	34.00
Leighton Buzzard Theatre Meeting Room:		
Within opening hours:		
Commercial	20.40	21.00
Community	13.30	13.50
Outside opening hours:		
Commercial	n/a	36.00
Community	n/a	28.50
Leighton Buzzard Theatre Prices		
Auditorium - Non Performance		
Commercial per hour	40.80	42.00
Non commercial per hour	30.60	32.00
Sunday per hour - (4 hours minimum)	51.00	53.00
Auditorium - Performance		
VAT applicable at current standard rate		
Commercial - Mon-Wed per hour (4 hours minimum)	46.00	47.00
Non commercial - Mon-Wed per hour (4 hours minimum)	40.80	42.00
Commercial - Mon-Wed 9.30 to 23.00	591.60	609.00
Non commercial - Mon-Wed 9.30 to 23.00	510.00	525.00
Commercial - Thur-Sat per hour (4 hours minimum)	56.10	58.00
Non commercial -Thur-Sat per hour (4 hours minimum)	51.00	53.00
Commercial - Thur-Sat 9.30 to 23.00	663.00	683.00
Non commercial Thur-Sat 9.30 to 23.00	561.00	578.00
Auditorium - Non Performance Plus Meeting Room		
Commercial per hour		52.00
Non-Commercial per hour		38.00
Sunday per hour - (4 hours minimum)		73.00
Auditorium - Performance Plus Meeting Room		
VAT applicable at current standard rate		
Commercial per hour (4 hours minimum)		67.00
Non-Commercial per hour (4 hours minimum)		50.00
Commercial - Mon-Wed 9.30 to 23.00		685.00
Non-commercial - Mon-Wed 9.30 to 23.00		575.00
Commercial - Thur-Sat per hour (4 hours minimum)		78.00
Non commercial -Thur-Sat per hour (4 hours minimum)		60.00
Commercial - Thur-Sat 9.30 to 23.00		757.00
Non commercial Thur-Sat 9.30 to 23.00		628.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Other Charges		
Technician per hour - VAT applicable at standard rate	20.40	21.00
Late Vacating - to be charged at the appropriate hourly rate above (minimum charge one hour) -for VAT see above	30.60	See hourly rate above
Block bookings of 5 days inclusive of 'get in and get out' 20% discount		
Note - Technical hire is a separate item. In addition to the Fees and Charges a number of long standing and regular hirers have 'side agreements' within the Terms & Conditions of hire		
Libraries		
All items for hire are free to Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia		
Audio Visual (per item)		
CDs - per week		
Standard rate	1.00	1.00
Concessions	0.50	0.50
Videos - per week		
Standard rate	1.50	1.50
Concessions & children's Videos	0.80	0.80
DVD's - per week		
Standard rate	2.35	2.50
Concessions and children's DVDs	1.25	1.25
Spoken Word CDs and Cassettes (3 week loan period)		
Standard rate	1.35	1.50
Concessions	0.75	0.75
Library Fines		
Standard		
per day open	0.25	0.26
Maximum (after 5 weeks)*	7.50	7.80
Concessions		
per day open	0.12	0.13
Maximum (after 5 weeks)*	3.60	3.90
Children's Tickets and Children's Books		
per day open	0.05	0.07
Maximum (after 5 weeks)*	1.50	2.10
CD's, DVD's and Videos.	Further hire charge is made	Further hire charge is made
Lost and Damaged items	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager
Magazines - charged at face value plus	0.00	0.65
No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children's books, adult books damaged by a child, or damaged audio visual items still apply.		
British Library Lost Book Charge		
(50% remission if subsequently returned)	Actual + 3.40 admin fee	Actual + 3.50 admin fee
Requests (viewpoint and staff assisted) charge per request		
Standard rate	1.20	1.20
Children's rate		
	No charge	No charge
Concessions	0.60	0.60
Additional charge for books borrowed from outside Bedfordshire	2.20	2.50
Vocal scores : per set of 5 - 30	6.10	6.10
Vocal scores per set of 31+	12.20	12.20
Request charges for 16 – 18 year olds are at the concessionary rate	0.60	0.60

