

## Revised Agenda No 5

### AGENDA MANAGEMENT SHEET

<b>Report Title:</b>	Draft General Fund Revenue & Capital Budgets 2019/20 and Medium Term Financial Plan 2019-23
<b>Name of Committee:</b>	Cabinet
<b>Date of Meeting:</b>	7 January 2019
<b>Report Director:</b>	Head of Corporate Resources and CFO
<b>Portfolio:</b>	Corporate Resources
<b>Ward Relevance:</b>	All Wards
<b>Prior Consultation:</b>	Cabinet 3 December 2018 and 8 October 2018
<b>Contact Officer:</b>	Mannie Ketley - Head of Corporate Resources & Chief Financial Officer
<b>Public or Private:</b>	Public
<b>Report Subject to Call-In:</b>	Yes
<b>Report En-Bloc:</b>	No
<b>Forward Plan:</b>	Yes
<b>Corporate Priorities:</b>	This report relates to the following priority(ies):
<b>(CR) Corporate Resources</b>	<input checked="" type="checkbox"/> To provide excellent, value for money services and sustainable growth
<b>(CH) Communities and Homes</b>	<input checked="" type="checkbox"/> Achieve financial self-sufficiency by 2020
<b>(EPR) Environment and Public Realm</b>	<input checked="" type="checkbox"/> Enable our residents to live healthy, independent lives
<b>(GI) Growth and Investment</b>	<input checked="" type="checkbox"/> Optimise income and identify new revenue opportunities (CR)
	<input checked="" type="checkbox"/> Prioritise use of resources to meet changing customer needs and demands (CR)
	<input checked="" type="checkbox"/> Ensure that the council works efficiently and effectively (CR)
	<input checked="" type="checkbox"/> Ensure residents have a home that works for them and is affordable (CH)
	<input checked="" type="checkbox"/> Deliver digitally-enabled services that residents can access (CH)
	<input checked="" type="checkbox"/> Understand our communities and enable people to take an active part in them (CH)
	<input checked="" type="checkbox"/> Enhance our local, open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

**Statutory/Policy Background:**

Under the Local Government Act, an authority must set a council tax and balanced budget, giving 14 days' notice of the council tax level prior to the date of billing. The Council must set a budget before 11th March of each year.

**Summary:**

This is the third Draft Budget Report for 2019/20, contained within which are key decisions and the fees and charges review for Members' consideration.

**Financial Implications:**

As detailed in the main report.

**Risk Management Implications:**

The Council has a statutory duty to set an annual General Fund Revenue budget that will enable it to determine the level of council tax.

**Environmental Implications:**

There are no environmental implications arising from this report.

**Legal Implications:**

There are no legal implications arising from this report.

**Equality and Diversity:**

There are no Equality and Diversity implications arising from this report. It may be necessary later in the budget process to carry out Equality Impact Assessments of the implications of any service changes.

**Recommendation:**

- (1) The updated draft General Fund Revenue and Capital Budget position for 2019/20 be considered alongside the Council's 2019-23 Medium Term Financial Plan;
- (2) the proposed Fees & Charges for 2019/20 as set out at Appendix 9, with delegated responsibility to the Joint

Committee for the Crematorium fees and charges, be approved;

- (3) Cabinet considers the key decisions identified to date and identifies other policy or service changes required for consideration to deliver a balanced budget for 2019/20; and
- (4) the decision to consult with key stakeholders on the waste proposals as detailed in Section 6.5 and Appendix 8 be approved.

**Reasons for Recommendation:** This updated overview of the Council's General Fund revenue and capital budgets needs to be considered by Cabinet as part of the budget setting process and to ensure its affordability and contribution to the Council's ambition to achieve self-sufficiency by 2020.

The report includes proposals for savings and income generation which require consideration for inclusion in the 2019/20 draft budgets and the medium term.

## Revised Agenda No 5

### Cabinet - 7 January 2019

#### Draft General Fund Revenue & Capital Budget 2019/20 and Medium Term Financial Plan 2019-23

#### Public Report of the Head of Corporate Resources and CFO

- (1) The updated draft General Fund Revenue and Capital Budget position for 2019/20 be considered alongside the Council's 2019-23 Medium Term Financial Plan;
- (2) the proposed Fees & Charges for 2019/20 as set out at Appendix 9, with delegated responsibility to the Joint Committee for the Crematorium fees and charges, be approved;
- (3) Cabinet considers the key decisions identified to date and identifies other policy or service changes required for consideration to deliver a balanced budget for 2019/20; and
- (4) the decision to consult with key stakeholders on the waste proposals as detailed in Section 6.5 and Appendix 8 be approved.

#### 1. Introduction

This is the third budget report from the Head of Corporate Resources in her capacity as the Council's Chief Financial Officer.

The first and second budget reports were presented to Cabinet on 8<sup>th</sup> October 2018 and 3<sup>rd</sup> December 2018. The purpose of this report is to present an updated draft General Fund revenue position (see sections 3 to 7), a capital position (see section 8) for 2019/20 and onwards, plus an updated Medium Term Financial Plan (see section 9), since the report to Cabinet in December. The report also presents the proposed 2019/20 fees and charges for Cabinet's approval, as detailed at Appendix 9.

Cabinet will consider a further update on the draft revenue and capital General Fund budgets on 4<sup>th</sup> February 2019, prior to final budget setting and council tax determination at Full Council on 26<sup>th</sup> February 2019.

This report includes appendices as follows;

- **Appendix 1** is a summary position for 2019/20 detailing the various changes made to the 2018/19 original budget.
- **Appendix 2** identifies by service the proposed growth items for 2019/20. This appendix also shows whether corresponding savings (Appendices 3 or 4) have been identified to offset the growth.

- **Appendix 3** identifies by service the proposed income increases (-) or shortfalls (+) for 2019/20.
- **Appendix 4** identifies by service proposed savings items for 2019/20. The appendix also shows where savings have been used to offset proposed growth (Appendix 2) and details are provided.
- **Appendix 5** identifies the draft capital programme for 2019/20 onwards based on scheme proposals from budget officers, along with proposed funding splits, revenue implications, and a projection for capital receipts usage.
- **Appendix 6** provides a more detailed appraisal of the draft capital programme for 2019/20 onwards.
- **Appendix 7** shows the initial Medium Term Financial Plan 2019-23.
- **Appendix 8** provides a detailed report on Saving Proposals for the Waste Service with EqIA
- **Appendix 9** provides the proposed Fees & Charges for 2019/20

## 2. Budget Context and Development

### 2.1. Overview and Context

The previous budget report to Cabinet in December presented a draft 2019/20 budget showing a deficit of approximately £333,000, subject to the approval of a suite of key decisions offering savings outlined at £679,000.

Since December the services have continued to firm up the proposals and key decisions. This has resulted in an updated deficit for 2019/20 of **£242,000**. Table 1 provides the details of the main changes since the December report.

Main Changes - 2019/20	£'000
December 2018 deficit	1012
Less Key Decisions December Cabinet	-679
Budget Deficit December Cabinet 2018	333
Council Tax	-40
Reduction in MRP because of slippage on 2018/19 vehicle spend	-216
Transfer of MRP one off savings into the budget delivery Reserve	216
ICT Increase to cover the 2019/20 cost of Microsoft Licensing	35
Inflation increase for members allowances at 2%	7
Reprofile the savings to deliver savings through voluntary redundancies over 2019/20 and 2020/21	50
Removal of Key Decisions relating to Green Waste	60
Review of Internal Recharges chargeable to the HRA	-193
Changes to New Homes bonus following announcement of the provisional settlement	6
Adjustment to Revenue Contributions to Capital Outlay following funding announcement of New Homes Bonus grant	-6
Other Minor Changes	-10
<b>Total deficit including changes since December</b>	<b>242</b>

*Table 1 – Summary of budget changes October to December Budget Report*

The above table summarises the overall changes to the 2019/20 budget plan and reports a financial deficit of £242,000.

Any changes made to Key Decisions have been included and a revised summary can be found in Section 6 to provide a total £260,000. The proposals previously reported for discounts to Empty Homes and savings generated from the implementation of a Housing Acquisition Fund have now been included within the relevant Appendices 2 – 4.

These proposals are based on initial indicative estimates of the possible savings that could be realised and therefore at this stage are presented to Members primarily for their consideration for further development. Should Members wish not to continue to explore these options then other alternative savings will need to be identified to deliver a balanced budget.

The 2019-23 Medium Term Financial Plan has also been revised to reflect the inclusion of the additional key decisions.

## **2.2. Financial Self-Sufficiency**

The achievement of financial self-sufficiency by 2020 is one of the Council's overarching corporate priorities is to. This is defined as:

*It is necessary to remove reliance on arbitrary funding from central government which doesn't sufficiently keep pace with changes in local factors and the needs of the population. Instead, sources of income for the Council need to result from decisions the organisation makes; be that from service charges, local taxation, economic growth or investment income. Alongside income, it is equally important to be able to directly control the Council's expenditure; by reducing exposure to changes from other organisations and ensuring procurement is smart.*

To aid the achievement of this priority, a suite of policies was approved by Council within the 2018-22 Medium Term Financial Strategy. The adoption of these policies are reflected in this draft budget and are directly referred to within the relevant sections of this report. As explained in previous reports, the two most fundamental policies relate to the utilisation of excess New Homes Bonus and Retained Business Rates, with a tapered reduction of the proportion of these income streams included in the base budget.

### **2.3. Local Government Finance Settlement 2019/20**

The provisional local government finance settlement was announced 13<sup>th</sup> December 2018 by the Secretary of State for Housing, Communities and Local Government. Most of the settlement was in line with expectations and followed either from the Technical Consultation that was published in July 2018 or from subsequent announcements.

The following summarises the assumptions which have also been included in the MTFP for future years.

- For New Homes Bonus there is no change to the existing thresholds set at 0.4% of growth, which for Rugby means that the Council does not receive NHB funding for the first 150 homes delivered each year. For every 0.1% increase in the baseline the Council would lose approximately £50,000 and therefore this budget projection is still subject to some uncertainty.
- Negative RSG has been cancelled, with the cost funded by the Government
- This is the last year of the four-year settlement. There have only been minor changes to reflect the provisional business rate multiplier for 2019-20. The provisional multiplier was announced by the Chancellor in the Autumn Budget on 29 October 2018 and is confirmed in this settlement.
- The business rates multiplier is based on the September CPI and it will increase from 48.8p to 49.1p in 2019/20, an increase of 2.29%.
- The additional fifteen 75% business rates pilots were announced, however the Coventry and Warwickshire were not successful for 2019/20.
- Shire district councils will be able to increase Band D by the higher of 3% or £5 and it was confirmed to defer setting any referendum principles for town and parish councils.

Full details can be found following the link below;

<https://www.gov.uk/government/collections/provisional-local-government-finance-settlement-england-2019-to-2020>

In addition, Consultations on the Fair Funding Review and reform of business rates retention have been released. This will be considered more fully with any recommended changes to the proposed Medium Term Financial Plan included in the February 2019 report to Cabinet.

### 3. Funding Update

#### 3.1. Business Rates

The main financial risk the Council faces remains to be an impending reset of the current system. Resetting the system would redistribute the business rates growth generated since 2013/14, the point at which the retained rates system was introduced. Earlier this year, the Government consulted on a partial reset, but advised has been subsequently received that the Government are considering a full baseline reset in 2020/21.

The Medium Term Financial Strategy adopted by Council in April, included the following policies in relation to Retained Business Rates:

- The net income budget for business rates will be budgeted as follows:
  - 2018/19 – equivalent to 2020/21 income levels with 50% growth retention
  - 2019/20 – equivalent to 2020/21 income levels with 37.5% growth retention;
- Beyond the reset, it is proposed to gradually reduce the amount of business rates growth included in the base budget, with the long-term aim of only budgeting at the 'funding baseline' in the base budget; and
- After the reset all growth retained above the funding baseline is utilised to make revenue contributions to finance capital expenditure

The objective of these policies was to prepare the Council for the potential financial losses that may be experienced as a result of the reset of the business rates system in 2020/21, by reducing the proportion of business rates income included in the base budget. This tapering of income in the base budget reduces the impact of a potential cliff-edge reduction in funding in 2020/21.

The following table shows how the funding for Business Rates would be allocated over the medium term, with a proportion of business rates included in the base budget and remaining growth contributed to reserves or utilised for as a contribution to cover Capital expenditure and reduce borrowing. This is based on the proposed Full Reset.

Detailed Business Rates funding - Full Reset	2019/20	2020/21	2021/22	2022/23
	£'000	£'000	£'000	£'000
Settlement Funding Assessment (SFA)	-2,376	-2,278	-2,320	-2,364
Business rates above the Baseline Funding Level	-1,765	-623	-581	-537
Pooling Dividend	-200	0	0	0
<b>Total Retained Income – included in Base Budget</b>	<b>-4,341</b>	<b>-2,901</b>	<b>-2,901</b>	<b>-2,901</b>
Transitional Damping Grant	0	-1,075	0	0
Growth - Transferred to Business Rates Equalisation Reserve/ Revenue Contributions to Capital Expenditure.	-1,916	0	-329	-401
<b>Total Income</b>	<b>-6,257</b>	<b>-3,976</b>	<b>-3,230</b>	<b>-3,302</b>

Table 2 – Detailed Business Rates Funding - Full Reset

SFA represents the proposition of business rates authorities need to retain in order to fund core services (along-side other income e.g. council tax, fees and charges). Table 2 shows that;



- SFA income across the MTFP is assumed to remain relatively flat, at an average £2.4m. As previously reported, the Fair Funding Review will be focussing on this area of funding for all authorities which presents a risk to the Council if the assessment of needs is reduced.
- Funding following the reset it is assumed that there will be a significant reduction in the proportion of growth that the authority retains. With total growth dropping from £3.7m in 2019/20 (£1.7m in the base and £1.9m to reserves) to only £623,000 in 2020/21 and an overall business rates funding level to include baseline growth at £2.9m for future years.
- Transitional damping grant totalling £1.1m will be available in 2020/21 to offset the loss in retained growth for one year only.
- In the later years of the MTFP retained growth will again begin to increase, but that a larger proportion be diverted from the base budget and utilised to fund to capital expenditure in line with the Medium Term Strategy to reduce overall borrowing for the Council moving forward.

In addition, the Draft Budget proposed for 2019/20 includes a collection fund deficit of £941,000 which will be offset against a transfer from the Business Rates Equalisation Reserve.

### 3.2. New Homes Bonus

The provisional settlement announced no further changes to the approach taken when calculating the New Homes Bonus(NHB) for 2019/20. Therefore, the allocations for the 2019/20 and beyond into the medium term financial remain largely unchanged from the December report, as set out in the following table.

	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £000
New Homes Bonus Allocation	-2,141	-2,426	-3,264	-4,287

*Table 3 – New Homes Bonus Forecast*

The Medium Term Financial Strategy adopted by Council in April, included the following policies in relation to New Homes Bonus:

A proportion of the Council's NHB allocations be withdrawn from the base budget by the 2020, with the monies ring-fenced for revenue contributions to capital expenditure.

This policy was adopted for the same reasons explained above for business rates; in that in order to achieve financial self-sufficiency, the organisation will need to taper its reliance on New Homes Bonus within its core income budget.

### 3.3. Revenue Contributions to Capital Outlay

As explained in section 2.2, in the 2018-22 Medium Term Strategy, the Council agreed to taper its reliance on NHB income within the core income budget, in order to achieve financial self-sufficiency.

Any additional allocations over and above the reported figures have been transferred and ringfenced for revenue contributions to capital outlay (RCCO) to reduce the reliance on borrowing to finance the General Fund capital programme.

The amounts included for RCCO are shown within table that follows;

	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
RCCO per February 2018	87	266	816	0
In year change from NHB	112	19	22	1,023
Total December 2018	199	285	838	1,023

Table 4 – Revenue Contributions to Capital December

The implication of the adoption of this policy, is that the Council will finance a greater proportion of its capital programme using revenue resources with an equivalent reduction in the proportion of the programme being financed by borrowing.

This has the effect of allowing the Council to eliminate the need to borrow to finance its capital programme by 2022/23. Furthermore, the Council would also be able to make Voluntary Revenue Payments (VRP) from 2022/23 onwards, effectively meaning the Council will be making additional payments over and above its scheduled debt repayment. By continuing to make these overpayments the Council would eliminate the underlying debt for the General Fund by 2032, compared to an existing 2052 timeframe.

The reduction in MRP and Net Cost of Borrowing costs arising from the adoption of this policy is as follows:

	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Reduction in MRP	0	23	67	116
Reduction in Net Cost of Borrowing	3	10	31	57
Total	3	33	98	173

Table 5 – Reduction in MRP and NCOB arising from RCCO

### 3.4. Council Tax

The local government settlement confirmed no change to the council tax thresholds for 2019/20 with district councils permitted to increase their Band D equivalent council tax by 2.99% for 2019/20. As per the policy adopted in the Medium Term Financial Strategy, for financial planning purposes a maximum increase in Council Tax has been assumed at 2.99% for all years.

The Band D equivalent council tax is multiplied by the Tax Base each year to determine the level of Council Tax income included in Appendix 1.

For the December report, the Tax Base for 2019/20 and future years was informed by the Housing Trajectory, produced by the Economic Development Service for the Local Plan. For

2019/20, it was estimated there will be a 2.8% increase in the Tax base compared with 2018/19.

We can now report the 2019/20 Tax Base, expressed as a Band D equivalent, has been calculated as 37,479.74. This compares to 36,271.17 in 2018/19 and is an actual increase of 3.3% compared to the estimate of 2.8%. The 2019/20 Tax Base is subject to a separate report on this Agenda.

The table below provides the Tax Base for 2019/20 and the forecast for future years over the Medium Term Financial Strategy and excludes the impact of the empty homes policy changes approved by Full Council in December.

	2019/20	2020/21	2021/22	2022/23
Tax Base Band D Equivalent	37,479.74	38,590.74	39,423.74	40,338.74
% Increase	3.3%	3.0%	2.2%	2.3%

*Table 6 – Summary of Council Tax Base across the MTFP*

The key decision of £66,000 relating to the empty homes policy changes is shown separately within Appendix 7 and will be implemented in 2019/20.

The financial benefit of this change will be realised in the Council Tax collection fund surplus at the end of 2019/20. Therefore, £66,000 will be drawn from the budget stability reserve to enable the Council to take the full benefit in budget setting process for 2019/20. This will then be reimbursed from the budgeted collection fund surplus as part of the budget setting process in 2020/21.

Within the Medium Term Financial Strategy, a policy was approved to establish an earmarked reserve to mitigate possible reduction in the council tax base due to changes in economic conditions. Therefore, it is proposed that the current estimated Collection Fund surplus of £72,000 be allocated to such a reserve with the final figures reported to Full Council in February 2019.

#### **4. Fees and Charges Review**

Fees and charges represent a significant source of finance for the Council. The Council receives approximately £5.4m from income from fees and charges each year. It is important that fees and charges are set at an appropriate level to optimise income to the Council.

The Council provides a wide range of services for which fees and charges can be made. However, some of these fees and charges are set at a statutory level such as planning application fees and environmental protection fees. Others are discretionary, and the Council can decide upon an appropriate charge for the service. Examples include bulky waste collections and room hire charges for which the fees and charges are reviewed annually as part of the budget setting process.

Appendix 9 shows the proposed schedule of fees and charges for 2019/20 with the impact of any changes included within income proposals put forward.

The fees and charges published for the Crematorium are subject to approval by the Joint Committee and will be confirmed as part of the final budget in February 2019.

## **5. Revenue Budget Pressures and Savings**

### **5.1. Growth Assumptions**

As previously reported the budget for 2019/20 includes known pressures for the next 12 months and total **£920,000**, with full details given within Appendix 2. Key assumptions and considerations underpinning this projection are:

- Pay award assumptions for all years of MTFP is 2%
- Further salary adjustments for 2019/20 based on the latest establishment, salary information and any new appointments
- Increased payment required to meet pension charges as per the 2016 Actuarial valuation, which has been included within the salary adjustments
- Inflation is calculated based on individual proposal information and,
- In Service Pressures
- The Key Decision of **£218,000** previously reported to progress the acquisition fund mitigating the pressures seen within homelessness has now been included to reduce the overall budget growth required for 2019/20. The impact of future years have been included as savings.

The overall growth items have reduced when compared with the December budget report following further review of salaries, inflation and impact of key decision now included in the proposals.

### **5.2. Income Assumptions**

Appendix 3 provides the detailed proposals included within the budget for 2019/20 and totals **£211,000**.

### **5.3. Savings Assumptions**

Appendix 4 provides the detailed proposals included within the budget for 2019/20 and totals **£379,000** excluding key decisions.

### **5.4. Minimum Revenue Provision**

The Treasury Management 2018/19 Progress Report, approved at December Cabinet and Council, contained an amendment to the Council's policy for the Minimum Revenue Provision (MRP), with a change to an 'asset life – annuity' method for the calculation of MRP. The impact of this change has been included in the budget required for 2019/20 of £1,601,000 and

includes the benefit of £278,000 when compared with the 2019/20 budget published in February 2018.

In addition, the latest forecast on expected Capital expenditure for 2018/19 will result in a reduction of MRP required for 2019/20 by £216,000. However, this only provides a one-off benefit to accommodate the slippage in several schemes including Vehicle procurement. Therefore, it is proposed that this is transferred to reserves and then released in 2020/21 in line with the reprofiled expenditure.

## **5.5. Net Cost of Borrowing**

Budgets for Net Cost of Borrowing reflect the latest interest rate forecasts provided by our treasury advisors, Link Asset Services for the period 2019 to 2022. Bank Rate is anticipated to rise to 1.25% by March 2020, to 1.50% by March 2021, and to 2.00% by March 2022. Amounts available for investment reflect available cash-backed General Fund and HRA balances, reserves and receipts forecast elsewhere in this report and in separate HRA budget setting documents. Borrowing requirements reflect the forecast General Fund Capital Financing Requirement (CFR) which tracks capital expenditure not financed from other sources, net of MRP, each year.

## **5.6. Corporate Adjustments – Portfolio Budgets**

The budget approved in February 2018 totalled £15.4m. The reported budget for 2018/19 includes carry-forwards, supplementary budgets and in year adjustments to the corporate savings target.

The total corporate adjustments reported within Appendix 1 of £473,000 includes the reversal of these one-off adjustments, in addition to the following items;

- The initial estimated net amount of **£265,000** which represents changes in internal recharges applied to the Housing Revenue Account.
- A **£60,000** adjustment to reprofile and defer the savings to be delivered through the digitalisation programme to later in the Medium Term Financial Plan. This recognises the time taken to embed the new ways of working and realign the saving to reflect the implementation of the projects over the next 18 months.
- Following the full implementation of new employee terms and conditions in July 2018, a **£45,000** saving from a reduction in car allowance payments will be recognised in the 2019/20 budget.

## **5.7. Outturn 2018/19**

The Quarter 2 Finance and Performance Report presented to Cabinet in December provided an in year favourable variance of £225,000. This is mainly due to;

- Vacancies across the organisation
- Underspends within MRP and net cost of borrowing.

In addition, the Corporate Savings target is also on track to deliver £360,000 of in year savings with £40,000 being delivered recurrently through improved ways of working via digitalisation.

The Q3 report will be taken to Cabinet in February alongside the proposed Final Budget Report for 2019 – 23.

## 5.8. Other Significant Items

The section below sets out the other significant income and expenditure items included in the draft 2019/20 budget.

- The Council continues to invest **£150,000** to enhance the Town Centre, to be met from the additional business rate income the Council is budgeting to receive in 2019/20 from the Elliott's Field Retail Park (Phase 1) and Junction 1 Retail Park
- A total of **£260,000** proposals listed within the key decisions table
- A total of **£199,000** set aside for revenue contributions for Capital Outlay (RCCO)
- A further **£1,363,000** transferred into the business rates equalisation reserve to help mitigate the anticipated reduction in funding from business rates reset and fair funding in future years.

## 6. Key Decisions

As explained above, the 2019/20 draft budget currently presents a deficit of £262,000, however this position includes estimated financial implications that relate to a number of key policy decisions that have been produced and presented by officers for Members' consideration in order to reduce the budget deficit.

These proposed policy changes, their possible financial implications and stage of development are set out in the table below.

Key decisions for consideration 2019/20	£'000
Voluntary redundancies plus reduced hours	50
Community Safety - Remove vacant post for Crime and Disorder Manager	45
Pre-Planning application charging for Major Developments	20
Large open spaces – creation of biodiversity areas through reduced frequency of grass cutting	20
Waste and recycling collections urban and rural – Review of non-kerbside collections	125
<b>Total key decisions for consideration</b>	<b>260</b>

*Table 7 – Key Decisions for consideration*

### 6.1. Voluntary Redundancies plus reduced hours

Senior Management Team have invited staff to express an interest in voluntary redundancy or reducing their hours. The deadline for staff to submit proposals to the Senior Management Team was 2<sup>nd</sup> January 2019, subsequently Senior management intend to review all expressions of interest and, where possible to remove a post within financial affordability, make an offer of voluntary redundancy.

It is expected that Cabinet will be presented with a proposal at its February meeting. As such savings above are only presented on an indicative basis. This initial proposal has been reprofiled to provide £50,000 for both 2019/20 and 2020/21.

## **6.2. Community Safety**

The Crime and Disorder manager post has been vacant for several months. In light of operational efficiencies and a more holistic approach to Rugby Borough Council Community Safety activity, it is proposed that the Community Safety Manager post be disestablished, with existing staff members assuming some additional duties. This would ensure that Rugby Borough Council can continue to meet legislative requirements and work alongside the Community Safety Partnership to support several key safety initiatives in line with the Council's corporate priorities. This proposal would save approximately £45,000 in salary costs.

## **6.3. Pre-Planning application**

This reflects an estimated increase in income should the Planning Service introduce a charging schedule for pre-application advice (major applications). Any future charging schedule will need to be benchmarked against neighbouring Local Authorities before being introduced. Planning Officers are investigating the potential for this and other income generation opportunities in more detail. The results of the necessary research/ evidence gathering will be incorporated in to the February budget report.

## **6.4. Parks and Grounds Maintenance**

The Parks and Grounds Manager has reviewed current operations and has identified a proposal that will provide financial and operational savings.

It is proposed to reduce grass cutting on large open spaces within Rugby. Longer grass in some areas is supported by Warwickshire Wildlife Trust and we are working alongside them to create more biodiverse areas. The proposal would be to only cut these areas once a year and treat such spaces as urban meadows. This would generate savings of approximately £20,000 per annum.

## **6.5. Waste Collection**

The Waste and Transport Manager has recently completed an analysis of the current Waste operations and identified two proposals for efficiencies and savings. There is a separate service report at Appendix 8 which provides details and any risks associated with the delivery and time taken to fully implement changes. Whilst the overall full year impact of this saving is currently estimated at £150,000 this may not be fully implemented until June 2019 and therefore has been adjusted to reprofile this across 2019/20 £125,000 and £25,000 in 2020/21.

This transitional amount of £25,000 has been transferred from the budget stability reserve for 2019/20 only.

**Proposal 1** - By ceasing doorstep collections within rural areas (affecting approximately 1000 properties) and instead asking the householder to present their bins at the edge of the roadside for collection, it is estimated that this would result in an operational full year saving of approximately £75,000.

**Proposal 2** - Using the same approach as with the rural areas, the Council proposes to collect from the kerbside only within all urban areas. This would mean no longer collecting from rear alleyways of approximately 2000 properties in the Borough. Instead bins would need to be

presented at the kerbside for collection. This would result in an operational full year saving of approximately £75,000.

## 7. Draft Portfolio and Corporate Revenue Budgets

The following table shows an overview of the draft revenue budget for 2019/20.

Draft General Fund Revenue Summary 2019/20	2018/19			2019/20
	Revised Budget £	Budget Adjustments £	Salary Adjustments £	Draft Budget £
<b>EXPENDITURE:</b>				
<b>Committed Expenditure:</b>				
Growth and Investment	2,820,140	114,130	47,330	2,981,600
Corporate Resources	1,007,550	-316,590	306,350	997,310
Environment and Public Realm	7,070,150	41,010	129,060	7,240,220
Communities and Homes	1,991,550	75,180	141,550	2,208,280
Executive Director	1,938,510	27,580	-33,860	1,932,230
Key Decisions		-260,000		-260,000
Corporate Items	-160,000	257,680		97,680
Internal Recharges				0
<b>Total Portfolio &amp; Corporate Budgets</b>	<b>14,667,900</b>	<b>-61,010</b>	<b>590,430</b>	<b>15,197,320</b>
Less Capital Charge Adjustment	-2,590,610	-102,100	0	-2,692,710
Less Corporate Savings Target	-200,000	-100,000	0	-300,000
Less Pension (IAS 19) Adjustment	-317,190	-11,550	0	-328,740
<b>Net Portfolio &amp; Corporate Budgets</b>	<b>11,560,100</b>	<b>-274,660</b>	<b>590,430</b>	<b>11,875,870</b>
Net Cost of Borrowing	465,390	-168,480	0	296,910
Revenue Contribution to Capital Outlay	87,500	111,500	0	199,000
Contribution to Reserves - Business Rates	552,620	1,363,000	0	1,915,620
Contribution to Reserves - Council Tax Collection Fund	0	263,000		263,000
Minimum Revenue Provision (MRP)	1,929,060	-328,370	0	1,600,690
Parish Council Precepts	760,630	20,000	0	780,630
<b>TOTAL EXPENDITURE</b>	<b>15,355,300</b>	<b>985,990</b>	<b>590,430</b>	<b>16,931,720</b>
<b>Financed by;</b>				
Revenue Support Grant	-152,680	152,680		0
Retained Business Rates (Net of Tariff)	-5,459,620	-797,000		-6,256,620
New Homes Bonus Funding	-2,105,750	-35,060		-2,140,810
Government Grants	-297,000	30,000		-267,000
Council Tax	-7,438,430	-514,400		-7,952,830
Collection Fund Surplus(-)/Deficit	111,600	757,000		868,600
Contribution from Reserves	-13,420	-927,580		-941,000
<b>TOTAL INCOME</b>	<b>-15,355,300</b>	<b>-1,334,360</b>	<b>0</b>	<b>-16,689,660</b>
<b>OVERALL TOTAL VARIANCE ON 2018/19 BUDGET</b>	<b>0</b>	<b>-348,370</b>	<b>590,430</b>	<b>242,060</b>

Table 8 – Draft Revenue Budget 2019/20

## 8. Draft Portfolio Capital Budgets

Appendix 5 shows the draft position for the 2019/20 capital programme and onwards. As can be seen, the total capital programme proposed for 2019/20 (including proposed carry-forward budgets from previous years) is **£15.034m**. The overall programme has been updated to



include the creation of the Housing Acquisition Fund (Cabinet, Dec 2018) Excluding grants and other contributions, this leaves a net **£10.284m** of expenditure to be financed in 2019/20.

Forecast General Fund capital receipts are £2.188m at the beginning of financial year 2019/20. As noted in previous years it is not considered prudent to allow overall General Fund capital receipts to be depleted, as this will subject the Council to interest rate risks in future years and in emergency situations. In other words, it maintains the stability currently provided by retaining a reasonable level of capital receipts as any future borrowing would have to be undertaken at the interest rates available in the market at the time.

A revised Asset Management Strategy 2018-23 was approved by Council in April 2018 and has informed the proposals included within the programme relating to the General Fund asset portfolio.

In addition, The Prudential Code for Capital Finance in Local Authorities has recently been updated by the Chartered Institute of Public Finance and Accountancy (CIPFA). The code sets out that in order to demonstrate that an authority takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability, authorities should have in place a capital strategy. The capital strategy should set out the long-term context in which capital expenditure and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes. The Capital Strategy for 2019/20 will be presented to Cabinet for recommendation to Council in February 2019.

The additional revenue financing implications of this second draft programme for 2019/20 to 2022/23 upon future years are as follows:

	2020/21 £'000	2021/22 £'000	2022/23 £'000
Additional Minimum Revenue Provision (MRP)	137	124	69
Additional Interest Costs	128	250	225
Total	265	374	294
Cumulative Effect			933

*Table 9 – MRP Forecast*

As noted in section 3.3, additional allocations from New Homes Bonus have been transferred and ringfenced for revenue contributions to capital outlay (RCCO) to reduce the reliance on borrowing to finance the General Fund capital programme.

The implication of the adoption of this policy, is that the Council will finance a greater proportion of its capital programme using revenue resources with an equivalent reduction in the proportion of the programme being financed by borrowing.

This has the effect of allowing the Council to remove the need to borrow to finance its non-housing capital programme by 2022/23. Furthermore, the Council would also be able to make Voluntary Revenue Provision from 2022/23 onwards, effectively meaning the Council will be overpaying its current debt repayment schedule. Consequently, the Council would eliminate its General Fund underlying debt holding by 2032, compared to an existing 2052 timeframe.

For the 2019/20 draft General Fund revenue budget MRP is estimated at **£1.601m** (2018/19 **£1.929m**) resulting from historical borrowing and the additional borrowing undertaken to finance the 2018/19 capital programme as approved by Council in February this year.

## 9. Medium Term Financial Plan 2019-2023

Appendix 7 shows a forecast position for the next 4 financial years with a **deficit of £242,000** for 2019/20.

	2019/20 £ 000's	Partial Reset - 25% growth retained			Full Reset		
		2020/21 £ 000's	2021/22 £ 000's	2022/23 £ 000's	2020/21 £ 000's	2021/22 £ 000's	2022/23 £ 000's
<b>Changes in Funding</b>							
Business Rates	-797	2,281	391	-80	2,281	746	-73
BRR Collection Fund Surplus(-)/Deficit	742	-941	0	0	-941	0	0
Revenue Support Grant	153	-0	0	0	-0	0	0
Government Grants	30	27	24	24	27	24	24
Council Tax	-448	-450	-414	-447	-450	-414	-447
CT Collection Fund Surplus(-)/Deficit	-51	72	0	0	72	0	0
New Homes Bonus Funding	-35	-285	-838	-1,023	-285	-838	-1,023
Contribution from Reserves & Balances	-928	941	0	0	941	0	0
<b>Total Changes in Funding</b>	<b>-1,334</b>	<b>1,645</b>	<b>-837</b>	<b>-1,526</b>	<b>1,645</b>	<b>-482</b>	<b>-1,519</b>
<b>Corporate Items</b>							
Contribution to Business Rates Equalisation Reserve	1,363	-1,729	336	79	-1,729	329	72
Contribution to/from Earmarked Reserve Council Tax	263	-263	0	0	-263	0	0
RCCO	112	285	838	1,023	285	838	1,023
Other Corporate Adjustments	-878	152	-247	-54	152	-247	-54
<b>Total Changes to Corporate Items</b>	<b>860</b>	<b>-1,555</b>	<b>927</b>	<b>1,048</b>	<b>-1,555</b>	<b>920</b>	<b>1,041</b>
<b>Growth</b>							
Salaries	590	530	540	549	530	540	549
Remodelling of pay scales	140	0	0	0	0	0	0
Inflation Provision	56	10	10	10	10	10	10
Growth	780	0	0	0	0	0	0
<b>Total Service Pressures</b>	<b>1,566</b>	<b>540</b>	<b>550</b>	<b>559</b>	<b>540</b>	<b>550</b>	<b>559</b>
<b>Total Funding and Growth</b>	<b>1,092</b>	<b>630</b>	<b>640</b>	<b>81</b>	<b>630</b>	<b>988</b>	<b>81</b>
Income Generation	-211	-40	-80	0	-40	-80	0
Savings	-379	-140	-265	108	-140	-265	108
<b>Revised Variance</b>	<b>502</b>	<b>450</b>	<b>295</b>	<b>189</b>	<b>450</b>	<b>643</b>	<b>189</b>
Key Decisions	-260	-275	0	0	-275	0	0
<b>Revised Variance</b>	<b>242</b>	<b>175</b>	<b>295</b>	<b>189</b>	<b>175</b>	<b>643</b>	<b>189</b>

Table 10 – Medium Term Financial Plan 2019/20 to 2022/23

Beyond 2019/20, the MTFP shows additional budget variances that need to be considered in future years, assuming that prior budget deficits have been addressed. This MTFP has been presented on the assumption that the Council will either see the impact of a partial or full reset. Therefore, under a partial reset there is a cumulative deficit of approximately **£1.0m** across the four years MTFP, which increases to **£1.3m** under a full reset scenario.