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Lost Ticket Replacement		
Charge per lost ticket (Adult only)	1.00	1.50
Libraries - Photocopies and Print Outs - VAT included at standard rate		
i) Black and white photocopies, fax, CD-ROM and internet prints		
Per copy A4	0.10	0.10
A3	0.15	0.15
ii) Black and white microfilm reader/printers		
Per copy A4	0.35	0.35
iii) Colour CD-ROM and Internet prints		
containing photographs, artwork or charts	0.50	0.50
iv) Colour photocopies		
Per copy A4	1.00	1.00
A3	1.50	1.50
(Use discretion where library only has colour printers and print would have been b & w if available)		
Libraries fax charges per copy sent - Vat included at standard rate		
UK		
first sheet	1.50	1.55
subsequent sheets	0.70	0.75
Europe & N America		
first sheet	2.90	2.90
subsequent sheets	1.50	1.60
Rest of world		
first sheet	4.20	4.20
subsequent sheets	2.10	2.30
Receiving faxes (per sheet)	1.00	1.00
Receiving faxes from premium rate lines		
standard charge	3.40	3.50
plus price per sheet	1.00	1.20
Occasional local publications (to be agreed with Operations Manager)		At cost +commission
Events and activities for adults and children		Charge to be determined as appropriate by the service for events and activities outside the core offer
Internet access		
VAT included at standard rate		
First 2 hours		Free
Per hour		1.00
Archives - charges set by Bedford Borough as part of its responsibility under the SLA (published on their internet site)		

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Building Control		
duplicate certificate - administration charge on projects prior to 1st April 2003	29.50	30.00
confirmation of satisfactory final inspection where certificate has not previously been issued	29.50	30.00
Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs)	59.50	60.00
Sale of Plans - VAT applicable at standard rate		
A2	9.40	10.00
A1	11.90	12.00
A0	15.10	16.00
Street Naming		
Existing Property - House Name Change	60.20	62.00
New Property - Naming / Numbering		
1-5 Plots	180.50	185.00
6-25 Plots	301.90	310.00
26-75 Plots	725.20	750.00
76+ Plots	997.60	1,030.00
Additional charge where this includes naming a building (e.g. block of flats)	241.70	250.00
Existing Street - Rename	301.90	310.00
Existing Street - Rename - additional charge per property	60.20	62.00
New Street - Additional charge to house numbering where this includes naming of a street	241.70	250.00
Existing properties - additional charge where this includes naming of a building (e.g. block of flats)		
Heritage		
Use of Historic Environmental Records (HER):		
Per hour by visit	46.80	48.00
Per hour by remote enquiry	67.60	69.00
Development Management		
High Hedges		
High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003	700.00	720.00
Concession for applicants on means tested benefit	50% reduction	
Section 106 Town & Country Planning Act 1990 Agreement - Larger Colour Documents	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Tree Preservation Orders	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Completion Certificates		
Section 106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings)		
Unilateral Undertakings	312.10	320.00
Agreements	468.20	480.00
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works before a signed Agreement for a proposed road scheme is in place	11%	11% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works after a signed Agreement for a road scheme is in place	8.50%	8.5% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated
Section 278 Highways Act 1980 Agreements - Administration of schemes for the improvement or alteration to a public highway - percentage of fee based on scheme value	7%	7%
Highway Enquiry and Search letters: per standard enquiry	16.00	17.00
Highway Enquiry & Search Letters : per non standard enquiry including VAT	49.20	51.00
Minerals Letters: per enquiry	43.70	45.00
Planning Application fees http://www.planningportal.gov.uk/planning/usefultools	Charges set nationally	
Mineral & Landfill Monitoring Fees - (nationally set fees)		
Current Site	Charges set nationally - not yet set	

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Rights of Way		
Growth and Infrastructure Act documents:		
Landowner Statements (village greens)		
Processing applications:		Cost Recovery using flat rate fee of £48.00 per hr
	44.80	
Additional site notices		£20 each + mileage and travel time at £48/ hour
Highways statements and declarations (section 31 deposits)		
Processing applications		Cost Recovery using flat rate fee of £48.00 per hr
Definitive Map Modification Orders		
All aspects of processing applications	No Charge	No Charge
Public Path/Town & Country Planning Act Orders		
Pre application advice - only charged if an application is subsequently submitted and an order made.		Cost Recovery using flat rate fee of £48.00 per hr
	Cost Recovery	
Processing where no objection received		
	Cost Recovery	£2,000 or actual cost
Processing past point where an objection is received	No Charge	No Charge
Advertising costs		Cost Recovery based on charges from publishing paper
	Cost Recovery	
Public documents		
All copies listed below, sent by post, are subject to £2 P&P charge		
Definitive Statement	0.62	1.00
Confirmed Orders	3.70	4.00
Policy statements	11.40	12.00
Documents/requests relating to statutory procedures		
Completed user evidence forms	0.62	1.00
Witness interview write ups	0.62	1.00
Statutory declarations by Council officers [per hour]	35.40	48.00
Certified true copy of Definitive Statement	0.62	1.00
Certified true copy of Definitive Map		
per copy A4	22.50	23.20
per copy A3	30.00	31.00
per copy 60x80cm	40.00	41.20
GIS Maps		
A4	3.70	3.80
A3	7.20	7.50
A2	15.10	15.50
A1	19.30	20.00
A0	49.50	51.00
Other		
One-off Definitive Map searches, planning enquiries etc		
	58.10	60.00
Produce plan		Cost Recovery using flat rate fee of £48.00 per hr
	35.40	
Adult Skills Service		
Room Hire - Kingsland & Samuel Whitbread - per hour		
Within business hours		
Commercial	n/a - new	20.00
Community	n/a - new	10.00
Outside business hours		
Commercial	n/a - new	30.00
Community	n/a - new	20.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Rights of Way		
Growth and Infrastructure Act documents:		
Landowner Statements (village greens)		
Processing applications:		Cost Recovery using flat rate fee of £48.00 per hr
	44.80	
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Processing where no objection received	Cost Recovery	
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Advertising costs	Cost Recovery	Cost Recovery based on charges from publishing paper
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per copy 60x80cm	40.00	41.20
GIS Maps		
A4	3.70	3.80
A3	7.20	7.50
A2	15.10	15.50
A1	19.30	20.00
A0	49.50	51.00
Other		
One-off Definitive Map searches, planning enquiries etc	58.10	60.00
Produce plan	35.40	Cost Recovery using flat rate fee of £48.00 per hr
Adult Skills Service		
Room Hire - Kingsland & Samuel Whitbread - per hour		
Within business hours		
Commercial	n/a - new	20.00
Community	n/a - new	10.00
Outside business hours		
Commercial	n/a - new	30.00
Community	n/a - new	20.00

Pre-Application Advice – Charging & Information

CATEGORY	TYPE OF DEVELOPMENT	FEE
1	50 dwellings + Please speak to a Planning Officer regarding undertaking a PPA	£2,000 + £100 per dwelling
2	3000sqm + or 30-49 dwellings	£2,000
3	2000sqm – 2999sqm or 20 – 29 dwellings	£1,200
4	1000sqm – 1999sqm or 10 – 19 dwellings	£800
5	Under 1000sqm or 5 – 9 dwellings	£500
6	2 – 4 dwellings	£250
7	1 dwelling including replacement dwellings	£150
8	Household extensions, alterations, outbuildings, PD check or Change of Use (no floor space created) N.B. A formal determination can be obtained through a Lawful Development Certificate for half the normal planning fee.	£70

Categories 1- 4: 8 weeks process, up to 2 hours of officer meeting time, a written response, full consultation with relevant planning consultees

Categories 5- 6: 28 day process, up to an hour of officer meeting time, a written response, full consultation with relevant planning consultees

Category 7: 28 day process, a written response, full consultation with relevant planning consultees

Category 8: 28 day process, a written response, consultation at case officer's discretion.

Free – Listed Building Advice, Tree Preservation Advice, Requests for Information.

Any development not falling within the above categories please contact the planning department to discuss a fee for pre-application advice, this is likely to be no more than £500.

Building Regulation Charges			
2013/14 & 2014/15 Rates			
Standard Charges for the creation or conversion to New Dwellings			
No of Dwellings	Full Plans		Building Notice Charge
	Plan Charge	Inspection Charge	
	£	£	£
1	195.00	460.00	655.00
2	255.00	515.00	770.00
3	315.00	635.00	950.00
4	375.00	690.00	1,065.00
5	435.00	870.00	1,305.00
6	495.00	930.00	1,425.00
7	555.00	985.00	1,540.00
8	615.00	1,110.00	1,725.00
9	675.00	1,225.00	1,900.00
10	725.00	1,350.00	2,075.00
11	775.00	1,420.00	2,195.00
12	825.00	1,490.00	2,315.00
13	875.00	1,615.00	2,490.00
14	925.00	1,685.00	2,610.00
15	975.00	1,815.00	2,790.00
16	1,025.00	1,880.00	2,905.00
17	1,075.00	2,005.00	3,080.00
18	1,125.00	2,075.00	3,200.00
19	1,175.00	2,205.00	3,380.00
20	1,225.00	2,335.00	3,560.00