Table 12 shows the changes when compared with the previous year. The key movements presented in the MTFP can be explained as follows:

- Increased funding in Council Tax at a rate of 2.99% over the medium term
- Contribution from the Business Rates Reserve to offset the Business rates deficit of £941,000 in 2019/20.
- Increased contribution to the Business Rates Equalisation Reserve for the excess growth in Business Rates Funding, above sustainable funding levels.
- Additional funding anticipated, over and above the MTFP reported in February 2018, for New Homes Bonus is transferred to RCCO for all years of the medium term.
- The Corporate items include the necessary adjustments to the Minimum Revenue Provision and Net Cost of Borrowing

Other major assumptions within the MTFP:

- NHB and Business Rates growth based on planned growth as informed by Economic Development officers.
- The adverse impact of changes in government funding resulting from the fair funding review and business rates baseline reset in 2020/21.
- The financial saving of £297,000 during the period 2020/21 through to 2022/23 from the proposal to approve a housing acquisition fund to mitigate the pressures in the cost of temporary accommodation in addressing homelessness. (within Key Decisions)
- A £10 increase in the Garden Waste subscription charge in 2020/21 to generate £200,000 extra income in 2020/21.
- Salary budgets amended to reflect 2% pay awards applied in each year of the MTFP.

## **10. Conclusion**

Following the review and expansion of number of the key decisions for Member's consideration there continues to be a deficit of £242,000 presented for 2019/20.

It needs to be noted that, due to the current challenging financial environment further savings still need to be identified in order to deliver a balanced budget across the medium term. In particular, the high level of uncertainty around retained Business Rates and the potential for a reset of the system presents a considerable risk to the Councils finances from 2020/21 onwards.

**Name of Meeting:** Cabinet

**Date of Meeting:** 3 December 2018

**Subject Matter:** Draft General Fund Revenue and Capital Budget 2019/20

**Originating Department:** Corporate Resources

**DO ANY BACKGROUND PAPERS APPLY**  **YES**  **NO**

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>
	Draft General Fund Revenue and Capital Budget 2019/20 – Cabinet 3 <sup>rd</sup> December 2018
	Draft General Fund Revenue and Capital Budget 2019/20 – Cabinet 8 <sup>th</sup> October 2018

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

<b>Doc No</b>	<b>Relevant Paragraph of Schedule 12A</b>

Draft General Fund Revenue Summary 2019/20	2018/19 Original Budget £	In Year Adjustments £	2018/19 Revised Budget £	Corporate Adjustments £	Total Inflation £	Salary Adjustments £	Proposed Growth Items (Appendix 2) £	Proposed Income Adjustments (Appendix 3) £	Savings (Appendix 4) £	2019/20 Draft Budget £
<b>EXPENDITURE:</b>										
Growth & Investment	2,820,140	213,840	3,033,980	-257,040	5,210	47,330	24,740	152,380	-25,000	2,981,600
Corporate Resources	1,007,550	9,680	1,017,230	-349,020	7,190	306,350	35,410	-13,470	-6,380	997,310
Environment & Public Realm	7,070,150	-81,650	6,988,500	134,650	24,710	129,060	324,750	-286,340	-75,110	7,240,220
Communities & Homes	1,991,550	-19,290	1,972,260	-102,390	18,720	141,550	392,320	-43,450	-170,730	2,208,280
Executive Director's Office	1,938,510	22,290	1,960,800	25,290	0	-33,860	0	-20,000	0	1,932,230
Key Decisions			0	0	0	0	0	0	-260,000	-260,000
Corporate Items	-160,000	41,290	-118,710	75,300	0	0	142,890	0	-1,800	97,680
<b>PORTFOLIO EXPENDITURE</b>	<b>14,667,900</b>	<b>186,160</b>	<b>14,854,060</b>	<b>-473,210</b>	<b>55,830</b>	<b>590,430</b>	<b>920,110</b>	<b>-210,880</b>	<b>-539,020</b>	<b>15,197,320</b>
Less Capital Charge Adjustment	-2,590,610	0	-2,590,610	-102,100	0	0	0	0	0	-2,692,710
Less Corporate Savings Target (including salary voids)	-200,000	0	-200,000	0	0	0	0	0	-100,000	-300,000
Less Pension Adjustment	-317,190	0	-317,190	-11,550	0	0	0	0	0	-328,740
<b>NET PORTFOLIO EXPENDITURE</b>	<b>11,560,100</b>	<b>186,160</b>	<b>11,746,260</b>	<b>-586,860</b>	<b>55,830</b>	<b>590,430</b>	<b>920,110</b>	<b>-210,880</b>	<b>-639,020</b>	<b>11,875,870</b>
Net Cost of Borrowing	465,390	0	465,390	-168,480	0	0	0	0	0	296,910
Minimum Revenue Provision (MRP)	1,929,060	0	1,929,060	-328,370	0	0	0	0	0	1,600,690
Revenue Contribution to Capital Outlay	87,500	0	87,500	111,500	0	0	0	0	0	199,000
Contribution to Business Rate Equalisation Reserve	552,620	0	552,620	1,363,000	0	0	0	0	0	1,915,620
Contribution to Earmarked Reserve Council Tax			0	263,000	0	0	0	0	0	263,000
<b>TOTAL EXPENDITURE (before Parish Precepts)</b>	<b>14,594,670</b>	<b>186,160</b>	<b>14,780,830</b>	<b>653,790</b>	<b>55,830</b>	<b>590,430</b>	<b>920,110</b>	<b>-210,880</b>	<b>-639,020</b>	<b>16,151,090</b>
Parish Council Precepts and Council Tax Support	760,630	0	760,630	20,000	0	0	0	0	0	780,630
<b>TOTAL EXPENDITURE</b>	<b>15,355,300</b>	<b>186,160</b>	<b>15,541,460</b>	<b>673,790</b>	<b>55,830</b>	<b>590,430</b>	<b>920,110</b>	<b>-210,880</b>	<b>-639,020</b>	<b>16,931,720</b>
<b>INCOME:</b>										
Revenue Support Grant	-152,680	0	-152,680	152,680	0	0	0	0	0	0
Retained Business Rates (Net of Tariff)	-4,907,000	0	-4,907,000	566,000	0	0	0	0	0	-4,341,000
Retained Business Rates Additional Growth	-552,620	0	-552,620	-1,363,000	0	0	0	0	0	-1,915,620
New Homes Bonus Funding	-2,105,750	0	-2,105,750	-35,060	0	0	0	0	0	-2,140,810
Government Grants	-297,000	0	-297,000	30,000	0	0	0	0	0	-267,000
Council Tax	-7,438,430	0	-7,438,430	-448,400	0	0	0	0	0	-7,886,830
Council Tax - Empty Property	0	0	0	0	0	0	0	0	-66,000	-66,000
Collection Fund Surplus(-)/Deficit	111,600	0	111,600	757,000	0	0	0	0	0	868,600
Contribution from Reserves & Balances	-13,420	0	-13,420	-927,580	0	0	0	0	0	-941,000
<b>TOTAL INCOME</b>	<b>-15,355,300</b>	<b>0</b>	<b>-15,355,300</b>	<b>-1,268,360</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-66,000</b>	<b>-16,689,660</b>
<b>VARIANCE ON 2018/19 BUDGET</b>	<b>0</b>	<b>186,160</b>	<b>186,160</b>	<b>-594,570</b>	<b>55,830</b>	<b>590,430</b>	<b>920,110</b>	<b>-210,880</b>	<b>-705,020</b>	<b>242,060</b>

**Proposed Growth Items 2019/20**

Portfolio/Service	Amount (£)	Justification:	Corresponding savings? Y / N / Partial (Y = Total growth offset)
<b>Growth &amp; Investment (G&amp;I)</b>			
<b>Planning Services</b>			
Salaries	20,740	Increase in hours to full time of the Principal Planning Officer following the retirement of the Development and Enforcement Lead Officer.	N
Enforcement Budget	1,000	A new budget to cover direct planning enforcement as it occurs to provide a more streamlined service.	N
<b>Benn Hall</b>			
Publicity & Marketing	3,000	The service has seen a rise in the overall financial performance of the Benn Hall, this has meant that the Marketing budget is now not sufficient to attract the calibre of acts to the Benn Hall. It is anticipated that increasing this budget will have an overall impact to future income generation.	N
<b>Sub Total (G&amp;I)</b>	<b>24,740</b>		

<b>Corporate Resources (CR)</b>			
<b>Corporate Property Administration</b>			
Electricity	22,340	Increase required due to the increased charges across the Corporate Property Assets.	N
Water	1,210	Budget realignment to reflect the actual expenditure on water across the Corporate Property Assets.	N
<b>Corporate Property Management</b>			
Asset Management expenses	4,860	Properties now need to be valued every four years instead of the current valuation of every five years in accordance with external audit guidance. The increased cost represents the additional valuation costs that will be incurred for each financial year.	N
<b>Human Resources</b>			
Consultancy Costs	7,000	One-Off request for 7 days of Consultancy Costs for the development of I-Trent (HR and Payroll) system for work in regard to the expenses and time management modules. It is expected that this investment will deliver digitalisation and other efficiency savings.	N
<b>Sub Total (CR)</b>	<b>35,410</b>		

Proposed Growth Items 2019/20

Portfolio/Service	Amount (£)	Justification:	Corresponding savings? Y / N / Partial (Y = Total growth offset)
<b>Environment &amp; Public Realm (E&amp;PR)</b>			
<b>Miscellaneous Highways Services</b>			
Salaries	15,040	Service redesign to increase staff resources to provide more resilience and productivity within the service.	N
Training	4,390	The budget for training has been reviewed for current and prospective staff and increased in-line with requirements.	N
<b>Hackney Carriages and Private Hire Vehicles</b>			
Other Agencies	1,730	Budget required for Disclosure and Barring Service (DBS) checks with the DVLA for hackney carriage licensing.	N
<b>Licensing</b>			
External contractor	1,400	Following new legislation introduced in October 2018, it is anticipated that there will be an increase in vet costs.	Y
<b>Parks, Recreation Grounds &amp; Open Spaces</b>			
Agency Costs	5,000	Following an increase in large events at Caldecott Park and other sites it is proposed to include an agency budget of £5,000 to provide Park Ranger support and holiday/sickness cover.	N
<b>Safety and Resilience</b>			
Maintenance of Equipment	1,600	A budget is required for annual calibration of health and safety equipment such as the drugs and alcohol meter, HAV meter and sound meter.	N
<b>Waste Collection and Recycling</b>			
Recycling Gate Fee	240,000	The recycling gate fee can be volatile and varies monthly. It is anticipated that there will be an increase in costs based on the decline of the market	Y
Salaries	21,490	It is proposed to replace two part-time Refuse Driver posts with full-time posts when the post holders retire; this will reduce agency spend.	Y
Postage and Distribution	4,600	Increase in postage budget for garden waste following a review of expenditure	Y
<b>Works Services Unit and Depot</b>			
Gas	1,000	Increased budget to accommodate rising gas prices and following a review of spend-to-date	Y
<b>Trade Waste</b>			
Fuel	18,500	Budget for fuel increased following review of spend since taking on new customers and additional round	N
Materials	10,000	Budget for bins realigned with anticipated increase in customer demand (see appendix 3)	Y
<b>Sub Total (E&amp;PR)</b>	<b>324,750</b>		

**Proposed Growth Items 2019/20**

Portfolio/Service	Amount (£)	Justification:	Corresponding savings? Y / N / Partial (Y = Total growth offset)
<b>Communities &amp; Homes (C&amp;H)</b>			
<b>Customer and Information Services</b>			
Photocopying	14,260	Increased cost of new printing contract.	N
Software Maintenance	1,500	Building growth into the budget for next year based on costs on contracts confirmed by ICT	N
Hardware Maintenance	3,000	Building growth into the budget for next year based on costs on contracts confirmed by ICT	N
Software/Equipment Licences	42,500	The estimated growth required for IT contracts resulting from the Microsoft Licence Renewal for 3 years from January 2019	Partial
Software Maintenance	27,480	The estimated growth required for IT contracts following the implementation of the Corporate Asset Management System and new Planning system.	Partial
<b>Community Advice and Support Team</b>			
Provision of temporary accommodation for homelessness	295,260	As reported to Cabinet in October, the outlying pressure to the Council for both 2018/19 and 2019/20 is due to increased demand for temporary accommodation arising from homelessness. This now includes the Housing Acquisition key decision to reduce costs by £218,000 as reported to Cabinet in December 2018.	N
Public Transport and Car Parking	1,000	Increased to reflect current and estimated expenditure	N
External Legal Costs	4,400	Increase in the budget to reflect the increase in legal challenges relating to the provision of temporary accommodation.	N
<b>Woodside Park</b>			
Electricity	1,800	Reflects the current usage within the service	N
Non SLA charges	1,120	A direct charge is made to this service for the estimated number of hours of chargeable time from the HRA. The increase represents a recalculation of officer time chargeable based upon estimated time and salaries	N
<b>Sub Total (C&amp;H)</b>	<b>392,320</b>		
<b>Corporate Items</b>			
Changes to Salary Scales	140,000	Estimated increase required for the NJC Pay Review	N
Other minor budget pressures	2,890	Minor pressures requested below £1,000	N
<b>Sub Total (Corporate Items)</b>	<b>142,890</b>		
<b>OVERALL TOTALS</b>	<b>920,110</b>		



**Proposed Income Adjustments 2019/20**

Portfolio/Service	Amount (£) + = Reduction - = Increase	Justification:
<b>Growth &amp; Investment (G&amp;I)</b>		
<b>Planning Services</b>		
Fees & Charges	-13,800	Creation of an increased budget for Con29 Local Authority Searches for property acquisitions, following income received in previous years.
Planning Fees	-3,300	Increase following the introduction of a 20% increase in January the budget for Decision Notices and Discharge of Conditions.
<b>Benn Hall</b>		
Bar Sales	-10,000	The service has seen an increased amount of events which produce a high bar take, these events are likely to continue and as a result the income expectation has been increased to reflect this, the expenditure budget has also been increased with the net position £10,000.
Event Tickets	-3,000	The Benn Hall's business plan was revised in 2018 with an increased focus on targeting specific audience groups. Subsequently the service has seen an increase in income from the of events organised and run by the Council. It is proposed that this additional income of approximately £3,000 is invested in additional marketing activities to promote further income growth in the future.
<b>Hall of Fame</b>		
Net Income	186,000	It is proposed that the attraction's anticipated income be amended to align with the income achieved in previous years.
<b>Sport &amp; Recreation</b>		
On Track Income	-2,520	Increased income following revised charges after CPI rate applied.
Play Rangers Income	-1,000	Increased income following revised charges after CPI rate applied.
<b>Sub Total (G&amp;I)</b>	<b>152,380</b>	
<b>Corporate Resources (CR)</b>		
<b>Corporate Property Administration</b>		
Reimbursements	-5,460	Increased to reflect the estimated recharges due from Warwickshire County Council for their use of the Art Gallery and Museum building.
Reimbursements	-3,000	New income for receivable feed in tariffs for electricity generated from solar panels.
<b>Legal Services</b>		
Reimbursements - Outside Scope	-5,010	Increased due to higher than anticipated income in last three years for Legal services.
<b>Sub Total (CR)</b>	<b>-13,470</b>	
<b>Environment &amp; Public Realm (E&amp;PR)</b>		
<b>Car Parks and Parking</b>		
Reimbursements-Outside Scope	-20,000	Following new ownership of Clock Towers Car Park, a budget of £20,000 has been included to reflect actual income received in recent years.
Car Park Season Tickets	-16,500	Increased level of demand for Season Tickets seen in 2018/19.
<b>Cemeteries</b>		
Plaques/Donations	-500	Increase based on analysis of historic trend.
Interments	-19,330	Increased based on analysis of historic trend.
Memorial License Fee	-1,180	Memorial license fee realigned based on analysis of historic trend.
Exclusive right of burial	-5,710	Income budget for exclusive right of burial realigned based on analysis of historic trend
Purchases for Resale	1,000	Purchases for resale budget realigned based on review of historic spend; this is recovered via resale income.
<b>Crematorium</b>		
Net surplus	-34,540	Anticipated increase in Rugby Borough Council's share of the operational surplus for the crematorium. The detailed budget will be approved by the Rugby and Daventry
<b>Hackney Carriages and Private Hire Vehicles</b>		
Reimbursements- court costs awarded	-1,000	Budget included for legal costs income;
<b>Regulatory Services</b>		
Fees and Charges (Standard)	-17,000	Anticipated income for investigate Fly Tipping works done by Rugby Borough Council for Harborough District Council.
Fees and Charges (Standard)	-20,000	Anticipated income for Investigate Fly Tipping works done by Rugby Borough Council for Warwick District Council.
<b>Street Cleansing</b>		
Fees and Charges (standard)	-3,000	Increase in income from private works based on volume of 2017/18 customers
<b>Waste Collection and Recycling</b>		
Fees and Charges (Garden Waste income)	-37,000	Increased budget for Garden Waste income based on 18/19 performance.
Recycling Credits	-69,400	Increased budget for recycling credits income claimed from Warwickshire County Council based on prior year analysis.
Fees and Charges (Bulky Waste)	-16,300	Increase in Bulky Waste income anticipated following analysis of 17/18 performance and price increase following CPI increase.
Fees and Charges (Refuse and G/W)	35,500	Following analysis of 17/18, reduction in budget for haulage income claimed from Warwickshire CC as actual costs have been less than budget.
<b>Trade Waste</b>		
Fees and Charges	-61,380	Income from Trade Waste customers increased based on review of increased numbers.
<b>Sub Total (E&amp;PR)</b>	<b>-286,340</b>	