Domestic Extensions to a Single Building					
SINGLE STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building	Additional Charge
		£	£	£	£
1	Single Storey Extension floor area not exceeding 40m2	160.00	195.00	355.00	60.00
2	Single Storey Extension exceeding 40m2 but not exceeding 60m2	160.00	285.00	445.00	60.00
3	Single Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00

TWO STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building	Additional Charge
		£	£	£	£
4	Two Storey Extension floor area not exceeding 60m2	160.00	285.00	445.00	60.00
5	Two Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00

LOFT CONVERSIONS					
Category	Description	Plan Charge	Inspection Charge	Building	Additional Charge
		£	£	£	£
6	Loft conversion not exceeding 40m2 floor area	160.00	255.00	415.00	60.00
7	Loft conversion exceeding 40m2 floor area but not exceeding 100m2	160.00	375.00	535.00	60.00

GARAGES AND CARPORTS					
Category	Description	Plan Charge	Inspection Charge	Building	Additional Charge
		£	£	£	£
8	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m2	160.00	140.00	300.00	60.00
9	Conversion of a garage to a dwelling to a habitable room(s)	210.00	Nil	210.00	60.00
10	Alterations to extend or create a basement up to 100m2	210.00	Nil	210.00	60.00

DOMESTIC ALTERATIONS TO A SINGLE BUILDING						
Category	Description	Basis of Charge	Plan Charge	Inspection Charge	Building Notice Charge	Reduction for work carried out at the same time as an extension
		£	£	£	£	
1	The installation of a controlled fitting or other building work ancillary to the building of an extension	Included in charge for extension	n/a	n/a	n/a	n/a
2	Traditional Underpinning	Up to 25m in length	265.00	Nil	265.00	50.00
3	Renovation of a thermal element	Fixed Price	200.00	Nil	200.00	50.00
4	Other Alterations, installations of fittings (not electrical) and/or structural alterations. (If ancillary to the building of an extension no additional charge)	Fixed Price Based on Estimated Cost Bands				
		Estimated Cost up to £5000	175.00	Nil	175.00	
		Estimated Cost exceeding £5000 up to £25,000	175.00	150.00	325.00	
		Estimated cost exceeding £25,000 up to £50,000	175.00	300.00	475.00	
		Estimated cost exceeding £50,000	175.00	360.00	535.00	

PRE-APPLICATION ENQUIRY CHARGING REGIME FOR MINERALS & WASTE

Pre-application advice in writing following a formal written enquiry, including allowance for a single meeting with one or two officers for up to 2 hours

A flat fee of £510 will be charged for pre-application advice on the following matters:

1. Waste Management Development including landfilling, landraising, built development and associated land/facilities. These would include, but not exclusively, energy from waste facilities, gasification plants, mechanical biological treatment (MBT)_pyrolysis, composting, anaerobic digesters, household recycling centres, waste transfer stations, materials recycling facility,
2. New mineral winning and working sites and extensions including the use of land for storage of minerals in the open or for the deposit of materials remaining after mineral extraction and any
3. All applications for variations of existing planning permissions for Waste Management Development including landfilling, waste disposal and landraising and the winning and working of
4. Review of Old Mineral/Mining Permissions (ROMPS) or Interim Development Orders (IDOs)
5. Certificates of Lawfulness or Existing Use or Development OR Certificates of Lawfulness of Proposed Use or development for all mineral and waste development.

A fee of £155 will be charged for pre-application advice on the following:

Discharge of pre-development conditions or request for confirmation of compliance with conditions

Subsequent / follow up meetings:

charged at £80.

Pre-application advice in writing following a formal written enquiry (excluding meetings)

£180 standard charge (*all categories of development as identified above*)

Nb. In accordance with the fee exemptions set out in the current Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008, Parish and

Complex and/or significant proposals:

Proposals which require a number of meetings, specialist advice from a number of subject areas and a schedule of timescales for determination of the application may be subject to Planning Performance Agreement (PPA) although this is not mandatory. Each PPA must be agreed on its

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Appendix B

Medium Term Financial Plan

Changes to Fees and Charges other than 2%

For the majority of services there will be a 2% increase for 2013/14. There are instances where this is not practically possible and these are highlighted in the following paragraphs. The detail of the changes is set out below:

Social care Health & Housing

Housing

Service Charges (VAT n/a) - per week (48 week basis)

A service charge is a payment made by a tenant towards the cost of services and repairs beyond those specifically for their house or flat. For example, tenants in a block of flats with communal areas outside their flat are all charged a proportion of the costs that are incurred to clean and light this area.

A review has found that a small number of charges can be reduced, but a number - especially for heating, lighting and cleaning - should be increased to properly reflect the cost of providing these services. Fuel costs in particular have seen a significant increase in prices over the last few years.

In order to minimise the potential financial impact on tenants, but to ensure that the Council begins to recover the true cost of these items, it is proposed that any increase in service charges for 2014-15 will be limited to a maximum overall increase of £1.10 per week.

This protection is limited to existing tenants. The true cost however will be charged for all new tenancies, even those who are already Council tenants but are transferring to another Council property. (The increased charge will be included in the property advertisement on the Choice Based Lettings site.)

Guest Rooms

An increase for guest rooms in sheltered schemes is also proposed, from £9.50 (current) to £10 for single rooms and from £14.80 (current) to £15 for double rooms. This slight increase in charges will contribute to the additional service that is being introduced to ensure that guest rooms are properly cleaned between bookings.

Lifeline Emergency Response (VAT n/a) - per week (48 week basis) - new customers from 01.04.2014

Although existing clients will remain on the same contractual agreements and charging structure, a new pricing model and improved service is proposed for introduction for new clients as of April 2014.

Outreach Service – Lifeline + (VAT n/a)

Following a review of the interest in this service, and the time taken to complete the initial visits, it is proposed that Lifeline+ customers are charged as follows:

£6 per week for the Lifeline and 1 visit per week;
£8 per week for the Lifeline and 2 visits per week;
£10 per week for the Lifeline and 3 visits per week.
(Most clients are opting for 1 visit per week.)

Park Homes Charges (per pitch unless otherwise stated)

The Mobile Homes Act 2013 places new responsibilities on the Council but also allows recovery of some costs for Park Homes administration. The Council administers Site Licences for more than 80 Park Home sites.

Fees are proposed for the administration of Park Homes licences as enabled by the 2013 Act. Fees would be based upon service costs and will be published within a Fees Policy developed for 1 April 2014.

Private Sector Housing

Fees of 12% of the value of the Disabled Facilities Grant (DFG) works are proposed, to be added to the DFG being provided to the client except in cases where addition of a fee will reduce the clients' ability to receive the full DFG for works that are necessary and appropriate.

Fees are proposed for the technical support work undertaken under the Renewal Policy programme, which includes Empty Homes Loan assistance. A fee of 10% of the value of the agreed works would be charged to the client's Loan or grant (minor cases).

A fee of £40 is proposed for a 24 hour (1 working day) response to a solicitors (or other party's) enquiry. The response will include a written confirmation of the charges

The UK Border Agency requires a report from a competent Officer that a property proposed as accommodation for someone looking to enter the UK meets the required standards. The Council is not obliged to provide these reports, which require a property survey, but it is proposed that Housing Services will undertake an immigration survey and provide a full report for a fee of £200. The survey and report will be provided by an Officer with suitable qualification and expertise in applying the Housing Health and Safety Rating System.

Residential Care (VAT n/a)

Uplift linked to Sept CPI 2.7% (closely linked to benefits uprating which affects many adult social care customers ability to pay). Many vary from 2.7% due to roundings.

Day Opportunities and Day Care (VAT n/a), Telecare Services, Telecare Monitoring Service, Meals: (VAT n/a), Day Centres, Lettings.

Uplift linked to CPI (2.7%) and rounded.

Domiciliary Care

Reflects updated average purchase price - year-on year reduction - previous average hourly cost reflected in-house service cost (now outsourced)

Social Care Services

Linsell House (Home for Adults with Multiple Disabilities) (per week)

Reflects full cost recovery

Community Services

Licensing

Following a freeze on increases for the last four years it is proposed that the fees and charges in relation to Private Hire / Hackney Carriages should be increased.