**Proposed Income Adjustments 2019/20**

Portfolio/Service	Amount (£) + = Reduction - = Increase	Justification:
<b>Communities &amp; Homes (C&amp;H)</b>		
<b>Housing Welfare Services</b>		
Fees & Charges	-40,000	Following increased marketing around the Lifeline service it is estimated that the service will be able to generate £40,000 extra income.
<b>Woodside Park</b>		
Rental Income	-3,450	Pitch fees increased by an estimate for inflation of 3%
<b>Woodside Park</b>		
<b>Sub Total (C&amp;H)</b>	<b>-43,450</b>	
<b>Executive Director's Office (EDO)</b>		
<b>Communications</b>		
Income from other Local Authorities	-20,000	Income following officer time charged for service provided to another local authority.
<b>Sub Total (EDO)</b>	<b>-20,000</b>	
<b>OVERALL TOTALS</b>	<b>-210,880</b>	

Proposed Savings 2019/20			
Portfolio/Service	Amount (£)	How can these be achieved?	Adverse impact on service delivery? Y/N
<b>Growth &amp; Investment (G&amp;I)</b>			
<b>Hall of Fame</b>			
Repairs & Maintenance	-25,000	The removal of the repairs and maintenance budget following historic spend and anticipated future spend.	N
<b>Sub Total (G&amp;I)</b>	<b>-25,000</b>		
<b>Corporate Resources (CR)</b>			
<b>Public Offices</b>			
Building cleaning	-2,690	Budget realigned to match expenditure in previous years.	N
<b>Sub Total (CR)</b>	<b>-2,690</b>		
<b>Environment &amp; Public Realm (E&amp;PR)</b>			
<b>Head of Environment and PR</b>			
Training Fees	-9,280	Training budget not required centrally as services to have individual budgets where training is required.	N
<b>Miscellaneous Highways Services</b>			
Vehicle Repair and Maintenance	-2,290	Budget realigned to match expenditure in previous years.	N
Fuel	-1,300	Budget realigned to match expenditure in previous years.	N
Contract Hire	-3,000	Budget realigned to match expenditure in previous years.	N
Materials	-5,000	Budget realigned to match expenditure in previous years.	N
<b>Hackney Carriages and Private Hire Vehicles</b>			
External Legal Costs	-1,300	Budget realigned to match expenditure in previous years.	N
<b>Land Drainage</b>			
External Contractor	-10,000	Budget realigned to match expenditure in previous years. This is a reactive service.	N
<b>Parks, Recreation Grounds &amp; Open Spaces</b>			
Salaries	-5,520	Net savings from a vacant part-time gardener post being replaced by a full-time seasonal post.	N
<b>Public Conveniences</b>			
Rates	-3,690	Following the Budget announcement in October 2018, the government will introduce 100% business rate relief on public lavatories to help keep them open.	N
<b>Safety and Resilience</b>			
Service redesign	-20,880	This is the net saving following the decision taken to outsource the Council's Emergency Planning and Business Continuity work to CSW, instead of recruiting to a vacant post.	N
Civil Contingencies	-3,540	Budget has been reduced based on previous spend, however, a small budget will still remain to provide cover for contingencies.	N
<b>Works Services Unit and Depot</b>			
Electricity	-12,000	Budget realigned to match expenditure in previous years.	N
Water Services	-1,000	Budget realigned to match expenditure in previous years.	N
<b>Sub Total (E&amp;PR)</b>	<b>-78,800</b>		
<b>Communities &amp; Homes (C&amp;H)</b>			
<b>Community Grants</b>			
Community Grants	-1,500	Reduction in grant allocation following the removal of a service level agreement.	N
<b>Community Advice and Support Team</b>			
Postage	-3,000	Estimated saving based upon the increased usage of electronic communication.	N
<b>Housing Benefit Payments</b>			
Housing Benefit Overpayments	-166,230	Based on data gathered as part of the formal 2018/19 mid-year subsidy submission to government at the end of August, there has been a reduction in the overall level of debt associated with Housing Benefit payment, primarily due to the transition to Universal Credit. Consequently, the bad provision relating to the collection of Housing Benefit overpayments is forecast to be reduced by £166,000 compared to budgeted estimates.	N
<b>Sub Total (C&amp;H)</b>	<b>-170,730</b>		
<b>Corporate Items</b>			
Other minor savings	-1,800	The aggregate of various minor savings, which are individually below £1,000	
Corporate Savings Target	-100,000	Following the review of in year savings the annual Corporate saving target has been increased to a total of £300,000.	N
<b>Sub Total (Corporate Items)</b>	<b>-101,800</b>		
<b>OVERALL TOTALS</b>	<b>-379,020</b>		

Portfolio / Scheme Name	Capital						Revenue Implications					
	Gross Expenditure			External Contributions / Earmarked Reserves		Internal Resources		Running Costs		Estimated Interest costs		Minimum Revenue Provision
	2019/20	2020/21	2021/22	2019/20	Future Years	2019/20	Future Years	2019/20*	Full Year	2019/20*	Full Year	2020/21
	1	2	3	4	5	6	7	8	9	10	11	12
£	£	£	£	£	£	£	£	£	£	£	£	
<b>Growth &amp; Investment</b>												
	0	0	0	0	0	0	0	0	0	0	0	0
<b>Communities &amp; Homes</b>												
ICT Refresh Programme - Desktop	72,100	72,100	80,500	72,100	152,600	0	0	0	0	0	0	0
ICT Refresh Programme - Infrastructure	115,000	130,000	95,000	22,500	142,070	92,500	82,930	0	0	1,160	2,310	17,630
ICT Refresh Programme - AV Equipment	22,500	7,500	7,500	22,500	15,000	0	0	0	0	0	0	0
Disabled Facilities Grants	615,800	615,800	615,800	585,800	1,171,600	30,000	60,000	0	0	380	750	1,200
	825,400	825,400	798,800	702,900	1,481,270	122,500	142,930	0	0	1,540	3,060	18,830
<b>Environment &amp; Public Realm</b>												
Vehicle Replacement <sup>1</sup>	400,000	400,000	400,000	0	0	400,000	800,000	0	0	5,000	10,000	53,500
Open Spaces Refurbishments - Whinfield Play Area	161,520	161,520	161,520	50,000	100,000	111,520	223,040	0	0	1,390	2,790	6,360
Open Spaces Refurbishments - Safety Improvements	50,000	50,000	50,000	0	0	50,000	100,000	0	0	630	1,250	2,850
Open Spaces Refurbishments - Street Furniture	40,000	40,000	40,000	0	0	40,000	80,000	0	0	500	1,000	2,280
Memorial Safety	30,000	30,000	30,000	0	0	30,000	60,000	0	0	380	750	1,210
Crematorium Car Park Extension <sup>3</sup>	80,000	0	0	40,000	0	40,000	0	0	0	500	1,000	1,620
Great Central Way Bridge Repairs	0	165,000	165,000	0	0	0	330,000	0	0	0	0	0
Purchase of Waste Bins <sup>2</sup>	87,500	87,500	87,500	87,500	175,000	0	0	0	0	0	0	0
	849,020	934,020	934,020	177,500	275,000	671,520	1,593,040	0	0	8,400	16,790	67,820
<b>Corporate Resources</b>												
Housing Acquisitions Fund	12,900,000	0	0	3,870,000	0	9,030,000	0	0	0	112,875	361,200	33,200
Corporate Property Enhancement	435,000	361,000	340,000	0	0	435,000	701,000	0	0	5,440	10,880	17,570
Woodside Park LPG	25,000	0	0	0	0	25,000	0	0	0	310	630	2,260
	13,360,000	361,000	340,000	3,870,000	0	9,490,000	701,000	0	0	118,625	372,710	50,770
<b>Total Draft GF Capital Programme</b>	<b>15,034,420</b>	<b>2,120,420</b>	<b>2,072,820</b>	<b>4,750,400</b>	<b>1,756,270</b>	<b>10,284,020</b>	<b>2,436,970</b>	<b>0</b>	<b>0</b>	<b>128,565</b>	<b>392,560</b>	<b>137,420</b>

<sup>1</sup> Vehicle replacement programme under review

<sup>2</sup> To be financed via S106 developer contributions / direct revenue contributions.

<sup>3</sup> Subject to initial approval by the Rainsbrook Crematorium Joint Committee

<sup>4</sup> Half year is included

## General Fund Draft Capital Programme 2019/20 &amp; Onwards: Capital Appraisal Information

Portfolio	Communities & Homes
Capital Scheme	ICT Refresh Programme - Desktop
Gross Budget Requirement 2019/20-2021/22	£224,700
External Funding	£0
RBC Funding 2019/20-21/22	£224,700
Budget Officer	Raj Chand
<b>Strategic Case:</b> Outline relevant national and local policies and strategies	<p>The Desktop provision is made up of:</p> <ul style="list-style-type: none"> <li>* Client devices, such as Laptops, PCs and Terminals;</li> <li>* Server services that directly relate to desktop provisioning.</li> </ul> <p>The Council has adopted a rolling refresh programme that spreads the cost and effort of updating the desktop across all financial years.</p> <p>Drivers for updating the desktop provision are:</p> <ul style="list-style-type: none"> <li>* To ensure that the authority is running on fit for purpose equipment;</li> <li>* to replace aging equipment before it fails and impacts service delivery;</li> <li>* and, in line with PSN requirements and security best-practice, devices must be under manufacturer support and they must be patched and/or upgraded to the latest software version.</li> </ul> <p>If the authority is to retain PSN Code of Connection IT equipment must be fully supported and updated. Failing to comply would leave us open to security breaches and the associated fines that they would incur.</p>
<b>Commercial Case:</b> Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. Suppliers are sourced using Crown Commercial Services Digital Marketplace and associated framework RM3733.
<b>Financial Case:</b> Outline the capital and revenue costs/savings over the life span of the project	ICT equipment has an estimated asset life of five years. As a short-life asset financing will be sourced from revenue contributions to capital outlay (RCCO) as noted in Section 3.3 of the budget report.
<b>Management Case:</b> Outline the governance, plans, and resources that are in place for successful implementation	The IT service employ an industry standard programme management technique for desktop replacement.

## General Fund Draft Capital Programme 2019/20 &amp; Onwards: Capital Appraisal Information

Portfolio	Communities & Homes
Capital Scheme	ICT Refresh Programme - Infrastructure
Gross Budget Requirement 2019/20-2021/22	£340,000
External Funding	£0
RBC Funding 2019/20-21/22	£340,000
Budget Officer	Raj Chand
<b>Strategic Case:</b> Outline relevant national and local policies and strategies	<p>The IT infrastructure provision is made up of:</p> <ul style="list-style-type: none"> <li>* Physical and Virtual Servers;</li> <li>* Storage Area Networks;</li> <li>* Network Switches, Routers &amp; WIFI;</li> <li>* Firewalls and Backup and Business Continuity solutions.</li> </ul> <p>The Council has adopted a rolling refresh programme that spreads the cost and effort of updating the infrastructure across all financial years.</p> <p>Drivers for updating the infrastructure are:</p> <ul style="list-style-type: none"> <li>* To ensure that the authority is running on fit for purpose equipment;</li> <li>* To replace aging equipment before it fails and impacts service delivery;</li> <li>* and in line with PSN Requirements and security best-practice, devices must be under manufacturer support and they must be patched and/or upgraded to the latest software version.</li> </ul> <p>If the authority is to retain PSN Code of Connection compliance there are no direct alternatives that are financially viable.</p>
<b>Commercial Case:</b> Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. Suppliers are sourced using Crown Commercial Services Digital Marketplace and associated framework RM3733.
<b>Financial Case:</b> Outline the capital and revenue costs/savings over the life span of the project	With each successive generation of hardware they become more energy efficient with reduced heat output. Such reductions will directly reduce running costs and support a future refresh of the Town Hall cooling systems to smaller more efficient units. ICT hardware has an estimated asset life of five years and therefore minimum revenue provision (annuity method) for the 2019/20 scheme will be £17,600.
<b>Management Case:</b> Outline the governance, plans, and resources that are in place for successful implementation	The IT service employ an industry standard programme management technique for the infrastructure replacement.

## General Fund Draft Capital Programme 2019/20 &amp; Onwards: Capital Appraisal Information

Portfolio	Communities & Homes
Capital Scheme	ICT Refresh Programme - AV Equipment
Gross Budget Requirement 2019/20-2021/22	£37,500
External Funding	£0
RBC Funding 2019/20-21/22	£37,500
Budget Officer	Raj Chand
<b>Strategic Case:</b> Outline relevant national and local policies and strategies	<p>Much of the audio/visual equipment will become redundant in the next 2 years due to its age plus additional equipment will be required to support digitalisation.</p> <p>The programme will consist of: replacement of the ctouch devices in CR1, CR2 and the Benn hall; and introduction of display equipment into CR3 and room 104 and the Board room.</p> <p>The life expectancy of IT equipment is 5 years, which is based on both physical component life expectancy and the equipment's ability to be upgraded for security purposes and to support appropriate operating systems &amp; software. The combined desktop &amp; infrastructure refresh programmes have been re-designed to accommodate changes to working practices brought about by digitalisation, but without any particular increase to previous year's total budgets, however it has never incorporated audio/visual equipment as these used to sit in Business Support.</p>
<b>Commercial Case:</b> Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. Suppliers are sourced using Crown Commercial Services Digital Marketplace and associated framework RM3733.
<b>Financial Case:</b> Outline the capital and revenue costs/savings over the life span of the project	ICT equipment has an estimated asset life of five years. As a short-life asset, financing will be sourced from revenue contributions to capital outlay (RCCO) as noted in Section 3.3 of the budget report.
<b>Management Case:</b> Outline the governance, plans, and resources that are in place for successful implementation	The IT service employ an industry standard programme management technique for the infrastructure replacement.

## General Fund Draft Capital Programme 2019/20 &amp; Onwards: Capital Appraisal Information

Portfolio	Communities & Homes
Capital Scheme	Disabled Facilities Grants
Gross Budget Requirement 2019/20-2021/22	£1,847,400
External Funding	£1,757,400
RBC Funding 2019/20-21/22	£90,000
Budget Officer	Raj Chand
<b>Strategic Case:</b> Outline relevant national and local policies and strategies	The provision of grants to provide adaptations to the homes of disabled people in the borough. This is a mandatory requirement made by the Amendment by the Regulatory Reform Orders 2002 and 2008 and the Housing Grants and Construction and Regeneration Act 1996. Recommendations for adaptations are made following a home visit by the Occupational Health Therapists with the scheme administered in the borough by HEART service from October 2016
<b>Commercial Case:</b> Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	
<b>Financial Case:</b> Outline the capital and revenue costs/savings over the life span of the project	
<b>Management Case:</b> Outline the governance, plans, and resources that are in place for successful implementation	



## General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Vehicle Replacements
Gross Budget Requirement 2019/20-2021/22	£1,200,000
External Funding	£0
RBC Funding 2019/20-21/22	£1,200,000
Budget Officer	Dan Green
<b>Strategic Case:</b> Outline relevant national and local policies and strategies	The Vehicle Replacement scheme covers the provision of front line delivery services in procuring new vehicles for the Council's Works Service Unit (WSU) as existing fleet reaches the end of useful economic life. The programme is currently under review and budgets have been estimated based on prior year expenditure. A revised value reflecting actual vehicle requirements will be included in future iterations of the programme.
<b>Commercial Case:</b> Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement is undertaken in compliance with contract standing orders, utilising established framework agreements where applicable.
<b>Financial Case:</b> Outline the capital and revenue costs/savings over the life span of the project	A funding appraisal is undertaken in conjunction with the Council's treasury and leasing advisors to ascertain the optimal source of financing in advance of vehicle acquisition. The appraisal measures the benefits of outright purchase cost, anticipated maintenance costs, residual value, and leasing contracts. Vehicles have an estimated asset life of seven years and therefore minimum revenue provision (annuity method) for the 2019/20 scheme will be £53,500.
<b>Management Case:</b> Outline the governance, plans, and resources that are in place for successful implementation	The existing fleet is monitored to gauge useful economic lives, potential increased maintenance costs and market indications of pricing for replacement vehicles over a medium-term horizon.

## General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Open Spaces Refurbishment - Whinfield Play Area (2019/20)
Gross Budget Requirement 2019/20-2021/22	£484,560
External Funding	£150,000
RBC Funding 2019/20-21/22	£334,560
Budget Officer	Dan Green
<b>Strategic Case:</b> Outline relevant national and local policies and strategies	<p>Every site refurbishment is undertaken in partnership with the local community. This includes community associations, external funding partners, voluntary agencies and other statutory bodies. The sites have been identified within the Play Strategy and Open Space Strategy which the Council has adopted, along with information on the general condition survey of play equipment. The next play area highlighted by recent health &amp; safety inspection is Whinfield play area.</p> <p>The Council has a duty to provide facilities which are safe to use and which comply with the laws governing access to disabled people. Failure to discharge this responsibility will leave the Council liable.</p> <p>There is significant evidence to suggest that investment in parks brings about wider social benefits. Research from the Edinburgh Council in Scotland found that for every £1 invested in parks, £12 was given back in social, economic &amp; environmental benefits. Whilst Exeter University suggests people will exercise more if they have quality parks to do this in. The Local Government Association has also recently published the report ""the role of the local government in mental health and wellbeing"" which also highlights the significant role that parks and green spaces play in helping to reduce the nation's healthcare costs.</p>
<b>Commercial Case:</b> Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	All procurement is undertaken in line with our own procurement rules and processes to ensure value for money.
<b>Financial Case:</b> Outline the capital and revenue costs/savings over the life span of the project	The refurbishment offers good value for money and the Council will be seeking some external funding from the landfill tax. The alternative is to close and remove the play area, restoring the land back to grass, which would cost about £50k with no community gain. The scheme has an anticipated asset life of fifteen years and therefore minimum revenue provision (annuity method) will be £6,400.
<b>Management Case:</b> Outline the governance, plans, and resources that are in place for successful implementation	Each open space that is highlighted for improvement undergoes a phased approach which includes consultation in partnership with the local community, design and implementation. Whinfield play area has not been refurbished for nearly 20 years and is now at the end of its useful life and without investment would need to be closed and removed.

## General Fund Draft Capital Programme 2019/20 &amp; Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Open Spaces Refurbishment - Safety Improvements
Gross Budget Requirement 2019/20-2021/22	£150,000
External Funding	£0
RBC Funding 2019/20-21/22	£150,000
Budget Officer	Dan Green
<b>Strategic Case:</b> Outline relevant national and local policies and strategies	The Council is responsible for 41 play areas and 17 youth facilities along with nearly 300 hectares of green spaces. The most serious health and safety issues have been dealt with through a programme of capital refurbishments in the last few years, but in the current financial climate the council needs to focus on the essential health and safety works. This capital scheme will address sites with the most pressing health and safety issues, and where minimal investment will not extend the life of the capital asset, fully refurbish the play area. The Council has a duty to provide facilities which are safe to use and which comply with the laws governing access to disabled people. Failure to discharge this responsibility will leave the Council liable. The sites have been identified within the Play Strategy and Open Space Strategy which the Council has adopted, along with information on the general condition survey of play equipment. There is significant evidence to suggest that investment in parks brings about wider social benefits. Research from the Edinburgh Council in Scotland found that for every £1 invested in parks, £12 was given back in social, economic & environmental benefits. Whilst Exeter University suggests people will exercise more if they have quality parks to do this in. The Local Government Association has also recently published the report ""the role of the local government in mental health and wellbeing"" which also highlights the significant role that parks and green spaces play in helping to reduce the nation's healthcare costs.
<b>Commercial Case:</b> Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	All procurement is undertaken in line with our own procurement rules and processes to ensure value for money.
<b>Financial Case:</b> Outline the capital and revenue costs/savings over the life span of the project	The investment of £50k to address essential health & safety issues offers good value for money as this could be the cost of just one successful insurance claim against the Council. Schemes have an anticipated asset life of fifteen years and therefore minimum revenue provision for the 2019/20 programme will be £2,800.
<b>Management Case:</b> Outline the governance, plans, and resources that are in place for successful implementation	Each open space that is highlighted for improvement undergoes a phased approach which includes consultation in partnership with the local community, design and implementation. Failure to deal with urgent health & safety issues could lead to insurance claims and prosecutions against the Council.

## General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Open Spaces Refurbishment - Street Furniture
Gross Budget Requirement 2019/20-2021/22	£120,000
External Funding	£0
RBC Funding 2019/20-21/22	£120,000
Budget Officer	Dan Green
<b>Strategic Case:</b> Outline relevant national and local policies and strategies	<p>This scheme provides for the long term permanent street furniture installations throughout Rugby and the surrounding areas. New benches are compliant with Disability Discrimination guidelines (seating height, arm rests etc.).</p> <p>New litter bins have a colour contrast to aid the visually impaired. Replacement street furniture, litter bins, and bus shelters are only considered where refurbishment will not prove economically viable.</p>
<b>Commercial Case:</b> Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.
<b>Financial Case:</b> Outline the capital and revenue costs/savings over the life span of the project	Street Furniture works have an anticipated asset life of ten years and therefore the minimum revenue provision for these works will be £2,300.
<b>Management Case:</b> Outline the governance, plans, and resources that are in place for successful implementation	Each item of street furniture that is highlighted for refurbishment/replacement undergoes a phased approach which includes consultation in partnership with the local community, design and implementation. Failure to deal with urgent health & safety issues could lead to insurance claims and prosecutions against the Council.

## General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Memorial Safety
Gross Budget Requirement 2019/20-2021/22	£90,000
External Funding	£0
RBC Funding 2019/20-21/22	£34,260
Budget Officer	Dan Green
<b>Strategic Case:</b> Outline relevant national and local policies and strategies	<p>To undertake essential infrastructure replacement including memorial safety in the Borough Council's cemeteries.</p> <p>The Council has a duty of care to all cemetery users in relation to the general condition of footpaths and other infrastructure.</p> <p>The Ministry of Justice has also issued guidance to Local Authorities on how to deal with the issue of memorial safety and the Council is currently producing its own policy statement.</p>
<b>Commercial Case:</b> Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.
<b>Financial Case:</b> Outline the capital and revenue costs/savings over the life span of the project	Cemetery infrastructure works have an anticipated asset life of twenty years and therefore the minimum revenue provision (annuity method) for these works will be £650.
<b>Management Case:</b> Outline the governance, plans, and resources that are in place for successful implementation	

### General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Purchase of Waste Bins
Gross Budget Requirement 2019/20-2021/22	£262,500
External Funding	£262,500
RBC Funding 2019/20-21/22	£0
Budget Officer	Dan Green
<b>Strategic Case:</b> Outline relevant national and local policies and strategies	The Council has a statutory responsibility for the provision of domestic waste collection within the Borough. The scheme provides for the acquisition of bins for new housing developments funded via S106 agreements or developer contributions.
<b>Commercial Case:</b> Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.
<b>Financial Case:</b> Outline the capital and revenue costs/savings over the life span of the project	Purchase of waste bins for new housing developments will be funded via S106 agreements / developer contributions.
<b>Management Case:</b> Outline the governance, plans, and resources that are in place for successful implementation	

## General Fund Draft Capital Programme 2019/20 &amp; Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Great Central Walk Bridges
Gross Budget Requirement 2019/20-2021/22	£330,000
External Funding	£0
RBC Funding 2019/20-21/22	£330,000
Budget Officer	Dan Green
<b>Strategic Case:</b> Outline relevant national and local policies and strategies	The Council has a statutory requirement to undertake structural inspections every six years and general inspections every two years of its Great Central Way Bridge assets. Work has been ongoing since 2008, and prior detailed inspections are showing major structural problems with several bridges on the route that need immediate / mid-term / long term repairs. The Council has a long-term commitment for the upkeep of these bridges. As some of these bridges carry main highways into Rugby, the Council cannot risk the possibility of closing bridges due to poor maintenance. The Great Central Way Bridges were re-valued as at 31st March 2016 at £15.9m on the basis of re-instatement costs for insurance purposes.
<b>Commercial Case:</b> Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	The Council will tender for structural works based on the independent reports prepared by invasive engineering surveys carried out in May 2018. Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. We are also looking to work collaboratively with WCC and their framework of bridge contractors.
<b>Financial Case:</b> Outline the capital and revenue costs/savings over the life span of the project	In advance of the 2018 survey results being evaluated an estimated construction budget of £165,000 per annum has been requested for works based on historic data for 2020/21 and 2021/22. The unspent existing budget for 2018/19 is to be carried forward for initial refurbishment works in 2019/20. Budget requirements will be revised in light of survey results and programme scheduling. Once structural works have been undertaken bridge lifespans are estimated at fifty years and therefore minimum revenue provision (annuity method) of £1,860 per annum.
<b>Management Case:</b> Outline the governance, plans, and resources that are in place for successful implementation	The Council works in partnership with Warwickshire County Council as the highways authority to provide and maintain some of the bridges and will seek to work collaboratively to minimise public inconvenience and optimise value for money.

## General Fund Draft Capital Programme 2019/20 &amp; Onwards: Capital Appraisal Information

Portfolio	Corporate Resources
Capital Scheme	Corporate Property Enhancements
Gross Budget Requirement 2019/20-2021/22	£1,136,000
External Funding	£0
RBC Funding 2019/20-21/22	£1,136,000
Budget Officer	Mannie Ketley
<b>Strategic Case:</b> Outline relevant national and local policies and strategies	Corporate Property Enhancements include works undertaken on the Council's non-housing assets consequent to legislative requirements (Fire Safety, Disability Discrimination Act, etc.) and to mitigate current and/or future maintenance requirements and asset devaluation. A refresh of the Council's Asset Management Strategy 2018-23 was approved in April 2018 and informs the options concerning non-housing asset future maintenance beyond 2018/19. Programmed works for 2019/20 include: <ul style="list-style-type: none"> <li>• Fire Doors/Pumps &amp; Plant Upgrade/Roofing/Toilets - Town Hall - £195,000</li> <li>• Lawn/Retreat - External Works/Boundary Wall - £125,000</li> </ul>
<b>Commercial Case:</b> Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.
<b>Financial Case:</b> Outline the capital and revenue costs/savings over the life span of the project	Corporate Property Enhancement works have an anticipated asset life of twenty years and therefore the minimum revenue provision (annuity method) for the 2019/20 works will be £17,600.
<b>Management Case:</b> Outline the governance, plans, and resources that are in place for successful implementation	



## General Fund Draft Capital Programme 2019/20 &amp; Onwards: Capital Appraisal Information

Portfolio	Corporate Resources
Capital Scheme	Woodside Park LPG
Gross Budget Requirement 2019/20-2021/22	£25,000
External Funding	£0
RBC Funding 2019/20-21/22	£25,000
Budget Officer	Mannie Ketley
<b>Strategic Case:</b> Outline relevant national and local policies and strategies	Currently servicing is an issue as there is no bottled gas available and a two-man policy is in operation by many contractors. The intention is to install 150 litre direct, unvented hot water cylinders capable of running showers and delivering mains pressure hot water. Response to consultations have been favourable of this installation.
<b>Commercial Case:</b> Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	
<b>Financial Case:</b> Outline the capital and revenue costs/savings over the life span of the project	Saving of approximately £2,700 per year by having no gas obligation.
<b>Management Case:</b> Outline the governance, plans, and resources that are in place for successful implementation	

MTFP 2019/20 - 2022/23	2019/20 £ 000's	Partial Reset - 25% growth retained			Full Reset		
		2020/21 £ 000's	2021/22 £ 000's	2022/23 £ 000's	2020/21 £ 000's	2021/22 £ 000's	2022/23 £ 000's
<b>BASE EXPENDITURE BUDGET bf</b>	<b>15,542</b>	<b>16,689</b>	<b>15,045</b>	<b>15,881</b>	<b>16,690</b>	<b>15,045</b>	<b>15,526</b>
Corporate Adjustments	-587	-40	0	0	-40	0	0
<b>BASE BUDGET</b>	<b>14,955</b>	<b>16,649</b>	<b>15,045</b>	<b>15,881</b>	<b>16,650</b>	<b>15,045</b>	<b>15,526</b>
<b>Growth Items</b>							
Salary Adjustments	590	530	540	549	530	540	549
Inflation	56	10	10	10	10	10	10
Other Service Pressures	920	0	0	0	0	0	0
<b>Total Growth</b>	<b>1,566</b>	<b>540</b>	<b>550</b>	<b>559</b>	<b>540</b>	<b>550</b>	<b>559</b>
<b>Savings</b>							
Efficiency, Transformation & Service Redesign	-379	-140	-265	108	-140	-265	108
<b>Key Decision</b>	<b>-260</b>	<b>-275</b>	<b>0</b>	<b>0</b>	<b>-275</b>	<b>0</b>	<b>0</b>
Income Generation	-211	-40	-80	0	-40	-80	0
<b>Budget Variance (-) Deficit</b>	<b>-242</b>	<b>-175</b>	<b>-295</b>	<b>-189</b>	<b>-175</b>	<b>-643</b>	<b>-189</b>
<b>Total Savings</b>	<b>-1,092</b>	<b>-630</b>	<b>-640</b>	<b>-81</b>	<b>-630</b>	<b>-988</b>	<b>-81</b>
<b>Corporate Items</b>							
Changes to Net Cost of Borrowing	-169	-14	41	-77	-15	41	-77
Changes to MRP	-328	187	-308	3	187	-308	3
Contribution to/from Reserves BRR	1,363	-1,729	336	79	-1,729	329	72
Contribution to/from Reserves Council Tax	263	-263	0	0	-263	0	0
RCCO	112	285	837	1,023	285	837	1,023
Change in Parish Precept	20	20	20	20	20	20	20
<b>Total Changes in Corporate items</b>	<b>1,261</b>	<b>-1,514</b>	<b>926</b>	<b>1,048</b>	<b>-1,515</b>	<b>919</b>	<b>1,041</b>
<b>Total Net Expenditure</b>	<b>16,689</b>	<b>15,045</b>	<b>15,881</b>	<b>17,408</b>	<b>15,045</b>	<b>15,526</b>	<b>17,046</b>
<b>Financed By</b>							
<b>BASE INCOME BUDGET</b>							
<b>Grants</b>							
Other Government Grants	-267	-240	-216	-192	-240	-216	-192
New Homes Bonus	-2,141	-2,426	-3,264	-4,287	-2,426	-3,264	-4,287
<b>Business Rates</b>							
Settlement Funding Assessment (SFA)	-2,376	-2,278	-2,320	-2,364	-2,278	-2,320	-2,364
Growth included in Base Budget	-1,765	-971	-929	-885	-623	-581	-537
Damping	0	-727	0	0	-1,075	0	0
Pooling Dividend	-200	0	0	0	0	0	0
Retained Growth to BRR Equalisation Reserve	-1,916	0	-336	-415	0	-329	-401
Collection Fund Surplus(-)/Deficit	941	0	0	0	0	0	0
Contribution from BRR Equalisation Reserve	-941	0	0	0	0	0	0
<b>Council Tax</b>							
Tax Base & 2% price increase	-7,819	-8,193	-8,523	-8,880	-8,193	-8,523	-8,881
£5 increase in the Band D each year	-49	-99	-147	-194	-99	-147	-194
2.99% increase compared to a £5 increase in a Band D	-18	-45	-80	-124	-45	-80	-124
Key Decision - Empty Homes	-66	-66	-66	-66	-66	-66	-66
Collection Fund Surplus (-)/Deficit	-72	0	0	0	0	0	0
<b>TOTAL</b>	<b>-16,689</b>	<b>-15,045</b>	<b>-15,881</b>	<b>-17,408</b>	<b>-15,045</b>	<b>-15,526</b>	<b>-17,046</b>

## **Waste and Recycling Options**

Following an analysis of the current Waste and Recycling operations, two proposals for efficiencies and savings have been identified. A summary of each proposal, together with financial and risk implications is given below.

### **1. Kerbside Collections Rural Area**

#### **Summary of Proposal**

This proposal is to cease doorstep collections within Rural areas (affecting approximately 1,000 properties), but instead asking the householder to present their bins where the property meets the roadside, for collection.

Such arrangements are common practice in other local authority areas and are known as edge of curtilage collections.

Edge of curtilage collections require residents to present refuse and recycling bins by the edge of their property which is nearest to the adopted highway. Exact definitions for the tolerated distance from the highway range from 25m to 'an arms-length'.

#### **Financial Implications**

It is estimated that this would result in an operational saving of up to £75,000 per year. This is the equivalent to 50% of one vehicle and its associated crew.

The level of saving achieved will be influenced by the number of properties that require special arrangements, such as assisted pull outs.

The savings figure assumes 12 months operation of the new arrangements. Should the new arrangements not be in place for the start of the financial year, the level of savings delivered in 2019/20 will reduce accordingly.

#### **Risks**

The risks associated with the cessation of doorstep collections within the Rural Area are:

- a. Not all household may be able to present bins at the kerbside due to disability.
- b. Public dissatisfaction
- c. An increased number of sign ups to the "pull out" service reduce the financial benefits of the new arrangements.

#### **Risk Mitigation**

- a. A "pull out" bin collection service is available for residents who are unable to present their bins at the kerbside due to a disability. In such cases (and where the necessary criteria are met), we will collect the wheeled bin from the property and return once emptied.
- b. Each affected household will be written to, with the rationale for the decision summarised together with revised collection arrangements.
- c. Review of criteria for "pull out" bin collection service.

## Equality and Diversity Impact Assessment

An Equality Impact Assessment would be required, and a draft assessment is attached.

## Consultation

It is recommended that this proposal would benefit from consultation with each household directly affected by the proposal.

## Next Steps

Should Members approve the proposal, officers will design and deliver a consultation exercise in early 2019.

A formal policy defining edge of curtilage collections, including acceptable distances from the highway, will be developed.

Following the consultation, further modelling will take place to understand any special arrangements (including assisted pull outs) which may be required and the impact which this will have on achievable savings.

## **2. Kerbside Collections Urban Area**

### Summary of Proposal

This proposal is to cease doorstep collections within Urban areas of Rugby (affecting approximately 2,000 properties), but instead ask householders to present their bins at the edge of the roadside for collection.

It is anticipated that the implementation of this proposal would have the additional benefit of reducing contamination rates in recycling bins which are currently collected from rear alleyways.

Such arrangements are common practice in other local authority areas and are known as edge of curtilage collections.

Edge of curtilage collections require residents to present refuse and recycling bins by the edge of their property which is nearest to the adopted highway. Exact definitions for the tolerated distance from the highway range from 25m to 'an arms-length'.