Following new legislation, new statutory fees have been introduced in relation to the Licensing Act and Licences for Scrap Metal Traders.

Pest Control

A new and simplified charging structure is proposed to be introduced for pest control. Rats, mice, bedbugs and cockroaches of £60 per infestation (£30 for concessions). Wasps, ants and fleas will be £68 per infestation (£34 for concessions). The first infestation will no longer be free.

Abandoned/End of life vehicles

A single charge is proposed to cover domestic and non-domestic premises and a new fee has been introduced for caravans.

Parking

It is proposed to continue to freeze parking charges. New fees have been set for the car park in Flitwick, once the Council takes full control of it in 2014. The charge will remain £5 per day Monday to Friday and introduce a £1 charge on Saturday and Sunday.

A new excess overnight charge for parking in multi storey car park and for any lost car park token is proposed to be introduced.

Libraries and Theatre

Internet access is proposed to be free for the first 2 hours and then charged at £1 per hour.

Following the refurbishment of the libraries and theatre it is proposed that room hire is based on the room size and its facilities.

The late vacating charge for Leighton Buzzard Theatre is now proposed to be based on the appropriate hourly rate rather than a fixed amount.

Regeneration and Business Support

Adult Skills Service

It is proposed to introduce room hire charges for Kingsland and Samuel Whitbread.

Improvement & Corporate Services

Registration (Fees jointly agreed with Bedford Borough Council (BBC) under a Service Level Agreement)

Following discussion with BBC and benchmarking with neighbouring districts, in most instances 3.5% has been applied to the fees set by LAs. These have been rounded to the nearest £5.00. Fees for marriages and civil partnerships in Local Authority Venues have, for historical reasons, been charged at less than cost recovery. For 2014/15 it is proposed that these fees be increased towards cost recovery and that a sliding scale be introduced to recognise the differing numbers of guests which can be accommodated at these venues.

Nationality Checking Service, Settlement Checking Service, Citizenship Ceremonies - Individual Ceremony (VAT n/a), Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced), Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced).

Following discussion with BBC and benchmarking with neighbouring districts, in most instances 3.5% has been applied to the fees set by Local Authorities. These have been rounded to the nearest £5.00

Coroners

New fees introduced by legislation with effect from July 2013

Advertising in News Central

News Central advertising is now provided on behalf of the council by Immediate Solutions. To find out about advertising rates and availability call 01422 354300.

Legal Services

Proposed charges for 2014/15 are based on benchmarking

Meeting: Corporate Resources Overview & Scrutiny Committee

Date: 28 January 2014

Subject: Draft Budget report for the Housing Revenue Account (Landlord Service) Business Plan

Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources and Cllr Mrs Carole Hegley, Executive Member for Social Care, Health and Housing

Summary:

The HRA business plan shows that rental income will exceed the anticipated costs of managing the stock over the 30 year business plan period. There are many opportunities for investment. Inevitably, there are competing priorities. The predicted annual surpluses can be used for debt repayment, or to invest in the stock itself, as well as making better places to live. Several sheltered schemes are in need of improvement to bring them up to modern standards.

Alternatively, the focus for investment could be to deliver new build homes as part of local regeneration schemes or to respond to demographic change.

As part of a balanced approach towards investment and debt repayment it is proposed to commence the repayment of principal debt from 2017/18, such that by 2019/20 an estimated £15m of repayment could occur. Forecasts in the Housing Service Business Plan indicate that over the 6 years to 2019/20 a further £56m is available. This report proposes that an Investment Plan is developed during 2014/15, to formulate proposals for the use of these funds.

The budget proposes to increase tenants' rents by an average of 5.46%, in line with the Government's rent restructuring policy, whilst also making provision of £0.220m specifically to tackle hardship and facilitate moves to smaller properties.

Advising Officer: Julie Ogley, Director of Social Care, Health and Housing and Charles Warboys, Chief Finance Officer

Contact Officer: Tony Keaveney, Assistant Director Housing

Public/Exempt: Public

Wards Affected: Those in which council houses are situated, entirely in the south of Central Bedfordshire.

Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

Please see Executive Report (circulated separately).
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Financial:

1. Please see Executive Report (circulated separately).

Legal:

2. Please see Executive Report (circulated separately).

Risk Management:

3. Please see Executive Report (circulated separately).

Staffing (including Trades Unions):

4. Please see Executive Report (circulated separately).

Equalities/Human Rights:

5. Please see Executive Report (circulated separately).

Public Health

6. Please see Executive Report (circulated separately).

Community Safety:

7. Please see Executive Report (circulated separately).

Sustainability:

8. Please see Executive Report (circulated separately).

Procurement:

9. Please see Executive Report (circulated separately).

Overview and Scrutiny:

10. Please see Executive Report (circulated separately).

RECOMMENDATION(S):

The Committee is asked to:

1. consider the Council's Draft Budget report for the Housing Revenue Account (Landlord Service) Business Plan; and
2. submit its comments, observations and recommendations in respect of the proposals to the meeting of the Executive on 4 February 2014.

Executive Summary

Members are requested to bring to this meeting the papers issued for the meeting of the Executive on 14 January 2014 in respect of the draft budget report for the Housing Revenue Account (Landlord Service) Business Plan (Item 10).

Appendices:

None

Background Papers (open to public inspection):

None

Meeting: Corporate Resources Overview & Scrutiny Committee
Date: 28 January 2014
Subject: Work Programme 2013 – 2014 & Executive Forward Plan
Report of: Chief Executive
Summary: The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

Contact Officer: Paula Everitt, Scrutiny Officer
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The work programme of the Corporate Resources Overview & Scrutiny Committee will contribute indirectly to all 5 Council priorities. Whilst there are no direct implications arising from this report the implications of proposals will be details in full in each report submitted to the Committee

RECOMMENDATION(S):

1. that the Corporate Resources Overview & Scrutiny Committee
 - (a) considers and approves the work programme attached, subject to any further amendments it may wish to make;
 - (b) considers the Executive Forward Plan; and
 - (c) considers whether it wishes to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.

Overview and Scrutiny Work Programme

1. Attached is the currently drafted work programme for the Committee.
2. The Committee is now requested to consider the work programme attached and amend or add to it as necessary.

Overview and Scrutiny Task Forces

3. In addition to consideration of the work programme, Members may also wish to consider how each item will be reviewed i.e. by the Committee itself (over one or a number of Committee meetings) or by establishing a Member Task Force to review an item in greater depth and report back its findings.

Executive Forward Plan

4. Listed below are those items relating specifically to this Committee's terms of reference contained in the latest version of the Executive's Forward Plan to ensure Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. The full Executive Forward Plan can be viewed on the Council's website at the link at the end of this report.

Ref	Issue	Indicative Exec Meeting date
19	Revenue. Capital and Housing Revenue Account (HRA) Quarter 3 Budget Monitoring Report	18 March 2014
15	Outline Planning - Thorn Turn	22 April 2014
Non Key Decisions		
27	Capital Programme 2-14/15 to 2017/18	4 February 2014
28	Treasury Management Strategy Statement and Investment Strategy 2014-2018	4 February 2014
29	Revenue Budget and Medium Term Financial Plan 2014 – 2017/18	4 February 2014
30	Housing Revenue Account Budget and Business Plan 2014/15	4 February 2014
32	Quarter 3 Performance Report	18 March 2014

Conclusion

- 5 Members are requested to consider and agree the attached work programme, subject to any further amendments/additions they may wish to make and highlight those items within it where they may wish to establish a Task Force to assist the Committee in its work. This will allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.

Appendix – Corporate Resources Overview and Scrutiny Work Programme

Background reports:

Executive Forward Plan (can be viewed at any time on the Council's website) at the following link:- <http://www.centralbedfordshire.gov.uk/modgov/mgListPlans.aspx?RPId=577&RD=0>

Appendix **A**

Work Programme for Corporate Resources Overview & Scrutiny Committee 2013 – 2014

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Issue to be considered	Comment
1.	4 March 2014	Executive Member Update Performance Monitoring System Customer First Programme	To receive a brief verbal update from the relevant Executive Member. To receive a demonstration of the new Performance Monitoring System tbc To receive an update.	
2.	8 April 2014	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
		Q3 budget monitoring reports (3 reports – Revenue, Capital, Housing Revenue Account)	To consider performance monitoring information for the 3rd quarter of 13/14.	

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Issue to be considered	Comment
3.	13 May 2014	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
4.	24 June 2014	Executive Member Update Knowledge Strategy	To receive a brief verbal update from the relevant Executive Member. To consider the draft Knowledge Strategy	