### Financial Implications

It is estimated that this would result in an operational saving of up to £75,000 per year. This is the equivalent to 50% of one vehicle and its associated crew.

The level of saving achieved will be influenced by the number of properties that require special arrangements, such as assisted pull outs.

The savings figure assumes 12 months operation of the new arrangements. Should the new arrangements not be in place for the start of the financial year, the level of savings delivered in 2019/20 will reduce accordingly.

### Risks

The risks associated with the cessation of doorstep collections within the Urban Area are:

- a. Not all household may be able to present bins at the kerbside due to disability
- b. Public dissatisfaction
- c. Lack of clarity over where bins should be presented
- d. An increased number of sign ups to the “pull out” service reduces the financial benefits of the new arrangements.

#### Risk Mitigation

- a. A “pull out” bin collection service is available for residents who are unable to present their bins at the kerbside due to a disability. In such cases (and where the necessary criteria are met), we will collect the wheeled bin from the property and return once emptied.
- b. Each affected household will be written to, with the rationale for the decision summarised
- c. Those households where an edge of curtilage collection is not possible, will be written to with alternative arrangements clarified.
- d. Review of criteria for “pull out” bin collection service.

#### Equality and Diversity Impact Assessment

An Equality Impact Assessment would be required, and a draft assessment is attached.

#### Consultation

It is recommended that this proposal would benefit from consultation with each household affected by the proposal.

#### Next Steps

Should Members approve the proposal, officers will design and deliver a consultation exercise in early 2019.

A formal policy defining edge of curtilage collections, including acceptable distances from the highway, will be developed.

Following the consultation, further modelling will take place to understand any special arrangements (including assisted pull outs) which may be required and the impact this will have on achievable savings.

# watermarkEQUALITY IMPACT ASSESSMENT (EqIA)

## Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
  - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
  - advancing equality of opportunity between people who share a protected characteristic and those who do not,
  - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
  - age
  - disability
  - gender reassignment
  - marriage/civil partnership
  - pregnancy/maternity
  - race
  - religion/belief
  - sex/gender
  - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:  
Minakshee Patel  
Corporate Equality & Diversity Advisor  
[minakshee.patel@rugby.gov.uk](mailto:minakshee.patel@rugby.gov.uk)  
Tel: 01788 533509

## Equality Impact Assessment

<b>Service Area</b>	<b>Waste and Recycling</b>
<b>Policy/Service being assessed</b>	<b>Kerbside (only) Collections</b>
<b>Is this is a new or existing policy/service?</b> <b>If existing policy/service please state date of last assessment</b>	<b>Existing service with revised arrangements</b>
<b>EqlA Review team – List of members</b>	<b>Dan Green, Shaun Barnes, Minakshee Patel</b>
<b>Date of this assessment</b>	<b>December 2018</b>
<b>Signature of responsible officer (to be signed after the EqlA has been completed)</b>	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: [minakshee.patel@rugby.gov.uk](mailto:minakshee.patel@rugby.gov.uk) or 01788 533509

### Details of Strategy/ Service/ Policy to be analysed

<b><u>Stage 1 – Scoping and Defining</u></b>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<b>The council is considering implementing a ‘kerbside only’ collection policy for waste and recycling. This would mean that residents whose properties have long drives or rear alleyways would need to present their bins at the kerbside to enable collection by RBC Waste and Recycling Crews</b>
(2) How does it fit with Rugby Borough Council’s Corporate priorities and your service area priorities?	The proposal fits with the proposed corporate priority 2017-2020, “achieve financial self sufficiency by 2020 and the portfolio priority “continue to improve the efficiency of our waste and recycling services”
(3) What are the expected outcomes you are hoping to achieve?	A reduction in the costs of delivering our waste and recycling services
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> <li>• Customers</li> <li>• Employees</li> <li>• Wider community or groups</li> </ul>	Customers
<b><u>Stage 2 - Information Gathering</u></b>	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).
(1) What does the information tell you about those groups identified?	Officers have details of the number and location of properties affected by the proposal. This will enable targeted communications to each affected household.



<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>No</p>		
<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>Should the proposals be approved for progression, the intention is to consult with individual households affected by the changes. It is anticipated that this would happen in early 2019. Beyond the consultation exercise, residents will be informed of additional support which is available for any households where disability or pregnancy affects residents' abilities to present their bins at the kerbside.</p>		
<p><b><u>Stage 3 – Analysis of impact</u></b></p>			
<p><b><u>(1) Protected Characteristics</u></b> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?  If yes, identify the groups and how they are affected.</p>	<p><b>RACE</b> N/a</p>	<p><b>DISABILITY</b> Households where disability prevents residents from transporting bins to the kerbside could suffer adverse impact</p>	<p><b>GENDER</b> N/a</p>
	<p><b>MARRIAGE/CIVIL PARTNERSHIP</b> N/a</p>	<p><b>AGE</b> N/a</p>	<p><b>GENDER REASSIGNMENT</b> N/a</p>
	<p><b>RELIGION/BELIEF</b> N/a</p>	<p><b>PREGNANCY MATERNITY</b> Households where pregnancy prevents residents from transporting bins to the kerbside could suffer adverse impact</p>	<p><b>SEXUAL ORIENTATION</b> N/a</p>

<p><u>(2) Cross cutting themes</u></p> <p>(a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>(a) There is no likely impact on social inequality</p> <p>(b) Carers who look after older people or people with disabilities may have difficulties in arranging for bins to be transported to the kerbside. In such instances, the assisted pull out scheme would enable support to such individuals.</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>Potential adverse affects will be mitigated by signposted those affected to the assisted pull out scheme.</p>
<p>(4)What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>Residents with a disability will be supported through the assisted pull out scheme.  <a href="https://www.rugby.gov.uk/forms/form/195/request_a_bin_pull-out_service">https://www.rugby.gov.uk/forms/form/195/request_a_bin_pull-out_service</a></p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>Residents have access to the same service irrespective of disability or pregnancy.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>n/a</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>n/a (previously addressed)</p>

**Stage 4 – Action Planning, Review & Monitoring**

If No Further Action is required then go to – Review & Monitoring

(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

**EqlA Action Plan**

<b>Action</b>	<b>Lead Officer</b>	<b>Date for completion</b>	<b>Resource requirements</b>	<b>Comments</b>
Write to residents affected	Shaun Barnes	TBC	TBC	
Additional promotion of pull out scheme	Shaun Barnes	TBC	TBC	

(2) Review and Monitoring  
State how and when you will monitor policy and Action Plan

Please annotate your policy with the following statement:

**‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’**

## FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
<b>GROWTH &amp; INVESTMENT</b>				
<b>Rugby Art Gallery and Museum (RAGM)</b>				
Floor One Gallery - for 2 weeks hire	122.40	VAT at 20%	Excluded	Yes
Public Liability Insurance administration fee (Floor One Gallery)	25.50	VAT Exempt	N/A	Yes
Children's workshops - 2 hours	8.20	VAT Exempt	N/A	Yes
Children's workshops - 10 - 4	20.40	VAT Exempt	N/A	Yes
Archaeological archive deposits, per box	306.00	VAT at 20%	Excluded	Yes
Loans boxes off site with facilitator	102.00	VAT at 20%	Excluded	Yes
All school 2 hour workshops led by an education facilitator	76.50	VAT Exempt	N/A	Yes
Centre supervisor to stay after hours (hourly rate)	40.80	VAT at 20%	Excluded	Yes
Historic loans box hire	5.10	VAT at 20%	N/A	Yes
Education Room 1 - hire charges				
Per hour	23.00	VAT Exempt	N/A	Yes
National Charities/Education	18.40	VAT Exempt	N/A	Yes
Local Groups/Charities/Education	16.10	VAT Exempt	N/A	Yes
Education Room 2 - hire charges				
Per hour	16.30	VAT Exempt	N/A	Yes
National Charities/Education	13.10	VAT Exempt	N/A	Yes
Local Groups/Charities/Education	11.40	VAT Exempt	N/A	Yes
Gallery Assistant (per hour)	30.60	VAT at 20%	Excluded	Yes
Rugby Open fee - single artwork	7.10	VAT at 20%	Excluded	Yes
Rugby Open fee - three artworks	18.40	VAT at 20%	Excluded	Yes
Rugby Open late collection of artwork fee	£1 per day up to a maximum of £10.00 per work	VAT at 20%	Excluded	No
<b>The Benn Hall</b>				
Monday - Thursday per hour				
Main Hall	30.00	VAT Exempt	N/A	No
Rokeby Room	20.00	VAT Exempt	N/A	No
Bar	15.00	VAT Exempt	N/A	No
Whole Building	50.00	VAT Exempt	N/A	No
Friday - Sunday & Bank Holidays per hour				
Main Hall	60.00	VAT Exempt	N/A	No
Rokeby Room	35.00	VAT Exempt	N/A	No
Bar	20.00	VAT Exempt	N/A	No
Whole Building	100.00	VAT Exempt	N/A	No
Use of Kitchen Facilities for the provision of:-				
Tea/Coffee/Squash/Biscuits	35.00	VAT Exempt	N/A	No
Snacks and light catering per hour	15.00	VAT Exempt	N/A	No
All other catering per hour	20.00	VAT Exempt	N/A	No
<b>NOTE:</b>				
(a) Preparation time, if required, must be arranged at time of booking. Please note this cannot always be guaranteed.				
(b) Christmas Eve, New Year's Eve and New Year's Day will be charged at weekend rate.				
<b>Sports and Recreation</b>				
Use of Community Sports Coach	16.30	VAT Exempt	N/A	Yes
Use of a Play Ranger	16.30	VAT Exempt	N/A	Yes
Use of On Track Sports Leaders				
Schools (PPA/Lunch)	16.30	VAT Exempt	N/A	Yes
Sport Specific	20.40	VAT Exempt	N/A	Yes
Mentoring	20.40	VAT Exempt	N/A	Yes
Small Group Work	30.60	VAT Exempt	N/A	Yes
Youth Club	17.30	VAT out of Scope	N/A	Yes
Sport Leader Courses	30.60	VAT Exempt	N/A	Yes
Boxing Leader Courses	30.60	VAT Exempt	N/A	Yes

## FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
<b>Planning Services</b>				
Plan Printing – Size A0 + (per copy)	8.20	VAT at 20%	Included	Yes
Size A0	6.10	VAT at 20%	Included	Yes
Size A1	4.10	VAT at 20%	Included	Yes
Size A2	2.00	VAT at 20%	Included	Yes
Size A3	1.00	VAT at 20%	Included	Yes
Size A4	1.00	VAT at 20%	Included	Yes
Planning Decision Notices (including appeal decisions) Per copy	15.30	VAT at 20%	Included	Yes
Miscellaneous Documentation				
First copy from each file	1.00	VAT at 20%	Included	Yes
Subsequent copies (black and white) per side	0.10	VAT at 20%	Included	Yes
Subsequent copies (colour) per side	0.20	VAT at 20%	Included	Yes
Core Strategy June 2011	Free		N/A	
Local Development Scheme	Free		N/A	
Supplementary Planning Documents				
Housing Needs SPD March 2012	Free		N/A	
Planning Obligations March 2012	Free		N/A	
Sustainable Design and Construction March 2012	Free		N/A	
Discharge of conditions				
Householder	34.00	VAT out of Scope	N/A	No
Other	116.00	VAT out of Scope	N/A	No
<b>Building Control</b>				
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit <a href="http://www.warwickdc.gov.uk">www.warwickdc.gov.uk</a> for further information.				
<b>Land Charges</b>				
Full Local Search LLC1 (no VAT) & Con29 (+VAT)	109.00	VAT at 20%	Included	No
Additional Questions	36.00	VAT at 20%	Included	No
Additional Parcels each	25.00	VAT at 20%	Included	No
LLC1 (search only)	84.00	VAT out of Scope	N/A	No
Con29	12.00	VAT at 20%	Included	No
Con29 O - Optional Enquiries, except ones listed below	14.40	VAT at 20%	Included	No
Con29 O - Optional Enquiry 22		VAT at 20%	Included	
Personal Search - free to view in reception		N/A	N/A	
Other CON29 questions				
Question 1.1 j, k, l	16.50	VAT at 20%	Included	No
Question 2	32.40	VAT at 20%	Included	No
Question 3.7	14.40	VAT at 20%	Included	No
Question 3.8	4.80	VAT at 20%	Included	No
Question 3.9	5.10	VAT at 20%	Included	No
Question 3.11	15.60	VAT at 20%	Included	No
Question 3.13	1.44	VAT at 20%	Included	No

## FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
<b>ENVIRONMENT &amp; PUBLIC REALM</b>				
<b>Bereavement Services</b>				
<b>Adult rates apply to persons aged 18 or over</b>				
Non-residents of Rugby are subject to double fees in respect of Exclusive Right of Burial and interment fees				
<b>Rainsbrook Crematorium</b>				
<b>Cremation Fees inclusive of Organist fee, scattering fee &amp; Environmental Levy</b>				
Child - up to and including 17 years of age	no charge	VAT Exempt	N/A	No
Adult - service 9.00am - 4.45pm	820.00	VAT Exempt	N/A	Yes
Adult - no service 8.15am - 8.45am, 5.00pm - 5.30pm	550.00	VAT Exempt	N/A	No
Cremation of body parts ( <i>Free of charge if we cremated deceased</i> )	200.00	VAT Exempt	N/A	No
<b>Weekend Surcharge</b>				
Saturday cremation 10.00am - 12 noon - strict rotation	575.00	VAT Exempt	N/A	No
Saturday interment of cremated remains (am only)	150.00	VAT Exempt	N/A	No
Saturday scattering of cremated remains (am only)	75.00	VAT Exempt	N/A	No
Scattering of ashes when cremation has taken place elsewhere	50.00	VAT Exempt	N/A	No
Supply of casket (with name plate)	60.00	VAT Exempt	N/A	No
Forwarding cremated remains by post (inland)	price on application	VAT at 20%	Included	N/A
Audio recording of services	50.00	VAT at 20%	Included	No
DVD recording of service	65.00	VAT at 20%	Included	No
Subsequent copies	40.00	VAT at 20%	Included	No
Slideshow / Visual Tribute	50.00	VAT at 20%	Included	No
Webcast	75.00	VAT at 20%	Included	No
Use of Rainsbrook Ceremony Room (no cremation or memorial service)	250.00	VAT Exempt	N/A	Yes
Bearer's fee (advance booking only)	35.00	VAT Exempt	N/A	Yes
Memorial flowers medium	40.00	VAT at 20%	Included	No
Memorial flowers large	60.00	VAT at 20%	Included	No
Late arrival / overrun per 15 minutes	250.00	VAT Exempt	N/A	Yes
<b>Book of Remembrance</b>				
Two line entry	75.00	VAT at 20%	Included	No
Five line entry	125.00	VAT at 20%	Included	No
Five line entry with emblem	175.00	VAT at 20%	Included	No
Eight line entry	195.00	VAT at 20%	Included	No
Eight line entry with emblem	225.00	VAT at 20%	Included	No
Memorial Tree (Bronze Plaque only, 10 year lease)	395.00	VAT at 20%	Included	No
Memorial Barbican Plaque (5 year lease)	375.00	VAT at 20%	Included	No
Memorial Bench (Bronze Plaque only, 10 year lease)	250.00	VAT at 20%	Included	No
Desk Vase Tablet Package (50 year lease, inclusive price)	2,250.00	VAT Exempt	N/A	No
Memorial Kerb (5 year lease)	250.00	VAT at 20%	Included	No
Tree of Life (10 year lease)	450.00	VAT at 20%	Included	No
Memorial Boulder (10 year lease)	575.00	VAT at 20%	Included	No
Armed Forces Wall (Inclusive of Regimental Badge, perpetuity)	250.00	VAT at 20%	Included	No
Reservation fee: Granite Memorial Annual Charge for Space only	100.00	VAT at 20%	Included	No
<b>Rugby Borough Council Cemeteries</b>				
Croop Hill Cemetery, Whinfield Cemetery, Watts Lane Cemetery, Clifton Road Cemetery				
<b>Burial Charges</b>				
Non-residents of Rugby are subject to double fees in respect of Exclusive Right of Burial and Interment fees				
<b>Purchase of Exclusive Right of Burial for 50 years</b>				
Adult's Plot	1,200.00	VAT out of Scope	N/A	No
Reservation Fee	500.00	VAT out of Scope	N/A	No
Adult's Plot - Watts Lane Green Burial area (single depth only)	1,200.00	VAT out of Scope	N/A	No
Reservation Fee	500.00	VAT out of Scope	N/A	No
<b>Interment fees - preparation and backfilling of grave</b>				
Babies & children up to 17yrs – all areas including Cloverleaf Memorial Garden	no charge	VAT out of Scope	N/A	No
Adult grave	800.00	VAT out of Scope	N/A	No
Stepped single grave - for burial without coffin	900.00	VAT out of Scope	N/A	No
Weekend surcharge - Saturday 9.30am to 12.00 noon (when agreed)	650.00	VAT out of Scope	N/A	No
Construction of vault	price on application	VAT out of Scope	N/A	No
<b>Interment of Cremated Remains in a Cemetery</b>				
<b>Purchase of Exclusive Right of Burial for 50 yrs</b>				
Cremation plot for 2 caskets (most plots are this size)	500.00	VAT out of Scope	N/A	No
Cremation plot for 3 caskets (1 available at Whinfield, March 2016)	600.00	VAT out of Scope	N/A	No
Cremation plot for 4 caskets (Croop Hill Cemetery plus 1 plot at Whinfield, March 2016)	700.00	VAT out of Scope	N/A	No
Reservation Fee	350.00	VAT out of Scope	N/A	No
<b>Interment fees - preparation and backfilling of grave</b>				
Babies and children up to 17 yrs – all areas including Cloverleaf Memorial Garden	no charge	VAT out of Scope	N/A	No
Adult - interment of cremated remains	350.00	VAT out of Scope	N/A	No
Adult - strewing of cremated remains under turf	200.00	VAT out of Scope	N/A	No
<b>Scattering of ashes on the surface is not permitted</b>				

## FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
<b>Rugby Borough Council Cemeteries</b>				
Use of Cemetery Chapel at Watts Lane or Croop Hill Cemeteries	100.00	VAT out of Scope	N/A	No
Use of Rainsbrook Ceremony Room (no cremation)	225.00	VAT Exempt	N/A	No
Cemetery Memorial Tree with bronze plaque	275.00	VAT out of Scope	N/A	No
Cemetery Memorial Bench	price on application	VAT at 20%	N/A	No
Family History Search - Detailed genealogy research	25.00	VAT out of Scope	N/A	No
Exhumation	price on application	VAT out of Scope	N/A	No
Plaque on Whinfield Memorial Scrolls	150.00	VAT out of Scope	N/A	No
Plaque on Watts Lane Memorial Book	150.00	VAT out of Scope	N/A	No
Plaque on Child in Hand Memorial at Clifton Road	150.00	VAT out of Scope	N/A	No
<b>Memorial Permit Fees</b>				
<b>Main Cemetery Areas (purchased graves only)</b>				
Headstone (including any base slab) Up to 5'6" high x 3'0" wide x 1'6" deep	250.00	VAT out of Scope	N/A	No
Vase Up to 1'3" high and 1'0" diameter	150.00	VAT out of Scope	N/A	No
Plaque/tablet - Main Cemetery Section Up to 2'0" (h) x 2'6" (w) x 1'6" (d)				
Plaque/tablet - Whinfield Cremation Section Up to 2'0" (h) x 2'0" (w) x 2'0" (d)	150.00	VAT out of Scope	N/A	No
Plaque/tablet - Watts Lane Cremation Section Up to 2'0" (h) x 2'0" (w) x 2'0" (d)	150.00	VAT out of Scope	N/A	No
Plaque/tablet - Watts Lane Cremation Section Up to 2'0" (h) x 2'3" (w) x 2'0" (d)	150.00	VAT out of Scope	N/A	No
Plaque/tablet - Croop Hill Cremation Section Up to 1'6" (h) x 1'6" (w) x 3'0" (d)	150.00	VAT out of Scope	N/A	No
Added inscription to any memorial	150.00	VAT out of Scope	N/A	No
Replacement of existing memorial where no amendment to previous approval	Nil	N/A	N/A	No
Kerbstones including headstone (where permitted)	450.00	VAT out of Scope	N/A	No
Kerbstones only (where permitted)	300.00	VAT out of Scope	N/A	No
Oversized headstone	500.00	VAT out of Scope	N/A	No
<b>Cloverleaf Memorial Garden</b>				

Contact Bereavement Services 01788 533715

## FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied	
<b>Pest Control</b>					
	<b>Pay in Advance</b>	<b>Pay by Invoice</b>			
<b>Domestic Pest Control</b>					
Rats - up to 3 visits	31.00	51.00	VAT at 20%	Included	Yes
Mice - up to 4 visits	66.00	87.00	VAT at 20%	Included	Yes
Bedbugs - up to 2 visits	97.00	117.00	VAT at 20%	Included	Yes
Fleas - up to 2 visits	77.00	97.00	VAT at 20%	Included	Yes
Cockroaches - up to 3 visits	97.00	117.00	VAT at 20%	Included	Yes
Wasps, Bees and Hornets - up to 2 visits					
General charge	56.00	77.00	VAT at 20%	Included	Yes
Additional wasp nest (no concessions)	10.00	10.00	VAT at 20%	Included	No
<b>Commercial Pest Control</b>					
Wasps (non contract)	82.00	102.00	VAT at 20%	Included	Yes
Wasps (contract)	61.00	82.00	VAT at 20%	Included	Yes
Additional wasp nests - £10.00			VAT at 20%	Included	No
	<b>Advance payment for first visit</b>	<b>Pay per hour (charges per 30 mins thereafter)</b>			
Bedbugs, fleas and cockroaches	41.00	102.00	VAT at 20%	Included	Yes
Rats and Mice	41.00	97.00	VAT at 20%	Included	Yes
Minimum charge 1 hour, charged per 30 minutes thereafter.					
Contracts (additional treatment over and above agreed contracts terms and conditions)					
Bedbugs, fleas and cockroaches	39.00	82.00	VAT at 20%	Included	Yes
Rats and Mice	39.00	77.00	VAT at 20%	Included	Yes
<b>Miscellaneous</b>					
Fumigation void premises	41.00	82.00	VAT at 20%	Included	Yes
House clearance	41.00	51.00	VAT at 20%	Included	Yes
Key collections (Rugby area only)	n/a	51.00	VAT at 20%	Included	Yes
<b>Reclamation of Stray Dogs</b>					
Untagged					
First Offence		95.00	VAT out of Scope	N/A	No
Subsequent Offence		110.00	VAT out of Scope	N/A	No
Tagged					
First Offence		70.00	VAT out of Scope	N/A	No
Subsequent Offence		90.00	VAT out of Scope	N/A	No
Kennel costs (per day)		13.20	VAT at 20%	Included	No
Note: A day includes part days and is applied from the day of acceptance into the kennel. Micro-chipping is a service provided by the Councils Stray Dog Kennels Provider at £15 per dog (inclusive of VAT)					
<b>Drain Clearance (per drain)</b>					
Office hours - domestic only (limited to 30 minutes only)		78.00	VAT at 20%	Excluded	No
Concession Criteria - ONLY households in receipt of Housing Benefit or Council Tax Benefit EXCLUDING single person occupancy relief.					
<b>Waste Collection</b>					
Bulky Waste Collection - up to 3 items		26.00	VAT out of Scope	N/A	Yes
Each Additional Item:					
Up to a maximum of 6		6.00	VAT out of Scope	N/A	Yes
Over 6 household items or any number of garden items (sheds, play equipment)					
Cancellation Fee		3.50	VAT out of Scope	N/A	No
Abandoned Vehicles - removal		105.00	VAT at 20%	Excluded	No
Abandoned Vehicles - disposal		50.00	VAT at 20%	Excluded	No



## FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
<b>Licences</b>				
House to House Licence	Nil	VAT out of Scope	N/A	No
Pet Shops	155.00	VAT out of Scope	N/A	No
Animal Boarding Establishments	155.00	VAT out of Scope	N/A	No
Riding Establishments	375.00	VAT out of Scope	N/A	No
Breeding of Dogs	155.00	VAT out of Scope	N/A	No
Dangerous Wild Animals Act (excluding vet fees)	315.00	VAT out of Scope	N/A	No
Zoo Licence (excluding vet fees)	625.00	VAT out of Scope	N/A	No
Skin Piercing etc., Acupuncture, tattooing, electrolysis and ear piercing (per practitioner)	165.00	VAT out of Scope	N/A	No
Skin Piercing etc., Acupuncture, tattooing, electrolysis and ear piercing (temporary events e.g. conventions and guest tattooists. Limited to 2 weeks and only if registered with another local authority - proof required.)	40.00	VAT out of Scope	N/A	No
Ear piercing only (per practitioner)	85.00	VAT out of Scope	N/A	No
Food Premises Registration	Free	VAT out of Scope	N/A	No
Street Traders Licence (per pitch per day - issued by Rugby First)	32.00	VAT out of Scope	N/A	No
Sex Establishment Licence	4,700.00	VAT out of Scope	N/A	No
Hypnotism	100.00	VAT out of Scope	N/A	No
<p>Note: all animal licenses may be subject to further vet fees in accordance with the relevant legislation. All fees stated exclude vet fees, except horse riding establishments and then only for annual inspection.</p>				
<b>Pollution Prevention and Control</b>				
<p>The fee charging regime for these industries will change with effect from 1st April. The charging regime is set by Government annually. The new regime is risk based and full details are available on request or can be found at <a href="http://www.defra.gov.uk/environment/ppc/localauth/fees-risk/fees.htm">www.defra.gov.uk/environment/ppc/localauth/fees-risk/fees.htm</a></p>				
<b>Lotteries and Amusement</b>				
Initial	40.00	VAT out of Scope	N/A	No
Renewal	20.00	VAT out of Scope	N/A	No
<b>Licensing Act 2003</b>				
<b>Main Application Fee - per Rateable Band</b>				
Band A	100.00	VAT out of Scope	N/A	No
Band B	190.00	VAT out of Scope	N/A	No
Band C	315.00	VAT out of Scope	N/A	No
Band D	450.00	VAT out of Scope	N/A	No
Band E	635.00	VAT out of Scope	N/A	No
Band D X (2)	900.00	VAT out of Scope	N/A	No
Band E X (3)	1,905.00	VAT out of Scope	N/A	No
<b>Main Annual Charge</b>				
Band A	70.00	VAT out of Scope	N/A	No
Band B	180.00	VAT out of Scope	N/A	No
Band C	295.00	VAT out of Scope	N/A	No
Band D	320.00	VAT out of Scope	N/A	No
Band E	350.00	VAT out of Scope	N/A	No
Band D X (2)	640.00	VAT out of Scope	N/A	No
Band E X (3)	1,050.00	VAT out of Scope	N/A	No
<b>Variation</b>				
Band A	100.00	VAT out of Scope	N/A	No
Band B	190.00	VAT out of Scope	N/A	No
Band C	315.00	VAT out of Scope	N/A	No
Band D	450.00	VAT out of Scope	N/A	No
Band E	635.00	VAT out of Scope	N/A	No
<b>Personal Licences, Temporary Events and Other Fees</b>				
Application for a grant or renewal of personal licence	37.00	VAT out of Scope	N/A	No
Temporary event notice	21.00	VAT out of Scope	N/A	No
Theft, loss etc. of premises licence or summary	10.50	VAT out of Scope	N/A	No
Application for a provisional statement where premises being built etc.	Varies	VAT out of Scope	N/A	No
Notification of change of name or address	10.50	VAT out of Scope	N/A	No
Application to vary licence to specify individual as premises supervisor	23.00	VAT out of Scope	N/A	No
Application for transfer of premises licence	23.00	VAT out of Scope	N/A	No
Theft, loss etc. of certificate or summary	10.50	VAT out of Scope	N/A	No
Notification of change of name alteration of rules of club	10.50	VAT out of Scope	N/A	No
Change of relevant registered address of club	10.50	VAT out of Scope	N/A	No
Theft, loss etc. of temporary event notice	10.50	VAT out of Scope	N/A	No
Theft, loss etc. of personal licence	10.50	VAT out of Scope	N/A	No
Duty to notify change of name or address	10.50	VAT out of Scope	N/A	No
Right of freeholder etc. to be notified of licensing matters	21.00	VAT out of Scope	N/A	No
Interim Authority notice following death etc. of licence holder	23.00	VAT out of Scope	N/A	No
<b>Fees for Scrap Metal Dealers Act 2013 scrap metal licence applications and incidental costs</b>				
Scrap metal dealer site licence application fee	350.00	VAT out of Scope	N/A	No
Scrap metal dealer site licence renewal fee	250.00	VAT out of Scope	N/A	No
Scrap metal dealer site licence variation fee	90.00	VAT out of Scope	N/A	No
Scrap metal dealer collector licence fee	250.00	VAT out of Scope	N/A	No
Scrap metal dealer collector renewal fee	230.00	VAT out of Scope	N/A	No
Scrap metal dealer collector variation fee	90.00	VAT out of Scope	N/A	No
Replacement licence	30.00	VAT out of Scope	N/A	No

## FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
<b>Licences</b>				
<b>Fees for Mobile Homes Act 2013 licence applications and incidental costs</b>				
Application	250.00	VAT out of Scope	N/A	No
Annual fee 2 to 10 residential units	150.00	VAT out of Scope	N/A	No
Annual fee 11 to 30 residential units	220.00	VAT out of Scope	N/A	No
Annual fee 31+ residential units	300.00	VAT out of Scope	N/A	No
Compliance notice	335.00	VAT out of Scope	N/A	No
Transfer of licence	72.00	VAT out of Scope	N/A	No
Variation of licence	215.00	VAT out of Scope	N/A	No
Fees only apply to relevant mobile homes sites. If exempt, licence fee £nil, no annual fee, compliance notices do not apply and transfer or variation fees £nil.				
<b>Gambling Act permit fees</b>				
Licensed premises gaming machines permits:				
Grant	150.00	VAT out of Scope	N/A	No
Existing operator grant	100.00	VAT out of Scope	N/A	No
Variation	100.00	VAT out of Scope	N/A	No
Transfer	25.00	VAT out of Scope	N/A	No
Annual fee	50.00	VAT out of Scope	N/A	No
Change of name	25.00	VAT out of Scope	N/A	No
Copy of permit	15.00	VAT out of Scope	N/A	No
<b>Licensed premises automatic notification process</b>				
On Notification	50.00	VAT out of Scope	N/A	No
<b>Club gaming permits</b>				
Grant	200.00	VAT out of Scope	N/A	No
Grant (club premises certificate holder)	100.00	VAT out of Scope	N/A	No
Existing operator grant	100.00	VAT out of Scope	N/A	No
Variation	100.00	VAT out of Scope	N/A	No
Renewal	200.00	VAT out of Scope	N/A	No
Renewal (club premises certificate holder)	100.00	VAT out of Scope	N/A	No
Annual fee	50.00	VAT out of Scope	N/A	No
Copy of permit	15.00	VAT out of Scope	N/A	No
<b>Club machine permits</b>				
Grant	200.00	VAT out of Scope	N/A	No
Grant (club premises certificate holder)	100.00	VAT out of Scope	N/A	No
Existing operator grant	100.00	VAT out of Scope	N/A	No
Variation	100.00	VAT out of Scope	N/A	No
Renewal	200.00	VAT out of Scope	N/A	No
Renewal (club premises certificate holder)	100.00	VAT out of Scope	N/A	No
Annual fee	50.00	VAT out of Scope	N/A	No
Copy of permit	15.00	VAT out of Scope	N/A	No
<b>Family entertainment centre gaming machine permits</b>				
Grant	300.00	VAT out of Scope	N/A	No
Renewal	300.00	VAT out of Scope	N/A	No
Existing operator grant	100.00	VAT out of Scope	N/A	No
Change of name	25.00	VAT out of Scope	N/A	No
Copy of permit	15.00	VAT out of Scope	N/A	No
<b>Prize gaming permits</b>				
Grant	300.00	VAT out of Scope	N/A	No
Renewal	300.00	VAT out of Scope	N/A	No
Existing operator grant	100.00	VAT out of Scope	N/A	No
Change of name	25.00	VAT out of Scope	N/A	No
Copy of permit	15.00	VAT out of Scope	N/A	No
<b>Gambling Act licences</b>				
Converted Casino:				
Non-conversion provisional statement	0.00	VAT out of Scope	N/A	No
Non-conversion application	0.00	VAT out of Scope	N/A	No
1st Annual fee	2,400.00	VAT out of Scope	N/A	No
Annual fee	2,400.00	VAT out of Scope	N/A	No
Vary licence	1,600.00	VAT out of Scope	N/A	No
Transfer licence	1,080.00	VAT out of Scope	N/A	No
Reinstatement of licence	1,080.00	VAT out of Scope	N/A	No
Provisional	0.00	VAT out of Scope	N/A	No
<b>Bingo</b>				
Non conversion provisional statement	960.00	VAT out of Scope	N/A	No
Non conversion application	2,800.00	VAT out of Scope	N/A	No
1st annual fee	800.00	VAT out of Scope	N/A	No
Annual fee	800.00	VAT out of Scope	N/A	No
Vary Licence	1,400.00	VAT out of Scope	N/A	No
Transfer Licence	960.00	VAT out of Scope	N/A	No
Reinstatement of licence	960.00	VAT out of Scope	N/A	No
Provisional	2,800.00	VAT out of Scope	N/A	No

## FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
<b>Gambling Act Permit Fees</b>				
<b>Adult Gaming Centre</b>				
Non conversion provisional statement	960.00	VAT out of Scope	N/A	No
Non conversion application	1,600.00	VAT out of Scope	N/A	No
1st annual fee	800.00	VAT out of Scope	N/A	No
Annual fee	800.00	VAT out of Scope	N/A	No
Vary licence	800.00	VAT out of Scope	N/A	No
Transfer licence	960.00	VAT out of Scope	N/A	No
Reinstatement of licence	960.00	VAT out of Scope	N/A	No
Provisional	1,600.00	VAT out of Scope	N/A	No
<b>Track betting</b>				
Non conversion provisional statement	790.00	VAT out of Scope	N/A	No
Non conversion application	2,050.00	VAT out of Scope	N/A	No
1st annual fee	830.00	VAT out of Scope	N/A	No
Annual fee	830.00	VAT out of Scope	N/A	No
Vary licence	1,050.00	VAT out of Scope	N/A	No
Transfer Licence	790.00	VAT out of Scope	N/A	No
Reinstatement of licence	790.00	VAT out of Scope	N/A	No
Provisional	2,100.00	VAT out of Scope	N/A	No
<b>Betting (other)</b>				
Non conversion provisional statement	1,000.00	VAT out of Scope	N/A	No
Non conversion application	2,500.00	VAT out of Scope	N/A	No
1st annual fee	500.00	VAT out of Scope	N/A	No
Annual fee	500.00	VAT out of Scope	N/A	No
Vary licence	1,250.00	VAT out of Scope	N/A	No
Transfer licence	1,000.00	VAT out of Scope	N/A	No
Re-instatement of licence	1,000.00	VAT out of Scope	N/A	No
Provisional	2,500.00	VAT out of Scope	N/A	No
<b>Family Entertainment Centre</b>				
Non conversion provisional statement	790.00	VAT out of Scope	N/A	No
Non conversion application	1,650.00	VAT out of Scope	N/A	No
1st annual fee	625.00	VAT out of Scope	N/A	No
Annual fee	625.00	VAT out of Scope	N/A	No
Vary licence	830.00	VAT out of Scope	N/A	No
Transfer licence	790.00	VAT out of Scope	N/A	No
Re-instatement of licence	790.00	VAT out of Scope	N/A	No
Provisional	1,650.00	VAT out of Scope	N/A	No
Temporary Use Notices	500.00	VAT out of Scope	N/A	No
Copy of Licences	25.00	VAT out of Scope	N/A	No
Notification of Change of Licence	50.00	VAT out of Scope	N/A	No
<b>Hackney Carriages</b>				
Vehicle Licence	145.00	VAT out of Scope	N/A	No
Transfer of Vehicle Licence	12.50	VAT out of Scope	N/A	No
Vehicle Stripes (per strip)	2.00	VAT out of Scope	N/A	No
Chequered Stripes (per set)	20.00	VAT out of Scope	N/A	No
Replacement Plates	34.00	VAT out of Scope	N/A	No
DBS checks	44.00	VAT out of Scope	N/A	No
Comprehension Test	10.00	VAT out of Scope	N/A	No
Knowledge Test	30.00	VAT out of Scope	N/A	No
Vehicle Safety Check (Carried out by Rugby Borough Council Work Services)	40.00	VAT out of Scope	N/A	No
<b>Private Hire Vehicles</b>				
Vehicle Licence	145.00	VAT out of Scope	N/A	No
Operator's Licence:				
New Applications (valid for 5 years):				
1-4 Vehicles	380.00	VAT out of Scope	N/A	No
5-10 Vehicles	680.00	VAT out of Scope	N/A	No
10 or more Vehicles	974.00	VAT out of Scope	N/A	No
Application Renewal (valid for 5 years)				
1-4 Vehicles	344.00	VAT out of Scope	N/A	No
5-10 Vehicles	642.00	VAT out of Scope	N/A	No
10 or more Vehicles	940.00	VAT out of Scope	N/A	No
Driver's Licence - Dual Hackney and PHV Licence:				
New Application (Valid for 3 years)				
Application Renewal (Valid for 3 years)	220.00	VAT out of Scope	N/A	No
Transfer of Vehicle Licence	12.50	VAT out of Scope	N/A	No
Replacement Plates	34.00	VAT out of Scope	N/A	No
Comprehension Test	10.00	VAT out of Scope	N/A	No
Knowledge Test	30.00	VAT out of Scope	N/A	No
Vehicle Safety Check (Carried out by Rugby Borough Council Work Services)	40.00	VAT out of Scope	N/A	No
All Licences are outside the scope of VAT				

## FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
<b>Car Parks and Parking</b>				
<b>Off Street Parking</b>				
<b>John Barford Car Park</b>				
Up to 3 hours	1.00	VAT at 20%	Included	No
Up to 5 hours	2.50	VAT at 20%	Included	No
Up to 11 hours	5.00	VAT at 20%	Included	No
Sunday	1.00	VAT at 20%	Included	No
<b>Railway Terrace/Gas Street/Old Market Place</b>				
Up to 3 hours	1.00	VAT at 20%	Included	No
Up to 5 hours	4.00	VAT at 20%	Included	No
Up to 11 hours	10.00	VAT at 20%	Included	No
Sunday	Free	VAT at 20%	Included	No
<b>Chestnut Field/North Street/Little Church Street/Evreux Way</b>				
Up to 2 hours	1.00	VAT at 20%	Included	No
Up to 3 hours	1.30	VAT at 20%	Included	No
Sunday	1.00	VAT at 20%	Included	No
<b>Westway</b>				
Up to 5 hours	2.50	VAT at 20%	Included	No
Up to 11 hours	5.00	VAT at 20%	Included	No
Sunday	Free	VAT at 20%	Included	No
<b>Newbold Road</b>				
Up to 3 hours	1.00	VAT at 20%	Included	No
Up to 5 hours (weekdays only)	4.00	VAT at 20%	Included	No
Up to 11 hours	10.00	VAT at 20%	Included	No
Saturday up to 11 hours	3.00	VAT at 20%	Included	No
Sunday	Free	VAT at 20%	Included	No
<b>Penalty Charges</b>				
Penalty charge	50.00 or 70.00	VAT out of Scope	Excluded	No
Penalty charge if paid within 14 days	25.00 or 35.00	VAT out of Scope	Excluded	No
<b>Season Tickets - Day Passes</b>				
<b>John Barford/Westway</b>				
3 months	120.00	VAT at 20%	Included	No
6 months	215.00	VAT at 20%	Included	No
9 months	400.00	VAT at 20%	Included	No
<b>Railway Terrace/Gas Street/Old Market Place</b>				
3 months	180.00	VAT at 20%	Included	No
6 months	325.00	VAT at 20%	Included	No
9 months	615.00	VAT at 20%	Included	No
<b>Season Tickets - Town Centre Residents Night Passes</b>				
<b>Railway Terrace/Gas Street/Old Market Place/Westway</b>				
3 months	100.00	VAT at 20%	Included	No
6 months	180.00	VAT at 20%	Included	No
9 months	340.00	VAT at 20%	Included	No
<b>Other Charges</b>				
Vehicles over 3 tonnes/Coaches	Not Permitted	VAT at 20%	Included	No
Caravan/trailers and towing vehicles used for exhibitions, trade etc. (per space)	10.00	VAT at 20%	Included	No

## FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees				
	Including %	Increase	VAT Type	VAT	Increase
	£	£		Included	Applied
<b>Enforcement Charges</b>					
<b>Fixed Penalty Fines</b>					
The Council has, where possible, determined to set its own level of fines within the standard range of penalties. The general formula is adopted to set the default penalty level to be the maximum possible within the range for that offence. However, this penalty is DISCOUNTED to the minimum penalty possible within the range, IF the penalty is paid within 10 days in the case of Public Space Protection Orders and Fly tipping, and 7 days for all other listed offences.					
	<b>Fixed Penalty</b>	<b>Maximum</b>	<b>Discount</b>		
Depositing Litter	80.00	2,500.00	50.00	VAT out of Scope	N/A
Graffiti and fly posting	80.00	2,500.00	50.00	VAT out of Scope	N/A
Nuisance parking	100.00	2,500.00	60.00	VAT out of Scope	N/A
Fly tipping	400.00	Unlimited	300.00	VAT out of Scope	N/A
Exposing vehicles for sale on a road	100.00	2,500.00	No discount	VAT out of Scope	N/A
Repairing vehicles on a road	100.00	2,500.00	No discount	VAT out of Scope	N/A
Abandoning a vehicle	200.00	2,500.00	120.00	VAT out of Scope	N/A
Unauthorised distribution of free printed matter	80.00	2,500.00	50.00	VAT out of Scope	N/A
Failure to furnish documentation (Waste Carriers Licence)	300.00	Unlimited	No discount	VAT out of Scope	N/A
Failure to produce authority (Waste Transfer Note)	300.00	Unlimited	No discount	VAT out of Scope	N/A
Failure to comply with a Public Space Protection Order	100.00	2,500.00	75.00	VAT out of Scope	N/A
Failure to comply with a Community Protection Notice (Individual)	100.00	2,500.00	No discount	VAT out of Scope	N/A
Failure to comply with a Community Protection Notice (Business)	100.00	Unlimited	No discount	VAT out of Scope	N/A
Cycling on a foot path	30.00	500.00	No discount	VAT out of Scope	N/A
Failure to comply with noise warning notice (licenced)	500.00	Unlimited	No discount	VAT out of Scope	N/A
Failure to comply with a Public Space Protection Order (Dogs)	100.00	1,000.00	50.00	VAT out of Scope	N/A
<b>Landlords</b>					
Implementation of the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 on 1st April 2015 will result in penalty charges being issued against landlords where they have breached their legal duties in relation to offences under the regulations which require landlords to provide smoke alarms and carbon monoxide alarms in rented properties:					
	<b>Charges Imposed</b>	<b>If Paid Within 14 Days</b>			
First Offence	1,000.00	750.00	VAT out of Scope	N/A	No
Second Offence	2,000.00	n/a	VAT out of Scope	N/A	No
Third Offence (and all Consequent Offences)	5,000.00	n/a	VAT out of Scope	N/A	No
<b>Officer Rates</b>					
For reclaiming officer costs when investigating matters that result in a legal proceeding being instituted etc.					
<b>Category A</b> - salary grade D and below		46.00	VAT out of Scope	N/A	Yes
<b>Category B</b> - salary grade E to F		61.00	VAT out of Scope	N/A	Yes
<b>Category C</b> - salary grade G		77.00	VAT out of Scope	N/A	Yes
<b>Category D</b> - Heads of Service or above		92.00	VAT out of Scope	N/A	Yes
Administration charges for works in default etc.:					
For each property or person responsible, minimum fee to apply until hourly rate and associated costs exceed this figure		56.00	VAT out of Scope	N/A	Yes
Any associated letters, reports etc.		12.00	VAT out of Scope	N/A	Yes
Officers statement for solicitors (minimum 1 hour)		Officer rates	VAT out of Scope	N/A	Yes
Mileage charged at current casual user rates					
<b>Note: Fees and Charges marked with an asterisk "*" are set by national legislation and will be amended as and when specified charges are amended</b>					
Complete copies of list of Registered Food Premises		320.00	VAT out of Scope	N/A	No
Partial copies of the list of Registered Food Premises		£30 + £3 per entry	VAT out of Scope	N/A	No
Printed copies of Air Quality Assessment Reports etc		50.00	VAT out of Scope	N/A	No
Copies of or from other Public Registers:					
Complete premises files (printed, plus photocopying charge)		40.00	VAT out of Scope	N/A	No
Partial extracts form premises file (per request, plus copying)		20.00	VAT out of Scope	N/A	No
Information may be available in an electronic format. Prices available on request.					

## FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
<b>Parks</b>				
Caldecott Park - to be fixed with the café leaseholder	£			
<b>Special Events on Parks and Open Spaces</b>				
Sports Tournaments	Price On Application	VAT Exempt	N/A	N/A
Charitable Events	No Charge	N/A	N/A	No
Dog Shows - per opening day	295.00	VAT Exempt	N/A	Yes
Fairs/Circuses - per operating day	395.00	VAT Exempt	N/A	Yes
Fairs/Circuses - per setting up day	110.00	VAT Exempt	N/A	Yes
Returnable deposit for new fair/circus operator	310.00	VAT Exempt	N/A	Yes
Commercial Events	395.00	VAT Exempt	N/A	Yes
Filming rights (per day)	210.00	VAT Exempt	N/A	Yes
Ice Cream Licence	Price on application	VAT at 20%	N/A	N/A
<b>Sports Pitches</b>				
SPORTS PITCHES ARE HIRED PER SESSION (not including time spent changing)				
All hirers must provide evidence of Public Liability insurance of £5 million and sign the current Terms and Condition of Hire				
Matches must be completed by 9pm Monday to Saturday and by 6pm on Sunday				
Rugby Football: 1 session is deemed to last up to 100 minutes				
Football: 1 session is deemed to last up to 120 minutes				
Cricket: 1 session is deemed to last up to 4 hours				
Changing Facilities: where booked will be charged per pitch session as above				
This is an unattended service provided to specific clubs/teams by prior agreement.				
An attended service is available for a casual booking - additional charge payable				
Where an all day booking is made, morning is deemed to be one session, afternoon one session and evening one session. Each session will be charged as detailed.				
	<b>Normal £</b>			
		<b>Exempt £</b>		
<b>Senior pitch hire</b>				
Football, Rugby, Cricket, Gaelic Football	40.00	33.00	VAT Exempt	No
<b>Intermediate pitch hire</b>				
Football	31.00	26.00	VAT Exempt	No
<b>Junior pitch hire</b>				
Football, Rugby	20.00	17.00	VAT Exempt	No
<b>Mini pitch hire</b>				
Football	15.00	12.50	VAT Exempt	No
<b>UNAUTHORISED USE OF FACILITIES - DOUBLE FEE PAYABLE</b>				
Training (per training session)	10.00	10.00	VAT Exempt	No
<b>Changing Rooms (subject to change as facilities are refurbished)</b>				
Charged per session as above. Changing rooms are opened as for Football/Cricket, 30 minutes before kick-off, Rugby/Gaelic 60 minutes before kick-off and early opening - price on application.				
<b>Unattended regular use through the season on specified number of occasions (minimum 10)</b>				
Seniors £22 per room per occasion (no refunds unless cancelled by Council)		22.00	VAT Exempt	N/A
Juniors £15 per room per occasion (no refunds unless cancelled by Council)		15.00	VAT Exempt	N/A
<b>Juniors</b>				
Weekly access to toilets only - £200 VAT Exempt for season (dates as agreed)				
<b>Unattended casual use (less than 10 occasions)</b>				
Seniors £18.00 per room per occasion		18.00	VAT at 20%	Included
Juniors £12.50 per room per occasion		12.50	VAT at 20%	Included
<b>Attended Service</b>				
Additional £25 payable		Additional £25 payable	VAT Exempt	No
<b>Late Booking Charges</b>				
Each Pitch (Including VAT)		10.00	VAT at 20%	Included
Changing room(s) (plus VAT as appropriate)		10.00	VAT at 20%	Excluded
<b>Professional Trainers</b>				
		10.00	VAT Exempt	N/A

## FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
<b>Housing</b>				
Private Housing Inspection and Assessment for Immigration and other purposes	120.00	VAT out of Scope	N/A	No
House in Multiple Occupation Licence fee:				
Where Landlord approaches Council	650.00	VAT out of Scope	N/A	No
Where Landlord is found to be running an unlicensed HMO	900.00	VAT out of Scope	N/A	No
Renewal of an HMO Licence	493.00	VAT out of Scope	N/A	No
Copy of Licence	15.00	VAT out of Scope	N/A	No
Variation of Licence	110.00	VAT out of Scope	N/A	No
Revoking licence	110.00	VAT out of Scope	N/A	No
Service of Hazard awareness notice	0.00	VAT out of Scope	N/A	No
Service of formal notice/order.	500.00	VAT out of Scope	N/A	No
Additional notices/orders for multiple hazards	25.00	VAT out of Scope	N/A	No
DBS check	44.00	VAT out of Scope	N/A	No
<b>Public Registers and other information</b>				
All public registers can be viewed in person free of charge and attempts are being made to make some or all of these available on the internet.				
Contaminated land and pollution searches:	price on application	VAT out of Scope	N/A	No
Complete copies of list of Registered Food Premises	320.00	VAT out of Scope	N/A	No
Partial copies of the list of Registered Food Premises	£30 + £3 per entry	VAT out of Scope	N/A	No
Printed copies of Air Quality Assessment Reports etc.	50.00	VAT out of Scope	N/A	No
Copies of or from other Public Registers:				
Complete premises files (printed, plus photocopying charge)	40.00	VAT out of Scope	N/A	No
Partial extracts form premises file (per request, plus copying)	20.00	VAT out of Scope	N/A	No
Information may be available in an electronic format. Prices available on request.				

## FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
<b>CORPORATE RESOURCES</b>				
<b>Legal Services</b>				
S106/Unilateral Agreements*	61.20	VAT at 20%	Included	Yes
Supplemental/Deed of Variation/TPOs*	30.60	VAT at 20%	Included	Yes
Ex-Council House Consent	61.20	VAT at 20%	Included	Yes
Ex-Council House Consent: Retrospective	91.80	VAT at 20%	Included	Yes
Leases/Shared Ownership (per copy)	61.20	VAT at 20%	Included	Yes
Enforcement Notices	18.40	VAT at 20%	Included	Yes
Smoke Control Orders	30.60	VAT at 20%	Included	Yes
* Standard turnaround for copies is 1-3 working days. However, if any of the above documents require expediting straight away, an additional £30.00 is added to each.				
<b>EXECUTIVE DIRECTOR</b>				
<b>Electoral Register</b>				
The Open Electoral Register can be purchased in either data or paper form:-				
Fee for data copy £20.00 plus £1.50 for every 1,000 entries or part thereof purchased			VAT out of Scope	
Fee for paper copy £10.00 plus £5.00 for every 1,000 entries or part thereof purchased			VAT out of Scope	
<b>Freedom of Information Request</b>				
Freedom of Information and Environmental Information Regulation requests are charged for in just two cases:-				
<ul style="list-style-type: none"> <li>- where the cost of answering the enquiry goes over £450; and</li> <li>- where there are costs for preparing the information e.g. printing, photocopying, postage, providing information in other formats (CD-Rom, audio cassette, translation)</li> </ul>				
The time spent dealing with the above is calculated at £25 per hour.	25.00	VAT out of Scope	N/A	No
With the majority of requests the costs will be less than £450 and we will make no charge for the work involved.				
If however, the cost of dealing with your request goes over £450 we will contact you to discuss the information you have requested and the cost of providing it. If you still want the information in a format that is going to take the cost over that limit, then we will charge you the full amount.				
<ul style="list-style-type: none"> <li>- Photocopying or printing material;</li> <li>- Postage;</li> <li>- Producing material in a different format when requested e.g. CD Rom, audio cassette;</li> <li>- Providing extracts of databases;</li> <li>- Translating the material into a different language where requested;</li> <li>- Allowing you to reasonable time to inspect a record containing the information (FOI only);</li> <li>- 10p per A4 sheet for printing or photocopying, black and white;</li> <li>- 20p per A3 sheet for printing or photocopying, black and white;</li> <li>- 92p per A4 sheet for printing or photocopying, colour;</li> <li>- £1.24 per A3 sheet for printing or photocopying, colour;</li> <li>- Postage costs - documents will be sent by second class mail unless specified otherwise;</li> <li>- Any costs involving staff time will be charged at £25 per hour.</li> </ul>				
We can charge for these costs in all cases, whether or not we can also charge for the prescribed costs.				